

MANUAL OF RULES AND REGULATIONS
of
JOB'S DAUGHTERS INTERNATIONAL
GRAND GUARDIAN COUNCIL OF OHIO, INC.

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MANUAL OF RULES AND REGULATIONS

JOB'S DAUGHTERS INTERNATIONAL GRAND GUARDIAN COUNCIL OF OHIO, INC.

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**MANUAL OF RULE AND REGULATIONS
Of
JOB'S DAUGHTERS INTERNATIONAL
GRAND GUARDIAN COUNCIL OF OHIO, INC.**

Supplement to Supreme C-GGC

**ARTICLE I
NAME**

Section 1.

- (a) The name of this organization is the Job's Daughters International, Grand Guardian Council of Ohio, Inc.
- (b) The headquarters of this GGC shall be located in the home city of the Grand Secretary, who shall be the custodian of the Charter, all records and supplies and serve as the Statutory Agent for Job's Daughters International, Grand Guardian Council of Ohio, Inc.

**ARTICLE II
OBJECT**

See C-GGC 1 Art. II

**ARTICLE III
AUTHORITY**

Section 1.

- (a) This GGC operates under the authority of a Charter granted by the Supreme Guardian Council and dated October 28, 1925. The jurisdiction of this Grand Guardian Council shall be limited to the State of Ohio, USA.
- (b)-(c) (See C-GGC I, Art. III, Sec. 1 (b)-(c))

ARTICLE IV MEMBERSHIP

See C-GGC 1, Art. IV

ARTICLE V OFFICERS

Section 1. Elective Officers

- (a) The elective officers of the GGC shall consist of a Grand Guardian (a woman), Associate Grand Guardian (a Master Mason in good standing in the Masonic jurisdiction under which he holds membership), Vice Grand Guardian (a woman), Vice Associate Grand Guardian (a Master Mason in good standing in the Masonic jurisdiction under which he holds membership), Grand Guide (a woman), Grand Marshal (a woman), Grand Inner Guard and Grand Outer Guard (Master Masons in good standing in the Masonic jurisdiction under which they hold memberships), Grand Secretary and Grand Treasurer.

Section 2. Appointive Officers

- (a) The appointed officers may be any of the following: Grand Chaplain, Grand Librarian, Grand Director of Music, Grand First, Second, Third, Fourth and Fifth Messengers, Grand Senior Custodian, Grand Junior Custodian.
(See C-GGC 1).
- (b) No Bethel may have more than two (2) Grand Officers appointed in any one (1) term of the GGC.

Section 3. Executive Officer

- (a) (See C-GGC 2, Art. V, Sec. 3)

Section 4. Executive GGC

- (a) (See C-GGC 2, Art. V, Sec. 4)

ARTICLE VI ELIGIBILITY

Section 1.

- (a)-(c) (See C-GGC @, Art. VI, Sec. 1 (a)-(c))
- (d) (See C-GGC @, Art. VI, Sec. 1 (d))
 - (1) To be eligible for the office of Vice Grand Guardian, Vice Associate Grand Guardian, Grand Guide, Grand Marshal, Grand Inner Guard, Grand Outer Guard, such persons shall have served a Bethel in Ohio as a Bethel Guardian or Associate Bethel Guardian for two (2) GGC years.
- (e) A PGG or PAGG who has served an entire term one (1) year as a GG or AGG may be elected to an elective line office.
- (f) (See C-GGC 2, Art. VI, Sec. 1 (f))
- (g) No more than two (2) persons related by blood or marriage shall serve at the same time as Executive members of the GGC. The Grand Secretary and Grand Treasurer may not be related by blood or marriage to each other.

ARTICLE VII ELECTION, VOTING PRIVILEGES AND PROXY

See OHIO B-GGC 14, Art., XIII

ARTICLE VIII APPOINTMENTS

See B-GGC 5, Art. XIV

ARTICLE IX TERM

See B-GGC 5, Art. XV

ARTICLE X INSTALLATION

Section 1.

- (a) (See SOP-GGC 6 (a))
- (b) (See B-GGC 5, Art. XVI, Sec. 1 (b))
- (c) (See SOP-GGC 6 (b))

ARTICLE XI VACANCIES

See SOP-GGC 10

ARTICLE XII MEETINGS

See SOP-GGC 8

ARTICLE XIII COMMITTEES

Section 1. Eligibility

(a)-(c) (See C-GGC 3, Art. XIII, Sec. 1 (a)-(c))

(d) No person shall be eligible to serve on a committee of the GGC unless a member of the GGC of Ohio except the Arrangements Committee where only the Chairman needs to be a member.

Section 2. Restriction

(a)-(b) (See C-GGC 3, Art. XIII, Sec. 2 (a)- (b))

(c) The Grand Guardian shall not appoint more than two (2) members from any Bethel on any one (1) Standing Committee.

ARTICLE XIV DEPUTIES

Section 1.

(a)-(b) (See C-GGC #, Art. XIV, Sec. 1 (a)-(b))

(c) The Grand Guardian shall appoint Grand Deputies to serve the Bethels in Ohio.

(d) A Grand Deputy shall be a qualified person, preferably a Past Grand Guardian or Past Associate Grand Guardian.

(e) It shall be the duty of the Grand Deputy to submit, at the close of her/his term, a written report to the Grand Guardian and the Vice Grand Guardian. This report shall summarize the condition of the respective Bethels.

Section 2. Deputy Grand Guardian (See C-GGC 4, Art. XVI Sec. 2)

**BYLAWS OF
JOB'S DAUGHTERS INTERNATIONAL
GRAND GUARDIAN COUNCIL OF OHIO, INC.**

Supplement to Supreme B-GGC

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

See B-GGC 1, Art. I

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

See B-GGC 1, Art. II

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

Section 1. Rulings (See B-GGC 1, Art. III, Sec. 1)

Section 2. The Grand Guardian shall:

- (a) call and preside at all regular and special meetings of the Executive GGC and the GGC.
- (b)-(n) (See B-GGC 1, Art. III, Sec. 2 (b)-(n))
- (o) suspend any function of any Bethel for good and sufficient reasons.
- (p) suspend or revoke the Charter of any Bethel for good and sufficient reasons after an affirmative vote for such action of not less than 6 Executive members of the GGC.
 - (1) Before any action is taken, the Grand Guardian shall be notified by the Jurisprudence Committee of the GGC within sixty (60) days following the date of request as to the legality of any contemplated action on the suspension or revocation.
 - (2) Failure of the Jurisprudence Committee to comply shall immediately empower the Executive members of the GGC to institute action of its own volition.
- (q) visit each Bethel individually at least once during her term for the purpose of an official visit, to be eligible to be known as a Past Grand Guardian and receive her Past Grand Guardian's pin unless prevented by illness or death in her family.
 - (1) An Official visit shall include, but not be limited to, the Ceremony of Initiation or other appropriate ceremony, the review of the minutes of

the Bethel and BGC meetings, Bethel books, records and annual reports.

- (r) see that the Official Visit report is mailed to the Bethel to be read at the next regular meeting.
- (s) hold a School of Instruction with the assistance of the Grand Bethel of Ohio. Schools of Instruction shall be held for Daughters prior to the start of fall Official Visits. Instructions will include, but not be limited to, Ritual, Book of Ceremonies and Promotional Ceremonies.
- (t) explain at the Official Visits to the Bethels, the purpose of the Educational Scholarship Fund.
- (u) secure financial information on Bethel accounts and intercede when necessary. This must be done in writing to the Financial Institution and carry the Official Seal of the Grand Guardian Council of Ohio.
- (v) see that at least one (1) adult workshop is held during her term to encourage, but not be limited to, ideas for leadership skills, review of the Manual of Rules and Regulations of the GGC and Bethel Guardian Council procedures for Adults.
- (w) Meet with the Chairman of the Promotional and Fraternal Relations Committees in a combined meeting for the purpose of explaining direction and goals of the coming year as related to each Committee.
- (x) to provide guidance and approval of the activities of the Ohio Miss Job's Daughter and Miss Congeniality.
- (y) in the event that the Audit Committee is unable to be filled, the Grand Guardian will, with the assistance of the Chairman of the Finance Committee and the Chairman of the Jurisprudence Committee, engaged the services of a Certified Public or Chartered Accountant within the Ohio JDI Organization if possible, to perform an audit or review of all books and accounts of the Grand Secretary and Grand Treasurer by June 1st as required by law. A detailed report shall be delivered to the Grand Guardian, Chairman of Finance and the Chairman of Jurisprudence.
- (z) serve on the Financial Assistance Committee.

Section 3. The Associate Grand Guardian shall:

- (a)-(e) (See B-GGC 2, Art. III, Sec. 3 (a)-(e))
- (f) inspect Bethels when requested to do so by the Grand Guardian.
- (g) conduct a workshop for Associate Bethel Guardians on investigating Masonic relationship of a petitioner and the auditing of the Bethel Books.
 - (1) Duties required to be performed shall include, but not be limited to, the above in order for the Associate Grand Guardian to be known as a Past Associate Grand Guardian and to receive the pin of that title.

Section 4. The Vice Grand Guardian shall:

- (a)-(b) (See B-GGC 2, Art. III, Sec. 4 (a)-(b))

- (c) approve the Bylaws of all Bethels when recommended by the Jurisprudence Committee of the GGC.

Section 5. The Vice Associate Grand Guardian shall:

- (a)-(b) (See B-GGC 2, Art. III, Sec. 5 (a)-(b))

Section 6. The Grand Secretary shall:

- (a) (See B-GGC 2, Art. III, Sec. 6 (a))
- (b) keep a record of all proceedings of the GGC and keep for a period of seven (7) years, a complete record of all BGC and Bethel reports and record all transactions of the GGC. (All records of receipts and expenditures, invoices, Special Dispensations and accounts shall be kept for at least seven (7) years.)
- (c) (See B-GGC 2, Art. III, Sec. 6 (c))
- (d) strike from the mailing list the names of members of the GGC who have not registered at the Annual Session of the GGC and paid the voting credential fee of twenty dollars (\$20.00). This action shall not deprive voting members of membership in the GGC or the right to vote in any GGC meeting which they may attend. Any interested voting delegate who applies for reinstatement in writing to the Grand Secretary shall be reinstated upon payment of a fee of twenty dollars (\$20.00).
- (e)-(j) (See B-GGC Art. II, Sec. 6 (e)-(j))
- (k) have in her/his possession at a meeting, of the Executive GGC or the GGC, all papers, records and reports relating to the subject to be given consideration during the meeting.
- (l) buy, sell and have charge of all supplies used by the Order, to send supplies to the Bethels as requested by them and to attend to all printing of the GGC.
- (m) purchase Past Grand Guardian, Past Associate Grand Guardian, Past Grand Bethel Honored Queen, Past Ohio Miss Job's Daughters and Past Ohio Miss Congeniality pins.
 - (1) The Official Miss Job's Daughter pin J-174P gold filled or charm J-174C gold filled as listed in the current Official Jewelry Catalog and the Miss Congeniality pin J-185P gold filled or charm J-185C gold filled (not listed, NEW PIN) as listed in the current Official Jewelers Catalog.
- (n) keep permanently, in the Grand Secretary's Office, all annual reports (Form 110) from the Bethels.
- (o) notify all members of the GGC of all changes and amendments to the Constitution and Bylaws of Job's Daughters International.
- (p) receive all proposed amendments to the Manual of Rule and Regulations sent to her/him sixty (60) days before the Annual Session of the GGC, and forward a copy of same to each member of the Jurisprudence Committee and coting members of the GGC at least thirty (30) days prior to the Annual Session of the

GGC.

- (q) show an inventory of supplies on hand June 1st in her/his report at the Annual Session of the GGC. Supplies shall cover those for sale to Bethels, supplies for use in the Grand Secretary's Office and the equipment for use in the Grand Secretary's Office.
 - (1) upon transfer of supplies to a newly elected Grand Secretary, the inventory of supplies shall be signed by both the outgoing and the incoming Grand Secretary.
- (r) report at the Annual Session of the GGC, a record of accounts receivable by the GGC from the Bethels as of June 1st, showing what these balances cover, i.e., supplies, per capita, Special Dispensations, or other.
- (s) in the first communication after the Annual Session of the GGC, include amendments approved by the GGC and the Supreme Jurisprudence Committee.
- (t) print a complete directory containing the names, addresses and phone numbers of the Grand Officers, Past Grand Guardians, Past Associate Grand Guardians, all Executive members of the BGC's in Ohio, members of Standing and other Committees of the GGC, Grand Deputies and names of deceased Past Grand Guardians and Past Associate Grand Guardians. Directories shall be sent to all Bethel Guardians, Associate Bethel Guardians, Guardian Secretaries, Past Bethel Guardians, Past Associate Bethel Guardians and those who have registered as voting delegates at the most recent Annual Session of the GGC, or have paid their twenty dollars (\$20.00) for reinstatement on the mailing list.
 - (1) send current Grand Guardian Council directories to the presiding Officers and Grand Secretaries of other Masonic Organizations.
- (u) furnish all officers and members of committees a certificate under Seal, authorizing them to perform their respective duties under the laws of the organization.
- (v) have custody of all other property of the GGC not assigned to other Executive GGC Officers.
- (w) serve as the Statutory Agent for the Job's Daughters International, Grand Guardian Council of Ohio, Inc.
- (x) serve as the Chairman of the Credentials Committee at the Annual Session of the GGC.
- (y) issue special dispensations to Bethels as requested, unless she/he is notified by the Grand Guardian (See SOP-BETHEL 18 - 1)

Section 7. The Grand Treasurer shall:

- (a) (See B-GGC 2, Art. III, Sec. 7 (a))
- (b) have charge of all funds and vouchers belonging to the GGC, which shall be kept in four (4) separate accounts namely: Educational, Promotional, Savings and General. The General Fund shall be composed of checking and savings

accounts.

- (c) (See B-GGC 2, Art. III, Sec. 7 (c))
- (d) keep a complete record for one (1) year of all receipts and turn over prior records to the Grand Secretary to be kept for seven (7) years.
- (e) advise the Chairman of the Finance Committee and the Grand Guardian, on or before the tenth of July, October, January and April, the amount of the bank balance in each of the different funds at the close of the preceding month.
- (f) shall serve as Treasurer of the Educational Scholarship Fund.
 - (1) pay all scholarship amounts as recommended and approved by the Trustees of the Educational Scholarship Fund upon approval of the Finance Committee of the GGC
- (g) shall serve on the Financial Assistance Committee.

Section 8. The Grand Guide and Grand Marshal shall:

- (a)-(b) (See B-GGC 2, Art. III, Sec. 8 (a)-(b))
 - (1) The Grand Guide shall:
 - (aa) serve as Chairman of the Location Committee.
 - (bb) serve as Chairman of the Ohio Miss Job's Daughter Pageant Committee.
 - (bb1) Ohio Miss Job's Daughter and Ohio Miss Congeniality shall be under the general supervision of the Grand Guardian and the Chairman of the Pageant Committee (Grand Guide) to provide guidance and approval of her activities. Such supervision shall be consistent with available financial resources of the Daughter's home Bethel and family interest. The Grand Guardian and the Chairman of the Pageant Committee (Grand Guide) shall be advised of her itinerary.
 - (2) The Grand Marshal shall:
 - (aa) assist the Grand Guide, present the National Emblem at the opening of the Annual Session of the GGC.
 - (bb) plan and direct the Flag Ceremony at the opening of the Annual Session of the GGC.
 - (cc) serve as Co-Chairman of the Ohio Miss Job's Daughter Pageant Committee.
 - (dd) have custody of the flags and their paraphernalia.

