

**Manual of Rules and Regulations
of Job's Daughters International,
Grand Guardian Council of Pennsylvania
Incorporated, 1998**



Published by Authority of

**JOB'S DAUGHTERS INTERNATIONAL
Grand Guardian Council of Pennsylvania, Inc.
Supreme Guardian Council**

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Including 2016 Amendments**

**SUPPLEMENT TO THE
CONSTITUTION OF A GRAND GUARDIAN COUNCIL**

**ARTICLE I
NAME**

Section 1.

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

**ARTICLE II
OBJECT**

Section 1.

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

**ARTICLE III
AUTHORITY**

Section 1.

- (a) This Grand Guardian Council operates under authority of a Charter granted by the Supreme Guardian Council and dated July 24, 1955. The jurisdiction of this Grand Guardian Council shall be limited to the Commonwealth of Pennsylvania.

**ARTICLE IV
MEMBERSHIP**

Section 1.

- (a) This GGC shall consist of the GGC Officers, all Past elective GGC Officers, Past Bethel Guardians and Past Associate Bethel Guardians of Bethels in this jurisdiction, the five (5) Executive members of the BGC (Bethel Guardian, Associate Bethel Guardian, Guardian Secretary, Guardian Treasurer, Director of Music or Director of Epochs), chartered and under dispensation, and all members of the SGC residing in this GGC jurisdiction who, having been elected to membership in this GGC, shall be entitled one (1) vote each when present at a special or annual meeting of the GGC.
- (b) See SI 13

**ARTICLE V
OFFICERS**

Section 1. Elective Officers

- (a) See C-GGC 1
- (b) A Grand Inner Guard and Grand Outer Guard shall be elected from eligible GGC members, provided each has served at least one (1) year as Associate Bethel Guardian and is a Master Mason.
- (c) No members of the GGC who are related and/or live in the same household shall be eligible for election to the offices of Grand Secretary and Grand Treasurer simultaneously.

Section 2. Appointive Officers

- (a) See C-GGC 1

Section 3. Executive Officers

- (a) See C-GGC 2

Section 4. Executive GGC

- (a) See C-GGC 2
- (b) All Executive GGC members shall be residents of this Commonwealth at the time of election, unless a three-fourth (3/4) majority vote of the GGC members present at Annual Meeting agree it is in the best interest of the GGC to allow a non-resident to serve. Should an elected GGC Officer move out of the Commonwealth prior to three (3) months from the close of the GGC year, the Officer shall tender his/her resignation immediately; and, the Executive GGC shall have the prerogative of accepting or not accepting this resignation.

**ARTICLE VI
ELIGIBILITY**

Section 1.

- (a) through (f) See C-GGC 2

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

Section 1. Election

- (a) See C-GGC 2
 - (1) The election of Grand Officers shall be held at the Annual Meeting of the GGC.
- (b) and (c) See C-GGC 2
- (d) Where there is but one (1) member aspiring to an office, the rule requiring a ballot may be suspended and the election be determined by viva voce (voice) vote.

Section 2. Voting Privileges

- (a) See C- GGC 2

Section 3. Proxy

- (a) See C-GGC 2

**ARTICLE VIII
APPOINTMENTS**

Section 1.

- (a) See C-GGC 3

**ARTICLE IX
TERM**

Section 1.

- (a) See C-GGC 3

**ARTICLE X
INSTALLATION**

Section 1.

- (a) through (c) See C-GGC 3

**ARTICLE XI
VACANCIES**

Section 1.

- (a) If the office of the Grand Guardian is /or becomes vacant, the Vice Grand Guardian shall assume all duties and prerogatives pertaining to that office. Upon assumption of the duties, the Grand Guardian may appoint a Past Grand Guardian to assume all of the duties and prerogatives pertaining to the office of Grand Guardian for the remainder of the term, and shall be known as the acting Grand Guardian, with the former Vice Grand Guardian returning to the duties of the Vice Grand Guardian.

**ARTICLE XII
MEETINGS**

Section 1. GRAND SESSION

- (a) The Grand Session of the GGC shall be held over a weekend in June. It shall include the Installation of Grand Bethel Officers and Representatives, and the Installation of the Grand Guardian Council Officers. This session may also include a Formal Opening, Necrology ceremony, or Formal Closing. It may also include competitions, training, and entertainment as needed for the benefit of the Order. Starting times of all meetings and activities shall be sent to all GGC members with the registration information. The Grand Guardian shall, before the close of the Grand Session, announce the date, time, and location of the next Grand Session. The Grand Guardian and the Grand Session Committee shall take special deliberation, so that the location for the Grand Session of the GGC would be convenient for the majority of members of the GGC. The cost (lodging and meals) of the Grand Session should be a major concern.

Section 2. ANNUAL MEETING

- (a) The Annual Meeting of the GGC shall be held on a Saturday after the Annual Meeting of the Grand Bethel/Spring Grand Bethel Weekend and before the Grand Session of the GGC. The Grand Guardian shall, before the close of the Grand Session, announce the date, time, and location of the next Annual Meeting. This business session shall begin no later than 10:00 A.M., and shall continue, with suitable recesses, until the following business is concluded.
- (1) Reports of Committees as called on by the Grand Guardian
 - (2) Amendments
 - (3) Election of Officers

Section 3. FALL MEETING

- (a) The Fall Meeting of the GGC shall be held on a Saturday in the month of September. The business session shall begin no later than 10:00 A.M. The GG shall, before the close of the Grand Session of the GGC, announce the date, time, and location of this Fall Meeting.
- (b) At the Fall Meeting, the Grand Guardian shall give a complete report on the business transacted and legislation enacted at the Annual Session of the SGC, which she attended in entirety, as the official representative of the GGC.

**SUPPLEMENT TO THE
BYLAWS OF A GRAND GUARDIAN COUNCIL**

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

Section 1.

(a) through (f) See B-GGC 1

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

Section 1.

(a) and (b) See B-GGC 1

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

Section 1. Rulings

(a) See B-GGC 1

Section 2. Grand Guardian shall:

(a) through (g) See B-GGC 1

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- (h) through (n) See B-GGC 2
- (o) Suspend the functions of any Bethels or BGCs for good and sufficient reasons.
- (p) Countersign all GGC checks in the absence of either the Grand Secretary or Grand Treasurer.

Section 3. The Associate Grand Guardian shall:

- (a) through (e) See B-GGC 2

Section 4. The Vice Grand Guardian shall:

- (a) and (b) See B-GGC 2

Section 5. The Vice Associate Grand Guardian shall:

- (a) and (b) See B-GGC 2

Section 6. The Grand Secretary shall:

- (a) See B-GGC 2
- (b) See B-GGC 2
 - (1) Include proposed amendments to the Manual of Rules and Regulations in the minutes of the Annual Meeting of the GGC of Pennsylvania, and note whether they were adopted or rejected.
- (c) through (i) See B-GGC 2

- (j) See B-GGC 3
- (k) Notify all members, that have requested such, all changes and amendment to the Manual of Rules and Regulations of the GGC, after approval has been received from the Chairperson of the Supreme Jurisprudence Committee.
- (l) Upon receipt of the printed Supreme Constitution and Bylaws approved amendments, designate the page and section of the GGC Manual of Rules and Regulations, thus automatically amended, and notify each Bethel when the Supreme amendments and GGC Manual of Rules and Regulations are available.
- (m) Remove from the mailing list any member who has not paid the current membership fee for a period of two (2) years. Notice will be sent to the member thirty (30) days before the Annual Meeting of the GGC with removal to follow the Grand Session. This action shall not deprive any such member of the right to vote in a GGC meeting provided the member has paid the current membership fee. The member's name shall be returned to the current mailing list upon payment of current membership fee.
- (n) Order supplies from the Executive Manager for the GGC and for the Bethels. The distribution of all records, blanks, etc., shall be through the office of the Grand Secretary.
- (o) Issue notices of all meetings properly called.
- (p) Keep a detailed report of all receipts and disbursements of the GGC and membership of the Bethels.
- (q) Buy, sell, and have charge of all supplies, attend to all printing, and furnish supplies to the Bethels as requested by them.
- (r) Be custodian of all records and reports, and transfer them, together with all property of the GGC in her possession, to her successor, fifteen (15) days after the installation. Expenses are to be paid by the GGC.
- (s) Draw warrants for payment by the Grand Treasurer of the GGC, for bills and obligations, with the exception of: petty cash for the Grand Secretary per budget; supplies from the Supreme Headquarters; disbursements per bylaws, budget, and vote of the body. All other bills shall be attached to the warrant and passed to the Finance Committee Chairperson, then to each member of the Finance Committee, and the Grand Guardian, for their signatures and for approval or disapproval. Copies of all warrants shall be sent to the Finance Chairperson, the Grand Guardian, and the Vice Grand Guardian.
- (t) Receive all proposed amendments to the Manual within sixty (60) days prior to the Annual Meeting of the GGC and forward a copy of the same to each voting member on the mailing list at least thirty (30) days prior to the Annual Meeting.
- (u) Mail credentials to the voting members on the mailing list at least thirty (30) days prior to the Annual Meeting.
- (v) Countersign and send all checks.
- (w) Order jewels for the retiring Grand Guardian and retiring Associate Grand Guardian as follows:
 - (1) A jewel (Catalog No. J-81P) for the Grand Guardian. If this retiring officer wishes, she may have a more expensive PGG jewel selected from the official jewelry catalog, providing she pays the monetary difference.
 - (2) A solid gold button (Catalog No. 87P), for the AGG. If this retiring officer wishes, he may have a more expensive PAGG pin, selected from the official jewelry catalog, providing he pays the monetary difference.
 - (3) The jewels for the officers of this GGC shall be returned to the Grand Secretary at the close of each GGC year. Presentation of the jewels will be at the Installation of Officers.
- (x) Include the Auditor's Report in the minutes of the Grand Session of the GGC of Pennsylvania.
- (y) All materials for the Directory shall be in the hands of the Grand Secretary within ten (10) days after the close of the Grand Session of the GGC. Within forty-five (45) days after the close of the Grand Session of the GGC, a GGC Directory with information regarding the Council, including all names, addresses, telephone numbers, and zip codes, shall be distributed to all current dues paying members of the GGC as of the Grand Session, Supreme Guardian, Executive Manager, Grand Guardians, Vice Grand Guardians, and Grand Secretaries of other jurisdictions bordering our GGC.
- (z) Distribute the minutes of the Annual Meeting, Grand Session, and Fall Meeting to each GGC member who has paid the current membership fee and has paid an additional fee of ten dollars (\$10.00). The additional fee must be paid by the close of the Grand Session.
 - (1) Each Elected Grand Officer shall receive one (1) set for their records at no charge.

Section 7. The Grand Treasurer shall:

- (a) See B-GGC 3
 - (1) Deposit all monies in a bank approved by the Finance Committee. The bank account shall be in the name of the GGC of Pennsylvania, Inc. Job's Daughters International.
- (b) See B-GGC 3
- (c) See B-GGC 3
 - (1) Write and sign all checks for withdrawal upon receipt of warrants signed and approved by the Finance Committee and the Grand Guardian.
- (d) See B-GGC 3

Section 8. The Grand Guide and Marshal shall:

- (a) and (b) See B-GGC 3
- (c) The Grand Guide shall:
 - (1) Prepare the room, with the assistance of the Grand Marshal, for the Grand Session of the GGC and shall have charge of all Paraphernalia used at the Grand Session.
 - (2) Be the Chairperson of the Miss Job's Daughter of Pennsylvania Scholarship Pageant.
- (d) The Grand Marshal shall:
 - (1) Serve as Chairman and see that the bylaw committee integrates the SGC Amendment changes as well as any approved amendments to the Pennsylvania Manual of Rules and Regulations.
 - (2) Serve as a member of the Miss Job's Daughter of Pennsylvania Scholarship Pageant Committee.
 - (3) Direct the Flag Ceremony if one is held at Grand Session.
- (e) Serves as members of the Strategic Planning Committee.

