MANUAL OF RULES AND REGULATIONS
OF THE
GRAND GUARDIAN COUNCIL OF MINNESOTA,
JOB'S DAUGHTERS INTERNATIONAL (JDI),
A MINNESOTA NON-PROFIT CORPORATION

REVISED AUGUST 2026

ABOUT THE MINNESOTA MANUAL OF RULES & REGULATIONS

This manual consists of items pertinent to the GRAND GUARDIAN COUNCIL OF MINNESOTA as a supplement to the Constitution, Bylaws and Standard Operating Procedures of Grand Guardian Councils, Bethel Guardian Councils, Bethels and the Glossary of Terms and Abbreviations contained in the 1987 edition of the Constitution and Bylaws of JDI. Reformatted and approved July 27, 2016, in accordance with the Strategic Plan by the Supreme Guardian Council.

For any Article not covered in this Manual of Rules and Regulations, refer to the Supreme Constitution, Bylaws and Standard Operating Procedures of JDI.

INSTRUCTIONS

The MN pages are often referred to as the "purple pages" due to the recommendation to print them on a light purple paper. Using a color other than white helps differentiate the MN pages from those of JDI/Supreme Guardian Council.

The "purple pages" show suggested margins to hole punch them on in the footer. If this is followed many MN sections will be hole punched on the right margin and placed opposite of the JDI pages where there is applicable law that pertains to MN to cross reference to. Some sections are exclusive to MN and will show the standard left margin for the hole punch. If there is a preference to have all page's hole punched on the left margin, then place the MN "purple pages" directly behind the pertinent section of JDI law.

The Uniform Code of Bylaws for MN Bethels, found in the SOP's of the Bethels, has traditionally been printed on cream paper to both differentiate the pages by color and make this section easy to write on. This is also where a MN Bethel can insert a copy of their currently signed Bethel Bylaws in the Constitution & Bylaw binders maintained by the Bethel.

JDI identifies the following which may further assist in reading and finding items.

- The ***Constitution*** represents who we are.
- The ***Bylaws*** are what we do.
- The ***SOP's*** are how we do it.

The following are formatting items used by Supreme which you will see in the MN pages:

- Jurisdictional SOP's must be numbered 101+ with numbers 1-100 reserved for Supreme.
- The year in the top left corner represents the year that content on a page was changed by a vote of the body. For MN this will be content voted on at an AS GGC.
    - A line in the left margin of a page specifically denotes what changed on the page in the recent publication.
- JDI recommends the use of an Index at the back of the book that lists each part of the book by its Article and Section numbers. In the MN pages, this has been done as a Table of Contents near the front of the book instead as a way to aid those seeking content in the online version of our pages. If printing the book, the Table of Contents can be omitted or moved to the back as desired.

NOTE: THIS PAGE IS FOR INFORMATIONAL PURPOSES ONLY. IT MAY BE UPDATED AS NEEDED.

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SUPPLEMENT TO STANDARD OPERATING PROCEDURES SUPREME GUARDIAN COUNCIL
GRAND GUARDIAN COUNCIL OF MN

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

Section 1. Rules of Order

(a) Quorum

(1) (See Supreme SOP SGC-16 Sec. 1 (a)(1))

(2) (See Supreme SOP-SGC-16 Sec. 1 (a)(2))

[a] (See MN SOP GGC 8, Sec. 1 (d)

SUPPLEMENT TO THE CONSTITUTION OF A GRAND GUARDIAN COUNCIL
GRAND GUARDIAN COUNCIL OF MN

ARTICLE I
NAME

Section 1.

(a) The name of this organization is Job's Daughters International, Grand Guardian Council of the state of Minnesota, a Minnesota non-profit corporation.

ARTICLE II
OBJECT

Section 1. (See Supreme C-GGC Art. II, Sec. 1(a))

Section 2. Purpose

(a) See Supreme C-GGC, Art. II, Sec. 2(a)

(b) This GGC is organized exclusively for charitable, religious, and educational purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future tax code.

(c) This GGC is organized to provide guidance, funding, and opportunities to enhance the leadership skills of the youth members of MN Job's Daughters.

Section 3. Exemption Requirements

(a) At all times the following shall operate as conditions restricting the operations and activities of the GGC:

(1) No part of the net earnings of the GGC shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the GGC shall be authorized and empowered to pay reasonable compensation for services rendered.

(2) No substantial part of the activities of the GGC shall constitute the carrying on of propaganda or otherwise attempting to influence legislation, or any initiative or referendum before the public, and the GGC shall not participate in, or intervene in (including by publication or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

(3) Notwithstanding any other provisions of this document, the GGC shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future tax code, or by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future tax code.

ARTICLE III
AUTHORITY

Section 1.

(a) This GGC operates under authority of a Charter granted by the Supreme Guardian Council and dated September 24, 1927. The jurisdiction of this GGC shall be limited to the State of Minnesota.

(b)-(c) See Supreme C-GGC Art. III, Sec. 2(b-c)

Section 2. Incorporation

(a) This GGC was incorporated as a non-profit corporation under Chapter 317A of the Minnesota state statues on February 22, 2000.

(b) The Articles of Incorporation were formally ratified at the 2000 AS GGC.

Section 3. Headquarters

(a) The headquarters of the GGC of Minnesota shall be located at the place of residence of the Grand Secretary. If he/she resides in the State of Minnesota. If the Grand Secretary resides outside the State of Minnesota, the headquarters of the GGC of Minnesota shall be located at the place of residence of the Grand Treasurer. If both reside outside of the State of Minnesota, the ExGGC shall choose the headquarters location.

ARTICLE IV
MEMBERSHIP

Section 1.

(a) This GGC shall consist of the GGC Officers, all past elective GGC officers, PBG and PABGs of Bethels in the jurisdiction, the five (5) Executive BGC of each chartered Bethel or Bethel Under Dispensation (BG, ABG, Guardian Secretary, Guardian Treasurer, and either Guardian Director of Music, Guardian Director of Epochs or Guardian Director of Promotion and all members of the SGC residing in this jurisdiction who shall have been elected to membership in this GGC. (See Supreme C-GGC Art. IV, Sec. 1(a))

(b) See Supreme C-GGC Art. IV, Sec. 1(b)

ARTICLE V
OFFICERS

Section 1. Elective Officers

(a) The elective officers of this GGC shall be: Grand Guardian (a woman), Associate Grand Guardian (a Master Mason), Vice Grand Guardian (a woman), Vice Associate Grand Guardian (a Master Mason), Grand Guide (a woman), Grand Marshal (a woman), Grand Outer Guard (a Master Mason), Grand Inner Guard (a Master Mason), Grand Secretary and Grand Treasurer. (See Supreme C-GGC Art. V, Sec. 1(a))

(1) All men holding elective office shall be Master Masons. (See Supreme POL-BOT-2)

(2) If no one aspires to the elective office of GIG and/or GOG, the office may be filled by appointment.

Section 2. Appointive Officers

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

(1) All men holding appointive office shall be Master Masons. (See Supreme POL-BOT-2)

(2) If appointive officers, the GIG and GOG may be held by either Master Masons or women.

Section 3. Executive Officer (See Supreme C-GGC Art. V, Sec. 3)

Section 4. Executive GGC (See Supreme C-GGC Art. V, Sec. 4)

ARTICLE VI
ELIGIBILITY

Section 1.

(a)-(e) (See Supreme C-GGC Art. VI, Sec. 1 (a)-(e))

(f) A PGG or PAGG who has served an entire term (one (1) year) as GG or AGG may be elected to an elective line office in this GGC jurisdiction. (See Supreme B-GGC-Art. XIII. Sec 1 (ee))

(g) (See Supreme C-GGC Art. VI, Sec. 1 (e))

Section 2. Additional Requirements

(a) Eligible delegates aspiring to serve as an elective line officer of this GGC shall be required to take an open book test on the Ritual and Bylaws of the Order and this GGC's Manual of Rules and Regulations.

(1) Delegates shall be required to take the test, administered by the Jurisprudence Committee, every three (3) years and pass the test with a score of at least eighty (80%) percent to be eligible for election.

(2) Current elected officers of the GGC shall not be required to take and pass the test to maintain their eligibility.

ARTICLE VII
COMMITTEES

Section 1. Eligibility

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

(d) An elected GGC officer shall not serve on the Finance Committee.

(e) Majority Members of Job's Daughters who have not served on a BGC may serve on other committees, provided they are on the current CAV list provided by the Executive Manager.

(f) Daughters who have not reached the age of twenty (20) may be appointed and participate as members of specified GGC other committees with the understanding that they will conform to the Youth Protection Polices (YPP) if they reach the age of twenty (20) while a member of the committee. (See Supreme B-GGC Art. XIII, Sec. 1 (m)

Section 2. Restrictions

(a) No spouse or other family member of any elective officer of this GGC shall serve on the Appeals and Grievances, Jurisprudence, or Finance Committee, except that a spouse or family member of the newly elected GMar who is already serving on one of these committees shall be allowed to complete the remainder of her/his unexpired term, provided it does not coincide with a spouse or family member serving as GG or AGG.

