

**CONSTITUTION OF A GRAND GUARDIAN COUNCIL, JOB'S DAUGHTERS INTERNATIONAL
GRAND GUARDIAN COUNCIL OF ILLINOIS**

**ARTICLE I
NAME**

Section 1.

- (a) The name of this organization is Job's Daughters International, Grand Guardian Council of Illinois.

Section 2.

- (a) The headquarters of this Grand Guardian Council shall be located in, or near the home city of the Grand Secretary, or shall be at a location approved by this Grand Guardian Council.

**ARTICLE II
OBJECT**

Section 1.

See C-GGC Art. II

**ARTICLE III
AUTHORITY**

Section 1.

- (a) This Grand Guardian Council operates under authority of a Charter granted by the Supreme Guardian Council and dated October 27, 1922. The jurisdiction of this Grand Guardian Council shall be limited to the state of Illinois
- (b) – (c) See C-GGC Art. III (b)-(c)

**ARTICLE IV
MEMBERSHIP**

Section 1.

See C-GGC Art. IV

**ARTICLE V
OFFICERS**

Section 1. Elective Officers.

- (a) The elective officers of this GGC shall be Grand Guardian (a woman), Associate Grand Guardian (a Master Mason), Vice Grand Guardian (a woman), Vice Associate Grand Guardian (a Master Mason), Grand Guide (a woman), Grand Marshal (a woman), Grand Inner Guard (a Master Mason), Grand Outer Guard (a Master Mason), Grand Secretary and Grand Treasurer.

Section 2. Appointive Officers

- (a) The appointive officers may be any of the following: Grand Chaplain, Grand Librarian, Grand Director of Music, Grand First Messenger, Grand Second Messenger, Grand Third Messenger, Grand Fourth Messenger, Grand Fifth Messenger, Grand Senior Custodian, Grand Junior Custodian **and Grand Beekeeper.**

Section 3. Executive Officer

See C-GGC Art. V Sec. 3

Section 4. Executive GGC

See C-GGC Art. V Sec. 4

Section 5. Dual Offices

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(a) No officer of this GGC shall hold two (2) offices in this GGC at one and the same time.

**ARTICLE VI
ELIGIBILITY**

Section 1.
See C-GGC2

**ARTICLE VII
ELECTION, VOTING PRIVILEGES, AND PROXY**

Section 1. Election
See B-GGC Art. XIII Sec. 1 (a)-(c)

Section 2. Voting Privileges
See B-GGC Art. XIII Sec. 2 (a)

Section 3. Proxy
See B-GGC Art. XIII Sec. 3 (a)

**ARTICLE VIII
APPOINTMENTS**

Section 1.
See B-GGC Art. XIV Sec. 1 (a)

**ARTICLE IX
TERM**

Section 1.
See B-GGC Art. XV Sec. 1 (a)

**ARTICLE X
INSTALLATION**

Section 1.
See SOP-GGC-6
See B-GGC Art. XVI Sec. 1 (b)
See SOP-GGC-6

**ARTICLE XI
VACANCIES**

Section 1.
See SOP-GGC-10

**ARTICLE XII
MEETINGS**

Section 1.
See SOP-GGC-8

**ARTICLE XIII
COMMITTEES**

Section 1. Eligibility.
(a) through (c) See C-GGC 3

Section 2. Restriction.

- a) The spouses and/or other family members of any member of the Executive Grand Guardian Council shall not serve on the Appeals and Grievances Committee or the Jurisprudence Committee.
- b) The spouses and/or other family members of the Jurisprudence Committee shall not serve on the Appeals and Grievance Committee.
- c) A voting member shall not serve on more than one (1) Standing Committee (Jurisprudence, Finance, **or** Appeal and Grievances, Fraternal Relations, Promotion or Educational Grant) of the GGC of Illinois during any one (1) GGC year, unless specifically stated by law.

**ARTICLE XIV
DEPUTIES**

Section 1. Grand Deputy

- a) A Grand Deputy may be appointed to:
 - 1) Institute Bethels.
 - 2) Instruct and/or inspect Bethels.
 - 3) Assist Bethels which may require help.
- b) An SGC officer may hold an office as a Grand Deputy.
- c) Present or Past Bethel Guardians and/or Present or Past Associate Bethel Guardians and present Executive Bethel Guardian Council members may serve as a Grand Deputy.

Section 2. Deputy Grand Guardian

- a) If deemed advisable for promotional purposes, the Grand Guardian may designate the title of Grand Deputy to a Deputy Grand Guardian.
- b) An individual who makes an official inspection on behalf of a Grand Guardian shall be designated as a Deputy Grand Guardian

**BYLAWS OF A GRAND GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL, GRAND GUARDIAN COUNCIL OF ILLINOIS**

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

Section 1.
See B-GGC 1.

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

Section 1.
See B-GGC 1.

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

Section 1. Rulings.
See B-GGC 1.

Section 2. The Grand Guardian shall:

- (a)-(f) See B-GGC 1
- (g) See B-GGC 1
 - (1) Suspend the function of any Bethel or any BGC for good and sufficient reasons.
- (h) See B-GGC 1
 - (1) Deliver Certificates of Appointment, Form No. 190, to the Grand Secretary within twenty (20) days after the close of the Annual Session of the GGC.
- (i) and (j) See B-GGC 1
- (k) See B-GGC 2
 - (1) Appoint seven (7) or more Grand Deputies.
- (l)-(n) See B-GGC 2
- (o) Call a school of instruction at the beginning of the GGC year to be held in the central part of the state for all Grand Deputies assigned to instruct and/or inspect Bethels and for all members of the BGCs. The GG or VGG shall teach this School of Instruction.
- (p) Call a meeting at least three (3) times a year, of the members of the Executive GGC, Jurisprudence and Finance Committees for the purpose of discussing current events which may be of benefit to all concerned.
- (q) Cause all books and accounts of the Grand Secretary and Grand Treasurer to be audited every three (3) months and at least fifteen (15) days before the Annual Session of the GGC. A detailed report of the result of the audit shall be made at the Annual Session of the GGC. The fiscal year of this GGC shall be from June 1st to May 31st. (See IL B-GGC Article IV, Section 3 (b) (6).
 - (1) Copies shall be sent to the members of the Finance Committee for review on matters pertaining to the finances of this GGC, prior to duplication.
 - (2) One (1) copy of the reports shall be given to each voting member when registering at the Annual Session of the GGC.
- (r) Attend the business meetings during the four (4) day Annual Session of the SGC, and upon her return call a meeting of the membership of this GGC to be held within forty-five (45) days after the close of the Annual Session of the SGC to make a detailed report.
- (s) Approve all communications, with the exception of invitations and similar notices, sent to Bethels or Bethel Guardians by a member of the GGC. This approval shall be indicated on the bottom of each communication.
- (t) Turn over to her successor on the night of installation, all official communications and reports, the seal and any other property belonging to the GGC that was received by her during her year as Grand Guardian.
- (u) The Grand Guardian must visit each Bethel once during the Grand Guardian Council year for the purpose of Official Visit. At the discretion of the Grand Guardian, and with the approval of the Bethel Guardian Councils there may be combined Official Visit(s) ~~of not more than two Bethels.~~

Section 3. The Associate Grand Guardian shall:

(a)-(e) See B-GGC 2.

(f) Attend the business meetings during the four (4) day Annual Session of the SGC and upon his return make a report at the meeting called by the Grand Guardian. (See IL B-GGC Article III, Section 2(r)).

Section 4. The Vice Grand Guardian shall:

(a)-(b) See B-GGC 2.

(c) Submit a list of names and eligibility of persons to serve as Grand Officers and GGC Committees for the following year to members of the Jurisprudence Committee for the purpose of verification of eligibility to serve. This list shall be submitted within ninety (90) days after the close of the Annual Session of the GGC in writing/email and verification must be received in writing/email from the Chairman of Jurisprudence Committee before any invitations are extended.

(d) Advise with the Grand Marshal in the selection of one (1) member to each of the following committees to be appointed for a term of three (3) years, Jurisprudence, Finance, Educational Grants and Promotions.

(e) Teach Schools of Instruction at the Grand Guardian's request.

(f) Advise with the Grand Guide in the selection of one (1) member to be appointed to the Grand Bethel Committee.

(g) Attend the business meetings during the four (4) day Annual Session of the SGC.

(h) Submit a budget to the Executive Grand Guardian Council Committee for approval for the upcoming Grand Guardian Council year sixty (60) days prior to the Annual Session of the GGC. It should be made available for member review no later than thirty (30) days prior to the Annual Session and approved at the Annual Session.

Section 5. The Vice Associate Grand Guardian shall:

See B-GGC 2.

(a) Attend the business meetings during the four (4) day Annual Session of the SGC.

Section 6. The Grand Secretary shall:

(a) Attend all meetings of the Executive GGC and the GGC and have in her possession at such meetings all papers, records and reports pertaining to the subjects to be considered.

(b)-(c) See B-GGC 2.

(d) Maintain a mailing list which shall consist of the following: Bethels (all mail shall be sent to the Bethel Guardian at her home address and included with her mailing), Bethel Guardians, Associate Bethel Guardians, Grand Officers, Past Grand Guardians, Past Associate Grand Guardians, Past Bethel Guardians and Past Associate Bethel Guardians.

(1) Strike from the mailing list annually the names of Past Bethel Guardians and Past Associate Bethel Guardians who have not registered at an Annual Session of the GGC within the past two years. This action shall not deprive such voting members of their membership in this GGC nor of the right to vote in any GGC meeting which they may attend. Any interested voting member shall be reinstated on the mailing list by application in writing to the Grand Secretary stating his/her interest but inability to attend the Annual Session of the GGC. A fee of five dollars (\$5) shall accompany the request. The Grand Secretary may waive this fee when necessary with the approval of the Grand Guardian and the Finance Committee.

(e)-(j) See B-GGC 2.

(k) Have in charge the Charter of this GGC.

(l) Be custodian of all reports and properties which must be kept in the office of this GGC.

(m) Keep a complete record of the reports of all BGCs and Bethels, and record all transactions of the GGC.

(n) Shall serve on the GGC Directory Committee and shall have a Directory printed and sold at the price established by the Finance Committee. One (1) copy to be sent to each Bethel gratis.

(o) Issue notices of all meetings properly authorized.

(p) Forward one (1) copy of proposed amendments to the Manual of Rules and Regulations to each member of the Jurisprudence Committee at least sixty (60) days prior to the Annual Session of the GGC.

- (q) Prepare credentials for distribution at the Annual Session. Send copies of the proposed amendments to the Manual of Rules and Regulations at least thirty (30) days prior to the Annual Session of the GGC to the five (5) members of the Executive BGC of each Bethel and such other persons as are on the mailing/electronic list.
- (r) Post on the Illinois Job's Daughters web-site and mail or email notification that copies of legislation enacted at each Annual Session of the GGC, with the approval of the Jurisprudence Committee of the SGC, to each member of the elected GGC line, each member of the Jurisprudence Committee, and all others on the mailing list within after sixty (60) days of receipt from Supreme Jurisprudence.
- (s) Buy, sell and have charge of all supplies used by the Order. Attend to all printing with the approval of the Grand Guardian and Finance Committee. Forward supplies to Bethels as requested. Selling prices of supplies are subject to change by the Grand Secretary with approval of the Finance Committee.
- (t) Enter the cost and list of supplies given to a newly instituted Bethel as the first item on their page in the GGC ledger for future reference only.
- (u) Bill and forward statement to all Bethels for new supplies, books of instruction, etc., that might be adopted or accepted by the GGC as being required to function properly.
- (v) Send a statement quarterly to all Bethels for the amount of indebtedness due this GGC.
- (w) Collect fines as enumerated when due, billing the Bethel or Executive Members of the BGC (See ILSOP-GGC-9).
- (x) Report semi-annually to the Chairman of the Finance Committee all accounts more than sixty (60) days overdue including such Bethels who failed to remit toward the Promotional Fund, Educational Grant Fund and GGC projects.
- (y) Meet with the Grand Guardian, Grand Treasurer, and Finance Committee for the purpose of presenting bills and vouchers for same after they have been approved. Copies of vouchers and receipts shall be given to the Grand Guardian, Grand Treasurer and Chairman of Finance Committee.
- (z) Maintain a revolving fund of one hundred dollars (\$100.00) to meet the emergency needs of the office. Total amount of disbursements from this fund shall be shown on each voucher.
- (aa) Compile from the minutes and reports of the Annual Session of the GGC three (3) copies of the proceedings of the Annual Session of the GGC: The original copy to be retained in the files of the GGC office, one (1) copy to be sent to the retiring Grand Guardian and one (1) copy to the retiring Associate Grand Guardian.
- (bb) Transfer to her successor on the night of installation all properties and records belonging to the GGC together with the keys for the office, files, etc.
- (cc) Have pages of the Manual of the GGC printed with amendments/additions approved by SGC Jurisprudence, posted on the Illinois Web Site and printed, as necessary, for those individuals requiring paper distribution. Changes/additions shall be denoted by highlighting the change/addition in bold italics. Each amended or added page shall include the year amended/added. The highlighting for the noted change/addition shall be removed when a subsequent change/addition is made to the page.
- (dd) Maintain a master list of all pages of the Manual of the GGC, as well as the Bylaws of the Grand Bethel, indicating the most recent revision date (year) for each page. This list shall bear the date (year) that the list was last updated. This list shall be included as a new page in the Manual when new amendments/additions are distributed each year.

Section 7. The Grand Treasurer shall:

- (a)-(d) See B-GGC 2.
- (e) Have in charge and keep a record of all funds belonging to this GGC which shall be accounted for in eight (8) separate categories, namely: General Fund, Promotional Fund, Educational Grant Fund, Grand Bethel, Grand Guardian Project, Grand Guardian Council Fund Raising, Annual Session and Miss International/Supreme Bethel Honored Queen (MIJD/SBHQ) Fund.
- (f) See that all checks are countersigned by the Grand Guardian.
- (g) See that all bonds and securities belonging to the GGC of Illinois are kept in a safety deposit box in an authorized safety deposit company's vault in the name of the Grand Guardian Council of Illinois of Job's Daughters International. Keys to same shall be in the possession of the Grand Guardian and the Grand Treasurer. Access to be only in the presence of two (2) of the following Grand Officers: Grand Guardian, Grand Secretary or Grand Treasurer. Safety deposit company to be notified that two (2) signatures must be obtained whenever box is opened.