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

- (a) and (b) See B-GGC 3

Section 10. Other Grand Officers shall:

- (a) Perform such duties as may be assigned to them by the Grand Guardian.
- (b) The Grand Librarian shall:
 - (1) Be in charge of all Arts and Crafts Competitions to be held at a time during the year as established between the Grand Guardian and the Grand Librarian.
 - (2) Establish and distribute the rules of this competition to each Bethel giving the Daughters enough time to pre-register their entries prior to competition.
- (c) The Grand Chaplain shall:
 - (1) Prepare a suitable memorial service to be given during the Grand Session of the GGC
- (d) The Grand Inner Guard and Grand Outer Guard shall:
 - (1) Guard the doors of the GGC room.

**ARTICLE IV
COMMITTEES**

Section 1. Eligibility

- (a) through (c) See B-GGC 3

Section 2. Restriction

- (a) and (b) See B-GGC 3

Section 3. Standing Committees:

The Grand Guardian shall appoint the following committees before the close of the Grand Session of the GGC. These committee members shall not be members of the Executive Line. The Chairperson of each of these committees shall present a properly signed report at each Annual Meeting of the GGC and shall see that a permanent file is turned over to her/his successor.

- (a) **APPEALS AND GRIEVANCES COMMITTEE** composed of three (3) members. At each Grand Session one (1) member shall be appointed for three (3) years. It shall be the duty of the Appeals and Grievances Committee to:
 - (1) Consider and report on all appeals in the manner provided in the Supreme Constitution and Bylaws (See SI 15).

- (b) **EDUCATIONAL SCHOLARSHIPS COMMITTEE** composed of three (3) or more members. One (1) member appointed for one (1) year, one (1) member for two (2) years, one (1) member appointed for three (3) years. It shall be the duty of the Educational Scholarships Committee to:
- (1) Send copies of the application form for the Order of Eastern Star Scholarship and the GGC Scholarships to the Bethels no later than December 1 of each year.
 - (2) Receive applications for scholarships, carefully investigate, and award monies at the Grand Session of the GGC.
 - (3) See that no member of the Educational Scholarships Committee writes a letter of recommendation for any Daughter applying for a scholarship.
 - (4) See that no parent, grandparent, or guardian of any Daughter applying for a scholarship serves on the Educational Scholarships Committee.
 - (5) Determine the number and amount of scholarships from the Miss Job's Daughter Scholarship Pageant in accordance with the quality of the applications and the proceeds available from the Pageant.
- (c) **FINANCE COMMITTEE** composed of three (3) members. One (1) member appointed for one (1) year, one (1) member appointed for two (2) years, and one (1) member appointed for three (3) years. Thereafter, at each Grand Session one (1) member shall be appointed for three (3) years. It shall be the duty of the Finance Committee to:
- (1) Investigate and report on all matters which may effect the finances of the GGC.
 - (2) Approve or disapprove any accounts or claims presented against the GGC and to sign warrants for such items when approved and forwarded to the Grand Guardian for her approval.
 - (3) Meet with the Grand Secretary and Grand Treasurer before the Annual Meeting and immediately after the close of the Grand Session to approve all bills presented against the GGC.
 - (4) Prepare and present a budget of estimated receipts and disbursements for the ensuing year of the GGC, copies of the budget to be distributed to each voting delegate thirty (30) days prior to the Annual Meeting of the GGC for consideration at the Annual Meeting.
- (d) **JURISPRUDENCE COMMITTEE** composed of three (3) members. At each Grand Session one (1) member shall be appointed for three (3) years. It shall be the duty of the Jurisprudence Committee to:
- (1) Consider all questions pertaining to the Manual of Rules and Regulations and procedure which may be referred to it and report on them at the next Annual Meeting.
 - (2) Consider and report on all proposed amendments to this Manual.
 - (3) Approve or disapprove all Bethel Uniform Code and amendments.
- (e) **PROMOTION COMMITTEE** composed of five (5) members with one (1) member to be designated Chairperson. The promotion committee shall present a report at the Fall meeting of activities in process and a planned promotion program for the ensuing year. The Chairman shall give a final report at the Annual meeting incorporating the work of all subcommittees and file any financial reports incurred during the GGC year. The committee shall be broken into the following subcommittees:
- (1) Membership
 - (a) To maintain the monthly database of membership statistics
 - (b) To work in conjunction with the VGG to develop a membership incentive program for the GGC year
 - (c) To award membership awards in the form of colored ribbons that will be given to each Bethel based on the time period from January 1 to December 31 of the previous year. Results will be compiled and awards given at the Grand Session of the GGC as follows: for initiating 8 or more Daughters, a Purple Streamer; 5 to 7 Daughters, a White Streamer; 2 to 4 Daughters, a Blue Streamer; and a Green Streamer for 1 Daughter. The streamers shall bear the year and will be placed on the staff of the Bethel flag
 - (2) Social Media Administrator
 - (a) To maintain and follow the established guidelines for the PA Job's Daughter website
 - (b) To maintain and follow the established guidelines for the PA Job's Daughter Facebook page
 - (3) New Bethel Development
 - (a) Assist the Grand Guardian in organizing Bethels

(b) To work in conjunction with the EGGC for any leads to new areas for Bethel development

(4) Publicity

(a) Submit timely articles to other Masonic groups for publication in their newsletters at least two (2) times a year.

(b) To work in conjunction with the Grand Guardian for articles in the PA Freemason and the PA Masonic Youth Minutes meeting all deadlines established by those publications.

(c) Create a JD Connection and publish it on the website and Facebook page quarterly and send a copy to each adult leader in the Masonic Family at least twice a year.

Section 4. Other Committees

(a) **AUDIT COMMITTEE** composed of three (3) members. No member on the Finance Committee shall serve on this committee. It shall be the duty of the Audit Committee to:

(1) Audit the books of the Grand Secretary and the Grand Treasurer within forty-five (45) days of the close of the Grand Session of the GGC.

(A) Audit the books when there is a change in Grand Secretary or Grand Treasurer, prior to turning financial books over to the new Grand Officer. This is to be completed within twenty (20) days after the change in Officers.

(2) Audit the Annual Grand Session books at least fifteen (15) days prior to the Fall Meeting of the GGC.

(b) **BYLAW COMMITTEE** composed of two (2) members which includes the Grand Marshal as Chairman. (See PA B-GGC 3a, Art. III., Sec 8) It shall be the duty of the Bylaws committee to:

(1) Work in conjunction with the Grand Secretary to coordinate the revisions to the Manual when amendments received by the Supreme Jurisprudence have been approved.

(2) Maintain the Manual of Rules and Regulations and all dates of the changed pages and publish to the website with any new changes to the PA Manual of Rules and Regulations each year.

(c) **CREDENTIALS COMMITTEE** composed of three (3) members. It shall be the duty of the Credentials Committee to:

(1) Examine all credentials at the time of registration during the Annual Meeting of the GGC and collect two (\$2.00) dollars from each voting member.

(2) Compile a list of voting members present and report the total before the time of election.

(d) **MASONIC CONFERENCE CENTER ARRANGEMENTS COMMITTEE** shall be composed of at least three (3) or more members with two (2) members to be designated as (1) the Chairman and Masonic Village Liaison and (2) the Patton Coordinator. It shall be the duty of the MV Liaison to:

(1) Facilitate the use of the Masonic Conference Center and Masonic Village facilities with the Masonic Villages event staff by Bethels and Job's Daughters groups wishing to utilize the facilities for overnight lodging, meals, and/or special events, and to supervise the use of the facility, in accordance with the rules and regulations. All calls to reserve the facilities and finalize arrangements shall be made through the Liaison.

(2) Ensure the Patton Coordinator shall be the on site volunteer for each event, monitoring equipment, housekeeping, and any other needs associated with the stay on campus.

(3) Report any problems or conflicts to the Grand Guardian for resolution.

(4) See that a NON-REFUNDABLE registration fee in addition to the current PMYF fee, if applicable, shall be collected per person with each reservation when a meal or snack is to be served.

(A) Registration fees and PMYF fees are non-refundable.

(B) Registration fees are NOT to exceed the expenses for the event. All funds left over from an event shall be donated to PMYF to defray expenses.

(C) PMYF fees for out of state guests shall include an additional amount to cover the full cost of meals included in the reservation.

(D) A cancellation fee will be charged for all cancellations that are past the reservation deadline. This fee will be the surrender of the non-refundable registration fee and PMYF

- (E) fees for the event. If for some reason the registration fee was not collected before the reservation deadline, the cancellation fee must be charged.
 - (F) All PMYF fees collected, including the additional amount to cover the full cost of meals for out of state guests, and any cancellation or excess registration fees will be turned over to the Grand Secretary for payment to PMYF.
- (5) Facilitate the following Masonic Conference Center Reservation Policy for Grand Bethel Weekends:
- (A) Grand Bethel Officers and Representatives.
 - (B) Grand Bethel Guardian. Grand Bethel Associate Guardian, Grand Guardian, Associate Grand Guardian, Grand Bethel Committee Member(s), one (1) Masonic Conference Center Arrangements Committee Member/Liaison, and one (1) representative of the Nurse Committee. These adults WILL NOT COUNT as official Bethel chaperones.
 - (C) Bethel Guardians should be certain that their Bethel observes the appropriate adult to Daughter ratio.
 - (D) Bethel Guardians should postmark reservations BY DUE DATE and in priority order. It is up to each Bethel to determine how they prioritize their reservations, with regard to both Daughters and adults not already specified. The Masonic Conference
 - (E) Arrangements Committee Liaison will contact each Bethel Guardian if overflow occurs. LATE RESERVATIONS WILL NOT BE ACCEPTED!
 - (F) Pennsylvania member reservations will be accepted before any out of state guests.
- (e) **DAUGHTER COMPETITIONS**
- (1) Shall be comprised of any or all of the following committees: Participation, Ritual, Service, Sports, Spirit Award, Choir/Music
 - (2) Each committee shall be composed of at least one (1) member of the GGC that is a CAV approved member.
 - (3) Guidelines and rules of any and all competitions shall be established each year in conjunction with the GG and presented at the Fall Meeting of the GGC.
- (f) **SESSION ARRANGEMENTS COMMITTEE** shall be appointed by the coordinating elected officer, and composed of at least four (4) members, for the year to which they have been assigned. The duties of the Chairperson of this committee are to:
- (1) Appoint subcommittees as may be necessary to make arrangements for the Grand Session.
 - (2) Each committee shall turn their records over for audit no later than May 1.
 - (3) Work financially independently of the GGC.
 - (4) Sponsor Ways and Means projects. Items are not to be distributed to the Bethels.
- (g) **STRATEGIC PLANNING COMMITTEE** shall be composed of two (2) or more members. It shall be the duty of the Committee to:
- (1) Administer the Strategic Plan for Job's Daughters in Pennsylvania and make any additions, changes, or deletions to the Plan, with the approval of the Grand Guardian.
 - (2) Report to the Grand Guardian on all issues affecting the Plan and to advise with the proper committee on its implementation.
 - (3) Report to the GGC at the Annual Meeting on the status of the Plan, identifying accomplishments, failures, and changes, since the last Annual Meeting, providing a current copy of the Plan to all Executive GGC members at the Annual Meeting.
- (h) **WAYS AND MEANS COMMITTEE** shall be composed of two (2) or more members. It shall be the duty of the Chairperson of the committee to keep an itemized list of the expenses of the committee.
- (1) The Grand Secretary and Grand Treasurer have the GGC's permission to pay invoices of the Ways and Means Committee as presented, these having been verified by the Committee Chairperson and approved for payment by the Grand Guardian. Upon payment, a notice of payment shall be sent to the Finance Committee in the normal manner.
- (i) **FRATERNAL RELATIONS COMMITTEE** shall be composed of at least two (2) members. Their term of office will last a minimum of three (3) years. They will report to the Grand Guardian and advise the Chairman of Promotion of their activities. Team(s) will be appointed to each geographical region within the

- (j) Commonwealth of Pennsylvania in which Job's Daughters does not have an active presence. Each team will be made up of one woman and one man (when possible.)
 - (1) Advise the Grand Guardian of Masonic Family Organization events and activities within their area in which it might be of benefit to Job's Daughters to have a representative attend.
 - (2) Represent the Grand Guardian at Masonic Family Organization events and activities when requested by the Grand Guardian.
 - (3) Identify opportunities for exemplifications in areas currently not served by Job's Daughters Bethels. At least two (2) each year and advise the Grand Guardian. Assist as needed.
 - (4) Advise the Grand Guardian and Chairperson of the Promotions Committee of opportunities for the creation of new Bethels.

