RULES AND REGULATIONS OF GRAND BETHEL GRAND GUARDIAN COUNCIL OF HEARTLAND JOB'S DAUGHTERS INTERNATIONAL

ARTICLE I
NAME

Section 1.
(a) The name of this organization shall be Grand Bethel of the Grand Guardian Council of Heartland Job's Daughters International.

ARTICLE II
OBJECT

Section 1.
(a) The object of this Grand Bethel shall be to preserve the ideals and principles of Job's Daughters International.

ARTICLE III
JURISDICTION

Section 1.
(a) The Grand Bethel derives its authority from the Grand Guardian Council of Heartland.
(b) The jurisdiction of the Grand Bethel shall be limited to the States of Kansas and Oklahoma.

ARTICLE IV
MEMBERSHIP AND REGISTRATION

Section 1. Membership
The membership of this Grand Bethel shall consist of Heartland Job's Daughters in good standing in their Bethel and unmarried Majority Members without children. Members must not have reached their twenty-second (22) birthday at the time of selection.

Section 2.
(a) The dues shall be five dollars ($5.00) per member per year until majority or while an active member of the Grand Bethel of Heartland.
(b) Dues shall be collected by the G Board no later than May 1st.
(c) All members are entitled to vote and hold office.

ARTICLE V
MEETINGS AND TERM OF OFFICE

Section 1. Meetings

(a) The Grand Bethel shall meet in Annual Meeting on a date determined by the Board of Directors of Grand Bethel and the EGGC.

(b) The Grand Bethel of Heartland shall hold one (1) formal meeting per year and may hold additional meetings, the dates of which may be determined at a meeting of the Board of Directors of Grand Bethel.

(c) The Grand Bethel of Heartland may, upon request of the GG or the GGC and/or the Board of Directors of Grand Bethel, with the approval of the GG, participate in activities such as Supreme visitations, schools of instruction, Ritual exemplifications, conferral of The Degree of Royal Purple, institution of new Bethels, special meetings, receptions, and other appropriate ceremonies.

Section 2. Installation

(a) Officers of the Grand Bethel for the following year shall be installed at the close of the Annual Meeting of the Grand Bethel.

(b) The retiring Grand Bethel Honored Queen shall serve as the Installing Officer.

(c) The other installing officers, with the exception of the Installing Musician, shall, as far as practical, be selected from previous Grand Bethel Honored Queens, previous Grand Bethel Honored Queen pro-tems, and previous Honor Bethel Honored Queens. If enough previous Grand Bethel Honored Queens, previous Grand Bethel Honored Queen pro-tems, and previous Honor Bethel Honored Queens are not available, installing officers may be filled from current Grand Bethel Officers or PHQs with the approval of the Board of Directors of Grand Bethel.

Section 3. Term of Office

(a) The term of office shall be until the next Annual Meeting of the Grand Bethel.

(b) Any Grand Bethel Officer or Grand Bethel Representative who becomes ineligible during her term of office must notify the Grand Bethel Guardian of the Board of Directors of Grand Bethel who shall declare the office vacant and appoint another member to fill that office when possible from the same Bethel and in attendance at the previous Annual Session of the Grand Guardian Council.

(b) Any Grand Bethel Officer or Grand Bethel Representative who is not present at any Grand Bethel meeting after the Annual Session of the Grand Guardian Council of Heartland shall be removed from office unless excused by the Board of Directors of Grand Bethel. The Grand Bethel Guardian of the Board of Directors of Grand Bethel will then declare that office vacant. The removed member would also forfeit her eligibility to be selected as a Grand Bethel Officer or Representative at the following Annual Meeting of Grand Bethel.

(c) Conduct that reflects discredit upon Job's Daughters International or deliberate disobedience to the laws of the Order shall be considered cause for removal from office by the Board of Directors of Grand Bethel.

