

GRAND BETHEL OF MINNESOTA RULES AND REGULATIONS

ARTICLE I NAME

Section 1.

- (a) The name of this organization shall be the Grand Bethel (GB) of Minnesota.

ARTICLE II OBJECT

Section 1.

- (a) The object of this organization is to band together all the members of Minnesota Job's Daughters for the purpose of developing leadership; promoting the interest, welfare and growth of the Order; and bringing the Daughters into a closer relationship with the Grand Guardian Council of Minnesota and the Daughters of Minnesota's Bethels.

ARTICLE III JURISDICTION

Section 1.

- (a) The Grand Bethel of Minnesota shall be under the supervision of the Grand Guardian Council of Minnesota.

ARTICLE IV MEMBERSHIP AND REGISTRATION

Section 1. Membership

- (a) Membership in the GB shall include all current members of Minnesota Bethels. All GB members in good standing shall be entitled to vote at any meeting of the GB.

Section 2. Registration

- (a) Only members of the GB, their chaperones, members of the GGC, and specially invited guests, approved by the Grand Bethel Committee and/or the Grand Guardian, may attend the Annual Meeting of the Grand Bethel (AM GB) and any other GB functions.

ARTICLE V MEETINGS

Section 1. Business

- (a) The AM GB shall be held at such time and place as selected by members of the ExGGC and approved by two-thirds (2/3) of the ExGGC.
- (b) The contract for the AM GB shall be approved by two-thirds (2/3) of the ExGGC and two-thirds (2/3) of the Finance Committee.
- (c) The business session may consist of reports, GB Representative reports, drawing for the selection of GB Officers, recommendations and such other business as the GB Committee, Grand Guardian and GBHQ may deem necessary. Awards and Merits may be presented at this meeting.

Section 2. Installation

- (a) The Grand Bethel shall conduct its Installation of Officers and Choir at a time selected by the Grand Guardian.
- (b) Installing Officers for the Installation of the Grand Bethel Officers and Choir shall be approved by the Grand Bethel Committee and shall be registered to attend the Grand Bethel Annual Meeting in its entirety.
- (c) The Installing Officer shall be the Grand Bethel Honored Queen.

- (1) If the Grand Bethel Honored Queen is unable to attend the installation a PGBHQ of this GB shall serve as the Installing Officer.
- (d) Other installing officers will be selected as follows:
 - (1) The current Miss Minnesota Job's Daughter shall be an installing officer.
 - (2) The Installing Musician may be a PGBHQ who is able to attend at the piano or may be selected from other suitable persons approved by the Grand Bethel Committee.
 - (3) Other installing officers shall be PGBHQ's of this GB. At least the previous six (6) PGBHQ's must be contacted. If there are not enough willing to serve, then previous Miss MNJD's, PHQ's and/or Majority Members of MN Bethels may also serve.

Section 3. Minnesota Job's Daughters Congress

- (a) MN Job's Daughters Congress may be held at such time and place as selected by the Grand Guardian, Grand Bethel Committee and GBHQ.
- (b) The purpose of Congress is to provide an informal forum where discussion shall be held on matters of interest or concern (resolutions) to the members of Minnesota Bethels.
- (c) Members of MN Bethels shall be given the opportunity to submit items for discussion.
 - (1) Items for discussion shall be submitted to the GBGC at least 45 days prior to Congress.
 - (2) Submitted items shall be distributed to each Bethel at least 30 days prior to Congress.
 - (3) Items submitted in advance of Congress shall be discussed first; additional items may be discussed if time permits.
- (d) The GBHQ shall preside and the GB Recorder shall take minutes of the meeting.
- (e) All members of Minnesota Bethels may speak during Congress; others may speak if their opinion is requested.
- (f) All members of Minnesota GB shall be entitled to vote on resolutions.
- (g) Any resolution adopted by majority vote shall be forwarded to the proper person(s) for necessary action.

ARTICLE VI OFFICERS, CHOIR AND REPRESENTATIVES

Section 1. Officers

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

Section 2. Choir

- (a) A Grand Bethel Choir may be installed at the same time as the Grand Bethel Officers.

Section 3. Representatives

- (a) The incoming GBHQ, with approval of the Grand Bethel Committee, may appoint GB Representatives for selected states, provinces, territories and countries wherein Job's Daughters Bethels are located.
- (b) The GB Representatives are not officers and will not be installed or receive medallions.
- (c) GB Officers and GB Choir members may serve as GB Representatives.

