

**JOB'S DAUGHTERS INTERNATIONAL
RULES AND REGULATIONS
MARY ETTA WRIGHT JURISDICTIONAL BETHEL OF PENNSYLVANIA**

**ARTICLE I
NAME**

Section 1.

- (a) The name of this organization shall be the Mary Etta Wright Jurisdictional Bethel of Pennsylvania, Job's Daughters International.
- (b) Authorized by the Jurisdictional Guardian Council (JGC) of Pennsylvania.

**ARTICLE II
OBJECT**

Section 1.

- (a) The object of this organization is to unite Job's Daughters of Pennsylvania for the purpose of promoting the interest, welfare, and growth of the Job's Daughters within the Commonwealth; to keep the interest of the daughters centered on the principles of the Order allowing them to assume the responsibility of the Jurisdictional Bethel (JB) with proper supervision by giving them a further goal to strive for; and to assist in the installation of new Bethels.

**ARTICLE III
JURISDICTION**

Section 1.

- (a) The Jurisdictional Bethel of Pennsylvania shall be under the supervision of the JGC of PA.

**ARTICLE IV
MEMBERSHIP**

Section 1. Membership

- (a) The JB shall consist of all members in good standing in the Pennsylvania Job's Daughters.
- (b) Each member of the JB is entitled to debate any subject properly brought before the JB.
- (c) Each member of the JB shall be entitled to one (1) vote at the JB meetings.

**ARTICLE V
MEETINGS**

Section 1. Annual Business

- (a) The JB shall hold its Annual Meeting on the Saturday of the JB Weekend held in May, at which time all necessary business will be conducted.
- (b) The JBHQ will give her complete report to the members.
- (c) Special meetings of the JB may be called by the JBHQ with the approval of the Jurisdictional Bethel Guardian.
- (d) No meeting shall be held without the presence of the Jurisdictional Bethel Guardian or the Associate Jurisdictional Bethel Guardian and at least three (3) members of the Jurisdictional Bethel Committee. In the case of emergency, a Past Grand Guardian or Past Jurisdictional Bethel Guardian, Past Associate Grand Guardian or Past Associate Jurisdictional Bethel Guardian, may fill in for the Jurisdictional Bethel Guardian or the Associate Jurisdictional Bethel Guardian.

- (e) Jurisdictional Bethel Officers and Jurisdictional Bethel Representatives selected at the annual meeting of the JB shall be installed during the Annual Rally of the Jurisdictional Guardian Council.
- (f) Jurisdictional Bethel Officer and Jurisdictional Bethel Representatives should be in attendance for the JB Installation, unless unavoidably absent and excused by the Jurisdictional Bethel Guardian.
- (g) The JB shall be governed in debate and questions by Robert's Rules of Order, revised (latest edition).

Section 2. Installation

- (a) The Jurisdictional Bethel shall conduct the Installation of Officers and Representatives during the JGC Annual Rally.
- (b) The Installing Officer shall be the retiring JBHQ.
- (c) The Installing Musician shall be selected by the ensuring JBHQ and with the approval of the Jurisdictional Bethel Guardian.
- (d) All other installing officers shall be selected from Past JBHQs or PGBHQs.

**ARTICLE VI
OFFICERS AND REPRESENTATIVES**

Section 1. Officers

- (a) There shall be nineteen (19) Officers of the JB bearing the same titles as the officers of a Bethel except for the position of Librarian which will be known as Historian. All officer positions will be preceded by "Jurisdictional Bethel".
- (b) Jurisdictional Bethel Line Officers shall consist of the following stations: JBHQ, Jurisdictional Bethel Senior Princess (JBSP), Jurisdictional Bethel Junior Princess (JBJP), Jurisdictional Bethel Guide (JBG), Jurisdictional Bethel Marshal (JBM), Jurisdictional Bethel Recorder (JBR), and Jurisdictional Bethel Treasurer (JBT).

Section 2. Representatives

- (a) There shall be at least one (1) Representative of the JB to each State, Province, Territory, Region or Country where JDI is organized. The Jurisdictional Bethel Committee shall determine the number of representatives per jurisdiction and obtain the necessary medallions.

**ARTICLE VII
ELIGIBILITY AND RESTRICTIONS**

Section 1. Eligibility

- (a) A Daughter must be a member in good standing in her Bethel and be in attendance at the Annual Meeting of the JB to be eligible for selection as a Jurisdictional Bethel Officer or Representative.
- (b) Honored Queens and Past Honored Queens aspiring to the position of JBHQ shall be at least sixteen (16) years of age and have not reached their majority, by the date of the Jurisdictional Bethel Installation.
- (c) Any member of the JB may be a Representative.