Section 5. JDI KNOWLEDGE COURSE OF PENNSYLVANIA

- (a) Duties
 - (1) Constantly appraise and update Course, in conjunction with Bylaw and current Ritual. Keep an accurate record of expenses, which include printing, toll calls, postage and supplies, etc., to be presented to the Audit Committee fifteen (15) days prior to the Annual Meeting of the GGC.
 - (2) Annually provide the Promotion Committee an updated Course, ready to download to the PA Webmaster for the PA JD Website.
 - (3) Have regular promotion for the Course available in Bethel Meetings, PA JD Website, and GGC Newsletter

**ARTICLE V
DEPUTIES**

Section 1. Grand Deputy

- (a) and (b) See B-GGC 3
- (c) Grand Deputies shall be PBGs or PABGs and shall not serve more than three (3) Bethels.
- (d) School of Instruction for adults shall be held by the Grand Guardian or her appointed Deputy who shall be proficient with the ritualistic work of the Order in order that the work may be uniform.
- (e) Inspect the books of the Bethels under their jurisdiction (at the request of the Grand Guardian) during each Honored Queen's term.

Section 2. Deputy Grand Guardian

- (a) and (b) See B-GGC 3

**ARTICLE VI
FINANCES**

Section 1. Receipts

- (a) See B-GGC 4

Section 2. Fees

- (a) through (c) See B-GGC 4
- (1) Each member of the GGC shall pay an annual membership fee of twenty-five dollars (\$25.00), in advance, or at the Grand Session of the GGC. Upon receipt, a wallet-size membership card will be issued as evidence of payment.
- (A) The annual membership fee is not paid by the Fall Meeting; a five dollar (\$5.00) late penalty fee will be in effect.
- (B) The session registration fee shall be used primarily to defray the expenses incidental to the Grand Session of the GGC.
- (C) Any excess funds of the Grand Session Committee shall be turned over to the next year's Grand Session Committee, after an audit, to be completed by the Fall Meeting. The GGC shall pay any deficit.

Section 3. Exemption

- (a) See B-GGC 4

Section 4. Disbursements

- (a) The Vice Grand Guardian shall receive the sum of three hundred dollars (\$300.00) for her expenses in preparing for her term as Grand Guardian. This amount shall be paid in January of the year in which she is serving as Vice Grand Guardian. If the Vice Grand Guardian does not become Grand Guardian, she will return the three hundred dollars (\$300.00) at the close of the current Grand Session of the GGC. The three hundred dollars (\$300.00) will then be paid to the person in the position of Grand Guardian.
- (b) The Grand Guardian shall have her SGC Session registration paid as the official representative at the Annual Session of the SGC. She shall receive her fare to the Annual Session of the SGC by the most reasonable airfare and the most direct route from her home and return, provided she attends all the business meetings of the Annual Session of the SGC. However, she may travel by any mode that is most convenient to her.
- (c) The Associate Grand Guardian shall be allowed one thousand five hundred dollars (\$1500.00) for expenses in visiting Bethels, Masonic Lodges, and any other Masonic related organizations as requested during his term of office.
- (d) The honorarium for the Grand Secretary shall be three hundred dollars (\$300.00) per annum and also have their meals and lodging to be paid at their choice of either Grand Session or Annual meeting or any combination of the two events, not to exceed \$300 total. The Grand Secretary shall receive traveling expenses for Institution and Chartering of Bethels in the Commonwealth.
- (e) The honorarium for the Grand Treasurer shall be two hundred dollars (\$200.00) per annum and also have their meals and lodging to be paid at their choice of either Grand Session or Annual meeting or any combination of the two events, not to exceed \$300 total.
- (f) The Chairperson of the Promotion Committee shall submit a signed written request to the Grand Secretary to authorize drawing a warrant for payment of monies for those promotion concerns listed requiring expenditures of funds from the Promotional Fund. If not a budgeted item, the Promotional Chairperson must get all expenses exceeding \$100. approved by the Grand Guardian, VGG, and the Finance Committee prior to submitting a warrant request.
- (1) Assume one-half (1/2) of the lodging expenses, not to exceed two (2) nights, for the Daughter(s) requested by SGC or one-half (1/2) of a Quad package for other jurisdictions to display our Pennsylvania Flag representing our GGC.
- (2) Bus transportation, if necessary, for Bethel(s) being requested by a Masonic organization or for an organization basing their relationship on the Masonic fraternity to do ritualistic work. Cost of transportation not to exceed three hundred dollars (\$300.00) in any one (1) year. Monies may be drawn from undisbursed funds from the two (2) preceding years.

- (A) Should the Masonic body remunerate the Bethel exemplifying the ritualistic work, the remuneration should be deducted from the cost of transportation or other expense incurred.
- (4) Provide funds incurred in promoting, instituting, and chartering new Bethels.
 - (A) Provide supplies necessary for instituting a new Bethel as listed in the Supreme Law, SI-16 1. Supplies furnished gratis to institute Bethels.
 - (B) Provide bus transportation, if necessary, for Bethel Institution and Chartering.
- (5) Bethels in distress:
 - (A) Promote and finance activities to stimulate enthusiasm and to acquire new members.
- (6) Miss Job's Daughter of Pennsylvania shall be reimbursed for expenses incurred traveling within the Commonwealth during her year to organizations other than Job's Daughters, as approved by the Grand Guardian.
- (7) When requested to provide a Page for the Order of the Eastern Star Grand Chapter reimburse our representative for GGC approved expenses for the required clothing, lodging, and meals.
- (8) The Daughter Hike Chairperson shall receive up to five hundred dollars (\$500.00) for postage, phone calls, and in state travel expenses, when GGC approved expenses are submitted.
- (9) The Miss Congeniality shall receive up to two hundred fifty dollars (\$250.00) for expenses incurred traveling within the Commonwealth during her year as approved by the GG.
- (10) This Miss Junior Jobie shall receive up to one hundred fifty dollars (\$150.00) for expenses incurred traveling within the Commonwealth during her year as approved by the GG.
- (g) Finance Committee members shall be reimbursed for postage and stationery expenses incurred in the performance of their duties. A bill should be submitted to the Grand Secretary before the Annual Meeting of the GGC.
- (h) The GGC will help defray the cost of the JD Connection.
- (i) The Ways and Means Committee shall keep an itemized list of phone calls, postage, printing and all reasonable expenses, approved by the GGC. The Ways and Means Committee shall be reimbursed for these expenses, not to exceed fifty dollars (\$50.00) by the GGC, providing the itemized list of expenses is presented to the Grand Secretary no later than thirty (30) days prior to the Annual Meeting of the GGC.
 - (1) The Grand Secretary and Grand Treasurer may pay invoices of the Ways and Means Committee as presented, having been verified by the Committee Chairperson and approved for payment by the Grand Guardian. Upon payment, a notice of a payment shall be sent to the Finance Committee in the normal manner.
- (j) The Grand Guide (Pageant Chairperson) shall receive a working advance toward the Miss Job's Daughter Scholarship Pageant expenses.
- (k) Award Committee Chairperson shall be reimbursed for expenses incurred in the performance of his/her duties. Expenses shall consist of the cost of the awards presented. A bill to be submitted to the Grand Secretary prior to the Grand Session of the GGC. The selection of awards is to be coordinated with the appointed Awards General Chairperson.
 - (l) The representative for the SGC Session Pageant shall have her registration paid.
 - (m) The representative for the SGC Session Pageant shall have the Pageant registration fee paid.
- (n) The Grand Bethel Honored Queen shall receive up to five Hundred dollars (\$500.00) for postage, phone calls, and in and out of state travel expenses, when GGC approved expenses are submitted.
- (o) The GGC shall purchase a new tiara each year for the Miss Job's Daughter of PA.
- (p) Up to one thousand dollars (\$1000.00) will be budgeted each year for reimbursement to the Fraternal Relations Committee. These monies will be available for traveling expenses to Masonic Family Organizations within the Commonwealth of Pennsylvania. They will include gas, tolls, and fees associate to events. An itemized voucher shall be submitted to the Grand Guardian, who will approve/disapprove expenses prior to payment.

**ARTICLES VII
PENALTIES AND FINES**

Section 1. Penalties

- (a) through (d) See B-GGC 4

Section 2. Fines

- (a) through (c) See B-GGC 4
- (d) Each fine charged shall be five (\$5.00) dollars payable to the Grand Secretary.

**ARTICLE VIII
EDUCATIONAL AND PROMOTIONAL FUNDS**

Section 1.

- (a) through (d) See B-GGC 4

Section 2. Scholarships

- (a) The GGC shall provide for a Scholarship Fund. This fund shall consist of donations and bequests.
- (b) The number and amount of scholarships awarded annually shall be in accordance with the amount of money available. At least one (1) scholarship of one hundred dollars (\$100.00) shall be awarded annually.
- (c) Scholarship(s) shall be awarded to girls who are active or Majority Members of the Order.
- (d) Additional scholarship(s) shall be awarded from the proceeds of the "Miss Job's Daughter of Pennsylvania Scholarship Pageant".
 - (1) The number and amount of Scholarships from the Miss Job's Daughter Scholarship Pageant shall be determined by the Educational Scholarships Committee in accordance with the quality of the applications and the proceeds available from the Pageant.
 - (2) The recipient(s) of the scholarship(s) to be selected by the Educational Scholarships Committee from applications.
 - (3) The scholarship(s) shall be awarded at the Grand Session of the GGC.
- (e) Scholarships shall be awarded from the PMYF Endowment Fund, which includes donations to the Memorial Scholarship Fund.
 - (1) The Memorial Scholarship Fund for the GGC of Pennsylvania, Inc. with the exception of already established funds, shall be the only Memorial Scholarship Fund recognized by all Bethels and members of the GGC in the Commonwealth of Pennsylvania.
- (f) Any recipient of a Masonic related scholarship SHOULD NOT be excluded from receiving a GGC Scholarship. (such as the Educational Savings, Memorial Savings, Special Savings and Pageant).

**ARTICLE IX
DISCIPLINE AND REMOVAL FROM OFFICE**

Section 1. Discipline

- (a) and (b) See B-GGC 5

Section 2. Removal from office

- (a) and (b) See B-GGC 5

**ARTICLE X
APPEALS**

Section 1.

- (a) See B-GGC 5

**ARTICLE XI
MANUAL OF RULES AND REGULATIONS**

Section 1. Amendments

- (a) through (d) See B-GGC 5
- (e) See B-GGC 6
- (f) Amendments to this Manual of Rules and Regulations may be adopted at any Annual Meeting of the GGC by two-thirds (2/3) affirmative vote of the members voting , provided that such amendments have been sent in writing to the Grand Secretary at least sixty (60) days prior to the Annual Meeting. No amendment shall be received by the Grand Secretary unless submitted by a bona fide member of the GGC. A copy of all proposed amendments shall be sent to each member on the current mailing list of the GGC at least thirty (30) days previous to the Annual Meeting of the GGC.
- (g) No Manual of Rules and Regulations and/or Bylaws additions thereto or amendments thereof (including immediate amendments) shall become effective until approved by the Vice Supreme Guardian.
- (h) The adoption and approval of any amendment(s) shall automatically amend all other sections referring to the same subject.
- (i) The Manual of Rules and Regulations (including Bylaws) shall be made available in loose leaf form to fit the ring binders designed to hold the Constitution and Bylaws of the SGC. When any changes are made in the Manual they shall be renumbered as necessary and made available to all Grand Guardian Council members. Each renumbered page shall show the year of issue.