- (h) See that all funds are deposited in a bank which is a member of the Federal Reserve Bank or with a registered National Brokerage Firm as directed by the Investment Committee within forty-eight (48) hours after receipt thereof under the name of the Grand Guardian Council of Illinois of Job's Daughters International.
- (i) Transfer funds from one (1) fund to another only when authorized to do so by the Grand Guardian, Associate Grand Guardian and Finance Committee.
- (j) Advise the Grand Guardian on or before the fifth day of each month the balance of each of the different funds at the close of the preceding month.
- (k) Transfer to her/his successor on the night of installation all property and records belonging to this GGC.
- (l) Be the treasurer of the Board of Trustees of the Educational Grant Board.
 - (1) Pay on loans and grants such amounts as are recommended and approved by the Board of Trustees with final approval of the Grand Guardian.
 - (2) Make payment of grants as provided in Article VIII upon unanimous approval of the Board of Trustees, Grand Guardian and Finance Committee.
- (m) Submit a financial report, each quarter, to elective officers of Grand Bethel and the Grand Bethel Guardian.

Section 8. The Grand Guide and Grand Marshal shall:

- (a) and (b) See B-GGC 2.
- (c) Grand Guide shall collect and distribute all Grand Officers' pins.
- (d) The Grand Marshal shall be the chairman of the Patriotism Committee.
- (e) The Grand Marshal shall have charge of all paraphernalia used at the Annual Session of the GGC.
- (f) The Grand Guide and Grand Marshal shall prepare the room for the Annual Session of the GGC.

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

- (a) and (b) See B-GGC 3
- (c) They shall guard the doors of the meeting room at Grand Bethel Official Visit, Grand Pilgrimage and at other times when deemed necessary by the Grand Guardian. When deemed necessary, the Grand Senior Custodian and Grand Junior Custodian may assist.
- (d) The Grand Inner Guard shall be chairman of the Annual Session Housing Committee and have charge of hotel reservations at the Annual Session of the GGC.
- (e) The Grand Outer Guard shall be chairman of the Annual Session Location Committee.
- (f) The Grand Outer Guard shall assist with and promote the GGC Fund Raising Project.

Section 10. Other Grand Officers shall:

- (a) See B-GGC 3.

Section 11. Grand Beekeeper

- (a) Oversee the programming and promotion of the "Beehive" program for interested girls who have not yet reached the age for Job's Daughters membership (also known as a Jobie-to-Bee, JD to Bee, or Bee).**
- (b) To work with the Bethel Beekeepers in the Grand jurisdictions in promoting the growth of the Beehive**
- (c) Perform such duties as may be assigned to them by the Grand Guardian**

**ARTICLE IV
COMMITTEES**

Section 1. Eligibility

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

Section 2. Restrictions

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

Section 3. Standing Committees.

- (a) **JURISPRUDENCE COMMITTEE** composed of five (5) members. Each member shall serve for a **term** of three (3) years. Each Grand Guardian shall designate the chairman for her year. No person serving on Jurisprudence Committee shall be eligible for reappointment to this committee until one (1) year after her/his term has expired. This does not apply to members appointed by the Grand Guardian to fill vacancies. It shall be the duty of this committee to:
- (1) Study all questions pertaining to law and procedure which may be referred to the committee and report at the Annual Session of the GGC.
 - (2) Advise the Grand Guardian, at her request, concerning the legality of any action or ruling contemplated by her.
 - (3) Give careful consideration to all proposed amendments to this Manual as submitted to the committee by the Grand Secretary at least sixty (60) days prior to the Annual Session of the GGC. Discuss such proposed amendments and make recommendations to the proposers for their consideration when, in the majority opinion of the committee, it will serve the best interest of the GGC. Make a detailed report with recommendations for action by the GGC at the Annual Session of the GGC.
 - (4) Meet, as a sole committee, sufficient times per year to ensure careful consideration of all proposed amendments and Bethel Bylaws as submitted by the Bethels and return said proposed amendments to the Bethels with approval, rejection or recommendation within ninety (90) days of receipt of same.
 - (5) File a copy of decisions of the GGC on amendments adopted or rejected with the Grand Secretary at the close of the Annual Session of the GGC for her use in compiling new amendments to be submitted to Supreme Jurisprudence Committee as outlined in SOP-GGC-7. This shall be the duty of the retiring chairman.
 - (6) Review the list of names of the persons to serve as Grand Officers or as members of GGC committees for the ensuing year as submitted by the Vice Grand Guardian. Verification of the eligibility of such persons to serve shall be submitted within thirty (30) day of receipt, in writing and placed in the files of the Grand Secretary. One (1) copy of the verified list shall be returned to the Vice Grand Guardian. No invitations shall be extended until such verification, in writing, has been made.
- (b) **FINANCE COMMITTEE** composed of three (3) members. Each member shall serve for a period of three (3) years. Each Grand Guardian shall designate the chairman for her year. No member shall be eligible for reappointment until one (1) year after her/his term has expired. This does not apply to members appointed by the Grand Guardian to fill vacancies. It shall be the duty of the Finance Committee to:
- (1) Examine all bills presented to this GGC before payment thereof and to authorize the Grand Secretary to issue warrants for the payment of the accounts which are just claims against this GGC.
 - (2) Approve or disapprove any accounts which are presented as claims against the GGC. All accounts presented to the Finance Committee by the Grand Secretary shall be returned to her/his office for final record.
 - (3) Carefully investigate and report on all proposed matters pertaining to the finances of this GGC before they can be put into operation.
 - (4) Confer with the Grand Guardian relative to the transfer of necessary funds from the General Fund to the Promotional Fund when in the judgment of the Finance Committee the best interest of the Order will be served. The Finance Committee shall order the transfer when approved by a majority of those named.
 - (5) See that arrangements are made with the bank for a copy of the bank statement to be mailed to the chairman of the Finance Committee and Grand Treasurer every month.
 - (6) Audit the books and accounts of the Grand Secretary and Grand Treasurer every three (3) months and at least fifteen (15) days prior to the Annual Session and report the results of such audits at the Annual Session of the GGC. (See IL-BGGC 2, Article III, Section 2 (q)).
 - (7) The chairman of the Finance Committee may recommend to the Grand Guardian that she call a meeting for the purpose of reviewing the finances of this GGC. The Associate Grand Guardian, Grand Treasurer, Grand Secretary and Finance Committee shall attend this meeting.
 - (8) Secure and audit the books of the Grand Bethel Treasurer and Grand Bethel Recorder at least every six (6) months and at least fifteen (15) days prior to the Annual Session, and report the results of such audits at the Annual Session of the GGC. This should be done at the same time the books of the Grand Secretary and Grand Treasurer are audited.
 - (9) Serve as members of the Auditing Committee (See IL-B-GGC, Article IV, Section 4 (h) Auditing Committee).
 - (10) Approve all proposed contracts secured by Annual Session Meeting Location Committee before that committee can submit them to the Grand Guardian Council (see IL B-GGC, Article IV, Section 4 (g) (2)).

- (c) **APPEALS AND GRIEVANCE COMMITTEE** composed of five (5) members including at least one Past Grand Guardian or one (1) Past Associate Grand Guardian. It shall be the duty of this committee to: Investigate all appeals and grievances which may be lawfully filed with the committee and to recommend to the members of the Executive GGC, within sixty (60) days after the receipt, the disposition thereof.

Section 4. Other Committees.

- (a) **ADVISORY COMMITTEE** composed of Past Grand Guardians and Past Associate Grand Guardians. Each appointment shall be for a period of three (3) years. No person serving on this committee shall be eligible for reappointment to this committee until one (1) year after her/his term has expired. It shall be the duty of this committee to:
- (1) Elect a chairman and secretary of the committee at a meeting held no later than the day following the installation of Officers of the GGC.
 - (2) Meet with the newly installed Vice Grand Guardian, Vice Associate Grand Guardian, Grand Guide, Grand Marshal, Grand Inner Guard, Grand Outer Guard, Grand Secretary and Grand Treasurer within thirty (30) days following the installation to discuss plans for the following year and to offer suggestions which may be for the advancement and promotion of Job's Daughters International in Illinois and the good and welfare of the GGC of Illinois.
 - (3) Advise with the Grand Guardian and the members of the Executive GGC, upon their request, on matters of policy and procedure
 - (4) Keep a file of events and procedures, which by custom, are applicable to each GGC year and which may be used for reference by the Grand Guardian.
- (b) **REGISTRATION AND CREDENTIALS COMMITTEE** composed of three (3) or more members. It shall be the duty of this committee to:
- (1) Carefully examine and pass upon the credentials of all persons claiming membership in this GGC and collect all registration fees.
 - (2) File for registration only, properly prepared credentials presented by the person to whom the credentials were issued.
 - (3) Prepare a complete list of all voting members present and make its report prior to the election of officers.
 - (4) Distribute a copy of the reports to each voting member when registering.
- (c) **NECROLOGY COMMITTEE** composed of three (3) members. It shall be the duty of this committee to:
- (1) Prepare and present to this GGC a suitable memorial ceremony.
- (d) **COURTESY COMMITTEE** composed of three (3) members. It shall be the duty of this committee to:
- (1) Welcome all visiting members at the Annual Session of the GGC.
 - (2) Welcome all dignitaries of the Masonic fraternity and its appendant and related organizations.
 - (3) Report on courtesies received at the Annual Session of the GGC.
- (e) **PATRIOTISM COMMITTEE** composed of three (3) members of which the Grand Marshal shall be chairman. It shall be the duty of this committee to:
- (1) Provide appropriate flag ceremony for the opening of the Annual Session of the GGC.
- (f) **ANNUAL SESSION HOUSING COMMITTEE** composed of three (3) members of which the Grand Inner Guard shall be the chairman. It shall be the duty of this committee to:
- (1) Reserve housing accommodations for the members, Daughters and visitors who wish to attend the Annual Session of the GGC.
- (g) **ANNUAL SESSION LOCATION COMMITTEE** composed of at least three (3) members of which the Grand Outer Guard shall be chairman. It shall be the duty of this committee to:
- (1) Secure written proposals signed by responsible parties contracting hotel accommodations, eating places, banquet rooms, luncheon rooms and incidentals (piano, public address systems, etc.) for succeeding Annual Sessions of the GGC.
 - (2) All such proposals must be approved by the Finance Committee before being presented to the Grand Guardian Council.
 - (3) Submit to the voting members, for action thereon, recommendations as a result of consideration by the committee on said proposals.
- (h) **AUDITING COMMITTEE** composed of three (3) members of the Finance Committee and five (5) additional members. It shall be the duty of this committee to:
- (1) Audit Bethel books and make a detailed report to the Grand Guardian when requested to do so.
- (i) **GRAND BETHEL COMMITTEE** composed of at least **six (6)** members, **who** are Past Grand Guardians or Past Associate Grand Guardians of Illinois. **Additional committee members may be appointed, from**

eligible CAV adults, by the Grand Guardian as recommended by the Grand Bethel Honored Queen.

At least one (1) member shall be a man whose title shall be Associate Grand Bethel Guardian and must be a Past Associate Grand Guardian. The chairman of the committee shall bear the title of Grand Bethel Guardian and must be a Past Grand Guardian. **The chairman of the committee shall have served at least one year on the committee prior to becoming the chairman.** The chairman shall be named by the Grand Guardian. The retiring Grand Bethel Guardian and retiring Associate Grand Bethel Guardian shall remain on the committee. **The retiring Grand Guardian and retiring Associate Grand Guardian shall serve on the committee.** It shall be the duty of this committee to:

- (1) Meet with the elective officers of the Grand Bethel following the close of the Annual Session or within thirty (30) days thereafter. Other meetings may be called, when deemed necessary, by the Grand Bethel Honored Queen and the Grand Bethel Guardian.
- (2) The chairman of the Grand Bethel Committee shall keep a permanent file and turn it over to her successor.
- (j) **MISS ILLINOIS JOB'S DAUGHTER PAGEANT COMMITTEE** composed of at least seven (7) members with one (1) person to be appointed as Chairman by the Grand Guardian. (See Rules and Regulations – Miss Illinois Job's Daughters Pageant).
- (k) **CHOIR COMPETITION COMMITTEE** composed of five (5) members. It shall be the duty of this committee to:
 - (1) Plan a choir competition as directed by the Grand Guardian.

(l) **DEGREE OF ROYAL PURPLE COMMITTEE** DEGREE OF ROYAL PURPLE **COMMITTEE** composed of three (3) members. **The Vice Grand Guardian shall advise with the Grand Marshal in the selection of one (1) member to be appointed for a term of three (3) years, so that one (1) member shall serve for a one (1) year term, one (1) member shall serve for a two (2) year term and one (1) member shall serve for a three (3) year term.** **All committee members** shall be a recipient of the Degree. It shall be the duty of this committee to:

- (1) Annually notify the Bethels of the procedures for nominating a recipient.
- (2) Give a deadline for nominations.
- (3) No more than three (3) candidates per GGC year will be approved.
- (4) The ceremony for the conferral of the Degree of Royal Purple shall be conferred during the Annual Session of the Grand Guardian Council. If a nominee is unable to attend, then the Grand Guardian may call a meeting at a different time and location to accommodate that nominee.
- (5) Follow these guidelines:
 - a. Nominees shall be a Majority member and shall be at least thirty (30) years of age. They shall have served on a Bethel Guardian Council and given outstanding service to the order. The nomination is to be made by a member of Job's Daughters, an Executivemember of a Bethel Guardian Council or a member of the Grand Guardian Council. A Daughter of the individual's Bethel may make the nomination, provided she has the signature of an Executive member of the Bethel Guardian Council on the nominating form. The adult should counsel with the Daughter making the nomination regarding the honor and purpose of the Degree.
 - b. Current Grand Line Officers of Illinois Job's Daughters are not eligible for nomination until they have completed the Grand Guardian Council officer line.
 - c. Once the Committee has decided the recipients, the Grand Guardian shall be informed, and Chairman of the Degree of Royal Purple Committee shall notify the nominating individual, and at the discretion of the Committee, inform the recipients by letter, inviting them and their families to the Annual Session, where the ceremony will be conferred.
 - d. The GGC shall provide a rose, certificate, and engraving date of the ceremony and jurisdiction on the back of the medallion as outlined by Supreme Bylaws. The GGC shall pay for the medallion.
 - e. The ceremony provided in the Supreme Book of Ceremonies shall be adopted by this Jurisdiction and shall become part of Illinois' Book of Ceremonies.
- (m) **DISTINGUISHED ORDER OF JOB'S DAUGHTERS AWARD COMMITTEE** composed of three (3) members. One (1) member shall be appointed to serve for one (1) year, one (1) member shall be appointed for two (2) years and one (1) member shall be appointed to serve for three (3) years. It shall be the duty of this committee to:
 - (1) Annually notify the Bethels of the procedures for nominating a recipient.
 - (2) Give a deadline for nominations.