ARTICLE VI
GRAND BETHEL OFFICERS AND REPRESENTATIVES

Section 1. Officers

(a) The officers of this Grand Bethel shall be a Grand Bethel Honored Queen, Grand Bethel Senior Princess, Grand Bethel Junior Princess, Grand Bethel Guide, Grand Bethel Marshal, Grand Bethel Chaplain, Grand Bethel Recorder, Grand Bethel Treasurer, Grand Bethel Librarian, Grand Bethel Musician, Grand Bethel First, Second, Third, Fourth, and Fifth Messengers, Grand Bethel Senior and Junior Custodians, and Grand Bethel Inner and Outer Guards.

Section 2. Representatives

(a) The number of Grand Bethel Representatives is to be decided upon at the discretion of the Board of Directors of Grand Bethel.

ARTICLE VII
ELIGIBILITY & FORMS

Section 1. Eligibility of Officers

(a) Requirements for Officers and Representatives:
- (1) Active member of Grand Bethel.
- (2) Registered for the current Annual Meeting.
- (3) Present to accept the office.

(b) Requirements for Chaplain:
- (1) Must compete in the Chaplain's competition at the annual Grand Session.
- (2) The overall winner in the Chaplain's competition will be selected as the Grand Bethel Chaplain.

(c) Requirements for Honored Queen:
- (1) The current Senior Princess, with a vote of confidence from the Grand Bethel Board of Directors, will advance to Honored Queen.

(d) Requirements for offices of Senior Princess, Junior Princess, Guide and Marshal:
- (1) Must be a Honored Queen who has served during the current GGC year or a Past Honored Queen.
- (2) Submit a Grand Bethel Letter of Intent (Form HL 13). Grand Bethel Letter of Intent (Form HL 13) must be received by the Board of Directors of Grand Bethel to be eligible for Containers No. 1 and No. 2. The Grand Bethel Letter of Intent shall be sent "Certified Mail, Return Receipt Requested" or by electronic mail with a confirmation response from the Board of Directors of the Grand Bethel.
- (3) Complete a written ritual test provided by the current Grand Bethel Honored Queen and Grand Bethel Board of Directors.
- (4) Recite one of the Honored Queen lectures listed below, as selected by the Grand Bethel Honored Queen and Board of Directors. Judging will be on accuracy and presentation
  - (i) Membership Ceremony
  - (ii) Majority Ceremony
  - (iii) Lily of the Valley Ceremony

(5) All Daughters must achieve a minimum standard of seventy-five percent (75%) or higher in the combined categories as described above in (3) and (4).

(e) Any Grand Bethel Honored Queen, past or present, shall be ineligible for Containers No. 1 and/or No. 2.

(f) Any daughter with the title of Miss Heartland Job's Daughter or Junior Miss Heartland Job's Daughter is not eligible to serve as Grand Bethel Honored Queen during the concurrent term.

Section 2. Definition of forms.

(a) Grand Bethel Letter of Intent (Form HL 13) a standard form, obtained from the Board of Directors of Grand Bethel, to be furnished to each Honored Queen of the current year or Past Honored Queens, upon request, stating the responsibilities and expectations of each office. This form should ask for the girl's name, age, Bethel number, previously held offices, her future plans (for example, college), why she wants an office, her ideas for Grand Bethel and if she would like to be considered for a line officer or other officers. The girls shall have this form completed, signed by parent, guardian or custodian, and submitted to the Grand Bethel Guardian of the Board of Directors of Grand Bethel on or before May 1 preceding the Annual Session of the Grand Guardian Council. The Grand Bethel Letter of Intent (HL Form 13) form may be sent USPS (must be postmarked on or before May 1) or electronic mail and may include a return receipt if the Daughter would like the confirmation of delivery to the Board of Directors of the Grand Bethel of Heartland.

ARTICLE VIII
DRAWING

Section 1. Procedure.

(a) There shall be four (4) containers.

(1) Container No. 1 shall contain the names of the Honored Queens of the current year and the Past Honored Queens who sent in a Grand Bethel Letter of Intent (Form HL 13) and who have met the minimum standard.

(2) Container No. 2 shall contain the names of the Honored Queens of the current year and the Past Honored Queens who sent in a Grand Bethel Letter of Intent (Form HL 13) and who did not meet the minimum standard.

