HL-SGC-SOP-16
RULES OF ORDER AND PARLIAMENTARY AUTHORITY

RULES OF ORDER

1. Quorum
   (a) A quorum for the transaction of business of the SGC shall consist of the representatives of at least ten (10) GGCs.
   (b) A quorum for the transaction of business of this Grand Guardian Council requires the presence of ten (10) voting members of the Grand Guardian Council representing five (5) chartered Bethels. One (1) of the first three (3) named officers must be present and preside, Grand Guardian, Associate Grand Guardian or Vice Grand Guardian.
2. One (1) rap of the gavel calls to order or seats the assembly. Two (2) raps of the gavel calls up the officers. Three (3) raps of the gavel calls up the entire assembly.

3. Members desiring to address the SGC or GGC shall rise, address the presiding officer, and after receiving recognition, state their name, name of the GGC/Bethel to which they belong, and then state the purpose for which they obtained the floor.

4. Unless permission is given by the assembly, no member shall speak longer than five (5) minutes, nor shall a member speak twice on any question until others who desire to speak have done so. No member shall speak more than twice on the same question except by permission.

5. Robert's Rules of Order, Revised (latest edition) shall govern this SGC and all its subordinate organizations where applicable and consistent with the Constitution, Bylaws and Standard Operating Procedures of JDI.

6. The ruling of the presiding officer shall be final, subject to The Law of Appeal.

7. The motion to adopt a proposed amendment to the Constitution, Bylaws and/or Standard Operating Procedures may be made by any voting member present. A negative motion shall not be made.
   (a HL) All members of this Grand Guardian Council, as provided in the Constitution, Bylaws, and Standard Operating Procedures who have registered and received voting credentials (Form 180) shall have the privilege of voting and taking part in discussion.

8. These rules of order may be amended or suspended at any time by a two-thirds (2/3) vote of those present and voting.

PARLIAMENTARY AUTHORITY

1. DEFINITION.
   a. Rules and Regulations are defined as containing the following:
      (1) Ritual Book
      (2) Policy statements issued by the BOT for governance of the Business.
      (3) Constitutions
      (4) Bylaws
      (5) Standard Operating Procedures (SOPs)
   b. All Rules and Regulations require approval by the appropriate Jurisprudence Committee and must be published (electronic or paper) in a format suitable for printing for access by the Daughters and adults.

2.HL IMMEDIATE AMENDMENT - An immediate amendment may be presented by a member of the GGC when signed by five (5) delegates representing five (5) bethels. (See HL-B-GGC Art. XVII 1.26). It shall then be referred to the Jurisprudence Committee for recommendation to and action by the voting delegates. An immediate amendment requires a unanimous vote of those present and voting.

3.HL AMENDMENTS – Amendments to the Constitution, Bylaws, and Standard Operating Procedures shall be approved at the Annual Session of the Grand Guardian Council of Heartland by two-thirds (2/3) affirmative vote of the members present and voting provided such amendments have been submitted in writing and in proper form by a bona-fide member of this Grand Guardian Council, to the Grand Secretary on or before April 1, of the year in which they are to be acted upon and a copy of the proposed amendment has been sent to each voting member by May, of the year they are to be acted upon and a copy of the proposed amendment has been sent to each voting member by May, of the year they are to be acted upon. Amendments to Standard Operating Procedures shall be approved at the Annual Session of the GGC of Heartland by a majority affirmative vote of the members present and voting.

4. No proposed amendment shall be printed and mailed to the voting delegates of the SGC by the Executive Manager unless it has been submitted by a member of the SGC and signed by the proposer.

5. Proposed amendments shall be submitted in a form so as to show the wording of the entire paragraph as amended. Amendments which propose only to delete, insert, or substitute figures, letters, words, phrases or sentences will not be accepted by the Executive Manager.

6. Proposed amendments placed on the floor of the SGC must have the proposers, or a representative speaking on behalf of the proposer, present during the discussion.

7. The adoption of any amendment shall automatically amend all other sections referring to the same subject.

8. Legislation adopted at an Annual Session of the SGC shall become effective immediately upon distribution.

9. The adoption by the SGC of new laws pertaining to BGCs or GGCs, or the amendment of existing laws pertaining to them, automatically amends GGC's Manual of Rules and Regulations for the GGC or BGCs effective with notification of the publication on the SGC Website by the Grand Secretary.

10. The adoption by the SGC of new laws pertaining to Bethels, or the amendment of existing laws pertaining to them, automatically amends GGC's Manual of Rules and Regulations and Bethel laws on the same subject effective with notification of the publication on the SGC Website by the Grand Secretary, or Guardian Secretary of Bethels Under Supreme, unless specifically excepted by the Rules and Regulations of the SGC.

11. The Constitution, Bylaws, Standard Operating Procedures, and Policies (Rules and Regulations) of the SGC shall be printed or reprinted (or presented in a digital form suitable for printing) for use in loose leaf form for ring binders. Any changes made in the Rules and Regulations, shall be by distributing and renumbering of pages affected, as well as the index. Sticker shall not be permitted.

12. There should be a notation at the bottom of the page in bold type opposite the binding indicating an omission. There shall be a side bar printed against the lines where a change or addition has been made. Each replacement or additional page shall include the year of issue. These changes in the Constitution and Bylaws shall be accompanied by a dated check list showing the number of each page affected.

13. Variations to the Rules and Regulations for GGCs and JGCs shall be allowed, upon approval by Supreme Jurisprudence, according to the authorizations previously approved by the SGC as specified in B-GGC 6, Art. XVII and B-JGC 5, Art. XV respectfully.

SUPPLEMENT TO THE CONSTITUTION OF THE GRAND GUARDIAN COUNCIL OF HEARTLAND JOB'S DAUGHTERS INTERNATIONAL

ARTICLE I
NAME

Section 1.

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

Article II
OBJECT

See C-GGC Art. II, Sec. 1.

ARTICLE III
AUTHORITY

Section 1.

(a) The Grand Guardian Council operates under the authority of a Charter granted by the Supreme Guardian Council and dated October 12, 1923. The jurisdiction of this GGC shall be limited to the States of Kansas and Oklahoma.
  (1) The original Charter will be held in the Grand Secretary's office for safe keeping
  (2) A true and certified copy will be used as required by the Constitution and Bylaws of the SGC.

(b) See C-GGC Art. III Sec. 1(b).

(c) See C-GGC Art. III Sec. 1(c).

ARTICLE IV
MEMBERSHIP

Section 1. Members

(a) See C-GGC Art. IV Sec. 1(a)

(b) See B-SGC Art. XXVI Sec. 1(b) concerning loss of membership in the GGC.

Section 2. Life Members

(a) Each active member in good standing upon completing twenty-five (25) years of dedicated service to the Order shall become a life member of this GGC. Dedicated Service shall be subject to the approval of the voting members present at the Annual Session of the GGC.
  (1) Members' years of service shall be grandfathered in at the time of the Kansas and Oklahoma merger.

(b) An active member in good standing may be awarded a life membership (prior to completing twenty-five (25) years of service) through nomination by a bona fide member of the GGC and a majority vote of those members present at the Annual Session.

(c) Those designated as life members shall pay fifty (50) percent of the current amount of the dues for Grand Guardian Council Members as defined in HL-SOP-GGC-4 Section 1 (b) (1). Life members are subject to JDI Rules and Regulations.

Section 3. Member of Honor

(a) An adult, non-member of the council, who has given outstanding service to the Order may be elected a Member of Honor of the GGC through nomination by a bona fide member and by majority vote of members present at the Annual Session.

(b) Should the Supreme Guardian and/or Associate Supreme Guardian make a visit to the jurisdiction, they shall be issued a Member of Honor Certificate (Form 171) from the GGC.

ARTICLE V
OFFICERS

See C-GGC Art. V.

ARTICLE VI
ELIGIBILITY

Section 1.

(a)-(f) See C-GGC Art. VI Sec. (a)-(f)

(g) No officer of the GGC shall hold more than one (1) Grand Office at the same time. Serving as an officer, however, shall not prevent the person from serving on a BGC or being a member of a GGC committee. A member of the GGC serving as a member of the Grand Bethel Board of Directors shall not be eligible for an elective office of the GGC until she/he has completed or is completing the term for which she/he was elected.

(h) The Grand Secretary and Grand Treasurer shall not be reelected to serve as members of the Executive Grand Guardian Council after serving seven (7) consecutive years until one full term of office of the Grand Guardian Council has passed.

ARTICLE VII
(Unassigned)

ARTICLE VIII
(Unassigned)

ARTICLE IX
(Unassigned)

ARTICLE X
(Unassigned)

ARTICLE XI
(Unassigned)

ARTICLE XII
(Unassigned)

ARTICLE XIII
COMMITTEES

Section 1. Eligibility

(a) See C-GGC Art. VII Sec. 1 (a)(1)

(b) Majority Members who have not served on a BGC may serve on any GGC Committee listed in HL-B-GGC Art. IV Committees Sec. 4 Other Committees provided they are on the current CAV list provided by the Executive Manager. (See B-GGC Art. XIII Sec. 1 (m))

(c) Daughters who have not reached the age of twenty (20) may be appointed and participate as members of the GGC specified Committees with the understanding that they will conform to the Youth Protection Policies if they reach the age of twenty (20) while a member.

(d)-(e) See C-GGC Art. VII Sec. 1 (b)-(c)

Section 2. Restrictions

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

(c) The spouses and/or other family members of the Executive Grand Guardian Council shall not serve on Appeals and Grievances Committee, Jurisprudence Committee, or Finance Committee.

ARTICLE XIV
DEPUTIES

Section 1. Grand Deputy

See HL-SOP-GGC-102.

SUPPLEMENT TO BYLAWS OF THE GRAND GUARDIAN COUNCIL OF HEARTLAND JOB'S DAUGHTERS INTERNATIONAL

ARTICLE I
POWERS AND DUTIES OF THE GRAND GUARDIAN COUNCIL

Section 1.

(a) The Grand Guardian Council has adopted a Manual of Rules and Regulations.

(b) The Grand Guardian Council has adopted a Book of Ceremonies. See HL-SOP-GGC-2.

(c) The Grand Guardian Council approved the formation of a Grand Bethel within this jurisdiction. Grand Bethel Rules and Regulations have been adopted by the Grand Guardian Council and are included herein and made a part thereof.

(d)-(f) See B-GGC Art. 1 Sec. 1 (d)-(f)

ARTICLE II
POWERS OF THE EXECUTIVE GRAND GUARDIAN COUNCIL

Section 1.

See B-GGC Art. II Sec. 1

ARTICLE III
DUTIES OF THE GRAND GUARDIAN COUNCIL OFFICERS

Section 1. Rulings

See B-GGC Art. III Sec. 1

Section 2. The Grand Guardian shall:

(a)-(o) See B-GGC Art. III Sec. 2 (a)-(o)

(p) Furnish all Grand Officers and members of Grand Guardian Council Committees, a certificate (Form 190), under the seal of the Grand Guardian Council of Heartland, authorizing them to perform their respective duties under the laws of the organization.

(q) Issue Grand Guardian Council Membership Cards (Form HL 1) to each Grand Guardian Council member, who has paid the annual membership fee, immediately following the Annual Session

(r) Suspend the function of any BGC for good and sufficient cause.

(s) Call special meetings and set a day upon which regular semi-annual meetings of the Executive GGC shall be held.

(t) Be the official delegate of this GGC at the Annual Session of the SGC.

(u) Decide all questions, which shall arise not covered by the Manual of Rules and Regulations. She shall consult with the AGG and VGG on all such matters.

(v) Present an itemized statement of expenses incurred in the performance of her duties to the Chairman of the Finance Committee.

(w) Impose penalties and fines as prescribed by the Constitution and Bylaws of Job's Daughters International.

(x) Approve all arrangements and ceremonies for the Annual Session of the Grand Guardian Council.
(y) Serve as advisor to the Miss Heartland Job's Daughter and the Jr. Miss Heartland Job's Daughter.
(z) See HL-SOP-GGC-10
(aa) See HL-SOP-GGC-10
(bb) Before the close of the Annual Session, shall appoint and announce all members of the standing committees as defined in HL-B-GGC Art. IV Sec. 3. After the Annual Session of the GGC, the GG shall appoint the other committees as defined in HL-B-GGC Art. IV Sec. 4. Additional committees as necessary to conduct business of the GGC for the ensuing year may be appointed at the discretion of the GG. The GG shall delegate one (1) member of each committee to serve as Chairman.
(cc) Make an official visit to each Bethel during her term of office or call a joint meeting of any of the Bethels for the purpose of inspection, at which time proper credentials must be shown to the Bethel Guardian. No one except the Grand Guardian or her duly authorized Deputy on visit of inspections shall make corrections of the work of any Bethel or critique the conduct of a Bethel.
(dd) In conjunction with the AGG, VGG, and VAGG act on all recommendations received for the Lily-of-the-Valley Award.
(ee) Should the Grand Guardian choose not to appoint officers listed in HL-B-GGC Art. III, Sec 9 and Sec. 10 it becomes her responsibility to see that other individuals are asked to perform the listed duties.
(ff) Serve as a member of the Grand Bethel Board of Directors.
(gg) Designate Daughters to assist the Jobie to Bee and Lily-of-the Valley Committees.

Section 3. The Associate Grand Guardian shall:
(a)-(e) See B-GGC Art. III Section 3(a)-(e)
(f) Submit a report of his activities during his term of office at the Annual Session of the GGC.
(g) Present an itemized statement of expenses incurred in the performance of his duties to the Chairman of the Finance Committee.
(h) Encourage Bethels to honor adults who meet the requirements for the Silver Lining Award.
(i) Contact and keep in touch with the fraternal leaders such as those of the Masonic Order and the Order of the Eastern Star in communities or towns where no Bethels exist and encourage them to organize Bethels of JDI.
(j) In conjunction with the GG, VGG, and VAGG act on all recommendations received for the Lily-of-the-Valley Award.
(k) Serve as a member of the Grand Bethel Board of Directors.

Section 4. The Vice Grand Guardian shall:
(a)-(b) See B-GGC Art. III Sec. 4 (a)-(b)
(c) Bring to the attention of the GG such matters as will warrant investigation or promote progress and growth of the organization.

(d) Receive Report of Recommendations for Bethel Guardian Councils (Form 222) at least twenty (20) days prior to the Annual Session of the Grand Guardian Council together with the Grand Guardian Council dues for the ensuing year for each Executive member of the BGC.
(e) Keep track of all new members and those who have signed their application and ensure those who have reached five (5) signed applications receive their Sunflower medallion and a miniature for each additional application signed thereafter.
(f) Encourage Bethels to make awards for meritorious work.
(g) Hold schools of instruction, under the direct supervision of the GG when requested to do so.
(h) Recommend to the GG two (2) persons to serve on the Session Arrangements Committee.
(i) Meet with the Finance Committee to discuss any anticipated income or expenditures for consideration in the budget.
(j) Submit a report of her activities during her term of office at the Annual Session of the GGC.
(k) Coordinate with the Grand Marshal for names of people to be appointed to the following committees upon election as GG.
    (1) One (1) person to serve on the following committees: Jurisprudence, Finance, promotion, Education, Ways and Means, Pageant, Degree of Royal Purple, and Golden Cloak
    (2) Two (2) persons to serve on the Session Arrangements Committee.
(l) In conjunction with the GG, AGG, and VAGG act on all recommendations received for the Lily-of-the-Valley Award.
(m) Serve as a member of the Grand Bethel Board of Directors.