Section 2. Immediate Amendments

- (a) Immediate amendments may be submitted in writing if signed by delegates representing two-thirds (2/3) of legally chartered Bethels. Such amendments must have a unanimous vote of those present for adoption.
- (b) Copies of immediate amendments and recommendations shall be placed on the Grand Secretary's desk and also given to the Chairperson of the Jurisprudence Committee by nine 9 AM Saturday morning of the Annual Meeting.

**ARTICLE XII
BOOK OF CEREMONIES**

Section 1.

- (a) through (d) See B-GGC 5

**ARTICLE XIII
UNAUTHORIZED NEWSLETTER, LETTER, PUBLICATION, ETC.**

Section 1.

- (a) No officer(s) or member(s) of the GGC of Pennsylvania, Inc. JDI, shall issue, circulate, write, print, or publish any bulletin, letter, newsletter or publication, whatsoever, pertaining to the affairs and events of the GGC of Pennsylvania, Inc. JDI, without the authorization and prior approval, in writing, of the Grand Guardian.

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

**ARTICLE I
NAME**

Section 1.
(a) See C-BGC 1

**ARTICLE II
OBJECT**

Section 1.
(a) See C-BGC 1

**ARTICLE III
AUTHORITY**

Section 1.
(a) See C-BGC 1

**ARTICLE IV
MEMBERSHIP**

Section 1. Membership
(a) See C-BGC 1

Section 2. Loss of Membership
(a) See C-BGC 1

**ARTICLE V
COUNCIL MEMBERS**

Section 1.
(a) See C-BGC 1

2008

**ARTICLE VI
ELIGIBILITY**

Section 1. Regular

(a) through (f) See C-BGC 2

Section 2. Special

(a) and (b) See C-BGC 2

**ARTICLE VII
ELECTION**

Section 1. See C-BGC 2

**ARTICLE VIII
APPOINTMENTS**

Section 1.

(a) through (c) See C-BGC 2

**ARTICLE IX
TERM OF OFFICE**

Section 1. Regular

(a) through (c) See C-BGC 2

2009

- (d) See C-BGC 3
- (e) No Bethel Guardian or Associate Bethel Guardian shall be appointed for a period of more than three (3) consecutive GGC terms unless approved by a majority of the Executive GGC members.

Section 2. Rights/Privileges – Titles

- (a) and (b) See C-BGC 3

**ARTICLE X
INSTALLATION**

Section 1.

- (a) through (e) See C-BGC 3

**ARTICLE XI
VACANCIES**

Section 1.

- (a) through (e) See C-BGC 3

**ARTICLE XII
MEETINGS**

Section 1. Monthly Meeting

- (a) through (c) See C-BGC 3

2008

(d) and (e) See C-BGC 4

Section 2. Annual Meeting

(a) and (b) See C-BGC 4

Section 3. Purpose of the Annual Meeting

(a) through (e) See C-BGC 4

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

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

Section 1. Duties

(a) through (i) See B-BGC 1

Section 2. Petitioners

(a) See B-BGC 1

Section 3. Vote

(a) and (b) See B-BGC 1

**ARTICLE II
DUTIES OF THE EXECUTIVE MEMBERS**

Section 1. The Bethel Guardian shall:

(a) through (k) See B-BGC 1

2008

(l) and (m) See B-BGC 2

Section 2. The Associate Bethel Guardian shall:

(a) through (f) See B-BGC 2

Section 3. The Guardian Secretary shall:

(a) through (e) See B-BGC 2

Section 4. The Guardian Treasurer shall:

(a) through (d) See B-BGC 2

Section 5. The Guardian Director of Music shall:

(a) through (c) See B-BGC 2

OR

The Director of Epochs shall:

(a) through (c) See B-BGC 2

ARTICLE III

DUTIES OF THE ASSOCIATE MEMBERS

Section 1. The Promoter of Sociability shall:

(a) through (c) See B-BGC 2

Section 2. The Custodian of Paraphernalia shall:

(a) See B-BGC 2

2008

(b) See B-BGC 3

Section 3. The Promoter of Finance shall:

(a) through (c) See B-BGC 3

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

See B-BGC 3

Section 5. The Promoter of Hospitality shall:

(a) and (b) See B-BGC 3

Section 6. The Director of Patrol shall:

(a) through (c) See B-BGC 3

Section 7. The Promoter of Youth Activities shall:

(a) and (b) See B-BGC 3

Section 8. The Promoter of Good Will shall:

(a) See B-BGC 3

Section 9. The Promoter of Fraternal Relations shall:

(a) and (b) See B-BGC 3

Section 10. The Director of Promotion shall:

(a) See B-BGC 3

**ARTICLE IV
COMMITTEE CHAIRPERSON**

Section 1. Appointment

(a) See B-BGC 3

Section 2. Eligibility

(a) See B-BGC 3

**ARTICLE V
RESIGNATIONS AND REMOVALS**

Section 1. Resignations

(a) See B-BGC 4

Section 2. Removal of an Executive Member

(a) See B-BGC 4

Section 3. Automatic Removal

(a) through (c) See B-BGC 4

**ARTICLE VI
FINES**

Section 1.

(a) See B-BGC 4

**ARTICLE VII
DISCIPLINE**

Section 1. Members of the BGC

(a) and (b) See B-BGC 4

Section 2. Bethel Members

(a) through (c) See B-BGC 4

2008

**ARTICLE VIII
APPEALS**

Section 1. Privilege

(a) See B-BGC 5

Section 2. Restriction

(a) See B-BGC 5

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

**ARTICLE I
NAME**

Section 1.

(a) See C-BETHEL 1

**ARTICLE II
OBJECT**

Section 1.

(a) See C-BETHEL 1

**ARTICLE III
AUTHORITY**

Section 1.

(a) See C-BETHEL 1

**ARTICLE IV
MEMBERSHIP**

Section 1. Members

(a) through (c) See C-BETHEL 1

Section 2. Resident Requirements

(a) See C-BETHEL 1

**ARTICLE V
OFFICERS**

Section 1. Elective

- (a) See C-BETHEL 2

Section 2. Appointive

- (a) See C-BETHEL 2

Section 3. Substitute

- (a) and (b) See C-BETHEL 2

**ARTICLE VI
ELIGIBILITY**

Section 1.

- (a) See C-BETHEL 2
- (b) See C-BETHEL 2
 - (1) Bethel Guardian, Guardian Secretary, and Bethel Recorder must establish the attendance of an aspiring member.

**ARTICLE VII
ELECTION**

Section 1.

- (a) Election of officers shall be held at the first meeting of November and the first meeting of April.
- (b) See C-BETHEL 2
- (c) The method of balloting to be used by all Bethels in the Commonwealth of Pennsylvania shall be the viva voce (voice), where there is no opposition. When there is opposition, a secret ballot shall be used.
- (d) through (i) See C-BETHEL 2
- (j) Election is the first item under NEW BUSINESS of the Bethel.

Section 2. Election of Bethel Officers

- (a) Written notification of election of Bethel officers shall be sent to members thirty (30) days prior to the election. Parents of eligible Daughters shall be enlightened as to what the office of Honored Queen involves.
- (b) THERE SHALL BE NO ELECTIONEERING FOR ANY OFFICE.

**ARTICLE VIII
APPOINTMENTS**

Section 1.

- (a) See C-BETHEL 2

**ARTICLE IX
TERM OF OFFICE**

Section 1.

- (a) and (b) See C-BETHEL 3

**ARTICLE X
INSTALLATION**

Section 1. General

- (a) The installation shall be on or before the first meeting of the month of December and May. No fee is to be charged for the Special Dispensation.
- (b) through (g) See C-BETHEL 3

Section 2. Installing Officers

- (a) through (g) See C-BETHEL 3

**ARTICLE XI
VACANCIES**

Section 1. Elective Office

- (a) through (d) See C-BETHEL 3

2015

Section 2. Appointive Office

(a) and (b) See C-BETHEL 4

**ARTICLE XII
MEETINGS**

Section 1. Regular

(a) through (h) See C-BETHEL 4

(i) through (p) See C-BETHEL 5

Section 2. Open

(a) and (b) See C-BETHEL 5

Section 3. General Items

(a) through (d) See C-BETHEL 5

Section 4. Attendance

(a) See C-BETHEL 5

(b) through (c) See C-BETHEL 6

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

**ARTICLE I
GENERAL PROVISION**

Section 1. Birthday

(a) See B-BETHEL 1

Section 2. Official Seal

(a) See B-BETHEL 1

Section 3. Move/Change of Location

(a) and (b) See B-BETHEL 1

Section 4. Bylaws

(a) See B-BETHEL 1

Section 5. Member of Honor

(a) See B-BETHEL 1

Section 6. Auxiliary Club

(a) See B-BETHEL 1

**ARTICLE II
MEMBERSHIP**

Section 1. Petition

(a) through (e) See B-BETHEL 1

Section 2. Affiliation/Reinstatement

(a) and (b) See B-BETHEL 1
(c) through (e) See B-BETHEL 2

Section 3. Dual Membership

(a) through (d) See B-BETHEL 2

Section 4. Resignation from the Order

(a) See B-BETHEL 2

2008

**ARTICLE III
DEIMITS**

Section 1. Issue

(a) and (b) See B-BETHEL 2

Section 2. Process

(a) and (b) See B-BEHEL 2

**ARTICLE IV
BETHEL FINANCES**

Section 1. Receipts

(a) and (b) See B-BETHEL 2

2008

(c) See B-BETHEL 3

Section 2. Exemption from fees and dues

(a) See B-BETHEL 3

Section 3. Disbursements

(a) through (c) See B-BETHEL 3

Section 4. Educational and Promotional Funds

(a) through (c) See B-BETHEL 3

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

Section 1.

(a) See B-BETHEL 3

(b) Recommendations are done the first item under New Business. The Honored Queen instructs the Senior and Junior Custodians to pass out the ballots (FORM 221) and pencils. The Honored Queen asks all eligible adults who are willing to work with the Bethel, on the Executive BGC, to rise and state their name. She will then ask if there is anyone who has the approval of any other eligible adults, not present, to have their names submitted.

**ARTICLE VI
OFFICIAL REGALIA**

Section 1. Description

(a) and (b) See B-BETHEL 3

2008

(c) See B-BETHEL 4

Section 2. Wearing of Regalia

(a) through (e) See B-BETHEL 4

**ARTICLE VII
STANDING COMMITTEES**

Section 1.

(a) See B-BETHEL 4

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

Section 1. Regular

(a) and (b) See B-BETHEL 4

Section 2. Special

(a) See B-BETHEL 4

**ARTICLE IX
AMENDMENTS**

Section 1.

- (a) through (c) See B-BETHEL 5
- (d) The Grand Guardian shall receive a copy of any amendments on Form #122 considered during her term of office.

**ARTICLE X
DISCIPLINE**

Section 1. Supervision

- (a) See B-BETHEL 5

Section 2. Hearing

- (a) and (b) See B-BETHEL 5

Section 3. Course of Action

- (a) through (d) See B-BETHEL 5

Section 4. Notice

- (a) See B-BETHEL 5

Section 5. Reinstatement

- (a) See B-BETHEL 5

2008

(b) See B-BETHEL 6

**ARTICLE XI
APPEALS**

Section 1.