- (3) To be eligible for this award a nominee must be at least thirty (30) years of age at the time of submission and not eligible for the Degree of Royal Purple.
 - (4) Current Grand Line Officers of Illinois Jobs Daughters are not eligible for nomination until they have completed the Grand Guardian Council officer line.
 - (5) The ceremony for the conferral of this award shall be performed by the Grand Bethel of Illinois.
 - (6) No more than three (3) candidates per year will be approved.
 - (7) Conferral of this award may be given at a time and location convenient to all recipients and with the approval of the Grand Guardian. The Chairman of the Committee, if available, will serve as Bethel Guardian or Associate Bethel Guardian for the ceremony.
 - (8) The approved speaking parts are included in the Book of Ceremonies.
- (n) **PETITIONS AND CONDITIONS COMMITTEE** composed of three (3) or more members. It shall be the duty of this committee to:
- (1) Investigate and report on all petitioners of Job's Daughters of Bethels to be instituted, and to report on former members or a defunct Bethel seeking reinstatement.
- (o) **A PARLIAMENTARIAN** shall be appointed by the Grand Guardian to serve as a parliamentary advisor at the Annual Session of the GGC and to serve without remuneration.
- (p) **SESSION CONTRACT NEGOTIATING COMMITTEE** composed of three (3) or more members who are experienced and knowledgeable in negotiating hotel contracts. It shall be the duty of this committee to assist Grand Line Officers in negotiating or renegotiating said contracts.
- (q) **INVESTMENT COMMITTEE** composed of five (5) members. Each member shall serve for five (5) years. The Grand Guardian shall appoint the Chairman for her GGC year. Knowledge of investment policies and practices are a desired characteristic of a member.
- (1) The Executive GGC shall annually, within thirty (30) days of the close of the annual Session, determine the percentage of the GGC funds that are to be administered in risk categories of very low (bank savings, checking, CDs), low (low risk investments), medium and high risk.
 - (2) A quorum shall consist of three (3) or more members. A majority vote of the Investment Committee members in attendance, when a quorum is present, shall determine actions to be taken.
 - (3) The committee shall develop and maintain investment policies to govern the investment of GGC funds as appropriate for the current banking and investment environment.
 - (4) The Chairman shall be responsible for calling quarterly meetings to review the status of investments and make adjustments as necessary. Decisions as a result of the meeting are to be directed to the GGC Treasurer and/or Brokerage Firm for her/his actions and for her/his records. The Chairman shall communicate the status of the investments to the Executive GGC quarterly.
- (r) **HIKE COMMITTEE** shall be composed of five (5) members. It shall be the duties of this committee:
- (1) The chairman of this committee shall be known as the Illinois HIKE coordinator.
 - (2) The committee shall select through an application and interview process the Illinois Daughter HIKE Coordinator. **This selection shall be announced at least thirty (30) days prior to the Annual Meeting of the GGC. The one (1) year term shall commence at the Annual Meeting of the GGC.**
 - (3) Shall assist the Illinois Daughter HIKE Coordinator with the planning and execution of fundraising on behalf of The HIKE Fund for Illinois Job's Daughters.
 - (4) Shall assist the Illinois Daughter HIKE Coordinator with the planning and execution of presentation of HIKE awards.
- (s) **LILY OF THE VALLEY AWARD COMMITTEE** shall be composed of five (5) members. New appointments shall be for a term of three (3) years. The duties of this Committee shall be to:
- (1) Publicize the Lily of the Valley Award by distributing information to the regarding the nomination process.
 - (2) Distribute nomination forms when requested.
 - (3) Receive nominations and recommendations from the Executive Members of Bethel Guardian Councils
 - (4) Determine the recipient(s) of the award in accordance with the eligibility as outlined in the Lily of the Valley Award Articles III, IV, and V.
 - (5) Make arrangements for the conferral of the award.
 - (6) Maintain a permanent file that the Chairman shall turn over to his/her successor.
 - (7) Destroy all nominations and recommendations following determination of the recipients.
- (t) **FRATERNAL RELATIONS COMMITTEE composed of five (5) or more members, two of which must be Master Masons. It shall be the duty of this committee to:**

- (1) Contact and keep in touch with the officers and members of the Masonic fraternity and its appendant and related organizations in Illinois, endeavor to interest them in our Order and create a feeling of goodwill and fraternal relations with them.
- (2) To assist Bethels in securing adult volunteers from within the Fraternal community. Report to the Promotions committee any possible promotional opportunities.

(u) PROMOTION COMMITTEE composed of five (5) or more members. It shall be the duty of this committee to:

- (1) Promote the growth of the Order when requested to do so by the Grand Guardian.
- (2) Promote the Order before all Masonic affiliated bodies when where opportunity presents itself, and especially when Bethels exemplify the ritualistic ceremonies for these adult organizations.
- (3) Inform the Grand Guardian of the name of a town or city in which there is a possibility of a Bethel being instituted.
- (4) Give to the Grand Guardian and Grand Secretary all contacts (with names and addresses of persons contacted by a member of the Order) for the promotion of Job's Daughters International. A complete record of contacts shall be kept in the GGC Office.

(v) EDUCATIONAL GRANT COMMITTEE composed of a Board of Trustees consisting of three (3) members. At each Annual Session of the GGC, one (1) member shall be appointed to serve for a term of three (3) years. Each Grand Guardian shall designate the chairman for her year. It shall be the duty of this committee to:

- (1) Provide the Grand Secretary with the proper grant application forms.
- (2) Be allowed at least sixty (60) days in which to investigate and approve all applications for grants from the fund. A specific deadline date will be established by the committee and all Bethels shall be notified of the application deadline.
- (3) Render a full and detailed report of its acts and the condition of the fund at each Annual Session of the GGC.
- (4) Before awarding grants, the chairman shall file all papers and instructions relative to the award with the Grand Secretary and issue instructions for payment of the grant through proper channels.

ARTICLE V DEPUTIES

Section 1. Grand Deputy

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

Section 2. Deputy Grand Guardian

(See C-GGC Art. XIV Sec. 2 (a-b))

ARTICLE VI FINANCES

Section 1. Receipts.

(a) (See B-GGC Art. VI Sec. 1(a)), (See IL-SOP-GGC-4 Sec. 1)

Section 2. Fees.

(a) (See B-GGC-Art. VI Sec. 2(a)) (b)-(c) (See IL-SOP-GGC 4 Sec. 2)

Section 3. Exemption

(See SOP-GGC 4 Sec. 3)

Section 4. Disbursements

(See IL-SOP-GGC 4 Sec. 4)

ARTICLE VII PENALTIES AND FINES

Section 1. Penalties

See B-GGC 3.

Section 2. Fines shall be levied for:

(See SOP-GGC-9)

**ARTICLE VIII
EDUCATIONAL AND PROMOTIONAL FUNDS**

See B-GGC 4

**ARTICLE IX
DISCIPLINE AND REMOVAL FROM OFFICE**

See B-GGC 4.

**ARTICLE X
APPEALS**

Section 1.

See SOP-GGC-1

**ARTICLE XI
MANUAL OF RULES AND REGULATIONS**

Section 1. Amendments

See SOP-GGC-7

**ARTICLE XII
BOOK OF CEREMONIES**

Section 1.

See SOP-GGC-2

**ARTICLE XIII
ELECTION, VOTING PRIVILEGES, AND PROXY**

Section 1. Election.

(a) See B-GGC 5

(1) The election of officers of the GGC shall be held on Saturday of the Annual Session of the GGC, beginning at 9:00 a.m. SHARP.

(2) When the Grand Guardian announces the elections of officers, the doors shall be closed, and no one shall be admitted or allowed to leave without permission of the presiding officer. The election of officers shall continue uninterrupted until the Grand Guardian declares the election of officers completed.

(3) The Grand Guardian shall appoint at least five (5) tellers, the first being named the chairman, and four (4) collectors.

(b) See B-GGC 5

(1) Candidates will be requested to rise and state their name.

i. Any candidate not previously holding an elective GGC Office will be requested to briefly list their history of involvement in Job's Daughters and state their personal vision/goal for Job's Daughters International in Illinois. The announcement of intent will not exceed three (3) minutes.

(2) When there is but one (1) member aspiring to an office, the rule requiring a ballot may be suspended and election be by show of voting card.

(3) In case of sickness or unavoidable absence, the Grand Guardian shall announce the eligibility of a candidate.

(c) See B-GGC 5

Section 2. Voting Privileges.

See B-GGC 4

Section 3. Proxy.

(a) No vote shall be cast by proxy.

Section 4. Special Election.

(a) In the case of the death of an elected officer, a resignation or an elected officer removed from office dueto a violation of the JDI Youth Protection Policy, a Special Election may be held when requested by a majority vote of the elected GGC officers.

(b) If a special election is requested:

(1) Thirty (30) day notice shall be given to all GGC members.

(2) A majority of the existing Bethels shall constitute a quorum.

(3) The voting process shall follow IL B-GGC Art XIII Section 1

(4) The elected replacement officer shall be immediately installed by the presiding officer.

**ARTICLE XIV
APPOINTMENTS**

Section 1.

See B-GGC 5

**ARTICLE XV
TERM**

Section 1.

See B-GGC 5

**ARTICLE XVI
INSTALLATION**

Section 1.

See B-GGC 5

**ARTICLE XVII
PREROGATIVES EXTENDED TO A GGC**

Section 1.

See B-GGC 6-7

IL SOP GGC-2
BOOK OF CEREMONIES

Section 1.

(a) through (d) See SOP-GGC-2

(e) The Book of Ceremonies adopted by the SGC shall be used as the official Book of Ceremonies for allceremonies with the exception of the following:

- a. Installation of Grand Guardian Council of Illinois (Illinois 2010)
- b. Installation of Grand Bethel Officers and Representatives (Illinois 2010)
- c. Installation of Officers – Grand Guardian Council and Grand Bethel of Illinois (Illinois 2010)
- d. Grand Bethel Business Meeting
- e. Obligation Ceremony (Illinois 2010)
- f. Distinguished Order of Job’s Daughters Award Ceremony (Illinois 2010), which shall bememorized and not read.

IL SOP-GGC-3
EDUCATIONAL AND PROMOTIONAL FUNDS

Section 1. Educational Grant Fund.

- (a) The fund shall be known as the Educational Grant Fund of the GGC of Illinois, Job's Daughters International and shall be used only for making grants to active or Majority Members of Job's Daughters International in good standing in Illinois.
- (b) The fund shall consist of all money, notes, and accounts receivable now on hand, and money, donations, bequests, interest and earnings that may accumulate for said fund. The fund shall be invested in a Federal Reserve Bank or with a registered National Brokerage Firm, in amounts and level of risk as determined by the Executive Grand Guardian Council and administered by the Investment Committee.
- (1) To be eligible for a grant an applicant must be an active or Majority Member of a Bethel in Illinois for a period of at least one (1) year.
- (aa) Each applicant shall be reviewed by the Board of Trustees who shall use the following points as a basis for awarding grants.
- (1) Scholastic standing in high school and/or college and/or trade school.
- (2) Record of activities in Job's Daughters International established by the Executive members of the BGC of the applicant's Bethel.
- (3) Active members shall be awarded grants before Majority Members are considered.
- (bb) An amount of up to but not exceeding 25% of the balance of the Education Grant Fund as of applicants as determined in (b) (1) above in the amount of \$750.00 each. Any educational grant given not from the Educational Grant Fund will be increased to match the amount specified by the Educational Grant Fund.
- (cc) The recipients of the grant awards shall be chosen by the majority vote of the Grand Guardian, Associate Grand Guardian and the three (3) members of the committee.
- (dd) If in the opinion of the Grand Guardian, a greater number of grants should be awarded than is provided in (bb), such grants may be awarded with unanimous approval of the Finance Committee.
- (ee) Each recipient shall be notified by the Grand Guardian Council of the award, including date, time, and place of presentation of same, so that recipients can be present to accept same. All recipients and their Bethel numbers shall be listed in the annual report for the year in which the awards are given.

Section 2. Promotional Fund.

- (a) There shall be maintained a separate and special fund known as the Promotional Fund of the GGC of Illinois, Job's Daughters International.
- (b) This fund shall consist of all money, notes and accounts receivable in the present Promotional Fund and all money, donations, bequests, interest, and earnings that may accumulate for said fund.
- (c) This fund shall be used for the purpose of promoting Job's Daughters International in Illinois.
- (1) The registration fee for the annual Supreme Guardian Council Workshop, not to exceed seventy-five (\$75.00) per person, shall be paid for the eight (8) elected Grand Line officers.

IL SOP-GGC 4 FINANCES

Section 1. Receipts/Revenue

- (a) The fiscal year of the GGC shall be from June 1st to May 31st.
- (b) This GGC shall derive its revenue from receipts and fees collected in the name of the GGC.
 - (1) Each Bethel shall contribute three dollars (\$3.00) per month to maintain the GGC office, payable semi-annually.
 - (2) Fines as enumerated in Article VII, Section 2.
- (c) The profit from the designated Grand Guardian Council Fund Raising project will be divided as follows: Sixty percent (60%) to be used toward the expenses of the Annual Session and forty percent (40%) to be deposited in the General Fund. Other fundraising projects, as authorized by the Executive Members of the Grand Guardian Council, shall be conducted to finance the Grand Guardian Council activities, and deposited in the General Fund.
- (d) The Finance Committee of the GGC, in consultation with the Grand Guardian, may permanently transfer monies from any GGC fund(s) (with the exception of the Grand Bethel Fund, the Educational Grant Fund and the Miss International/Supreme Bethel Honored Queen Fund) to the General Fund to cover operating expenses of the GGC not covered from receipts enumerated above. The amount transferred shall not exceed fifty percent (50%) of the current balance of that fund in the current GGC year.

Section 2. Fees

- (a) A registration fee of forty dollars (\$40.00) from each voting member, ten dollars (\$10.00) from each non-voting attendee, and two dollars (\$2.00) from each active Daughter shall be paid to the Credentials Committee at the time of registration. A late fee of twenty-five dollars (\$25.00) will be added to each registration packet if not postmarked by the deadline established. The late fee will be paid by the individual responsible, not out of Bethel funds.
- (b) A fine of twenty dollars (\$20.00) paid by the Executive Members of a Bethel Guardian Council which fails to file all required annual report forms to the Grand Secretary by January 31.
- (c) A dispensation fee of twelve dollars (\$12.00) to form a new Bethel.
- (d) A fee of twelve dollars (\$12.00) for each charter issued.
- (e) A fee of two dollars (\$2.00) for other dispensations (See SOP-Bethel-18).
- (f) A fee of five dollars (\$5.00) for reinstatement on the GGC mailing list.