Section 5. The Vice Associate Grand Guardian shall:

(a)-(b) See B-GGC Art. III Sec. (a)-(b)
(c) (c) Meet with the Finance Committee to discuss any anticipated income or expenditures for consideration in the budget.
(d) Submit a report of his activities during his term of office at the Annual Session of the Grand Guardian Council.
(e) Take an inventory of all paraphernalia in the GGC trailer at the close of each Annual Session. Inventory to be signed by the Custodian of the Grand Bethel Board and the VAGG.
(f) Ensure one (1) copy of said inventory shall be submitted to the newly installed AGG, one (1) copy each submitted to the Grand Secretary and Grand Bethel Secretary to be placed on file and one (1) copy affixed to inside the trailer.
(g) Contact and keep in touch with the fraternal leaders such as those of the Masonic Order and the Order of the Eastern Star in communities or towns where no Bethel exist and encourage them to organize Bethels of JDI.
(h) In conjunction with the GG, AGG, and VGG act on all recommendations received for the Lily-of-the-Valley Award.
(i) Serve as a member of the Grand Bethel Board of Directors.

Section 6. The Grand Secretary shall:

(a)-(c) See B-GGC Art. III Sec. 6 (a)-(c)

(d) Issue notices of all meetings properly authorized to those names on a properly maintained mailing list of all voting delegates and to strike from this mailing list, annually, the names of members of the GGC who were not registered at the last Annual Session or have not paid an annual membership fee for the current year. This action shall not deprive such person of membership in the GGC. Any interested member, who shall apply to the Grand Secretary in writing for retention or reinstatement on the mailing list by stating her/his interest, but inability to attend the Annual Session, shall be reinstated providing the annual membership fee is paid.

(e) Receive monies due the GGC and deposit within fifteen (15) days all monies received to the credit of the GGC in such depository as may be designated by the Finance Committee and forward a duplicate deposit slip and detailed report of same to the Grand Treasurer; receive all requests for payment by the GGC of Heartland; copy appropriate documentation for payment keeping originals; forward copies to Grand Treasurer for payment.

(f)-(j) See B-GGC Art. III Section 6 (f)-(j)

(k) Proceedings shall be sent to those persons who have ordered and paid a fee of four dollars ($4.00) for each copy desired. Proceedings orders (Form HL 7) shall be accepted by the Grand Secretary up to thirty (30) days following the close of the Annual Session.

(1) One (1) copy of the proceedings shall be placed in the Grand Secretary's office.

(2) One (1) copy of the proceedings shall be mailed to each active Bethel at no charge.

(l) Receive all orders for supplies (Form HL 8), postage, and insurance on same: Dispensations (Form 102) and Charters (Form 105) furnished from her/his files.

(m) Furnish price lists to all Bethels in the state upon receipt of same from the Supreme Guardian Council.

(n) Send a monthly report to the executive members of the GGC and the Finance Committee after receiving a financial statement of the balance on hand, receipts and disbursements from the Grand Treasurer,

(o) Send a financial statement of the balance on hand in the checking account and the money market account, total receipts by category and total disbursements by category and Net Worth Statement, quarterly, to each voting member of the Grand Guardian Council.

(p) Refer all reports to proper committees for examination.

(q) Retain forms and records as follows:

Form 110	Permanently
Charters of defunct Bethels	Permanently
Financial Statements & Deposits	Permanently
Bethel Bylaws	Permanently
Grand and Supreme Proceedings	Permanently
Minutes of EGGC Meetings	Permanently
Minutes of Annual Sessions	Permanently
Grand Secretary's Cash Record Book	Permanently
Master of JDI Knowledge Courses and Answer Keys	Permanently
Bills	Five (5) years
Invoices of Bethel Supplies	Three (3) years

Correspondence	Three (3) years
Surplus Copies of Proceedings	Two (2) years

(r) Meet with the Finance Committee to discuss any anticipated income or expenditures for consideration in the budget.

(s) Receive all proposed amendments to the Constitutions, Bylaws, and SOPs of Job's Daughters International sent to her/him on or before April 1, of the year in which they are to be acted upon and send one (1) copy of the same to the chairman of the Jurisprudence Committee and one (1) copy to each voting member by May 1, of the year in which they are to be acted upon.

(t) Notify all Bethel Guardian Councils and all members of the Grand Guardian Council of all changes and amendments to the Constitution, Bylaws and SOPs of JDI and to the Manual of Rules and Regulations.

(u) Notify all Bethels in the Heartland Jurisdiction when a Bethel is about to be instituted, stating the time and place.

(v) Serve as Secretary of the Education Committee.

(w) Prepare JDI Knowledge Course Certificates (Form HL 20) as names are furnished by the JDI Knowledge Course Committee. Certificates are to be awarded at the Annual Session.

(x) Transfer all properties and records belonging to the GGC to her/his successor, as soon as her/his books are closed and not later than two (2) weeks after the close of the Annual Session, upon the expiration of her/his term of office.

(y) (1) Prepare a complete list of all duly authorized members present and entitled to vote at the Annual Session.

(2) Authorize credentials prior to 9:00 am on the second day of the Annual Session of the GGC.

Section 7. The Grand Treasurer shall:

(a)-(d) See B-GGC Art. III Sec. 7 (a)-(d)

(e) Serve as Treasurer of the Education Committee.

(f) Retain the following records as follows:

Grand Treasurer's Cash Record Book	Permanently
Bank Statements	Five (5) years

(g) Meet with the Finance Committee to discuss any anticipated income or expenditures for consideration in the budget.

(h) Transfer all properties and records belonging to the GGC to her/his successor, as soon as her/his books are closed and not later than two (2) weeks after the close of the Annual Session, upon expiration of her/his term.

(i) Receive from the Grand Secretary documentation for payments due from the GGC of Heartland; issue all checks and send to the Grand Secretary or other designated signee for signatures before payment. If check is sent to other designated signee, keep copy of check and forward to Grand Secretary for the official file.

(j) Send a financial statement of the balance on hand, receipts, and disbursements monthly to the Grand Secretary.

Section 8. The Grand Guide and Grand Marshal shall:

(a)-(b) See B-GGC Art. III Sec. 8 (a)-(b)

(c) Additionally, the Grand Guide shall:

(1) Give a welcome to distinguished guests at the opening business meeting of the Annual Session of the GGC.
(2) Recommend to the GG two (2) persons to serve on the Session Arrangements Committee.

(d) Additionally, the Grand Marshal shall:
(1) Be in charge of the Flag Ceremony at the Formal Opening of the Annual Session of the GGC.
(2) Present the flag at the business meetings of the Annual Session.
[a] Recommend to the VGG one (1) person to serve on the following committees; Jurisprudence, Finance, Promotion, Education, Ways and Means, Pageant, Degree of Royal Purple, and Golden Cloak.
[b] Recommend to the VGG two (2) persons to serve on the Session Arrangements Committee.

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

(a)-(b) See B-GGC Art. III Sec 9 (a)-(b)

(c) Additionally, the Grand Inner Guard shall:
(1) Assist the Grand Marshal with the Flag Ceremony at the Formal Opening of the Annual Session of the GGC.

(d) Additionally, the Grand Outer Guard shall:
(1) Give a Flag Tribute at the opening business meeting of the Annual Session of the GGC.

Section 10. The Other Grand Officers shall:

(a) See B-GGC Art. III Sec. 10 (a)

(b) The Grand Chaplain shall:
(1) Prepare the Bible Ceremony and the Necrology Ceremony to be presented at the Formal Opening of the Annual Session of the GGC. She/he may select persons to assist with those ceremonies should she/he desire.

(c) The Grand Director of Music shall:
(1) Be in charge of the music at the Annual Session of the GGC.

(d) The Grand Librarian shall:
(1) Prepare Memory Books, covering all activities of the GGC and Bethels in the jurisdiction, for presentation to the GG and AGG at the close of the Annual Session of the GGC.

(e) The Grand Senior Custodian and the Grand Junior Custodian shall:
(1) Set up and disassemble the meeting room for the business meetings of the Annual Session
(2) Have custody of the flags and other property belonging to the Grand Guardian Council.

ARTICLE IV
COMMITTEES

Section 1. Eligibility

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

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

Section 3. Standing Committees

To serve as a member of the following committees a person must be on the current list of CAVs provided by the Executive Manager and a voting delegate of this GGC.

Jurisprudence Committee
Finance Committee
Promotion Committee
Appeals and Grievance Committee
Parliamentarian

Section 4. Other Committees

Audit Committee
Education Committee
Proceedings Committee
Session Arrangements Committee
Degree of Royal Purple Committee
Golden Cloak Committee
Heartland Knowledge Course Committee
Ways and Means Committee
Pageant Committee
Lily-of-the-Valley Committee
Social Media Coordinator
Jobie to Bee Committee

Section 5. General Duties of Committees

(a) Chairman of committees, except the Appeals and Grievance Committee and Parliamentarian, shall present a report at the Annual Session and at other times when requested to do so by the Grand Guardian. Three (3) paper copies or one (1) electronic copy of each report and the committee file shall be submitted to the Grand Secretary before the close of the Annual Session.

Section 6. Duties of Committees

(a) Jurisprudence Committee composed of at least three (3) members of the GGC each to serve a period of three (3) years. It shall be the duty of this committee to:
   (1) Give careful consideration to all properly submitted proposed amendments to the Manual of Rules and Regulations of the GGC at the Annual Session.
   (2) Give careful consideration to all properly submitted amendments of a Bethel to its Bylaws (Uniform Code for Bethels). The Jurisprudence Committee shall pass upon the proposed changes and forward same to the VGG. Bylaws or amendments shall not become effective until notice of approval has been sent to the Bethel by the Jurisprudence Committee. Amendments to Bylaws shall be returned to Bethel submitting same within sixty (60) days after receipt of said Bylaws or amendments.

(3) Advise the GG, at her request, concerning the legality on any action or ruling contemplated by her.

(4) Approve all changes to the Heartland Knowledge Course test and answer key.

(b) Finance Committee composed of three (3) members of the GGC each to serve a period of three (3) years.

(1) Any member of the Finance Committee, having served the term for which she/he was appointed, shall not be eligible for reappointment to the Finance Committee until one (1) year after her/his term has expired.

(2) The authority of the Finance Committee shall be limited to the approval of extraordinary or emergency expenditures which may arise. This approval may be via conference call or electronic mail to the Grand Treasurer. All other expenditures of the GGC shall be included in the annual budget.

(3) It shall be the duty of this committee to

[a] Approve or disapprove, within thirty (30) days of presentation, and prior to obligation, any accounts, which are to be presented as claims against the Grand Guardian Council, except those specifically authorized in these Bylaws. Invoices for supplies may be approved by the chairman of the Finance Committee alone when necessary for prompt payment or for discount. Such invoice shall be handled in accordance with a procedure agreed upon by the Finance Committee, Grand Secretary, and Grand Treasurer. All accounts, invoices, and vouchers (Form HL 6) shall be returned to the Grand Secretary for filing.

[b] Carefully investigate and report to the Grand Guardian Council, or between sessions to the GG and AGG, on all proposed matters concerning disbursement of funds of the GGC before the same can be put into action.

[c] Confer with the GG, AGG, VGG, and VAGG 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 the majority of those named.

[d] Select a federally insured financial institution or institutions to handle the checking and/or savings accounts of the GGC.

[e] Prepare and submit a budget of estimated income and disbursements for the ensuing year of the GGC. Prior to submission of the annual budget the VGG, VAGG, Grand Secretary, Grand Treasurer, and a representative of the Ways and Means Committee shall be invited to meet with the Finance Committee to discuss any anticipated income or expenditures for consideration in the budget. Copies of said budget shall be sent electronically to each voting delegate thirty (30) days prior to the Annual Session for adoption.

[f] The chairman shall keep a permanent file, which shall be turned over to her/his successor.

[g] Consider applications from Bethels on Form HL 30 requesting grants from the Heartland Grand Guardian Council Promotional Fund. Grants may be requested by the EBGCs on Form HL 30 for the following purposes:
[1] Postage and printing of invitations for prospective events.
[2] Promotional material as available from the Grand Secretary's Office.
[3] To pay for the activities of prospective members at prospective members events or to provide refreshments for prospective members.
[4] To pay for advertising to promote Job's Daughters prospective members events. Funds may not be requested to pay for refreshments or activities for active members. A Bethel must have participated in contributing a minimum of twenty-five dollars ($25.00) to the Promotional Fund for the term in which they are applying for the grant.

[h] At least once yearly, review all published Financial Guidelines maintained by the GGC and make recommendations for changes and/or deletion to the EGGC for action thereon. All Financial Guidelines will be filed with the Grand Secretary and be included in the permanent file maintained by the Chairman of the Finance Committee.

(c) Promotion Committee composed of three (3) members of the GGC. A member of this committee shall serve for a period of three (3) years.
(1) It shall be the duty of this committee to:
[a] Organize and prepare for institution any Bethels in the Heartland Jurisdiction.
[b] Organize and make available a program to strengthen those Bethels in the Heartland Jurisdiction whose membership has dwindled to a point where existence is jeopardized.
(2) All itemized expenses incurred in connection with the duties of this committee shall be paid from the Promotional Fund by prior approval of the Finance Committee.
(3) The chairman of this committee shall prepare and forward to the Grand Guardian a semi-annual report of the activities of this committee.

(d) Appeals and Grievance Committee composed of three (3) members of the Grand Guardian Council. It shall be the duty of this committee to:
(1) Investigate and report on all appeals, complaints, and grievances, which may be lawfully filed with them.
(2) Recommend to the EGGC the disposition, which in its judgment should be made.

(e) Parliamentarian A member of the GGC. It shall be the duty of the Parliamentarian to:
(1) Be present at the Annual Session of the GGC and serve as Parliamentarian at the business meetings.
(2) Be familiar with Robert's Rules of Order Revised (latest edition) as they apply to this organization.

(f) Audit Committee composed of three (3) members of the GGC.
(1) It shall be the duty of this committee to:

[a] Receive the books from the Grand Secretary and Grand Treasurer at the mid-year EGGC meeting, make proper audit of same and to make a report of this audit to the Executive GGC; to return the books to the proper officers at the conclusion of their business.

[b] Receive the books from the Grand Secretary and Grand Treasurer one (1) day prior to the Annual Session of the Grand Guardian Council; make proper audit of same and to make a report of this audit at the business meeting of the Annual Session; to return the books to the proper officers at the conclusion of their business.

[c] Receive the books from the Secretary of the Board of Directors of Grand Bethel at the mid-year Executive GGC meeting, make proper audit of same and make a report of this audit to the Executive GGC; return the books to the proper officers at the conclusion of their business.

