

**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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**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 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 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

**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) through (d) See C-GGC 3

**ARTICLE XII
MEETINGS**

Section 1.

- (a) The Annual Session of the GGC shall start the third Thursday, in June with Formal Opening. The Business Session shall convene on Friday morning, with the installation of officers on Saturday. Starting times of these meetings shall be sent to all GGC members with the registration information. The Annual Session shall continue, with suitable recesses, until the business is concluded. The Grand Guardian shall, before the close of the Annual Session, select the location of the next Annual Session. The Grand Guardian and the Grand Session Committee shall take special deliberation, so that the location for the Annual Session of the GGC would be convenient for the majority of members of the GGC. The cost (lodging and meals) of the annual session should be a major concern.
- (b) At the Annual Session of the GGC, the amendments shall be the first order of business on Friday, following lunch.

Section 2.

- (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 Annual 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 (j) See B-GGC 1

- (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

Section 8. The Grand Guide shall:

- (a) and (b) See B-GGC 3
- (c) Prepare the room, with the assistance of the Grand Marshal, for the Annual Session of the GGC and shall have charge of all Paraphernalia used at the Annual Session.
- (d) Be the Chairperson of the Miss Job's Daughter of Pennsylvania Scholarship Pageant.
 - (1) Select five (5) judges, for the evening competition. These judges shall be selected from "OUT OF STATE" members of other GGC's, previous Miss Job's Daughters of other jurisdictions, if possible. If this is not possible, other impartial judges shall be selected.

The Grand Marshal shall:

- (a) and (b) See B-GGC 3
- (c) Direct the Flag Ceremony for the Annual Session Formal Opening.
- (d) Serve as a member of the Miss Job's Daughter of Pennsylvania Scholarship Pageant 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) See B-GGC 3

**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 Annual 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 Session 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 Annual 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 Annual 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 Annual 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 Session and immediately after the close of the Annual 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 Session of the GGC for consideration at the Annual Session.
- (d) **JURISPRUDENCE COMMITTEE** composed of three (3) members. At each Annual 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 Session.
 - (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 as the Chairperson, and one (1) member to be designated as Vice Chairperson. At each Annual Session the new members shall be appointed for a term not to exceed three (3) years. It shall be the duty of the Promotion Committee to:
- (1) Promote the growth of the Order.
 - (2) Assist the Grand Guardian in organizing Bethels.
 - (3) Coordinate the activities of the Promotion and Fraternal Relations Committees by meeting with the Chairperson of each in a combined meeting to be held prior to the Fall Meeting.
 - (4) Present a report at the Fall Meeting of activities in process and planned promotion program for the ensuing year.
 - (5) Submit timely articles to other Masonic groups for publication in their newsletters at least two (2) times a year.
 - (6) Award membership awards in the form of colored ribbons 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 Annual 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.
 - (A) The streamers shall bear the year and will be placed on the staff of the Bethel flag.

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 Annual 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.
 - (3) Audit the financial records of the JDI Knowledge Course of Pennsylvania at least fifteen (15) days prior to the Annual Session of the GGC.
- (b) **BYLAW REVISION COMMITTEE** shall be composed of two (2) or more members, one being a PGG or PAGG. It shall be the duty of the Committee to coordinate the SGC Amendment changes to the Pennsylvania Manual of Rules and Regulations.

- (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.

**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 3

Section 2. Fees

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

- (c) See B-GGC 4
- (1) A registration fee of two (\$2.00) dollars shall be paid by each voting member of the GGC at the time of registration with the Credentials Committee.
 - (2) The honorarium of twenty-five (\$25.00) dollars for the stenographer for her services shall be paid from the credential fee before the close of the Annual Session of the GGC.
 - (3) Each member of the GGC shall pay an annual membership fee of twenty-five dollars (\$25.00), in advance, or at the Annual 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 Annual 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 Annual 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 five hundred dollars (\$500.00) 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 with meals and lodging at Annual Session paid. 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 with meals and lodging at Annual Session paid.
- (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.
 - (3) Furnish information folders for the Grand Guardian and Promotion Committee.
 - (4) Reimburse telephone charges for Promotion, incurred by the Grand Guardian and Promotion Committee not to exceed fifty dollars (\$50.00).