Section 2. Restrictions

- (a) Miss Pennsylvania Job's Daughter, Miss Pennsylvania Congeniality, or Miss Pennsylvania Junior Jobie are not eligible to hold an office in the JB, unless there are no other Daughters to fill a station. They may be a Jurisdictional Bethel Representative(s).

ARTICLE VIII
SELECTION OF OFFICERS AND REPRESENTATIVES

Section 1. Eligibility

- (a) A Daughter who is unable to attend the Annual Meeting of the Jurisdictional Bethel must notify the Jurisdictional Bethel Guardian in writing of her intent to serve as a Jurisdictional Bethel Officer or Representative for the next term at least 24 hours prior to the opening of the Annual Meeting.
- (b) The JBHQ shall appoint a Daughter to serve as the Jurisdictional Bethel Musician with the approval of the Jurisdictional Bethel Guardian.
- (c) The Letter of Intent for the position of JBHQ shall be signed by the Daughter, a parent or legal guardian and a member of the Executive BGC or Jurisdictional Guardian (none of whom is related to the Daughter) and submitted to the Jurisdictional Bethel Guardian and received fourteen (14) days prior to the JB Annual Meeting.
- (d) No Bethel shall have more than one (1) Jurisdictional Bethel Officer or Jurisdictional Bethel Representative position unless there are not enough Bethels represented at the JB Annual Meeting.

Section 2. Materials Preparation

- (a) Each Daughter shall complete a JB registration card, which is signed by a member of the Executive BGC or Jurisdictional Guardian.
- (b) Registration cards are reviewed for readability and completion by the Jurisdictional Bethel Committee.
- (c) Container No. 1 (card file) shall contain all the registration cards verified at the JB Annual Meeting, filed by Bethel Number.
- (d) Container No. 2 shall contain a disc/ball with the name of each Bethel which has a Daughter registered for the JB Drawing.
- (e) Container No. 3 shall contain the registration cards of those who are aspiring to the position of JBHQ.
- (f) A list of all of the Jurisdictional Bethel Officers and Representatives shall be provided to the JBHQ to be used to identify positions to be drawn. A label for each position shall be provided for the Jurisdictional Bethel Recorder and the JB Committee Secretary to identify each card with the position drawn.

Section 3. Drawing

- (a) The drawing for Jurisdictional Bethel Officers and Representatives shall be held at the Annual Meeting of the JB.
- (b) Drawing preparation shall proceed as follows:
 - (1) The JBHQ will inform the Daughters that the drawing will begin, and each Daughter selected will announce if they accept or decline the position.
- (c) The Drawing of JBHQ shall proceed as follows:
 - (2) The JBHQ will announce the drawing of the JBHQ.
 - (3) The JBHQ will select from Container No. 3, the name of the Daughter to become the JBHQ for the ensuing term. Container No 3 only has the names of the Daughters eligible and aspiring to the position of JBHQ.
 - (4) The selected Daughter will accept or decline the position. If declined, another Daughter shall be selected from Container No. 3 until such time as a Daughter accepts the position of JBHQ.
 - (5) The Bethel disc/ball of the Daughter drawn (and accepted) shall be removed from Container No. 2 and placed in Container No. 4 for drawing of additional JB Officers.
- (d) The Drawing of the remaining Jurisdictional Bethel Positions shall proceed as follows:

- (1) The JBHQ will announce the position to be drawn. The sequence shall be JBSP, JBJP, JBG, JBM, JBR, JBT, JB Chaplain, JB Historian, JB First Messenger, JB Second Messenger, JB Third Messenger, JB Fourth Messenger, JB Fifth Messenger, JB Junior Custodian, JB Senior Custodian, JB Inner Guard, JB Outer Guard, then JB Representatives.
 - (2) The JBHQ will select a Bethel disc/ball from Container No. 2 and announce the Bethel.
 - (3) The Jurisdictional Bethel Committee Secretary will select all of the qualifying cards for the announced position from the selected Bethel in Container No. 1. These cards will be placed in Container No. 3.
 - (4) The JBHQ will select a card from Container No. 3 and announce the name.
 - (5) The selected Daughter will accept or decline the position. If it is declined, another Daughter from the selected Bethel shall be selected. The remaining cards will be returned to Container No. 1. The used Bethel disc/ball shall be placed in Container No. 4 for future draws.
 - (6) If there are no qualifying Daughters from this Bethel for this position, the Bethel disc/ball will be returned to Container No. 2, a second Bethel disc/ball is selected, and the qualifying cards placed in Container No. 1.
 - (7) The Jurisdictional Bethel Committee Secretary shall place the label for the position announced on the upper left corner of the Daughter's card that has accepted.
 - (8) When there are no more cards for a given Bethel, its Bethel disc/ball is removed from Container No. 2. When Container No. 2 is empty and there are still positions to be filled, Bethel discs/ball in Container No. 4 (previously selected Bethel) are returned to Container No. 2 and the process continues.
- (d) The drawing for the Jurisdictional Bethel Representatives shall proceed as follows:
- (1) The JBHQ will announce the Jurisdictional Bethel Representative to the Jurisdictional of Delmar, Virginia, Ohio, followed by the home state of the Supreme Guardian, and then states or jurisdictions in alphabetic order of locations of Job's Daughters.

ARTICLE IX FINANCES

Section 1. Income

- (a) The JB may conduct such fundraising projects as necessary and appropriate. All fundraising projects shall be approved by the JBHQ and the Jurisdictional Bethel Committee.
- (b) A non-refundable activity fee of five dollars (\$5.00) per person shall be collected with each reservation for attendance at any portion of the Jurisdictional Bethel Weekend. The non-refundable activity fee shall be collected from persons not registered but attending any events of the JB Weekend.

Section 2. Disbursements

- (a) No indebtedness shall be incurred without the approval of the Jurisdictional Bethel Committee.
- (b) All funds belonging to the JB shall be collected by the Jurisdictional Bethel Recorder in the name of the JB and turned over to the Jurisdictional Bethel Treasurer and Jurisdictional Bethel Guardian Treasurer for deposit.
- (c) An honorarium of two hundred dollars (\$200.00) shall be issued to the outgoing JBHQ prior to the close of the JGC Annual Rally at the conclusion of her term.
- (d) The JBHQ shall submit a bill for reimbursement of cleaning of the capes prior to the Installation held at the JGC Annual Rally. The JBHQ shall submit a bill for reimbursement for the cost of mailings approved by the Jurisdictional Bethel Guardian.
- (e) The Jurisdictional Bethel shall purchase a new travel crown for the JBHQ each year.

Section 3.

- (a) The Associate Jurisdictional Bethel Guardian is responsible for a complete audit of the Jurisdictional Bethel books and will secure the services of the Jurisdictional Guardian Council Audit Committee to audit the books. This audit must be completed before the Fall Jurisdictional Bethel Meeting and a report given at that meeting.

**ARTICLE X
VACANCIES AND TERM OF OFFICE**

Section 1.

- (a) Term of office shall be from the Jurisdictional Bethel Installation at the Annual Rally of the JGC to the JB Installation at the next Annual Rally of the JGC.
- (b) Should the JBHQ station become vacant during the term of office the Jurisdictional Bethel Guardian, Associate Jurisdictional Bethel Guardian and the Jurisdictional Bethel Committee shall appoint a PJBHQ or PGBHQ to serve as acting JBHQ for the remainder of the term.
- (c) No PJBHQ or PGBHQ shall serve an additional term as JBHQ, unless appointment by the Jurisdictional Bethel Guardian, Associate Jurisdictional Bethel Guardian and the Jurisdictional Bethel Committee.
- (d) Other vacancies of the Jurisdictional Bethel officers shall by appointment by the JBHQ with the approval of the Jurisdictional Bethel Guardian.
- (e) A Daughter marrying or becoming pregnant while holding office shall immediately vacate her office. A Daughter becoming twenty (20) years of age while holding office shall be permitted to complete her term of service.
- (f) Should a Jurisdictional Bethel Officer not fulfill the duties of her office, as per the bylaws, she may be replaced at the discretion of the Jurisdictional Bethel Guardian and Associate Jurisdictional Bethel Guardian in consultation with the Jurisdictional Bethel Committee and the Jurisdictional Guardian.
- (g) A Daughter who resigns or is removed from her Jurisdictional Bethel Office shall return all Jurisdictional Bethel paraphernalia and/or regalia to the Jurisdictional Bethel Guardian within fifteen (15) days.