(b) (See Supreme C-GGC Art. VIII, Sec. 2(b))

ARTICLE VIII
DEPUTIES

Section 1. Grand Deputy (See Supreme C-GGC Art. VIII, Sec. 1(a)-(b))

Section 2. Deputy Grand Guardian

(a)-(b) (See Supreme C-GGC Art. VIII, Sec. 2 (a)-(b).

(c) The GG shall appoint Deputy Grand Guardians to inspect Bethels and to assist or instruct the BGCs in their duties.

(1) These DGGs shall be BGs/PBGs or ABGs/PABGs.

Section 3. Deputy Grand Guardians-Minnesota

(a) The GG may notify the Chairman of the Marketing Committee of any areas or Bethels which are in need of promotional assistance.

(b) The DGGs shall assist in the reorganization of a Bethel or other promotional effort when requested by the GG.

ARTICLE IX
DISSOLUTION

Section 1. Dissolution-MN

(a) (See Supreme B-SGC Art. III, Sec. 1 (a)(9)[a]-[d])

(b) Upon dissolution of the GGC of MN, any balance remaining in the General Lodge Leadership Designated Fund, shall be returned to the Grand Lodge of Minnesota.

SUPPLEMENT TO BYLAWS OF A GRAND GUARDIAN COUNCIL

GRAND GUARDIAN COUNCIL OF MN

ARTICLE I
DUTIES AND POWERS OF A GRAND GUARDIAN COUNCIL

Section 1.

(a) (See Supreme B-GGC Art. I, Sec. 1(a))

(b) The GGC of MN adopted the Minnesota Book of Ceremonies at the AS 1991. (See Supreme B-GGC Art I., Sec. 1(b)).

(c) The GGC of MN authorized the organization of a GB in 1950. (See Supreme B-GGC Art I., Sec. 1 (c))

(1) If Daughter membership in Minnesota, as reported on the Annual Report, falls below seventy (70), the next AM GB will select and install the last corps of officers, choir and representatives. The AM GB in the following year will be the last AM GB.

(2) If Daughter membership in Minnesota, as reported on the Annual Report, subsequently rises to seventy (70) or more for two (2) consecutive years, an AM GB may be held again following authorization of the GGC and the approval of GB Bylaws by two-thirds (2/3) affirmative votes at the AS GGC or special meeting of the GGC.

(d)-(e) (See Supreme Art. I, Sec. 1 (d)-(e))

(f) The GGC of MN approved the formation of an Alumni Association in 2002. (See Supreme Art I, Sec 1 (f)

ARTICLE II
POWERS OF THE EXECUTIVE GRAND GUARDIAN COUNCIL

Section 1.

(a)-(b) (See Supreme B-GGC Art II, Sec. 1 (a)-(b).

(c) The members of the Executive GGC shall serve as the Board of Directors of the GGC of MN, a Minnesota non-profit corporation (the corporation).

(d) Ex GGC shall have the duty to select the Daughter Voting Delegate(s) for the Annual Session of the GGC.

ARTICLE III
DUTIES OF THE GRAND GUARDIAN COUNCIL OFFICERS

Section 1. Rulings

(a) (See Supreme Art. III, Sec. 1 (a))

(1) Such decisions shall be listed in the GGs annual report and referred to the Jurisprudence Committee at least ten (10) days prior to the AS GGC.

Section 2. The Grand Guardian shall:

(a)-(i) (See Supreme B-GGC Art. III, Sec. 2 (a)-(i))

(j) Submit at the AS GGC a written report of her acts during the term and the condition of the Order in this Grand Jurisdiction. The report shall also contain such recommendations as she deems advisable for the good of the Order; and these recommendations shall be submitted by her to the Jurisprudence Committee at least ten (10) days prior to the AS GGC. (See Supreme B-GGC Art III, Sec. 2 (j))

(k)-(o) See Supreme B-GGC Art III, Sec. 2 (k)-(o))

(p) Have general supervision and authority over all other officers and committees of this GGC.

(q) Furnish proper credentials to Grand Officers deputized to perform duties other than those designated by this Manual; to furnish all Grand Officers and members of committees a certificate, under seal, authorizing them to perform their respective duties under the laws of the Organization, which certificate shall also serve as credentials for the AS GGC.

(r) Attend the AS SGC of JDI. A complete report of expenses shall be submitted to the Finance Committee upon return.

(s) Provide the Finance Committee with a monthly report of funds received and expended on or before the fifth (5th) day of each month.

(t) Suspend the functions of any Bethel and/or BGC for good and sufficient reasons. A report of her findings and a statement of her reason shall be submitted in writing to the GGC at its next AS.

(u) Present Member of Honor Certificates to the SG, ASG and distinguished guests as desired and approved at the AS GGC by the members present and voting.

(v) Appoint a Miss MNJD, Junior Miss MNJD and Job's Daughters MN HIKE Coordinator Advisory Committees immediately after their selection.
(w) Deliver all official communications and reports received by her during the year and all other property in her possession belonging to the GGC to her successor in office within ten (10) days following Installation.
(x) Appoint the Grand Bethel Committee, which may include the GG and/or AGG as GB Committee Chairman(s) or other officers.

Section 3. The Associate Grand Guardian shall:

(a)-(e) (See Supreme Art. II, Sec. 3 (a)-(e))
(f) Attend the AS SGC of JDI. A complete report of expenses shall be submitted to the Finance Committee upon return.
(g) Submit at the AS GGC an annual report of his acts during the term.
(h) Submit any recommendations from his annual report to the Jurisprudence Committee at least ten (10) days prior to the AS GGC.
(i) Serve as GB Vice Chairman if appointed by the GG.
(j) Oversee the annual Bethel Membership Awards.
  (1) Work with the GG to select a suitable award to be presented each year on behalf of the GGC to those Bethels having an increase in membership for the previous calendar year.
  (2) The total membership shall be based on the annual report of the GS as of December 31 of each calendar year.
  (3) The winners shall be announced each year at Grand Bethel.

Section 4. The Vice Grand Guardian shall:

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

Section. 5. The Vice Associate Grand Guardian shall:

(a)-(b) (See Supreme B-GGC Art. III, Sec. 5 (a)-(b))
(c) Serve on the Fundraising Committee.

Section. 6 The Grand Secretary shall: (see B-GGC Art. XIII, Sec. 1(i)

(a)-(j) (See Supreme B-GGC Art. III. Sec. 5 (a)-(j))
(k) Have custody of the GGC Charter, seal, Bible and other property.
(l) Be custodian of all reports and, immediately upon the expiration of her/his term of office, transfer all properties and records belonging to the GGC to her/his successor. All records and properties must be kept in the office of the GGC.
(m) See that the following records are updated and placed at the registered office of the Corporation each year:
  (1) Proceedings from the previous six (6) years
  (2) Directories from the previous six (6) years
  (3) Minutes of meetings of Board of Directors (Executive GGC)
  (4) Articles of Incorporation
  (5) Current Constitution, Bylaws and Standard Operating Procedures of the SGC, Constitution, Bylaws, Standard Operating Procedures and Manual of Rules and Regulations of the GGC of MN.
  (6) Alphabetized membership list of all voting members
  (7) Copy of Chapter 317A of the Minnesota State Statutes
  (8) Minutes of Committee meetings of the GGC
(n) File annual corporation registration with the Secretary of State.
(o) Notify the Secretary of State of any change in the registered office of the Corporation or any amendments to the Articles of Incorporation.
(p) Receive and fill all orders for supplies from Bethels.
(q) Compile and send all official communications including the Proceedings and Directory, from the GS office electronically. All official communications from any member of the GGC or member of any committee sent to all Bethels, all BGC, or the total mailing list of the GGC, must be approved by, and bear the signature of, the GG.
  (1) Members of the GGC who desire to receive official communications by US mail shall pay an additional fee over and above the membership fee.