(3) Container No. 3 shall contain the name of those Honored Queens of the current year and Past Honored Queens who did not send in a Grand Bethel Letter of Intent (Form HL 13).

(4) Container No. 4 shall contain the Bethel number of all Bethels represented at the Annual Meeting.

[a] Two containers shall be provided for each Bethel.

[1] Bethel Bucket A will contain the names of each registered member other than the Honored Queens of the current year and Past Honored Queens who have indicated they wish to hold a Grand Bethel Office.

[2] Bethel Bucket B will contain the names of those registered members who have indicated they are only willing to accept a position as a Grand Bethel Representative.

[b] The drawing shall proceed as follows:

[1] Select a name from Container No. 1. The name drawn shall be the Grand Bethel Senior Princess. Continue drawing until all line officers have been filled in respective order.

[2] In the event there are not enough names in Container No. 1 to fill the Grand Bethel Line Offices then draw from Container No. 2.

[3] If Container No. 1 and No. 2 have both been exhausted and the line offices have not been filled, the remaining line offices will remain vacant.

[4] After the Grand Bethel Marshal has been selected or declared vacant, the Grand Bethel Chaplain will be announced.

[5] If there are names remaining in Container No. 1 and/or Container No. 2 then continue drawing. The name drawn shall be the Grand Bethel Recorder. Proceed in the same manner to select the Grand Bethel Treasurer, Grand Bethel Librarian, Grand Bethel Musician, Grand Bethel First, Second, Third, Fourth, and Fifth Messengers, Grand Bethel Senior Custodian, Grand Bethel Junior Custodian, Grand Bethel Inner Guard, and Grand Bethel Outer Guard. If all names have been drawn and there are remaining offices then proceed to Container No. 3. When all offices have been filled; any names remaining in Container No. 3 shall be placed in their respective Bethel container.

[6] In the event there are not enough names in Container No. 3 to fill the Grand Bethel Offices then draw a Bethel number from Container No. 4 (containing Bethel numbers) and then select a name from the Bethel Bucket A corresponding to the Bethel number drawn. Continue in like manner until all offices and representatives are filled.

[7] Any girl whose name is drawn from a container for a Grand Bethel office who does not wish to be a Grand Bethel Officer, but would like to have a chance to be a Grand Bethel Representative may request that her name be put back into her Bethel's container before Grand Bethel Representative Names are drawn.

[8] Once all Grand Bethel Officers have been selected the names remaining in Bethel Bucket A shall be placed into their corresponding Bethel Bucket B. The drawing for the Grand Bethel Representatives will continue after the Grand Bethel Officers are selected. The next Bethel number will be drawn from the Container No. 4 and a name selected from Bethel Bucket B until all representatives are filled.

ARTICLE IX
FINANCES

Section 1.

(a) The least expensive official Past Grand Bethel Honored Queen's jewel shall be purchased from Grand Bethel funds and presented to each Grand Bethel Honored Queen at the conclusion of her term. If the Grand Bethel Honored Queen prefers a different jewel, she may pay the additional amount to Grand Bethel at the time the order is placed with the official jewelry supplier.

(b) All funds of the Grand Bethel shall be received by the Secretary of the Board of Directors of Grand Bethel and deposits made within fifteen (15) days. All bills properly authorized by the Board of Directors of Grand Bethel shall be paid by warrant.

(c) No indebtedness shall be incurred without the approval of the majority of the members of the Board of Directors of Grand Bethel.

(d) If the Grand Bethel Honored Queen attends Supreme Session, a reasonable monetary allowance to supplement the expenses shall be given to her not to exceed five hundred dollars ($500.00). Request for reimbursement, including all receipts, separate from those submitted to the GGC, must be submitted within sixty (60) days of her return home.

(e) The Grand Bethel Honored Queen may request up to seventy-five percent (75%) of her allowable reimbursable expenses to be paid in advance of leaving for Supreme Session after having submitted a notarized, signed promissory note to the Grand Bethel Secretary. Promissory note will guarantee that should she not attend Supreme Session, one hundred percent (100%) of the funds will be reimbursed to the Grand Bethel of Heartland no later than sixty (60) days following the end of Supreme Session. Promissory note will be held in the office of the Grand Bethel Secretary until all receipts have been submitted and approved through the Finance Committee or the payment satisfied.