- (5) 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 instituted Bethels.
 - (B) Provide bus transportation, if necessary, for Bethel Institution and Chartering.
- (6) Bethels in distress:
 - (A) Promote and finance activities to stimulate enthusiasm and to acquire new members.
- (7) 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.
- (8) When requested to provide a Page for the Order of the Eastern Star Grand Chapter, provide one hundred fifty dollars (\$150.00) for our representative to help defray the expenses for the required clothing, lodging, and meals.
- (9) The Daughter Hike Chairperson shall receive up to one Hundred and fifty dollars (\$150.00) for postage, phone calls, and in state travel expenses, when receipts are submitted.
- (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 Session 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 Session 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) Expenses incurred by the Patton Committee and Liaison for mailings and phone calls shall be paid to a maximum of fifty dollars (\$50.00) upon presentation of receipts to the Grand Secretary.
- (l) 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 Annual Session of the GGC. The selection of awards is to be coordinated with the appointed Awards General Chairperson.
- (m) The representative for the SGC Session Pageant shall have her registration paid.
- (n) The representative for the SGC Session Pageant shall have the Pageant registration fee paid.
- (o) The Grand Bethel Honored Queen shall receive up to one Hundred and fifty dollars (\$150.00) for postage, phone calls, and in state travel expenses, when receipts are submitted.
- (p) The GGC shall purchase a new tiara each year for the Miss Job's Daughter of PA.

**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 Annual 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.
 - (2) Memorials may be made through the Grand Secretary’s Office. A record shall be kept in a permanent Memorial Record Book.
- (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 4

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.

**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

2008

Section 2. Appointive Office

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

**ARTICLE XII
MEETINGS**

Section 1. Regular

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

2008

(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) through (c) See C-BETHEL 5

**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

2008

(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

**ARTICLE III
DEMITS**

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.

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 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.

**ARTICLE VI
ELIGIBILITY**

Section 1. Contestant

- (a) A Daughter must be a member in good standing in her Bethel.
- (b) A Daughter must be less than twenty (20) years of age on the date of the Pageant.
- (c) A Daughter must submit a consent form signed by her parent(s) or legal guardian.
- (d) A Daughter may only hold the title of MJD of PA one (1) time.

Section 2. Jurisdictional

- (a) Each Bethel in Pennsylvania shall have the right to send three (3) Daughters to be contestants in the Miss Job's Daughter Scholarship Pageant.
- (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 SGC, 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 Pennsylvania 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.

Section 2. Requirements for Judging

- (a) Written test
- (b) Oral recitation
- (c) Interview
- (d) Stage appearance
- (e) Etiquette test

Section 3. Requirements for Finalists' Judging

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

**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, International Order of Job's Daughters.
- (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.

**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) years 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 Session of the Grand Bethel unless unavoidably absent. For eligibility to hold offices of Grand Bethel Recorder or Grand Bethel Treasurer, a girl must have reached her sixteenth (16th) birthday. Only Honored Queens or Past Honored Queens who have reached their sixteenth (16th) birthday may be selected for the Grand Bethel line.
- (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 Annual Session of the GGC to the Grand Bethel Installation at the next Annual 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.

**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.

Section 2. 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) Receive all monies due the Grand Bethel and turn them over to the Grand Bethel Treasurer, taking a receipt for same.

Section 3. The Grand Bethel Treasurer shall:

- (a) Keep an accurate record of all Grand Bethel finances; and make a complete report to the Grand Bethel.

Section 4. Grand Bethel Officers shall:

- (a) Attend all Grand Bethel meetings.

Section 5. 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 Session of the Grand Bethel.

Section 6. 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.

**ARTICLE VIII
MEETINGS**

Section 1.

- (a) The Annual Meeting of the Grand Bethel shall convene on Friday of the Annual Session of the GGC of Pennsylvania, Inc. at 9:00 A.M. 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.
- (d) Any Grand Bethel Officer or Grand Bethel Representative selected at the Annual Session shall be in attendance for 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 on Friday evening of the Annual 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.
- (b) 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.
- (c) Eligible persons desiring a copy of the handbook may purchase one for a minimal fee.
- (d) A member of the Grand Bethel Committee will be assigned the responsibility for keeping all handbook records and collection of fees.
- (e) 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 Annual 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 Committee before being presented to the Grand Bethel at a Grand Bethel Meeting. The project must be approved by majority vote.
- (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 newly installed Grand Bethel Honored Queen prior to the close of the Annual Session.
- (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.

Section 3.

- (a) The Grand Bethel Associate Guardian is responsible for a complete audit of Grand Bethel books and will secure services of two (2) GGC members to assist in this task. 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. 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 Grand Bethel Meeting 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 Person of Handbooks, Grand Bethel Committee Musician, Grand Bethel Committee Person of Paraphernalia, and three (3) others. These positions shall be filled by eligible adults or Majority members of Job's Daughters who are recommended by the Grand Bethel Officers with the approval of the GG, GBG, and the GBAG.
- (d) The Grand Bethel Committee must be elected or appointed by the end of the Annual Session 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. The services of two (2) GGC members will be secured to assist in the task. 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 Spring 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 Spring 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 Session 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 Session of Pennsylvania for action. Amendments will become effective when notice of approval has been received from the Jurisprudence Committee of the SGC.