Section 3. Exemptions

See SOP-GGC 4

Section 4. Disbursements

- (a) Annual Session Expenses.
 - (1) The GGC shall provide an official program and suitable badge for each voting member, Daughter and visitor when they register.
 - (2) The GGC shall pay twelve (12) banquet dinners as follows: Supreme Guardian, Associate Supreme Guardian, Most Worshipful Grand Master of Illinois, Worthy Grand Matron of Illinois, Worthy Grand Patron of Illinois, Grand Guardian, Associate Grand Guardian, Daughter selected to give the invocation at the banquet, Daughter selected to give welcome address at the banquet, Daughter serving as Mistress of Ceremonies at the banquet, Banquet Chairman and one (1) other guest at the discretion of the Grand Guardian.
 - [a.] In the case of the inability of any of the above persons to attend the banquet, the Grand Guardian and Associate Grand Guardian may, at their discretion, substitute other Grand Officers of the Masonic fraternity and its affiliated orders in Illinois, members of the SGC or visiting members of other Grand Jurisdictions of Job's Daughters International.

(3) Awards to be given in the Grand Librarian's Contest shall be three (3) trophies (first, second and third) and three (3) Honorable Mention ribbons in each category. Choice of categories shall be at the discretion of the Grand Librarian and shall not exceed six (6) in number. Funds for the awards to come from the Promotional Fund with the approval of the Finance Committee.

(4) Membership awards: First, second, and third place trophies shall be awarded to the Bethels with membership increase during the calendar year. This increase shall be figured on a membership percentage basis. A trophy shall be awarded to the Bethel having initiated the greatest number of candidates during the Grand Guardian Council year.

(5) The GGC shall pay for the luncheon tickets to the Job's Daughters Luncheon for the following: Grand Guardian, Associate Grand Guardian, Daughters selected to give the welcome and invocation address at the luncheon.

(6) The amount of money expended for favors shall be no more than five dollars (\$5.00) per person total for all meals at the Annual Session of the GGC.

(7) Flowers at the Annual Session and Memorial Service not to exceed twenty-five dollars (\$25.00). Flowers for the installation not to exceed fifty dollars (\$50.00).

(8) A payment not to exceed one hundred dollars (\$100.00) shall be made for postage and invitations to the installation of officers.

(9) Upon exhaustion of complimentary room nights, agreed upon by the Session contract, the GGC may pay for the rooms of the Grand Guardian, Associate Grand Guardian, Vice Grand Guardian, Vice Associate Grand Guardian and Grand Secretary.

(10) Expenses incidental to the Annual Session of the GGC shall be paid on approval of the Finance Committee.

(b) Grand Guardian and Associate Grand Guardian.

(2) GGC shall send the Grand Guardian and Associate Grand Guardian to the Annual Session of the SGC and pay their round-trip transportation based on actual fare by the most direct route of travel – if by air (coach class), if by train (Pullman when necessary) or if by automobile, **66% of the GSA/IRS mileage rate.**

[a.] The cost of lodging at a standard room rate shall be paid in full during the **five (5)** days while in attendance at the meetings of the Annual Session of the SGC upon presentation of hotel/motel bill for the Grand Guardian and Associate Grand Guardian.

[b.] The registration fee and banquet ticket shall be paid for the Grand Guardian and Associate Grand Guardian.

(3) Expenses for one (1) visit to a Bethel or group of Bethels and one (1) Official Visit to the Grand Bethel during the year shall be allowed. These visits shall be grouped to accommodate the Grand Guardian's itinerary.

[a.] Transportation expenses incurred in the performance of duties assigned, based on actual railroad fare by the most direct route or fifteen cents (\$.15) per mile if by automobile, shall be paid the Grand Guardian and Associate Grand Guardian.

[b.] In the event of the formation of automobile pools for transportation of two (2) or more eligible persons, the person who provides the automobile shall be reimbursed on the mileage basis indicated above.

[c.] Expenses of lodging not to exceed fifty dollars (\$50.00) plus tax per day for actual number of days (if same is not otherwise provided for) incurred in performance of duties assigned shall be paid from the General Fund to the Grand Guardian and Associate Grand Guardian.

[d.] All other expenses incurred by the Grand Guardian and/or the Associate grand Guardian shall be approved by the Finance Committee and the Grand Guardian before same contracted. Such expenses shall be paid from the General Fund.

[e.] No reimbursement shall be made for meals.

(4) In the event of a visit by the Supreme Guardian and/or Associate Supreme Guardian, the Grand Guardian and Associate Grand Guardian shall be allowed expenses for the visit not to exceed

seventy-five dollars (\$75.00) for each attendee (SG and/or ASG). Transportation for the Grand Guardian and Associate Grand Guardian to the Supreme Visit will be paid based upon actual railroad fare by the most direct route or fifteen cents (\$.15) per mile if by automobile.

(5) The necessary transportation expenses in promoting, instituting and/or chartering a Bethel by the Grand Guardian and Associate Grand Guardian shall be paid from the Promotion Fund under the conditions set forth in Section 4 (b) (3) (a) and (b).

(6) Expenses for lodging shall be allowed the Grand Guardian and the Associate Grand Guardian from the Promotional Fund not to exceed twenty dollars (\$20.00) plus tax per day in promoting, instituting and/or chartering a Bethel. If more than one (1) person shares a room, only one (1) fee will be paid. Bill must be presented for payment.

(7) No reimbursement shall be made for meals.

(8) An itemized statement of the excess of the estimated expenses shall be submitted to the Finance Committee for approval before any bills are contracted.

(9) A check not in excess of the estimated sum mentioned for the institution of new Bethels may be advanced when authorized by the Finance Committee upon approval of the Grand Guardian. Any portion of the sum advanced that has not been expended shall be returned to the Promotional Fund.

(10) The Grand Guardian and Associate Grand Guardians, as leaders and ambassadors of the organization, are expected to represent the organization at various Illinois Masonic related functions, such as: Grand Pilgrimage, Grand Lodge, Grand Chapter, Grand Conclave, etc. Expenses as outlined in IL B-GGC, Article VI, Section 4, (b), (3) will be paid from the Promotional Fund, for a maximum of four (4) events per Grand Guardian Council year.

(11) Long distance phone expenses shall be paid for official business calls for the Grand Guardian and Associate Grand Guardian upon presentation of phone records and the reasons for the calls.

(c) Other Grand Officers:

(1) The Grand Guide, Grand Marshal, Grand Secretary and Grand Chaplain shall be allowed transportation expenses from the Promotional Fund as set forth in Section 4 (b) (5).

(2) The Grand Guide, Grand Marshal, Grand Secretary and Grand Chaplain shall be allowed lodging expenses from the Promotional Fund as set forth in Section 4 (b) (6).

(3) The Grand Secretary shall receive annually a gift of **one thousand dollars (\$1000.00)** payable semi-annually.

(4) The Grand Treasurer shall receive annually a gift of **three hundred dollars (\$300.00)** payable semi-annually.

(5) The Vice Grand Guardian and Vice Associate Grand Guardian shall have their round-trip transportation reimbursed based on actual fare by the most direct route of travel- if by air (coach class), if by automobile, 66% of the GSA/IRS mileage rate.

[a.] the cost of lodging at a standard room rate shall be paid in full during the five (5) days while in attendance at the meetings of the Annual Session of the SGC upon presentation of hotel/motel bill for the Vice Grand Guardian and Vice Associate Grand Guardian.

[b.] The registration fee and a banquet ticket shall be paid for the Vice Grand Guardian and Vice Associate Grand Guardian

(d) Deputy Grand Guardians:

(1) Transportation expenses incurred in the performance of assigned duties shall be paid from the General Fund at the same rate as the Grand Guardian.

(2) Deputy Grand Guardians who have been assigned to instruct and/or inspect a Bethel shall be reimbursed fifteen cents (\$.15) per mile from the General Fund for expenses incurred in such instruction and/or inspection.

(3) All other expenses incurred by a Deputy Grand Guardian in the performance of duties assigned shall be approved by the Finance Committee before same are contracted. Such expenses shall be paid from the General Fund.

(4) Those deputized by the Grand Guardian to perform duties in promoting, instituting and/or chartering a Bethel shall have their travel and lodging expenses paid from the Promotional Fund as set forth in Section 4 (b) (5).

(e) Committees:

(1) Any member of the finance Committee, Jurisprudence Committee or Advisory Committee who has been directed to go to a Bethel by the Grand Guardian for the purpose of handling a specific assignment shall be reimbursed for travel expense at the same rate paid to the Grand Guardian. Such persons shall make a written report to the Grand Guardian upon completion of assignment.

(f) Memorials:

(1) In the event of the death of a Past Grand Guardian or her husband, or a Past Associate Grand Guardian or his wife, the GGC will provide a memorial not to exceed ten dollars (\$10.00) plus tax and special notices shall be sent to all those on the mailing list upon the death of a Past Grand Guardian or a Past Associate Grand Guardian.

(2) In the event of the death of an Executive member of a BGC, the GGC will provide a memorial not to exceed seven dollars and fifty cents (\$7.50) plus tax.

(3) In the event of the death of an active Bethel member, the GGC will provide a memorial in her name not to exceed ten dollars (\$10.00) plus tax.

(g) Pins and medallions:

(1) The GGC shall provide the following which shall be ordered from the Official Jeweler.

[a.] A pin for each Grand Officer designating the office being held. The Grand Officers shall return their pins to the Grand Guide immediately following the Saturday afternoon session.

(h) Miss Illinois Job's Daughters Pageant:

(1) Each contestant shall receive a participation sash, charm and certificate.

(2) Miss Congeniality shall receive flowers and a plaque.

(3) First and second runner-up shall receive an arm bouquet, plaque and twenty-five dollars (\$25.00).

(4) Miss Illinois Job's Daughter shall receive an arm bouquet, plaque, fifty dollars (\$50.00), sash, cape and crown. The cape shall be worn during the year and returned to the committee.

(5) Transportation to the Supreme Annual Session shall be paid for Miss Illinois Job's Daughter to travel to the Supreme Annual Session based upon actual fare by the most direct route of travel – if by air (coach) class, if by train (Pullman when necessary) or if by automobile twenty-five cents (\$.25) per mile. Should a chaperone accompany Miss Illinois Job's Daughter, the chaperone's transportation shall be at her own expense, unless she rides in the same automobile as Miss Illinois Job's Daughter in which case the twenty-five cents (\$.25) per mile shall be paid to Miss Illinois Job's Daughter.

(6) The cost of lodging at the standard room rate shall be paid in full during the five (5) nights while in attendance at the Miss International Pageant Competition at the Supreme Annual Session. If it's determined less expensive to remain through Saturday night, due to reduced transportation costs, the cost of lodging will be extended to six (6) nights to reduce the overall upon presentation of the hotel/ motel bill. The Grand Guardian Council shall be responsible for the contestant and her chaperone's share of the room. If there should be more than these two (2) persons in the room, the GGC shall pay for only these two persons' share of the room.

(7) The registration fee for the pageant shall be paid for by the GGC.

(i) Junior Miss Illinois Job's Daughter Pageant:

(1) Each contestant shall receive a participation sash, charm and certificate.

(2) Junior Miss Congeniality shall receive flowers and a plaque.

(3) First and second runner-up shall receive an arm bouquet, plaque and twenty-five dollars (\$25.00).

(4) Junior Miss Illinois Job's Daughter shall receive an arm bouquet, plaque, fifty dollars (\$50.00), sash, cape and crown. The cape shall be worn during the year and returned to the committee.

(5) The cost of lodging at the standard room rate shall be paid in full during the three (3) nights while in attendance at the Illinois Grand Guardian Council Annual Session, and upon presentation of hotel/motel bill. If the hotel/motel room is shared with other persons, the GGC shall be responsible for one (1) person's share of the room. If there should be four (4) persons in the room, the GGC shall pay only for Junior Miss Illinois Job's Daughter.

(6) Complimentary Grand Banquet ticket shall be provided.

**IL SOP-GGC-5
GRAND BETHEL**

Section 1. – 3.

See SOP-GGC 5

Section 4.

(a) Illinois shall have a Grand Bethel with the Grand Bethel Bylaws approved by the Illinois Grand Bethel and the Grand Guardian Council of Illinois Job's Daughters International." See SOP-GGC 5

**IL SOP-GGC-6
INSTALLATION**

- (a) The GGC Installation shall be on the Saturday afternoon of the Annual Session of the GGC, starting time no later than 8:00 PM and ending no later than 11:59 PM same day.
- (b) See SOP-GGC 6
 - (1) The Installing Officer shall be the retiring Grand Guardian and the Associate Installing Officer shall be the retiring Associate Grand Guardian.
- (c) A seal shall be provided for the use of the Grand Guardian and the Grand Secretary at the conclusion of installation.

IL SOP-GGC-7
MANUAL OF RULES AND REGULATIONS

Section 1. Amendments.

(a) through (d) See SOP-GGC 7

(e) Proposed amendments to these Rules and Regulations shall be sent to the Grand Secretary at least ninety (90) days prior to the Annual Session of the GGC. **Electronic transmission via email shall be accepted.**

(f) Proposed amendments must be submitted and signed by all makers. **Digital signature(s) shall be permitted.**

(g) Amendments to the Constitution shall be made at the Annual Session of the GGC by a two-thirds (2/3) affirmative vote of the members present and voting.

(h) Amendments to the Bylaws shall be made at the Annual Session of the GGC by a two-thirds (2/3) affirmative vote of the members present and voting.

(i) Amendments to Standard Operating Procedures (SOP) shall be made at Annual Session of the GGC by a majority vote of the members present and voting

IL SOP-GGC-8 MEETINGS

Section 1.

- (a) This GGC shall meet in the Annual Session on the third (3rd) consecutive Friday and Saturday in the month of June. Should the annual session fall on Father's Day weekend the Annual Session would be moved to either the 2nd or 4th weekend of June. The time will be determined by the Grand Guardian based on the business being presented to the body. Notification of the start time will be sent 30 days before the Annual Session. In the event of an emergency, the Grand Guardian, after advising with the members of the Executive Grand Guardian Council, may postpone, change the date and/or place of meeting or cancel the Annual Session of the Grand Guardian Council. Notice shall be sent immediately to the members of the Jurisprudence and Finance Committees.
- (b) See SOP-GGC-8.
- (c) This GGC shall select the location for succeeding Annual Sessions.
- (d) The Annual Sessions of the GGC shall be primarily a business session.
- (e) This GGC shall consider at the same Annual Session, all amendments passed by the Grand Bethel at its Annual Meeting properly submitted to the GGC and which, if approved, shall be submitted to the Jurisprudence Committee at the SGC for approval before they can become law.
- (f) At least one (1) hour of each Annual Session of the GGC shall be set aside and known as the Job's Daughters' Hour and shall be presided over by a chairman appointed by the Grand Guardian.

Section 2. Reports.