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

- (a)-(b) (See B-GGC 3, Art. III, Sec. 9 (a)-(b))
- (c) serve on the Pageant Committee.

Section 10. Other Grand Officers shall:

- (a) (See B-GGC 3, Art. III, Sec. 10 (a))
- (b) The Grand Director of Music shall:
 - (1) provide for the music at events as needed.
- (c) The Grand Chaplain shall:
 - (1) Contact the Bethels in Ohio to obtain names for the memorial service at Grand Session.

**ARTICLE IV
COMMITTEES**

Section 1. Eligibility

- (a)-(c) (See C-GGC 3, Art. XIII, Sec. 1 (a)-(c))
- (d) (See OHIO C-GGC 4, Art. XIII, Sec. 1 (d))

Section 2. Restriction

- (a)-(b) (See C-GGC 3, Art. XIII, Sec. 2 (a)-(b))
- (c) (See OHIO C-GGC 4, Art. XIII, Sec. 2 (c))

Section 3. Standing Committees: Before the close of each Annual Session of the GGC, the newly elected Grand Guardian shall announce the Chairmen of the following Standing Committees: Appeals and Grievances, Educational Scholarships Committee, Finance Committee, Jurisprudence Committee, Promotion Committee and Leadership Committee. The Chairmen of all Committees shall be Past Grand Guardians, Past Associate Grand Guardians or other GGC members.

(A) APPEALS AND GRIEVANCES COMMITTEE

- (a) This committee shall be composed of three (3) members. The Chairman shall be a Past Grand Guardian or Past Associate Grand Guardian. It shall be the duty of the Appeals and Grievances Committee to:
 - (1) investigate all appeals, complaints or grievances which may be lawfully filed with them.
 - (2) meet (as a complete committee) with the aggrieved party or parties involved in the grievance before final decision.
 - (3) make a report to the Executive GGC recommending the disposition which in its' judgment shall be made thereof.

(B) EDUCATIONAL SCHOLARSHIP COMMITTEE

- (a) This committee shall be composed of three (3) members. One (1) member shall be appointed for three (3) years, one (1) member shall be appointed for two (2) years and one (1) member shall be appointed for one (1) year.

Each succeeding year, one (1) member shall be appointed to serve for a term of three (3) years. The members shall be known as Trustees of the Educational Scholarship Fund.

- (b) It shall be the duty of the Trustees to:
- (1) render a full and detailed report to the GGC at the Annual Session.

(C) FINANCE COMMITTEE

- (a) This committee shall be composed of three (3) qualified members of the GGC. One (1) member shall be appointer for three (3) years, one (1) member shall be appointed for two (2) years and one (1) member shall be appointed for one (1) year. Thereafter, appointments shall be for a term of three (3) years or to fulfill an unexpired term. The Chairman shall be appointed by the Grand Guardian.
- (b) It shall be the duty of the Finance Committee to:
- (1) audit, or cause to be audited, the books and accounts of any officer, except the Grand Secretary and Grand Treasurer, when requested to do so by the Grand Guardian.
 - (2) approve or disapprove, prior to obligation, any accounts which may be presented against the GGC, except those specified in the Manual of Rules and Regulations.
 - (3) carefully investigate and report on all proposed matters, which in any manner effect the finances of the GGC, before the same can be put in operation.
 - (4) order a sum, not to exceed twenty-five (\$25.00) at any one time, to be transferred to the Promotional Fund from the General Fund. Action will be authorized only if finances of the GGC permit, and after conferring with the Grand Guardian.
 - (5) select and name the depository of the GGC funds.
 - (6) purchase a fire insurance policy in sufficient amount to cover the supplies and equipment in the office of the Grand Secretary.
 - (7) prepare a proposed budget of the estimated income and disbursements for the ensuing year of the GGC. Input to the proposed budget is to be submitted by the VGG for programs/projects for the following GGC year. This information is due to the Chairman of Finance two (2) months prior to the start of the Annual Meeting. Copies of said budget shall be mailed to voting delegates with proposed amendments to the Ohio Manual of Rules and Regulations.
 - (aa) The budget adopted at the Annual Session of the GGC shall govern the decisions of the Finance Committee for the following GGC year, other than those disbursements specified in the Manual of Rules and Regulations of the GGC of Ohio.
 - (8) Approve scholarships proposed by the Educational Scholarship Fund Trustees.

(D) JURISPRUDENCE COMMITTEE

- (a) This committee shall be composed of five (5) members. Two (2) members shall be appointed for three (3) years, two (2) members shall be appointed for two (2) years and one (1) member shall be appointed for one (1) year. Thereafter the appointments shall be for three (3) years to maintain the committee at five (5) members. The Chairman shall be a Past Grand Guardian or a Past Associate Grand Guardian and shall be appointed by the Grand Guardian.
- (b) It shall be the duty of the Jurisprudence Committee to:
 - (1) carefully study all questions pertaining to matters which may be referred by proper authority, and make a report in detail, with recommendations, at the Annual Session of the GGC.
 - (2) Revise the Manual of Rules and Regulations to conform to the Constitution and Bylaws of JDI.
 - (3) meet prior to the opening of the Annual Session of the GGC.
 - (4) file a copy of decisions of the GGC on amendments, adopted or rejected, within seven (7) calendar days after the close of the Annual Session of the GGC. The report shall be submitted to the Grand Secretary for her/his use in submitting approved amendments to the Supreme Jurisprudence Committee.
 - (5) approve all amendments to the Bethel Bylaws which are not in conflict with existing law. Within sixty (60) days after receipt, the Chairman shall return to the Bethel the said amendments before they become effective.
 - (6) approve, before they become effective, all Mothers', Fathers' and Parents' Club Bylaws and amendments, thereto, which are not contrary to existing law.
 - (7) provide the Grand Secretary, at the close of the Annual Session of the GGC, a report of recommendations which were adopted at that session.

(E) PROMOTION COMMITTEE

- (a) This committee shall be composed of five (5) members. Two (2) members shall be appointed for three (3) years, two (2) members shall be appointed for two (2) years and one (1) member shall be appointed for one (1) year. Each succeeding year one (1) member shall be appointed to serve a term of three (3) years. The Chairman of the Promotion Committee shall be appointed by the Grand Guardian.
- (b) It shall be the duty of the Promotion Committee to:
 - (1) review existing promotional materials for up-dating and producing new material with the approval of the Grand Guardian and the Finance Committee.
 - (2) assist Bethels in suggested membership promotional programs.

- (3) assist the grand Guardian in the organization of new Bethels.
- (c) It shall be the duty of the Chairman of the Promotion Committee to:
 - (1) bring such matters before the GGC as may promote the extension and growth of the organization. At each Annual Session of the GGC, he/she shall make a detailed report of his/her findings.
 - (2) hold an annual fundraiser with funds being deposited in the Promotional Fund.
 - (3) supervise the activities of the JayDees.
 - (4) see that at least one (1) rally is held during the GGC year to encourage, but not be limited to, ideas for Bethel activities, service projects and promotional work to foster Bethel growth and enthusiasm.
 - (5) assist in promotion of the JD to Bee Program by appointing a member of the Promotion Committee to serve as the JD to Bee Coordinator for the State.
- (d) It shall be the duty of the JD to Bee Coordinator to:
 - (1) have on hand information packets for the JD to Bee Program.
 - (2) encourage Bethels to appoint their own JD to Bee Coordinator and assist that Coordinator in the performance of his/her duties.
 - (3) review and develop new material for the JD to Bee Program as needed.

(F) LEADERSHIP COMMITTEE

- (a) This committee shall be composed of at least three (3) members.
- (b) It shall be the duty of the Leadership Committee to hold at least one (1) Job's Daughters University (JDU) during a Grand Guardian Council year.

Section 4. Other Committees

(A) PUBLICATION OF PROCEEDINGS COMMITTEE

- (a) This committee shall be composed of three (3) members. One (1) member shall be appointed for three (3) years, one (1) member shall be appointed for two (2) years and one (1) member shall be appointed for one (1) year. Each succeeding year one (1) member shall be appointed to serve a term of three (3) years.
 - (1) The Chairman shall be appointed by the Grand Guardian. The Junior Past Grand Guardian shall serve as a member ex-officio for the purpose of assisting with the Publication of Proceedings.
- (b) It shall be the duty of the Publication of Proceedings Committee to:
 - (1) receive the reports of officers and committees that shall be typed and three (3) copies submitted to the Publication Committee.
 - (aa) Reports not received at the Annual Session of the GGC must be received by the Chairman no more than thirty (30) days following the Annual Session of the GGC.

- (2) move, before the close of the Annual Session of the GGC, that all portions of the reports not referred to other committees and all other reports be received and printed in the Proceedings.
- (3) prepare the book of Proceedings from reports turned over to the committee before leaving the Annual Session of the GGC. Exceptions: Installation minutes shall be turned in to the Grand Secretary, thirty (30) days following the Annual Session of the GGC. The Arrangements Committee will give a report, immediately after all bills are paid, following the Annual Session of the GGC.

(B) FRATERNAL RELATIONS COMMITTEE

- (a) This committee shall be composed of five (5) members appointed by the Grand Guardian.
- (b) It shall be the duty of the Fraternal Relations Committee to:
 - (1) contact and keep in touch with the officers and members of the Masonic Fraternity and its appendant and related organizations in the State of Ohio.
 - (2) assist the Promotion Committee in its effort to institute Bethels where permission for the use of Masonic Temples is essential.

(C) CREDENTIALS COMMITTEE

- (a) This committee shall be composed of three (3) members, with the Grand Secretary serving as the Chairman.
- (b) It shall be the duty of the Credentials Committee to:
 - (1) carefully examine and pass upon the credentials of all persons claiming the right to membership in the GGC.
 - (2) The Chairman will prepare a complete list of all authorized members present and entitled to vote after the Annual Session of the GGC convenes.

(D) NECROLOGY COMMITTEE

- (a) This committee shall be composed of not less than three (3) members, the Grand Chaplain shall serve as Chairman.
- (b) It shall be the duty of the Necrology Committee to:
 - (1) prepare and present to the GGC, at the Annual Session, a memorial service for Job's Daughters workers who have died in that GGC year.
 - (2) The Grand Chaplain shall contact the Bethels to obtain names for the memorial service.

(E) COURTESY COMMITTEE

- (a) This committee will be composed of the Bethels of the Grand Guardian and Associate Grand Guardian.

(b) It shall be the duty of the Courtesy Committee to:

- (1) assist in extending courtesy to visitors and members in attendance at the Annual Session of the GGC and at other times when occasions permit.
- (2) Provide welcome baskets for Grand Officers, Past Grand Guardians, Past Associate Grand Guardians and Grand Bethel members at each Annual Session of the GGC.

(F) ARRANGEMENTS COMMITTEE

(a) This committee shall be composed of not less than three (3) members.

(b) It shall be the duty of the Arrangements Committee to:

- (1) furnish the Grand Secretary a detailed, typewritten financial report for publication in the Proceedings of the GGC. The report shall be submitted within one hundred twenty (120) days following the Annual Session of the GGC.

(G) LOCATION COMMITTEE

(a) For the succeeding Annual Session, this committee shall be composed of the Vice Grand Guardian, Vice Associate Grand Guardian, Grand Guide and Grand Inner Guard.

(b) The Grand Guide shall serve as the Chairman of the committee.

(H) OHIO MISS JOB'S DAUGHTER PAGEANT COMMITTEE

(a) This committee shall be composed of five (5) members including Grand Guide, Grand Marshal, Grand Director of Music, Grand Inner Guard and Grand Outer Guard, with the Chairman being the Grand Guide.

(b) It shall be the duty of this committee to perform all functions and assume all responsibilities delegated to the committee in the Rules and Regulations of the Ohio Miss Job's Daughter Pageant.

- (1) The Ohio Miss Job's Daughter and Ohio Miss Congeniality may serve as consultants to the committee.

(I) DEGREE OF ROYAL PURPLE COMMITTEE

(a) This committee shall be composed of three (3) members who are recipients of the Degree of Royal Purple.

- (1) Committee members shall serve for a term of three (3) years or until their successors are appointed.

- (2) The Chairman of the committee shall be appointed by the Grand Guardian.

(b) It shall be the duty of the committee to:

- (1) review and approve, annually, the nominations for the Degree of Royal Purple.
- (2) notify those approved to receive the Degree of Royal Purple.

- (3) notify those submitting the nomination as to the disposition of the nomination.

(J) GRAND BETHEL COMMITTEE

- (a) This committee shall be composed of one (1) Past Grand Guardian, one (1) Past Associate Grand Guardian and a Grand Bethel Director of Music.
 - (1) The Bethel Guardian and Associate Guardian of the Grand Bethel shall be a Past Grand Guardian and a Past Associate Grand Guardian who have served at least one (1) year on the Grand Bethel Committee before being appointed by the Grand Guardian.

(K) AUDIT COMMITTEE

- (a) This committee shall be composed of three (3) members of the GGC. One (1) member shall be appointed for three (3) years, one (1) member for two (2) years and one (1) member for one (1) year. Thereafter, appointments shall be for a term of three (3) years or to fulfill and unexpired term.
 - (1) The Chairman shall be appointed for one (1) year. Thereafter, appointments shall be for a term of three (3) years or to fulfill an unexpired term.
 - (2) The Chairman shall be appointed by the grand Guardian.
 - (3) The members shall be two (2) Past Grand Guardians or Past Associate Grand Guardians and one (1) member of the Grand Guardian Council.
- (b) It shall be the duty of the Audit Committee to see that all books and accounts of the Grand Secretary and Grand Treasurer are audited as of June 1st.

(L) EMMA TEDRICK DISTINGUISHED SERVICE AWARD COMMITTEE

- (a) This committee shall be composed of three (3) members to serve a term of one (1), two (2) or three (3) years. New appointments shall be for a term of three (3) years.
- (b) It shall be the duty of the Emma Tedrick Distinguished Service Award Committee to:
 - (1) provide information concerning Emma Tedrick Distinguished Service Award nomination forms as requested.
 - (2) receive nominations and recommendations from Executive members of Bethel Guardian Councils or Executive Grand Guardian Council.
 - (3) determine the recipients of this award in accordance with the Rules and Regulations for the Award.
 - (aa) The award shall be made in recognition of exceptionally outstanding efforts and at least seven (7) years of meritorious service to a Bethel and the state of Ohio Job's Daughters.