Section 4. Term of Office

- (a) The term of office of the GB Officers, Representatives and Choir shall be from one Annual Meeting of the GB to the next.
- (b) All GB officers shall serve the term of office to which they have been selected even if they reach twenty (20) years of age before the next AM GB.

ARTICLE VII ELIGIBILITY AND RESTRICTIONS

Section 1. General Eligibility

- (a) A Daughter shall be a member in good standing in her Bethel.
- (b) The ExBGC and the five (5) elective Officers of each Bethel shall select, by secret ballot:
 - (1) the Bethel candidate(s) for the selection of GB Line Officers.
 - (2) The Daughters to be members of the GB Choir.
- (c) The names(s) and addresses of line officer candidates, officer delegates, choir members and representatives shall be submitted to the GB Committee not less than thirty (30) days prior to the AM GB.
- (d) A Daughter shall be registered for the AM GB and be in attendance at the Grand Bethel meeting to be eligible for selection as a Grand Bethel line officer or officer and shall be present for installation. They should also be prepared to be present the following year for the GB Annual Meeting unless prevented by a reasonable excuse.
 - (1) At the discretion of the GB Committee, if a Daughter is prevented by a reasonable excuse from attending the GB Annual Meeting but is able to attend the installation, she shall be eligible to be drawn as a GB officer, if there are offices available after all delegates present at the meeting have been drawn.

Section 2. GB Line Officer Eligibility

- (a) Each Bethel is eligible to send any number of candidates to the AM GB for the selection of the GB Line Officers.
 - (1) Bethel candidates shall complete an application form that shall bear the signature of the member, her parent(s) or guardian(s), and the Bethel Guardian.
 - (2) Bethel candidates aspiring to the office of GBSP must be younger than twenty (20) years of age when installed into the office of GBHQ.
 - (3) A Daughter may concurrently compete for Miss MNJD and aspire to be GBSP or GBHQ.
 - (4) The current or a previous Miss MNJD is eligible to aspire to be a GB line officer.
- (b) GBSP and GBJP candidates shall be the current HQ or a PHQ and must be at least sixteen (16) years of age at the time of the AM GB.
- (c) GB Guide candidates shall be members who are serving or who have served as Guides and must be at least fourteen (14) years of age at the time of the AM GB.
- (d) GB Marshal candidates shall be members who are serving or who have served as Marshals, who are at least fourteen (14) years of age at the time of the AM GB.

Section 3. Other GB Officers Eligibility

- (a) Each Bethel is eligible to send any number of delegates to the AM GB for the selection of other GB Officers.
- (b) Other GB Officer delegates shall be at least eleven (11) year of age at the time of the AM GB and must have served as a Bethel officer for at least one (1) full term.

Section 4. GB Choir Members

- (a) Each Bethel is eligible to submit the names of up to 2 Daughters to be members of the GB Choir.
- (b) These Daughters may be any members of the Bethel who are not PHQ's or elective officers in the Bethel at the time of their selection.
- (c) The Daughters selected to members of the GB Choir shall be present for Installation.

Section 5. GB Representatives

- (a) Any Daughter shall be eligible to serve as a GB Representative.
- (b) Daughters interested in serving as a GB Representative shall indicate their choice(s) of jurisdiction(s) when registering for the AM GB.

Section 6. Restrictions

- (a) No member may hold more than one (1) GB office.
- (b) No Daughter may concurrently hold the title of Miss MNJD and the office of GBHQ or GBSP.
- (c) No Daughter may serve as GBHQ and Supreme Bethel Honored Queen or Miss International Job's Daughter concurrently.

ARTICLE VIII SELECTION OF GRAND BETHEL OFFICERS

Section 1. Grand Bethel Honored Queen Selection

- (a) The GBSP shall automatically assume the office of GBHQ.
 - (1) In the event the GBSP is selected as SBHQ or cannot accept the office of GBHQ for any other reason, the office of GBHQ shall be offered to the GBJP (if eligible).
 - (2) If the GBJP is not willing or is not eligible to accept the office of GBHQ, then the GBHQ shall be selected at the AM GB. The selection procedure as defined for GBSP and GBJP will be utilized.