**ARTICLE XI
DUTIES OF OFFICERS AND REPRESENTATIVES**

Section 1. The Jurisdictional Bethel Honored Queen shall:

- (a) Preside over all meetings of the Jurisdictional Bethel.
- (b) Appoint committees approved by the Jurisdictional Bethel Committee.
- (c) Encourage Jurisdictional Bethel Officers to render whatever assistance possible to Bethels.
- (d) Promote the Good of the Order at all times
- (e) Make a report of her activities at the Annual Meeting of the Jurisdictional Bethel
- (f) Conduct the drawing for the selection of Officers and Representatives of the Jurisdictional Bethel for the ensuing term, with the assistance of the Jurisdictional Bethel Guardian and Associate Jurisdictional Bethel Guardian.
- (g) Serve as the Installing Officer of the Jurisdictional Bethel Installation.
- (h) Attend all meetings of the Jurisdictional Bethel Committee unless excused by the Jurisdictional Bethel Guardian.
- (i) Highly recommend attend and/or substitute at two (2) Bethel meetings or activities that are not her own Bethel's activities.
- (j) Hold at least one (1) fundraising activity during her term.

Section 2. The Jurisdictional Bethel Senior Princess shall:

- (a) Attend all meetings of the Jurisdictional Bethel Committee unless excused by the Jurisdictional Bethel Guardian.
- (b) Highly recommend attend and/or substitute at two (2) Bethel meetings or activities that are not her own Bethel's activities.
- (c) Assist the JBHQ with her fundraising activity.
- (d) Assist with check-in and check-out procedures at all Jurisdictional Bethel Weekends.
- (e) Plan, create, and present a gift to the outgoing JBHQ at the next Installation of the Jurisdictional Bethel.

Section 3. The Jurisdictional Bethel Junior Princess shall:

- (a) Attend all meetings of the Jurisdictional Bethel Committee unless excused by the Jurisdictional Bethel Guardian
- (b) Highly recommend attend and/or substitute at two (2) Bethel meetings or activities that are not her own Bethel's activities.
- (c) Assist the JBHQ with her fundraising activity.
- (d) Assist with check-in and check-out procedures at all Jurisdictional Bethel Weekends.
- (e) Plan, create, and present a gift to the outgoing JBHQ at the next Installation of the Jurisdictional Bethel.

Section 4. The Jurisdictional Bethel Guide shall:

- (a) Attend all meetings of the Jurisdictional Bethel Committee unless excused by the Jurisdictional Bethel Guardian.
- (b) Highly recommend attend and/or substitute at one (1) Bethel meetings or activities that are not her own Bethel's activities.
- (c) Assist with check-in and check-out procedures at all Jurisdictional Bethel Weekends.
- (d) Assist and monitor the Jurisdictional Bethel Representatives in the performance of their duties.

Section 5. The Jurisdictional Bethel Marshal shall:

- (a) Attend all meetings of the Jurisdictional Bethel Committee unless excused by the Jurisdictional Bethel Guardian.
- (b) Highly recommend attend and/or substitute at one (1) Bethel meetings or activities that are not her own Bethel's activities.
- (c) Assist with check-in and check-out procedures at all Jurisdictional Bethel Weekends.
- (d) Assist and monitor the Jurisdictional Bethel Representatives in the performance of their duties.
- (e) Prepare and remove paraphernalia for the Jurisdictional Bethel meetings.

Section 6. The Jurisdictional Bethel Recorder shall:

- (a) Keep a complete and accurate record of all transactions of the Jurisdictional Bethel
- (b) Send out all communications as required by the JBHQ, with the approval of the Jurisdictional Bethel Guardian.
- (c) Attend all meetings of the Jurisdictional Bethel Committee unless excused by the Jurisdictional Bethel Guardian.
- (d) Receive all monies due to the Jurisdictional Bethel and turn them over to the Jurisdictional Bethel Treasurer, taking a receipt for same.
- (e) Highly recommend attend and/or substitute at one (1) Bethel meetings or activities that are not her own Bethel's activities.

Section 7. The Jurisdictional Bethel Treasurer shall:

- (a) Keep an accurate record of all Jurisdictional Bethel finances and make a complete report to the Jurisdictional Bethel.
- (b) Attend all meetings of the Jurisdictional Bethel Committee unless excused by the Jurisdictional Bethel Guardian.
- (c) Highly recommend attend and/or substitute at one (1) Bethel meetings or activities that are not her own Bethel's activities.
- (d) Assist the JBHQ with her annual fundraising activity.