(M) FINANCIAL ASSISTANCE COMMITTEE

- (a) This committee shall be composed of the grand Guardian, Junior Past Associate Grand Guardian and the Grand Treasurer with the Junior Past Associate Grand Guardian serving as the chairman. In the event the committee is not filled by three separate persons from those listed above, the Grand Guardian after consulting with the Junior Past Associate Grand Guardian shall appoint a third person.
- (b) It shall be the duty of the Financial Assistance Committee to:
 - (1) provide financial assistance for Daughters to attend the following state events: Grand Session, Job-a-Rama and Winter Weekend.
 - (2) provide an application for financial assistance for each applicable event to be distributed on the GGC website and with registration packets.
 - (3) receive recommendations for assistance from the Executive members of the Bethel Guardian Councils at least ten (10) days prior to each event.
- (c) the minimum requirements to receive financial assistance are:
 - (1) Be a member in good standing of Job's Daughters, not a Majority Member.
 - (2) A Daughter's attendance at Bethel meetings, activities and fund raisers will be listed on the application.
 - (3) The committee will take into consideration the financial situation of the Daughter and if there are multiple members of the Order living in the same house.
 - (4) In no circumstances should one hundred (100) percent of the event registration cost be paid for any single Daughter.
- (d) Funds disbursed in this section shall be paid from the "Jim and Jill Easterling Fund" and forwarded to the appropriate Arrangements Committee for the covered event.
- (e) Additional monies may be added to the "Jim and Jill Easterling Fund" by any person at any time.
- (f) Submit the first name and last initial of the Daughters helped to Jim and Jill Easterling.

**ARTICLE V
DEPUTIES**

Section 1. Grand Deputy

- (a)-(b) (See C-GGC 3, Art. XIV, Sec. 1 (a)-(b))
- (c)-(e) (See OHIO C-GGC 4, Art. XIV, Sec. 1 (c)-(e))

**ARTICLE VI
FINANCES**

Section 1. Receipts

- (a) (See B-GGC 3, Art. VI, Sec. 1 (a))

- (b) All funds of the arrangements Committee shall be deposited with the Grand Secretary within fourteen (14) days of the registration deadline, who shall enter same in the name of the Arrangements Committee.

Section 2. Fees

- (a)-(c) (See B-GGC 3.Art. VII, Sec. 1 (a)-(c))
- (d) (See OHIO-SOP-BETHEL 2. Sec. 5 (a))
- (e) (See OHIO-SOP-BGC 4, Fines, (b))

Section 3. Exemptions (See SOP-GGC 4)

Section 4. Disbursements (See OHIO-SOP-GGC 4)

**ARTICLE VII
PENALTIES AND FINES**

Section 1. Penalties

- (See B-GGC 3, Art. VII, Sec. 1)

Section 2. Fines

- (See SOP-GGC 9)

**ARTICLE VIII
EDUCATIONAL AND PROMOTIONAL FUNDS**

Section 1.

- (a)-(b) (See B-GGC 4, Art. VIII, Sec. 1 (a)-(b))
- (c)-(d) (See SOP-GGC 3)

**ARTICLE IX
DISCIPLINE AND REMOVAL FROM OFFICE**

See B-GGC 4, Art. IX

**ARTICLE X
APPEALS**

See SOP-GGC 1

ARTICLE XI

MANUAL OF RULES AND REGULATIONS

See SOP-GGC 7

ARTICLE XII BOOK OF CEREMONIES

See SOP-GGC 2

ARTICLE XIII ELECTION, VOTING PRIVILEGES AND PROXY

Section 1. Election

- (a) The annual election of officers of this GGC shall be held on Friday of the Annual Session at 1:30 PM and shall continue until election is completed.
 - (1) Election shall be from members present, except in cases of sickness and other unavoidable circumstances in which case candidates may be excused by a majority vote of the members present.
- (b) Election shall be by ballot without nomination. Prior to the first ballot and any ballot thereafter, a candidate, willing to accept an elective office, shall be requested to rise, state his/her name, spell last name and give Bethel number.
(See B-GGC 6, Art. XIII, Sec. 1 (b))
- (c) (See B-GGC 5, Art. XIII, Sec. 1 (c))

Section 2. Voting Privileges

See B-GGC 5, Art. XIII, Sec. 2

Section 3. Proxy

See B-GGC 5, Art. XIII, Sec. 3

ARTICLE XIV APPOINTMENTS

See B-GGC 5, Art. XIV

ARTICLE XV TERM

See B-GGC 5, Art. XV

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ARTICLE XVI

INSTALLATION

Section 1.

- (a) (See SOP-GGC 6)
- (b) (See B-GGC 5, Art. XVI, Sec. 1 (b))
- (c) (See SOP-GGC 6)

ARTICLE XVII PREROGATIVES EXTENDED TO A GGC

See B-GGC 6, Art. XVII

**STANDARD OPERATING PROCEDURES
OF
JOB'S DAUGHTERS INTERNATIONAL
GRAND GUARDIAN COUNCIL of OHIO, INC.**

Supplement to Supreme SOP-GGC

**SOP-GGC 1
APPEALS**

See SOP-GGC 1

**SOP-GGC 2
BOOK OF CEREMONIES**

See SOP-GGC 2

**SOP-GGC 3
EDUCATIONAL AND PROMOTIONAL FUNDS**

Section 1. Educational Scholarship Fund.

(a) The Educational Scholarship Fund shall be funded by existing money, donations, bequests and interest that may accumulate for said fund.

- (1) A complete and accurate account of all records pertaining to the Educational Scholarship Fund shall be in the hands for the Chairman of the Trustees at all times. The Chairman shall pass the records on to his/her successor.
- (2) Scholarships shall be granted to promote and assist in advanced education in arts and sciences or vocational education for the members of JDI.
- (3) Scholarships shall be made only to girls who are members of a Bethel under the jurisdiction of the GGC of Ohio, and who are in good standing in the Order and clear on the books.
- (4) There shall be no more than six (6) (State) Scholarships awarded in any one (1) year. Scholarships shall be granted in the amount of five hundred dollars (\$500.00). These are to be awarded in accordance with and upon review of all the Scholarship Applications received by the Scholarship Committee. The recipient of a first award may, at the discretion of the Trustees, receive additional awards, but not in the same year, provided application is made for the same and proof submitted of her qualification for additional awards.

- (5) An applicant for an Educational Scholarship shall present her request to the Executive members of the BGC of the Bethel in which she holds active or majority membership. If approved, the application shall be signed by the Bethel Guardian and Associate Bethel Guardian before it is forwarded to the Trustees of the Educational Scholarship Fund.
- (6) The scholarship recipient or her parents may be issued the Scholarship check once “Proof of Payment” of tuition has been sent to the Grand Secretary.
- (7) Monies received in the name of specific individuals or groups shall be awarded by the Educational Scholarship Committee in the amounts and for purposes specified at the time of the gift by the donors.

Section 2. Special Scholarships

- (a) A scholarship for three hundred dollars (\$300.00) shall be given annually to an active or Majority Member in Ohio who has completed one (1) year of nurses training and plans to continue that profession. The scholarship shall be known as the **“OCHSNER NURSING SCHOLARSHIP”**
 - (1) The five thousand dollar (\$5000.00) Certificate of Deposit from Bonita and William Ochsner shall remain in the JDI, GGC of Ohio, Inc., Educational Scholarship Fund, with interest there from, for above scholarship.
 - (2) If there are no requests for the scholarship, the interest accrued shall remain in the fund until such time as an application is approved.
- (b) A scholarship for three hundred dollars (\$300.00) shall be given annually to an active member of an Ohio Bethel who is a high school senior planning to enroll, or a student who is already enrolled in a college program leading to a teaching certificate. The scholarship shall be known as the **“AGNES A. BRYANT SCHOLARSHIP”**.
 - (1) A five thousand dollar (\$5000.00) Certificate of Deposit shall remain in the JDI, GGC of Ohio, Inc., Educational Scholarship Fund, with interest there from, for the above scholarship.
 - (2) If there are no requests for the scholarship, the interest accrued shall remain in the fund until such time as an application is approved.
- (c) A scholarship for three hundred dollars (\$300.00) shall be given annually to an active member of and Ohio Bethel who is a high school senior planning to enroll, or a student who is already enrolled in a college program leading to a music certificate or degree. The scholarship shall be known as the **“FOULK SCHOLARSHIP”**.
 - (1) A five thousand dollar (\$5000.00) Certificate of Deposit shall remain in the JDI, GGC of Ohio, Inc., Educational Scholarship Fund, with interest there from, for the above scholarship.

- (2) If there are no requests for the scholarship, the interest accrued shall remain in the fund until such time as an application is approved.
- (d) A scholarship fund in the amount of ten thousand dollars (\$10,000.00) shall be maintained in the name of **“Akron-Washington Chapter #25, Royal Arch Masons of Ohio”**.
- (1) The principal amount of the fund shall remain in the JDI, GGC of Ohio, Inc., Educational Scholarship Fund.
- (2) Earnings from the fund shall be used as follows:
- (aa) To fund scholarships which are awarded annually by the GGC of Ohio.
- (bb) To provide additional three hundred dollar (\$300.00) scholarships in the name of Akron-Washington Chapter #25, Royal Arch Masons of Ohio.
- (cc) Remaining earnings (amounts less than three hundred dollars (\$300.00)) may be used to complement scholarship donations from other sources or shall remain in the JDI, GGC of Ohio , Inc., Educational Scholarship Fund.
- (3) Should this fund ever cease to be used for the stated purpose, the principle amount shall be returned to Akron-Washington Chapter #25, Royal Arch Masons or its successor. This fund was granted under the correspondence from Akron-Washington Chapter #25, Royal Arch Masons on May 16, 2001 and read at the GGC Annual Meeting June 15, 2001.

SOP-GGC 4 FINANCES

Section 1. Receipts/Revenue

(a)-(b) (See SOP-GGC 4)

Section 2. Fees

(See SOP-GGC 4)

Section 3. Exemptions

(See SOP-GGC 4)

Section 4. Disbursements

- (a) The **Grand Secretary** shall receive an annual honorarium of two thousand five hundred dollars (\$2500.00) to be paid in four equal installments on August 31, November 30, February 28 and May 31.

- (b) The **Grand Secretary** shall be authorized to have installed, into her/his home and listed in her/his name, a telephone for use of the GGC of Ohio. All long distance calls on this telephone shall be for the use of the GGC of Ohio.
- (c) For all reimbursements, an itemized list and original receipts must be presented.
- (d) The **Grand Guardian** shall be reimbursed for telephone, travel and postage, not to exceed two thousand four hundred and sixty dollars (\$2460.00) in the execution of the duties of her office. Said expense shall be paid at one (1) month intervals, starting July 31.
- (1) The **Grand Guardian** shall receive her allowance from the General Fund.
- (e) The **Associate Grand Guardian** shall be reimbursed for telephone, travel and postage expense not to exceed eight hundred dollars (\$800.00) in the execution of the duties of his office.
- (1) This allowance shall be paid in four (4) equal installments on September 30, December 30, March 30 and June 30.
- (2) the **Associate Grand Guardian** shall receive his allowance from the General Fund.
- (f) The **Grand Guardian and Associate Grand Guardian** shall be paid to and from the Annual Session of the SGC by the most economical mode of transportation (air, car, bus and/or train) within the US, determined, by the Chairman of Finance, to be the most economical, cost not to exceed six hundred dollars (\$600.00) each. Tickets purchased for transportation will be paid prior to the Annual Session of the SGC with original receipt submitted. Miles driven to and from the Annual Session of the SGC will be paid at a rate of thirty cents (\$.30) each per mile or submission of original gas receipts. When the SGC Annual Session is held outside the Country of the United States of America, the **Grand Guardian** shall be paid at the lowest available airfare; the **Associate Grand Guardian's** transportation shall be paid at the lowest available airfare not to exceed six hundred dollars (\$600.00). The cost of registration for the Annual Session of the SGC shall be paid, total not to exceed one hundred fifty dollars (\$150.00) each. Lodging and meals shall be paid for actual days in attendance at the Annual Session of the SGC at the rate of fifty dollars (\$50.00) each per day, total not to exceed three hundred dollars (\$300.00) each upon submission of an itemized account to the Finance Committee within sixty (60) days of their return from the session.
- (1) To receive this money, the **Grand Guardian** and the **Associate Grand Guardian** shall attend all business meetings of the SGC Annual Session, unless prevented by an emergency.
- (g) Any money left over from the Annual Session of the GGC shall be returned to the General Fund. A start up fund of up to three thousand dollars (\$3000.00) will be available to the Arrangements Committee of the GGC to be used for the next Annual Session of the GGC.

- (1) These funds shall be disbursed upon the presentation of quote, bill or original receipt to the Grand Secretary.
- (h) The official Past Grand Guardian's pin, Past Associate Grand Guardian's pin, Past Grand Bethel Honored Queen's pin, Past Ohio Miss Job's Daughter's pin and the Past Ohio Miss Congeniality's pin as listed in the current Official Jewelry Catalog shall be purchased by the most economical means and presented to the respective officers at the completion of their term of office.
- (i) Commencing in January of each GGC year, the **Vice Grand Guardian and Vice Associate Grand Guardian** shall, upon written request, be allowed an advance from the General Fund, up to the sum of two thousand five hundred dollars (\$2500.00) to help defray the expense of purchasing selling items. These funds shall be disbursed upon the presentation of quote, bill or original receipt to the Grand Secretary. The total sum disbursed shall be repaid by the Grand Guardian and Associate Grand Guardian to the General Fund by December 31. If the total sum disbursed is not returned, no further reimbursements for travel, etc., will be made until total amount is repaid.
- (1)A report shall be made upon event completion, listing all expenditures against this advance, as well as any additional consequently approved expenditures.
- (2) All bills pertaining to the Arrangements of Session shall be submitted to and approved by the Arrangements Committee and paid by the Grand Secretary.
- (j) The **Grand Bethel Honored Queen** shall have her expenses paid for all meals, lodging, registration and activities that the Grand Guardian requires her to attend which include all state activities: Schools of Instruction, Job-A-Rama, Statewide Initiation, winter Weekend, JDU, Pageant and Grand Session. Expenses are to be paid from the General fund.
- (k) The **Grand Bethel Honored Queen** shall be paid for mileage at thirty cents (\$.30) per mile by direct route from her home to and from the Annual Session of the GGC, for traveling to visit Bethels (not her own) within the state, and for postage and expenses incurred in the performance of her duties, the total amount not to exceed seven hundred (\$700.00). Reimbursement is only allowed when traveling with a parent, legal guardian or designated adult (provided none are receiving reimbursement from the GGC.) Expenses shall be paid from the General Fund, when bills are properly submitted to and approved by the Bethel Guardian and the Associate Bethel Guardian of the Grand Bethel.
- (l)The **Grand Bethel Honored Queen** shall be paid to and from the Annual Session of the SGC by the most economical mode of transportation (air, car, bus and/or train), not to exceed six hundred dollars (\$600.00). This expense is to be paid from the General Fund. Upon approval by the Bethel Guardian and Associate Bethel Guardian of the Grand Bethel and the Chairman of Finance, a recommendation shall be provided to the Grand Secretary for payment upon

submission of proof of purchase (original receipt) or reimbursement of miles driven upon return from the Annual Session of the SGC. Miles driven are reimbursed at a rate of thirty cents (\$.30) per mile when traveling with a parent, legal guardian or designated adult (provided none are receiving reimbursement from the GGC) or submission of original gas receipts.