(r) With the newly installed GG, and those designated to assist her/him, compile the Directory.
  (1) The Directory shall be distributed at JD Camp to the Bethels and members of the GGC.
(s) Cause the Proceedings to be compiled and published.
  (1) Work with the Grand Guardian to ensure the recording of the AS GGC and/or regularly convened Special Meetings by a designated person or committee. All transactions of the meeting and the action taken on all matters brought before the GGC for consideration shall be recorded. Reports may be excluded from the recording.
  (2) Act under the direction of the most recently retired Grand Guardian for the purpose of publication of the proceedings for the AS GGC and any Special Meetings which they presided over.
  (3) As the material is typed and copy-ready, by the designated person or committee it should be sent for proofreading to the immediate PGG and PAGG, GG and AGG. Corrections should be returned immediately. Typing and proofreading of all material shall be completed within one hundred (120) days after the close of the AS GGC.
  (4) Send a copy of the Proceedings of the AS GGC to those entitled to receive them within one hundred twenty (120) days from the last day of the AS GGC.
(t) Provide the Grand Treasurer with all information and documents necessary to ensure financial statements are provided to the Executive GGC and the Finance Committee on or before the fifth (5th) of each month.
(u) Notify each recorded voting member of the GGC of all changes and amendments to the Manual of Rules and Regulations.
(v) Keep an up-to-date list of scholarship recipients. (See MN-SOP-GGC 3, Sec. 2(c))
(w) At least eight (8) weeks prior to the AS GGC, order from Doc Morgan Inc. or the SGC, a suitable gift for the outgoing GG and AGG.
  (1) The cost of the gift for the GG/AGG shall not exceed two hundred dollars ($200.00)/one hundred fifty dollars ($150.00) respectively.
  (2) If a GG/AGG desires a more expensive item, shall pay the difference in cost prior to ordering.
(x) Strike annually from the list of voting members of the Corporation the names of those who have not paid the annual membership fee.
  (1) This action shall not deprive such person(s) of membership in the GGC, the right to attend Bethel meetings, nor the right to receive honors.
  (2) Any member may re-institute her/his voting rights by paying the membership fee due at the session at which she/he wishes to vote.
(y) Issue notices of all meetings properly authorized to all members entitled to vote at such meetings.
  (1) Notice of AS GGC shall be sent to all voting members of the Corporation not less than ten (10) or more than ninety (90) days prior to the AS GGC.
(z) Receive and retain for a minimum of three (3) years copies of all contracts executed by the GGC.
(aa) Receive Supreme Daughter Voting Delegate applications.
(bb) Receive Bethel Daughter Voting Delegate submissions on the designated form. (See MN-SOP-GGC 105)

Section 7. The Grand Treasurer shall:

(a)-(d) (See Supreme B-GGC Art. III, Sec. 7 (a)-(d))
(e) Immediately upon the expiration of her/his term of office, transfer all properties and records belonging to the GGC to her/his successor.
(f) Not transfer any money from one fund to another unless authorized to do so by a majority vote of the Executive GGC and the Finance Committee.
  (1) Funds may not be transferred from a fund that was donated with a designated purpose from the donor.
(g) Provide the Executive GGC and Finance Committee reports on the financial status of the GGC.

(1) Provide a Statement of Activities (non-profit Income Statement) of the organization on or before the fifth (5th) of each month.
[a] This report shall detail all revenues and expenses of the organization per current accounting standards.
[b] This report shall show budget vs actuals for the current fiscal year.
(2) Provide a Statement of Financial Position (non-profit Balance Sheet) on or before the fifth (5th) of each month.
[a] This report shall detail all assets and liabilities of the organization per current accounting standards.
[b] This report shall detail all designated vs undesignated funds per current accounting standards.
(3) Provide a transaction detail report of all transactions impacting the Statement of Activities and Statement of Financial Position on or before the fifth (5th) of each month.

(h) Pay on scholarships such amounts as are recommended and approved by the ExGGC. (See MN-SOP-GGC-3)
(i) Close the books as of May 31 of each year.
(j) Oversee the filing of the annual 990 IRS reporting for the GGC.
(1) Ensure the filing is made in time with current IRS deadlines for fiscal year filing organizations.
(2) Review the 990 with the Executive GGC & Finance Committee prior to submitting the annual filing.
(3) Be the authorized signer of the Form 990.
(k) Oversee the filing of the annual 990 IRS reporting for Minnesota Bethels.
(1) Communicate the filing process with all Minnesota Bethels on June 1 of each year.
(2) Keep copies of all Bethels filing confirmations.
(3) Report to the Executive GGC the filing status of each Bethel.
(l) Ensure that 1099s are issued for all payees that fall under the current IRS reporting standards.
(m) Send a donation acknowledgement letter within thirty (30) days of receipt to all donors that make a single contribution of two hundred fifty dollars ($250.00) or more. This acknowledgement should provide the donor with information as defined in IRS Publication 1771.

Section 8. The Grand Guide and Grand Marshal shall:
(a)-(b) (See Supreme B-GGC Art. III, Sec. 8 (a)-(b))
(c) GM shall assist the GGde and shall present the National Emblem at the opening session of the GGC.
(d) Serve on the Leadership Committee.

Section 9. The Grand Inner Guard and Grand Outer Guard shall:
(a)-(b) (See Supreme B-GGC Art. III, Sec. 9 (a)-(b))
(c) See that all present are properly qualified and pledged before entering the GGC Chamber and that the GGC is not unduly interrupted while in session.
(d) Assist the GG and AGG in the discharge of their respective duties.

Section 10. Other Grand Officers shall:
(a) (See Supreme B-GGC Art. III, Sec. 10 (a)-(b))
(b) Grand Director of Music shall provide suitable music and entertainment for the AS GGC and supervise and instruct all Bethel Guardian Directors of Music.
(c) Grand Chaplain shall:
(1) Officiate at all devotional services of the GGC.
(2) Prepare and present to the GGC a suitable memorial for deceased members of the GGC, other adults serving or who have served the Order, active members, and MM.

Section 11. Grand Beekeeper
(a)-(c) (See Supreme B-GGC Art. III, Sec. 11 (a)-(b))

ARTICLE IV
COMMITTEES

Section 1. Standing Committees

(a) Appointment, term, restrictions (See also MN-C-GGC Art. VII, Sec. 1-2):
- (1) Each standing committee shall consist of three (3) members.
- (2) The Chairman shall be appointed by the GG each year.
- (3) Each year one (1) member shall be appointed for a term of three (3) years.
- (4) Any member of the GGC (with the exception of the GG and AGG who are ex officio members of all committees except Appeals and Grievances) shall not serve on more than one (1) standing committee concurrently.
- (5) Members shall be PBGs/PABGs or BGs/ABGs who are completing their first full term in office.

(b) Appeals and Grievances Committee shall:
- (1) Investigate and report on all appeals, complaints or grievances as provided by law, which may be lawfully filed with them.
- (2) Recommend such disposition thereof as their judgment dictates, report the same to the Executive GGC, and send to the GS.

(c) Finance Committee shall:
- (1) Audit, or cause to be audited, the books and accounts of the GS and GT.
- (2) Audit the books and accounts of any Bethel or BGC officer when requested to do so by the GG.
- (3) Audit, or cause to be audited, annually, the books and accounts of the International/Supreme Daughters Committee (as necessary), the Camp Committee, the Miss MNJD Committee, the GB Committee, and the Ways and Means Committee.
- (4) Issue warrant(s) and/or approve the writing of checks in the absence of the GS or GT (See MN- SOP-GGC-4, Sec 4, D (3) (c))
- (5) Approve or disapprove any accounts in excess of budget appropriations which are presented as claims against the GGC. All accounts presented to the Finance Committee by the GS shall be returned to her/his office for final record
- (6) Investigate carefully and report all proposed matters which would in any manner affect the finances of the GGC before the same can be put in operation.
- (7) At the annual Finance Committee meeting, prepare a detailed budget of all income and expenses for the next fiscal year. This budget shall include the preceding year's budget, as well as actual revenue and expense incurred for the year.
  - [a] Said meeting shall be held no later than the first weekend of June.
  - [b] Said meeting shall be held at the location determined by the Executive GGC.
  - [c] The following people shall attend: All members of the Executive GGC, Finance Committee and new appointees of the Finance Committee.
  - [d] The VGG shall present any program(s) she may wish to have included in the budget.
  - [e] The GG, AGG, GS & GT shall furnish the Finance Committee with a complete report of their expenses to assist in the preparation of the budget.
  - [f] All committee budgets for the following year should be presented and approved at the annual finance meeting.
    1. Committee budgets are to be considered a guideline. Detailed budgets and plans for events shall be presented to the Executive GGC for approval prior to initiating programs and spending funds.

(d) Jurisprudence Committee shall:
- (1) Concerning amendments and questions of law:
  - [a] Study carefully all proposed amendments to the Manual of Rules and Regulations of the GGC submitted in proper form and also all questions pertaining to law, and procedure referred to it by the proper authority.
  - [b] Receive all proposed amendments to the Manual of Rules and Regulations sent to in by May 1, prior to the AS GGC, and forward a copy of the same to each recorded voting member of the GGC at least ten (10) days prior to the AS GGC.
  - [c] Make a report in detail, together with recommendations, if any, at the AS GGC.

[d] File a copy of the amendments, as adopted at the AS GGC, with the Supreme Jurisprudence Committee and copying the GS no later than ten (10) days after the close of the AS GGC, so that the requirement of MN-SOP-GGC-7 is met.

[e] A member of the Jurisprudence Committee or a proxy designated by the chairman shall attend the Minnesota Job's Daughters Congress and the Grand Bethel meeting during the AM GB.

[f] The Jurisprudence committee shall update Minnesota law with the response from Supreme Jurisprudence no later than 45 days after approval from Supreme of the Amendments approved during the AS of the Minnesota Grand Guardian Council by submitting them to be published.