Section 2. Grand Bethel Princesses Selection and Examination

- (a) Daughters who have submitted as candidates for GBSP and GBJP shall be required to pass a minimum standard of Ritual performance and knowledge of the Order.
 - (1) The Grand Bethel Committee shall determine the appropriate method of assessing the above requirements.
 - (2) The Grand Bethel Committee shall appoint a panel to assist with conducting the assessments.
 - [a] The panel shall consist of four (4) to seven (7) individuals including at least one (1) member of the Grand Bethel Committee.
 - [b] At least one (1) panel member should be a PGBHQ of Minnesota.
 - (3) Ritual performance and general knowledge assessments shall be conducted prior to the Grand Bethel Meeting.
 - (4) A "minimum standard" for eligibility to office shall be aspiring Daughters achieving a score of seventy (70) percent or higher in the two (2) assessment categories combined.
 - (5) A Daughter shall retake the examination each time she is sent as a candidate from her Bethel.
 - (6) The candidate with the highest score shall become GBSP. The candidate with the second highest score shall become GBJP. In the event of a tie, the tie will be broken by a drawing during the Grand Bethel Meeting.
 - (7) The Daughters selected as the new GBSP and GBJP will be announced by the GBHQ during the GB meeting.

Section 3. GB Guide and GB Marshal Selection and Examination

- (a) Daughters who have submitted as candidates for GBGde and GBMar shall be required to pass a minimum standard of Ritual knowledge.
 - (1) The Grand Bethel Committee shall determine the appropriate method of assessing the above requirement.
 - (2) The Grand Bethel Committee shall appoint a panel to assist with conducting the assessment which complies with the panel defined in Section 2 above. The same panel may be used.
 - (3) The Ritual knowledge assessment shall be conducted prior to the Grand Bethel Meeting.
 - (4) A "minimum standard" for eligibility to office shall be aspiring Daughters achieving a of seventy (70) percent or higher in the Ritual knowledge assessment.
 - (5) A Daughter shall retake the examination each time she is sent as a delegate from her Bethel.
 - (6) The candidate with the highest score shall become GBGde. The candidate with the second highest score shall become GBMar. In the event of a tie, the tie will be broken by a drawing during the Grand Bethel Meeting.
 - (7) The Daughters selected as the new GBGde and GBMar will be announced by the GBHQ during the GB meeting.

Section 4. Selection of Other GB Officers

- (a) After the announcement of the GBSP, GBJP, GBGde and GBMar, the remaining GB Officers shall be drawn by lot from those eligible members who have submitted their names for consideration for any or all of the following GB offices. They will be drawn in the following order:
 - (1) GB Chaplain
 - (2) GB Recorder
 - (3) GB First Messenger
 - (4) GB Second Messenger
 - (5) GB Third Messenger
 - (6) GB Fourth Messenger
 - (7) GB Fifth Messenger

- (8) GB Treasurer
 - (9) GB Inner Guard
 - (10) GB Outer Guard
 - (11) GB Librarian
 - (12) GB Senior Custodian
 - (13) GB Junior Custodian
 - (14) GB Musician
- (b) If a delegate indicates an ability to play the Bethel music, the GB Musician may be drawn following the announcement of the GB Marshal. If no one indicates the ability to play, the GB Musician shall be drawn following the GB Custodians.

ARTICLE IX FINANCES

Section 1. Receipts

- (a) A registration fee of at least five dollars (\$5) shall be included in the registration cost for the AM GB and may be added to other GB hosted activities.
 - (1) Funds from registration for Grand Bethel activities shall be used to pay Grand Bethel expenses. The remaining balance shall accumulate in the Grand Bethel account.
- (b) Each member of a Minnesota Bethel shall pay an annual membership fee (dues) to the GB of five (\$5) dollars which shall be payable at the time of Bethel dues.
 - (1) The GB membership fee (dues) shall be paid to the GGC of MN with the annual dues. Upon receipt, the GGC of MN will pay or transfer these funds to the GB account.
 - (2) Funds from the GB membership fee (dues) shall be used to pay Grand Bethel expenses. The remaining balance shall accumulate in the Grand Bethel account.
- (c) Should the Grand Bethel of Minnesota be dissolved all remaining funds in the GB account will be transferred to the general fund of the GGC of MN.