- (m) The cost of registration of the Annual Session of the SGC shall be paid for the **Grand Bethel Honored Queen**, total not to exceed one hundred dollars (\$100.00). Lodging and meals will be paid for actual days in attendance at the Annual Session of the SGC at the rate of fifty dollars (\$50.00) per day, total not to exceed three hundred dollars (\$300.00). To receive reimbursement, the **Grand Bethel Honored Queen** shall attend all evening meetings of the Annual Session of the SGC from Wednesday through Saturday and the business meeting of the Supreme Bethel, except in cases of sickness and other unavoidable circumstances. Expenses allowed in this section shall be paid from the General Fund. Funds will be paid upon submission of an itemized account to the Chairman of Finance within sixty (60) days of her return from the Annual Session of the SGC.
- (n) The cost of the official Past Grand Bethel Honored Queen's jewel is to be taken from the General Fund.
- (o) **Ohio Miss Job's daughter and Ohio Miss Congeniality** shall have their expenses paid for all meals, lodging, registration and activities that the Grand Guardian requires them to attend which include all state activities: Schools of Instruction, Job-A-Rama, Statewide Initiation, Winter Weekend, JDU, Pageant and Grand Session. Expenses are to be paid from the Pageant Fund.
- (p) the **Ohio Miss Job's Daughter and Ohio Miss Congeniality** shall be paid thirty cents (\$.30) per mile from her home Bethel to visit Bethels (not their own) within the state. Total reimbursement for the **Ohio Miss Job's Daughter** is not to exceed eight hundred dollars (\$800.00) and the **Ohio Miss Congeniality** is not to exceed five hundred dollars (\$500.00). Reimbursement is only allowed when traveling with a parent, legal guardian or designated adult (provided none are receiving reimbursement from the GGC).
- (q) The **Ohio Miss Job's Daughter** shall be paid to and from the Annual Session of the SGC by the most economical mode of transportation (air, car, bus and/or train). Not to exceed six hundred dollars (\$600.00). In the event a **runner-up represents Ohio**, she shall be reimbursed for travel and lodging rather than the reigning Ohio Miss Job's Daughter. This expense is to be paid from the Pageant Fund. Upon approval by the Grand Guardian or the Grand Guide and Chairman of Finance, a recommendation shall be provided to the Grand Secretary for payment upon submission of proof of purchase (original receipt) or reimbursement of miles driven at a rate of thirty cents (\$.30) per mile when traveling with a parent, legal guardian or designated adult (provided none are receiving reimbursement from the GGC) or submission of original gas receipts.

- (1) The Miss International Job's Daughter Pageant entry fee shall be paid to the Supreme Pageant Committee.
 - (2) The cost of registration of the Annual Session of the SGC shall be paid, total not to exceed one hundred dollars (\$100.00). Lodging and meals shall be paid for actual days in attendance at the Annual Session of the SGC at the rate of fifty dollars (\$50.00) per day, total not to exceed three hundred dollars (\$300.00) upon submission of an itemized account to the Chairman of Finance within sixty (60) days of her return from the session. To receive reimbursement, the Ohio Miss Job's Daughter shall have attended all evening meetings of the Annual Session of the SGC from Wednesday through Saturday, and participated in the Miss International Job's Daughter Pageant.
- (r) All bills in (p), (q), (t) and (s) are to be submitted to the Grand Guardian or Grand Guide who shall forward them to the Chairman of Finance and, if approved, forwarded to the Grand Secretary.
 - (s) The sum of one hundred dollars (\$100.00) per year shall be allocated to help finance the cape for the Miss International Job's Daughter, to be given in memory of Agnes A. Bryant, PSG. The cost shall be paid from the proceeds of the Ohio Miss Job's Daughter Pageant.
 - (t) The **JayDee Coordinator** shall upon submission of receipts, be reimbursed for the purchase of music and necessary props, not to exceed one hundred dollars (\$100.00) from the Promotion Fund.
 - (u) The **Degree of Royal Purple Committee** shall be responsible for providing the recipient(s) with a rose, certificate and for the cost of engraving the medallion. The cost shall be paid from the General Fund.
 - (v) The expense of **auditing the books** of the Grand Secretary and Grand Treasurer shall be paid from the General Fund.
 - (w) All out of pocket expenses for activities must be received, by the Grand Secretary, within sixty (60) days after the activity or reimbursement for payment is forfeited.
 - (x) Any person or persons, who organize a new Bethel within the State of Ohio, shall be reimbursed from the Promotional Fund, a minimum of twenty five dollars (\$25.00). Any amount in excess of twenty five dollars (\$25.00) must be approved by the Finance Committee.
 - (y) The GGC shall pay an honorarium for the services of a **Registered Parliamentarian** for the business meetings at the Annual Session of the GGC.
 - (z) Disbursements shall be by GGC check, signed by the Grand Secretary and the Grand Treasurer, or in the absence of either, by the Grand Guardian.
 - (1) The **Grand Treasurer** shall receive an annual honorarium of six hundred dollars (\$600.00) to be paid in four equal installments on August 31, November 30, February 28 and May 31.

- (2) **The Grand Guardian and Associate Grand Guardian** shall have their lodging, meals and registration for the Annual Session of the GGC paid from the General Fund. The **Grand Secretary and Chairman of Arrangements** shall have their lodging for the Annual Session of the GGC paid from the General Fund. The **Vice Grand Guardian and Vice Associate Grand Guardian** shall have their lodging for Saturday Night at the Annual Session of the GGC paid from the General Fund. All off-site lodging and meals shall be paid by the individuals.

SOP-GGC 5 GRAND BETHEL

See SOP-GGC 5

SOP-GGC 6 INSTALLATION

Section 1.

- (a)-(b) (See SOP-GGC 6 (a)-(b))
- (c) Grand Deputies shall be installed at each Annual Session of the GGC following the Installation of Grand Officers and a certificate of their office presented.

SOP-GGC 7 MANUAL OF RULES AND REGULATIONS

Section 1. Amendments

- (a)-(d) (See SOP-GGC 7 (a)-(d))
- (e) Amendments to the Ohio Manual of Rules and Regulations may be made at the Annual Session of the GGC by a **two thirds (2/3) affirmative vote** of the members present and voting, for approval. Amendments to the Standard Operating Procedures require a **majority vote** of members present and voting, to be approved. Amendments shall be submitted in writing to the Grand Secretary at least sixty (60) days previous to the Annual Session of the GGC. The Grand Secretary shall send a copy of proposed amendments at least thirty (30) days pervious to the Annual Session of the GGC to each Bethel Guardian and all Grand Council members who have paid the credential fee at the Annual Session of the GGC held the previous year.
- (f) Legislation adopted at an Annual Session of the GGC of Ohio shall become effective immediately upon distribution.

Section 2. Immediate amendments.

- (a) An immediate amendment may be presented by a member of the GGC of Ohio when signed by ten (10) delegates of the GGC and submitted to the Grand Secretary to be read to the voting delegates. I shall then be referred to the Jurisprudence Committee for recommendation to and action by the voting delegates.
- (b) An immediate amendment requires unanimous vote of those present and voting.

SOP-GGC 8 MEETINGS

Section 1.

- (a)-(b) (See SOP-GGC 8)
- (c) The Annual Session of the GGC of Ohio shall be held beginning either the third or fourth Wednesday or Thursday in June, for the purpose of receiving all reports of the Bethel Guardians and Grand Officers. If required, meetings shall continue with suitable recesses until business is concluded.
 - (1) The location for the succeeding Annual Session shall be announced before adjournment.
- (d) (See SOP-SGC 16 FOR Rules of Order and Parliamentary Authority.)
- (e) At each Annual Session of the GGC the Grand Guardian shall submit a written report on the condition of the organization and make such recommendations for the good of the organization as she deems necessary. This report shall be read at the first business meeting of the GGC and shall be referred to the Publication Committee.
- (f) Recommendations embodied in reports which have been adopted at the Annual Session of the GGC shall be in effect for the following GGC year only.
- (g) The GGC, under the direction of the Grand Guardian, shall secure and pay and honorarium for the services of a Parliamentarian for the business meetings at the Annual Session of the GGC.
- (h) In the event of an emergency, the Grand Guardian, with the written consent of the Associate Grand Guardian, Vice Grand Guardian, Vice Associate Grand Guardian or any two (2) of them, may change the date and/or place of the meeting or cancel the Annual Session of the GGC. Notice of such proposed action shall be sent immediately to the members of the Jurisprudence Committee and the Finance Committee.
- (i) A meeting of the Executive members of the GGC may be called by the grand Guardian or shall be called upon the request of six (6) Executive members of the GGC. All members must have at least seven (7) days' notice via electronic communication of such meeting. In the event of an emergency, notification may be by telephone, confirmation via electronic communication to follow immediately.

**SOP-GGC 9
PENALTIES AND FINES**

See SOP-GGC 9

**SOP-GGC 10
VACANCIES**

Section 1.

(a)-(d) (See SOP-GGC 10 (a)-(d))

(e) Should a vacancy occur in an appointive office or on a committee, an eligible member of the GGC shall be appointed by the Grand Guardian.

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

Supplement to Supreme C-BGC

**ARTICLE I
NAME**

See C-BGC 1, Art. I

**ARTICLE II
OBJECT**

See C-BGC 1, Art. II

**ARTICLE III
AUTHORITY**

See C-BGC 1, Art. III

**ARTICLE IV
MEMBERSHIP**

See C-BGC 1, Art. IV

**ARTICLE V
COUNCIL MEMBERS**

See C-BGC1, Art. V

**ARTICLE VI
ELIGIBILITY**

See C-BGC 2, Art. VI

**ARTICLE VII
ELECTION**

See B-BGC 4, Art. IX, Sec. 1

**ARTICLE VIII
APPOINTMENTS**

See B-BGC 4, Art. X, Sec. 1 (a)-(c)

**ARTICLE IX
TERM OF OFFICE**

Section 1. Regular

See B-BGC 4, Art. XI, Sec. 1 (a)-(b)

Section 2. Rights/Privileges and Titles

See B-BGC 4, Art. XI, Sec. 2 (a)-(b)

**ARTICLE X
INSTALLATION**

See B-BGC 5, Art. XIII, Sec. 1 (a)-(e)

**ARTICLE XI
VACANCIES**

See SOP-BGC 6

**ARTICLE XII
MEETINGS**

Section 1. Monthly Meetings

(a)-(e) (See B-BGC Art. XII Sec. 1 (a)-(e))

Section 2. Annual Meeting

(a)-(b) (See B-BGC Art. XII Sec. 2 (a)-(b))

Section 3. Purpose of the Annual Meeting

(a)-(e) (See B-BGC Art. XII Sec. 3 (a)-(e))

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

Section 1. Duties of the Executive members of the BGC are as follows:

(a)-(i) (See B-BGC 1, Art. I, Sec. (a)-(i))

(j) Shall mail to the Grand Secretary, for the Educational Scholarship Fund and the Promotion Fund, two thirds (2/3) of the net proceeds of one (1) financial affair presented by the members of that Bethel during each term of office, or two (2) such programs per year, on third (1/3) to the Educational Scholarship Fund and one third (1/3) to the Promotion Fund. A minimum of fifteen dollars (\$15.00) per term to the Promotion Fund and fifteen dollars (\$15.00) per term to the Educational Scholarship Fund.

Section 2. Petitioners

(See B-BGC 1, Art. I, Sec. 2 (a))

Section 3. Vote

(See B-BGC 1, Art. I, Sec. 3 (a)-(b))

**ARTICLE II
DUTIES OF THE EXECUTIVE MEMBERS**

Section 1. The Bethel Guardian shall:

(a)-(k) (See B-BGC 1, Art. II)

(l)-(n) (See B-BGC 2, Art. II)

Section 2. The Associate Bethel Guardian shall:

(a)-(f) (See B-BGC 2, Art. II)

Section 3. The Guardian Secretary shall:

(a)-(e) (See B-BGC 2, Art. II)

Section 4. The Guardian Treasurer shall:

(a)-(d) (See B-BGC 2, Art. II)

Section 5. The Guardian Director of Music shall:

(a)-(c) (See B-BGC 2, Art. II)

OR The Director of Epochs shall:

(a)-(c) (See B-BGC 2, Art. II)

ARTICLE III DUTIES OF THE ASSOCIATE MEMBERS

Section 1. The Promotor of Sociability shall:

(a)-(c) (See B-BGC 2, Art. III)

Section 2. The Custodian of Paraphernalia shall:

(a)-(b) (See B-BGC 2, Art. III)

Section 3. The Promoter of Finance shall:

(a)-(c) (See B-BGC 3, Art. III)

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

(a)-(c) (See B-BGC 3, Art. II Sec. 5)

Section 5. The Promoter of Hospitality shall:

(a)-(b) (See B-BGC 3, Art. III)

Section 6. The Director of Patrol shall:

(a)-(c) (See B-BGC 3, Art. III)

Section 7. the Promoter of Youth Activities shall:

(a)-(b) (See B-BGC 3, Art. III)

Section 8. The Promoter of Goodwill shall:

(a) (See B-BGC 3, Art. III)

Section 9. The Promoter of Fraternal Relationship shall :

(a)-(b) (See B-BGC 3, Art. III)

Section 10. The Director of Promotions shall:

(a) (See B-BGC 3, Art. III)

**ARTICLE IV
COMMITTEE CHAIRMEN**

See SOP-BGC 2

**ARTICLE V
RESIGNATIONS AND REMOVALS**

See SOP-BGC 5

**ARTICLE VI
FINES**

See SOP-BGC 4

**ARTICLE VII
DISCIPLINE**

See SOP-BGC 3

**ARTICLE VIII
APPEALS**

See SOP-BGC 1

**ARTICLE IX
ELECTION**

See B-BGC 4, Art. IX

**ARTICLES X
APPOINTMENTS**

See B-BGC 4, Art. X

**ARTICLE XI
TERM OF OFFICE**

Section 1. Regular

(a)-(b) (See B-BGC 4, Art. XI (a)-(b))

- (c) Members of the BGC shall retain their respective offices until their successors have been appointed and installed, but not beyond September 30 of the same year.
- (d) Executive members of the BGC may be appointed to serve year to year with no limit.

Section 2. Rights/Privileges – Titles

- (a)-(b) (See B-BGC 5, Art. XI (a)-(b))

**ARTICLE XII
MEETINGS**

Section 1. Monthly Meetings.

- (a)-(e) (See B-BGC 5, Art. XII, Sec. 1 (a)-(e))

Section 2. Annual Meeting.

- (a)-(b) (See B-BGC 5, Art. XII Sec. 2 (a)-(b))

Section 3. Purpose of the Annual Meeting

- (a)-(c) (See B-BGC 5, Art. XII, Sec. 3 (a)-(c))
- (d) Names of those receiving a majority recommendation shall be listed on Form 222 and forwarded to the Vice Grand Guardian at least thirty (30) days prior to the Annual Session of the GGC.

**ARTICLE XIII
INSTALLATION**

See B-BGC 5, Art. XIII

**STANDARD OPERATING PROCEDURES
OF
JOB'S DAUGHTERS INTERNATIONAL
BETHEL GUARDIAN COUNCIL OF OHIO**

Supplement to Supreme SOP-BGC

**SOP-BGC 1
APPEALS**

See SOP-BGC 1 1

**SOP-BGC 2
COMMITTEE CHAIRMAN**

See SOP-BGC 2 1

**SOP-BGC 3
DISCIPLINE**

See SOP-BGC 3 1

**SOP-BGC 4
FINES**

Section 1.

(a) (See SOP-BGC 4 1)

(b) The Executive members of a BGC will be charged a Late Fee of thirty dollars (\$30.00) if the Annual Report is received within the first five (5) days after January 31st. Continued failure to do so will result in an additional one dollar (\$1.00) per day added until the report has been received by the Grand Secretary.