[d] Receive the books of the Secretary of the Board of Directors of GB one (1) day prior to the Annual Session of the GGC; make proper audit of same and to make a report of this audit at the business meeting of the Annual Session; to return the books to the proper officer at the conclusion of their business.

(2) Receive the financial report and all financial documents, checkbook, bills and receipts, no later than the mid-year EGGC meeting from the Chairman of the Session Arrangements Committee held the previous June; make a proper audit of same and make a written report of this audit to the Executive Grand Guardian Council within thirty (30) days.

(g) Education Committee composed of three (3) members of the GGC each to serve a period of three (3) years.

(1) It shall be the duty of this committee to:

[a] Supply each Bethel in the Heartland Jurisdiction with information on educational scholarship grants available each year along with notification of final date for application.

[b] Review all applications for scholarship grants and, after approval by the Finance Committee as to the number of grants given, determine the recipients.

(2) Scholarship Grant Application Packets (Form HL 9) shall be available upon request from the Grand Secretary.

(h) The Chairman of this committee shall provide the Grand Treasurer with a list containing the name, address, institution of choice and dollar amount of the scholarship grant for each recipient before the close of the Annual Session.

(i) To supplement the Education Fund, the Education Committee will be responsible for fundraising to meet budgeted expenses.

(j) Proceedings Committee composed of three (3) members of the GGC.
- (1) The chairman of this committee shall be the immediate Past Grand Guardian. The other two members of this committee shall be appointed by the GG upon the recommendation of the immediate PGG.
- (2) It shall be the duty of this committee to assemble the annual proceedings of the Annual Session of the GGC prior to May 1 following the Annual Session of the GGC, the annual proceedings shall be submitted to the Grand Secretary for distribution.

(k) Session Arrangements Committee composed of six (6) adults all of whom must be eligible to attend a Bethel meeting.
- (1) The chairman and assistant chairman of this committee shall be appointed by the GG. Two (2) members shall be appointed upon the recommendation of the VGG and two (2) members shall be appointed upon the recommendation of the Grand Guide.
- (2) It shall be the duty of this committee to:
  - [a] Submit, for approval by the voting delegates, recommendations for locations and facilities of the Annual Session of the GGC. In the event of an emergency, with written consent of a majority of the members of the EGGC, the chairman may change the location of the session.
  - [b] Appoint such sub-committees, with the approval of the GG, as may be necessary to conduct the Annual Session. The chairman of these sub-committees shall prepare a written report of their work. Three (3) copies of said report and the sub-committee file shall be submitted to the Grand Secretary before the close of the Annual Session of the GGC.
  - [c] See that each Annual Session pays for itself financially as well as reimburse, before June 1 each year, the one thousand-dollar ($1,000.00) loan, if one had been obtained from the General Fund of the GGC.
  - [d] Provide a list of those that have paid their Grand Bethel dues to the Grand Bethel Secretary and make payable to the Grand Bethel of Heartland with the accompanying dues received.
  - [e] Make a complete financial accounting of the GGC Annual Session which shall be signed by the GG and the Chairman. The financial report and all financial documents, checkbook, bills and receipts shall be presented to the Audit Committee for auditing at the mid-year EGGC meeting. At the completion of the audit, the remaining balance in the Grand Session Fund shall be turned over to the Grand Treasurer or Grand Secretary for deposit in the account of the GGC or GB chosen by the retiring GG. Copies of all reports shall be filed with the Grand Secretary and one (1) copy given to the retiring GG, retiring AGG and to each committee member.
  - [f] All checks shall require the signatures of both Committee Chairpersons.

(l) Degree of Royal Purple Committee composed of three (3) adults who meet the requirements specified in C-GGC Art. XIII Sec. 1(a).
- (1) One (1) new member shall be appointed each year to serve three (3) years. The chairman of this committee shall be the member serving her third year.
- (2) It shall be the duty of this committee to:

[a] Send communication each year to GGC members with a reminder of requirements and final date for nomination and recommendations for the Degree of Royal Purple.
[b] Receive and investigate all nominations for the Degree of Royal Purple promptly and impartially.
[c] Notify the BGC members making the nomination of the committee's selection or rejection.
[d] Notify the recipient, should she be selected.
[e] Keep the GG informed of all actions taken.
[f] Make all necessary arrangements for the conferring of the degree.
[g] Select and prepare officers to confer the degree.

(m) Golden Cloak Committee composed of three (3) adults who meet the requirements specified in C-GGC Art. XIII Sec. 1(a)..
(1) One (1) new member shall be appointed each year to serve three (3) years.
(2) It shall be the duty of this committee to:
[a] Send communication each year to Grand Guardian Council members with a reminder of requirements and final date for nomination and recommendations for the Golden Cloak Award.
[b] Receive and investigate all Golden Cloak Award Nominations (form HL 21) and recommendations (form HL 22) promptly and impartially.
[c] Notify the recipient, should she/he be selected.
[d] Make all necessary arrangements for the ceremony of presentation.

(n) Heartland Knowledge Course Committee composed of one (1) adult who meets the requirements specified in C-GGC Art. XIII Sec. 1(a) who has taken and passed the Heartland Knowledge Course for Adults.
(1) This committee shall be delegated by the GG to be in charge of the Heartland Knowledge Course for Adults and the Heartland Knowledge Course for Girls.
(2) It shall be the duty of this committee to update the Knowledge Courses every year so as to conform with any changes made by the SGC or the GGC.
[a] Review the courses as to the number of participants, questions consistently answered correctly and incorrectly, and time taken to complete the courses; to report this information to the VGG prior to May 15.
[b] Send communication, in the month of September, to all ABGs in the Heartland Jurisdiction. This communication shall contain encouragement in participation and instructions for enrollment.
[c] Fill all requests for enrollment.
[d] Keep an accurate record of postage used and submit, with voucher (Form HL 6) and cash receipts, to the Finance Committee for approval of reimbursement from the Educational Fund.
[e] Receive completed answer sheets from participants; score and return result with the next lesson sheet.
[f] Send the names of persons completing the Heartland Knowledge Courses to the Grand Secretary for issuance of Heartland Knowledge Course Certificates (Form HL 20) before May 15. Certificates shall be awarded at the Annual Session.

(3) Heartland Knowledge Courses must be approved by the Jurisprudence Committee of the GGC.

(o) Ways and Means Committee composed of at least three (3) adults who meet the requirements specified in C-GGC Art. XIII Sec. 1(a). One (1) new member will be appointed by the GG each year to serve a three (3) year term. If deemed appropriate the GG may appoint additional committee members to serve for special projects during her term.

(1) The chairman of the committee shall be the member serving her/his third year. Any three-year member of this committee having served the term for which she/he was appointed, or who resigns from this committee for any reason, shall be ineligible for appointment to this committee until one (1) year has expired.

(2) It shall be the duty of this committee to:

[a] Organize fundraising projects, which shall bring income to the GGC to help defray annual operating expenses.

[b] Present proposed projects to the EGGC and the Finance Committee for approval, showing estimated profit from such fundraising projects.

[c] Obtain from the Grand Secretary a representative selection of used paraphernalia and display the same for sale at the Annual Session of the GGC and all GB meetings.

(p) Pageant Committee composed of three (3) adults who meet the requirements specified in C-GGC Art. XIII Sec 1(a).

(1) One (1) new member shall be appointed each year to serve three (3) years. The chairman of this committee shall be the member serving her/his third year.

(2) It shall be the duty of this committee to

[a] Promote and produce the Miss Heartland Job's Daughter and Jr. Miss Heartland Job's Daughter Pageant.

[b] Prepare and send information and registration forms regarding the pageant to all Bethel Guardians no later than June 1.

[c] Obtain pageant judges and instruct them on all aspects of the competition.

[d] Prepare questions for the contestants.

(3) Deadline for pageant entries will be July 1. Entries shall be sent "Certified Mail, Return Receipt Requested" or by electronic mail with a confirmation response to the Chairman of the Pageant Committee. Entries postmarked or dated after the deadline will be returned unopened.

(q) Lily-of-the-Valley Committee composed of four (4) members. This committee shall consist of the GG (Chairman), the AGG, the VGG, and the VAGG.

(1) It shall be the duty of:

[a] The GG to see that communication is sent each year to all Bethels reminding them of the award requirements and the final date for nomination and recommendations (Form HL 27, 28 and 29).

[b] The GG, AGG, VGG, VAGG to investigate all nominations and recommendations promptly and impartially.

[c] The GG to notify the recipient and their BG of the selection.

[d] The GG to appoint two (2) coordinators (previous recipients) to work with the committee to plan the ceremony to be performed by previous recipients

or Grand Bethel Officers at each Annual Session. If a coordinator is a daughter, she does not have to be CAV trained.

(r) Social Media Coordinator composed of at least one (1) member.
  (1) It shall be the duty of the Social Media Coordinator to be the administrator for all social media accounts in support of the Grand Guardian Council.

(s) Jobie to Bee Committee composed of at least one (1) member who will be assisted by the Miss Heartland Job's Daughter and Jr. Miss Heartland Job's Daughter.
  (1) This committee shall coordinate activities for Beehives at each Bethel.
  (2) The Jobie to Bee Committee shall plan and execute activities for Jobie to Bee participants.

ARTICLE V
DEPUTIES

Section 1. Grand Deputy
(a)-(b) See C-GGC Art. XIV Sec 1 (a)-(b)
(c) HL-SOP-GGC 102

Section 2. Deputy Grand Guardian
See C-GGC Art. XIV Sec. 2(a-b)

ARTICLE VI
FINANCES

Section 1. Receipts/Revenue
(a) See B-GGC Art. VI, Section 1(a)

Section 2. Fees
(a) See B-GGC Art. VI Sec. 1 (a)
(b)-(c) See HL-SOP-GGC-4 Sec. 2 (b)-(c)

Section 3. Exemption
See SOP-GGC-4 Sec. 3

Section 4. Disbursements
See HL-SOP-GGC-4 Sec. 4

ARTICLE VII
PENALTIES AND FINES

Section 1. Penalties:
See B-GGC Art. VII Sec. 1

Section 2. Fines:
See HL-SOP-GGC-9

ARTICLE VIII
EDUCATIONAL AND PROMOTIONAL FUNDS

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

ARTICLE IX
DISCIPLINE AND REMOVAL FROM OFFICE

Section 1. Discipline
(a)-(b) See B-GGC Art. IX Sec. 1 (a)-(b)

Section 2. Removal from Office:
(a) The Grand Guardian shall have the power to remove from office any appointive Grand Officer, GGC Committee Member or BGC Member for cause, insubordination, misconduct, or unlawful withholding or retention of any property of a Bethel. 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 (SOP-GGC-1). This does not deny anyone removed their right to appeal.
(b) See B-GGC Art. IX Sec. 2 (b)

ARTICLE X
APPEALS

See SOP-GGC-1

ARTICLE XI
MANUAL OF RULES AND REGULATIONS

See SOP-GGC-7

ARTICLE XII
BOOK OF CEREMONIES

See HL-SOP-GGC-2

ARTICLE XIII
ELECTION, VOTING PRIVILEGES, AND PROXY

Section 1. Election

(a) Elective officers of the Grand Guardian Council shall be elected at the Annual Session of the Grand Guardian Council from eligible members in attendance, unless unavoidably absent.

(b)-(c) See B-GGC Art. XIII Sec. (b)-(c)

(d) Candidates may aspire or be nominated to an elective office. Those aspiring shall be requested to rise and state their name and Bethel number. If only one (1) person is aspiring or nominated to an office, the vote may be viva voce. If more than one (1) person aspires to an office, there shall be a ballot.

(e) Any person soliciting votes for an elective office of this Grand Guardian Council will be subject to reprimand.

Section 2. Voting Privileges

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

Section 3. Proxy

(a) No vote shall be by proxy.

ARTICLE XIV
APPOINTMENTS

See B-GGC Art. XIV

ARTICLE XV
TERM

See B-GGC Art. XV

ARTICLE XVI
INSTALLATION

See B-GGC Art. XVI

ARTICLE XVII
PREROGATIVES EXTENDED TO A GGC

See B-GGC Art. XVII

STANDARD OPERATING PROCEDURES OF A GRAND GUARDIAN COUNCIL JOB'S DAUGHTERS INTERNATIONAL

HL-SOP-GGC-1
APPEALS

See SOP-GGC-1

HL-SOP-GGC-2
BOOK OF CEREMONIES

Section 1.

(a) See SOP-GGC-2 Sec 1(a).

(b) A Book of Ceremonies has been adopted by this GGC and approved by the voting delegates at an Annual Session. All changes to existing ceremonies and any subsequent ceremonies shall be adopted in the same manner. All ceremonies and changes shall be submitted to the Jurisprudence Committee of the SGC for approval.

(c)-(d) See SOP-GGC-2 Sec. 1(c)-(d)

HL-SOP-GGC-3
EDUCATIONAL AND PROMOTIONAL FUND

Section 1.

(a)-(b) See SOP-GGC-3 Sec. 1(a)-(b)

(c) This fund shall be known as the Grand Guardian Council Educational Fund and shall consist of money, obligations, donations, bequests and interest that may accumulate for said fund.

- (1) This fund shall be administered by the Education Committee. In addition, the Grand Secretary shall be the secretary of the committee and the Grand Treasurer shall be the treasurer of the committee.
- (2) An accurate record of all transactions of said committee shall be retained by the committee chairman and passed on to her/his successor.
- (3) The Grand Secretary shall be the custodian of all permanent records. She/he shall perform such duties as may be assigned to her/him by said committee.
- (4) The Grand Treasurer shall be the custodian of all funds. She/he shall perform such duties as may be assigned to her/him by said committee to include issuing of warrants for scholarship grants, such amounts as are recommended and approved by the Finance Committee not to be less than five hundred dollars ($500.00) per grant.

(d) Awards shall be granted for educational purposes. Scholarship grants shall be made only to members who are in good standing and have not reached their majority. The award given shall be a scholarship and not a loan.

- (1) Scholarship grants shall be made to a recipient subject to the current regulations of the committee.

(2) Scholarship grant recipients must be enrolled as full-time students at an accredited two (2) year college, vocational-technical school, business school, or trade school. For students attending a two (2) year or four (4) year college, "full time student" shall be interpreted to mean enrolled in not less than twelve (12) credit hours per semester.

Section 2.

(a) This fund shall be known as the Grand Guardian Council Promotional Fund and shall consist of money, obligations, donations, bequests, and interest that may accumulate for said fund.

(b) The purpose of this fund is for the promotion, growth, and welfare of Job's Daughters International within this jurisdiction.

HL-SOP-GGC-4
FINANCES

Section 1. Receipts/ Revenue

(a) All monies collected in the name of the GGC shall be received by the Grand Secretary or the Grand Treasurer and accounted for as shown under her/his duties.