Section 2. Coin March

- (a) Coin march monies from the Grand Bethel meeting shall be received by the GB Secretary and sent to the Grand Secretary for deposit and distribution.
- (b) The GBHQ shall select the philanthropy to which the funds will be donated, subject to approval by the GB Committee.

Section 3. Disbursements

- (a) Expenses of the Grand Bethel shall be paid by the GGC through the use of the regular expense reporting form issued by the Finance Committee and Grand Secretary. Such expenses shall be approved by the GB Secretary and sent to the Grand Secretary for final approval.
- (b) All disbursements should follow the approved GGC disbursement operating procedures. (SOP GGC IV Section 4).
- (c) The total expenses for (a) and (b) above shall not exceed the amount of the accumulated funds collected for the operation of the Grand Bethel excluding the coin march and other items defined within these Rules and Regulations.

Section 4. Grand Bethel Honored Queen Expenses

- (a) The GBHQ's expenses for room and meals for the AM GB shall be paid out of GB funds.
- (b) The GBHQ shall receive financial assistance to attend the AS SGC the amount to be set each year by the GBGC and voted on each year by the members of the GB at their Annual Meeting.
 - (1) The GBGC will register the GBHQ for the AS SGC paying for the registration fees and two (2) meals of the GBHQ choice. The GBHQ shall attend all official functions, unless prevented by a reasonable excuse approved by the GB Chairman or her designate. Official functions to be: Practice for Formal Opening, Formal Opening, Supreme Bethel Meeting, Supreme Bethel installation and Miss IJD Pageant.
 - (2) A report of the expenses incurred, including meals, transportation, and lodging (up to four (4) nights at three (3) per room), shall be submitted to the GB Secretary and Grand Secretary upon return.

- (c) The GBGC will register the GBHQ for the AS GGC paying for her registration costs and the cost of one official AS GGC meal of her choice. When itemized receipts are approved by the GBGC, the GBHQ shall be reimbursed for:
 - (1) Two (2) nights accommodation based on four (4) people per room.
- (d) The GB shall allow two hundred dollars (\$200.00) for decorations at AM GB, payable to the GBHQ after the receipt of itemized receipts.
- (e) GBHQ additional travel allowance.
 - (1) When the GBHQ receives advance approval from the Grand Guardian to assist in the ritualistic work of the order, the GBHQ shall be reimbursed for her round-trip travel to and from the Bethel, using the travel allowance rate adopted by the GGC at the AS GGC.
 - (2) Funds shall be distributed from Bethels Under Reorganization upon receipt of an itemized expense report.
 - (3) The GBHQ shall submit an itemized expense report at the end of each month for that month's travels to the GB Secretary and Grand Secretary.

Section 5. Grand Bethel Senior Princess Allowance

- (a) The GB shall allow up to two hundred dollars (\$200.00) for the Installation, to be used for flowers and any other approved necessary expenses, payable to the GBSP after receipt of itemized receipts.

Section 6. Grand Bethel Representatives Allowance

- (a) Upon presentation of original receipts and a copy of the correspondence sent, GB Representatives may be reimbursed for expenses related to postage and printing not to exceed twenty-five dollars (\$25.00), for communication with their jurisdiction(s).

Section 7. Gifts to the Grand Bethel Honored Queen from the Grand Bethel

- (a) Each GBHQ shall receive a "GBHQ" medallion with the year engraved on the back. At the end of the year, she shall be allowed to keep the medallion.
- (b) Each GBHQ shall receive a sash (see MN GRAND BETHEL R&R, Art. XIV Sec. 3(a)).
- (c) Each GBHQ shall receive a name badge.
- (d) Each GBHQ who has faithfully served the GB for the period for which she was selected shall be presented an official PGBHQ jewel (Doc Morgan No. J-111PHQ) at the end of her term of service.

Section 8. Grand Bethel Postage and Printing Expenses

- (a) The costs associated with the preparation and distribution of official GB communications to the approved mailing list shall be paid out of GB funds and will be distributed by the Grand Secretary.
- (b) The GB shall provide covers for the GB installation programs.
- (c) The GB Committee shall approve the installation programs and inserts. These will be paid for out of GB funds and printed by the GB Secretary.
- (d) Expenses associated to Grand Bethel Competitions including but not limited to, correspondence, awards, certificates, and copying shall be paid out of GB funds and must be pre-approved by the GB Committee.