Section 8. The Jurisdictional Bethel Historian shall:

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

Section 9. The Jurisdictional Bethel Chaplain shall:

- (a) Attend all meetings of the Jurisdictional Bethel Committee unless excused by the Jurisdictional Bethel Guardian.
- (b) Plan and organize all worship services held by the Jurisdictional Bethel.

Section 10. The Jurisdictional Bethel Messengers shall:

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

Section 11. The Jurisdictional Bethel Senior Custodian and Junior Custodian shall:

- (a) Prepare and remove paraphernalia for the Jurisdictional Bethel meetings.

Section 12. The Jurisdictional Bethel Inner Guard and Outer Guard shall:

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

Section 13. The Jurisdictional Bethel Musician shall:

- (a) Prepare appropriate music for all Jurisdictional Bethel meetings and activities.

Section 14. Jurisdictional Bethel Representatives shall:

- (a) Attend all Jurisdictional Bethel meetings unless excused by the Jurisdictional Bethel Guardian.
- (b) Correspond with their respective State, Province, or Country and make a written report at the Jurisdictional Bethel meetings.

**ARTICLE XII
SUPERVISION AND TRAVEL AUTHORITY**

Section 1. The Jurisdictional Bethel will be under the supervision of the Jurisdictional Guardian and the Jurisdictional Bethel Committee in all things pertaining to rules, regulations, and finances.

**ARTICLE XIII
ORDER OF ESCORT**

Section 1. JB Officers and Representatives shall be accorded recognition as provided in the JB Handbook under "Order of Escort".

ARTICLE XIV REGALIA AND MEDALLIONS

Section 1. Regalia

- (a) At the JB meetings and the JB Installation, the JBHQ, JBSP & JBJP shall wear the approved JB capes and crowns with a floor length gown.
- (b) Other JB Officers shall wear a floor length gown during all JB meetings and Installation.
- (c) Jurisdictional Bethel Representatives shall wear a semi-formal gown during all Jurisdictional Bethel meetings and Installation.
- (d) Members of the Jurisdictional Bethel shall wear dresses or skirts during JB meetings. During JB Installation members shall wear semi-formals.
- (e) When making Bethel visits, attending formal functions, or when authorized by the Jurisdictional Bethel Guardian or the Jurisdictional Guardian, the Jurisdictional Bethel Officers and Representatives shall wear nice dresses that are modest and appropriately reflect the teachings of JDI.
- (f) The JBHQ shall only wear the approved Jurisdictional Bethel travel crown with her travel cape when representing the Mary Etta Wright Jurisdictional Bethel at other Masonic events.
- (g) The JBHQ may wear her sash and officer medallion while wearing her travel cape and crown.
- (h) The JBHQ may not wear her sash while wearing the official Jurisdictional Bethel meeting cape and crown during Jurisdictional meetings.
- (i) The Jurisdictional Bethel Guardian will be responsible for all paraphernalia and regalia of the Jurisdictional Bethel.

Section 2. Medallions

- (a) The Jurisdictional Bethel Officers and Jurisdictional Bethel Representatives may wear their keepsake medallion when representing the Jurisdictional Bethel at any Bethel meeting or social event while wearing a Bethel robe, dresses or formal gowns. The medallion may not be worn with casual clothing.
- (b) Jurisdictional Bethel Officers and Jurisdictional Bethel Representatives may purchase their own keepsake medallions from the Jurisdictional Bethel Guardian Treasurer prior to the Jurisdictional Bethel Installation at the Annual Rally of the JGC for a reasonable fee. This medallion will become the property of the Daughter.

ARTICLE XV AMENDMENTS

Section 1. Submission

- (a) Proposed amendments to these Rules and Regulations shall be submitted by:
 - (1) Members of the JGC
 - (2) Members of the Jurisdictional Bethel
- (b) Amendments proposed by a member of the Jurisdictional Bethel shall be sent to the Jurisdictional Bethel Guardian who, as a member of the JGC and over her signature, shall submit same to the *Jurisdictional Secretary*.
- (c) Amendments shall be sent in writing to the Jurisdictional Secretary at least sixty (60) days prior to the Annual Meeting of the JGC and then distributed to each member of the JGC at least thirty (30) days prior to the Annual meeting for action. Amendments will become effective when notice of approval has been received from the Jurisprudence Committee of the SGC and upon distribution by the JGC.
- (d) Amendments to these Rules and Regulations shall be made at the Annual Meeting of the Jurisdictional Bethel by a two-third (2/3) majority vote of the members present.