**SOP-BGC 5
RESIGNATIONS AND REMOVALS**

See SOP-BGC 5 1

**SOP-BGC 6
VACANCIES**

See SOP-BGC 6 1

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

Supplement to Supreme C-BETHEL

**ARTICLE I
NAME**

See C-BETHEL 1, Art. I

**ARTICLE II
OBJECT**

See C-BETHEL 1, Art. II

**ARTICLE III
AUTHORITY**

See C-BETHEL 1, Art. III

**ARTICLE IV
MEMBERSHIP**

See C-BETHEL 1, Art. IV

**ARTICLE V
OFFICERS**

Section 1-2

(a) (See C-BETHEL 2, Art. V, Sec. 1-2)

Section 3. Substitute (See SOP-BETHEL 19)

**ARTICLE VI
ELIGIBILITY**

See SOP-BETHEL 5

**ARTICLE VII
ELECTION**

See SOP-BETHEL 4

**ARTICLE VIII
APPOINTMENTS**

See SOP-BETHEL 1

**ARTICLE IX
TERM OF OFFICE**

See B-BETHEL 5, Art. XIII, Sec. 1

**ARTICLE X
INSTALLATION**

Section 1. General

(See B-BETHEL 5, Art. XIV, Sec. 1 (a)-(c) and SOP-BETHEL 8)

Section 2. Installing Officers

(See B-BETHEL 5, Art. XIV, Sec. 2 (a)-(c) and SOP-BETHEL 8)

**ARTICLE XI
VACANCIES**

See B-BETHEL 5, Art. XV

**ARTICLE XII
MEETINGS**

Section 1.

(See B-BETHEL 6 Art. XVI Sec. 1 (a)-(e), (h)-(j), (n)-(o))
((f)-(g), (k)-(m) See SOP-BETHEL 9, Sec. 1, (b)-(f))

Section 2-4.

(See SOP-BETHEL 9)

**ARTICLE XIII
GENERAL PROVISIONS**

Section 1-3. (See C-BETHEL 3, Art. XIII, Sec. 1-3)

Section 4. (See B-BETHEL 1. Art. 1, Sec. 4)

Section 5. (See SOP-BETHEL 10)

Section 6. (See C-BETHEL 3, Art. XIII, Sec. 6)

**BYLAWS OF
JOB'S DAUGHTERS INTERNATIONAL
BETHEL - OHIO**

Supplement to Supreme B-BETHEL

**ARTICLE I
GENERAL PROVISIONS**

See B-BETHEL 1, Art. I

**ARTICLE II
MEMBERSHIP**

See B-BETHEL 1 & 2, Art. II

**ARTICLE III
DEBITS**

See B-BETHEL 2, Art. III

**ARTICLE IV
BETHEL FINANCES**

See SOP-BETHEL 2

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

See B-BETHEL 3, Art. V and SOP-BETHEL 15

**ARTICLE VI
OFFICIAL REGALIA**

See SOP-BETHEL 11

**ARTICLE VII
STANDING COMMITTEES**

See B-BETHEL 3, Art. VII

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

See SOP-BETHEL 13

**ARTICLE IX
AMENDMENTS**

See B-BETHEL 4, Art. IX

**ARTICLE X
DISCIPLINE**

See SOP-BETHEL 3

**ARTICLE XI
APPEALS**

See B-BETHEL 4, Art. XI

**ARTICLE XII
LOSS OF HONORS**

See B-BETHEL 4, Art. XII

**ARTICLE XIII
TERM OF OFFICE**

See B-BETHEL 5, Art. XIII

**ARTICLE XIV
INSTALLATION**

Section 1. General

(a) Installation shall take place during the months of June and December. The first or second meeting in June and December may be for the purpose of Installation without formal opening and closing.

(1) Any Bethel desiring to hold Installation in the months of June and January may be granted this privilege by amendment to their Bylaws, subject to approval by the Vice Grand Guardian and the Jurisprudence Committee.

(2) Open or closed Installation shall be at the discretion of the Executive members of the BGC and the Code of the Grand Lodge of Ohio. The Executive members of the BGC shall determine those eligible to attend and issue invitations when deemed necessary.

(b)-(c) (See B-BETHEL 5, Art. XIV, Sec. 1 (b)-(c))

Section 2. Installing Officers

(See B-BETHEL 5, Art. XIV, Sec. 2 (a)-(c))

**ARTICLE XV
VACANCIES**

See B-BETHEL 5, Art. XV

**ARTICLE XVI
MEETINGS**

Section 1.

(a)-(e) (See B-BETHEL 6, Art. XVI, Sec. 1 (a)-(e))

(f)-(g) (See SOP-BETHEL 9 (b)-(c))

(h)-(j) (See B-BETHEL 6, Art. XVI, Sec. 1 (h)-(j))

(k)-(m) (See SOP- BETHEL 9 (d)-(f))

(n)-(o) (See B-BETHEL 6, Art. XVI (n)-(o))

(p)-(q) (See B-BETHEL 6, Art. XVI, Sec. 1 (p)-(q))

Section 2-4.

(See B-BETHEL 6, Art. XVI, Sec. 2-4)

**STANDARD OPERATING PROCEDURES
OF
JOB'S DAUGHTERS INTERNATIONAL
BETHEL – OHIO**

Supplement to Supreme SOP-BETHEL

**OHIO SOP-BETHEL 1
APPOINTMENTS**

See SOP-BETHEL 1

**OHIO SOP-BETHEL 2
BETHEL FINANCES**

Section 1 – 2.

See SOP-BETHEL 2

Section 3. Disbursements

(a) (See SOP-BETHEL 2)

(1) All checks shall have two (2) signatures of two Executive Guardian Council Members not residing in the same household.

(b)-(c) (See SOP-BETHEL 2)

Section 4. Education and Promotion Funds

(a)- (c) (See OHIO B-BGC 1, Art. I, Sec. 1 (j))

Section 5. Fees

(a) The amount of twenty-five dollars (\$25.00) per term shall be assessed each chartered Bethel in Ohio.

(1) In the case of a newly chartered Bethel, the fee shall become effective the term following that term in which the Bethel shall have received its Charter.

**OHIO SOP-BETHEL 3
DISCIPLINE**

See SOP-BETHEL 3, 1 & 2

**OHIO SOP-BETHEL 4
ELECTION**

Section 1.

- (a) Election of officers shall be held at the second meeting in the months of May and November.
 - (1) Any Bethel desiring to elect the first meeting in the months of May and November or December may be granted this privilege by amendment to their Bylaws, subject to approval of the Vice Grand Guardian and the Jurisprudence Committee.
- (b)-(i) (See SOP-BETHEL 4)

**OHIO SOP-BETHEL 5
ELIGIBILITY**

See SOP-BETHEL 5 1

**OHIO SOP-BETHEL 6
ESCORT, INTRODUCTIONS AND HONORS**

See SOP-BETHEL 6

**OHIO SOP-BETHEL 7
GUIDELINES FOR BETHEL INSPECTION
PRIOR TO CHARTERING**

See SOP-BETHEL 7 1 & 2

**OHIO SOP-BETHEL 8
INSTALLATION**

See BETHEL 8 Page 1

**OHIO SOP-BETHEL 9
MEETINGS**

See SOP-BETHEL 9 1-3

**OHIO SOP-BETHEL 10
MEMBER OF HONOR**

See SOP-BETHEL 10 1

**OHIO SOP-BETHEL 11
OFFICIAL REGALIA**

See SOP-BETHEL 11 1

**OHIO SOP-BETHEL 12
ORGANIZATION OF A BETHEL**

See SOP-BETHEL 12 1-4

**SOP-BETHEL 13
PAST HONORED QUEEN'S JEWEL**

See SOP-BETHEL 13 1

**OHIO SOP-BETHEL 14
PROCEDURE TO MERGE, CLOSE OR REINSTITUTE BETHEL**

1. Merge of Bethels.

(a)-(c) (See SOP-BETHEL 14 1)

(c-1) Whenever a Bethel merges with another Bethel and its number is not continued, only the Bethel Charter shall be submitted to the Grand Secretary.

(d) (See SOP-BETHEL 14 1)

2. Close of a Bethel.

(a)-(b) (See SOP-BETHEL 14 1)

(c) The Grand Guardian shall immediately cause all such funds and properties to be seized and placed in the custody of the Grand Secretary, to be held in trust by the Grand Secretary pending the filing of an action upon any appeal by the aggrieved parties, and final disposition is made by the GGC.

(d) If, at the end of sixty (60) days, not appeal has been filed, funds so seized as well as all proceeds from the sale of the paraphernalia shall be placed in the General Fund of the GGC.

(e) The Bethel Charter, Permanent Record Book and Petitions for Membership shall be held permanently in the office of the Grand Secretary.

(f) The Bethel and BGC Minute Books and the Guardian Secretary's Cash Book,

Minute, Toll and Inventory Books, Financial Records Book and Disbursement, Receipt and Audit Books, bank statements, checks and warrants for the previous five (5) years, along with the same records of the Mothers', Fathers' or Parents' Club, if applicable, are to be sent to the Grand Secretary's office, where they shall be held for five (5) years.

- (g) All other records may be destroyed by the Grand Secretary.
- (h) Whenever a Bethel closed and voluntarily surrenders its Charter, all paraphernalia and properties of the Bethel, except the Bethel Bible, shall be held by the Grand Secretary who shall make final disposition with the approval of the Grand Guardian.
 - (1) The Bethel Charter, Permanent Record Book, Bethel Minute Books, Guardian Secretary's Cash Book, Minute, Roll and Inventory Book, Financial Records Book, Disbursement, Receipt and Audit Books, closing bank statement and Petitions for Membership shall then be submitted to the Grand Secretary's office to be held permanently.
- (i) All paraphernalia still held by the Grand Secretary by June 15th shall be made available for sale at the Annual Session of the GGC. Proceeds from same shall be placed in the General Fund.
- (j) All just bills against the Bethel at the time of revocation or surrender of the Charter shall be paid from the General Fund of the GGC upon presentation to the Grand Secretary and approval by the Finance Committee.
- (k) The Bethel Bible shall be given to an appropriate person or appropriate organization to be determined by a majority vote of the remaining Council members and Daughters of that Bethel and its Deputy.
- (l) If any Bethel in this Jurisdiction shall lose Bethel Paraphernalia or has said Paraphernalia damaged through fire, theft or other casualty, at no fault of their own, and said item or items of Paraphernalia are in the possession of the Grand Guardian Council through the closure of another Bethel, said item or items shall be provided to that Bethel, suffering the loss, at now charge (other than shipping and handling) once that Bethel has demonstrated the following in writing to the satisfaction of the majority vote of the Executive Members of the GGC:
 - (1) That the loss of damaged paraphernalia was through fire, theft or other casualty.
 - (2) That the loss or damage was not at the fault of a Member or Members of the BGC or Bethel.
 - (3) That there are no insurance proceeds from which to pay for the replacement of the item or items.
 - (4) That restitutions through a criminal proceeding will not be forthcoming; and
 - (5) That the Bethel does not have the current ability to pay for said items after taking into account their balance and outstanding bills.

Upon receipt of the written request and documentation outlined in (1) through (5) above, The Executive Members of the GGC shall provide a written answer to the request within twenty (20) days of receipt of the same. If the request is denied, the written answer shall detail which requirement, in (1) through (5) above, the Bethel failed to meet.

3. Members of a Closed Bethel.

(a)-(c) (See SOP-BETHEL 14 1)

4. Reinstitute a Bethel.

(a)-(c) (See SOP-BETHEL 14 1 & 2)

**OHIO SOP-BETHEL 15
RECOMMENDATION FOR EXECUTIVE MEMBERS OF THE BETHEL
GUARDIAN COUNCIL BY BETHEL MEMBERS**

See SOP-BETHEL 15 1

**OHIO SOP-BETHEL 16
REORGANIZATION OF A BETHEL**

See SOP-BETHEL 16 1

**OHIO SOP-BETHEL 17
REORGANIZATION – GUIDELINES FOR REMOVAL**

See SOP-BETHEL 17 1

**OHIO SOP-BETHEL 18
SPECIAL PRIVILEGES**

See SOP-BETHEL 18 1

**OHIO SOP-BETHEL 19
SUBSTITUTE OFFICERS**

See SOP-BETHEL 19 1

**OHIO SOP-BETHEL 20
SUPPLIES FURNISHED GRATIS TO INSTITUTED BETHEL**

See SOP-BETHEL 20 1

**OHIO SOP-BETHEL 21
UNIFORM CODE FOR BETHELS**

See SOP-BETHEL 21 1

**RULES AND REGULATIONS
JOB'S DAUGHTERS INTERNATIONAL
GRAND BETHEL OF OHIO**

**ARTICLE I
NAME**

Section 1.

- (a) This associated group shall be known as The Grand Bethel of the state of Ohio, JDI.

**ARTICLE II
OBJECT**

Section 1.

- (a) The object of this organization is to unite Job's Daughters of the state of Ohio for the purpose of:
- (1) promoting the interest, welfare and growth of Job's Daughters International within the state.
 - (2) keeping the interest of these Daughters centered on the principles by allowing them to assume the responsibility of the Grand Bethel with proper supervision by giving them a further goal for which to strive.
 - (3) assisting in the institution of new Bethels.

**ARTICLE III
AUTHORITY**

Section 1.

- (a) The Grand Bethel of Ohio was founded in 1951 with the approval of the GGC. All activities of the Grand Bethel shall be under the authority of the GGC and the supervision of the Grand Bethel Committee at all times.

**ARTICLE IV
MEMBERSHIP**

Section 1. Membership and Registration.

- (a) The membership of the Grand Bethel shall consist of Daughters in good standing who attend the Annual Session of the Grand Bethel of Ohio, provided none are Majority Members.
- (b) The Grand Bethel Honored Queen shall be a Past Honored Queen who has been elected by the Bethel to serve as Grand Bethel Honored Queen Delegate to the Grand Bethel Honored Queen Drawing.

- (c) The Grand Bethel Line Officers and Chaplain shall be Honored Queens, Past Honored Queens and Honored Queens-elect who have been elected by the several Bethels to serve as Delegates, one (1) per Bethel or Pre-Registered Delegates, any number elected by each Bethel, to the Grand Bethel Line Officer and Chaplain Drawing. (See Ohio Grand Bethel 2, Art. V. Sec. 2 (a)).
- (d) The Grand Bethel Floor Officers shall be members of the Order who have been elected by the several Bethels to serve as Delegates, one (1) per Bethel, or Pre-Registered Delegates, any number elected by each Bethel to the Grand Bethel Floor Officer Drawing. Grand Bethel Floor Officers must have been members of the Order for two (2) years. (See Ohio Grand Bethel 2, Art. V, Sec. 2 (a)).
- (e) The Grand Bethel Musician Drawing will be a member of the Order who plays the piano or other musical instrument and who has been elected by her Bethel to serve as Delegate, one (1) per Bethel or Pre-Registered Delegate, any number elected by each Bethel to the Grand Bethel Musician Drawing. Grand Bethel Musician must have been a member of the Order for one (1) year. In the event there are no Delegates or Pre-Registered Delegates to the Grand Bethel Musician Drawing, the Office may be filled by drawing from the remaining Delegates and/or Pre-Registered Delegates to the Grand Bethel Floor Officer Drawing if any remain or the Alternates or Pre-Registered Alternates if necessary.

ARTICLE V OFFICERS AND REPRESENTATIVES

Section 1. Officers

- (a) There shall be up to nineteen (19) Grand Bethel Officers bearing the same titles as the officers of a Bethel preceded by "Grand Bethel."