Section 9. Grand Bethel Property and Regalia

- (a) The GB shall pay for the repair and cleaning of GB regalia as necessary.
- (b) GB property and regalia shall be replaced as necessary.
 - (1) The GB may maintain restricted funds for this purpose known as cape fund, crown fund and paraphernalia fund.
 - (2) If available, funds from the GB account will be reclassified to these restricted funds at the end of the GB fiscal year in the following amounts: sixty dollars (\$60.00) to the cape fund, forty dollars (\$40.00) to the crown fund and twenty-five dollars (\$25.00) to the paraphernalia fund.

ARTICLE X VACANCIES

Section 1.

- (a) A GBHQ or other GB Officer, GB Choir Member or Representative who marries or becomes pregnant during her term of office shall forfeit her Grand Bethel position.

ARTICLE XI DUTIES OF OFFICERS, CHOIR AND REPRESENTATIVES**Section 1. Grand Bethel Honored Queen**

- (a) The GBHQ shall:
- (1) Preside over all meetings of the Grand Bethel and at other ceremonies when requested to do so by the Grand Guardian and/or the GB Committee.
 - (2) Direct all other activities of the GB and will secure approval from the GB Committee in all matters pertaining to GB.
 - (3) Under the guidance of the GB Secretary select meals and assign individuals to the head table, if desired, for the AM Grand Bethel.
 - (4) Conduct the drawing for the selection of Officers of the Grand Bethel for the ensuing term with the assistance of the GB Secretary.
 - (5) Serve as the Installing Officer at the Grand Bethel Installation.
 - (6) Attend the AS GGC, giving a report on the activities of the GB.
 - (7) Whenever possible visit Bethels in MN to promote goodwill for the Order.
 - (8) Assist MN Bethels with their ritualistic work if requested by a Bethel Guardian and approved by the GB Chairman or Grand Guardian.
 - (9) When requested by the Grand Guardian, attend special events and give speeches on the current activities and needs of our jurisdiction and MN Bethels.
 - (10) Report to the GB Chairman concerning her travel arrangements.
 - (11) Present a flag during the flag ceremony at the Formal Opening of the Supreme Guardian Council if a MN participant is requested from the Grand Guardian.
 - (12) Be prepared to serve as an alternate on the MN Supreme Ritual Team, if requested by the Grand Guardian.
 - (13) Attend meetings of the GB Committee.
 - (14) For reimbursement of expenses, the GBHQ shall submit an expenditure report accompanied by original receipts to the GB Secretary and the Grand Secretary.

Section 2. Grand Bethel Senior Princess

- (a) The GBSP shall:
- (1) Assist the GBHQ in the performance of her duties and represent MN Job's Daughters at official functions when the GBHQ is unable to do so.
 - (2) Be prepared to assume the station of the GBHQ in the event the GBHQ is unable to preside at the AM GB or must vacate her office.
 - (3) Under direction of the GB Committee and Vice Grand Guardian prepare plans for the next GB term.
 - (4) As GBHQ select, and under direction of the GB Secretary, assign jurisdictions to the Daughters submitted to serve as GB Representatives. Be prepared to announce Representative appointments for the upcoming term at the GB Annual Meeting.
 - (5) Report to the GB Chairman concerning her travel arrangements.
 - (6) Attend meetings of the GB Committee.

Section 3. Grand Bethel Chaplain

- (a) The GB Chaplain shall:
- (1) Prepare and lead a chapel service for the AM GB and if requested for any other over-night state events that fall on a day of worship. All services must be approved by the GB Chairman.
 - (2) To prepare and give a prayer (grace) before all meals at GB events.

Section 4. Grand Bethel Musician

- (a) The GB Musician shall:
- (1) Provide music for the ceremonies and meetings of the GB.

Section 5. Grand Bethel Librarian

- (a) The GB Librarian shall:
 - (1) Shall prepare a librarian's report for the GB Meeting and for other GB events as requested. All reports must be approved by the GB Custodian.

Section 6. Grand Bethel Officers

- (a) All GB Officers shall:
 - (1) Perform the duties of their offices and promote the growth and welfare of Job's Daughters.
 - (2) Engage in achievement activities and financial projects as decided upon by the membership of the GB at the Annual Meeting and to assist the GBHQ when requested to do so.
 - (3) To attend GB exemplifications and perform their Ritual part as required, notifying the GB Committee as directed if unable to do so.