[g] The Jurisprudence committee shall update Minnesota's Law with changes received from Supreme from the AS of the Supreme Guardian Council no later than 30 days after receipt by submitting them to be published.

(2) Concerning Uniform Code for Bethels:

[a] Consider the Uniform Code for Bethels and amendments thereto and report their findings, with approval or disapproval, to the GG.

[b] Secure from the Guardian Secretary of each Bethel, at intervals of not over five (5) years, a complete copy of the Bethel Bylaws for reviewing as to conformity with the SGC Bylaws and the Manual of Rules and Regulations.

[c] See that any Uniform Code for Bethels, or amendments thereto, are reviewed, approved with or without corrections, and returned to the Bethel within sixty (60) days of receipt.

Section 2. Other Committees

(a) Appointment, term, restrictions, and eligibility (See also MN-C-GGC Art. VII, Sec. 1-2)

(b) These committees may be appointed at the discretion of the GG and may consist of an optional number of members:

(1) The JD Camp, Marketing, Miss Minnesota Job's Daughter Pageant, Session, Credentials, Ways and Means Committee, Educational Fund, and Awards Committees shall consist of a minimum of three (3) members.

(2) The chairman shall be appointed by the GG.

(3) Committees shall serve during the term of office of the GG.

(4) The expense of these committees shall be appropriated in the annual budget of the GGC.

(5) Daughters can only be appointed to serve on the Marketing Committee, SnoBall Committee, Leadership Committee and Awards Committee (for LOV Award only).

[a] The GBHQ and Miss MNJD shall serve as Daughter members of the Awards Committee for the purpose of the Lily of the Valley Award only. No other Daughters may be appointed to the Award Committee.

(6) Daughters are not eligible to serve as committee chairman.

(c) JD Camp Committee:

(1) An annual JD Camp is authorized by the GGC unless otherwise determined at any AS GGC.

(2) The Chairman of the Camp Committee shall serve as Camp Director.

(3) The Camp Chairman shall:

[a] Forward all records and files to her successor by October 15 of each year.

[b] Prepare all financial books and accounts for audit by the Finance Committee; audit to be completed by October 15 of each year.

(4) The Camp Committee shall:

[a] See that only members of JD, their chaperones, members of the GGC, and specially invited guests, approved by the Executive GGC, attend the annual Camp session.

[b] Arrange for a camp store to sell pop, candy and other snack food items, and any other items deemed appropriate.

[c] Keep a detailed accounting of the camp store income and expenses.

[d] Pay the registration fees for the annual Camp Session for the Camp Committee and two (2) additional camp support staff (to include a health care provider and a camp store lead) from the Camp Fund. The Camp Committee shall not be more than a total of four (4). This number shall include the Camp Chairman of the current camp session and the Camp Chairman for the following year's camp session.

(5) The Camp chairman, or others per the discretion of the Camp chairman, may be reimbursed up to twenty dollars ($20.00) per full-time (FT) camper with a minimum of one thousand dollars ($1,000.00) for the expenses/supplies to run the general activities of camp, such as craft cabin, prizes, decorations, and other items for the general good of the camp experience.
- [a] Additional amounts may be approved in the annual budget of the GGC.
- [b] The initial budget must be turned into the Finance Committee by the Camp chairman prior to the annual Finance meeting typically held in May each year.
- [c] Additional expenses may be approved by majority vote of the Executive members of the GGC and Finance Committee.

(6) Pay for the printing, award ribbons, health care supplies, and candles for wishing on the water out of the Camp Fund.

(7) See that the balance remaining in the Camp Fund, after all bills have been paid, totals at least five hundred dollars ($500.00). All monies remaining in the Camp Fund shall be the operating funds for the succeeding Camp Chairman.

(d) Miss Minnesota Job's Daughter Pageant Committee shall:

(1) Keep a complete file of procedures needed to conduct the Pageant.

(2) Set the fee to be paid by the contestants.

(3) Instruct the BGs to make a copy of the letter on the contest to be given to the Daughter(s) who plan(s) to enter, after it has been read in the Bethel.

(4) Expense from the Pageant Fund:
- [a] Two (2) medallions, for the newly selected Miss MNJD and Junior Miss MNJD.
- [b] Floral bouquet for the new Miss MNJD, Miss MNJD 1st runner up, and Junior Miss MNJD.
- [c] Certificates for Miss MNJD, Junior Miss MNJD, runners up and Congenial Award.
- [d] Participation certificates for all contestants.
- [e] High score award certificates in all categories.

(5) Prepare the Miss MNJD Pageant programs and submit to the GS for printing.

(6) Submit a copy of the final accounting of the Pageant Fund to the Executive GGC.

(7) Be knowledgeable of the activities and budget of the GGC.

(e) Marketing Committee shall:

(1) Assist the GG in promoting the growth of the Order in this Grand Jurisdiction and in the re- organization of, or assistance to, existing Bethels when such need is established. The chairman may ask the DGG of the area to aid in this work, with the approval of the GG.

(2) Assist the GG in planning and implementing events that encourage retention of current members as well as membership growth.

(3) Oversee all social media accounts and make sure that they are updated regularly with relevant and appropriate content.

(4) See that efforts are made to educate adults and Daughters around the state on how they can help with the promotion of our Order.

(5) Assist the GG in setting up speaking engagements for the Miss MNJD within, as well as outside of the Masonic Family.

(6) Assist the GG in encouraging and supporting the use of the JD2B materials in MN Bethels and work with the Junior Miss MNJD in developing new and innovative JD2B materials and programs.

(f) GGC Competition Committees:

(1) All Competition Chairmen will be appointed by the Grand Guardian

(2) The term of the Competition Chairmen shall run concurrently with the term of the GB of Minnesota.

(3) All Competition Chairmen shall select their own judges to help with the competition.

(4) Competition Chairmen shall coordinate with the Grand Bethel Secretary on specific needs for competition schedules, room space and set-up, as well as any supplies needed.

(5) When the competitions are held at the Annual Meeting of the Grand Bethel, any associated costs will come out of the Grand Bethel funds.

(6) All competitors shall receive certificates of participation.

(7) Changes to competition structure shall be approved by the Grand Bethel Committee.

(8) All Competition Chairmen shall submit a report to the GG for inclusion in the proceedings within 60 days following the competition.

(9) The GGC Competitions shall consist of, but not be limited to:

[a] Ritual Competition

1. The Ritual Competition Chairman shall be the Grand Bethel Ritual Coordinator.
2. Competitors for Ritual Competitions (with the exception of GB Line Officer and Miss MNJD/Junior Miss MNJD) shall need to earn a score of at least eighty percent (80%) to receive any award.
3. 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 third (3rd).
4. See MN-B-Bethel Art. II, Sec. 3 (a)(1)[b]2.

[b] Performing Arts Competition

1. The Performing Arts Competition Chairman shall be the Grand Bethel Music Coordinator.

[c] Baking Competition

[d] Writing Competition

[e] Additional competitions may be added by the Grand Guardian.

(g) Session Committee shall:

(1) Work with the GG in coordinating functions and events at AS GGC.

(2) Work with the GG and GS to prepare the session registration packet materials.

(3) Receive registrations and fees.

(4) Perform the functions as defined in the session guidelines.

(h) Credentials Committee shall:

(1) Maintain and have available as the AS GGC a current directory of GGC Officers, Executive and Associate BGC Members, updated by the Chairman upon receipt of any changes from the Grand Guardian.

(2) Maintain and have available as the AS GGC a list of Past Bethel Guardian and Past Associate Bethel Guardians.

(3) Obtain from the Grand Secretary a current list of all voting members of the Corporation.

(4) Obtain from the Sessions Committee a list of all pre-registered voting members, including title, Bethel number, and if membership fee has been paid.

(5) Determine by referencing the above records and any certificates or proxies, which persons are accredited to be voting delegates at the AS GGC.

(6) Require payment of all applicable registration and membership fees prior to accrediting any member not previously registered.

(7) Issue a voting card to each registered voting delegate.

(8) Report to the Presiding Officer, upon request, the number of accredited voting delegates and the number of Bethels represented.

(9) Prepare to share with the Chairman of the Proceedings Committee a list of accredited delegates present, including title and Bethel number, within thirty (30) days after the close of the AS GGC.

(i) SnoBall Committee shall:

(1) Assist the SnoBall Queen and Princesses in planning the SnoBall Dance.

(2) Prepare a financial report itemizing income and expenses.

(j) Fundraising Committee shall:
- (1) Consist of at least two (2) GGC members, and the VAGG. Additional members may be added for specific fundraisers.
- (2) Work with the GG & Executive GGC to develop a fundraising plan to meet the budgetary needs of the GGC for the fiscal year.
- (3) Plan and oversee all fundraisers of the GGC.
- (4) Oversee Ways and Means items for sale.
- (5) All Ways and Means purchases shall be approved by the Executive GGC and Finance Committee prior to ordering.
- (6) Host a sales table at major statewide events
- (7) Inventory of Ways and Means items shall be reported to the GS and GT after each Statewide sales event or at a minimum quarterly.