(a) and (b) See B-BETHEL 6

**ARTICLE XII
LOSS OF HONORS**

Section 1.

(a) and (b) See B-BETHEL 6

**SUPPLEMENTAL RULES FOR
ELECTION OF BETHEL OFFICERS**

1. Before the meeting is opened, the Honored Queen shall have a small table or stand placed in the West of the room on which are individual ballots, pencils and paper for tallying.
2. The Honored Queen conducts the election and reads the following Sections (a) and (b).
 - (a) Election shall be by Viva Voce (voice) vote See C-BETHEL 2. Article VII, Section 1 (c) (2)
 - (b) There will be NO TALKING during the election by officers, members or anyone on the sidelines. NO ADULT on the sidelines can take part in this election.
3. The Honored Queen shall appoint three (3) tellers - one (1) to be the chairperson – who are to tally the ballots at the table.
 - (a) The Associate Bethel Guardian and Guardian Secretary will supervise (not take part in) the tallying.
4. The Honored Queen will ask all voting members to stand, count off and then be seated. She will then declare the number of votes needed for a majority (one over half).
5. The Honored Queen will ask those aspiring to the office of Honored Queen to rise and state their name. If there is no opposition, the Honored Queen states all in favor of _____ for Honored Queen shall vote by saying ‘Aye’. Those opposed, ‘Nay’. If the Daughter aspiring receives a majority vote, the Honored Queen will ask if she accepts the Office of Honored Queen with its responsibilities. The Honored Queen then presents _____ who will assume the Office of Honored Queen for the ensuing term.
6. Repeat the above paragraph for Senior Princess, Junior Princess, Guide, and Marshal. When there is more than one (1) aspiring to an office, the Honored Queen will state that there will be a secret ballot.
 - (a) She will ask the tellers to pass out the ballots and pencils.
 - (b) She will again ask those aspiring to the Office of _____ to rise, state their name and be seated.
 - (c) The members will ballot and fold them in half.
 - (d) The Honored Queen will ask if all have balloted, then will ask the tellers to collect the ballots.
 - (e) The tellers will tally the vote as follows:
 - (1) The first teller will open the ballot
 - (2) The second teller reads the ballot quietly.
 - (3) The third teller will make a mark beside the Daughters name until all ballots are counted.
 - (4) Blank ballots shall be noted.
 - (5) The chairperson of tellers will hand the tally sheet to the Honored Queen who will read the results.
 - (6) If there is an election, the Honored Queen will ask the Daughter if she will accept and present her as in No. 5.
 - (7) If there is no election, the Honored Queen will state, “We must take another ballot as we have no election.” This procedure is repeated until there is an election.
 - (8) NO ONE CAN ELIMINATE A DAUGHTER from the election because she received just one (1) vote. Only the Daughter can eliminate herself by refusing to stand when the Honored Queen asks.
 - (f) When all officers have been elected the Honored Queen will thank her tellers, dismiss them and have all ballots destroyed. She will then say, “This concludes our election of Officers”. (One rap of the gavel).

**A RESOLUTION ESTABLISHING THE GRAND
GUARDIAN COUNCIL OF PENNSYLVANIA, INC.
JOB'S DAUGHTERS SCHOLARSHIP FUND**

WHEREAS it is the desire of the members of the Grand Guardian Council of Pennsylvania, Inc. to establish a fund that will support and encourage higher education for all eligible members of Job's Daughters in Pennsylvania.

RESOLVED

1. The Scholarship Fund will be established with a \$10,000 contribution to the Pennsylvania Youth Foundation Educational Fund. This shall come from the Grand Guardian Educational Fund and the Grand Guardian Council Memorial Fund.
2. The use of the Job's Daughter Scholarship Fund will be restricted to scholarships as listed in the current Grand Guardian Council Manual of Rules and Regulations. As a restricted contribution, the Pennsylvania Youth Foundation is legally obligated to observe this restriction. Should the Grand Guardian Council cease to exist, the funds will be administered by the Educational Endowment Fund Committee, and disbursed only to Pennsylvania Job's Daughters.
3. Funds invested by the Pennsylvania Youth Foundation are to be placed in the Grand Lodge Consolidated Fund, which is professionally managed by Smith-Barney, Inc. or any other investment firm chosen by the Grand Lodge of Pennsylvania.
4. A performance summary will be provided at least quarterly by the Pennsylvania Youth Foundation and mailed to the Grand Secretary of the Grand Guardian Council.
5. Pennsylvania Youth Foundation will send a check to the Grand Secretary of the Grand Guardian Council, equal to the amount of the interest or a larger amount if requested by the Grand Secretary and the Executive Grand Guardian Council Officers. The check will be sent by April 30th of each year, which will be designated, for distribution of scholarships for the current year.
6. Amounts and number of scholarships to be awarded will be at the discretion of the Grand Guardian Council Scholarship Committee. The check will be made payable to the Grand Guardian Council.
7. The Grand Guardian Council reserves the right at any time to designate any portion or all (principal and interest) funds for scholarships.
8. Contributions to the fund will be made, by the Grand Guardian Council as funds are available for scholarships.

1999 Resolution Established
2006 Pennsylvania Youth Foundation renamed Pennsylvania Masonic Youth Foundation.

**A RESOLUTION ESTABLISHING
BERTHA BROWN MEMORIAL
SCHOLARSHIP FUND**

WHEREAS it is the desire of the members of the Grand Guardian Council of Pennsylvania, Inc. to establish a fund that will support and encourage higher education for all eligible members of Job's Daughters in Pennsylvania.

RESOLVED

1. The Scholarship Fund will be established with a \$1,000 contribution to the Pennsylvania Youth Foundation Educational Fund. This shall come from the donations that were made in honor of Bertha Brown PSG.
2. The use of the Bertha Brown Memorial Scholarship Fund will be restricted to scholarships as listed in the current Grand Guardian Council Manual of Rules and Regulations. As a restricted contribution, the Pennsylvania Youth Foundation is legally obligated to observe this restriction. Should the Grand Guardian Council cease to exist, the funds will be administered by the Educational Endowment Fund Committee, and disbursed only to Pennsylvania Job's Daughters.
3. Funds invested by the Pennsylvania Youth Foundation are to be placed in the Grand Lodge Consolidated Fund, which is professionally managed by Smith-Barney, Inc. or any other investment firm chosen by the Grand Lodge of Pennsylvania.
4. A performance summary will be provided at least quarterly by the Pennsylvania Youth Foundation and mailed to the Grand Secretary of the Grand Guardian Council.
5. Pennsylvania Youth Foundation will send a check to the Grand Secretary of the Grand Guardian Council, equal to the amount of the interest or a larger amount if requested by the Grand Secretary and the Executive Grand Guardian Council Officers. The check will be sent by April 30th of each year, which will be designated, for distribution of scholarships for the current year.
6. Amounts and number of scholarships to be awarded will be at the discretion of the Grand Guardian Council Scholarship Committee. The check will be made payable to the Grand Guardian Council.
7. The Grand Guardian Council reserves the right at any time to designate any portion or all (principal and interest) funds for scholarships.
8. Contributions to the fund will be made, by donations made in the memory of Bertha Brown.

2006 Resolution Established

2006 Pennsylvania Youth Foundation renamed Pennsylvania Masonic Youth Foundation.

2010

**A RESOLUTION ESTABLISHING
THE MARY ETTA WRIGHT GRAND BETHEL
ENDOWMENT FUND**

WHEREAS it is the desire of the members of the Grand Guardian Council of Pennsylvania, Inc. to establish a fund that will support and encourage higher education for all eligible members of Job's Daughters in Pennsylvania.

RESOLVED

1. The Endowment Fund will be established with a \$500 contribution to the Pennsylvania Masonic Youth Foundation Educational Fund a 501 (c) 3. This shall come from the donations that were made in honor of the Mary Etta Wright Grand Bethel to this fund.
2. The use of the Mary Etta Wright Grand Bethel Endowment Fund will be restricted to scholarships as listed in the current Grand Guardian Council Manual of Rules and Regulations. As a restricted contribution, the Pennsylvania Masonic Youth Foundation is legally obligated to observe this restriction. Should the Grand Guardian Council cease to exist, the funds will be administered by the Educational Endowment Fund Committee, and disbursed only to Pennsylvania Job's Daughters.
3. Funds invested by the Pennsylvania Masonic Youth Foundation are to be placed in the Grand Lodge Consolidated Fund, which is professionally managed by Smith-Barney, Inc. or any other investment firm chosen by the Grand Lodge of Pennsylvania.
4. A performance summary will be provided at least quarterly by the Pennsylvania Masonic Youth Foundation and mailed to the Grand Secretary of the Grand Guardian Council.
5. Pennsylvania Masonic Youth Foundation will send a check to the Grand Secretary of the Grand Guardian Council, equal to the amount of the interest or a larger amount if requested by the Grand Secretary and the Executive Grand Guardian Council Officers. The check will be sent by April 30th of each year, which will be designated, for distribution of scholarships for the current year.
6. Amounts and number of scholarships to be awarded will be at the discretion of the Grand Guardian Council Scholarship Committee. The check will be made payable to the Grand Guardian Council.
7. The Grand Guardian Council reserves the right at any time to designate any portion or all (principal and interest) funds for scholarships.
8. Contributions to the fund will be made, by donations made in the honor of the Mary Etta Wright Grand Bethel Endowment Fund.

2010 Resolution Established

TRIANGLE AWARD

**ARTICLE I
TITLE**

Section 1.

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

**ARTICLE II
OBJECT**

Section 1.

(a) The Triangle Award is awarded in recognition of outstanding and dedicated service by an individual, male or female, to Job's Daughters International or the Grand Guardian Council of PA. It is intended to recognize an individual, male or female whom has given meritorious and unselfish efforts in assistance and support of the Order and should be an outstanding contributor to the organization.

**ARTICLE III
QUALIFICATIONS**

Section 1.

(a) To be nominated for the Triangle Award, an individual, male or female, shall have made major contributions toward the good of the Order and/or a specific Bethel.

(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, if an individual the nominee must be at least twenty-five (25) years of age.

**ARTICLE V
NOMINATION AND SELECTION**

Section 1. Nomination

(a) Nomination shall be made by the Elected Grand Guardian Council or by any Executive Members of a Bethel Guardian Council without the knowledge of the nominee.

1) Members of a Bethel or a member of the Grand Guardian Council may recommend an individual to the Elected Grand Guardian Council or by any Executive Members of a Bethel Guardian Council or the Grand Guardian Council for nomination.

(b) Nomination shall include specific examples of outstanding service to the Order.

(c) Nominees shall have been associated with a Bethel or the Grand Guardian Council for not less than five (5) years.

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

Section 2. Selection

(a) The members of the Committee shall review the nomination. A majority vote shall be necessary to approve the nomination. The decision of the Committee shall be final.

(b) The Chairman of the Committee shall notify the sponsoring Executive Bethel Guardian Council of the selection of its nominee(s) no later than fifteen (15) days prior to the Annual Session of the GGC.

**ARTICLE VI
CONFERRAL OF THE AWARD**

Section 1.

- (a) The recipient shall attend the Annual Session of the GGC of the year of his/her selection to receive the Award.
- (b) In the event that it is absolutely impossible for the recipient to attend an Annual Session of the GGC, other arrangements for the presentation of the Award may be made by the Grand Guardian and the Committee. (c) The Committee shall be responsible for providing the recipient with standard designed plaque to be paid for by the promotional funds of Grand Guardian Council.