Section 7. Grand Bethel Choir

- (a) The GB Choir shall:
 - (1) Provide musical selections during the GB meeting and at other times when requested to do so.
 - (2) Be willing to act as a substitute Officer for the GB meeting or GB exemplifications in the event a GB officer is unable to attend.

Section 8. Grand Bethel Representatives

- (a) The GB Representatives may:
 - (1) Conduct correspondence with Bethels and/or appropriate JD members (such as the GB Representatives to Minnesota or other GBHQ's or Miss Jurisdiction JD) in the state, province, territory, or country assigned.
 - [a] This correspondence may be in the form of a visit to the jurisdiction, letters, emails, or other media deemed appropriate by the GB Representative.
 - (2) Prepare a written report of her correspondence to be read at the AM GB and submit to the GB Committee as requested.

ARTICLE XII SUPERVISION & TRAVEL AUTHORIZATION**Section 1. Supervision**

- (a) When traveling, the GBHQ, GBSP and all other GB officers, GB choir members and GB representatives shall be accompanied by a chaperone who will be in charge of their care and in accordance with the JDI Youth Protection Program Policy, throughout their term of office and regardless of age.
- (b) The GBHQ, GBSP and all other GB officers and GB choir members shall have on file with the Executive Committee of the Grand Guardian Council and their respective Bethels a Media Release Form and Health Form.
- (c) Chaperones for the GBHQ and GBSP shall be approved by the GB Committee.

Section 2. Travel Authorization

- (a) The GBHQ and GBSP shall inform the GB Chairman of any official travel in which they will be representing the GB of MN at our Minnesota Bethels.
- (b) The GBHQ and GBSP shall inform and receive approval from the GB Chairman and Grand Guardian for any official travel in which they will be representing the GB of MN outside of our jurisdiction or at other Masonic bodies.
- (c) The GBHQ and GBSP must also inform their Bethel Guardian of all Job's Daughters related travel.

ARTICLE XIII ORDER OF ESCORT**Section 1.**

- (a) GB Officers and Representatives shall be accorded recognition as provided in the Ritual under "Order of Escort."
- (b) GB Choir members shall be introduced as visiting Job's Daughters, indicating that they are also GB Choir Members unless entitled to Honors under another section in the "Order of Escort."

ARTICLE XIV REGALIA AND MEDALLIONS

Section 1. Regalia

- (a) At the GB meeting and GB Installation the Honored Queen and Princesses of this Grand Bethel shall wear the approved forest green GB capes and crowns which shall be part of the Official Regalia of their office.
- (b) The GBHQ, GB Princesses, other GB officers and GB choir members shall provide their own Official Regalia of the Order consisting of a white Grecian robe, long white slip, white hose, and white flat shoes or sandals.
- (c) The GB Committee will provide the GB officers and GB choir with headbands that are white and forest green for use at the GB Meeting and Installation.
- (d) At other occasions, the GBHQ, GBSP and GBJP may wear the GB capes and crowns with a long formal dress.
- (e) When exemplifying the Ritual work of the Order or when assisting with the institution of new Bethels the official regalia of the Order shall be worn, not the GB regalia.
- (f) The GBHQ and GB Princesses shall return the GB capes, GB crowns and other issued regalia to the GB Secretary or designee to be checked and cleaned/repared when requested.
 - (1) These items shall be turned in by February 1 of each year for annual cleaning and maintenance. Items will be returned if needed for an official function prior to the AM GB.

Section 2. Medallions

- (a) The GB Officers and Choir shall be presented medallions designating their offices to wear during their term. These will be returned to the GB Secretary or designee at the close of the term.
- (b) The GBHQ shall receive a medallion engraved with her term office which is hers to keep.

Section 3. Sashes

- (a) The GB Committee shall see that the GBHQ is presented a white sash with forest green lettering which reads, "Grand Bethel Honored Queen – Minnesota – (year(s) of service)."
- (b) The GBHQ may place a name badge and an official Doc Morgan pin on the front of the sash and all other pins on the back of the sash.
- (c) The GB Committee shall issue to the GBSP and GBJP white sashes with forest green lettering which reads, "Grand Bethel Senior Princess – Minnesota," and "Grand Bethel Junior Princess – Minnesota."
- (d) No pins shall be placed on the sashes of the GBSP and GBJP except for the approved officer badge.
- (e) The sashes may be worn by the GBHQ, GBSP and GBJP when not wearing the official capes.
- (f) The sashes of the GBSP and GBJP will be passed on to their successors and must be returned to the GB Committee by February 1 to be repaired, cleaned, or replaced as needed.