- (a) In view of the fact that voting members shall have copies of the reports of the Grand Guardian, Associate Grand Guardian, Grand Secretary, Grand Treasurer and Finance Committee, the reading time shall be limited to twenty (20) minutes for the Grand Guardian, ten (10) minutes each for the Associate Grand Guardian, Grand Secretary, Grand Treasurer and Finance Committee. Five (5) minutes shall be allowed for the report of any other officer or committee chairman.

Section 3. Executive GGC Meetings.

- (a) The Executive GGC are the ten (10) elected officers of the GGC.
- (b) The Executive Committee consists of the ten (10) elected officers, the five (5) Jurisprudence Committee members and the three (3) Finance Committee members. Only the ten (10) elected officers will have a vote.
- (c) A meeting of the Executive GGC may be called upon the request of six (6) members of the Executive GGC. All EXECUTIVE COMMITTEE members must be notified of such meeting.
- (d) Six (6) members of the Executive GGC shall constitute a quorum. One (1) of the first three (3) officers named in the Manual of Rules and Regulations, C-GGC ARTICLE V, Section 1 shall be present and preside.
- (e) All discussions at Executive GGC meetings are confidential and shall not be discussed with persons not part of the Executive Committee. The Executive Committee consists of the ten (10) elected officers, the five (5) Jurisprudence Committee members, the three (3) Finance Committee members.

**IL SOP-GGC-10
VACANCIES**

Section 1.

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

(d) In the event of a vacancy in any other elective office, except that of the Grand Secretary or Grand Treasurer, the Grand Guardian shall appoint a Past Grand Guardian or a Past Associate Grand Guardian to fill the vacancy. A Past Bethel Guardian or Past Associate Bethel Guardian may be appointed by the GrandGuardian to fill a vacancy in the offices of Grand Secretary or Grand Treasurer. If there is a Special Election, as noted in IL C-GGC 3 Art VII, Section 4, in which case the appointed officer shall serve only until the newly elected officer is installed.

(e) Should a vacancy occur in a GGC committee between the Annual Sessions of this GGC, the GrandGuardian shall appoint a member to serve for the remainder of the term.

**IL SOP-GGC-101
OTHER DESIGNATED FUNDS**

Section 1. Miss International/Supreme Bethel Honored Queen (MIJD/SBHQ) Fund.

- (a) There shall be maintained a separate and special fund known as the Miss International/Supreme Bethel Honored Queen Fund of the GGC of Illinois, Job's Daughters International.
- (b) This fund shall consist of monies donated to the GGC of Illinois for the expressed purpose of providing support for a Daughter representing Illinois as Miss International or Supreme Bethel Honored Queen. Earnings shall be added to the fund. The fund shall be 100% invested in medium risk investments as determined by the Investment Committee.
- (c) In the event of the selection of a Miss International or Supreme Bethel Honored Queen representing Illinois, the Finance Committee shall manage the disbursement of funds. Funds shall be disbursed in accordance with Supreme Bylaws, Supreme Bethel Article IX, Finances, Section 1, Receipts (e) or Pageant, Article IX, Finances Section 1, Receipts (d), as appropriate to the Daughter being supported.

Section 2. Supreme Session Registration Fund.

- (a) The fund shall be known as the Supreme Session Registration fund of the GGC of Illinois, Job's Daughters International and shall be used for Supreme Session registration and **one (1) meal** expenses as noted in (b) below.
- (b) To be eligible for reimbursement, at the time of her attendance at a Supreme Session, the Daughter must have been an active Daughter of Illinois per Supreme Law. In addition, the installed Grand Bethel Honored Queen, Grand Bethel Senior Princess and Grand Bethel Junior Princess, even if Majority age, are also eligible.
- (c) Reimbursement from this fund, if funds remain in the fund, will be made by the Grand Treasurer after the Finance Committee has validated a paid registration fee and/or Job's Daughters Luncheon fee for the Daughter and the Grand Secretary has validated the Daughter's status per the rules of (b) above and issued a voucher authorizing the Grand Treasurer to issue the payment.
- (d) Upon depleting the funds of the Supreme Session Registration Fund, the fund shall be closed.

IL SOP-GGC-102
ILLINOIS DAUGHTER HIKE COORDINATOR

Section 1. Illinois Daughter HIKE Coordinator.

- (a) Shall have as her official charity the Hearing Improvement Kids Endowment (HIKE).
- (b) Illinois Daughter HIKE Coordinator shall be selected from Daughters who are at least 12 years of age and have submitted an application.
- (c) Daughters aspiring for the position of Illinois Daughter HIKE Coordinator shall submit an application signed by her, her parents/guardians, and her Bethel Guardian.
- (d) Applications will be sent to the chairman of Illinois HIKE committee no less than 90 (ninety) days prior to the Annual Session.
- (e) All Daughters who have submitted their completed application by the deadline will go through an interview process with the Illinois HIKE Committee for the position of Illinois Daughter HIKE Coordinator.
- (f) The Illinois Daughter HIKE Coordinator shall serve under the direct supervision of the Grand Guardian, who may remove her from this position for just cause. Notice of such removal shall be given in writing, stating the cause of removal, and giving complete information concerning the Law of Appeals and Grievances (See SOP-SGC-1).

2017

**CONSTITUTION OF A BETHEL
GUARDIAN COUNCILJOB'S
DAUGHTERS INTERNATIONAL
GRAND GUARDIAN COUNCIL OF ILLINOIS**

See C-BGC

**BYLAWS OF A BETHEL GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL
GRAND GUARDIAN COUNCIL OF ILLINOIS**

**ARTICLE 1
GENERAL DUTIES OF THE EXECUTIVE MEMBERS**

Section 1.

(a)-(i) See B- BGC 1.

(j) To mail to the Grand Secretary for the Educational Grant and Promotional Fund two thirds (2/3) of the net proceeds of one (1) program presented by the members of the Bethel during each term of office, or two (2) such programs a year. One-third (1/3) of the funds raised shall remain in the Bethel, one-third (1/3) to the Educational Grant Fund and one-third (1/3) to the Promotion Fund.

(k) All checks are to be made payable to the Grand Guardian Council of Illinois of Job's Daughters International.

(l) Executive Members of the BGC of each Bethel shall attend the School of Instruction each year unless excused in writing, by the Grand Guardian.

Section 2. Petitioners

See B-BGC 1

Section 3. Vote

See B-BGC 1

**ARTICLE II
DUTIES OF EXECUTIVE MEMBERS**

Section 1. The Bethel Guardian shall:

(a)-(k) See B-BGC 1

(l)-(n) See B-BGC 2

(o) Whenever a Bethel shall voluntarily surrender its Charter, or it shall have been revoked by the Grand Guardian or the GGC of Illinois, it shall be the duty of the Bethel Guardian to forward at once to the Grand Secretary all books, papers, records, Charter, Bethel paraphernalia, money, assets, and any other properties used in the functioning of the Bethel such as robes, crowns, capes, flags, emblems, Bible, altar cloth, chair covers, and banners. Any Bethel Guardian failing to comply with this law may lose her membership in the GGC.

(p) Be present at the School of Instruction unless excused by the Grand Guardian in writing.

(q) Read to the Bethel all proposed amendments to the Manual of Rules and Regulations of the GGC of Illinois received from the Grand Secretary and poll the Bethel members as to their recommended vote on such proposals.

(r) Report to the Bethel at the first meeting after the Annual Meeting of the GGC the action taken on all proposed amendments.

(s) Furnish copies of the Proficiency Work to the Honored Queen, Senior and Junior Princesses, Chaplain, Director of Epochs, and such other persons as the Bethel Guardian may determine. Such copies shall be returned to the Bethel Guardian at the end of the term.

Section 2. The Associate Bethel Guardian shall:

(a)-(f) See B-BGC 2.

(g) Be present at the School of Instruction unless excused by the Grand Guardian in writing.

Section 3. The Guardian Secretary shall:

- (a) See B-BGC 2.
- (b) Make proper record of all meetings in a bound book.
- (c)-(e) See B-BGC 2.
- (f) Have in her possession all communications, bills, records, and petitions. See that a uniform individual record of dues (Form 142) is adopted and that the record be a permanent one and show information such as name, address, telephone number, date of birth, date of petition, age at the time of petition, recommended by, date of initiation, date demit granted or Majority Degree. Transfer the same to her successor at the expiration of her term of office.
- (g) Open the Bethel in the absence of the Bethel Guardian and the Associate Bethel Guardian.
- (h) Transmit to the Grand Secretary within thirty (30) days after each installation a duly certified list of names and addresses of the Honored Queen, Recorder and entire BGC with the date of installation.
- (i) Submit by Certified Mail to the Jurisprudence Committee all amendments passed by the Bethel within thirty (30) days of passage.

Section 4. The Guardian Treasurer shall:

- (a)-(d) See B-BGC 2.
- (e) Sign all checks when duly authorized and signed by the Bethel Treasurer and countersigned by the Bethel Guardian or other authorized person.
- (f) Deposit all funds belonging to the Bethel within forty-eight (48) hours after receipt thereof, under the name of the Bethel. Accounts shall be setup as follows:
Bethel No. ____ City ____, Illinois, JDI.

Section 5. The Guardian Director of Music shall:

- (a) Attend all meetings of the Bethel and Bethel Guardian Council.
- (b) Have a musician proficient at all times.
- (c) Call music rehearsals when deemed necessary.
- (d) Be sure Daughters know proper words and music for meetings and ceremonies.
- (e) Be available if assistance is needed by the Bethel Musician.

OR The Director or Epochs shall:

- (a) through (c) See B-BGC 2

**ARTICLE III
DUTIES OF THE ASSOCIATE MEMBERS**

See B-BGC 2-3

**ARTICLE IV
COMMITTEE CHAIRMAN**

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
ELECTIONS**

See B-BGC-4

**ARTICLE X
APPOINTMENTS**

Section 1.

(a) See B-BGC-4

1. There shall be no appointments of Executive Members of BGCs within thirty (30) days prior to the Annual Meeting of the GGC except in cases of institution of a new Bethel or chartering of a Bethel under dispensation.

(b) and (c) See B-BGC 4

(d) All discussions of a Bethel Guardian Council are considered confidential.

**ARTICLE XI
TERM OF OFFICE**

Section 1.

(a) Not accessible

(b) and (c) See B-BGC-4

(d) Executive Members of a BGC shall serve no more than five (5) consecutive terms in that office and shall be ineligible for reappointment in said office until a lapse of one (1) year unless, at the discretion of the Grand Guardian, circumstances warrant reappointment.

Section 2. See B-BGC-5

**ARTICLE XII
MEETINGS**

Section 1. Monthly Meetings

(a)-(e) See B-BGC-5

(f) All matters discussed at any BGC meeting shall be held in strict confidence or treated with discretion and diplomacy by all BGC members and those attending BGC meetings.

(g) Meetings of the BGC shall be attended by Executive and Associate Members of the BGC, except in cases where matters explicitly delegated to the Executive Members by Law are to be discussed, in which case only those matters may be dealt with.

Section 2. Annual Meetings See B-BGC 5

Section 3. Purpose of the Annual Meeting See B-BGC 5

**ARTICLE XIII
INSTALLATION**

Section 1.

(a)-(e) See B-BGC 5-6

(f) Within twenty-one (21) days after receipt of Certificates of Appointment by the incoming Bethel Guardian, the BGC shall be installed at a regular meeting of the Bethel or at an installation of Bethel Officers.

**IL SOP-BGC-3
DISCIPLINE**

(a) & (b) See SOP-BGC 3

(c) When an adult has been removed from a BGC or has been prohibited from attending any Bethel function for good and sufficient cause, and the appeal has been denied or the right expired, written notification shall be sent to all Bethel Guardian Councils in this jurisdiction.

**CONSTITUTION OF A BETHEL
JOB'S DAUGHTERS INTERNATIONAL
GRAND GUARDIAN COUNCIL OF ILLINOIS**

**ARTICLE I
NAME**

Section 1.
See C-Bethel 1

**ARTICLE II
OBJECT**

Section 1.
See C-Bethel 1

**ARTICLE III
AUTHORITY**

Section 1.
See C-Bethel 1

**ARTICLE IV
MEMBERSHIP**

Section 1 - 2
See C- Bethel 1

**ARTICLE V
OFFICERS**

Section 1 – 2
See C- Bethel 2

Section 3
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 Art. XIII

**ARTICLE X
INSTALLATION**

Section 1. General

See B-Bethel Art. XIV Sec. 1 (a)-(c), SOP-Bethel 8

Section 2. Installing Officers

See B-Bethel Art. XIV Sec. 1 (a)-(c), SOP-Bethel 8

**ARTICLE XI
VACANCIES**

Section 1. Elective Offices

See B-Bethel Art. XV Sec. 1

Section 2. Appointive Offices

See B-Bethel Art. XV Sec. 2

**ARTICLE XII
MEETINGS**

Section 1. Regular

See Art. XVI Sec. 1 (a)-(e), (h)-(j), (n)-(o), SOP-Bethel 9

Section 2. Open

See SOP-Bethel 9

Section 3. General Items

See SOP-Bethel 9

Section 4. Attendance

See SOP-Bethel 9

**ARTICLE XIII
GENERAL PROVISIONS**

Section 1. Birthday

See C-Bethel XIII Sec. 1

Section 2. Official Seal

See C-Bethel XIII Sec. 2

Section 3. Move/Change of Location

See C-Bethel XIII Sec. 3

Section 4. See B-Bethel Art. I Sec. 4

2017

Section 5. See SOP-Bethel 10

Section 6. See C-Bethel Art. XIII Sec. 6

**CONSTITUTION OF A BETHEL
JOB'S DAUGHTERS INTERNATIONAL
GRAND GUARDIAN COUNCIL OF ILLINOIS**

**ARTICLE I
NAME**

Section 1.
See C-Bethel 1

**ARTICLE II
OBJECT**

Section 1.
See C-Bethel 1

**ARTICLE III
AUTHORITY**

Section 1.
See C-Bethel 1

**ARTICLE IV
MEMBERSHIP**

Section 1 - 2
See C- Bethel 1

**ARTICLE V
OFFICERS**

Section 1 – 2
See C- Bethel 2

Section 3
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 Art. XIII

**ARTICLE X
INSTALLATION**

Section 1. General

See B-Bethel Art. XIV Sec. 1 (a)-(c), SOP-Bethel 8

Section 2. Installing Officers

See B-Bethel Art. XIV Sec. 1 (a)-(c), SOP-Bethel 8

**ARTICLE XI
VACANCIES**

Section 1. Elective Offices

See B-Bethel Art. XV Sec. 1

Section 2. Appointive Offices

See B-Bethel Art. XV Sec. 2

**ARTICLE XII
MEETINGS**

Section 1. Regular

See Art. XVI Sec. 1 (a)-(e), (h)-(j), (n)-(o), SOP-Bethel 9

Section 2. Open

See SOP-Bethel 9

Section 3. General Items

See SOP-Bethel 9

Section 4. Attendance

See SOP-Bethel 9

**ARTICLE XIII
GENERAL PROVISIONS**

Section 1. Birthday

See C-Bethel XIII Sec. 1

Section 2. Official Seal

See C-Bethel XIII Sec. 2

Section 3. Move/Change of Location

See C-Bethel XIII Sec. 3

Section 4. See B-Bethel Art. I Sec. 4

2017

Section 5. See SOP-Bethel 10

Section 6. See C-Bethel Art. XIII Sec. 6

**BYLAWS OF A BETHEL
JOB'S DAUGHTERS INTERNATIONAL
GRAND GUARDIAN COUNCIL OF ILLINOIS**

**ARTICLE I
GENERAL PROVISION**

See B-Bethel 1

**ARTICLE II
MEMBERSHIP**

Section 1. Petition

See B-Bethel 1

Section 2. Affiliation/Reinstatement

See B-Bethel 1-2

Section 3. Dual Membership

(a) Dual Membership shall be allowed the Daughter who desires to join a Bethel outside the Jurisdiction of her original membership. (see SOP-Bethel 2).