**ARTICLE VII
TRIANGLE AWARD COMMITTEE**

Section 1. Members

- (a) The Triangle Award committee shall be appointed by the Grand Guardian.
- (b) The Committee shall be composed of three (3) members who shall be members of the Grand Guardian Council.
- (c) Members of the Committee shall comply with the requirements of Job's Daughters International Youth Protection Policy, current revision

Section 2. Duties of the Committee

- (a) The duties of the Committee shall be:
- 1) To publicize the Triangle Award by distributing information to the Bethels regarding the nomination process.
 - 2) To distribute nomination forms when they are requested.
 - 3) To receive nominations and recommendations from the Elected Grand Guardian Council members or Executive Members of a sponsoring Bethel Guardian Council.
 - 4) To determine the recipient(s) of the award in accordance with their eligibility as outlined in Articles IV and V.
 - 5) To make arrangements for the conferral of the Award at the Annual Session of the GGC.
 - 6) To maintain a permanent file, containing names of the nominees and those who recommended them.
 - 7) To destroy all nomination and recommendation forms and ballots following the determination of the recipient(s).

**ARTICLE VIII
AMENDMENTS**

Section 1.

- (a) Proposed amendments to these Rules and Regulations may be made at the Annual Meeting of the GGC and may be adopted by a two-thirds (2/3) affirmative vote of those present and voting. Amendments must be submitted in writing to the Grand Secretary at least sixty (60) days prior to the Annual Meeting of the GGC and a copy of the proposed amendments shall be presented to each voting member thereof at least thirty (30) days prior to the Annual Session of the GGC. Approved amendments shall be submitted to the Vice Supreme Guardian and the Supreme Jurisprudence Committee for final approval.

FIDELITY AWARD

**ARTICLE I
TITLE**

Section 1.

(a) A Job's Daughter or Majority Member chosen to receive this award shall be known as a Recipient of the Fidelity Award.

**ARTICLE II
OBJECT**

Section 1.

(a) The Fidelity is awarded in recognition of outstanding and dedicated service by a Job's Daughters or Majority Member to PA Job's Daughters that has not served as an Honored Queen, Grand Bethel Honored Queen, Miss Congeniality, or Miss Job's Daughter. It is intended to recognize a Job's Daughter who has given meritorious and unselfish efforts in assistance to and support of the Order while not serving in any leadership capacity to the organization representing faithfulness and loyalty.

**ARTICLE III
QUALIFICATIONS**

Section 1.

(a) To be nominated for the Fidelity Award a Job's Daughter shall have made major contributions toward the good of the Order and/or a specific Bethel.

1) She shall be between the ages of eighteen (18) and twenty four (24) and made an outstanding contribution to the Order. She must have gone above and beyond regular duties and responsibilities.

**ARTICLE IV
ELIGIBILITY**

Section 1.

(a) The recipient must be between the ages of eighteen (18) and twenty four (24).

(b) She can be married or unmarried.

(c) Those Daughters that have served as Honored Queen or in state leadership positions (GBHQ, MJD, MC) are not eligible.

**ARTICLE V
NOMINATION AND SELECTION**

Section 1. Nomination

(a) Nomination shall be made by a member of a Bethel, Daughter or adult, without the knowledge of the nominee.

(b) Nomination shall include an application with four (4) letters of recommendation stating the outstanding service to the Order.

(c) The four letters of recommendation shall be: two (2) from Bethel Daughters and two (2) from Bethel adults not related to the nominee or to each other and who have first-hand knowledge of the nominee's contributions to the Order.

(d) Nominees shall have been members in good standing for at least two (2) years.

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

Section 2. Selection

(a) The members of the Committee shall review the nominations and letters of recommendation. A majority vote shall be necessary to approve the nomination. The decision of the committee shall be final.

(b) The Chairman of the Committee shall notify the sponsoring person(s) or Bethel of the selection of its nominee(s) no later than fifteen (15) days prior to the Annual Session of the GGC

**ARTICLE VI
CONFERRAL OF THE AWARD**

Section 1.

- (a) The recipient shall attend the Annual Session of the GGC to obtain her award.
- (b) In the event that it is absolutely impossible for the recipient to attend an Annual Session of the GGC, other arrangements for the presentation of the award may be made by the committee.
- (c) The committee shall be responsible for providing the recipient with a standard designed plaque and a \$100 honorarium.

**ARTICLE VII
FIDELITY COMMITTEE**

Section 1. Members

- (a) The Committee shall be composed of five (5) members, one (1) of whom shall be the Grand Bethel Associate Guardian, one (1) of whom shall be an Associate Bethel Guardian not from the Bethel of the Daughter nominated, and at least one (1) other individual outside of Job's Daughters preferably of another Fraternal Organization. This committee is to be appointed by the Grand Guardian at the time the nominations are received by the Grand Bethel Associate Guardian.
- (b) Members of the Committee shall comply with the requirements of Job's Daughters International Youth Protection Policy, current revision

Section 2. Duties of the Committee

- (a) The duties of the Committee shall be to:
 - 1) Publicize the Fidelity Award by distributing information about the process.
 - 2) Distribute nomination forms when they are requested.
 - 3) Receive nominations and recommendations from the sponsoring Bethel.
 - 4) Determine the recipient(s) of the award in accordance with their eligibility as outlined in Articles IV and V.
 - 5) Make arrangements for the conferral of the award at the Annual Session of the GGC.
 - 6) Maintain a permanent file containing the names of the nominees and those who recommended them.
 - 7) To destroy all nominations and recommendation forms and ballots following the determination of the recipient(s).

**ARTICLE VIII
AMENDMENTS**

Section 1.

- (a) Proposed amendments to these Rules and Regulations may be made at the Annual Meeting of the GGC and may be adopted by a two-thirds (2/3) affirmative vote of those present and voting. Amendments must be submitted in writing to the Grand Secretary at least sixty (60) days prior to the Annual Session of the GGC and a copy of the proposed amendments presented to each voting member thereof at least thirty (30) days prior to the Annual Meeting of the GGC. Approved amendments shall be submitted to the Vice Supreme Guardian and the Supreme Jurisprudence Committee for final approval.

SUPPLEMENTAL INSTRUCTIONS NUMBER 1

RULES OF ORDER

- (1) through (4) See SI-1 1
- (5) Robert's Rules of Order, revised, (latest edition) shall govern this GGC in all cases to which they are applicable and in which they are not inconsistent with the Manual of Rules and Regulations and the Constitution and Bylaws of Job's Daughters International.
- (6) through (8) See SI-1 1

PARLIAMENTARY AUTHORITY

See SI-1 1 and SI-1 2

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

- (1) and (2) See SI-8 1
- (3) Bethel Guardian or Associate Bethel Guardian, at least thirty (30) days before the balloting, shall notify the Bethel members of the date of recommendations for the Executive members of the BGC and read to them paragraphs 1 and 2 above, and Article VI, Eligibility Section 1. C-BGC 2.
- (4) through (6) See SI-8 1

**RULES AND REGULATIONS
PENNSYLVANIA MISS JOB'S DAUGHTER
SCHOLARSHIP PAGEANT**

**ARTICLE I
TITLE**

Section 1.

- (a) The following Daughters will be selected and shall be known as:
 - 1. Miss Job's Daughter of Pennsylvania
 - 2. Miss Congeniality of Pennsylvania
 - 3. Miss Junior Jobie of Pennsylvania.

**ARTICLE II
OBJECT**

Section 1.

- (a) The Miss Job's Daughter pageant is held for the purpose of providing funds for scholarships.

**ARTICLE III
AUTHORITY**

Section 1.

- (a) Miss Job's Daughter of Pennsylvania shall be under the general supervision of the Grand Guardian.
- (b) Miss Congeniality of Pennsylvania shall be under the general supervision of the Grand Guardian.
- (c) Miss Junior Jobie of Pennsylvania shall be under the general supervision of the Grand Guardian.

**ARTICLE IV
FINANCES**

Section 1. General

- (a) The Pageant Chairperson will keep an accurate account of all expenses and receipts in a permanent ledger book to be audited, and turned over to the Grand Secretary, before the Annual Meeting of the GGC.
 - (1) All Pageant finances are handled through the GGC, via the Grand Secretary; an independent audit prior to the Annual Meeting does not have to be performed.
- (b) Expenses incurred by MJD while traveling to organizations other than Job's Daughters during her year, shall be reimbursed with approval of the Grand Guardian from the Promotion funds.

Section 2. Receipts

- (a) Sponsors
 - (1) Each contestant is asked to get individual sponsors.
- (b) Patrons
- (c) Donations
- (d) Ticket Sales

Section 3. Disbursements

- (a) The proceeds from the Pageant shall pay:
 - (1) All Pageant expenses
 - (2) The transportation expense of the PA contestant to and from the Annual Session of the SGC to participate in the Miss JDI Pageant;
 - (3) Four (4) nights lodging for the PA contestant at the Annual Session of the SGC.
 - (4) Cost of one sash each for the Miss Job's Daughter of PA, Miss Congeniality of PA and Miss Junior Jobie of PA
 - (5) GGC shall purchase a new tiara each year for the Miss Job's Daughter of PA and Miss Junior Jobie of PA.
- (b) The GGC will pay the Supreme Session Registration Fee and the Supreme Pageant Registration Fee for the Representative. [*See PA B-GGC 4a Article VI FINANCES Section 4 Disbursements (m) and (n)].
- (c) Five percent (5%) of each Pageant's net receipts shall be deposited in the Scholarship Endowment Fund until the Scholarship Endowment Fund is large enough to provide for the scholarship needs of the Daughters. At this point all the net receipts will be deposited in the Scholarship Endowment Fund. The income of the Fund will then provide the Scholarship Committee with the funds for scholarships

**ARTICLE V
QUALIFICATIONS**

Section 1.

- (a) Miss Job's Daughter of Pennsylvania shall be a young woman who possesses a thorough knowledge of the Order, dignity, poise, charm, and good manners.
- (b) Miss Congeniality of PA shall be a young woman who possesses a thorough knowledge of the Order, dignity, poise, charm, and good manners.
- (c) Miss Junior Jobie of Pennsylvania shall have a basic knowledge of the Order and shall be a member who possesses dignity, poise, charm, and good manners.

**ARTICLE VI
ELIGIBILITY**

Section 1. Contestant

- A. Miss Job's Daughter of PA
 - 1. A Daughter must be a member in good standing in her Bethel.
 - 2. A Daughter must be less than twenty (20) years of age at the time of selection for MJD of PA.
 - 3. A Daughter must submit a consent form signed by her parent(s) or legal guardian(s).
 - 4. A Daughter may only hold the title of MJD of PA one (1) time.
- B. Miss Congeniality of PA
 - 1. A Daughter must be a member in good standing in her Bethel
 - 2. A Daughter must be less than twenty (20) years of age at the time of selection for MC of PA.
 - 3. A Daughter must submit a consent form signed by her parent(s) or legal guardian(s).
- C. Miss Junior Jobie of PA
 - 1. A Daughter must be a member in good standing in her Bethel.
 - 2. A Daughter shall be at least the age of eleven (11) years old and less than sixteen (16) years old and a member the period of one (1) year at the time of selection of Jr. Jobie of PA.
 - 3. A Daughter must submit a consent form signed by her parent(s) or legal guardian(s).

Section 2. Jurisdictional

- (a) Each Bethel in Pennsylvania shall have the right to send three (3) Daughters to be contestants for the title of Miss Job's Daughter of PA and three (3) Daughters to be contestants for the title of Miss Junior Jobie of PA.
- (b) The reigning Miss Job's Daughter of Pennsylvania shall be the contestant representing Pennsylvania in the International Pageant at the Annual Session of the SCG. If she cannot attend the Annual Session of the SCG, the first runner-up may be sent in her place. If the first runner-up cannot attend, the selection may be made from the second runner-up etc., until a contestant is selected. However, the reigning Miss Job's Daughter of Pennsylvania will retain her title.
- (c) In the event the MJD is selected Miss JDI, she shall relinquish her state title, although she will always be acknowledged as a former MJD of PA. The title shall go to the state pageant's 1st runner-up, if accepted by that Daughter, or to the 2nd runner-up etc.

**ARTICLE VII
ENTRIES**

Section 1.