(k) Educational Fund Committee shall:
- (1) Carry out the terms of MN-SOP-GGC-3.

(l) Awards Committee:
- (1) The committee shall consist of three (3) members. At least one (1) member shall be a recipient of the Degree of Royal Purple.
- (2) The Awards Committee Chairman shall submit a report to the Grand Guardian to be included in the proceedings within sixty (60) days of the awards being announced.
- (3) This committee shall oversee the following awards
  - [a] Degree of Royal Purple (See MN R&R – Degree of Royal Purple Art. I- Art. VII)
  - [b] Lily of the Valley (See MN R&R - Lily of the Valley Art. I-Art. VII)
  - [c] Bethel Spirit Awards
    1. Work with the Grand Guardian to develop a Spirit Award for Bethels to work towards during the GGC year.
    2. Prepare a form and correspondence to Bethels that details the award criteria.
    3. There shall be a Fall Term and a Spring Term award.

(m) International/Supreme Daughter Committee:
- (1) Shall be appointed by the GG in the event that a Daughter from Minnesota is selected as Miss IJD or SBHQ.
- (2) Committee members may include the Daughter's family members, who must be CAV if over the age of twenty (20) at the time of their current GGC year appointment, but they shall not be eligible to be appointed as Chairman of the Committee.
- (3) Shall provide a reception to recognize and honor the Daughter selected as Miss IJD or SBHQ.
- (4) Shall, to the best of the Committee's abilities, raise funds to assist in the travel of Miss IJD or SBHQ.

(n) Father Job and Mother Mick Committee shall:
- (1) Be appointed unless otherwise determined at the AS GGC.
- (2) Arrange for the appearance of Father Job and/or Mother Mick as requested by Minnesota Bethels and other Minnesota Masonic Family organizations.
- (3) Recruit new presenters for the Father Job and Mother Mick presentations as required.

(o) Website Administrator/Committee shall:
- (1) Oversee the daily operations of the organization's website.
- (2) Be the administrator of all Minnesota Job's Daughters (mnjd.org) email addresses.
- (3) Work with the Executive GGC and the Marketing Committee to ensure website content and structure is supporting the vision of the GGC.

(p) Leadership Committee:
- (1) Shall include the Grand Marshal and Grand Guide. In the event of a vacancy in an office(s), the GG shall appoint another Executive Member(s) to the Committee.
- (2) Shall include at least two (2) Daughter committee members.
  - [a] The Daughter committee members shall be selected by the GG via an application process. If no applications are received, a Daughter may be appointed by the GG.
- (3) The duties of this committee are as follows:
  - [a] Develop, promote, and administer a long-term Leadership Development Program

[b] Plan, promote and host an annual leadership summit to enhance the leadership, Bethel management and life skills of our members, both Daughters and adult volunteers.

[c] Work with the GG to identify and facilitate other opportunities for leadership development speakers, events and programs throughout the year.

(4) Any expenses incurred shall by reviewed and approved by the Executive GGC prior to committing the expense.

(5) Annual spend of this committee will be based upon the Grand Lodge Leadership Fund Policy agreement with the Grand Lodge of MN, unless additional leadership training funds are received or allocated by the GGC.

(q) State Daughter Advisor(s):

(1) Miss MNJD advisor shall:

[a] Coordinate the appearances of Miss MNJD with the GG and Marketing Committee.

[b] Assist the Miss MNJD in preparing financial statements for the Finance Committee and in handling her other donated funds.

[c] Shall approve all correspondence from the Miss MNJD before being sent to the Grand Secretary for distribution.

[d] Shall approve all speeches and reports of the Miss MNJD prior to being given.

[e] Assist the Miss MNJD and the Pageant Committee as needed with Pageant planning.

(2) Junior Miss MNJD advisor shall:

[a] Be the Miss MNJD Advisor.

[b] Work with the Junior Miss MNJD to plan and execute activities for the Jobie-to-Bees at statewide events.

[c] Shall work with the Junior Miss MNJD to help develop ideas and activities for Bethel Beehives.

[d] Work with the GG and Marketing Committee to build a Jobie-to-Bee program at Bethels without Beehives.

[e] Shall approve all correspondence from the Junior Miss MNJD before being sent to the Grand Secretary for distribution.

(3) Grand Bethel Honored Queen Advisor shall:

[a] Be the Grand Bethel Committee Chairman (See R&R MN Grand Bethel Art. XVII, Sec. 1)

(4) Job's Daughters Minnesota Hike Coordinator Advisor shall:

[a] Be the Adult HIKE Coordinator

[b] Assist the Job's Daughters MN HIKE Coordinator in promoting HIKE throughout the Jurisdiction.

[c] Supervise the activities and fundraising efforts of the Job's Daughters MN HIKE Coordinator.

[d] Coordinate HIKE award presentations within our Jurisdiction, if notified by HIKE of a presentation.

[e] Ensure that all fundraising efforts are accounted for and money is submitted to HIKE in a timely manner.

(r) Fraternal Relations Committee:

(1) Shall be composed of the four (4) following elective officers: Associate Grand Guardian, Vice Associate Grand Guardian, Grand Inner Guard and Grand Outer Guard.

[a] May include additional members if deemed necessary by the GG

(2) The Associate Grand Guardian shall serve as Chairman

(3) The duties of this committee are as follows

[a] Oversee the Masonic Ambassador Program which includes:

1. Working with the Associate Bethel Guardians to help them better understand their roles and duties.
2. Connecting with and serving as a liaison to the officers and members of the Masonic Fraternity and its appendant and related organizations in the state. Encourage inclusion, involvement, and support of the Bethels.
3. Identifying opportunities for exemplification in areas currently not served by Job's Daughters Bethels.

[b] Advise the Grand Guardian of Masonic Family Organization events and activities within the state in which it might be of benefit to Job's Daughters to have a representative attend

[c] Assist the Promotion Committee in its efforts to institute Bethels where permission for use of Masonic Temples is essential.

Section 3. Appointment and Duties of Committees

(a) Should a vacancy occur on a committee, the GG shall appoint an eligible member to fill the vacancy.

(b) At each AS GGC the GG shall as soon as practicable after convening, announce the members of all committees deemed necessary for the transaction of business during the session and preparations for the session.

(c) It shall be the duty of each Committee Chairman to:

(1) Give notice of all committee meetings to all members of the committee including ex officio members.

(2) See that proper minutes are made of the committee meetings and copies of these minutes furnished to all members of the committee (including ex officio) and the Grand Secretary.

(3) Complete the event/fundraiser form for all events/fundraisers being planned, detailing the events' activities, along with, estimated revenues and expenses. This form shall be submitted to the GS to be approved by the GG and/or the Executive GGC at least sixty (60) days prior to the event/fundraiser.

(4) Submit a report thirty (30) days prior to the Annual Session of the GGC.

(d) The newly elected and installed GG shall appoint, as soon as practicable after the close of each AS GGC, members to serve during her term of office on the GGC Committees.

Section 4. Eligibility (See MN-C-GGC Art. VII, Sec. 1)

Section 5. Restrictions (See MN-C-GGC Art. VII, Sec. 2)

Section 6. Assistants to Committees

(a) The GG and/or Committee Chairman or members may request the help and expertise of any person in fulfilling their duties. Due recognition and appreciation of their efforts may be given in an appropriate manner, such as being listed as assistants to the committee.

(1) The GG may appoint Assistants to the Committee as she deems appropriate.

ARTICLE V
FINANCES

Section 1. Receipts/Revenue

(a) (See Supreme B-GGC Art. V, Sec. 1 (a))

(b) (See MN B-GGC Art. VI, Sec 1 and MN-SOP-GGC 4)

Section 2. Fees

(a) (See Supreme B-GGC Art. V, Sec. 2 (a))

(b) (See MN B-GGC Art. VI, Sec 1 and MN-SOP-GGC 4)

Section 3. Exemptions

(a) (See Supreme SOP GGC-4 Sec. 3)

(b) See MN SOP GGC-4

Section 4. Disbursements

(a) See MN SOP GGC-4

ARTICLE VI
PENALTIES AND FINES

Section 1. Penalties: When authorized by a GGC, a Grand Guardian may: (See B-GGC Art. XIII, Sec 1(k))

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

Section 2. Fines (See MN-SOP GGC 9 Sec. 1)

ARTICLE VII
EDUCATIONAL AND PROMTIONAL FUNDS

Section 1.

(a)-(b) (See Supreme B-GGC Art. VII, Sec. 1 (a)-(b)).