Section 4. Office Badge

- (a) The GB Committee shall present the GBHQ a name badge to be worn. The name badge shall not be worn on the GB cape.
- (b) The GBSP and GBJP will be given an officer badge labeled as "Grand Bethel Senior Princess - Minnesota" and Grand Bethel Junior Princess-Minnesota" which may be worn on the official sash and will be passed on to their successor.

ARTICLE XV AMENDMENTS

Section 1. Submission

- (a) Proposed amendments to these Rules and Regulations shall be submitted by:
 - (1) Members of the GGC.

- (2) Members of the Grand Bethel.
- (3) Majority vote of the delegates at Congress.
- (b) Amendments proposed by a member of the Grand Bethel shall be sent to the GB Chairman and/or GB Secretary who, as a member of the GGC can provide her signature and shall submit the requested change for consideration at the AS GGC.
- (c) Proposed amendments to these Rules and Regulations may be presented and voted on by the members of the Grand Bethel at the AM GB.

Section 2. Adoption

- (a) Legislation adopted at the AS GGC shall become effective immediately upon distribution by the office of the Grand Secretary.

ARTICLE XVI GRAND BETHEL COMMITTEE

Section 1. Appointments

- (a) The GB Committee is appointed by the Grand Guardian (Bylaws GGC Article IV Section 5).
- (b) The GB Committee consists of the following:
 - (1) Grand Bethel Chairman, a woman.
 - (2) Grand Bethel Vice Chairman, a man
 - (3) Grand Bethel Secretary
 - (4) Grand Bethel Ritual Coordinator
 - (5) Grand Bethel Music Coordinator
 - (6) Grand Bethel Custodian

Section 2. Term of Office

- (a) The term of office of the GB Committee shall run concurrently with the term of the GB of Minnesota.

Section 3. Duties of All Grand Bethel Committee Members

- (a) Duties of all Grand Bethel Committee Members include but are not limited to:
 - (1) Attend meetings of the GB Committee.
 - (2) Attend AM GB the following year unless prevented by a reasonable excuse.
 - (3) Support and attend all activities of the GB unless prevented by a reasonable excuse.
 - (4) Act as advisors to the GB.
 - (5) Maintain an inventory of the GB property and keep record of it on file with the Grand Secretary.

ARTICLE XVII DUTIES OF THE CHAIRMAN, GRAND BETHEL COMMITTEE

Section 1. Duties of the Grand Bethel Chairman

- (a) Confer with the Grand Guardian on matters pertaining to the Grand Bethel.
- (b) Confer with the Vice Grand Guardian on the term plans of the Grand Bethel Senior Princess.
- (c) Serve as the advisor to the GBHQ and GBSP.
- (d) Preside at all meetings of the Grand Bethel Committee.
- (e) Supervise the activities, meetings, and programs of the Grand Bethel as set forth in these Rules and Regulations and perform such duties for the good of the Grand Bethel.
- (f) Approve the chapel service prepared for the AM GB by the Grand Bethel Chaplain

ARTICLE XVIII DUTIES OF OTHER GRAND BETHEL COMMITTEE MEMBERS

Section 1. Duties of the Grand Bethel Vice Chairman

- (a) Assist the Grand Bethel Chairman in the performance of her duties

Section 2. Duties of the Grand Bethel Secretary

- (a) Prepare minutes of all GB Committee meetings and distribute to all GB Committee Members and the Grand Secretary.
- (b) 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.
- (c) Assist in coordinating the AM Grand Bethel and all other Grand Bethel events
 - (1) Prepare GB communications and submit to the Grand Secretary for distribution.
 - (2) Facilitate the inviting of other Masonic Family dignitaries to the AM GB.
 - (3) Oversee event registrations and keep an accurate record of attendance.
 - (4) Act as the event contact for facilities where events are held.
 - (5) Collect all money due and turn it over to the Grand Secretary for deposit.
 - (6) Collect all expenses to be paid and turn them over to the Grand Secretary for payment.
- (d) Oversee the selection of the GB Officers and examination process of candidates for GB Line Officers.
- (e) Prepare Certificates of Participation for participants in GB Competitions.
- (f) Advise the GBSP in planning of the GB Installation, term plans and applicable deadlines.
- (g) Maintain a roster of GB Officers, Choir and Representatives.
- (h) Facilitate the ordering of name badges, sashes and medallions as needed.