(b) Sources. The GGC shall derive its revenue from the following:

(1) An annual membership fee of thirty dollars ($30.00) shall be collected from each member of the GGC. Failure to pay said fee by any member shall deprive such member of her/his privilege of right to vote in the GGC and cause her/his name to be removed from the mailing list of the Grand Secretary. This fee shall be paid by all Grand Officers, elected and/or appointed, before installed. All paid members of the GGC shall, in turn, be entitled to receive a Heartland Grand Guardian Council Directory. Committee members shall pay this fee upon appointment. Committee members not required to be members of the Grand Guardian Council shall not be required to pay this annual membership fee.

(2) Special funds have been established by the Grand Guardian Council known as the Educational Fund and Promotional Fund. Revenue for these funds shall come from obligations, donations, bequests, and interest that may accumulate for said funds.

(3) Additional revenue, sufficient to meet the operational expenses of this GGC, shall come from fund raising projects planned by the Ways and Means Committee.

(4) Those designated as life members shall pay fifty percent (50%) of the current amount of the dues for Grand Guardian Council Members as defined in HL-SOP-GGC-4 Section 1 (b) (1).

Section 2. Fees

See SOP-GGC-4 Sec. 2

Section 3. Exemptions

See SOP-GGC-4 Sec. 3

Section 4. Disbursements

(a) General Fund.

(1) The GG shall receive four hundred dollars ($400.00) from the General Fund. Two hundred dollars ($200.00) shall be reimbursed at the mid-year EGGC meeting based on allowable expenses not to exceed fifty percent (50%) of her allowance. The remaining allowable expenses shall be reimbursed on or before May 1. The second half payment is contingent upon submission and acceptance of itemized expenses to the Finance Committee. The appropriation is intended to cover all expenses incurred, including expenditures specified in this Section. An itemized statement of all expenses shall be submitted on a voucher (Form HL 6) furnished by the Finance Committee. The chairman of the Finance Committee shall forward, within thirty (30) days, the approved voucher (Form HL 6) to the Grand Treasurer for payment and file.

(2) The GGC shall send the GG as its official representative to the Annual Session of the SGC.

[a] For attending the Annual Session of the SGC, the GG shall be allowed up to one thousand dollars ($1,000.00) toward her registration, transportation, and lodging.

[b] The registration should be paid at a time that will take advantage of early registration incentives.

[c] She shall use the most economical way for transportation and all travel shall be by the shortest and most direct route.

[d] Allowance for her portion of the room, shall be allowed provided she attends all business meetings of the SGC.

[e] Cost of meals, luncheons, banquets, and sightseeing trips shall be borne by the GG. Travel expenses outside the continental United States shall be allowed after an estimated expenditure has been approved by the Finance Committee.

[f] Receipts must be submitted to the Finance Committee with Form HL 6 within sixty (60) days of return home to receive final reimbursement.

[g] In no case shall the maximum be more than actual expenses incurred.

[h] The GG may request up to seventy-five percent (75%) of her allowable reimbursable expenses be paid in advance of leaving for Supreme Session after having submitted a notarized, signed promissory note to the Grand Secretary. Promissory note will guarantee that should attendance requirements not be met, one hundred percent (100%) of the funds will be reimbursed to the GGC 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 Secretary until all receipts have been submitted and approved through the Finance Committee or the payment satisfied.

(3) The least expensive official PGG's jewel shall be purchased, to be presented to each GG at the conclusion of her term.

(4) The AGG shall receive annually an amount equal to the GG's allowance from the General Fund. Payment timing and requirements will be identical to the GG's allowance as provided in HL-SOP-GGC-4 Sec. 4 (a) (h).

(5) If the AGG attends the Annual Session of the SGC, he shall be allowed up to five hundred dollars ($500.00) toward his registration, transportation, and lodging.
   [a] Allowance for his portion of the room, shall be allowed provided he attends all business meetings of the SGC.
   [b] Cost of meals, luncheons, banquets, and sightseeing trips shall be borne by the AGG. Travel expenses outside the continental United States shall be allowed after an estimated expenditure has been approved by the Finance Committee.
   [c] Receipts must be submitted to the Finance Committee with Form HL 6 within sixty (60) days of return home to receive final reimbursement.
   [d] In no case shall the maximum be more than actual expenses incurred.
   [e] The AGG may request up to seventy-five percent (75%) of his allowable reimbursable expenses be paid in advance of leaving for Supreme Session after having submitted a notarized, signed promissory note to the Grand Secretary. Promissory note will guarantee that should attendance requirements not be met, one hundred percent (100%) of the funds will be reimbursed to the GGC 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 Secretary until all receipts have been submitted and approved through the Finance Committee or the payment satisfied.

(6) The least expensive official PAGG's jewel shall be purchased, to be presented to each AGG at the conclusion of his term.

(7) The Grand Secretary shall not receive any funds for her/his services.

(8) The Grand Secretary shall have a Petty Cash Fund of one hundred dollars ($100.00) to meet the needs of the operation of the office. Total amount of monthly receipts and disbursements of the Petty Cash Fund shall be shown on the monthly financial statement as specified in the HL-B-GGC Art. III Sec 6 (n). This Petty Cash Fund shall be reimbursed as needed.

(9) The Grand Treasurer shall not receive any funds for her/his services.

(10) The Grand Secretary and the Grand Treasurer shall be bonded by an acceptable surety company; the percentage being rated on a minimum of one thousand dollars ($1,000.00). The premium on the bond shall be paid from the General Fund of the Grand Guardian Council and approved by the Grand Guardian, Associate Grand Guardian, and the Finance Committee.

(11) The sum of one thousand dollars ($1,000.00) may be loaned to the Session Arrangements Committee as "an advance" for the Annual Session of the GGC. This loan may be made from the General Fund; check drawn during the month of July prior to the June in which the session is to be held; reimbursement to be paid prior to June 1 of the year in which the session is to be held.

(12) All expenses incurred by the Session Arrangements Committee shall be paid from funds collected by that committee. However, should there be a deficiency, said deficiency shall be paid from the General Fund of the GGC.

(13) If the SG and/or ASG make a Supreme Visitation to the Heartland jurisdiction, they shall receive a twenty-five dollar ($25.00) gift to be presented to each if they are in attendance.

(14) Expenses incurred by the Proceedings Committee shall be paid from the General Fund.

(15) The Directors Insurance shall be paid from the General Fund.

(b) Educational Fund

(1) Scholarship grants shall be paid from the Educational Fund after approval of the Finance Committee.

(2) Expenses incurred by the Heartland Knowledge Course Committee shall be paid from the Educational Fund after approval of the Finance Committee.

(c) Promotional Fund

(1) Fifty percent (50%) of the cost of the Lily-of-the-Valley Award, Degree of Purple Award and the Golden Cloak Award shall be paid for from the Promotional Fund after the approval of the Finance Committee. The remaining 50% will be paid for by the Bethel, the recipient or donations.

(2) Miss Heartland Job's Daughter and Jr. Miss Heartland Job's Daughter shall be required to submit bills and/or receipts for their travel expenses to the Finance Committee for consideration for reimbursement from the Promotional Fund. All expenses incurred for cleaning of capes and/or crowns, tiaras or other official Miss Heartland Job's Daughter and Jr. Miss Heartland Job's Daughter paraphernalia will be paid from the Promotional Fund. Expenses incurred by the Miss Heartland Job's Daughter and Jr. Miss Heartland Job's Daughter Pageant Committee for sashes for the Miss Heartland Job's Daughter and Jr. Miss Heartland Job's Daughter will be paid from the Promotional Fund.

(3) The GGC shall send the Miss Heartland Job's Daughter as its official entrant in the Miss International Job's Daughter Pageant. The following expenses will be paid for her, not to exceed five hundred dollars ($500.00):

[a] Transportation: Expenses shall be round trip by the shortest most direct route. Allowable transportation expenses include airfare, baggage fees, bus fare, train, gas and tolls.

[b] Lodging: Allowance shall be solely for her portion of her accommodations.

[c] All receipts must be submitted to the Chairman of the Finance Committee along with a voucher (HL Form 6) within sixty (60) days of return home for consideration for reimbursement.

[d] The Miss Heartland may request up to seventy-five percent (75%) of her allowable reimbursable expenses be paid in advance of leaving for Supreme Session after having submitted a notarized, signed promissory note to the Grand Secretary. Promissory note will guarantee that should attendance requirements not be met, one hundred percent (100%) of the funds will be reimbursed to the GGC 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 Secretary until all receipts have been submitted and approved through the Finance Committee or the payment satisfied.

(4) The registration fee for Miss International Job's Daughter Pageant will be paid no later than the deadline imposed by the Miss International Job's Daughter Pageant Committee. The registration fee shall be paid by the GGC from the Promotion Fund.

(5) If the Junior Miss Heartland Job's Daughter chooses to attend the Annual Session of the Supreme Guardian Council during her term, the Grand Guardian Council will reimburse her for the following expenses, not to exceed three hundred fifty dollars ($350.00):

[a] Transportation: Expenses shall be round trip by the shortest and most direct route. Allowable transportation expenses include airfare, baggage fees, bus fare, train, gas and tolls.

[b] Lodging: Allowance shall be solely for her portion of her accommodations.

[c] All receipts must be submitted to the Chairman of the Finance Committee along with a voucher (HL Form 6) within sixty (60) days of return home for consideration for reimbursement.

[d] The Miss Heartland may request up to seventy-five percent (75%) of her allowable reimbursable expenses be paid in advance of leaving for Supreme Session after having submitted a notarized, signed promissory note to the Grand Secretary. Promissory note will guarantee that should attendance requirements not be met, one hundred percent (100%) of the funds will be reimbursed to the GGC 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 Secretary until all receipts have been submitted and approved through the Finance Committee or the payment satisfied.

(6) The GGC shall pay the registration fee for the Annual Session of the SGC for the Miss Heartland Job's Daughter and the Jr. Miss Heartland Job's Daughter. The registration fee may be paid at a time that will take advantage of early registration incentives.

SOP-GGC-5
GRAND BETHELS

See SOP-GGC-5.

SOP-GGC-6
INSTALLATION

See SOP-GGC-6.

SOP-GGC-7
MANUAL OF RULES AND REGULATIONS

See SOP-GGC-7.

SOP-GGC-8
MEETINGS

Section 1. Annual Session

(a) This GGC shall meet in Annual Session not to exceed three (3) consecutive days during the month of June.
  (1) The exact date and location shall be left to the discretion of the Grand Guardian, Associate Grand Guardian, and Session Arrangements Committee. Such meetings, to begin on the first full day, shall continue in session, with suitable recesses, until the meetings/installation are concluded.
  (2) The time allowed for reading the report of any officer shall not exceed five (5) minutes, except for the report of the Grand Guardian, Associate Grand Guardian, Grand Secretary and the Grand Treasurer, who shall be allowed one-half (1/2) hour. Detailed reports shall be presented in the proceedings.
  (3) The complete report of the Jurisprudence committee concerning proposed amendments to the Constitution and Bylaws shall be the first order of business after the reports of the GG and AGG.

(b) See HL-SOP-SGC-16 for Rules of Order and Parliamentary authority.

(c) At least one (1) hour of the Annual Session of the Grand Guardian Council shall be set aside and known as Job's Daughters Hour.

(d) Each Bethel may have one (1) Daughter representatives who will be allowed to participate in amendment discussions at Business Meetings of the GGC. These Daughters will not have voting privileges.
  (1) Bethel Daughters will vote to determine who will be their representative. With the approval of the BGC, the name will be submitted to the Session Arrangements Committee by May 1 prior to the annual session.
    [a] Daughters must be at least 16 years of age and have been a member in good standing for at least one (1) year.
  (2) Daughter representatives will review all proposed amendments and review the proposed amendments for the Daughters present at Job's Daughters Hour held during the Annual Session.
    [a] Daughter representatives will share input gleaned from members during their discussion.

Section 2. Executive Council Meeting

(a) The elective officers of the GGC may hold meetings of the Executive GGC at any time upon call of the GG with the approval of any two (2) members of the Executive GGC.

HL-SOP-GGC-9
PENALTIES AND FINES

Section 1. Fines:
(a)-(c) See SOP-GGC-9

HL-SOP-GGC-10
VACANCIES

Section 1.
(a)-(d) See SOP-GGC-10
(a) If an appointive GGC Officer is unable to perform the duties of her/his office, the GG may, after advising with the Executive GGC, appoint a Special Deputy to assist with the duties of that office. The Special Deputy will be a member of the GGC of Heartland. The appointment will continue until the GGC Officer can resume her/his duties or until the next election of the GGC.
(b) In the event an elective officer is unable to perform their duties, with a majority approval of the EGGC, the Grand Guardian may consider the office vacant, subject to appeal. (See B-GGC-Art. XVII Sec. 1.3.1)
(c) Should a vacancy occur on a GGC Committee, the GG shall appoint an eligible member to fill the vacancy. Said member appointed shall serve for the balance of the term specified.

HL-SOP-GGC-101
DESCRIPTIVE INDEX OF HEARTLAND FORMS

Form No.	Description
HL 1	Membership Card. Size 2 x 3½ inches. Properly signed and stamped with Grand Guardian of Heartland seal, issued annually, by the Grand Guardian to all members who have paid the annual membership fee.
HL 2	Certification of Bethel Guardian Council Installation. Size 8½ x 11 inches. To be completed and signed by a qualified installing officer and returned to the Grand Guardian immediately following Installation of the Bethel Guardian Council.
HL 3	Election Ballot of the Grand Guardian Council Officers. Size 4¼ x 11 inches. Used by members when casting their vote for Executive officers of the Grand Guardian Council of Heartland.
HL 4	Tally Sheet Grand Guardian Council of Heartland. Size 8½ x 11 inches. Used by tellers when counting the ballots for election of Executive officers of the Grand Guardian Council of Heartland.
HL 5	Invoice for Supplies Grand Guardian Council of Heartland. Size 7 1/8 x 11 inches. Used by the Grand Secretary when billing for supplies.
HL 6	Voucher. Size 8½ x 11 inches. Used by those submitting bills to the Finance Committee for approval of payment by the Grand Secretary.
HL 7	Proceedings Order Form. Size 5½ x 8½ inches. Used by those desiring to order proceedings of the Annual Session of the Grand Guardian Council of Heartland.
HL 8	Order Form. Size 5½ x 8½ inches. Used by anyone placing an order for supplies from the Grand Secretary.