(c) See MN SOP GGC-3

Section 2. Promotional Fund (See MN SOP GGC 3, Sec. 3)

ARTICLE VIII
DISCIPLINE AND REMOVAL FROM OFFICE

Section 1. Discipline

(a)-(b) (See Supreme B-GGC Art. VII, Sec. 1 (a)-(b))

Section 2. Removal from Office:

(a)-(b) (See Supreme B-GGC Art. VII, Sec. 1 (a)-(b))

ARTICLE IX
ELECTION, VOTING PRIVILEGES, AND PROXY

Section 1. Election

(a) (See Supreme B-GGC Art. IX, Sec. 1 (a))

(1) Eligible adults aspiring to an elective office may be asked to rise and read their letter of intent.

[a] The letter of intent is not required for election.

(b)-(c) (See Supreme B-GGC Art. IX, Sec. 1 (b)-(c))

Section 2. Voting Privileges

(a) Members of the GGC, whose membership fee has been paid, shall be entitled to one (1) vote when present at a special meeting or Annual Session.

(b) Daughter Voting Delegates for the Supreme Session of the Grand Guardian Council, whose membership fee has been paid, shall be entitled to one (1) vote when present at a special meeting or Annual Session of the GGC.

(1) No proxies shall be available for the Daughter Voting Delegates for the AS GGC.

(c) Each Bethel may select up to two (2) active Daughters to be Bethel Daughter Voting Delegates, BDVD(s), at the AS GGC. The selection process will be determined by the Bethel.

(1) The selected BDVD(s) shall be under the age of 20 or holding a current Bethel office by the opening date of the AS GGC and registered voting delegates per registration of the AS GGC.

(2) The BDVD(s) will be allowed to speak as voting delegates in conformity with the laws of the GGC and Robert's Rules of Order Revised (latest edition).

(3) Names the BDVD(s) shall be forwarded to the Grand Secretary by the Bethel Guardian Secretary no later than the registration deadline for the AS GGC.

(4) No proxies shall be available for the BDVD(s) for the AS GGC.

Section 3. Proxy

(a) (See Supreme B-GGC Art. IX, Sec. 3 (a))

(b) (See MN B-GGC Art. IX, Sec. 2 (b))

(c) (See MN B-GGC Art. IX, Sec. 2 (c))

ARTICLE X
APPOINTMENTS

Section 1. **(See Supreme B-GGC Art. X)**

ARTICLE XI
TERM

Section 1. **(See Supreme B-GGC, Art. XI)**

ARTICLE XII
INSTALLATION

Section 1. **(See Supreme B-GGC, Art. XII)**

ARTICLE XIII
PREROGATIVES EXTENDED TO A GGC

(See Supreme B-GGC, Art. XIII)

SUPLLEMENT TO STANDARD OPERATING PROCEDURES OF A GRAND GUARDIAN COUNCIL
GRAND GUARDIAN COUNCIL OF MN

MN-SOP-GGC-1
APPEALS

Section 1. **(See Supreme SOP-GGC-1)**

MN-SOP-GGC 2
BOOK OF CEREMONIES

Section 1.

(a) The Book of Ceremonies adopted ty the SGC shall be used as the official Book of Ceremonies with the following exceptions: Golden Triangle Ceremony. (See Supreme B-GGC Art. XIII, Sec. 1 (g))

(b)-(d) (See Supreme SOP-GGC 2 (a)-(d))

MN-SOP-GGC-3
EDUCATIONAL AND PROMOTIONAL FUNDS

Section 1. **(See Supreme GOP-GGC-3, Sec. 1 (a)-(b))**

Section 2. Educational Fund

(a) The GGC Educational Fund shall consist of money currently designated to the Educational Fund and all money, donations and bequests that may accumulate for said Fund.

(b) The ExGGC shall administer the awarding of the scholarships as outlined in MN Scholarships.

(c) Annually at the AS GGC the GS shall provide a report of the scholarships provided and the recipient(s).

(d) Scholarships:

(1) The number and value of scholarships awarded in a year shall be determined at the AS of the GGC based on funds available. This shall be voted on as a budgeted line item. The awarding of any scholarship shall be based upon:

[a] Activity in Minnesota JD, as attested by a letter of recommendation from an Executive Member of the Bethel Guardian Council of her home Bethel or the Grand Bethel,

[b] Academic achievement, as attested by a current transcript showing a cumulative GPA of 3.0 or higher,

[c] Character, as attested by a letter of recommendation from an unrelated adult, and

[d] Service to the community, as attested by a letter of recommendation from an adult leader of a community activity or religious organization.

(2) Eligibility:

[a] An applicant must be an active or MM of the Order in this Grand Jurisdiction who is clear on the books and in good standing.

[b] An applicant shall be twenty-five (25) years of age or less as of March 1, and have completed her junior year in high school.

[c] A recipient of a scholarship from this GGC jurisdiction shall not be eligible to apply for, or receive, another scholarship from this GGC jurisdiction.

[d] A recipient of a scholarship from this GGC shall have been a member of this organization for a minimum of two (2) years.

[e] Scholarship application provided by the GS shall be submitted to the GS.

[f] Scholarship applications shall be postmarked no later than March 1.

(3) All applications shall be judged by the Educational Fund Trustees, the ExGGC.

(4) Scholarship recipients shall be notified in writing after Annual Meeting of the Grand Bethel and before May 1. Formal announcement of the scholarship recipients shall be made at the AM GB.

(5) Scholarship awards shall be paid upon receipt of a tuition bill from an educational institution.

(6) A scholarship recipient who does not attend an educational institution of her choice within two (2) years following the AS GGC at which the scholarship was awarded shall forfeit the scholarship.

Section 3. Promotional Fund

(a) The Promotional Fund shall consist of all donations, bequests, interest, or transfers from other funds.

(b) Disbursements:

(1) Disbursements from the Promotional Fund shall be made for:

(2) promoting the organization of new Bethels within the jurisdiction of this GGC,

(3) the reorganization or assistance of an existing Bethel under the GGC, when such reorganization or a need for assistance is established,

(4) promoting the Order within the jurisdictions of this GGC.

(c) Reimbursement for necessary expenses of DGG to organize a Bethel or other promotional work shall be budgeted in the Promotional Fund

(d) If the GBHQ is requested by the GG to assist in the installation of officers of any new Bethels in this Grand jurisdiction, she shall be reimbursed from the Promotional Fund of the GGC up to a maximum of twenty-five dollars ($25.00) or actual expenses for the round trip, the amount to be subject to the approval of the Finance Committee and the GG.

MN-SOP-GGC-4
FINANCES

Section 1. Receipts/Revenue

(a) The fiscal year of the GGC shall be from June 1 to May 31 inclusive.

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

(1) By assessing a fee of seventy-five dollars ($75.00) for each dispensation issued to form a new Bethel. (See Supreme SOP-Bethel-11 Sec. 6 (a))

(2) By assessing a fee of twenty-five dollars ($25.00) for each new Charter issued. (See Supreme SOP-Bethel-11 Sec. 11 (b))

(3) By assessing a fee of five dollars ($5.00) for the granting of special privileges. (MN- SOP- BETHEL 17 Sec. 3)

(4) By retaining a portion of the annual dues, paid by each member of the Order reported by chartered Bethels on December 31, as set forth in Supreme SOP-SGC-11.

(5) By retaining a portion of the application fee, paid by each member who joins the Order, as set forth in Supreme SOP-SGC-11.

(6) By collecting an annual membership fee for each member of the GGC.

(7) By assessing a fine of twenty-five dollars ($25.00) to be paid by the Executive BGC that fails to file the Annual Report form and remit fees by January 31.

[a] This fine is to be paid by the individual Executive BGC and not out of Bethel funds.

(8) By collecting a fee of five dollars ($5.00) for each active member reported by each Bethel on the Annual Report for GB membership fees. These fees shall be paid to the GS with the annual fees. (See MN-SOP-GGC-4 Sec. 17 (a)).

(9) By collecting an insurance fee of five dollars ($5.00) for each member to be paid with each Annual Report. (MN-SOP-BETHEL-2, Section 1(d))

Section 2. Fees

(a) (See Supreme SOP-GGC-4 Sec. 2 (a))

(b) An annual membership shall be collected for each member of this GGC. Payment of said fee shall entitle such member to register as a voting delegate with the Credentials committee at the AS GGC or any special meeting(s). (See Supreme SOP-GGC-4 Sec. 2 (b))

(c) Membership Fee (Dues) shall:

(1) Include a base fee of ten dollars ($10.00).

(2) Include an insurance fee of ten dollars ($10.00). This amount can escalate based on a majority vote of the Executive GGC and Finance Committee.

(3) Be payable to the GS on or before September 30.

(4) Be for the ensuing year and include voting privileges at the next AS GGC and any special meetings(s).

(d) Executive BGC members, Grand Officers and GGC Committee members (including the GB Committee and GB Competition Committees) shall pay dues or vacate their office.

(1) Dues for Executive BGC members shall be sent in with the Form 222.

(2) An invoice for dues shall be sent to any member who has not paid dues by the end of AS GGC.

(3) Members who pay their dues shall receive a Dues Card indicating their dues are paid for the ensuing year, including voting privileges at the next AS GGC and any special meeting(s).

(e) Registration Fees shall be paid by those attending AS GGC.