- (a) Each contestant shall submit her entry form to the Miss Job's Daughter Scholarship Pageant Chairperson.

**ARTICLE VIII
SELECTION**

Section 1. General

- (a) Miss Job's Daughter of PA, Miss Congeniality of PA, and Miss Junior Jobie of PA, shall be selected by competition at a pageant to be held annually.
- (b) Miss Job's Daughter of Pennsylvania is a representative of Job's Daughters International for the purposes of promoting the interest, welfare, and growth of the Order, bringing the Daughters of all Bethels into a closer relationship with each other and the GGC, and serving as a Daughter public-relations emissary to adult organizations of the Masonic family and the public, in general. In the event Miss Job's Daughter is unavailable the 1st runner-up, 2nd runner-up, etc will be called on to help with the duties of the job.
- (c) Miss Congeniality of PA is to promote friendship and growth.
- (d) Miss Junior Jobie of PA is a representative for the Jobie to Bee program and to accompany Miss Job's Daughter PA on some/several events deemed appropriate for her attendance by the Grand Guardian.

Section 2. Requirements for Judging

(a) Miss Job's Daughter of PA (Ritual & Bylaws)

- 1. Written test – to be written by a committee member with no relationship to contestants in pageant
- 2. Oral recitation – to be judged by three judges and one additional person designated to be a word for word judge not to be from PA Job's Daughters affiliated
- 3. Interview – to be judged by three judges not to be PA Job's Daughters affiliated
- 4. Stage appearance – to be judged by five judges not to be PA Job's Daughters affiliated
- 5. Etiquette – to be in the form of an activity decided upon by the Chair or a written test

(b) Miss Junior Jobie of PA (Ritual only)

- 1. Written test – to be written by a committee member with no relationship to contestants in pageant
- 2. Oral recitation – to be judged by three judges and one additional person designated to be a word for word judge not to be PA Job's Daughters affiliated
- 3. Interview – to be judged by three judges not to be PA Job's Daughters affiliated

Section 3. Requirements for Miss Job's Daughter of PA Finalists' Judging

- (a) Total of all requirements in Section 2.
- (b) Response to question.

Section 4. Requirements for Miss Congeniality of PA Finalists Judging

- (a) Chosen by the contestants competing for the title of MJD.

Section 5. Requirements for Miss Junior Jobie of PA Finalists' Judging

- (a) Total of all requirements in Section 2b

**ARTICLE IX
DUTIES OF PAGEANT COMMITTEE**

Section 1. Duties of the Committee

- (a) The cape shall be passed on annually to the winner of the Pageant.
- (b) Perform duties assigned by the Grand Guide, Pageant Chairperson.

**BYLAWS OF THE
MARY ETTA WRIGHT
GRAND BETHEL OF PENNSYLVANIA**

**ARTICLE I
NAME**

Section 1.

- (a) This organization shall be known as the Mary Etta Wright Grand Bethel of Pennsylvania, Job's Daughters International.
- (b) Authorized by the GGC of Pennsylvania, Inc. June 1974.

**ARTICLE II
OBJECT**

Section 1.

- (a) To unite Job's Daughters of the Commonwealth of Pennsylvania for the purpose of promoting interest, welfare and growth of Job's Daughters International within the Commonwealth; to keep the interest of the Daughters centered on the principles of the Order. This allows them to assume the responsibility of the Grand Bethel with proper supervision by giving them a further goal to strive for; and to assist in the installation of new Bethels.

**ARTICLE III
MEMBERSHIP**

Section 1.

- (a) The membership of this Grand Bethel shall consist of all members in good standing in the Commonwealth of Pennsylvania.
- (b) Each member of the Grand Bethel in good standing is entitled to debate any subject properly brought before the Grand Bethel.
- (c) Each member of the Grand Bethel shall be entitled to one (1) vote at any Grand Bethel Meeting.

**ARTICLE IV
OFFICERS AND REPRESENTATIVES**

Section 1.

- (a) There shall be nineteen (19) Grand Bethel Officers. The Officers shall be: Grand Bethel Honored Queen, Grand Bethel Senior Princess, Grand Bethel Junior Princess, Grand Bethel Guide, Grand Bethel Marshal, Grand Bethel Chaplain, Grand Bethel Recorder, Grand Bethel Treasurer, Grand Bethel Historian, Grand Bethel Musician, Grand Bethel Inner Guard, Grand Bethel Outer Guard, Grand Bethel First Messenger, Grand Bethel Second Messenger, Grand Bethel Third Messenger, Grand Bethel Fourth Messenger, Grand Bethel Fifth Messenger, Grand Bethel Senior Custodian, Grand Bethel Junior Custodian.
- (b) There shall be a Grand Bethel Representative to each State, Province, or Country in which there is a Bethel of Job's Daughters International.
- (c) Grand Bethel Officers shall be at least the age of 12 years old and a member the period of one year at the time of installation.

**ARTICLE V
SELECTION OF OFFICERS AND REPRESENTATIVES**

Section 1.

- (a) Selection of the Grand Bethel Honored Queen shall be by drawing of those eligible members who are present and registered at the Spring Grand Bethel weekend unless unavoidably absent and upon action of the Grand Bethel Committee. The Grand Bethel Honored Queen selected must have reached the age of sixteen (16) but not have reached majority age of twenty (20) at the time of installation.
- (b) Selection of officers and representatives shall be by drawing of those eligible members registered and in attendance at the Annual Meeting of the Grand Bethel unless unavoidably absent. For eligibility to hold offices of GBHQ, GBSP, GBJP, Grand Bethel Recorder and Grand Bethel Treasurer, a girl must have reached her sixteenth (16th) birthday. Only Honored Queens or Past Honored and those currently not serving in the position of Miss PA Job's Daughter or Miss PA Congeniality may be selected for the office of Grand Bethel Honored Queen

- (c) No Bethel shall receive more than one (1) selective office.
- (d) The Grand Bethel Honored Queen shall have the privilege of appointing the Grand Bethel Musician.
- (e) Any eligible Daughter desiring to be Grand Bethel Honored Queen shall submit to the Grand Bethel Guardian a Letter of Intent, signed by a parent or legal guardian postmarked two (2) weeks prior to selection of officers.

**ARTICLE VI
TERM OF OFFICE - VACANCIES**

Section 1.

- (a) Term of office shall be from the Grand Bethel Installation at the Grand Session of the GGC to the Grand Bethel Installation at the next Grand Session of the GGC.
- (b) Should the Grand Bethel Honored Queen station become vacant during the term of office, the Grand Bethel Guardian, Grand Bethel Associate Guardian, and the Grand Bethel Committee, shall appoint an acting Grand Bethel Honored Queen for the remainder of the term.
- (c) No Past Grand Bethel Honored Queen shall be permitted to serve an additional term, unless appointed by the Grand Bethel Guardian, Grand Bethel Associate Guardian, and the Grand Bethel Committee.
- (d) Other vacancies of the Grand Bethel offices shall be appointed by the Grand Bethel Honored Queen, with the approval of the Grand Bethel Committee.
- (e) A Daughter marrying while holding an office shall immediately vacate the office. A Daughter becoming a Majority Member while holding a Grand Bethel office shall be permitted to complete her term of office.
- (f) Should a Grand Bethel officer not fulfill the duties of her office, as per the handbook and bylaws, she may be replaced at the discretion of the Grand Bethel Guardian and the Grand Bethel Associate Guardian in consultation with the Grand Bethel Committee and the Grand Guardian.

**ARTICLE VII
DUTIES OF OFFICERS**

Section 1. The Grand Bethel Honored Queen shall:

- (a) Preside at all meetings of the Grand Bethel.
- (b) Appoint committees approved by the Grand Bethel Committee.
- (c) Encourage Grand Bethel Officers to render whatever assistance possible to Bethels in the Commonwealth.
- (d) Promote the Good of the Order at all times.
- (e) Make a report of her activities at the Annual Meeting of the Grand Bethel.
- (f) Conduct the drawing of the Grand Bethel Officers and Representatives with the assistance of the Grand Bethel Guardian and Grand Bethel Associate Guardian.
- (g) Be the Installing Officer at the next Installation of the Grand Bethel.
- (h) Attend all meetings of the Grand Bethel Committee.
- (i) Schedule permitting, attend at least three (3) Grand Visitations of local Bethels.
- (j) Attend and/or substitute at two Bethel meetings or activities that are not her own.
- (k) Hold at least one (1) fundraising activity during the term.

Section 2. The Grand Bethel Sr. Princess shall:

- (a) Attend all meetings of the Grand Bethel Committee.
- (b) Schedules permitting, attend at least three (3) Grand Visitations of local Bethels.
- (c) Attend and/or substitute at two Bethel meetings or activities that are not her own.
- (d) Assist the GBHQ with her annual fundraising activity.
- (e) Assist with check-in and check-out procedures at all Grand Bethel Weekends.
- (f) Plan, create, and present a gift to the outgoing GBHQ at the next Installation of the Grand Bethel.

Section 3. The Grand Bethel Jr. Princess shall:

- (a) Attend all meetings of the Grand Bethel Committee.
- (b) Schedule permitting, attend at least three (3) Grand Visitations of local Bethels.
- (c) Attend and/or substitute at two Bethel meetings or activities that are not her own.
- (d) Assist the GBHQ with her annual fundraising activity.
- (e) Assist with check-in and check-out procedures at all Grand Bethel Weekends.
- (f) Plan, create, and present a gift to the outgoing GBHQ at the next Installation of the Grand Bethel

Section 4. The Grand Bethel Guide shall:

- (a) Attend all meetings of the Grand Bethel Committee.
- (b) Schedule permitting, attend at least two (2) Grand Visitations of local Bethels.
- (c) Attend and/or substitute at one Bethel meeting or activity that is not her own.
- (d) Assist with check-in and check-out procedures at all Grand Bethel Weekends.
- (e) Assist and monitor the Grand Bethel Representatives in the performance of their duties.

Section 5. The Grand Bethel Marshal shall:

- (a) Attend all meetings of the Grand Bethel Committee.
- (b) Schedule permitting, attend at least two (2) Grand Visitations of local Bethels.
- (c) Attend and/or substitute at one Bethel meeting or activity that is not her own.
- (d) Assist with check-in and check-out procedures at all Grand Bethel Weekends.
- (e) Assist and monitor the Grand Bethel Representatives in the performance of their duties.
- (f) Prepare and remove paraphernalia for Grand Bethel Meetings.

Section 6. The Grand Bethel Recorder shall:

- (a) Keep a complete and accurate record of all transaction of the Grand Bethel.
- (b) Send out all communications as required by the Grand Bethel Honored Queen, with the approval of the Grand Bethel Guardian.
- (c) Attend all meetings of the Grand Bethel Committee.
- (d) Receive all monies due the Grand Bethel and turn them over to the Grand Bethel Treasurer, taking a receipt for same.
- (e) Schedule permitting, attend at least two (2) Grand Visitations of local Bethels
- (f) Attend and/or substitute at one Bethel meeting or activity that is not her own.

Section 7. The Grand Bethel Treasurer shall:

- (a) Keep an accurate record of all Grand Bethel finances; and make a complete report to the Grand Bethel.
- (b) Attend all meetings of the Grand Bethel Committee.
- (c) Schedule permitting, attend at least two (2) Grand Visitations of local Bethels
- (d) Attend and/or substitute at one Bethel meeting or activity that is not her own.
- (e) Assist the GBHQ with her annual fundraising activity.

Section 8. Grand Bethel Officers shall:

- (a) Attend all Grand Bethel meetings.

Section 9. Grand Bethel Representatives shall:

- (a) Attend all Grand Bethel meetings.
- (b) Correspond with their respective State, Province, or Country and make a written report at the Annual Meeting of the Grand Bethel.