HL 9	Scholarship Grant Application Packets. Size 8½ x 11 inches. Contains: Form 1, Rules and Regulations for the Educational Fund Committee. Form 2. Daughter's Application for Job's Daughters Scholarship Grant. HL 10 Bethel Award. Size 5½ x 8½ inches. Properly signed and stamped with the seal of the Grand Guardian Council of Heartland, issued by Contest Chairperson to Bethels participating.
HL 11	Individual Award. Size 5 ½ x 8 ½ inches. Properly signed and stamped with seal of the Grand Guardian council of Heartland, issued by Contest Chairperson to members participating.
HL 12	Grand Bethel Membership Card. Size 2 3/8 x 3 7/8 inches. Issued by the Secretary of the Board of Directors of Grand Bethel to active Job's Daughter members in the State of Heartland who have paid the required dues.
HL 13	Grand Bethel Letter of Intent: Size 8 ½ x 11 inches. Used by Honored Queens to indicate their interest in serving as a Grand Bethel Officer. Properly completed forms must be submitted to the Board of Directors of Grand Bethel.
HL 14	Intentionally blank.
HL 15	Grand Bethel Member of Honor. Size 3 5/8 x 5 5/8 inches. Issued to those who have been elected Members of Honor of the Grand Bethel of Heartland in recognition of service rendered.
HL 16 (a)	Release Form. Size 8½ x 11 inches. To be signed by parents or legal guardians and notarized for all Grand Bethel Officers under eighteen (18) years of age. Releases Grand Guardian Council from responsibility.
HL 16 (b)	Release Form. Size 8½ x 11 inches. To be signed by parents or legal guardians and notarized for All Grand Bethel Officers eighteen (18) years of age or over. Releases Grand Guardian Council from responsibility.
HL 16 (c)	Release Form. Size 8½ x 11 inches. To be signed by parents or legal guardians and notarized for any Miss Heartland Job's Daughter under eighteen (18) years of age. Releases Grand Guardian Council from responsibility.
HL 16 (d)	Release Form Size 8½ x 11 inches. To be signed by parents or legal guardians and notarized for any Miss Heartland Job's Daughter eighteen (18) years of age and over. Releases Grand Guardian Council from responsibility.
HL 16 (e)	Release Form Size 8½ x 11 inches. To be signed by parents or legal guardians and notarized for any Jr. Miss Heartland Job's Daughter. Releases Grand Guardian Council from responsibility.
HL 17	Royal Purple Degree Nomination. Size 8½ x 11 inches. Used to nominate a Majority Member for the Royal Purple Degree.
HL 18	Royal Purple Degree Recommendation. Size 8½ x 11 inches. Used to recommend a Majority Member for the Royal Purple Degree.
HL 19	JDI Knowledge Course Enrollment. Size 8½ x 11 inches. Used by the requesting enrollment in either JDI Knowledge Course and by the JDI Knowledge Course Committee to record pertinent information regarding completion of those lessons.
HL 20	JDI Knowledge Course Certificate. Size 8½ x 11 inches. Properly signed and stamped with the seal of the Grand Guardian Council of Heartland, issued to all those who have successfully completed either of the two JDI Knowledge Courses.
HL 21	Golden Cloak Award Nomination. Size 8½ x 11 inches. Used to nominate a member of the Grand Guardian Council of Heartland for the Golden Cloak Award.

HL 22 Golden Cloak Award Recommendation. Size 8½ x 11 inches. Used to recommend a member of the Grand Guardian Council of Kansa for the Golden Cloak Award.

HL 23 Golden Cloak Award Certificate. Size 8½ x 11 inches. Properly signed and stamped with the seal of the Grand Guardian Council of Heartland, issued to recipients of the Golden Cloak Award.

HL 24 Silver Lining Award. Size 8½ x 11 inches. Used by Bethel members to nominate an adult for the Silver Lining Award.

HL 25 Silver Lining Award Recommendation. Size 8½ x 11 inches. Used by the line officers of a Bethel to recommend to the Executive Guardian Council the nominee for the Silver Lining Award.

HL 26 Silver Lining Award Certificate. Size 8½ x 11 inches. Properly signed and stamped with the seal of the Bethel, issued to recipients of the Silver Lining Award.

HL 27 Lily-of-the-Valley Award Nomination Form. Size 8½ x 11 inches. Used by a Bethel Guardian to nominate a Daughter of a Heartland Bethel for the Lily-of-the-Valley Award.

HL 28 Lily-of-the-Valley Award Recommendation Form. Size 8½ x 11 inches. Used to recommend a Daughter of a Heartland Bethel for the Lily-of-the-Valley Award.

HL 29 Lily-of-the-Valley Award Criteria Form. Size 8½ x 11 inches. Used to supply the Lily-of-the-Valley Award Committee with information pertaining to a Daughter nominated for the Lily-of-the-Valley Award using requirements at more than one (1) Bethel.

HL 30 Grant application for Executive Councils of Heartland Bethels for funds from the Promotional Fund. Size 8½ x 11 inches. Properly signed by members of the Executive Councils of Heartland Bethels and submitted with proper receipts and other required documents.

HL-GGC-SOP-102
GRAND DEPUTY

Section 1.

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

(c) It shall be their duty to:

(1) Supervise no more than four (4) Bethels in her/his jurisdiction.

(2) Visit each assigned Bethel at least once, or as necessary, during each Honored Queen's term.

(3) Check ritualistic work and books of the Bethel and BGC; to investigate problems and consult with the GG regarding same; to perform such other duties as directed by the GG.

(4) Attend at least one (1) BGC meeting of the assigned Bethel each six (6) months.

(5) Assist the Promotion Committee when requested to do so by the Grand Guardian or the chairman of the Promotion Committee.

(6) Submit to the GG and the VGG, a written report of the activities and condition of assigned Bethels prior to January 1 and June 1 of each year; the latter being a comprehensive report.

SUPPLEMENT TO THE CONSTITUTION OF A BETHEL GUARDIAN COUNCIL
GRAND GUARDIAN COUNCIL OF HEARTLAND
JOB'S DAUGHTERS INTERNATIONAL

ARTICLE I
NAME

See C-BGC Art. I

ARTICLE II
OBJECT

See C-BGC 1 Art. II

ARTICLE III
AUTHORITY

See C-BGC 1 Art. III

ARTICLE IV
MEMBERSHIP

See C-BGC 1 Art. IV

ARTICLE V
COUNCIL MEMBERS

See C-BGC 1 Art. V

ARTICLE VI
ELIGIBILITY

See C-BGC Art. VI

ARTICLE VII
ELECTION

See B-BGC 4 Art. IV

ARTICLE VIII
APPOINTMENTS

See B-BGC 4 Art. V

ARTICLE IX
TERM OF OFFICE

Section 1. Regular
(a)-(c) See B-BGC 4 Art. VI Sec. 1 (a)-(c)
(d) See HL-B-BGC Art. XI Sec. 1 (d)

Section 2. Rights/Privileges – Titles
See B-BGC Art. XI Sec. 2

ARTICLE X
INSTALLATION

Section 1.
(a) See B-BGC 5 Art. VIII Sec. 1 (a)
(b) See HL-B-BGC Art. XIII Sec 1(b)
(c)-(e) See B-BGC 5 Art. VIII Sec. 1(c)-(e)

ARTICLE XI
VACANCIES

See SOP-BGC-6

ARTICLE XII
MEETINGS

See HL-B-BGC Art. XII

SUPPLEMENT TO THE BYLAWS OF A BETHEL GUARDIAN COUNCIL
GRAND GUARDIAN COUNCIL OF HEARTLAND
JOB'S DAUGHTERS INTERNATIONAL

ARTICLE I
GENERAL DUTIES OF THE EXECUTIVE MEMBERS

Section 1.
(a)-(h) See B-BGC Art. I Section 1 (a)-(h).
(i) To receive and review Silver Lining Award Nomination (Form HL 24) and recommendations (Form HL 25) of the line officers. Approval or denial will be given impartially.
(j) The BG or representative shall make a report of the Annual Session of the GGC and read same to the BGC, then file same with the Bethel Guardian Secretary.

Section 2. Applicants
See B-BGC Art. I Sec. 2.

Section 3. Vote
See B-BGC Art. I Sec. 3.

ARTICLE II
DUTIES OF THE EXECUTIVE MEMBERS

Section 1. The Bethel Guardian shall:
(a)-(m) See B-BGC Art. II Sec. 1 (a)-(m)
(n) Instruct the Honored Queen and other officers in the fulfillment of their duties.
(o) Make a semi-annual written report to be sent to the Grand Guardian and Vice Grand Guardian of the activities and condition of the Bethel. These reports shall be due on December 31 and May 31 each year.
(p) Request special dispensations on Form 200 from the Grand Guardian for special privileges: these must be voted upon by the Bethel members, except in case of emergency.
(q) See that all communications are read at Bethel and Bethel Guardian Council meetings.
(r) Approve all bills before they are contracted for and affix her signature before they are read in the Bethel.
(s) Read at the meeting before election and again the night of election of Bethel Officers, the section on elections, SOP-BETHEL-4.
(t) Consult with the Grand Guardian at all times in matters concerning the Bethel and the Good of the Order.

Section 2. The Associate Bethel Guardian shall:
(a)-(f) See B-BGC Art. II Sec. 2(a)-(f)
(g) Be responsible for confirming every person in the room as being eligible to witness the ceremonies.

(h) Arrange, if possible, for exemplification of Job's Daughters work before Masonic Lodges or affiliated bodies of Masonry.
(i) Make a study and report on the Educational Fund.
(j) Encourage members of the Bethel to enroll in and complete the Heartland JDI Knowledge Course for girls and provide them with necessary resources.

Section 3. The Guardian Secretary shall:
(a)-(e) See Supreme B-BGC Art. II Sec. 3 (a)-(e).
(f) Check each application to see that it is properly completed, and the Masonic relationship or affiliation or sponsorship has been checked and approved by the Associate Bethel Guardian. Applications must be read at a meeting previous to the Welcome Ceremony. A Visitation Committee must be assigned to each application.
(g) Instruct the Bethel Recorder in the proper procedure of reading an application for membership form.
(h) Send notice of dues (Form 140) to all girls whose dues are not paid by January 1.
(i) Issue Demits (Form 210) to girls wishing to transfer or withdraw their membership.
(j) Keep an accurate record on each girl on Record of Dues (Form 142).
(k) Issue Receipt for Dues (Form 141) to all members paying dues.
(l) Order all Bethel jewelry from Doc Morgan, Inc., from the jewelry catalogue furnished for this purpose.
(m) Complete the Annual Report (Form 110) and send required copies to the Grand Secretary prior to January 31; a check made payable to the GGC for fees must accompany this report.
(n) Ensure that warrants (Form 150) are made out for the Treasurer to make payment for supplies from the Grand Secretary; warrant should be made payable to the Grand Guardian Council and should include the invoice number of the order.
(o) Include reason for payment on all other warrants (Form 150).
(p) Receive all proceeds from money-making projects and all funds for activities. Regular procedure for payment of all bills connected with either shall be followed.
(q) Keep Guardian Secretary's Cash Book with an accurate account of all money received and spent.
(r) See that all itemized bills are duly authorized by the BG before being read at the Bethel meeting.
(s) Take a complete inventory of Bethel paraphernalia and supplies and submit one (1) copy of said inventory to the Grand Secretary before the close of the Annual Session. Additions and/or deletions of Bethel inventory must be reported to the Grand Secretary as they occur. Once inventories have been taken, only additions or deletions shall be reported.
(t) Be familiar with the Constitution, Bylaws and SOPs of Job's Daughters International.

Section 4. The Guardian Treasurer shall:
(a)-(d) See B-BGC Art. II Sec. 4 (a)-(d).
(e) Supervise the keeping of the Financial Record Book with an accurate account of all money received and spent.
(f) Receive money from the Guardian Secretary giving her a receipt (Form 150) for same.

(g) Ensure all money received is deposited within fifteen (15) days of the meeting in which they were read.
(h) Ensure checks, when duly authorized by warrant (Form 150) are written by the Bethel Treasurer/Guardian Treasurer as per law.
(i) Ensure that checks going to the Grand Secretary are made payable to the Grand Guardian Council and have included invoice number of the order. If the checks are not for supplies, the reason for submissions should be noted in the lower left-hand corner.
(j) Ensure that all other checks issued show the reason for payment.

Section 5. The Guardian Director of Music/Epochs/Promotion shall:
(a)-(c) See B-BGC Art. II Sec 5 (a)-(c)

ARTICLE III
DUTIES OF THE ASSOCIATE MEMBERS

See B-BGC Art. III

ARTICLE IV
COMMITTEE CHAIRMAN

See SOP-BGC-2

ARTICLE V
RESIGNATIONS AND REMOVALS

See SOP-BGC-5

ARTICLE VI
FINES

Section 1.
See HL-SOP-BGC-4.

ARTICLE VII
DISCIPLINE

See SOP-BGC-3

ARTICLE VIII
APPEALS

See SOP-BGC-1

ARTICLE IX
ELECTION

See B-BGC Art. IV

ARTICLE X
APPOINTMENTS

See B-BGC Art. V

ARTICLE XI
TERM OF OFFICE

Section 1. Regular

(a)-(c) See B-BGC Art VI Sec 1 (a)-(c)

(d) Executive members of the BGC shall not be reappointed to serve as Executive members of the council in a Bethel after having served for seven (7) years until one (1) year after her/his term has expired, unless otherwise approved by the GG.

Section 2. Rights/Privileges - Titles

See B-BGC Art VI Section 2.

ARTICLE XII
MEETINGS

Section 1. Monthly Meetings

See B-BGC Art. VII Sec. 1

Section 2. Annual Meeting

See B-BGC Art. VII Sec. 2

Section 3. Purpose of the Annual Meeting

(a)-(b) See B-BGC Art. VII Sec. 3 (a)-(b)

(c) Names of those receiving a majority recommendation shall be listed on Form 222 and forwarded to the VGG at least twenty (20) days prior to the Annual Session of the GGC. Form 222 shall be accompanied by a sum equal to the Heartland Grand Guardian Council's membership fee for each executive member of the Bethel Guardian Council.

(d) See B-BGC Art. VII Sec 3(d)

ARTICLE XIII
INSTALLATIONS

Section 1.

(a) See B-BGC Art. VIII Sect 1(a)

(b) Installation of Bethel Guardian Council members shall be held at the first stated meeting of the Bethel after their appointments are approved by the Grand Guardian. Certification of Bethel Guardian Council Installation (Form HL 2) must be completed and signed by a qualified installing officer and returned to the Grand Guardian immediately following Installation.

(c)-(e) See B-BGC Art. VIII Sec. 1 (c)-(e)

STANDARD OPERATING PROCEDURES OF THE BETHEL GUARDIAN COUNCIL OF HEARTLAND JOB'S DAUGHTERS INTERNATIONAL

HL-SOP-BGC-1
APPEALS

See SOP-BGC-1

HL-SOP-BGC-2
COMMITTEE CHAIRMAN

See SOP-BGC-2

HL-SOP-BGC-3
DISCIPLINE

See SOP-BGC-3

HL-SOP-BGC-4
FINES

Section 1.

(a) A twenty dollar ($20.00) fine shall be paid for failure to forward/mail the Annual Report (From 110) to be received by the Grand Secretary no later than January 31.