(f) Registration fee and Grand Bethel Banquet fee for the Annual Session of the Grand Guardian Council of Heartland shall be paid for the Grand Bethel Honored Queen, Grand Bethel Guardian, and the Associate Grand Bethel Guardian if they attend.

(g) The Grand Bethel Honored Queen shall be required to submit bills and/or receipts for her expenses for consideration for reimbursement by the Board of Directors of Grand Bethel.

ARTICLE X
VACANCIES

Section 1. Vacancies

(a) Vacancies shall be filled by the Board of Directors of Grand Bethel.

ARTICLE XI
DUTIES OF THE GRAND BETHEL OFFICERS

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

(a) Preside over all convocations of the Grand Bethel of Heartland.

(b) Promote the good of the Order at all times.

(c) See that she and her Grand Bethel Officers render all assistance, whenever possible, to the Bethels in the State of Heartland.

(d) If requested to do so by the Grand Guardian:

(1) Provide entertainment of the Bethel Daughters during the Annual Session of the Grand Guardian Council.

(2) Assist the Grand Guardian of Heartland in any way possible.

(3) Conduct the drawing for the selection of Grand Bethel Officers and Grand Bethel Representatives for the ensuing term, under the direction of the Board of Directors of Grand Bethel.

(4) Prepare and present a report on her activities to the Grand Bethel at the Annual Meeting of the Grand Bethel held during the Annual Session of the Grand Guardian Council.

(5) Speak on behalf of Heartland Job's Daughters at invited Masonic events when the Miss Heartland Job's Daughter is not available.

Section 2. Grand Bethel Senior Princess. It shall be the duty of the Grand Bethel Senior Princess to:

(a) Communicate with the other Grand Bethel Officers to determine their ideas and interests for Grand Bethel. Following each Grand Bethel Board meeting, report on the actions of the Grand Bethel Line Officers to the other Grand Bethel Officers.

(b) Select the special ceremonies to be performed by Grand Bethel in consultation with a committee of Grand Bethel Officers appointed by the Grand Bethel Honored Queen.

(c) Select and administer the Grand Bethel Philanthropy Project in consultation with a committee of Grand Bethel Officers appointed by the Grand Bethel Honored Queen.

(d) With the Grand Bethel Junior Princess, work with the Board of Directors of Grand Bethel and the Session Arrangements Committee to make preparations for the Grand Bethel Banquet.

(e) Prepare and present a report on her activities to the Grand Bethel at the Annual Meeting of the Grand Bethel held during the Annual Session of the Grand Guardian Council.

Section 3. Grand Bethel Junior Princess. It shall be the duty of the Grand Bethel Junior Princess to:

(a) Communicate with the Grand Bethel Representatives to ensure that they are fulfilling their duties. Following each Grand Bethel meeting, report on the actions of the Grand Bethel Line Officers to the Grand Bethel Representatives.

(b) Select and administer the Grand Bethel Fundraiser in consultation with a committee of Grand Bethel Officers appointed by the Grand Bethel Honored Queen.

(c) Select and administer fun projects at each Grand Bethel meeting in consultation with a committee of Grand Bethel Representatives appointed by the Grand Bethel Honored Queen.

(d) With the Grand Bethel Senior Princess, work with the Board of Directors of Grand Bethel and the Session Arrangements Committee to make preparations for the Grand Bethel Banquet.

(e) Prepare and present a report on her activities to the Grand Bethel at the Annual Meeting of the Grand Bethel held during the Annual Session of the Grand Guardian Council.

Section 4. Grand Bethel Guide and Grand Bethel Marshal. It shall be the duty of the Grand Bethel Guide and Grand Bethel Marshal to:

(a) Work with the Grand Bethel Board to make arrangements (i.e. programs, carrying pieces, etc.) for the Grand Bethel Installation.

(b) In consultation with the Grand Bethel Chaplain, plan and conduct a worship service at each Grand Bethel weekend.