Section 3. Duties of the Grand Bethel Ritual Coordinator

- (a) Coordinate and oversee the GB Ritual Competition as the competition chairman.
 - (1) Ritual competition competitors (with the exception of candidates for GB line offices and Miss MNJD/Miss Jr. Jobie contestants) must earn a score of at least eighty percent (80%) to receive any award.
 - (2) The highest score, eighty percent (80%) or over, shall be awarded first (1st) place, the second (2nd) highest score that has obtained the eighty percent (80%) minimum shall be awarded second (2nd) place, and the third (3rd) highest score over the eighty percent (80%) minimum shall be awarded (3rd).
 - (3) The Grand Guardian may request that the GB Ritual Competition also serve as the method to determine the ritual team to represent Minnesota at Supreme Session. Either the individual high scorers in each Messenger category, or the highest team score may be selected to represent Minnesota at the AS SGC.
- (b) Lead and instruct all GB Officers, Choir, and other participants in practices for the GB Meeting, Installation, and other special ceremonies.
- (c) Assist the GBHQ in finding Daughters to be substitute officers at special ceremonies and the GB meeting when necessary.
 - (1) GB Choir shall be asked first followed by other members of the jurisdiction if needed.

Section 4. Duties of the Grand Bethel Music Coordinator

- (a) Coordinate and oversee the GB Performing Arts Competition as the competition chairman.
 - (1) Performing Arts Competition competitors must earn a score of at least eighty percent (80%) to receive any award.
 - (2) The highest score, eighty percent (80%) or over, shall be awarded first (1st) place, the second (2nd) highest score that has obtained the eighty percent (80%) minimum shall be awarded second (2nd) place, and the third (3rd) highest score over the eighty percent (80%) minimum shall be awarded (3rd).
- (b) Coordinate with the GB Musician or make alternative arrangements for suitable music for the AM Grand Bethel and other GB special ceremonies as needed.

Section 5. Duties of the Grand Bethel Custodian

- (a) Be in charge of the properties of the Grand Bethel.
- (b) Supervise the preparation and clean-up of the Grand Bethel room.
- (c) To maintain an inventory of the properties of the Grand Bethel.
- (d) Assist the GB Secretary in the annual maintenance and cleaning of the GB capes and crowns.
- (e) Approve the Librarians Report prior to the AM GB

GUIDELINES FOR MINNESOTA JOB'S DAUGHTERS CONGRESS

1. The Congress meeting is informal. Casual clothing is encouraged. Members may enter or leave at any time, as long as they do so quietly so as not to disturb the proceedings.
2. Bethels may be requested to sit together as a group if caucusing by Bethel is requested on a topic or vote.
3. Any current member of a Minnesota Bethel may speak on any issue. Visiting Job's Daughters from other jurisdictions, may speak only if their opinion is specifically requested by a member of Minnesota Job's Daughters.
4. Adults attending the Congress meeting shall include only the following: GB Chairman, GB Secretary, and one (1) member of Jurisprudence Committee or a designated representative. Any speaker may request assistance from the Jurisprudence Committee member.
5. Items on the prepared agenda, which were submitted before the meeting, shall be discussed first. Only if there is sufficient time will additional items be requested from the floor.
6. When an agenda item is first introduced for discussion, the proposer of the item will be permitted to speak first.
7. Once the proposer has spoken, discussion is open to others. As much as possible, the presiding officer will alternate the discussion between those for and against the proposal.
8. No Daughter may speak more than two (2) minutes at one (1) time, including the proposer. No Daughter may speak a second time until all those so desiring have spoken for the first time.
9. All Members of Minnesota GB shall be entitled to vote on resolutions.
10. Any resolutions adopted at Congress will be written into proper form by the Jurisprudence Committee. Those concerning GB may be presented for final vote at the GB Annual Meeting. All others will be submitted to the proper persons for consideration.