

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 Session 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 promptly at 2:00 p.m. on Friday.
- (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

- (k) 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 Session of the GGC of Pennsylvania, and note whether they were adopted or rejected.
- (c) through (j) See B-GGC 2
- (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 Session of the GGC with removal to follow the Annual 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 Session 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 Session.
- (u) Mail credentials to the voting members on the mailing list at least thirty (30) days prior to the Annual Session.
- (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 Annual 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 Annual Session of the GGC. Within forty-five (45) days after the close of the Annual 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 Annual 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 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 Annual Session.
- (aa) Each Bethel, elected Grand Officer, Jurisprudence Committee member, and Finance Committee member shall receive one (1) set for their records at no charge.

Section 7. The Grand Treasurer shall:

- (a) See B-GGC 2
 - (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 2
- (c) See B-GGC 2
 - (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 2

- (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 Session 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) **JD CONNECTION COMMITTEE** shall be composed of one (1) or more members. It shall be the duty of the JD Connection Committee to:
- (1) See that the JD Connection is printed and distributed throughout the Commonwealth at least quarterly.
 - (2) Establish deadline dates for articles and publish them regularly.
- (e) **LIBRARIAN:**
- (1) The Grand Librarian shall be in charge of all Arts and Crafts Competitions to be held at the Annual Session. The Arts and Crafts Competitions should be divided into two (2) age groups: 10-14 and 15-20. All entries must be registered by Spring Grand Bethel weekend.
 - (2) An oral speech contest may be held.
- (f) **NECROLOGY COMMITTEE** composed of two (2) or more members with the Grand Chaplain as chairperson. It shall be the duty of the Necrology Committee to:
- (1) Obtain from each Bethel a list of Bethel Daughters and council members deceased since the last Annual Session of the GGC.
 - (2) Prepare a suitable memorial service to be given during the Annual Session of the GGC.
- (g) **PARTICIPATION AWARDS COMMITTEE** shall be composed of not less than two (2) members. It shall be the duty of this committee to:
- (1) Prepare a standard set of rules using points for participation. Changes cannot be made until they are authorized by this GGC at the Annual Session or the Fall Meeting.
 - (2) Supervise awards for individual Daughters and Bethels according to rules.
 - (3) The chairperson shall pass on the rules of the preceding year to the incoming committee chairperson.
- (h) **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 fees for the event. If for some reason the registration fee was not collected before the reservation deadline, the cancellation fee must be charged.
 - (E) 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 Center Arrangements Committee Liaison will contact each Bethel Guardian if overflow occurs. LATE RESERVATIONS WILL NOT BE ACCEPTED!
- (E) Pennsylvania member reservations will be accepted before any out of state guests.
- (i) **RITUAL COMMITTEE** shall be composed of two (2) or more members. It shall be the duty of the Ritual Committee to establish an incentive program to improve Ritual work resulting in awards being presented at the Annual Session of the GGC. This program may include the following: a Ritual competition, a Daughters' School of Instruction, or a written Ritual quiz.
- (j) **SERVICE AWARD COMMITTEE** shall be composed of at least two (2) members. It shall be the duty of the committee to:
- (1) Ascertain the first, second, and third place service award winners for "Individual" Masonic Service Hours, and "Individual" Community Service Hours.
- (A) Individual service hours include volunteer service work a member of Job's Daughters gives on her own without monetary compensation. (This does not include service hours done with the Bethel.) Ineligible service hours include: school activities, such as: band, plays, musicals, and sports. New members may submit hours earned after initiation date.
- (2) Ascertain the first, second, and third place service award winners for "Bethel" Masonic Service Hours, and "Bethel" Community Service Hours. Awards will be given in two (2) divisions of Bethel active membership, the dividing number of membership to be determined by the committee members. New members may submit hours earned after initiation date.
- (A) Bethel Service Hours include Bethel approved activities to "serve" others without monetary compensation. The number attending the activity does not affect the eligibility of the project, as long as it is approved by the Bethel, and the BGC.
- (k) **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 Annual 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.
- (l) **SPIRIT AWARD COMMITTEE** shall be composed of two (2) or more members. It shall be the duty of the Committee to:
- (1) Distribute and receive uniform applications from the Bethel Guardian for each Honored Queen by the deadline.
- (2) Have available the Spirit Award Charm and purple cord as specified by the GGC to be given when the completed application is sent to the Committee by the approved deadline date at the end of each Honored Queen's term.
- (3) Purchase and present a suitable item, approved by the GGC or the Grand Guardian, to the Daughters of the Bethels who have participated.

- (m) **SPORTS COMMITTEE** shall be composed of two (2) or more members. It shall be the duty of the committee to:
 - (1) Work in conjunction with the executive line members and the Patton Liaison to establish an optional sports program(s).
 - (2) To charge a set fee of no more than five dollars (\$5) per registered participant to be used for awards/trophies to be awarded at the sports weekends. In the case that donations have been made to purchase such awards, no fee is to be charged for these activities.
- (n) **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 Session on the status of the Plan, identifying accomplishments, failures, and changes, since the last Annual Session, providing a current copy of the Plan to all Executive GGC members at the Annual Session.
- (o) **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.

Section 5. I.O.J.D. KNOWLEDGE COURSE OF PENNSYLVANIA

- (a) Duties
 - (1) Distribute applications, rules and cost of subscription fee to all Bethels, and others as requested by the Grand Guardian, at the Fall Meeting.
 - (2) 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 Session of the GGC.
 - (3) Keep a complete register of all who subscribe to the Course, mailing address, date of subscription, date of completion.
 - (4) Grade completed Course promptly and award with a certificate, which shall include the signature of the Grand Guardian and Chairperson. The certificate will also hold the Seal of the Grand Guardian.
 - (5) To constantly appraise and update Course and Answer Key, in conjunction with Bylaw and Ritual changes.
 - (6) Have regular information and application forms for subscription to the Course in the JD Connection.
 - (A) There shall be no time limit to complete the Course.
 - (B) The Course must be completed under the name it is registered.
 - (C) Gift subscriptions shall be available.
 - (D) In order to qualify for a Certificate:
 - (i) Adults shall complete Section I and II
 - (ii) Daughters shall complete Section I and be encouraged to complete Section II.
 - (E) The cost of the course set by the Committee shall be minimal and approved by the Grand Guardian.
 - (7) Funds collected above the expense record shall be deposited into the GGC Educational Scholarship Fund.

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 (e) See B-GGC 5
- (f) Amendments to this Manual of Rules and Regulations may be adopted at any Annual Session 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 Session. 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 Session 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 Session.

**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.

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- (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

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

**ARTICLE I
TITLE**

Section 1.

- (a) The Daughter selected shall be known as Miss Job's Daughter of Pennsylvania of Job's Daughters International.

**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.

**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 Session of the GGC.
- (1) All Pageant finances are handled through the GGC, via the Grand Secretary; an independent audit prior to the Annual Session does not have to be performed.
- (b) GGC shall purchase a new tiara each year for the Miss Job's Daughter of PA.
- (c) 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

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 and Miss Congeniality;
- (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) The GGC shall purchase a new tiara each year for the Miss Job's Daughter of PA. [*See PA B-GGC 4a Article VI FINANCES Section 4 Disbursements (p)].
- (d) 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.