Section 2. Representatives

- (a) There shall be a Grand Bethel Representative to States, Provinces, Territories or Countries in which there is a Bethel of JDI. States, Provinces, Territories or Countries having few Bethels may be combined and States, Provinces, Territories or Countries having many Bethels may be divided.

ARTICLE VI ELIGIBILITY

Section 1.

- (a) A Bethel must be chartered at least six (6) months in order to submit a name for a Grand Bethel Honored Queen, Grand Bethel Officer or a Grand Bethel Representative.

- (b) A Past Honored Queen in good standing, (attends meetings and activities regularly except while away at school), who has been elected as Grand Bethel Honored Queen Delegate by her Bethel, whose name and address have been submitted to the Guardian of the Grand Bethel at least thirty (30) days prior to the Annual Session of the GGC of the current year, must attend the meeting on the morning of the Formal Opening of the Annual Session of the GGC with the Grand Bethel Committee in order to be eligible for selection as the Grand Bethel Honored Queen. The Grand Bethel Honored Queen Delegate may also serve as the Bethel's Line Officer and Chaplain Delegate or Pre-Registered Delegate, Grand Bethel Floor Officer Delegate or Pre-Registered Delegate or Alternate or Pre-Registered Alternate, but can accept only one (1) Line Office, Chaplain, Floor Office or Representative position. No Grand Bethel Honored Queen shall be selected to the office of Grand Bethel Honored Queen more than once. No reigning Ohio Miss Job's Daughter or reigning Miss Congeniality shall be eligible for selection as Grand Bethel Honored Queen. No reigning Ohio Miss Job's Daughter or Ohio Miss Congeniality shall be eligible for installation as a Grand Bethel Line Officer or Chaplain, Grand Bethel Floor Officer or Representative.
- (c) An Honored Queen, Past Honored Queen or Incoming Honored Queen in good standing (attends meetings and activities regularly except while away at school), who has been elected by her Bethel as Delegate or Pre-Registered Delegate, or Alternate or Pre-Registered Alternate and whose name and address has been submitted to the Guardian of the Grand Bethel at least thirty (30) days prior to the Annual Session of the GGC, of the current year, shall be eligible for selection as a Grand Bethel Line Officer or Chaplain, Grand Bethel Floor Officer or Representative. (See GRAND BETHEL 2, Art. V, Sec. (a))
- (d) A Bethel Daughter in good standing (attends meetings and activities regularly except while away at school), and a member of the Order at least two (2) years, who has been elected by her Bethel as Delegate or Pre-Registered Delegate and whose name and address has been submitted to the Guardian of the Grand Bethel at least thirty (30) days prior to the Annual Session of the GGC, of the current year, shall be eligible for selection as a Grand Bethel Floor Officer. (See GRAND BETHEL 2, Art. V, Sec. (a))
- (e) The Grand Bethel Musician shall be a member of the Order who plays the piano or other musical instrument and who has been elected Delegate or Pre-Registered Delegate by her Bethel. Her name and address shall have been submitted to the Guardian of the Grand Bethel at least thirty (30) days prior to the Annual Session of the GGC, of the current year, to be eligible for selection as Grand Bethel Musician. Grand Bethel Musician must have been a member of the Order for one (1) year.

- (f) A Bethel Daughter in good standing (attends meetings and activities regularly except while away at school), and a member of the Order for at least one (1) year, who has been elected Alternate or Pre-Registered Alternate by her Bethel and whose name and address has been submitted to the Guardian or the Grand Bethel at least thirty (30) days prior to the Annual Session of the GGC, of the current year, shall be eligible for selection as a Grand Bethel Representative. (See GRAND BETHEL 2, Art. V, Sec. 2 (a))
- (g) A Grand Bethel Officer or Representative who has been suspended or expelled from her Bethel shall lose her office in the Grand Bethel. The Guardian of the Grand Bethel shall be notified immediately of such action taken by members of the Executive BGC. The Executive Members of the BGC, after discussion with the Bethel Members, shall recommend to the Guardian of the Grand Bethel, another active Bethel Daughter, who is eligible for the Grand Bethel Office or Representative, to fill the vacancy. If the Guardian or the Grand Bethel approves the recommendation, all properties of the Grand Bethel shall be forwarded to the Bethel Daughter filling the station. If no eligible active member is available from the Bethel of the member in question or the Guardian of the Grand Bethel does not approve the recommendation, all properties shall be returned to the Guardian of the Grand Bethel.
- (h) If a Bethel merges and has a Daughter or Daughters who are any of the Grand Bethel Officers or Representatives, those Bethel Daughters may keep their respective offices or representative positions as installed. In the case of a Bethel closing, the Daughter will demit to another Bethel and retain her Grand Bethel position.
- (i) A Grand Bethel Officer or Representative, who, at her request, demits from her Bethel, shall lose her office in the Grand Bethel. The Guardian of the Grand Bethel shall be notified immediately of such action by the members of the Executive BGC. The Executive Members of the BGC, after discussion with the Bethel Members, shall recommend to the Guardian of the Grand Bethel, another active Bethel Daughter, who is eligible for the Grand Bethel Office or Representative, to fill the vacancy. If the Guardian of the Grand Bethel approves the recommendation, all properties of the Grand Bethel shall be forwarded to the Bethel Daughter filling the station. If no eligible active member is available from the Bethel of the member in question or the Guardian of the Grand Bethel does not approve the recommendation, all properties of the Grand Bethel shall be returned to the Guardian of the Grand Bethel.

ARTICLE VII
SELECTION OF GRAND BETHEL OFFICERS
AND REPRESENTATIVES

Section 1. Selection of Grand Bethel Officers

- (a) The Selection of Grand Bethel Officers shall be at the Formal Opening of the Annual Session of the GGC, conducted by the Grand Bethel Honored Queen, the Bethel Guardian and Associate Guardian of the Grand Bethel and the Grand Bethel Committee. (See GRAND BETHEL 2, Art. V, Sec. 2 (a))
- (b) The names of the Past Honored Queens, who are eligible by having been chosen as Grand Bethel Honored Queen Delegates, shall be deposited in a suitable container from which the names shall be drawn for Grand Bethel Honored Queen.
- (c) The names of the Honored Queens, Past Honored Queens and Honored Queens-elect who are eligible by having been chosen as Delegates shall be deposited in a suitable container, from which the names shall be drawn, commencing with Grand Bethel Senior Princess. After the Delegates have all been chosen for a Grand Bethel Office, the selection shall then continue from the Bethels with Pre-registered Delegates.
- (d) A Bethel honored with the Grand Bethel Honored Queen shall not have this honor again until one (1) year has elapsed.
- (e) The Delegate shall be in attendance at the time of the drawing to accept the office. If the Delegate is not present, a Delegate from another Bethel shall be drawn for that office.
 - (1) In case of illness, with an excuse acceptable to the Bethel Guardian and Associate Guardian of the Grand Bethel, a substitute shall be selected to accept the office. Her name shall be given to the Bethel Guardian of the Grand Bethel prior to the evening meeting of the opening of the Annual Session of the GGC.
- (f) Selection for the Grand Bethel Honored Queen and Officers shall be from a drawing of Daughters voted on by individual Bethels. Each Bethel can submit as many Delegates that are eligible for the Grand Bethel drawing to serve as Officers (See OHIO GRAND BETHEL 3, Art. VI, Sec. 1 (a-i)).
 - 1. Selection for the Grand Bethel Honored Queen shall be from a drawing of all Grand Bethel Honored Queen Delegates.
 - 2. After the Grand Bethel Honored Queen drawing, any Daughters not chosen for Grand Bethel Honored Queen will be put in their Bethel's respective drawing pool for selection for a Grand Bethel Line Office or Chaplain. Once a Bethel has had a Daughter selected, they cannot have another Delegate selected until all other Bethels in that drawing have also had a Daughter selected.
 - 3. After the Grand Bethel Line Officer and Chaplain drawing, any Daughters not chosen for a Grand Bethel Line Officer or Chaplain will be put in their

Bethel's respective drawing pool for selection for a Floor Office. Once a Bethel has had a Daughter selected, they cannot have another Delegate selected until all other Bethels in that drawing have also had a Daughter selected.

4. The drawing for the Grand Bethel Line Officers and Chaplain drawing is as follows: Senior Princess, Junior Princess, Guide, Marshal and Chaplain.

5. The drawing for the remaining Grand Bethel Floor Officers shall be as follows: Musician (See GRAND BETHEL 6, Art. VII, Sec. 1 (g)), Recorder, Treasurer, Librarian, First Messenger, Second Messenger, Third Messenger, Fourth Messenger, Fifth Messenger, Senior Custodian, Junior Custodian, Inner Guard, and Outer Guard.

6. Any remaining Delegates in the Grand Bethel Floor Officer drawing would go in the Grand Bethel Representative drawing on Friday morning (See OHIO GRAND BETHEL 5-6, Art. VII, Sec. 1 (h)).

7. If a Bethel wishes to submit Alternates for Grand Bethel Representatives, they would be drawn at the Grand Bethel meeting on Friday morning (See OHIO GRAND BETHEL 5-6, Art. VII, Sec. 1 (h)).

(g) Selection of the Grand Bethel Musician shall be from the Delegates and Pre-Registered Delegates registered for the Grand Bethel Musician drawing. In the event that there are no Delegates or Pre-Registered Delegates to the Grand Bethel Musician drawing, the office may be filled by drawing from the remaining Delegates or Pre-Registered Delegates to the Grand Bethel Floor Officer drawing if any remain or the Alternates or Pre-Registered Alternates on Friday morning before the Grand Bethel Representative drawing if necessary.

(h) Grand Bethel Representatives shall be selected at the Friday morning meeting of the Grand Bethel from the remaining Delegates, if any remain.

1. Selection shall continue from the Bethels with Alternates. Each Bethel can submit as many Alternates that are eligible for the Grand Bethel drawing to serve as Representatives. (See OHIO GRAND BETHEL 3, Art. VI, Sec. 1 (a-i)).

2. Once a Bethel has had a Daughter selected, they cannot have another Delegate selected until all other Bethels in that drawing have also had a Daughter selected.

ARTICLE VIII FINANCES

Section 1.

(a) All funds of the Grand Bethel shall be deposited with the Grand Secretary who shall enter the same in the name of the Grand Bethel. Bills properly authorized by the Bethel Guardian and the Associate Guardian of the Grand Bethel and the Finance Committee shall be paid by the Grand Treasurer of the GGC of Ohio.

Section 2. Receipts

- (a) A coin collection shall be taken at the Grand Bethel meeting on Friday morning; at the Grand Bethel Installation and at the School of Instruction. These funds are to be deposited in the Grand Bethel Fund. These collections shall be taken by the Grand Bethel Senior and Junior Custodians, with the assistance of as many of the Grand Bethel Representatives as deemed necessary.
- (1) This money shall be counted by the Grand Bethel Treasurer and the Associate Bethel Guardian of the Grand Bethel before it is given to the Grand Secretary.
 - (2) This money shall be placed in the Grand Bethel Fund by the Grand Secretary.

Section 3. Disbursements (See OHIO SOP-GGC 4, Sec. 4 (j)-(n) – (pages 5 & 6))

ARTICLE IX DUTIES OF OFFICERS

Section 1. Grand Bethel Honored Queen. It shall be the duty of the Grand Bethel Honored Queen to:

- (a) preside over all convocations of the Grand Bethel and to confer with the Bethel Guardian and Associate Bethel Guardian of the Grand Bethel for the Annual Meeting of the Grand Bethel.
- (b) appoint the necessary committees and to carry on the work of the Grand Bethel, with the approval of the Bethel Guardian and Associate Bethel Guardian of the Grand Bethel.
- (c) encourage Grand Bethel Officers to render whatever assistance possible to the Bethels in the state and to promote the good of the Order at all times.
- (d) conduct the drawing of the Grand Bethel Officers and Grand Bethel Representatives, with the assistance of the Bethel Guardian and Associate Bethel Guardian of the Grand Bethel, the Grand Bethel Committee and the Grand Bethel Officers and Representatives.
- (e) be the Installing Officer at the Installation of the Grand Bethel.
- (f) be the Installing Officer at the institution of Bethels during her term as Grand Bethel Honored Queen, if requested by the Grand Guardian.
- (g) preside for the initiation of members at the institution of Bethels during her term as Grand Bethel Honored Queen, if requested by the Grand Guardian.
- (h) include all Grand Bethel Officers and Grand Bethel Representatives in all Grand Bethel activity mailings.
- (i) carry out the following obligations under the direction of the Guardian of the Grand Bethel unless prevented by a reasonable excuse:
 - (1) Attend and participate in Schools of Instruction
 - (2) Preside at the Annual Statewide Initiation
 - (3) Attend Job-A-Rama, Winter Weekend and Pageant

- (4) Attend each Bethel at least once during her term as Grand Bethel Honored Queen.

Section 2. Grand Bethel Recorder. It shall be her duty to:

- (a) record the minutes of the Grand Bethel meetings and file same in triplicate with the Grand Secretary by the close of the Annual Session of the GGC.
- (b) record the minutes for the institution and installation of new Bethels, in the event she serves as the Recorder for the instituting Bethel.
- (c) send out all communications as requested by the Grand Bethel Honored Queen.

Section 3. Grand Bethel Officers. It shall be their duty to:

- (a) attend all Grand Bethel meetings.
- (b) function as the instituting Bethel during their term as Grand Bethel Officers and to serve as Installing Officers as outlined in the Book of Ceremonies if requested by the Grand Guardian.
- (c) present the Ritual exemplification for the Schools of Instruction.
- (d) serve at the Installation of the Grand Bethel.
- (e) submit three (3) copies of the report, in the format provided by the Guardian of the Grand Bethel, and any Grand Bethel property issued, in person or by certified or registered mail, to the Guardian of the Grand Bethel, at least thirty (30) days prior to the Annual Session, unless other arrangements have been made.
- (f) protem a Grand Bethel Office, if requested to do so by the Guardian of the Grand Bethel.

Section 4. Grand Bethel Representatives. It shall be their duty to:

- (a) attend all Grand Bethel meetings.
- (b) correspond with their respective States, Provinces, Territories or Countries.
- (c) present, if requested, the Ritual exemplification for the Schools of Instruction.
- (d) submit three (3) copies of a report, in the format provided by the Guardian of the Grand Bethel, and any Grand Bethel property issued, in person or by certified or registered mail, to the Guardian of the Grand Bethel, at least thirty (30) days prior to the Annual Session of the GGC, unless other arrangements have been made.
- (e) protem a Grand Bethel Office if requested to do so by the Guardian of the Grand Bethel.

**ARTICLE X
TERM OF OFFICE**

Section 1.

- (a) A Grand Bethel Officer may complete her term of office should she reach the age of twenty (20) during that term and remain unmarried and be in good standing in her Bethel.
- (1) If a Daughter becomes twenty in the **first term** of the GGC year, she must become CAV certified in order to continue participating as a Grand Bethel Officer until the end of the GGC year.

