

**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.