(b) A twenty dollar ($20.00) fine shall be paid for failure to file Report of Recommendation for Bethel Guardian Council (Form 222) to be received by the Vice Grand Guardian no later than twenty (20) days prior to the Annual Grand Session of the GGC. (See SOP-GGC-9)

(c) See SOP-GGC-9

HL-SOP-BGC-5
RESIGNATIONS AND REMOVALS

See SOP-BGC-5

HL-SOP-BGC-6
VACANCIES

See SOP-BGC-6

SUPPLEMENT TO CONSTITUTION OF A BETHEL
GRAND GUARDIAN COUNCIL OF HEARTLAND
JOB'S DAUGHTERS INTERNATIONAL

Article I- Article VI

See C-Bethel Art. I – Art. VI

SUPPLEMENT TO THE BYLAWS OF A BETHEL GRAND GUARDIAN COUNCIL OF HEARTLAND JOB'S DAUGHTERS INTERNATIONAL

ARTICLE I
GENERAL PROVISIONS

Section 1. Birthday. See C-Bethel Art. VI Sec. 1

Section 2. Official Seal. See C-Bethel Art. VI Sec. 2

Section 3. Move/Change of Location. See C-Bethel Art. VI Sec. 3

Section 4. Bylaws

(a) Each Bethel under the jurisdiction of this GGC shall adopt, within thirty (30) days from the date charter is granted, Bylaws conforming with the Uniform Code for Bethels (SOP-Bethel-21), and present one (1) copy to the VGG and five (5) copies to the Jurisprudence Committee of the GGC for approval.

(b) See B-Bethel Art. I Sec. 1 (b)

Section 5. Member of Honor. Sec SOP-Bethel-10

Section 6. Auxiliary Cub. See C-Bethel Art. VI Sec. 4

ARTICLE II
MEMBERSHIP

See B-Bethel Art. II

ARTICLE III
DEMITS

See B-Bethel Art. III

ARTICLE IV
BETHEL FINANCES

Section 1. Receipts
See SOP-Bethel-2

Section 2. Exemption from Fees and Dues
See B-GGC Art. XIII Sec. 1(w), See SOP-Bethel-2 Sec. 1

Section 3. Disbursements
(a)-(c) See B-GGC Art XIII Sec. 1(w), See SOP-Bethel-2 Sec. 3

Section 4. Educational and Promotional Funds.
See B-GGC Art XIII Sec. 1(w), SOP-Bethel-2 Sec. 4

ARTICLE V
RECOMMEND EXECUTIVE MEMBERS OF THE BGC

See B-Bethel Art IV

ARTICLE VI
OFFICIAL REGALIA

See SOP-Bethel-11

ARTICLE VII
STANDING COMMITTEES

See B-Bethel Art V

ARTICLE VIII
PAST HONORED QUEEN'S JEWEL

See SOP-Bethel-13

ARTICLE IX
AMENDMENTS

See B-Bethel Art VI

ARTICLE X
DISCIPLINE

See SOP-Bethel-3

ARTICLE XI
APPEALS

See B-Bethel Art VII

ARTICLE XII
LOSS OF HONORS

See B-Bethel Art VIII

ARTICLE XIII
TERM OF OFFICE

See B-Bethel Art IX

ARTICLE XIV
INSTALLATION

See B-Bethel Art X

ARTICLE XV
VACANCIES

See B-Bethel XI

ARTICLE XVI
MEETINGS

See B-Bethel XII

STANDARD OPERATING PROCEDURES OF A BETHEL GRAND GUARDIAN COUNCIL OF HEARTLAND JOB'S DAUGHTERS INTERNATIONAL

HL-SOP-BETHEL-1 APPOINTMENTS

See SOP-BETHEL-1

HL-SOP-BETHEL-2 BETHEL FINANCES

Section 1. Receipts
See SOP-Bethel-2

Section 2. Exemption from Fees and Dues
See SOP-Bethel-2

Section 3. Disbursements
(a)-(c) See SOP-Bethel-2
(d) The Annual Report (Form 110) shall be prepared in its entirety and forwarded/mailed to be received by the Grand Secretary no later than January 31. All fees should be submitted to the Grand Secretary.

Section 4. Educational and Promotional Funds.
See SOP-Bethel-2

HL-SOP-BETHEL-3 DISCIPLINE

See SOP-BETHEL-3

HL-SOP-BETHEL-4 ELECTION

See SOP-BETHEL-4

HL-SOP-BETHEL-5 ELIGIBILITY

See SOP-BETHEL-5

HL-SOP-BETHEL-6
ESCORT, INTRODUCTIONS, AND HONOR

See SOP-BETHEL-6

HL-SOP-BETHEL-7
GUIDELINES FOR BETHEL INSPECTION PRIOR TO CHARTERING

See SOP-BETHEL-7

HL-SOP-BETHEL-8
INSTALLATION

See SOP-BETHEL-8

HL-SOP-BETHEL-9
MEETINGS

See SOP-BETHEL-9

HL-SOP-BETHEL-10
MEMBER OF HONOR

See SOP-BETHEL-10

HL-SOP-BETHEL-11
OFFICIAL REGALIA

See SOP-BETHEL-11

HL-SOP-BETHEL-12
ORGANIZATION OF A BETHEL

See SOP-BETHEL-12

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

See SOP-BETHEL-13

HL-SOP-BETHEL-14
PROCEDURE TO MERGE, CLOSE, OR REINSTITUTE BETHELS

See SOP-BETHEL-14

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

See SOP-BETHEL-15

HL-SOP-BETHEL-16
REORGANIZATION OF A BETHEL

See SOP-BETHEL-16

HL-SOP-BETHEL-17
REORGANIZATION-GUIDELINES FOR REMOVAL

See SOP-BETHEL-17

HL-SOP-BETHEL-18
SPECIAL PRIVILEGES

See SOP-BETHEL-18

HL-SOP-BETHEL-19
SUBSTITUTE OFFICERS

See SOP-BETHEL-19

HL-SOP-BETHEL-20
SUPPLIES FURNISHED GRATIS TO INSTITUTED BETHELS

See SOP-BETHEL-20

HL-SOP-BETHEL-21
UNIFORM CODE OF BETHELS
ARTICLE I
NAME

Section 1.

(a) The name of this organization is Bethel No. _____ of _____ of JDI. (City/Location) (State, Province, Territory, Country)

Section 2.

(a) This Bethel was instituted on (date)_____ and operates under a Charter granted by the Supreme/Grand Guardian Council on (date)_____.

ARTICLE II
OBJECT

Section 1.

(a) The object of this organization is to band together girls, hereinafter designated, for spiritual and moral upbuilding, to develop leadership, to seek knowledge, to teach love of God, love of Country, respect for its Flag, love of home and family, and reverence for the teachings of the Holy Scriptures.

ARTICLE III
MEMBERSHIP

Section 1. Eligibility for Bethel Membership

(a) Girls between the ages of ten (10) and twenty (20) years who bear a Masonic relationship shall be eligible for membership. Masonic relationship shall be interpreted to mean a relationship by blood, marriage, or law to a:
  (1) Mason (See POL-BOT-2)
  (2) His wife or widow
  (3) A member of Job's Daughters,
  (4) Or a Majority Member of Job's Daughters.

(b) If, after diligent and exhaustive search, Masonic relationship cannot be verified for an Applicant, a Majority Member and a Mason than the Bethel Guardian or Associate Bethel Guardian) may sponsor the Applicant.

(c) A woman under the age of twenty (20) years who has been married, divorced, whose marriage has been annulled or who is pregnant, or has ever been pregnant, except in the case of rape (or its equivalent terminology) or incest, is not eligible for membership.

Section 2. Applications

(a) Members shall be received by Application for Membership (Form 130). Members may also be received by Application for Affiliation (Form 131) when accompanied by a Demit (Form 210).
  (1) Or by submitting an Application for Dual Membership (Form 131d)

(b) See B-Bethel Art. II Sec. 1 (b) and SOP-Bethel-21 Art. III Sec. 2 (b)

Section 3. Visitation

(a) Official Visitation forms (Form 132) shall be given to a Visitation Committee consisting of three (3) members of the Bethel who shall return a completed report to the Bethel Guardian before the next regular meeting of the Bethel.

ARTICLE IV
MEETINGS

Section 1. Time and Place

(a) The regular meetings of this Bethel shall be held on the:

_____ at _____ and the
(week and day) (time)
_____ at _____ of each month.
(week and day) (time)

(b) The place of meeting shall be at:

_____
(address)
_____
(State, Territory, Province, Country)

Section 2.

(a) The meetings of this Bethel shall be conducted in accordance with the Ritual of the Order and in conformity with the laws of the Supreme/Grand Guardian Council and the latest edition of Robert's Rules of Order Revised. Escort, Introductions and Honors shall follow the Ritual for categories 1-17 (page 26). The Executive Members of the BGC shall approve and provide the Honored Queen the titles and order for Category 18, Other (see Ritual page 27) according to SOP-Bethel-6.

(b) No meeting can be opened without the presence of the Charter and five (5) members of the Bethel, including one of the first three (3) officers. There shall also be present at least one (1) Executive Member of the BGC, or an officer of the Supreme/Grand Guardian Council, or a Supreme/Grand Deputy.

(c) In the event membership has declined to the point where the required five (5) members are not available, a meeting for the purpose of reading applications, performing the membership ceremony, processing affiliates, voting to move or merge, or installing members of the BGC, may be held with a lesser number providing at least one (1) of the first three (3) officers, at least one (1) Executive member of the BGC, or the Deputy, or an officer of the Supreme/Grand Guardian council, and the Charter be present.

(d) The vacation period for this Bethel shall be the months of _____ and

(1) _____ (not to exceed two (2) months.)

(e) A Bethel may dispense with its meeting during the Annual Session of the Supreme/Grand Guardian Council.

(f) At regular meetings, when the doors are open, anyone may view the Opening Ceremony through the Bethel Flag presentation and during the Good of the Bethel until the end of the meeting. The ritualistic work is confidential from the end of the Bethel Flag presentation until Good of the Bethel.

(g) Supreme, Grand, or Bethel Honors and other Proficiency Lessons shall be given by Bethel Daughters only at a closed Bethel meeting or exemplification of ritualistic work.

(h) The Honored Queen shall preside during the regular meetings of the Bethel. In case of emergency, the position of Honored Queen may be filled by an active Past Honored Queen. In the event there is no active Past Honored Queen present, the succession of officers shall be Senior Princess, Junior Princess, Guide and Marshal.

(i) There shall be no pictures taken at a closed meeting.

(j) There shall be no open flame equipment, such as candles and/or candelabra, at any Bethel meeting. Electrified candles and candelabra may be used.

(k) There shall be an official Worship Service during each Bethel term. This service shall be held in an appropriate place of worship to be chosen by the Honored Queen and approved by the Executive Members of the BGC.

(l) A suitable ceremony honoring Mrs. Ethel T. Wead Mick, the Founder of Job's Daughters, shall be held by this Bethel during March, the month of her birth.

(m) Bethel members shall:

(1) Enter the Messengers' semicircle when entering or retiring from a Bethel while it is in session.

(2) Give honors and other Proficiency Lessons only in closed Bethel meetings or exemplification of the ritualistic work.

(3) Assume the Attitude of Prayer while the Chaplain is at the Altar.

(4) Show a receipt for dues and be examined unless vouched for by a Bethel member, Majority Member, or a member of the Supreme, Grand or Bethel Guardian Councils.

Section 3. Attendance

(a) Attendance of adults:

(1) Every adult witnessing the ritualistic ceremony or attending a Bethel meeting must be twenty (20) years of age unless otherwise specified and

[a] a Mason in good standing, including under the age of twenty (20) or

[b] a direct descendent of a Mason or

[c] the wife, daughter, granddaughter, great-granddaughter, adopted daughter by law, mother, grandmother, sister, half -sister, step-sister, niece, grand-niece, daughter-in-law, step-daughter, step-granddaughter, sister -in-law, first or second cousin or widow of a Mason or

[d] members of an organization basing its membership requirement on Masonic relationship or

[e] Past Bethel Guardians or

[f] Majority Members of JDI or

[g] the parent, grandparent, step-parent, or guardian of a member of the Bethel or

[h] a woman under the age of twenty (20) who is a member of an organization basing its membership requirements on Masonic relationship, or if married, is eligible to membership in such an organization, or

[i] the husband of a Majority Member.

(2) Attendance of adults at Bethel meetings is a privilege which is given by and may be withdrawn by the Executive members of the BGC.

(3) An adult is not entitled to debate questions arising in a Bethel meeting unless an Executive Member of the BGC or a Majority Member of the Bethel.

ARTICLE V
OFFICERS

Section 1. Elective

(a) The elective officers shall be Honored Queen, Senior Princess, Junior Princess, Guide, and Marshal.

Section 2. Appointive

(a) The appointive officers shall be Recorder, Treasurer, Chaplain, Librarian, Musician, First Messenger, Second Messenger, Third Messenger, Fourth Messenger, Fifth Messenger, Senior Custodian, Junior Custodian, Inner Guard, and Outer Guard.

Section 3. Substitute

(a) The Honored Queen, with the approval of the Executive members of the BGC, may appoint substitute officers to learn the ritualistic work of the offices to which they are appointed, and to protem for absentee officers. In an emergency arising from the absence of both the regular officer and the substitute officer, a member requested to serve pro tem may read the work.

ARTICLE VI
ELECTION/APPOINTMENT OF OFFICERS

Section 1. Eligibility for Election

(a) To be eligible for election or appointment to any elective office, a Daughter shall have satisfactorily passed the Proficiency Lessons Examination, current edition of the Ritual. Also, she must have been a member of the Bethel and in regular attendance during the entire term in which the election is held, to be eligible for election, except in the case of a new Bethel or a Bethel under Reorganization.

(b) Regular attendance shall be interpreted to mean present at all regular meetings of the Bethel unless excused by the Executive members of the BGC for good and sufficient reasons.

Section 2. Election

(a) Election of officers shall be held at the second meeting in the months of May and November (or, if changed by amendment, in the months of _____ and _____.

(b) The election shall be by ballot without nomination. A majority vote shall elect.

(c) The method of balloting shall be:

(1) secret ballot
(2) viva voce

(d) Detailed procedure to be followed in conducting the election shall be determined by the Executive members of the BGC.

(e) Election shall be from members present, except in case of sickness or other unavoidable absence. The Executive members of the BGC present shall decide upon and announce the eligibility of the absentee.

(f) All members shall be entitled to vote until the end of the term even though they become twenty (20) years of age during the term.

(g) By special dispensation given by the Supreme/Grand Guardian, the Bethel may elect officers at a time other than that prescribed in Sec. 1(a) of this Article. Requests for Special Dispensations from Bethels under Supreme shall be submitted on Form 200 and sent to their Supreme Deputy.

Section 3. Appointment

(a) Appointive officers shall be appointed by the Honored Queen-elect, with the approval of the Executive members of the BGC.

ARTICLE VII
TERM OF OFFICE

Section 1.

(a) The term of office shall be six (6) months.

(b) Any officer becoming twenty (20) years of age after she has been elected or appointed to an office, shall complete her term of office but shall not be reelected or reappointed.

ARTICLE VIII
INSTALLATION

Section 1.

(a) The installation shall take place during the months of June and December (or, if changed by amendment, in the months of_____ and _____). The first or second meeting in June and December (or, if changed by amendment, the months of _____ and _____) may be for the purpose of installation without formal opening and closing.

(b) An officer, elected or appointed, not present at the time the officers were installed, shall be installed at the next regular meeting of the Bethel unless excused by the Executive members of the BGC.

(c) A Daughter shall not be installed into office unless her dues are paid to the end of the ensuing term.