(c) Plan and execute any Grand Bethel HIKE(s) in consultation with the Grand Bethel Messengers.

(d) The Grand Bethel Guide and Grand Bethel Marshal shall each prepare and present a report of her activities to the Grand Bethel at the Annual Meeting of the Grand Bethel held during the Annual Session of the Grand Guardian Council.

Section 5. Grand Bethel Recorder. It shall be the duty of the Grand Bethel Recorder to keep proper record of all regular and special meetings, and read same at the next meeting of Grand Bethel, and to perform all other duties assigned to her.

Section 6. Grand Bethel Treasurer. It shall be the duty of the Grand Bethel Treasurer to give a financial report at each meeting of the Grand Bethel.

Section 7. Grand Bethel Musician. It shall be the duty of the Grand Bethel Musician to provide music for all Grand Bethel meetings and ceremonies.

Section 8. Grand Bethel Officers. It shall be the duty of all officers to:

(a) Visit as many Bethels as possible.

(b) Be familiar with the official Ritual of Job's Daughters International, in order to provide assistance to any Bethel, when requested to do so, by filling any station necessary.

(c) Attend the Annual Meeting of the Grand Bethel and any other meetings held during their term of office.

(d) Perform such other duties as may add interest and promote the welfare of Grand Bethel and Job's Daughters International.

(e) Each Grand Bethel Officer is expected to memorize the Grand Bethel Station and Duty as well as all parts in the Ritual of JDI for their station in the Membership Ceremony.

Section 9. Grand Bethel Representatives. It shall be the duty of each Grand Bethel Representative to:

(a) Correspond with as many Bethel members or Grand Bethel Representatives as possible in the state, province, territory, or country she is selected to represent.

(b) Submit a written report at the Annual Meeting of the Grand Bethel, and at other times when requested to do so, of her activities during the year and her knowledge

ARTICLE XII
SUPERVISION & TRAVEL AUTHORIZATION

Section 1. Supervision

(a) When traveling, the Grand Bethel Officers and Representatives will be accompanied by a chaperone who will be in charge of her care. All chaperones must follow the rules in accordance with the JDI Youth Protection Program and Policy.

(b) When traveling the GB Officers and Representatives will carry with than a medical release form providing the following:
- (1) all medical conditions
- (2) all medications currently taken
- (3) authorization for the chaperone to arrange emergency medical treatment
- (4) name and policy number of health insurance
- (5) telephone number at which parent(s) or guardian(s) may be reached at all times

(c) The conduct of the GB Officers and Representatives shall be in accordance with the teachings and principles of our Order

ARTICLE XIII
ORDER OF ESCORT

Section 1. **Title and Honors.** A Grand Bethel Officer is distinguished by the title of her respective Grand Bethel Office. Honors will be as specified in the current edition of the Ritual of Job's Daughters International.

ARTICLE XIV
REGALIA AND MEDALLION

Section 1.

(a) All members of the Grand Bethel shall provide their own official regalia of the Order to be worn at the Annual Meeting and Installation of Grand Bethel and any formal meeting during the year they hold office. It shall consist of a white Grecian robe, long white slip, white hose, white flat shoes and headband as required. The Grand Bethel Honored Queen, Grand Bethel Senior Princess and Grand Bethel Junior Princess shall wear the approved Grand Bethel capes and crowns.

(b) When making Bethel visits, attending other functions or when authorized by the Grand Guardian or Grand Bethel Guardian, the Grand Bethel Honored Queen and Princesses of the Grand Bethel shall be permitted to wear capes and crowns with long white dresses. When short dresses are deemed more appropriate by the Grand Guardian or Grand Bethel Guardian, The Honored Queen of the Grand Bethel and Princesses of the Grand Bethel shall be permitted to wear their tiaras and sashes with approved short white dresses.

(c) All Grand Bethel Officers and Grand Bethel Representatives shall be encouraged to wear their medallions when attending Bethel meetings, receptions, and Installations of Job's Daughters International and the meeting of the Grand Bethel of Heartland.