Section 10. The Grand Bethel Historian shall:

- (a) Make an accurate record of the Grand Bethel term of office and record the information into a permanent record book.
- (b) Be prepared to read the previous three (3) year History of the Mary Etta Wright Grand Bethel at the Annual Grand Bethel Meeting.

Section 11. The Grand Bethel Chaplain shall:

- (a) Attend all meetings of the Grand Bethel Committee.
- (b) Plan and organize all church services held by the Grand Bethel.

Section 12. The Grand Bethel Messengers shall:

- (a) Assist the Grand Bethel Chaplain with all worship services held by the Grand Bethel.

Section 13. The Grand Bethel Junior Custodian and Senior Custodian shall:

- (a) Prepare and remove paraphernalia for Grand Bethel Meetings.

Section 14. The Grand Bethel Inner Guard and Outer Guard shall:

- (a) Prepare Escort and Introduction cards to be used at all Grand Bethel Meetings.
- (b) Greet visitors at the doors at the beginning of all Grand Bethel Meetings.

Section 15. The Grand Bethel Musician shall:

- (a) Prepare appropriate music for all Grand Bethel Meetings and activities.

**ARTICLE VIII
MEETINGS**

Section 1.

- (a) The Annual Meeting of the Grand Bethel shall convene on a Saturday in May during the Spring Grand Bethel weekend, at which time the necessary business will be conducted. The Grand Bethel Honored Queen will give her complete report to the members of the Grand Bethel.
- (b) Special meetings of the Grand Bethel may be called by the Grand Bethel Honored Queen with the approval of the Grand Bethel Guardian.
- (c) No meeting shall be held without the presence of the Grand Bethel Guardian or the Grand Bethel Associate Guardian and at least three (3) members of the Grand Bethel Committee. In the case of extreme emergency, a Past Grand Bethel Guardian or a Past Grand Bethel Associate Guardian may fill in for the Grand Bethel Guardian or the Grand Bethel Associate Guardian.
- (d) Any Grand Bethel Officer or Grand Bethel Representative selected at the Annual Meeting shall be in attendance at the Grand Session of the GGC and Grand Bethel to take part in the Grand Bethel Installation, unless unavoidably absent and excused by the Grand Bethel Guardian. Those not in attendance need not be installed at a later date.
- (e) Installation of the Grand Bethel Officers and Representatives shall be held during the Grand Session of the GGC, with the retiring Grand Bethel Honored Queen as Installing Officer and under the supervision of the retiring Grand Bethel Honored Queen and the Grand Bethel Committee.

Section 2.

- (a) The order of business for the Annual Meeting of the Grand Bethel shall be printed in the Grand Bethel Handbook.
- (b) The Grand Bethel shall be governed in debate and questions by Robert's Rules of order, revised (latest edition).

**ARTICLE IX
MARY ETTA WRIGHT GRAND BETHEL HANDBOOK**

The GGC authorized the writing of the Mary Etta Wright Grand Bethel Handbook and it was approved by the GGC.

Section 1.

- (a) The conduct of all phases of Grand Bethel meetings (including music) shall be in accordance with the Mary Etta Wright Grand Bethel handbook. Each Grand Bethel Officer and Grand Bethel Committee member will be required to sign for, and subsequently return at the close of their term of office, the Mary Etta Wright Grand Bethel Handbook issued to them.
- (b) Eligible persons desiring a copy of the handbook may purchase one for a minimal fee.
- (c) A member of the Grand Bethel Committee will be assigned the responsibility for keeping all handbook records and collection of fees.
- (d) Material in the handbook may be changed by the Grand Bethel Honored Queen with the approval of the Grand Bethel Committee and GGC Jurisprudence Committee

**ARTICLE X
PARAPHERNALIA AND REGALIA**

Section 1.

- (a) All Grand Bethel Officers shall wear Grand Bethel medallions when officially representing the Order at any meeting or social function. Grand Bethel Officers and Representatives shall purchase their own medallions at a reasonable fee and will become the property of the Daughters.
- (b) Grand Bethel Line Officer's medallions (JGB-1A) are purchased by the Grand Bethel from the Official Supplier and will be the responsibility of the Grand Bethel Line Officer. If lost or damaged, the cost of replacement or repair will be the burden of the Grand Bethel Line Officer. The Grand Bethel Line Officer medallions (JCB-1A) must be returned after the meeting at the Grand Session of the Grand Bethel. All other Grand Bethel Officer medallions (JGB-1A) shall be returned after each meeting of the Grand Bethel to the Grand Bethel Guardian.
- (c) The Grand Bethel Guardian will be responsible for all paraphernalia and regalia of the Grand Bethel.
- (d) Each Grand Bethel Honored Queen who faithfully served the Grand Bethel for the period for which she was selected shall be presented a Past Grand Bethel Honored Queen's jewel (J-111), or she may select a different Past Grand Bethel Honored Queen jewel, providing she pays the difference in cost.

Section 2.

- (a) The Grand Bethel Honored Queen, Line Officers, and Officers, shall wear a long or tea-length gown during the Grand Bethel Meetings.
- (b) The Grand Bethel Representatives shall wear a long or tea-length gown or a dressy dress during the Grand Bethel Meetings.
- (c) The Grand Bethel Members shall wear skirts or dresses during the Grand Bethel Meetings.

**ARTICLE XI
FINANCES**

Section 1.

- (a) The Grand Bethel may conduct such money making projects as shall be deemed necessary and appropriate. All money-making projects shall be approved by the Grand Bethel Honored Queen and the Grand Bethel Committee.
- (b) A non-refundable activity fee of five dollars (\$5.00) per person shall be collected with each reservation for attendance at any portion of the Grand Bethel weekend. The non-refundable activity fee shall be collected from persons not registered, but attending any events of the Grand Bethel Weekend. Checks for the above fee shall be made payable to the Mary Etta Wright Grand Bethel or MEWGB.

Section 2.

- (a) No indebtedness shall be incurred without the approval of the Grand Bethel Committee.
- (b) All funds belonging to the Grand Bethel shall be collected by the Grand Bethel Treasurer in the name of the Grand Bethel and turned over to the Grand Bethel Committee Treasurer for deposit.
- (c) An honorarium of two hundred dollars (\$200.00) shall be issued to the outgoing Grand Bethel Honored Queen prior to the close of the Grand Session where she will be retiring her reign.
- (d) The Grand Bethel Honored Queen shall submit a bill for reimbursement of cleaning the capes prior to the Annual Meeting in June and for the cost of postage in mailings approved by the Grand Bethel Guardian.
- (e) The Grand Bethel shall purchase a new travel crown for the Grand Bethel Honored Queen each year.

Section 3.

- (a) The Grand Bethel Associate Guardian is responsible for a complete audit of Grand Bethel books and will secure the services of the GGC Audit committee to audit the books. This audit must be completed before the Annual meeting of the Grand Bethel and a report given at that meeting.

**ARTICLE XII
SUSPENSIONS AND APPEALS**

Section 1.

- (a) Insubordination, retention of money or property of the Grand Bethel, or conduct unbecoming a member of Job's Daughters International, shall be considered cause for reprimand or suspension.
- (b) Method of appeal shall be the same as prescribed by the Bylaws of Job's Daughters International.

ARTICLE XIII

GRAND BETHEL GUARDIAN, GRAND BETHEL ASSOCIATE GUARDIAN AND COMMITTEE

Section 1.

- (a) The Grand Bethel of Pennsylvania will be under the supervision of the Grand Guardian and the Grand Bethel Committee in all things pertaining to rules, regulations, and finances.
- (b) The Grand Bethel Committee shall consist of ten (10) members. Those eligible shall be at least twenty (20) years of age, on the current list of CAVs provided by the Executive Manager, and not currently serving on the Executive Grand Guardian Council. The Grand Bethel Guardian (GBG) and Grand Bethel Associate Guardian (GBAG) shall be permanent members of the GGC of Pennsylvania, Inc. The Grand Bethel members present at the Annual Meeting of the Grand Bethel at Spring Grand Bethel Weekend shall elect the GBG and the GBAG.
- (c) The remaining eight (8) members of the Grand Bethel Committee shall be Grand Bethel Committee Secretary, Grand Bethel Committee Treasurer, Grand Bethel Committee Musician, Grand Bethel Committee Person of Paraphernalia, and four (4) others.
- (d) The Grand Bethel Committee must be elected or appointed by the end of the Annual Meeting of the GGC of Pennsylvania, Inc. and their terms shall correspond with the term of the Grand Bethel.

ARTICLE XIV

DUTIES OF THE GRAND BETHEL COMMITTEE

Section 1.

It shall be the duty of the Grand Bethel Committee to:

- (a) Supervise the activities, meetings and progress of the Grand Bethel as set forth in the bylaws.
- (b) Perform such duties as may be for the welfare of the Grand Bethel and report same to the GGC of Pennsylvania.
- (c) To attend all meetings and functions of the Grand Bethel.

Section 2.

- (a) The GBG will be responsible for all paraphernalia and regalia of the Mary Etta Wright Grand Bethel of Pennsylvania which includes the Charter, Officer Medallions, Grand Bethel Bible, Flags, Grand Bethel Handbooks, Capes and Crowns.
- (b) It shall be the duty of the GBG to supply each Representative with a listing of Bethels in their selected jurisdiction.

Section 3.

- (a) The GBAG is responsible to complete an audit of the Grand Bethel Books by securing the services of the GGC Audit committee. This audit must be completed before the Annual Meeting of the Grand Bethel and a report given at the meeting.
- (b) It shall be the duty of the GBAG to review the History of the Grand Bethel prepared by the Grand Bethel Historian, prior to the Annual Grand Bethel Meeting. The GBAG shall submit to the Grand Guardian a summary of the Grand Bethel History for the previous three (3) years, at the Fall Meeting of the GGC.

Section 4.

- (a) It shall be the duty of the Grand Bethel Committee Secretary to supervise the work of the Grand Bethel Recorder.
- (b) It shall be the duty of the Grand Bethel Committee Secretary to see that proper record is kept of the receipts of the Grand Bethel and that the books are closed and made available, together with other necessary papers to the GBAG, following the Fall Grand Bethel Meeting for audit.

Section 5.

- (a) It shall be the duty of the Grand Bethel Committee Treasurer to supervise the work of the Grand Bethel Treasurer.

- (b) It shall be the duty of the Grand Bethel Committee Treasurer to see that proper record is kept of the disbursements of the Grand Bethel and that the books are closed and made available, together with other necessary papers to the GBAG, following the Fall Grand Bethel Meeting for audit

**ARTICLE XV
AMENDMENTS**

Section 1.

- (a) These bylaws may be amended by presenting the proposed amendment in writing to each member present at the Annual Meeting of the Grand Bethel.
- (b) A simple majority vote of the members voting shall be necessary to adopt such amendments.
- (c) Said amendments shall be sent in writing to the Grand Secretary at least sixty (60) days prior to the Annual Meeting of the GGC of Pennsylvania, Inc. and then distributed to each member of the GGC of Pennsylvania at least thirty (30) days prior to the Annual Meeting of Pennsylvania for action. Amendments will become effective when notice of approval has been received from the Jurisprudence Committee of the SGC.

**ARTICLE XVI
GRAND BETHEL MEMBER OF HONOR**

Section 1.

- (a) An adult who has given outstanding meritorious service to the Order may be elected as a Member of The Mary Etta Wright Grand Bethel and given a Member of Honor Certificate by a majority vote of the members of the Grand Bethel and upon approval of the Grand Bethel Committee members.
- (b) This award shall be given to any adult for their outstanding and dedicated service to the Mary Etta Wright Grand Bethel of Pennsylvania. The recipient should also meet the following qualifications:
 - (1) He/She shall be over the age of 20.
 - (2) His/Her service to their individual Bethel shall not be considered when making selections.
- (c) The award shall be given at the Spring or Fall Grand Bethel Weekend or at the Annual Grand Session.