ARTICLE XI OFFICIAL REGALIA

Section 1. Official Regalia

- (a) The Honored Queen, Senior Princess and Junior Princess of the Grand Bethel shall be provided with Grand Bethel capes and crowns which shall be worn at all meetings of the Grand Bethel. The Grand Bethel Honored Queen and the Princesses shall be permitted to wear their capes and crowns when making visits to Bethels.
- (1) The Bethel of which the Grand Bethel Honored Queen, Grand Bethel Senior Princess, and Grand Bethel Junior Princess is a member shall be billed by the Grand Secretary, at the amount equal to the current market value price (plus shipping, taxes and engraving) should the Grand Bethel cape and or Grand Bethel crown be lost or severely damaged. As determined by the Grand Bethel Committee.
- (b) All Grand Bethel Officers and Grand Bethel Representatives shall purchase, at a minimal cost, a Grand Bethel dress and sash bearing her title in the colors designated by the Grand Guardian. The sash shall be worn only with the Grand Bethel dress. All Grand Bethel Officers and Representatives shall be recognized only when wearing the official dress, medallion and sash or official Bethel regalia, if Grand Bethel dress has been made.
- (c) All Grand Bethel Officers and Grand Bethel Representatives shall wear official Bethel Regalia for Ritual exemplification. Regalia shall be provided by the home Bethel or the Grand Bethel Officer or Grand Bethel Representative.

Section 2. Emblem

- (a) The Grand Bethel Officers and Grand Bethel Representatives shall be presented Grand Bethel medallions at Installation in recognition of their honored office, to be worn during the year in which they serve.
- (1) The Bethel of which the Grand Bethel Officer or Grand Bethel Representative is a member shall be billed by the Grand Secretary, **at the amount equal to the current market value price (plus shipping, taxes and engraving) should the medallion be lost or severely damaged.**
- (b) The medallion shall be returned to the Guardian of the Grand Bethel at least thirty (30) days prior to the Annual Session of the GGC, unless other arrangements are made to the satisfaction of the Grand Bethel Committee.

ARTICLE XII MEETING

Section 1. Annual Meeting

- (a) The Annual Meeting of the Grand Bethel shall be held on Friday of the Annual Session of the GGC at which time the necessary business shall be conducted, and the Grand Bethel Honored Queen shall give her complete report to the members of the Grand Bethel.
- (b) Installation of the Grand Bethel Officers and Grand Bethel Representatives shall be held on Friday or Saturday evening.
 - (1) Expenses for the Installation shall be disbursed from the Grand Bethel Fund.
- (c) The outgoing Grand Bethel Officers shall conduct the Church Service Sunday morning at 9:00 AM (following the close of the Annual Session of the GGC) if requested by the Grand Guardian.
- (d) The Grand Bethel Officers, under the direction of the Grand Bethel Honored Queen, the Bethel Guardian and Associate Guardian of the Grand Bethel shall present a Necrology Ceremony as a suitable memorial for departed members of the Bethels as a part of the Annual Meeting of the Grand Bethel, if requested by the Grand Guardian.
- (e) The Grand Bethel Officers, under the direction of the Grand Bethel Honored Queen, shall present the Degree of Royal Purple to those approved to receive the Degree. The ceremony shall be given on Friday or Saturday evening of the Annual Session of the GGC, preceding the Installation of Grand Bethel Officers and Grand Bethel Representatives.
- (f) The Grand Bethel Officers, under the direction of the Grand Bethel Honored Queen, shall present the Majority Ceremony to those eligible, at the request of the Grand Guardian. The Ceremony shall be held the Friday morning session of the Grand Bethel.
- (g) Those entitled to be in attendance shall wear their official name badge and show a current Bethel Dues receipt or be vouched for by a member of their BGC. All verification shall be done at the door.

Section 2.

- (a) A member of the Jurisprudence Committee shall be appointed for the business session of the Grand Bethel. The Chairman of the Jurisprudence Committee, with the approval of the Bethel Guardian of the Grand Bethel shall make suitable arrangements.
- (b) This Grand Bethel shall be governed in debate and question of order by Roberts Rules of Order, latest edition, so far as these rules do not conflict with the rules and regulations of this Grand Bethel.

ARTICLE XIII COMMITTEES

Section 1.

- (a) The Grand Bethel Honored Queen may appoint such committees as will fulfill the aims and purposes of the Grand Bethel, with approval of the Bethel Guardian and Associate Guardian of the Grand Bethel.

ARTICLE XIV SUPERVISION

Section 1.

- (a) It shall be the duty of the Grand Bethel Committee to:
- (1) supervise the transactions of the Grand Bethel and to see Grand Bethel Officers and Grand Bethel Representatives are proficient in their work. (See Grand Bethel 2, Art. V, Section 1 (a) and Section 2 (a))
 - (2) provide each Grand Bethel Officer, at the time of her installation, a packet of information concerning the activities and expectations for the ensuing year.
 - (3) provide the Grand Bethel Representatives, at the time of their installation, a packet of information concerning the activities and expectations for the ensuing year and a list of names and addresses for the Bethels under GGC jurisdictions, and the names and addresses of the Supreme Deputies for Bethels under SGC jurisdiction.
 - (4) see that the Publications Committee receives all reports submitted by the Grand Bethel Officers and Representatives by the close of the Annual Session of the GGC.
 - (5) see that all Grand Bethel Members receive a roster of current Grand Bethel Officers and Representatives names and contact information.

ARTICLE XV AMENDMENTS TO RULES AND REGULATIONS

Section 1.

- (a) These Rules and Regulations may be amended by sending any amendments to the Grand Secretary, sixty (60) days prior to the Annual Session of the GGC. A copy of the Grand Bethel Amendments for the Daughters, who have registered for Grand Session, shall be included with the registration packet, which is picked up by the designated adult, upon arrival at Grand Session. The majority vote of the members attending this annual Grand Bethel meeting shall be submitted to the Jurisprudence Committee of the GGC and the GGC for consideration. (See OHIO SOP-GGC 7, Sec. 1 (a)-(f) (page 8))

ARTICLE XVI DISCIPLINE

Section 1. Supervision

- (a) All Grand Bethel Officers and Representatives shall be under the supervision of the Executive Members of their BGC and the Guardians of the Grand Bethel along with the Grand Bethel Committee. The Executive Members of the BGC and/or the Guardians of the Grand Bethel and the Grand Bethel Committee shall have the power to investigate, reprimand or remove any Grand Bethel Officer or Representative for cause. The resulting vacancy shall be filled in accordance with **OHIO GRAND BETHEL 4, Art. VI, Sec. 1 (g)**, of the Rules and Regulations of the Grand Guardian Council of Ohio.

**Article XVII
VACANCIES**

Section 1. Vacancies

- (a) Should there be a vacancy in the Grand Bethel, an eligible member of a Bethel could be appointed by the Guardian of the Grand Bethel and the Grand Bethel Committee. This Daughter will serve the Grand Bethel in that position for the remainder of that Grand Guardian Council year.

**RULES AND REGULATIONS
OHIO MISS JOB'S DAUGHTER PAGEANT**

The first Ohio Miss Job's Daughter Pageant was held in 1971.

**ARTICLE I
TITLE**

Section 1.

- (a) The title of this office shall be Ohio Miss Job's Daughter.

**ARTICLE II
PURPOSE**

Section 1.

- (a) To be a representative of the Job's Daughters of Ohio for the purpose of promoting the interest, welfare and growth of the Order; to bring the Daughters of the state into a closer relationship with each other and the GGC; to render whatever assistance possible to the Bethels in the state; and to serve as a Daughter emissary to adult organizations of the Masonic family and the public in general.

**ARTICLE III
SUPERVISION**

Section 1.

- (a) Ohio Miss Job's Daughter and Ohio Miss Congeniality shall be under the general supervision of the Grand Guardian and the Chairman of the Pageant Committee (Grand Guide) to provide guidance and approval of their activities. Such supervision shall be consistent with the available financial resources of the Daughters' home Bethels and family interests. The Grand Guardian and the Chairman of the Pageant Committee (Grand Guide) shall be advised of their itinerary.

**ARTICLE IV
QUALIFICATIONS**

Section 1.

- (a) Ohio Miss Job's Daughter shall be a young woman who possesses a thorough knowledge of the Order, dignity, poise, charm, good manners and that intangible called personality. She must be able to meet the public, speak extemporaneously, and represent the Order with dignity and youthful charm.

ARTICLE V ELIGIBILITY

Section 1.

- (a) The Daughter must be a member in good standing in her Bethel and not have reached her majority (twenty (20) years of age) at the time of the Ohio Pageant.
- (b) All Delegates must have passed the Proficiency Lessons Exam.
- (c) Each Chartered Bethel shall have the right to select two (2) Delegates and two (2) Alternates. The Delegate(s) shall compete in the Ohio Miss Job's Daughter Pageant. A Past Ohio Miss Job's Daughter or reigning Ohio Miss Congeniality shall not be eligible to serve as Delegate or Alternate to the Pageant. A reigning Grand Bethel Honored Queen shall not be eligible to serve as Delegate or Alternate to the Pageant.
- (d) The reigning Ohio Miss Job's Daughter shall be the contestant in the Miss International Job's Daughter Pageant. If the Ohio Miss Job's Daughter cannot attend the Annual Session of the SGC, the first (1st) runner-up shall be sent in her place. If the first (1st) runner-up cannot attend the second (2nd) runner-up shall be sent, and so forth in succession, until a contestant is selected. However, the reigning Ohio Miss Job's Daughter shall retain her title.
- (e) Should the Ohio Miss Job's Daughter be selected as Miss International Job's Daughter, she shall resign her title. The reigning first (1st) runner-up shall become the Ohio Miss Job's Daughter. If she is unable to accept, the crown shall be assumed in succession of runners-up.
- (f) Bethels with participating Delegate(s) or Alternate(s) will submit at least the minimum Pageant entry fee as determined by the Pageant Committee.

Section 2.

- (a) In the event that the Ohio Miss Job's Daughter cannot fulfill her term, the first (1st) runner-up shall become the new Ohio Miss Job's Daughter. If she is unable to accept, the crown shall be assumed in succession of the runners-up.
- (b) An Ohio Miss Job's Daughter who marries while in office shall forfeit her title as Ohio Miss Job's Daughter.
- (c) If the Ohio Miss Job's Daughter and/or Ohio Miss Congeniality become twenty in the **first term** of the GGC year, she must become CAV certified in order to continue participating as Ohio Miss Job's Daughter or Miss Congeniality until the end of her term of office.

ARTICLE VI SELECTION

Section 1. The Ohio Miss Job's Daughter and Ohio Miss Congeniality shall be

selected by a competition at a Pageant held during the month of April, May, or June.

Section 2. Requirements for judging.

- (a) Written test: This test shall consist of a written examination based on general knowledge of JDI and the Ritual. Completed test papers shall be identified by an assigned number only, not by the contestant's name or Bethel.
- (b) Ritual Recitation
 - (1) The Daughter shall recite in complete regalia.
 - (2) The robe and other official regalia shall be inspected for conformity to the law either before or after the recitation, not during.
 - (3) The Daughter shall recite a Messenger Initiation lecture as selected by the Pageant Committee. Judging shall be on accuracy and presentation.
- (c) Personal Interview.
 - (1) Each contestant shall have a private interview with the panel of Pageant Judges for a specified time determined by the Pageant Committee prior to the Pageant.
 - (2) Judges shall have received a fact sheet on each contestant giving age, education, training, interests, ambitions and Job's Daughters achievements.
 - (3) The Daughter shall be judged on her diction, personality, sincerity, manners and adaptability to the situation and general impression.
 - (4) During the personal interview, the contestants shall wear a day time dress in keeping with the ideals of our Order.
- (d) Stage Appearance
 - (1) The dress shall be an evening gown.
 - (2) The judging shall encompass the total picture of the contestant's presence, considering her personality, carriage, posture, poise, grace of movement and appropriate personal grooming.
 - (3) Finalists shall be judged not only on the response to a question but also on the overall impression the contestant makes.
 - (4) Should a tie result, it shall be broken by referring to the combined written test and recitation scores for the tied contestants and identifying the contestant with the highest scores.

Section 3. Scoring

- (a) Determine number of semi-finalists based on number of contestants, approximately one-third (1/3) the number of contestants shall be chosen from all the Delegates by an accumulative score from their competition in the written test, Ritual recitation, personal interview, stage appearance and an extemporaneous stage question regarding the information contained on the Delegate's fact sheet. In the event of an uneven division, the number of finalists will be rounded up to the next whole number.

- (b) Ohio Miss Job's Daughter and at least one (1) runner-up, depending on the total number of contestants, shall be chosen by their response to the same final question answered by each finalist. This score will be added to their accumulative score. The Daughter with the highest accumulative score will be the Ohio Miss Job's Daughter.
- (c) Should a tie result, it will be broken by referring back to the combined written test and Ritual recitation scores. The contestant with the highest combined score shall be the winner of the tie.

Section 4. Ohio Miss Congeniality will be selected by all the Delegates and Alternates by a written ballot, which shall be done prior to the dinner break. The announcement of Ohio Miss Congeniality shall be made after all finalists have answered the final questions and all score sheets have been collected.

- (a) The individual receiving the greatest number of votes shall be Ohio Miss Congeniality.
- (b) Should a tie result, it shall be broken by re-balloting.
- (c) A Past Miss Congeniality shall not be eligible for selection as Ohio Miss Congeniality.
- (d) At no time shall a Delegate or Alternate campaign for the position of Ohio Miss Congeniality
 - 1. If a Delegate or Alternate is determined to be campaigning for herself, she will be disqualified for selection as Ohio Miss Congeniality for the current pageant. She will be eligible the next year. Campaigning will be defined as any attempt to convince another Delegate or Alternate to vote for her to be Ohio Miss Congeniality.
 - 2. If a Delegate or Alternate is doing something that is not in the spirit of the pageant by campaigning for a girl to be Ohio Miss Congeniality, the Daughter they are campaigning for shall not be disqualified.
 - 3. Disqualification is determined by the following:
 - a. A member of the Pageant Committee or a member of the Grand Line directly witnesses a Delegate or Alternate campaigning for the position of Ohio Miss Congeniality, s/he shall report the incident to the Pageant Committee Chairman, or
 - b. At least two Delegates and/or Alternates approaching the Pageant Committee Chairman to make a direct report (not hearsay) that another Delegate or Alternate is campaigning for the position of Ohio Miss Congeniality. The situation will then be investigated and a determination made by the Pageant Committee.
 - 4. A disqualification decision must be made to the Pageant Auditors by the Pageant Committee Chairman prior to voting for Ohio Miss Congeniality by the Delegates and Alternates.

- (e) The Ohio Miss Congeniality shall be responsible for raising money for the Ohio Scholarship Fund and to render whatever assistance possible to the Bethels in the state.

ARTICLE VII
OHIO MISS JOB'S DAUGHTER PAGEANT COMMITTEE

See OHIO B-GGC 11

ARTICLE VIII
DUTIES OF THE OHIO MISS JOB'S DAUGHTER
PAGEANT COMMITTEE

Section 1. The authority and duties shall encompass the total administration and supervision, including promotion and production of the Ohio Miss Job's Daughter Pageant.