ARTICLE XV
AMENDMENTS

Section 1. Proposed by members of Grand Bethel.

(a) Proposed changes to these Rules and Regulations, approved by a majority vote of the Grand Bethel members present at a meeting, are subject to the approval of the Grand Guardian Council of Heartland, providing proposed amendment is signed by one (1) Grand Bethel member and has been sent in writing to the Grand Bethel Guardian of the Board of Directors of Grand Bethel by January 31. The Grand Bethel Guardian shall then forward a copy of the proposed amendment to each Bethel at least thirty (30) days before said Grand Bethel meeting. Proposed amendments approved by the Grand Bethel membership must then be submitted to the Grand Guardian Council by a bona fide member of that body for approval as outlined in the Manual of Rules and Regulations of the Grand Guardian Council of Heartland. (HL-SOP-SGC-16)

ARTICLE XVI
BOARD OF DIRECTORS OF GRAND BETHEL

Section 1.

A Board of Directors, consisting of eight (8) members, of which four (4) shall be elected by members of the Grand Guardian Council.

(a) Four (4) members of the Board of Directors of Grand Bethel shall be the GG, AGG, VGG and VAGG during their term of office.

(b) Election of the remaining four (4) members, a Grand Bethel Guardian (a woman), Associate Grand Bethel Guardian (a Mason), Secretary (a woman), and Custodian (a Mason) shall follow the election of officers for the Grand Guardian Council. Members elected to the Board of Directors of Grand Bethel shall not serve more than two (2) consecutive years.

(c) Any member of the Board of Directors of Grand Bethel who resigns her/his office or has completed two (2) consecutive years, shall not be reelected or reappointed to the Board of Directors until one (1) year has expired.

(d) Those eligible for election shall be Bethel Guardians or Past Bethel Guardians and Associate Bethel Guardians or Past Associate Bethel Guardians.

(e) The five (5) line officers shall be included on the Board of Directors of Grand Bethel. After the matters for which their presence is required have been discussed, they shall be excused before the Board of Directors of Grand Bethel continues with its business.

ARTICLE XVII
VACANCIES IN OFFICE ON THE BOARD OF DIRECTORS OF GRAND BETHEL

Section 1. Vacancies:

(a) Should a vacancy occur on the Board of Directors of Grand Bethel between Annual Sessions of the GGC, it shall be filled from the permanent membership of the GGC by appointment by the Grand Guardian, and the one appointed shall serve for the unexpired term of the member originally elected.

ARTICLE XVIII
DUTIES OF THE BOARD OF DIRECTORS OF GRAND BETHEL

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

(a) Preside at all meetings of the Board of Directors of Grand Bethel.

(b) Supervise the activities, meetings, and programs of the Grand Bethel as set forth in these Bylaws and to perform such duties as may be for the welfare of the Grand Bethel.

(c) Make a report to the Grand Guardian Council at the Annual Session.

(d) Execute plans for the Annual Meeting of the Grand Bethel and such special meetings of the Grand Bethel Officers and/or members as may be deemed advisable.

(e) Attend the Annual Meeting of the Board of Directors of Grand Bethel at such place and date as approved by a majority of the members of said board, and such other meetings as may be called by the Grand Bethel Guardian or by majority of the members of the board.

(f) Direct planning the location, cost and details of the fall and spring Grand Bethel Meetings in consultation with the Grand Guardian and the Grand Bethel Line.

(g) Approve or disapprove all Grand Bethel activities at the Annual Session of the Grand Guardian Council.

(h) Appoint the Grand Bethel Director of Epochs by recommendation to the Board of Directors of Grand Bethel with a majority vote approval of the Board. The Grand Bethel Director of Epochs shall be:

(1) Qualified to serve on a committee as defined in C-GGC Art. VII, Sec. 1(a)(1)

(2) A Majority Member of Job's Daughters.

(3) Between the ages of twenty (20) and thirty five (35).

(4) On the current CAV list provided by the Executive Manager.

Section 2. It shall be the duty of the Associate Grand Bethel Guardian to:

(a) Be in charge of the properties of the Grand Bethel.