(1). A Daughter may petition a Bethel within Illinois for dual membership.

(b) through (d) See B-Bethel 2

(e) The petition must be investigated in the regular manner and approved by a majority vote of the Executive members of the BGC present at a regular or special meeting. After signing the Permanent Record Book, the petitioner shall be enrolled as a member. Annual dues shall begin with the year of her dual membership.

(f) A Daughter may be a dual member in only one (1) Bethel.

(g) A Bethel may have no more than four (4) dual members at one time.

(h) A Daughter may request to terminate her membership in either Bethel by sending a letter to the Executive Members of the Bethel Guardian Council. The Guardian Secretary will notify the other Bethel that the Daughter has terminated her membership in the Bethel.

Section 4. Resignation from the Order

See B-Bethel 2

**ARTICLE III
DEBITS**

See B-Bethel 2

**ARTICLE IV
BETHEL FINANCES**

Section 1. Receipts See SOP-Bethel-2

Section 2. Exemption from Fees and Dues See B-GGC Art XVII Sec 1.22, See SOP-Bethel-2

Section 3. Disbursements See B-GGC Art XVII Sec 1.22, See SOP-Bethel-2

Section 4. Educational and Promotional Funds See B-GGC Art XVII Sec 1.22, See SOP-Bethel-2

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

See B-Bethel 3

**ARTICLE VI
OFFICIAL REGALIA**

Section 1. Description See SOP-Bethel-11

Section 2. Wearing of Regalia See SOP-Bethel-11

**ARTICLE VII
STANDING COMMITTEES**

See B-Bethel 3

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

See SOP-Bethel 13

**ARTICLE IX
AMENDMENTS**

See B-Bethel 4

**ARTICLE X
DISCIPLINE**

See SOP-Bethel 3

**ARTICLE XI
APPEALS**

See B-Bethel 4

**ARTICLE XII
LOSS OF HONORS**

See B-Bethel 4

**ARTICLE XIII
TERM OF OFFICE**

See B-Bethel 5

**ARTICLE XIV
INSTALLATION**

See B-Bethel 5

**ARTICLE XV
VACANCIES**

See B-Bethel 5

**ARTICLE XVI
MEETINGS**

Section 1. Regular

- (a)-(e) See B-Bethel 6.
- (f)-(g) See SOP-Bethel 9 Sec. 1 (b)-(c)
- (h)-(j) See B-Bethel 6 (h)-(j)
- (k)-(m) See SOP-Bethel 9 Sec. 1(d)-(f)
- (n)-(o) See B-Bethel 6 (n)-(o)
- (p)-(q) See SOP Bethel 9 Sec. 1 (g)-(h)

Section 2-4. See SOP-Bethel 9

**IL SOP-BETHEL 2
BETHEL FINANCES**

Section 1. Receipts.

- (a) All money collected in the name of a Bethel shall be received by the Bethel Recorder/Guardian Secretary and turned over to the Bethel Treasurer/Guardian Treasurer taking a receipt, therefore.
- (b) Fees See SOP-BETHEL 2.
- (c) Annual Dues See SOP-BETHEL 2.

Section 2. Exemption from Fees and Dues.

See SOP-BETHEL 2

Section 3. Disbursements.

- (a) and (b) See SOP-BETHEL 2
- (c) Special Privileges
 - 1. See SOP-BETHEL 2
 - 2. Said request for special dispensation shall be sent to the Grand Guardian's home using Form 200. No money shall accompany the request as the Bethel shall be billed by the Grand Secretary. One (1) blank copy of Form 200 shall be mailed by the Grand Guardian with the special dispensation.

Section 4. Educational and Promotional Funds

See SOP-BETHEL 2

Section 5. Audit and Bank Accounts

- (a) The books of the Bethel shall be audited at the close of each term. (See B-BGC 2, Article II, Section 2(e) The Honored Queen, Senior Princess, Recorder and Bethel Treasurer shall be present for the audit.
- (b) Bank account(s) must be in the name of Bethel No. ___ of ___ (City), Illinois, Job's Daughters International and the bank card must have four (4) signatures: Bethel Treasurer, Bethel Guardian, Guardian Treasurer and Guardian Secretary. All checks must have two (2) signatures: Bethel Treasurer and/or Guardian Treasurer and countersigned by the Bethel Guardian or other authorized person.
- (c) All Bethels having fifty dollars (\$50.00) or more must open a bank account or place the money in a safety deposit box in the name of the Bethel.
- (d) When a Bethel has a safety deposit box, the safety deposit vault card shall have three (3) signatures: Bethel Guardian, Guardian Treasurer and Guardian Secretary. Access to the safety deposit vault shall be in the presence of at least two (2) of the signers. Safety deposit company to be notified that two (2) signatures must be obtained whenever vault box is opened.
- (e) A Bethel shall have but one (1) fund and there shall be no charge accounts. Any auxiliary group of the Bethel acquiring money shall deposit same in the Bethel Treasury, the amount being recorded separately in the Bethel books, for the use of this group only. Said money to be expended for the use of this group shall be voted out of the Bethel Treasury by a majority of the Bethel members present at a regular meeting and with the consent of the Executive members of the BGC.

**IL SOP-BETHEL 4
ELECTION**

(a) Election of officers shall be held at the first meeting in the months of May and November.

(b)-(i) SOP-Bethel 4

(j) Where there is more than one (1) member aspiring for an office, candidates will be requested to rise and state their names.

1. Where there is but one (1) member aspiring for an office, the rule requiring the election to be by ballot may be suspended and the election be by the voting sign of the Order.

IL SOP-BETHEL INSTALLATION

Section 1. General

(a)-(d) See SOP-Bethel 8

(e) All Bethels shall use the Installation Ceremony as authorized by the SCG in the most recent edition of the Supreme Book of Ceremonies.

(f) Gifts that promote the interest of a Bethel or are a part of the Bethel's supplies and/or paraphernalia may be presented at a Bethel meeting or installation. Gifts that promote the interest of a Bethel include such items such as: awards, authorized pins or jewels of present or past Bethel Officers, authorized pins of present or past Bethel Guardians or Associate Bethel Guardians, Honored Queens doll, Holy Bible, memory or scrap book or monetary gifts to the Bethel.

(g) Officers to be installed shall wear the official robe. Flowers may be carried at the installation ceremony by the Honored Queen and/or retiring Honored Queen or by the officers only when serving as an escort. No flowers shall be carried in the retiring march.

(h) The incoming Honored Queen shall advise with the Executive members of the BGC on any expenses which the Bethel incurs for installation and receive their approval before proceeding.

(i) The selection of the Guests of Honor by the incoming Honored Queen at an installation shall be limited to three (3) and is subject to the approval of the Executive members of the BGC before being invited. Guests of Honor may be Bethel members, parents, guardians, relatives or other friends.

(j) The Past Honored Queen's jewel shall be presented by the newly installed Honored Queen, a Past Honored Queen or a Majority Member, preferably of her own Bethel selected by the retiring Honored Queen.

(k) If it is the custom in the Bethel for the retiring Honored Queen to sign the Bible, a ceremony of each Bethel's choice may be used. The newly installed Guide and Marshal shall escort her to the altar.

Section 2. Installing Officers

See SOP-Bethel 8

IL SOP-BETHEL 9 MEETINGS

Section 1. Regular.

(a)-(h) See SOP Bethel 9

(i) Bethels shall not hold meetings during the Annual Meeting of the GGC. When meetings are dispensed with by order of the GGC the Bethel shall be accorded the privilege of holding a stated meeting before the next regular stated meeting.

(j) The selection of Guests of Honor by an Honored Queen at a Bethel meeting shall be limited to two (2) and is subject to the approval of the Executive members of the BGC before persons are invited and is further limited to persons eligible to attend a Bethel meeting.

(k) All Bethels shall be inspected semi-annually and no later than the months of March and September. There shall be no more than four (4) pro tem officers to warrant an inspection unless permission is received from the Grand Guardian.

Section 2. Open.

See SOP-Bethel 9

Section 3. General Items.

See SOP-Bethel 9

Section 4. Attendance.

(a) through (c) See SOP-Bethel 9

(d) No infant or child shall be admitted to the Bethel or Anteroom during regular Bethel meetings.

**IL SOP-BETHEL 11
OFFICIAL REGALIA**

Section 1. Description.

(a) See SOP-BETHEL 11.

1. Senior Princess shall wear the crown with purple stones and Junior Princess shall wear the crown with white stones.

Section 2. Wearing of Regalia.

(a) See SOP-BETHEL 11.

(b) No jewelry or hair ornaments shall be worn with the official robe except wrist watches, rings and Bethelpins (and, when required, medic-alert type bracelet or necklace).

(c) See SOP-BETHEL 11.

(d) The wearing of official robes by married Past Honored Queens or married Majority members serving as officers or guest nights shall be at the discretion of the Executive Members of the BGC.

(e) No flowers shall be worn on or with Bethel capes or robes.

2017

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

Section 1. Regular.

(a) See SOP-BETHEL 13

1. Money voted for the same shall be used for a jewel and check shall be made payable to the official jeweler.

**RULES AND REGULATIONS OF
THE GRAND BETHEL OF
THE GRAND GUARDIAN COUNCIL OF ILLINOIS**

**ARTICLE I
NAME**

The name of this organization is the Grand Bethel of the Grand Guardian Council of Illinois, Job's Daughters International.

**ARTICLE II
OBJECT**

To band together eligible members of Job's Daughters International of Illinois for the purpose of promoting the interest, welfare and growth of the Order by giving them the responsibility of the Grand Bethel with proper supervision; also, to provide a further goal for which to strive after their active days in the Bethel are over.

**ARTICLE III
JURISDICTION**

The Grand Bethel shall be under the supervision of the Grand Guardian Council of Illinois, Job's Daughters International.

**ARTICLE IV
MEMBERSHIP**

(a) Membership shall consist of all active members and Majority Members, in good standing, who are single and under the age of twenty-two (22) years, and who have registered at the Grand Bethel Annual Meeting and paid the annual fee.

(b) Every member in good standing shall have the privilege to vote on any issue at the Annual Meeting of the Grand Bethel.

**ARTICLE V
OFFICERS AND CHOIR**

(a) There shall be nineteen (19) Officers, three (3) Alternates, one (1) Flag Bearer, and up to 25 Grand Bethel Representatives.

(b) These officers shall have the same titles as the Bethel officers with the title of "Grand Bethel" before the title of the office, such as "Grand Bethel Honored Queen", etc.

(c) The elective officers shall be: Grand Bethel Honored Queen, Grand Bethel Senior Princess, who are at least seventeen (17) years of age and a Past Honored Queen, and Grand Bethel Junior Princess, who is a Past Honored Queen and is at least sixteen (16) years of age. Any member aspiring to the office of Grand Bethel Junior Princess shall be requested to briefly list their history of involvement in Job's Daughters and state their personal vision/goal for the Job's Daughters International in Illinois. The announcement of intent shall not exceed three (3) minutes. They shall be elected by secret ballot from those in attendance. Any member who has attended at least one (1) previous Annual Meeting of the Grand Bethel shall be eligible for an elective office. It shall be expected, though not compulsory, that the Grand Bethel Junior Princess and the Grand Bethel Senior Princess shall advance to the next vacant station. If this is declined, the office shall be filled by election as described above. The candidates for elective offices shall write a letter of intent to the Chairman of the Grand Bethel sixty (60) days prior to the Annual Meeting at which they wish to run. This letter shall be signed by the Daughter and her parent/guardian and an unrelated member of her Bethel Guardian Council.

(d) The appointive offices shall be: Grand Bethel Guide, Grand Bethel Marshal, Grand Bethel Recorder, Grand Bethel Treasurer, Grand Bethel Chaplain, Grand Bethel Musician, Grand Bethel Librarian, Grand

Bethel Senior Custodian, Grand Bethel Junior Custodian, five (5) Grand Bethel Messengers, Grand Bethel Inner Guard and Grand Bethel Outer Guard.

(e) All officers, Representatives, Flag Bearer, and alternates shall be appointed at the Annual Meeting of members of the Grand Bethel. Each girl shall submit her own name, with a letter of intent, to the Grand Secretary at least thirty (30) days before the Annual Meeting of Grand Bethel.

(1) The appointed offices and alternates shall be at least **twelve (12)** years of age or a Past Honored Queen and be willing to be active in supporting Grand Bethel throughout the state.

(2) The representatives and Flag Bearer shall be at least ten (10) years of age and willing to be active in supporting Grand Bethel throughout the state.

(3) All appointed officers shall be selected by the incoming Grand Bethel Honored Queen, with the approval of the incoming Grand Bethel Guardian, incoming Associate Grand Bethel Guardian, Vice Grand Guardian and Vice Associate Grand Guardian, from those expressing a written desire to serve these stations and accept the responsibility of said stations.

(aa) Should one of said station become vacant, a replacement shall be chosen from remaining letters for that position.

(bb) Should the remaining letters become exhausted, the first Grand Bethel Alternate shall be moved into the vacant position.

(f) No Bethel shall receive more than one (1) appointive officer in one (1) year, until each Bethel present is represented. After each Bethel present is represented, the procedure is again repeated until all stations are filled.

(g) In the event that an officer is elected from a Bethel that has had an appointed officer for the same year, the appointment will remain valid for the ensuing year.

(h) The elective line officers shall not be consecutively from the same Bethel, however, two members of the same Bethel may serve as Grand Bethel Honored Queen and Grand Bethel Junior Princess during the same term. However, with permission of the executive members of the Grand Bethel Guardian Council, members of the same Bethel may serve as consecutive line officers under unique circumstances.