- (a) Promulgating of information and registration forms regarding the Pageant to all Bethels in the state by February 1 of each year.
- (b) Prepare the question for the finalists.
- (c) Obtaining at least five (5) pageant judges, three (3) of who are permanent members of the GGC of Ohio or the SGC.
- (d) Obtaining at least three (3) oral Ritual presentation and Regalia judges, all of whom are members of the GGC of Ohio or the SGC.
- (e) Obtaining at least three (3) auditors to maintain contestant scores.
- (f) Instructing judges on all aspects of the competition.
- (g) Obtaining a Master and/or Mistress of Ceremonies for the Pageant and informing MC on the aspects of the competition pertinent to him and/or her.
- (h) Providing name tags for the Delegates and Alternates and providing a number identification for Delegates to wear or carry.
- (i) Providing two (2) capes, one (1) of floor length and one (1) with a train, a circular crown of clear stones, sash with embroidered title and year, and flowers for the new Ohio Miss Job's Daughter. The crown and sash shall become the Daughter's after her reigning year. The capes shall be replaced as often as necessary, but no more than every two (2) years.
- (j) Providing a sash with embroidered title and year, a tiara of clear stones and flowers for the new Ohio Miss Congeniality.
- (k) Providing a suitable memento for each Delegate and Alternate.
- (l) Providing trophies or plaques for various competitions and finalists. Provide a suitable gift for the runners-up, Ohio Miss Job's Daughter and Ohio Miss Congeniality, at the discretion of the Pageant Committee. Provide engraving for the Ohio Miss Job's Daughter Trophy. In the event that the Ohio Miss Job's Daughter Trophy is no longer passed on or becomes full, it will be donated to the Grand Lodge of Ohio for display.

- (m) Providing luncheon for all contestants, the judges, the Master/Mistress of Ceremonies, the Ohio Miss Job's Daughter, the Ohio Miss Congeniality, the Past Ohio Miss Job's Daughters and Pageant workers.
- (n) Providing appropriate printed programs for the stage presentation.
- (o) Providing for entertainment during the Pageant evening using the Alternates and Ohio JayDees. Additional entertainment may be provided by the Grand Bethel of Ohio.
- (p) Making use of imaginative ideas and procedures that will help to make the Pageant both a success and a memorable occasion for all contestants, Daughters and adults present.

ARTICLE IX FINANCES

Section 1.

- (a) An allocation of up to five hundred dollars (\$500.00) from the Pageant Account shall be made to the Chairman of the OMJD Pageant Committee when requested in writing to the Grand Secretary as an advance for committee expenses. A report shall be made upon even completion, listing all the expenditures against this advance, as well as any additional subsequently approved expenditures, and submitted at the Annual Session of the GGC.
- (b) All bills pertaining to the Pageant shall be submitted to and approved by the Chairman of the OMJD Pageant Committee and paid by the Grand Secretary.
- (c) All expenses listed in Articles IX Section 3 shall be paid from the Pageant Account.

Section 2. Receipts

- (a) Contributions from sponsors and patrons minimum fundraising amounts shall be determined by the Pageant Committee.
- (b) All funds of the OMJD shall be deposited with the Grand Secretary, who shall enter same in the name of the OMJD Pageant.

Section 3. Disbursements

(See OHIO SOP-GGC 4, Sec. 4 (o)-(s) – (Pages 6-7))

ARTICLE X AMENDMENTS

Section 1.

- (a) Proposed amendments to these Rule and Regulations may be made at the Annual Session of the GGC by a two thirds (2/3) affirmative vote of those members present and voting. Amendments shall be submitted in writing to the Grand Secretary at least sixty (60) days prior to the Annual Session of the GGC. The Grand Secretary shall send, to each voting member, a copy of the proposed amendment at least thirty (30) days prior to the Annual Session of the GGC.

ARTICLE XI PAST OHIO MISS JOB'S DAUGHTER AND PAST OHIO MISS CONGENIALITY JEWELS

Section 1. The Official Miss Job's Daughter pin J-174P gold filled or charm J-174C gold filled as listed in the current Official Jewelry Catalog shall be presented to the outgoing Ohio Miss Job's Daughter at the completion of her term.

- (1) On the front of the Ohio Miss Job's Daughter pin shall be engraved the Date and Year.
- (2) The name of the Daughter shall also be engraved (front or back) if there is adequate space.
- (3) The Daughter receiving the pin/charm shall let the Grand Secretary know in writing of her choice by January 1st preceding the pageant.
- (4) If the Daughter requests a higher quality pin or charm, she shall pay the difference prior to the pin or charm being ordered.

Section 2. The Miss Congeniality pin J-185P gold filled or charm J-185C gold filled (not listed, NEW PIN) as listed in the current Official Jewelry Catalog shall be presented to the outgoing Ohio Miss Congeniality at the completion of her term.

- (1) On the back of the Miss Congeniality pin shall be engraved Ohio, Date and Year.
- (2) The name of the Daughter shall also be engraved if there is adequate space and does not void the warranty.
- (3) The Daughter receiving the pin/charm shall let the Grand Secretary know in writing of her choice by January 1st preceding the pageant.
- (4) If the Daughter requests a higher quality pin or charm, she shall pay the difference prior to the pin or charm being ordered.

RULES AND REGULATIONS OHIO JOB-A-RAMA

The first Job-A-Rama was held in 1977.

Section 1. Job-A-Rama shall be held as a casual weekend with Daughters, prospective members who have Masonic affiliation and adults.

ARTICLE II MEETINGS

Section 1. Job-A-Rama shall be held after the Annual Session of the GGC in June and before the Official Visits of the GG in the fall term begin, but not in conflict with the Annual Session of the SGC.

ARTICLE III FINANCES

Section 1. An advance of four hundred dollars (\$400.00) shall be advanced to the Job-A-Rama Committee upon written request to the Grand Secretary, and must be repaid by October 1 of the same year.

- (a) The Grand Bethel Honored Queen shall have her expenses paid to the Annual Job-A-Rama. These expenses shall be paid from the General Fund.
- (b) Ohio Miss Job's Daughter and Ohio Miss Congeniality shall have their expenses paid to the annual Job-A-Rama. These expenses shall be paid out of the Pageant Fund. (See OHIO SOP-GGC 4, Sec. 4 (j) & (o)-(pages 5-6))

Section 2. Receipts

- (a) All funds of Job-A-Rama shall be deposited with the Grand Secretary within seven (7) days of the registration deadline; she/he shall enter same in the name of the Job-A-Rama Committee.
- (b) All bills pertaining to Job-A-Rama shall be submitted to and approved by the Job-A-Rama Committee, Chairman of Finance and paid by the Grand Secretary.

**RULES AND REGULATIONS
DEGREE OF ROYAL PURPLE**

HISTORY: The Degree was first conferred in Ohio on June 18, 1976, at the Annual Session of the GGC at Cedar Point.

**ARTICLE I
TITLE**

Section 1.

- (a) A Majority Member who is chosen to receive this honor shall be known as a Recipient of the Degree of Royal Purple.

**ARTICLE II
OBJECT**

Section 1.

- (a) The Degree of Royal Purple is awarded in recognition of outstanding and dedicated service by a Majority Member to Job's Daughters International. It is intended to recognize a Majority Member who has given to the Order in a capacity above and beyond the normal call of duty: an outstanding contributor in the organization.

**ARTICLE III
QUALIFICATIONS**

Section 1.

- (a) To be nominated for the Degree, a Majority Member shall have made major contribution toward the good of the Order and/or to a specific Bethel.
 - (1) The Majority Member shall have accepted an appointment as a member of a BGC and have made an outstanding contribution to that BGC above and beyond the usual BGC responsibilities.
- (b) Service as a Bethel Majority Member shall not be considered in making the selection.
- (c) Service to other Masonic organizations and to the community is support material only; specific criteria, is for outstanding service to the Order.

**ARTICLE IV
ELIGIBILITY**

Section 1.

- (a) The nominee must be a Majority Member of Job's Daughters International.

- (b) At the time of nomination she must be at least twenty-five (25).

ARTICLE V NOMINATION AND SELECTION

Section 1. Nomination:

- (a) Nomination shall be made by an Executive member of the BGC, or by an Executive member of the GGC without the knowledge of the nominee. The Daughters of her Bethel may recommend her nomination to the Executive members of the BGC.
- (b) Nomination shall include specific examples of outstanding service to the Order. In addition to the nomination, recommendations from four (4) adults, not related to the nominee, who have first-hand knowledge of her contribution to the Order, shall be submitted. At least two (2) of these recommendations shall be from someone officially connected with the JDI. The recommendations must be typed/written on the forms provided and must include an original signature of the person submitting the recommendation.
- (c) an Executive member of the BGC shall complete the nomination forms, received from the Degree of Royal Purple Committee. Additional nomination forms may be obtained from the Grand Secretary.
- (d) Completed nomination and recommendation forms must be received by the Chairman of the Committee by April 1.

Section 2. Selection

- (a) The members of the Committee shall review the nomination and recommendations. A majority shall be necessary to approve the nomination. The decision of the Committee shall be final.
- (b) The recipient and the BGC nominating her shall be notified of her selection on or before April 20 by the Chairman of the Committee.
- (c) Should her nomination be rejected, her nominator shall be notified of her rejection on or before April 20 by the Chairman of the Committee.

ARTICLE VI CONFERRING OF THE DEGREE

Section 1.

- (a) The recipient shall attend the Annual Session of the GGC within three (3) years of her selection to receive the Degree.
- (b) In the event that it is absolutely impossible for the recipient to attend an Annual Session of the GGC, other arrangements for presentation of the Degree may be made by the Grand Guardian and the Committee.

- (c) A fee amounting to the cost of the medallion shall be paid by the recipient's family, a Bethel or anyone else who wishes to contribute. A check shall be made payable to the GGC of Ohio and mailed to the Grand Secretary no later than June 1.
- (d) The Committee shall be responsible for providing the recipient with a rose and a certificate and for having her name, date of ceremony and jurisdiction engraved on the reverse side of the medallion. The cost of these provisions shall be paid from the Promotional Fund.
- (e) The Chairman of the Committee shall cooperate with the Guardian of the Grand Bethel, who will oversee the Grand Bethel Officers in the conferring of the Degree.

RULES AND REGULATIONS
Emma Tedrick Distinguished Service Award

HISTORY: This award was conceived and written to honor Mrs. Emma Tedrick, PBG #31, PGG, PSG, (founder of the HIKE Fund and Ohio JayDee's singing group), and all the other wonderful adult volunteers who tirelessly give of themselves for the benefit of the wonderful young ladies of our Organization. Mrs. Emma Tedrick was the first ETDSA award recipient, receiving this award at the 1998 Annual Session of the GGC at Kent, Ohio. Much love and thanks to her and the many others that will follow, for the time, effort and love spent enriching the lives of the Daughters and Adults of Job's Daughters around the world and here in Ohio.

ARTICLE I
TITLE

Section 1.

- (a) A man or woman who is chosen to receive this honor shall be known as a Recipient of the Emma Tedrick Distinguished Service Award (ETDSA).

ARTICLE II
OBJECT

Section 1.

- (a) The Emma Tedrick Distinguished Service Award is the highest honor, in Ohio, that can be given to a person who is not a member of Job's Daughters International. It is intended to recognize those people who have made exceptionally outstanding efforts on behalf of Job's Daughters.

ARTICLE III
QUALIFICATIONS AND ELIGIBILITY

Section 1.

- (a) To be nominated for the Emma Tedrick Distinguished Service Award, a person, not a member of Job's Daughters, shall have given seven (7) years or more years of meritorious service to a Bethel and the state of Ohio Job's Daughters.
- (b) The person being considered for nomination need not have been on the Council of any Bethel but must have made an outstanding contribution, above and beyond the usual voluntary duties, to a Bethel and the state of Ohio Job's Daughters.

ARTICLE IV NOMINATION AND SELECTION

Section 1. Nomination

- (a) Nominations for the Emma Tedrick Distinguished Service Award are to be made by Executive Members of a Bethel or Grand Guardian Council using the proper Nomination Form. The nominations must be made without the knowledge of the recipient.
- (b) Nomination shall include specific examples of outstanding service to the Order. This form will be accompanied by four (4) written recommendations from adults other than relatives, who have first-hand knowledge of the outstanding contributions of the nominee. Nomination forms shall be returned to the Emma Tedrick Distinguished Service Award Committee by March 15th of the year for which the nomination is made.

Section 2. Selection

- (a) Nominations shall be reviewed by and voted on by the Emma Tedrick Distinguished Service Award Committee appointed by the Grand Guardian. A majority vote shall be necessary to approve the selection. The decision of the committee members shall be final.
- (b) The recipient and the nominating Executive Bethel or Grand Guardian Council Members shall be notified by April 15th.
- (c) Should the nominee be rejected, the nominating Executive Bethel or Grand Guardian Council Members shall be notified by April 15th.

ARTICLE V CONFERRING THE AWARD

Section 1.

- (a) Presentation of the Emma Tedrick Distinguished Service Award will be made at the Annual Session of the GGC. Presentation must take place within two (2) years of selection for the award.
- (b) The Grand Bethel Honored Queen shall assist in the presentation of this award.
- (c) If it is impossible for a recipient to be present at an Annual Session of the GGC, other arrangements for presentation of the award may be made.
- (d) The nominating Executive Bethel or Grand Guardian Council members shall assume the cost of the pin unless other arrangements are made.
- (e) Certificates and flowers shall be available from the Emma Tedrick Distinguished Service Award Committee appointed by the Grand Guardian. Pins shall be ordered by the Grand Secretary from Doc Morgan, the Official Supplier, either higher cost, gold filled or lesser cost, gold plated, as chosen by the party assuming the cost of the pin.

ARTICLE VI COMMITTEE

Section 1. Members

- (a) The Emma Tedrick Distinguished Service Award Committee is appointed by the Grand Guardian (OHIO B-GGC 12, Art. IV, Sec. 4 (L))

Section 2. Duties of the Committee

- (a) The duties of the Committee shall be to:
 - (1) Publicize the Emma Tedrick Distinguished Service Award by distributing information to the Bethels, regarding the nomination process.
 - (2) Distribute forms when requested.
 - (3) Receive nominations and recommendations from the Executive members of BGC's or GGC's.
 - (4) Determine the recipient(s) of the award in accordance with the eligibility as outlined in Articles III and IV.
 - (5) Make arrangements for the conferral of the award at an Annual Session which shall include providing for pins and certificates and flowers.
 - (6) Maintain a permanent file, which the Chairman shall turn over to his/her successor.
 - (7) Destroy all nominations and recommendations following determination of the recipient(s).

GUIDELINES

JAYDEES

Section 1.

- (a) The purpose of the JayDees shall be to provide musical promotion for our Order.
- (b) The JayDees shall be comprised of not more than fifteen (15) Bethel Daughters from Bethels in Ohio. Eligibility as a JayDee shall end at the conclusion of the GGC year in which the Bethel Daughter becomes twenty (20) years of age. If a Daughter becomes twenty in the **first term** of the GGC year, she must become CAV certified in order to continue participating as a JayDee until the end of the GGC year.
- (c) The coordinator for the JayDees shall be appointed by the Chairman of the Promotion Committee.
- (d) Closed auditions shall be held at the Annual Session of the GGC and any other time as deemed necessary by the Chairman of the Promotion and the Coordinator of the JayDees. A panel of qualified judges shall be present at all auditions.
- (e) Each JayDee shall be responsible for obtaining the attire chosen by the Coordinator of the JayDees.
- (f) The JayDees Coordinator shall, upon submission of receipts, be reimbursed for the purchase of music and necessary props as specified in (OHIO SOP-GGC 4, Sec. 4 (t) (Page 7))
- (g) Any monies received by the JayDees shall be turned over to the Grand Secretary to be placed in the Promotion Fund.