(b) Assist the Grand Bethel Guardian in the performance of her duties.

(c) Attend the Annual Meeting of the Board of Directors of Grand Bethel at such place and date as approved by a majority of the members of said board, and such other meetings as may be called by the Grand Bethel Guardian or by majority of the members of the board.

Section 3. It shall be the duty of the Secretary of the Board of Grand Bethel to:

(a) Set up registration for the Annual Meeting of the Grand Bethel.

(b) Prepare the minutes of each meeting of the Board of Directors of Grand Bethel and distribute such minutes to the members of the Board of Directors of Grand Bethel and to each member of the Executive Grand Guardian Council within two (2) weeks following the meeting.

(c) Prepare a record of all Grand Bethel meetings.

(d) Supervise the work of the Grand Bethel Recorder and receive typed minutes of all Grand Bethel meetings and installations within thirty (30) days of the meeting or installation.

(e) Assist the Grand Bethel Honored Queen and other Grand Bethel Line Officers in preparing all correspondence and submit to the Grand Secretary of the Grand Guardian Council for distribution. All correspondence shall be approved by the Grand Bethel Board of Directors.

(f) Receive all reservations and registrations for the fall and spring Grand Bethel meetings.

(g) Receive all money belonging to the Board of Directors of Grand Bethel of Heartland and keep record of same.
(h) Make all deposits within fifteen (15) days of receipt of funds.
(i) Prepare a financial statement of the balance on hand after each meeting of the Grand Bethel and of the Board of Grand Bethel within two (2) weeks, listing all receipts and disbursements. This report shall be distributed to the members of the Board of Directors of Grand Bethel and each member of the Executive Grand Guardian Council.
(j) Prepare an annual financial statement of all transactions of the Grand Bethel funds to be presented at the Annual Meeting of the Grand Bethel of Heartland.
(k) Attend the Annual Meeting of the Board of Directors of Grand Bethel at such place and date as approved by a majority of the members of said board, and such other meetings as may be called by the Grand Bethel Guardian or by majority of the members of the board.
(l) Receive all Grand Bethel dues from the Session Arrangements Committee upon completion of the Grand Session registration and issue dues cards.

Section 4. It shall be the duty of the Custodian of the Board of Directors of Grand Bethel to:
(a) Assist the Associate Grand Bethel Guardian in caring for the properties of the Grand Bethel of Heartland.
(b) To supervise the preparation of the Grand Bethel room.
(c) To maintain an inventory of the properties of the Grand Bethel of Heartland.
(d) Attend the Annual Meeting of the Board of Directors of Grand Bethel at such place and date as approved by a majority of the members of said board, and such other meetings as may be called by the Grand Bethel Guardian or by majority of the members of the board.

Section 5. It shall be the duty of the Grand Bethel Director of Epochs to:
(a) Attend all meetings of the Grand Bethel of Heartland.
(b) Conduct all practices of the Grand Bethel of Heartland.
(c) Be in charge of mailing all ceremonial work to the Grand Bethel Officers in their speaking parts.
(d) Assist the Grand Bethel Guardian in instructing the Grand Bethel Officers in their speaking parts.
(e) Prompt officers during the Grand Bethel meetings.
(f) Assist the Grand Bethel Senior Princess and the committee of Grand Bethel Officers appointed by the Grand Bethel Honored Queen in selecting the special ceremonies to be performed by the Grand Bethel Officers.

Section 6. Upon expiration of their term of office at the close of the Annual Meeting of the Grand Bethel, all officers of the Board of Directors of Grand Bethel shall turn over to their successor all properties and/or records belonging to the Grand Bethel of Heartland before leaving the Annual Session of the Grand Guardian Council.

ARTICLE XIX
QUORUM

Five (5) members of the Board of Directors of Grand Bethel shall constitute a quorum.

ARTICLE XX
PARLIAMENTARY AUTHORITY

Section 1.

(a) The Robert's Rules of Order Revised (latest edition) shall govern the meetings of the Grand Bethel and the Board of Directors of Grand Bethel in all cases to which they are applicable and in which they are not inconsistent with these Rules and Regulations.