(i) All Grand Bethel Officers shall be installed before the close of the Annual Meeting of the Grand Guardian Council of Illinois, unless excused by the incoming Grand Guardian and the incoming Grand Bethel Committee.

(1) Any uninstalled officers shall be installed at the next meeting of the Grand Bethel.

(2) Should a Grand Bethel appointed office become vacant during the GGC year, an alternate may be installed by dispensation from the Grand Guardian.

(j) The Grand Bethel officer medallions and certificates shall be presented at the Installation of Officers of the Grand Bethel and certificates to be presented at event of choice by the Grand Bethel Honored Queen but no later than Grand Bethel Official Visit.

(k) A Grand Bethel officer who accepts a Supreme Bethel office shall be given the option of retaining her Grand Bethel position.

(l) Each elected Grand Bethel Line Officer shall present a written report, at the close of her term, to the Grand Guardian Council. This same report will also be read aloud at the Annual Meeting of the Grand Bethel and, in addition, at the Grand Guardian Council meeting, if time permits.

(m) A Grand Bethel officer or Choir member attaining the age of twenty-four (24) while holding office may complete her term of office.

(n) In the case of a vacancy in the stations of Grand Bethel Senior Princess or Grand Bethel Junior Princess, an election shall be held within ninety (90) days of receipt of letter of resignation/suspension/expulsion. The candidates for elective office shall notify the Chairman of the Grand Bethel in writing sixty (60) days prior to the special election.

ARTICLE VI TERM OF OFFICE

The term of office for Officers, Choir Members, Flag Bearer, Alternates and Members of Grand Bethel Committees shall be for one (1) year from the time of their installation at the Annual Meeting of the Grand

Guardian Council of Illinois until their successor has been installed at the next Annual Meeting of the Grand Bethel to be held at the Annual Meeting of the Grand Guardian Council of Illinois.

**ARTICLE VII
DUTIES OF GRAND BETHEL OFFICERS**

(a) GRAND BETHEL HONORED QUEEN:

- (1) To preside over all convocations of the Grand Bethel.
- (2) To supervise its affairs.
- (3) To appoint for a term of office for one (1) year, with the approval of the Grand Bethel Guardian any necessary committees.
- (4) To promote the good of the Order at all times.
- (5) To see that her Corps of Officers render whatever assistance possible to the Bethels of the State of Illinois.
- (6) To serve as the Installing Officer of the Grand Bethel Installation

(b) GRAND BETHEL SENIOR PRINCESS AND GRAND BETHEL JUNIOR PRINCESS:

- (1) Grand Bethel Senior Princess and Grand Bethel Junior Princess shall be chairmen of promotion and membership committee(s).

(c) The Grand Bethel Honored Queen, Grand Bethel Senior Princess, and Grand Bethel Junior Princess shall receive complete copies of the Constitution and Bylaws of the SGC, Manual of Rules and Regulations of the GGC of Illinois, and Bylaws of the Grand Bethel of Illinois, the Illinois Grand Bethel Ritual, and the SGC Book of Ceremonies. These copies shall be retained by these Grand Bethel officers to study until the end of their term of office at which time the copies will be passed to their successors at the installation of Grand Bethel Officers.

(d) GRAND BETHEL OFFICERS:

- (1) To assist the Grand Bethel Honored Queen in promoting the growth and welfare of the Order by following the established guidelines of duties and responsibilities created by the Grand Bethel.
- (2) Grand Bethel Recorder shall be present at all meetings of the Grand Bethel and record all actions of the Grand Bethel. She shall present her books for an audit per GGC Bylaws.
- (3) Grand Bethel Treasurer shall be present at all meetings of the Grand Bethel and present her books for an audit per GGC Bylaws.
- (4) Grand Bethel Officers shall agree to attend the majority of Official Visits for the ensuing Grand Guardian Council year.
- (5) The Grand Bethel Musician shall receive a copy of the Music Ritual. She shall retain this copy to use during all meetings of Grand Bethel, until it is passed on to her successor at the installation of the Grand Bethel.

**ARTICLE VIII
MEETINGS**

(a) The Grand Bethel shall meet at least two (2) times per annum. The Annual Business Meeting shall be held at the same time and in the same city as the Annual Meeting of the Grand Guardian Council of Illinois. An Official Visit shall be held, the location to be decided by the Grand Bethel Honored Queen and the Grand Bethel Committee.

(b) Members of Job's Daughters International, Grand Bethel Members, Past Grand Bethel Members, Past Grand Bethel Honored Queens and members of the Grand Bethel Committee, may attend the Annual Meeting. Other guests with proper Masonic relationship and special guests may attend the meeting at the discretion of the Grand Bethel Honored Queen and the Grand Bethel Guardian.

(c) The Grand Bethel shall have a weekend for the exchange of ideas devoted to the promotion of Job's Daughters and the fellowship of its members. This weekend shall be under the supervision of the Grand Bethel Committee.

(d) The Grand Bethel elective officers shall meet with the Grand Bethel Guardian and Grand Bethel Committee following the close of the Annual Meeting or within thirty (30) days thereafter. Other meetings may be called when deemed necessary, by the Grand Bethel Honored Queen and the Grand Bethel Guardian.

ARTICLE IX FINANCE

Section 1. RECEIPTS.

- (a) Each member of the Grand Bethel shall pay a fee of six dollars (\$6.00) payable before the close of the Annual Meeting of the Grand Guardian Council of Illinois and shall be issued proof of the same.
- (b) All funds belonging to the Grand Bethel shall be deposited in the checking account or the Grand Guardian Council of Illinois of Job's Daughters International in the name of the Grand Bethel of Illinois.
- (c) The Grand Bethel Honored Queen, Grand Bethel Senior Princess, Grand Bethel Junior Princess, Grand Bethel Recorder, Grand Bethel Treasurer, and the Grand Bethel Guardian shall receive a quarterly statement telling them how much money is in the account. In return they will tell what the present total is at the Grand Bethel Committees' meeting.
- (d) The Grand Bethel Honored Queen shall have at least one (1) fund raiser during her term. The fund raiser shall be approved by the Grand Bethel Committee.
- (e) All fund raisers for Grand Bethel, including regional fund raisers, shall be deposited into the Grand Bethel General Fund.

Section 2. DISBURSEMENTS.

- (a) Bills shall be paid when properly signed by the Auditing Committee consisting of the Grand Bethel Honored Queen, Grand Bethel Senior Princess and Grand Bethel Junior Princess and approved by the Grand Bethel Guardian or Associate Grand Bethel Guardian.
- (b) The Grand Bethel Honored Queen, at the request and/or the approval of the Grand Guardian shall be paid twenty cents (\$.20) per mile – not to exceed two thousand dollars (\$2,000.00) per year when representing Job's Daughters in Illinois, provided Grand Bethel's funds are available.
- (c) The Grand Bethel Honored Queen shall receive reimbursement for travel and accommodation expense, upon presentation of bills, not to exceed four hundred dollars (\$400.00), when representing the Grand Bethel of Illinois at the Annual Meeting of the Supreme Guardian Council.
- (d) Subject to available funds, the Grand Bethel Honored Queen shall receive reimbursement upon presentation of bills, towards expenses of installation not to exceed three hundred dollars (\$300.00), if installation is held jointly with the GGC, or four hundred dollars (\$400.00), if held separately, both cases include postage. She shall also be reimbursed for expenses of the Grand Bethel Official Visit, not to exceed four hundred dollars (\$400.00), which also includes postage, if funds available.
- (e) The Grand Bethel Honored Queen shall have her Grand Bethel Banquet, Royalty Luncheon and Formal Banquet paid for at GGC Annual Meeting.
- (f) Each retiring Grand Bethel Honored Queen shall receive a Past Grand Bethel Honored Queen's Jewel equal to #J-99PHQ.
- (g) Each retiring Grand Bethel Guardian shall receive a Past Grand Bethel Guardian Jewel #JGB-3, unless she has previously served as Grand Bethel Guardian and already received a Past Grand Bethel Guardian jewel. Each retiring Associate Grand Bethel Guardian shall receive a Past Associate Grand Bethel Guardian Jewel #JGB-4, unless he has previously served as Associate Grand Bethel Guardian and already received a Past Associate Grand Bethel Guardian jewel.
- (h) A grant shall be awarded in the name of Janet Rau, Past Grand Bethel Honored Queen of 1974-75. The grant amount shall be the same as those awarded by the GGC and be provided from

the funds of the Grand Bethel. The Grand Guardian Council committee for the Educational Grant fund shall determine the recipient.

(i) The Grand Bethel Honored Queen shall have her portion of her room paid at the annual meeting of the GGC for the year she retires, to be paid from Grand Bethel funds.

(j) The Grand Bethel Honored Queen shall receive reimbursement, upon presentation of the bill, towards table favor expenses of those who have registered for the Grand Bethel Banquet at the Annual Meeting of the Grand Guardian Council at the price of fifty cents (\$.50) per item from the Grand Bethel funds, if available.

(k) At the close of the term, after all bills have been paid for that year, with the exception of favors for the Grand Bethel Banquet, a donation can then be decided for the designated charity. This donation will depend on the total amount left in the Grand Bethel account and shall be approved by the Grand Bethel Committee.

(l) The Grand Bethel Honored Queen shall receive reimbursement, upon presentation of the bill, toward the expense of her tiara or crown. This expense shall not exceed fifty dollars (\$50.00).

(m) The Grand Bethel Senior Princess and the Grand Bethel Junior Princess, at the request and/or the approval of the Grand Guardian shall be paid twenty cents (\$.20) per mile – not to exceed three hundred dollars (\$300.00) per year when representing Job’s Daughters in Illinois, provided Grand Bethel’s funds are available.

ARTICLE X ESCORT, HONORS, AND FORMALS

(a) A Grand Bethel officer is distinguished by the title of her respective Grand Bethel Office. Officers shall be escorted and introduced as prescribed in the Ritual provided by the Supreme Guardian Council. There are no Grand Bethel Honors.

(b) All officers shall wear appropriate attire as approved by the Grand Bethel Guardian and Grand Bethel Medallions when serving as Installing Officers or when officially representing the Order at any meeting or social function.

(c) When the Grand Bethel is in session and at any other Grand Bethel function as approved by the Grand Bethel Committee, the Grand Bethel Honored Queen, Grand Bethel Senior Princess, and Grand Bethel Junior Princess shall wear light lavender robes, lavender capes and the official Grand Bethel crowns in place of the official regalia of the Order. The other Grand Bethel officers shall wear light lavender robes in place of the official regalia of the Order.

(d) The Grand Bethel Honored Queen shall wear a traveling cape, traveling tiara or crown and formal when officially representing Grand Bethel or Job’s Daughters International.

(e) The Grand Bethel Senior Princess and Grand Bethel Junior Princess shall wear a sash bearing the name of their office over dresses and formals only. The sashes shall be passed on to their successors at the annual installation of Grand Bethel Officers and Choir of Illinois. The sashes shall be paid for from the funds of the Grand Bethel account of the Grand Guardian Council.

(f) The care and storage of the Grand Bethel Robes shall be entrusted upon the Grand Bethel Committee and the five (5) elected officers of the Grand Bethel. The robes are to be worn at all Grand Bethel meetings and anytime approved by the Grand Bethel Committee and the Grand Bethel Honored Queen.

ARTICLE XI SUPERVISION

(a) All activities of the Grand Bethel shall be under the supervision of the Grand Bethel Honored Queen, with the approval of the Grand Bethel Committee.

(b) Decisions of the Grand Guardian not contrary to existing law shall be in effect until the next Annual Meeting of the Grand Guardian Council of Illinois.

**ARTICLE XII
GRAND BETHEL ADVISORY COMMITTEE**

The Grand Bethel Advisory Committee shall be composed of three (3) members, the Junior Past Grand Bethel Honored Queen of Illinois and two (2) other Past Grand Bethel Honored Queens of Illinois. It shall be the duty of the grand Bethel Advisory Committee:

- (1) To advise the elected Grand Bethel Officers of their responsibilities and upon matters of policy and procedure.
- (2) To offer suggestions which may be for the advancement and promotion of Job's Daughters International and the good and welfare of the Grand Bethel of Illinois.
- (3) To assist the Grand Bethel Honored Queen, upon her request, in the plans for the Grand Bethel year.
- (4) To keep a file of events and procedures which by custom are applicable to each Grand Bethel term, the contents of which may be used for reference by the Grand Bethel Honored Queen, Grand Bethel Senior Princess, and Grand Bethel Junior Princess. This file shall be passed down to each Junior Past Honored Queen, who serves on the Grand Bethel Advisory Committee, for its safekeeping.

**ARTICLE XIII
AWARDS**

- (a) The Grand Bethel of Illinois shall have a Grand Bethel Officer Meritorious Service Award to be presented to the Grand Bethel Officer, Choir Member or Alternate who has shown exemplary support to the Bethels, Job's Daughters of Illinois and support to the Grand Bethel of Illinois. The award shall be given to the recipient at the Annual Meeting of the Grand Bethel of Illinois. The terms of this award will be determined by each Grand Bethel Honored Queen with the approval of the Grand Bethel Committee. Grand Bethel elected officers shall not be eligible for this award.
- (b) The Grand Bethel Honored Queen may implement other awards with the approval of the Grand Bethel Committee.

**ARTICLE XIV
AMENDMENTS**

Section 1.

The Bylaws of the Grand Bethel shall be amended only in the following manner. A proposed amendment to the Bylaws shall be submitted in writing and signed by all makers to the Grand Secretary at least ninety (90) days prior to the Annual Meeting. Said amendments to the Bylaws must have the approval of the Jurisprudence Committee, the Grand Guardian, Associate Grand Guardian, Vice Grand Guardian and Vice Associate Grand Guardian of the Grand Guardian Council of Illinois before circulation. Circulation to the Grand Bethel officers and each Bethel must be at least thirty (30) days before the Annual Meeting. Such amendments shall be acted upon by the Grand Bethel members at the Annual Meeting. A two-thirds (2/3) affirmative of votes shall be necessary for the recommendation to the Grand Guardian Council for adoption of the amendment.

Section 2.

Approved amendments shall be submitted by the Grand Secretary to the Jurisprudence Committee of the Supreme Guardian Council for final approval.

**ARTICLE XV
OTHER COMMITTEES**

Section 1. Promotion Committee.