(1) Exception: registration fees will not be required for those attending, but not participating in, Formal Opening and/or Installation

Section 3. Exemption (See Supreme SOP-GGC-4, Sec. 2 (a))

Section 4. Disbursements

(a) No member of the GGC shall expend funds not included in the budget or bind this GGC to any contracts, unless prior approval has been obtained, in writing, from two-thirds (2/3) of the Executive GGC and Finance Committee.

(b) All disbursements shall be made as designated by law, approved budget, or as approved by the Executive GGC.

(c) All expenses shall be subject to budget limitations.

(d) Disbursements shall be by check or electronic payment method of the GGC by the GT after proper warrant has been issued by the GS.

(1) All disbursements shall be issued within thirty (30) days of receipt of request.
(2) No warrant shall be drawn unless supported by an approved bill or in conformity with B above.
(3) Every bill or order for an advance and every warrant shall indicate the fund and the budget appropriation against which it is to be charged.
(4) The GS shall not issue a warrant chargeable against appropriation, which, together with warrants previously issued against such appropriation, exceeds the total thereof.
[a] If the GS receives any bill calling for a warrant which exceeds any appropriation, she shall submit a copy of the bill to the Executive GGC.
[b] Such bill, when approved by the Executive GGC shall then be processed in the regular manner.

(e) All accounts of the GGC shall have at least two (2) authorized signers.
(f) All contracts entered into on behalf of the GGC of MN and its Committees shall be reviewed and approved with 2/3 vote by the Executive GGC and Finance Committee.
(1) The GS or GT shall serve as the primary signers of all contracts of the GGC of MN.
(2) Copies of all contracts shall be sent to the GS & GT for retention.
(g) Automobile expenses incurred for necessary travel when on official business of the GGC shall be reimbursed. The reimbursement rate shall be the current IRS non-profit reimbursable rate.
(1) Official business shall include Executive GGC meetings which all Executive GGC shall attend, the annual Finance Committee meeting for those required to attend, the annual Jurisprudence Committee meeting for those required to attend, and such meetings with GGC Committees as the GG shall request. Official business shall also include visits to Bethels for the purpose of investigating and/or solving difficulties within the Bethel and for the instruction of Daughters and/or BGC members.
(h) While on official business, the GG or her official delegate may be reimbursed the actual cost of lodging if accommodation with a Job's Daughters family is not available.
(i) Other approved expenses shall be as actually expended.
(1) This shall include committee expenses such as postage and phone when approved by the GG.
(2) Copying shall be documented and reimbursed at the current rate charged by CopyMax/OfficeMax with the use of the discount assigned to the GGC by membership in the MN Council of Non-Profits.
(j) All committee expenses for reimbursement shall be submitted within thirty (30) days after the completion of the event to receive reimbursement.

Section 5. Grand Guardian Travel Allowance

(a) The GG shall submit for reimbursement an itemized list of the expenses incurred for travel, hotel, meals and other expenses including office expenses with applicable receipts, to the GS and the Chairman of the Finance Committee. Expense reimbursement requests must be filed within 60 days of the expense being incurred.
(b) Any expenses authorized by the GG for DGG and/or officers shall be subject to the same regulations as the expense of the GG.

Section 6. Grand Guardian Supreme Session Expense

(a) The GG shall receive financial assistance to attend the AS SGC.
(1) Travel expenses will be reimbursed for the following:
[a] Round trip travel expenses, determined using the shortest and most economical route.
[b] Up to five (5) nights' lodging at the rate of three (3) per room.
[c] Voting delegate registration fee at the AS SGC.
[d] Cost of either the Formal Banquet or two other AS SGC meals of equal or lesser value to the Formal Banquet. Examples of other AS SGC meals include but are not limited to the GG's Breakfast or Lunch, Awards Lunch, and Royalty Lunch.
[e] Per diem allowance of twenty dollars ($20.00) for meals but not to exceed five (5) days.
(b) The GG shall submit an itemized report detailing her expenses at the AS SGC with applicable receipts within sixty (60) days of her return.

Section 7. Associate Grand Guardian Expenses

(a) The AGG shall submit for reimbursement an itemized list of the expenses incurred for travel, hotel, meals, and other expenses including office expenses with applicable receipts, to the GS and the Chairman of the Finance Committee. Expense reimbursement requests must be filed within 60 days of the expense being incurred.
(b) The AGG shall receive financial assistance to attend the AS SGC.

(1) Travel expenses will be reimbursed for the following:
[a] Round trip travel expenses, determined using the shortest and most economical route.
[b] Up to five (5) nights lodging at the rate of three (3) per room.
[c] Voting delegate registration fee at the AS SGC.
[d] Cost of either the Formal Banquet or two other AS SGC meals of equal or lesser value to the Formal Banquet. Examples of other AS SGC meals include but are not limited to the AGG's Breakfast or Lunch, Awards Lunch and Royalty Lunch.
[e] Per diem allowance of twenty dollars ($20.00) per day for meals but not to exceed five (5) days.

(c) The AGG shall submit an itemized report detailing his expenses at the AS SGC within sixty (60) days of his return.

Section 8. Vice Grand Guardian and Vice Associate Grand Guardian Expenses

(a) The VGG and VAGG shall be reimbursed the registration fee if attending AS SGC.

Section 9. Stipend

(a) The GS and GT shall receive a stipend payable monthly as approved in the annual budget.

Section 10. PGG and PAGG Gifts

(a) If not otherwise provided, suitable gifts shall be purchased by the GGC for presentation to the outgoing GG and AGG at the end of each AS GGC. (See MN-B-GGC Art. III, Sec. 6 (w))
(1) The cost of the gift for the GG/AGG shall not exceed two hundred dollars ($200.00)/one hundred-fifty dollars ($150.00) respectively.
(2) A GG/AGG who desires a more expensive item shall pay the difference in cost.

Section 11. Proceedings/Directory

(a) A copy of the most current Proceedings and directory shall be placed on the web site and may be printed by Bethels and members of the GGC.

Section 12. Supreme Visits to Minnesota

(a) Funds shall be allocated to support the attendance of the SG, ASG, MIJD and/or SBHQ to visit this Grand Jurisdiction. Funds may include registration fees to attend MN events, or reasonable general funds to support other visitation activities as determined by the Executive GGC and Finance Committee.

Section 13. GGC Installation Expenses:

(a) Two hundred dollars ($200.00) to help defray the cost of the Installation of the GGC officers.

Section 14. Miss MNJD Expenses

(a) Funds shall be provided for the following:
(1) Name badge for the Miss MNJD to be given to her within thirty (30) days after the completion of the Pageant.
(2) Up to two (2) nights lodging at the rate of four (4) per room, formal banquet, and registration fee at the AS GGC.
(3) Registration for the event at which the Miss MNJD Pageant is held (lodging at the rate of four (4) per room and meals).
(4) Registration fee for the Miss IJD Pageant, three (3) nights' lodging at the rate of four (4) per room, and Daughter registration fee for the AS SGC.
(5) Promotional activities required of Miss MNJD as approved by the GG.
(6) Itemized expense reports for funds budgeted in the Promotional Fund of the GGC shall be reported to the Miss MNJD advisor on or before the last day of June, September, and December with the final report due by the end of the Pageant.
(7) Miss MNJD pin to be presented at the end of the term of office. This pin shall be engraved with the year(s) of service.

Section 15. Grand Guardians Charitable Project

(a) Donations for the GG charitable project shall be credited to the current project until noon Saturday of the AS GGC, at which time the balance shall be paid to the current charitable project.

(b) Donations received after noon that same Saturday shall be credited to the new charitable project.

Section 16. Memorials and Hospitalizations

(a) The GGC shall provide a memorial in the amount of fifty dollars ($50.00) for any PGG or PAGG to the Scholarship Fund. A card explaining the memorial shall be sent to the family.

(b) PGGs, PAGGs and present Grand Officers shall be remembered with a card in the event of hospitalization or serious illness.

Section 17. GB Fees

(a) See MN GRAND BETHEL Art. IX, Sec. 1 (b)

Section 18. Supreme Ritual Team

(a) Upon confirmation of attendance and participation, the five (5) Daughters and one (1) Alternate of the Supreme Ritual Team representing MN at the AS SGC will be reimbursed for the cost of the Awards Lunch and the Daughter registration fee.

Section 19. Supreme Daughter Voting Delegate (SDVD) Expenses

(a) For the AS SGC funds shall be provided for the following:

- (1) Up to five (5) nights lodging at the rate of three (3) per room.
- (2) Cost of Formal Banquet or one other meal of their choice.
- (3) Voting Delegate registration fee as the AS SGC.

(b) For the AS GGC funds shall be provided for the following:

- (1) Up to two (2) nights lodging at the rate of four (4) per room, formal banquet, and registration fee at the AS GGC.