(d) No officer shall be installed by proxy.

(e) There shall be no open flame equipment, such as candles and/or candelabra, at any Bethel installation. Electrified candles and candelabra may be used.

(a) Officers may be installed at open installations and the taking of pictures at such installation may be permitted if it does not in any way detract from the ceremony.

(b) By special dispensation of the Supreme/Grand Guardian, the Bethel may install officers at a time other than that prescribed in Sec. 1 (a) above.

ARTICLE IX
COMMITTEES

Section 1.

(a) After installation, the Honored queen shall appoint the following committees and such other committees as are deemed advisable by the Executive Members of the BGC:
   (1) Auditing Committee composed of three (3) members. Refer to the Ritual for an explanation of duties.
   (2) Pledge Committee, composed of three (3) members assisted by an Executive Member of the BGC, preferably the Associate Bethel Guardian. It shall be the duty of this committee to give the Pledge of Honor to late unobligated visitors (see Ritual).
   (3) Proficiency Committee composed of at least (3) members. It shall be the duty of this committee to assist the members in learning the information necessary to pass the Proficiency Lessons Examination.

ARTICLE X
VACANCIES

Section 1.

(a) Should the Honored Queen's station become vacant during the term of office, the Executive Members of the BGC shall appoint a substitute in the office. A Past Honored Queen, or if no Past Honored Queen is available, a Majority Member, neither of whom has been married or pregnant, shall be appointed to fill such vacancy.
(b) However, when a vacancy occurs in any elective office, and if deemed advisable by the Executive members of the BGC, a special election may be held to fill such vacancy.
(c) A vacancy in an appointive office shall be filled by a member appointed by the Honored Queen and approved by the Executive members of the BGC

ARTICLE XI
FINANCES

Section 1. Receipts

(a) All monies collected in the name of the Bethel shall be received by the Bethel Recorder/Guardian Secretary and turned over to the Bethel Treasurer/Guardian Treasurer.
(b) All monies collected, whether electronically or physically, shall be included on the Bethel meeting Form 150 (Receipts, Bills, Warrants and Order for Treasurer) and Form 151 (Bethel Treasurer's Report). Documentation of the transaction shall be included with the receipts.

Section 2. Fees

(a) The application fee shall be _____.
(b) The affiliation fee shall be one -half (1/2) the application fee.

Section 3. Annual Dues

(a) The fee for each member shall be _____ per year, plus ten point one two (10.12) USD, CAD, AUD, PHP, BRL...etc. and annually shall increase by two percent (2%) beginning December 31, 2007. Dues are payable in advance on January 1st of each year. Members whose fees have not been paid for a period of one (1) year shall be considered delinquent.

Section 4. Exemption from Fees and Dues

(See B-GGC Art. XIII Sec. 1(w))

(a) Applicants and members residing in Masonic Homes or homes sponsored by an organization based on Masonic membership or Masonic relationship shall not be required to pay application fees or dues.

Section 5. Disbursements

(a) Monies shall be expended only by a majority vote of the members present at a regular meeting and by and with the consent of the Executive Members of the BGC. When duly authorized a warrant shall be issued which shall be signed by the Bethel Guardian, Recorder and Honored Queen. Upon receipt of the properly signed warrant the Bethel Treasurer or Guardian Treasurer shall write checks. All checks shall be signed and countersigned by the Guardian Treasurer and/or other authorized Executive Member of the BGC. All checks shall have two (2) signatures. When the checks have been issued the warrant shall be signed by the Guardian Treasurer. Or

(b) Monies electronically transferred from a Bethel's financial accounts shall be included on the Bethel meeting Form 150 (Receipts, Bills, Warrants and Order for Treasurer) and Form 151 (Bethel Treasurer's Report). Documentation of the transaction shall be included with the receipts. Additionally, minutes of the Bethel Guardian Council meeting and the Bethel meeting shall reflect an approved transfer of the funds by the Executive Members of the BGC and the Bethel Daughters.

ARTICLE XII
OFFICIAL REGALIA

Section 1. Description

(a) The official regalia of the Order shall be worn by Officers and Bethel Choir at all meetings. It shall consist of the white Grecian robe, long white slip which may be full or half, white hose which may be long or knee high, white flat shoes or white sandals without color, capes and crowns for Honored Queen, Senior and Junior Princesses, headbands for all other Officers. Headbands shall be worn by the Bethel Choir.

(b) The robe shall be of light or heavy material, with white cords for Officers, except Honored Queen, Senior and Junior Princesses, and purple cords for Bethel Choir members. It shall be made with wing sleeves and yoke dimensions according to the pattern approved by the Board of Trustees and Executive SGC Officers.

(1) Cords shall be tacked along the bottom of the yoke seam to within two (2) to three (3) inches of each side of center front (measured on the curve of the yoke), crossed at center front three (3) times, then passed around the waist once and tied at center front with a square knot one (1) inch below natural waistline. The seam at the yoke shoulder may be taped to the undergarment if desired.

(2) Robes shall be a length of three (3) inches from the floor, with a four (4) inch hem, and the under slip a length of four (4) to six (6) inches from the floor.

(c) Crowns, capes, cords and headbands shall be as prescribed by the SGC, the official capes to be of purple velvet or velveteen, trimmed with white Grecian design, or if not available, white trim as approved by the Board of Trustees, lined with purple material, or unlined as desired. No additional trimming shall be used on capes.

Section 2. Wearing of Regalia

(a) Officers and Bethel Choir shall wear official robes at all meetings.

(b) Members to be installed into office or into the Bethel Choir shall wear official robes for the Ceremony of Installation except that members serving as Installing Officers may be installed while wearing their dress with the following limitations:

(1) The Installing Officer shall not install herself into any office or the Bethel Choir.

(2) Any member being installed as the Honored Queen or Princess shall wear an official robe

(c) Official capes, crowns and headbands shall be worn by Bethel members only with official robes.

(d) Jewelry worn with official robes shall be limited to regulation membership and/or officer's jewels, awards, a wristwatch and one additional piece of jewelry in keeping with the regalia of our Order and approved by the Executive members of the BGC. (See B-GGC Art. XVII Sec. 1.24)

(e) The wearing of the official regalia of the Order in public is permissible for promotional purposes only and only with the consent of the Executive members of the BGC.

ARTICLE XIII
DISCIPLINE

Section 1. Supervision

(a) All members shall be under the direct supervision of the Executive members of the BGC who shall have the power to investigate, reprimand, suspend or expel officers or members for cause.

Section 2. Loss of Office

(a) A Bethel officer shall lose her office and the honors thereof if absent from three (3) regular Bethel meetings without good and sufficient cause. The Executive members of the BGC shall determine the validity of the cause.

Section 3. Suspension

(a) Insubordination, non-payment of dues, or the retention of money or property of the Bethel shall be considered cause for reprimand or suspension.

(b) Suspension, except for the non-payment of dues, shall not exceed a period of six (6) months. After that period of time the suspended member shall be reinstated or expelled by a majority vote of the Executive members of the BGC.

Section 4. Expulsion

(a) Conduct that reflects discredit upon the Order or flagrant or deliberate disobedience to

the laws of the Order shall be considered cause for expulsion.

(b) Daughter who marries or becomes pregnant while holding a Bethel office shall immediately resign from such office. Failure to do so shall be cause for expulsion from the Order.

Section 5. Appeal

(a) Bethel members shall have the right to appeal against any act or decision of the Executive members of the BGC which may abrogate any rights and privileges specifically guaranteed them by these Bethel Bylaws and the Constitution and Bylaws of the SGC.

(b) If no appeal is taken within sixty (60) days after the act or decision, the aggrieved parties shall lose the right of appeal.

ARTICLE XIV
DEMITS

Section 1. General (See B-Bethel Art. III for complete details)

(a) A member in good standing and clear on the books who desire s to withdraw from the Order or who desires to transfer membership for any reason shall, upon written request to the Executive member of the BGC, be granted a Demit (Form 210) which will entitle her to the privilege of visiting Bethels for a period of six (6) months from the date of issuance.

Section 2. Process

(a) If, within six (6) months, a Daughter applies at another Bethel, the Demit (complete Form 210) shall be attached to a Application for Membership by Affiliation (Form 131). If the Daughter is elected to membership, the Guardian Secretary of the Bethel in which the Daughter is elected shall complete Form 210 and mail the sections to those designated. If the application is to another Bethel in the same State, Province, Territory or Country or to a Bethel not under GGC jurisdiction, the third copy is unnecessary and may be destroyed. The Demit shall permanently remain attached to the Application for Membership by Affiliation and retained in the Bethel files.

Section 3. Resignations

(a) A Daughter who has resigned (or left for personal reasons) her Bethel may apply at a Bethel to become a member. (See B -Bethel Art. III Sec. 3)

ARTICLE XV
AMENDMENTS

Section 1.

(a) The Uniform Code for Bethels may be amended by following the procedures given in SOP-SGC-16, #2 Amendments.

Section 2. Prerogatives of a Bethel

(a) The following portions of this Uniform Code may be amended by a Bethel:

(1) Art. 1 Sec. 1 City/Location(s) in which the Bethel meets.

(2) Art. IV Sec. 1. Week, day, time and place of regular meetings, and Sec 2, vacation period.
(3) Art. VI Sec. 2. Months in which election is held
(4) Art. VIII Sec. 1. Months in which installation is held.
(5) Art. XI Sec. 2 & 3. Amount of application fee and dues.
(6) Art. XX Sec. 1 (b). Local Rules of Operation.

(b) Amendments shall be made by presenting to the Bethel in writing the proposed amendment, and a copy of the proposed amendment sent to each member of the Bethel, each Executive Member of the BGC and the Supreme/Grand Deputy after which it shall lay over at least one (1) regular meeting of the Bethel before action thereon. A two -thirds (2/3) affirmative vote of the Bethel members voting shall be necessary to adopt such amendment(s).

(c) At least seven (7) copies of Form 122, complete with Bethel seal, shall be submitted by the Guardian Secretary to the Chairman of the Jurisprudence Committee of the SGC/GGC who shall pass same on for approval.

(d) Copies of amendment(s) submitted by Bethels under Supreme, when approved and signed by the Vice Supreme Guardian and the Chairman of the Jurisprudence Committee of the SGC, shall be distributed as follows:
(1) One (1) copy to the Supreme Guardian;
(2) One (1) copy to the Vice Supreme Guardian;
(3) One (1) copy to the office of the SGC
(4) One (1) copy to Chairman of the SGC Jurisprudence Committee
(5) One (1) copy to the Supreme Deputy
(6) Two (2) or more copies to be returned to the Bethel.

(e) Copies of amendments submitted by Bethels in a Grand Jurisdiction, when approved and signed in accordance with the GGC Manual of Rules and Regulations, shall be distributed in accordance with said Manual of Rules and Regulations.

(f) Amendments shall not become effective until notice of approval has been sent to the Bethel by the Jurisprudence Committee of the SGC/GGC. Said amendments to the Uniform Code for Bethels shall be returned to the Bethel within sixty (60) days after receipt.

ARTICLE XVI
RECOMMENDATIONS FOR EXECUTIVE MEMBERS OF THE BGC

Section 1.

(a) Bethel members shall be privileged to submit by secret ballot recommendations concerning those to be selected as Executive members of the BGC.

(b) The ballot shall be collected and sealed in an envelope in the presence of the Bethel members by the Recorder who shall mail them to the Vice Supreme/Grand Guardian.

ARTICLE XVII
PAST HONORED QUEEN'S JEWEL

Section 1. Regular

(a) Each Honored Queen who has faithfully served the Bethel for the period for which she was elected shall be presented a wallet-size Past Honored Queen's Certificate (Form 172) and an official Past Honored Queen's Jewel.

(b) If repeating a full term as Honored Queen, a gift may be presented in recognition for services rendered, in lieu of a Past Honored Queen's Jewel.

Section 2. Special

(a) Each Honored Queen whose resignation from office becomes necessary due to unforeseen circumstances shall be known as a Past Honored Queen and entitled to all honors, including a wallet -size Past Honored Queen's Certificate (Form 172) and an official Past Honored Queen's Jewel in recognition for services rendered, provided she has qualified for the office to the satisfaction of the Executive members of the BGC.

(1) The decision with supporting reasons shall be issued in writing.

(2) In the case of a negative decision, the Honored Queen shall be informed of the process for an appeal (SOP-SGC-1 Sec. 1 & 2).

ARTICLE XVIII
SPECIAL MEMBERS

Section 1. Majority Member

(a) Upon becoming twenty (20) years of age, or married prior to that age, each member in good standing shall become a Majority Member. She shall immediately receive gratis a certificate of Majority Membership at the end of the term and shall be entitled to receive the Majority Ceremony at such time as may be convenient.

(1) If she turns twenty (20) she shall be entitled to all the rights and privileges through the end of the term.

(2) If she marries, she shall be entitled to all the rights and privileges of a member except voting and holding office.

(b) She shall be exempt from further payment of dues.

Section 2. Member of Honor

(a) An adult who has given outstanding meritorious service to the Order may be elected as a Member of Honor of the Bethel and given a Member of Honor Certificate (Form 170) by a majority vote of the members of the Bethel and upon approval of the Executive members of the BGC.

ARTICLE XIX
LOSS OF HONORS

Section 1.

(a) Bethel members who have resigned, or have been suspended, expelled or granted a demit which has expired, shall lose the right to be introduced by, or to use, any titles earned during their time of membership.

(b) Reinstatement to membership shall automatically reinstate the right to the use of titles previously earned.

ARTICLE XX
GENERAL PROVISIONS

Section 1. General Provisions.

(a) Local Rules of Operation - A Bethel may adopt local rules of operation dealing with the finances and other miscellaneous operational issues, as long as these Local Rules of Operation do not conflict with the Rules and Regulations of the SGC or GGC in which the Bethel resides. All Local Rules of Operation must be approved by the Bethel Members as an amendment to their Bylaws (following the procedure for approval of amendments), approved by the appropriate Jurisprudence Committee and published as part of the Bethel's Uniform Code before they are effective.

(b) The Following are the Local Rules of Operation:

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APPROVED:

Vice Grand Guardian_____ Date _____

Chairman Jurisprudence _____ Date _____

Member Jurisprudence _____ Date _____

Member Jurisprudence_____ Date _____

Member Jurisprudence_____ Date _____

Member Jurisprudence_____ Date _____

VERIFIED:

Supreme Deputy _____ Date_____

HL-SOP-BETHEL-101
PAST PRINCESS JEWEL

Section 1.

Any princess, who has fulfilled the term to which she was elected and resigns before aspiring to the office of Honored Queen, shall be known as a Past Princess and may be awarded a Past Princess jewel in recognition for service rendered, subject to the approval of the Executive Members of the Bethel Guardian Council.

HL-SOP-BETHEL-102
DUTIES OF LINE OFFICERS

Section 1.

Line officers of the Bethel shall receive nominations (Form HL 24) for the Silver Lining Award; study each carefully and impartially before individually submitting recommendations (Form HL 25) to the Executive Bethel Guardian Council.

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.