The Promotion Committee shall be composed of a least five (5) or more Grand Bethel members appointed by the Grand Bethel Honored Queen with the approval of the Grand Bethel Committee. This Committee will be co-chaired by the Grand Bethel Senior Princess and the Grand Bethel Junior Princess. It shall be the duty of this committee to:

- (1) Promote Job's Daughters when requested by the Grand Bethel Honored Queen.
- (2) Promote the Order before all Masonic affiliated bodies when and where the opportunity presents itself when requested by the Grand Bethel Honored Queen.
- (3) Give a brief report on their activities at the Annual Meeting of the Grand Bethel.

Section 2. Membership Committee.

The Membership Committee shall be composed of at least five (5) Grand Bethel members appointed by the Grand Bethel Honored Queen with the approval of the Grand Bethel Committee. This committee will be co-chaired by the Grand Bethel Senior Princess and the Grand Bethel Junior Princess. It shall be the duty of this committee to:

- (1) Encourage growth and retention of membership.
- (2) Collaborate and exchange ideas regarding growth and retention of membership.
- (3) Give a brief report on their activities at the Annual Meeting of the Grand Bethel.

**ARTICLE XVI
GRAND BETHEL BEAU**

Section 1. Eligibility

- (a) The Grand Bethel Beau shall be no younger than 13 years of age and no older than 20 years of age. When he has attained the age of 18 or older, it is required that he attends a CAV class and receives his certification, in order to hold the position.
- (b) To become Grand Bethel Beau, you must be male, unmarried, childless, be a Bethel Beau of a local Bethel and represent the virtues of Job's Daughters.

Section 2. Selection

- (a) The selection of the Grand Bethel Beau will be:
 - (1) Based on a test of general knowledge of JDI and Illinois Job's Daughters.
 - (2) And a majority vote of Grand Bethel members in attendance at the Annual Grand Session.

Section 3. Regalia

- (a) Once being selected he shall wear a collar distinguishing him as the Grand Bethel Beau of Illinois.

Section 4. Responsibilities

- (a) Act as a liaison between Illinois Job's Daughters and the Order of DeMolay, if a member of the Order of DeMolay.
- (b) To be a male representative of Job's Daughters for the purpose of promoting membership and growth.
- (c) To have a general knowledge of Job's Daughters.
- (d) To assist the Grand Bethel Honored Queen in anything asked including but not limited to:
 - (1) Assisting the Grand Bethel Honored Queen with preparing activities.
 - (2) Supporting growth.
 - (3) Promoting the order.
 - (4) Participate in all Grand Bethel activities when appropriate.

Section 5. Chaperone and Sleeping Arrangements

(a) The Associate Grand Bethel Guardian shall be the official chaperone of the Grand Bethel Beau at all Job's Daughters events. In the event the Associate Grand Bethel Guardian is not available another male CAV may act as chaperone.

(b) The Grand Bethel Beau shall not be in any "non-public" or isolated rooms or areas with any Job's Daughters unless accompanied by the Official Chaperoned or another CAV adult. Under no circumstances shall the Grand Bethel Beau enter the lodging area(s) (e.g., hotel rooms, sleeping room, etc.) of any Job's Daughter.

Section 6. Removal

(a) Failure to comply with these duties and requirements may result in removal from position at the discretion of the Grand Bethel Committee.

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

ARTICLE I

Section 1. Pageant Committee and Duties:

- (a) Plan a Miss Illinois Job's Daughter Pageant and a Junior Miss Illinois Job's Daughter Pageant to be held concurrently as directed by the Grand Guardian (based upon the guidelines established by the SupremeGuardian Council for the Miss International Job's Daughter Pageant). The Pageant shall be self-supporting (excluding the cost of Supreme Annual Session provided in Article I, Section 3, (e)-(g)). All monies collected shall be placed in an account to be known as the Miss Illinois and Junior Miss Illinois Pageant Fund. The remaining funds leftover from the Pageant go into an Illinois Job's Daughters Pageant Account to be used for following years.
- (b) Establish the age requirements of the Miss Illinois Job's Daughter Pageant Contestants to be members in good standing in their Bethels, her age shall be compatible with the Supreme Guardian Council Rules. (See R&R Pageant Article V Section 1(a)).
- (c) It shall be the duties of the Pageant Chairman to ensure:
 - (1) Register the Miss Illinois Job's Daughter for the Miss International Pageant.
 - (2) Register the Miss Illinois Job's Daughter for Supreme Session
 - (3) Reserve a hotel room for Miss Illinois Job's Daughter at Supreme Session

Section 2. Term of Office:

- (a) The term of office for Miss Illinois Job's Daughter shall begin with her coronation and shall terminate with the coronation of her successor at Pageant the following year.
- (b) Miss Illinois Job's Daughter shall serve under the direct supervision of the Grand Guardian, who may remove her from this position for just cause. Notice of such removal shall be given in writing, stating the cause for removal and giving complete information concerning the Law of Appeals and Grievances (SOP-SGC-1).
- (c) Any Daughter that does not complete her term as Miss Illinois Job's Daughter, for any reason other than disciplinary action shall be accorded the title of "Past Miss Illinois Job's Daughter", at the discretion of the Executive Members of the GGC.
- (d) The order of succession for Miss Illinois Job's Daughter shall be first runner up, followed by second runner up.
- (e) In the event Miss Illinois Job's Daughter is select as Miss International Job's Daughter, she shall retain her position as Miss Illinois Job's Daughter.

Section 3. Miss Illinois Job's Daughters Pageant:

- (a) Each contestant shall receive a participation sash, charm and certificate.
- (b) Miss Congeniality shall receive flowers and a plaque.
- (c) First and second runner-up shall receive an arm bouquet, plaque and twenty-five dollars (\$25.00).
- (d) Miss Illinois Job's Daughter shall receive an arm bouquet, plaque, fifty dollars (\$50.00), sash, cape and crown. The cape shall be worn during the year and returned to the committee.
- (e) Transportation to the Supreme Annual Session shall be paid for Miss Illinois Job's Daughter to travel to the Supreme Annual Session based upon actual fare by the most direct route of travel – if by air (coach) class, if by train (Pullman when necessary) or if by automobile twenty-five cents (\$.25) per mile. Should a chaperone accompany Miss Illinois Job's Daughter, the chaperone's transportation shall be at her own expense, unless she rides in the same automobile as Miss Illinois Job's Daughter in which case the twenty-five cents (\$.25) per mile shall be paid to Miss Illinois Job's Daughter.
- (f) The cost of lodging at the standard room rate shall be paid in full during the five (5) nights while in attendance at the Miss International Pageant Competition at the Supreme Annual Session. If it's determined less expensive to remain through Saturday night, due to reduced transportation costs, the cost of lodging will be extended to six (6) nights to reduce the overall upon presentation of the hotel/ motel bill. The Grand Guardian Council shall be responsible for the contestant and her chaperone's share of the room. If there should be more than these two (2) persons in the room, the GGC shall pay for only these two persons' share of the room.
- (g) The registration fee for the pageant shall be paid for by the GGC.

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

ARTICLE I

Section 1. Pageant Committee and Duties:

- (a) Junior Miss Illinois Job's Daughter Pageant Committee composed of at least seven (7) members. It shall be the duty of the Junior Miss Illinois Job's Daughter Pageant Committee to:
- (b) Plan a Junior Miss Illinois Job's Daughter Pageant which shall be self-supporting from fees collected as directed by the Grand Guardian (excluding the cost of lodging at the Illinois Grand Guardian Annual Session provided in Article I, Section 2, (e)). Any excess money shall remain in the Junior Miss Illinois Job's Daughter Pageant Fund.
- (c) Establish the age requirements of the Junior Miss Illinois Job's Daughter Pageant Contestants to be members in good standing in their Bethels, not having reached sixteen (16) years of age at the time of the Miss International Job's Daughter Pageant.

Section 2. Junior Miss Illinois Job's Daughter Pageant:

- (a) Each contestant shall receive a participation sash, charm and certificate.
- (b) Junior Miss Congeniality shall receive flowers and a plaque.
- (c) First and second runner-up shall receive an arm bouquet, plaque and twenty-five dollars (\$25.00).
- (d) Junior Miss Illinois Job's Daughter shall receive an arm bouquet, plaque, fifty dollars (\$50.00), sash, cape and crown. The cape shall be worn during the year and returned to the committee.
- (e) The cost of lodging at the standard room rate shall be paid in full during the three (3) nights while in attendance at the Illinois Grand Guardian Council Annual Session, and upon presentation of hotel/motel bill. If the hotel/motel room is shared with other persons, the GGC shall be responsible for one (1) person's share of the room. If there should be four (4) persons in the room, the GGC shall pay only for Junior Miss Illinois Job's Daughter.
- (f) Complimentary Grand Banquet ticket shall be provided.

**ALUMNI ASSOCIATION
ILLINOIS JOB'S DAUGHTERSINTERNATIONAL
RULES AND REGULATIONS**

**ARTICLE I
NAME**

Section 1.

- (a) The name of this organization shall be the Alumni Association Illinois Job's Daughters International(AAIJDI)

**ARTICLE II
PURPOSE**

Section 1.

- (a) The purpose of this organization is to provide resources to assist in perpetuation of JDI in Illinois in order to increase Bethel membership by identifying future Bethel Guardian Council members, providing additional financial resources and identifying special skills that may be utilized to enhance the Grand Guardian Council of Illinois and JDI.

Section 2.

- (a) This organization shall function under the direction of the Grand Guardian and the GGC of Illinois.

**ARTICLE III
MEMBERSHIP**

Section 1.

- (a) Those eligible for membership shall be:
 - (1) Majority Members of JDI
 - (2) Adults who have worked with a Bethel for a minimum of one (1) year.
 - (3) Annual membership shall be granted to each contributor of a minimum of five (5) dollars
 - (4) Lifetime membership shall be granted to each contributor of fifty (50) dollars

**ARTICLE IV
ALUMNI COMMITTEE**

Section 1. Members

- (a) The members of the Alumni Committee shall be selected by the Grand Guardian.
- (b) The Alumni Committee shall consist of three (3) members who shall serve terms of one (1), two (2), or three (3) years as designated by the Grand Guardian. At each succeeding session of the Grand Guardian Council one (1) new member shall be appointed to fill the three (3) year vacancy.

Section 2. Duties

- (a) Plan the annual reunion of the AAIJDI.
- (b) Encourage communication among the members of the AAIJDI.
- (c) Create at least one paragraph of news for the GG's newsletter.
- (d) The Chairman shall give a report of the committee's activities and accomplishments at the Annual Session of the Grand Guardian Council.

**ARTICLE V
OFFICERS**

Section 1.

- (a) Chairman
- (b) Vice Chairman
- (c) Secretary/Treasurer

**ARTICLE VI
FINANCES**

Section 1. Receipts

- (a) All membership applications and contributions shall be sent to the office of the Grand Secretary of the Grand Guardian Council of Illinois.
- (b) All funds shall be deposited in the General Fund of the Grand Guardian Council: twenty-five (25) percent shall be allocated to the Promotion Fund, twenty-five (25) percent shall be allocated to the Educational/Grant fund, and fifty (50) percent shall remain in the AAJDI account.

Section 2. Disbursements

- (a) Printing and Mailing information concerning the AAJDI.
- (b) Membership Pin and Certificate of Membership to all members of the AAJDI.
- (c) Excess fund as determined by the Alumni Committee shall be transferred to the Educational/Grant Fund.

**ARTICLE VII
REUNION**

Section 1.

- (a) The Annual Reunion of the Association may take place during the Annual Session of the GGC or at a time determined by the Committee.

**ARTICLE VIII
AMENDMENTS**

Section 1.

- (a) Amendments to these Rules and Regulations shall be made at the Annual Session of the Grand Guardian Council by a two-thirds (2/3) affirmative vote of the members present and voting. Amendments shall be sent to the Grand Secretary at least ninety (90) days prior to the Annual Session and a copy published for each voting member of the GGC least thirty (30) days prior to the Annual Session. Amendments become effective when approved by the GGC and Jurisprudence Committee of the SGC, and subsequently published.

**RULES AND REGULATIONS
LILY OF THE VALLEY AWARD**

**ARTICLE I
TITLE**

Section 1.

- (a) A Daughter or Majority Member selected to receive this honor shall be known as a recipient of the Lily of the Valley Award.

**ARTICLE II
OBJECT**

Section 1.

- (a) The purpose of this award is to pay special honor to those Daughters and Majority Members who have continued to show active support of their Bethel and JDI by unselfish effort and commitment.

**ARTICLE III
QUALIFICATIONS**

Section 1.

- (a) To be nominated for the award, a Daughter or Majority Member shall have shown outstanding dedication to both her home Bethel and JDI by continuous, meritorious service to the Order.

**ARTICLE IV
ELIGIBILITY**

Section 1.

- (a) The nominee must be either an active member or a Majority Member of JDI.
- (b) At the time of her nomination, she must be at least eighteen (18) years of age and not older than twenty-four (24) years of age.
- (c) If the nominee is a PHQ, she must have completed her term as HQ at least two (2) years prior to the nomination to receive the Lily of the Valley Award.
- (d) Current Grand Bethel Line Officers of Illinois Job's Daughters are not eligible for nomination until they have completed the Grand Bethel Officer Line.

**ARTICLE V
NOMINATION AND SELECTION**

Section 1. Nomination

- (a) Nomination shall be made by Executive Member of the BGC without the knowledge of the nominee. Any Bethel member may recommend a recipient to her Bethel Guardian or other Executive Member of the BGC.
- (b) Nomination shall include specific examples of outstanding service to the Bethel. In addition to the nomination, recommendation in writing from four (4) adults not related to the nominee, who have firsthand knowledge of her contributions to the Bethel, shall be submitted.
- (c) Nominations may be by the nominee's home Bethel or a Bethel to which she has contributed outstanding service to merit the nominations.
- (d) The completed nomination packet and recommendations must be submitted to the Committee Chairman.

Section 2. Selection

- (a) No more than three (3) candidates per GGC year will be approved.

- (b) The members of the Committee shall review the nomination and recommendations. A majority shall be necessary to approve (or disapprove) the nomination. The decision of the Committee shall be final.
- (c) The Committee Chairman shall notify the recipient and the BGC nominating her of her selection.

**ARTICLE VI
CONFERRING OF AWARD**

Section 1.

- (a) The Grand Bethel Officers will confer the award at the Annual Session of the GGC. If a nominee is unable to attend, then the Grand Guardian may call a meeting at a different time and location at accommodate that nominee.
- (b) The GGC shall be responsible for providing the recipient with a stem of lily of the valley and a certificate and for having her name, date of ceremony and jurisdiction engraved on the reverse side of the medallion (JSP-70).
- (c) The Chairman of the Committee shall cooperate with the Grand Bethel Guardian who will oversee the Grand Bethel Officers in conferring the award.

**ARTICLE VII
LILY OF THE VALLEY COMMITTEE**

See B-GGC Sec. 4 (s)