**ARTICLE XVI
JURISDICTIONAL BETHEL COMMITTEE**

Section 1.

- (a) The Jurisdictional Bethel Committee will be appointed by the Jurisdictional Guardian. This committee shall consist of six (6) members. Those eligible shall be at least twenty (20) years of age and on the current list of CAVs provided by the Executive Manager. The Jurisdictional Bethel Guardian and the Associate Jurisdictional Bethel Guardian shall be permanent members of the JGC.
- (b) The remaining four (4) members of the Jurisdictional Bethel Committee shall be Jurisdictional Bethel Committee Secretary, Jurisdictional Bethel Committee Treasurer, Jurisdictional Bethel Committee Musician, and Jurisdictional Director of Ceremony.
- (c) The Jurisdictional Bethel Committee must be appointed by the end of the Annual meeting of the JGC and their term shall correspond with the term of the Jurisdictional Bethel Officers.

**ARTICLE XVII
DUTIES OF THE JURISDICTIONAL BETHEL COMMITTEE**

Section 1. It shall be the duty of the Jurisdictional Bethel Committee to:

- (a) Supervise the activities, meetings, and progress of the Jurisdictional Bethel as set forth in the Rules and Regulations of the Mary Etta Wright JB of Pennsylvania.
- (b) Perform such duties as may be for the welfare of the JB and report same to the Jurisdictional Guardian.
- (c) Attend all meetings and functions of the Jurisdictional Bethel unless prevented by a reasonable excuse.

Section 2. Jurisdictional Bethel Guardian shall be responsible for:

- (a) all paraphernalia and regalia (capes and crowns).
- (b) preparing material and supervise the drawing of the Jurisdictional Bethel Officers and Representatives.
- (c) obtaining the Jurisdictional Bethel Officers and Jurisdictional Bethel Representatives keepsake medallions, the new JBHQ's sash and her traveling crown prepared for the Annual JB Installation.

Section 3. Associate Jurisdictional Bethel Guardian shall be responsible for:

- (a) a complete audit of the JB books by securing the services of the JGC Audit Committee. This audit must be completed before the Annual Jurisdictional Bethel Meeting and a report given at the meeting in May.
- (b) reviewing the History of the JB Historian, prior to the Annual Jurisdictional Bethel Meeting.

Section 4. Jurisdictional Bethel Committee Secretary shall be responsible for:

- (a) supervising the work of the Jurisdictional Bethel Recorder.
- (b) seeing that proper record is kept of the receipts of the Jurisdictional Bethel and that the books are closed and made available, together with other necessary papers to the Associate Jurisdictional Bethel Guardian, following the Fall JB meeting in November for the audit.

Section 5. Jurisdictional Bethel Committee Treasurer shall be responsible for:

- (a) supervising the work of the Jurisdictional Bethel Treasurer.
- (b) seeing that proper record is kept of the disbursements of the Jurisdictional Bethel and that the books are closed and made available, together with other necessary papers to the Associate Jurisdictional Bethel Guardian, following the Fall JB meeting in November for the audit.

Section 6. Jurisdictional Bethel Committee Musician shall be responsible for:

- (a) ensuring the JB Musician has appropriate music prepared for the JB meetings and Jurisdictional Bethel Installation.

Section 7. Jurisdiction Bethel Director of Ceremony shall be responsible for:

- (b) ensuring the JB Officers are provided with the most current copy of the JB Handbook.
- (c) assisting the officers with their speaking parts.

**ARTICLE XVIII
MARY ETTA WRIGHT JURISDICTIONAL BETHEL HANDBOOK**

Section 1.

- (a) The conduct of all phases of the JB meeting (including music) shall be in accordance with the Mary Etta Wright JB Handbook. Each JB Officer and Jurisdictional Bethel Committee Member will be given a copy of the handbook before the Fall JB meeting.
- (b) Material in the handbook may be changed by the JBHQ with the approval of the Jurisdictional Bethel Committee and JGC. This book should be approved by the SJC.

**ARTICLE XIX
SUSPENSIONS AND APPEALS**

Section 1.

- (a) Insubordination, retention of money or property for the JB, or conduct unbecoming a member of Job's Daughters International, shall be considered cause of reprimand or suspension.
- (b) Method of appeal shall be in accordance with SOP-SGC-2.

**ARTICLE XX
JURISDICTIONAL BETHEL MEMBER OF HONOR**

Section 1.

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