RULES & REGULATIONS OF THE PAGEANT
GRAND GUARDIAN COUNCIL OF HEARTLAND
JOB'S DAUGHTERS INTERNATIONAL

ARTICLE I
TITLE

Section 1.

(a) The title of the office for the older daughter shall be Miss Heartland Job's Daughter of Job's Daughters International. The title of the office for the younger daughter shall be Jr. Miss Heartland Job's Daughter of Job's Daughters International.

ARTICLE II
OBJECT

Section 1.

(a) Miss Heartland Job's Daughter is a representative of Job's Daughters International of Heartland for the purpose of promoting interest, welfare and growth of the Order; bringing the Daughters of the State of Heartland into closer relationship with each other and the GGC; and serving, under the guidance of the Grand Guardian, as the Daughter public relations emissary to adult organizations of the Masonic Family and the public in general.

(b) Jr. Miss Heartland Job's Daughter is a representative of the Heartland Job's Daughters giving special attention to the younger Daughters of Heartland, ensuring the GGC understand the position of the younger Daughter of our Order.

ARTICLE III
SUPERVISION

Section 1.

(a) Miss Heartland Job's Daughter and Jr. Miss Heartland Job's Daughter shall be under the advisory of the GG.

ARTICLE IV
QUALIFICATIONS

Section 1.

(a) Miss Heartland Job's Daughter shall be knowledgeable of Job's Daughters International, be capable of meeting the public, speaking extemporaneously, representing the Order with grace, dignity and charm.

ARTICLE V
ELIGIBILITY

Section 1.

(a) Miss Heartland Job's Daughter must be at least sixteen (16) years of age and no older than nineteen (19) years of age by the day of the Miss Heartland and Jr. Miss Heartland Job's Daughter Pageant.

(b) Jr. Miss Heartland Job's Daughter must be at least thirteen (13) years of age and no older than fifteen (15) years of age by the day of the Miss Heartland and Jr. Miss Heartland Job's Daughter Pageant.

(c) Both representatives shall have on file in the office of the Grand Secretary a Release Form (Form HL 16c) signed and notarized.

(d) Both representatives shall have on file a media release form (most current edition) in the office of the Grand Secretary.

(e) Entry forms must be completed, signed, and submitted to the Chairman of the Pageant Committee on or before July l. All forms shall be sent "Certified Mail, Return Receipt Requested" or by electronic mail with a confirmation response from the Pageant Committee on or before July 1. If form is sent by electronic mail, entry fee payment must be mailed or delivered to the Pageant Committee on or before July 1.

(f) Any daughter who has held the title of Miss Kansas Job's Daughter, Miss Oklahoma Job's Daughter, or Miss Heartland Job's Daughter is not eligible to run for Miss Heartland Job's Daughter.

(g) Any daughter who has held the title of Jr. Miss Kansas Job's Daughter, Jr. Miss Oklahoma Job's Daughter, or Jr. Miss Heartland Job's Daughter is not eligible to run for Jr. Miss Heartland Job's Daughter.

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

(i) The Annual pageant for Miss Heartland Job's Daughter and Jr. Miss Heartland Job's Daughter will be held in the month of September.

ARTICLE VI
SELECTION

Section 1.

(a) Both representatives shall be selected from entrants in the Miss Heartland Job's Daughter and the Jr. Miss Heartland Job's Daughter Pageant held in compliance with current state rules. These rules as pertaining to the Miss Heartland Job's Daughter shall not be in conflict with the rules of the Miss International Job's Daughter Pageant.

(b) Miss Heartland Job's Daughter will be expected to represent this jurisdiction in the Miss International Job's Daughter Pageant, providing such pageant is held.

ARTICLE VII
MISS HEARTLAND JOB'S DAUGHTER JEWEL

Section 1.

(a) The least expensive official jewel shall be presented to Miss Heartland Job's Daughter by the GGC.

ARTICLE VIII
FINANCES

Section 1.

(a) Miss Heartland Job's Daughter and Jr. Miss Heartland Job's Daughter shall be required to submit bills and/or receipts for their travel expenses to the Finance Committee for consideration for reimbursement from the Promotion Fund by August 1 to allow the Finance Committee thirty (30) days to review said bills and/or receipts.

(b) At the completion of her term the Miss Heartland Job's Daughter will be reimbursed up to five hundred dollars ($500.00) toward travel expenses during her term.

(c) Expenses incurred for cleaning of capes and/or crowns, tiaras or other official Miss Heartland Job's Daughter or Jr. Miss Heartland Job's Daughter paraphernalia will be approved in advance by the GG and shall be paid from the Promotion Fund.

(d) At the completion of her term the Jr. Miss Heartland Job's Daughter will be reimbursed up to one hundred fifty dollars ($150.00) toward travel expenses during her term of office.

(e) Expenses incurred for sashes presented to the Miss Heartland Job's Daughter and Jr. Miss Heartland Job's Daughter will be paid from the Promotion Fund.

RULES AND REGULATIONS DEGREE OF ROYAL PURPLE
GRAND GUARDIAN COUNCIL OF HEARTLAND
JOB'S DAUGHTERS INTERNATIONAL

PURPOSE: To recognize and honor Majority Members who have rendered outstanding service to Job's Daughters International through their work with a Bethel after becoming a Majority Member.

ARTICLE I
TITLE

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

ARTICLE II
OBJECT

The Degree of Royal Purple is awarded in recognition of outstanding and dedicated service by a Majority Member to JDI. It is intended to recognize a Majority Member who has given to the Order in a capacity above and beyond the normal call of duty; an outstanding contributor to the organization.

ARTICLE III
QUALIFICATIONS

Section1.
(a) A Majority Member must have given outstanding service to the Order beyond simply being on a BGC.

ARTICLE IV
ELIGIBILITY

Section 1.
(a) A nominee must be a Majority Member of JDI.
(b) At the time of the nomination she must be at least twenty-five (25) years of age.
(c) A recipient of the Golden Cloak Award is not eligible for the Degree of Royal Purple.

ARTICLE V
NOMINATION AND SELECTION

Section 1. Nomination
(a) Nomination shall be made by the members of the EBGC or a member of the Executive Grand Guardian Council without knowledge of the nominee.
(b) The nominee must be nominated, using The Degree of Royal Purple Nomination Form (Form HL 17). The members of a Bethel may recommend her nomination to the Executive members of the Bethel Guardian Council.
(c) The Executive members of the Bethel Guardian Council must secure four (4) written recommendations, on The Degree of Royal Purple Recommendation Form (Form HL 18) provided, from responsible adults, other than relatives.

(d) At least two (2) of the recommendations must be from someone officially connected with Job's Daughters International.
(e) The Bethel Guardian or Guardian Secretary must complete a special nomination form (Form HL 17) provided on request from the Grand Secretary.
(f) Completed nomination and recommendation forms (HL 17 and HL 18) shall be sent to the Chairman of The Degree of Royal Purple by February 15 for consideration of The Degree of Royal Purple Committee.
(j) The recipient need not be nominated by her home Bethel, merely by the Bethel in which she has contributed enough to deserve The Degree of Royal Purple.

Section 2. Selection
(a) 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.
(b) The recipient and the BGC nominating her shall be notified of her selection on or before April 1 by the Chairman of the Committee.

ARTICLE VI
CONFERRING OF DEGREE

Section 1.
(a) The recipient should attend an Annual Session of the GGC within three (3) years of her acceptance to receive The Degree of Royal Purple. In the event that it is absolutely impossible for the recipient to attend an Annual Session of the GGC other arrangements for presentation of the degree may be made by the GG.
(b) There shall be a fee amounting to the cost of the medallion. Fifty percent (50%) of the cost will be paid by the Grand Guardian Council. The remaining cost will be paid for by the Bethel, Recipient or donations.
(c) The Grand Guardian Council shall be responsible for providing the recipient with a rose, a certificate, and for having the name and date of the ceremony and the jurisdiction engraved on the reverse side of the medallion.
(d) The ceremony for the presentation of The Degree of Royal Purple shall be the ceremony provided in the Heartland Book of Ceremonies and shall be presented during the Annual Session of the Grand Guardian Council of Heartland.
(e) The officers performing The Degree of Royal Purple Ceremony will be selected by the members of the Royal Purple Committee or the Grand Guardian.
(f) The officers performing The Degree of Royal Purple Ceremony will be either the Grand Bethel Officers or past recipients of the award.

ARTICLE VII
DEGREE OF ROYAL PURPLE COMMITTEE

Section 1. Members
(a) See HL-B-GGC Art. IV.

Section 2. Duties of the Committee
(a) See HL-B-GGC Art IV Sec. 5 and HL-B-GGC Art. IV Sec. 6 (l).

RULES & REGULATIONS GOLDEN CLOAK AWARD
GRAND GUARDIAN COUNCIL OF HEARTLAND
JOB'S DAUGHTERS INTERNATIONAL

ARTICLE I
TITLE

An individual chosen to receive this honor shall be known as a recipient of the Golden Cloak award.

ARTICLE II
OBJECT

To recognize and honor members of this GGC who have rendered outstanding service to JDI.

ARTICLE III
QUALIFICATIONS

Section 1.
(a) A member of the GGC of Heartland must have given outstanding service to this GGC.

ARTICLE IV
ELIGIBILITY

Section 1.
(a) A member must have a minimum of ten (10) years of outstanding service to the Order as an adult.
(b) A recipient of the Degree of Royal Purple is not eligible for the Golden Cloak Award

ARTICLE V
NOMINATION AND SELECTION

Section 1. Nomination
(a) The member must be nominated for the award by a bona-fide member (other than a relative) of this GGC using Form HL 21.
(b) The member making the nomination must secure four (4) written recommendations from GGC members (other than relatives) to be made on Form HL 22.
(c) Golden Cloak Award Nomination (Form HL 21) and recommendation (Form HL 22) shall be available upon request from the Grand Secretary.
(d) Completed nomination (Form HL 21) and recommendations (Form HL 22) shall be sent to the chairman of the Golden Cloak Award Committee prior to February 15 for consideration.

Section 2. Selection.

(a) The Recipient shall be notified of her/his selection by the chairman of the Golden Cloak Award Committee on or before April 1. The recipient should not know of her/his nomination until this time.

ARTICLE VI
CONFERRING OF DEGREE

Section 1.

(a) The recipient should attend an Annual Session of the GGC within three (3) years of her/his acceptance to receive the Golden Cloak Award. In the event that it is absolutely impossible for the recipient to attend an Annual Session of the GGC other arrangements for presentation of the award may be made by the GG.

(b) The GGC shall be responsible for providing the recipient with a Golden Cloak Award Certificate (Form HL 23) and presenting a medallion bearing the recipient's name and date of the award engraved on the reverse side of the medallion. Fifty percent (50%) of the medallion will be paid for by the GGC. The remaining expense will be paid for by the individual, the Bethel or by donations. GGC expenses shall be paid from the Promotion Fund.

(c) The ceremony for the presentation of this award shall be presented by the Grand Officers of the GGC during the Formal Opening of the Annual Session and shall be the ceremony approved by the Grand Guardian Council.

ARTICLE VII
GOLDEN CLOAK COMMITTEE

Section 1. Members

(a) See HL-B-GGC Art. IV.

Section 2. Duties of the Committee

(a) See HL-B-GGC Art IV Sec. 5 and HL-B-GGC Art. IV Sec. 6 (m).

RULES & REGULATIONS LILY-OF-THE-VALLEY AWARD
GRAND GUARDIAN COUNCIL OF HEARTLAND
JOB'S DAUGHTERS INTERNATIONAL

ARTICLE I
TITLE

An individual chosen to receive this honor shall be known as a recipient of the Lily-of-the-valley award.

ARTICLE II
OBJECT

To recognize Heartland Job's Daughters who have shown active support for a minimum of three (3) years in her Bethel and/or another Bethel and Job's Daughters International by unselfish efforts and commitments.

ARTICLE III
QUALIFICATIONS

A Daughter must give outstanding service to our Order either while a member or as a Majority Member as outlined in Art IV below.

ARTICLE IV
ELIGIBILITY

Section 1.

(a) The Daughter must have regular attendance during the entire time in which she is being considered for nomination. Regular attendance, for this award shall mean:
   (1) while in High School, present at no less than fourteen (14) meetings per year
   (2) post high school, be present at no less than seven (7) meetings or other activities per year

(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. The Daughter does not become eligible for the award and cannot be nominated until the completion of her third year in attendance at the Annual Session of the Grand Guardian Council.

ARTICLE V
NOMINATION AND SELECTION

Section 1. Nomination

(a) The daughters must be nominated using Lily-of-the-Valley Award Nomination Form (Form HL 27) by the Executive Members of a Bethel Guardian Council.

(b) The Executive Members of a Bethel Guardian Council must secure three (3) written recommendations on Lily-of-the-Valley Recommendation Forms (Form HL 28) from

responsible adults who are knowledgeable of her qualifications to receive this award. Recommendations should not be made by relatives of the intended recipient.

(c) If the Daughter is meeting the requirements of the award at more than one (1) Bethel, the Lily-of-the-Valley Criteria Form (Form HL 29) must also be submitted to the Bethel making the recommendation.

(d) Completed nomination and recommendation form (HL 27, HL 28, HL 29, if necessary) shall be sent to the Chairman of the committee by February 15 for consideration for the award.

Section 2. Selection.

(a) The members of the Committee shall review the nomination and recommendations. A majority vote shall be necessary to approve (or disapprove) the nomination. The decision of the Committee shall be final.

(b) The recipient and the Bethel Guardian Council making the nomination shall be notified of her selection by the Chairman of the committee on or before April 1.

ARTICLE VI
CONFERRING OF DEGREE

Section 1.

(a) The recipient should attend an Annual Session of the GGC within three (3) years after approval. In the event that is absolutely impossible for the recipient to attend an Annual Session, other arrangements for presentation of the award may be made by the GG

(b) There shall be a fee amounting to the current cost of the medallion, which will be paid by the GGC.

(c) The GGC shall be responsible for providing the recipient with a Certificate of Merit along with copies of the application, nomination, and recommendation forms.

(d) The Grand Secretary shall order the medallion from the official jewelry supplier. The Grand Secretary shall have the name of the recipient, the word “Heartland” and the ceremony date engraved upon the back of the medallion.

(e) The Lily-of-the-Valley Award Ceremony will be performed during the Annual Session of the GGC of Heartland. Those selected to perform the ceremony for presentation of the Lily-of-the-Valley Award shall be selected by the Grand Guardian and shall be either Past Recipients of the Award or the Grand Bethel Officers. The two previous recipients of the award, on the committee, shall prepare those selected to perform the ceremony to make the presentation. The current edition of the Lily-of-the-Valley Award Ceremony in the Heartland Book of Ceremonies will be used in making the presentation.

ARTICLE VII
LILY-OF-THE-VALLEY COMMITTEE

Section 1. Members
(a) See HL-B-GGC Art. IV.

Section 2. Duties of the Committee
(a) See HL-B-GGC Art IV Sec. 5 and HL-Bylaws-GGC Art. IV Sec. 6 (q).