MN-SOP-GGC-5
GRAND BETHEL

Section 1. Regalia for Grand Bethel Officers, Representatives and Choir Members
(a)-(c) (See Supreme SOP-GGC-5, Sec. 1)

Section 2. Medallions and pins for Grand Bethel Officers, Representatives and Choir Members
(a) (See Supreme SOP-GGC-5, Sec. 2)

Section 3. Each jurisdiction shall include laws concerning regalia in the Grand Bethel Bylaws.
(a) (See R&R MN GB Art. XIV)

Section 4. Age Eligibility
(a) (See Supreme SOP-GGC-5, Sec. 4)

MN-SOP-GGC-6
INSTALLATION

(See Supreme SOP-GGC -6)

MN-SOP-GGC-7
MANUAL OF RULES AND REGULATIONS

Section 1. Amendments

(a)-(d) (See Supreme SOP-GGC-7 Sec. 1 (a)-(d))

(e) (See Supreme SOP-SGC-16 for Rules of Order and Parliamentary Procedure)

Section 2. Amendments-Adoption

(a) Amendments to this Manual may be made at an AS GGC by one of the following methods:

(1) By a two-thirds (2/3) affirmative vote of those present, provided that the amendment has been submitted in writing by a member of the GGC to the Chairman of the Jurisprudence Committee on or before May 1. Amendments to Standard Operating Procedures require a majority vote for approval.

[a] The Chairman of the Jurisprudence Committee shall send a copy of the proposed amendment(s) to each person on the Official Mailing List and all Bethels at least ten (10) days prior to the AS GGC.

(2) Immediate Amendment: By unanimous vote of the members voting on a proposed amendment which has been submitted in writing at the same session, signed by not fewer than six (6) members representing an equal number of Bethels of this Grand Jurisdiction.

(b) Amendments to this Manual shall not become effective until approved by the VSG and the Supreme Jurisprudence Committee and printed in proper form, separate from the Proceedings, distributed to all Bethels, and made available to all members of the GGC for insertion in the Constitution and Bylaws of JDI.

(c) The adoption of any amendments to this Manual shall automatically amend all other sections pertaining to the same subject.

MN-SOP-GGC 8
MEETINGS

Section 1.

(a) This GGC shall meet in AS in June each year and shall be opened on or before the third (3rd) Saturday in June, to continue in session with suitable recesses until the business is concluded.

(b) See Supreme SOP-SGC-16 for Rules of Order and Parliamentary Authority. (See Supreme SOP-GGC 8(b))

(c) In the event of an emergency, the GG, with the consent of the members of the Jurisprudence and Finance Committees, may postpone or change the place of the meeting or AS.

(1) In obtaining the consent of those designated, the GG shall receive the written approval of a majority of those named.

(d) A quorum for the transaction of business of the GGC shall consist of fifteen (15) voting members (not including proxies) of which at least six (6) shall be representing different Bethels.

(e) The GGC shall select the location to hold the succeeding AS.

(f) Special meetings of the GGC may be called by the GG or shall be called upon request of six (6) officers of the GGC, including one (1) of the top three (3) Executive GGC Officers.

(1) All members must have at least ten (10) days written notice of such meeting.

(g) The Board of Directors shall meet annually immediately after and at the same place as the AS GGC.

Section 2. Board of Directors of the GGC

(a) The Board of Directors shall meet annually immediately after and at the same place as the AS GGC.

MN-SOP-GGC-9
PENALTIES AND FINES

Section 1. Fines Shall be levied for:

(a) Failure to file the Annual Report (Form 110) and remit fees by January 31.
  (1) A fine of twenty-five dollars ($25.00) shall be paid by the Executive BGC.
  (2) This fine is to be paid by the individual Executive BGC and not out of Bethel funds.

MN-SOP-GGC-10
VACANCIES

Section 1. **(See Supreme SOP-GGC-10 Sec. 1 (a)-(d))**

MN-SOP-GGC-11

GRAND GUARDIAN COUNCIL BECOMING JURISDICATIONAL GUARDIAN COUNCIL

(See Supreme SOP-GGC-11)

MN-SOP-GGC-12

GRAND GUARDIAN COUNCIL CHARTER REINSTITUTION FROM JURISDICATIONAL GUARDIAN COUNCIL

(See Supreme SOP-GGC-12)

MN-SOP-GGC-101
DEADLINES

Section 1. Definition

(a) Items sent by mail or other courier will be considered to have met the deadline if the postmark, courier receipt or equivalent proof of mailing date meets the required deadline.

(b) Items sent by fax or email shall be considered to have met the deadline if the send time is on or before 11:59 p.m. on the deadline date.

(c) For items that require a signature and/or payment the signed original document and/or payment shall be considered to have met the deadline only if received within five (5) days of the faxed or emailed item.

(d) The deadline for submitting information to the Grand Secretary for inclusion in GGC Mailings shall be the first (1st) day of August, October, December, March and June.

MN-SOP-GGC-102
PUBLICATIONS OF THE GGC

Section 1. Books of Ceremonies

(a) MN Book of Ceremonies (See Supreme B-GGC, Art. XIII, Sec. 1(g)) and MN-SOP GGC 2)
- (1) The MN Book of Ceremonies shall be amended by majority vote of the voting delegates at the AS GGC.
- (2) All new ceremonies and changes to existing ceremonies shall be submitted to the Jurisprudence Committee of the SGC for approval.
- (3) See Supreme SOP-GGC 2, Sec. 1 (d)

(b) GB Book of Ceremonies
- (1) The GB Book of Ceremonies shell be amended by a majority vote of the GBGC.

(c) All new ceremonies and changes to existing ceremonies shall be submitted to the Jurisprudence Committee of the GGC for approval.

Section 2. Handbooks and Procedures

(a) Grand Line Officers Handbook
- (1) The Grand Line Officers Handbook shall be amended by a majority vote of the ExGGC.
- (2) All additions and changes to the handbook shall be submitted to the Jurisprudence and Finance Committees of the GGC, who shall review the same for accuracy.

(b) Bethel Guardian Council Handbook (green pages)
- (1) The BGC Handbook shall be amended by majority vote of the voting delegates at the AS GGC.

Section 3. Guidelines

(a) Miss MNJD and Junior Miss MNJD Guidelines
- (1) Guidelines shall be amended by the ExGGC.
- (2) Changes to the financial guidelines shall be submitted to the Jurisprudence Committee for approval.

(b) Competition Guidelines
- (1) The responsibility for competition guidelines shall rest with the chairman of the competition committee.
- (2) Guidelines shall be approved by the GG and/or GB Chairman.

Section 4. Tests

(a) Miss MNJD and Junior Miss MNJD Written test (and key)
- (1) The responsibility for the Miss MNJD written test and key shall rest with the MN Pageant Committee.
- (2) The test shall be submitted to the Jurisprudence Committee of the GGC for approval.

(b) GB Line Officer test (and key)
- (1) The responsibility for the GB Line Officer test and key shall rest with the GB Committee.
- (2) The test shall be submitted to the Jurisprudence Committee of the GGC for approval.

(c) Deputy Grand Guardian test (and key)
- (1) The responsibility for the Deputy Grand Guardian test shall rest with the ExGGC.
- (2) The test shall be submitted to the Jurisprudence Committee of the GGC for approval.

(d) Grand Line Officer test (and key)
- (1) The responsibility for the Grand Line Officer test and key shall rest with the Jurisprudence Committee.

Section 5. Corporation Documents

(a) Articles of Incorporation of the GGC of MN

(1) The Articles of Incorporation of the GGC of MN shall be amended by two-thirds (2/3) of the voting delegates at the AS GGC.

(2) Any amendments to the articles shall be forwarded to the Jurisprudence Committee of the SGC for their information.

(b) Manual of Rules and Regulations of the GGC of MN (see Supreme SOP-GGC 7, Sec. 1; MN-SOP-GGC-7; MN-SOP-BETHEL 21.9)

Section 6. Promotional Materials

(a) Minnesota Job's Daughters Website

(1) The responsibility for the administration of the Minnesota Job's Daughters Website shall rest with the Website Administrator/Committee.

(2) All Website content shall be subject to approval by the ExGGC.

(b) Minnesota Job's Daughters Social Media accounts

(c) The responsibility for the administration of all Minnesota Job's Daughters Social Media accounts shall rest with the Marketing Committee.

(1) All Social Media content shall be subject to the approval by the ExGGC.

MN-SOP-GGC-103
ASPIRING TO SUPREME OFFICE

Section 1. Aspiring to SGC Line

(a) Any member of the SGC, who is also a member of the GGC of MN, aspiring to place her/his name in contention for the ExSGC line is to announce her/his intention to do so at the AS GGC prior to the AS SGC where they intend to aspire for office.

(b) The GGC of MN will not be financially responsible for any GGC of MN member elected to the ExSGC.

Section 2. Aspiring to Supreme Bethel Line

(a) Annually, in February, the GGC will mail to each active Bethel in the jurisdiction a letter stating: "The MN GGC encourages the Daughters in the jurisdiction to participate in Supreme Session. Any Daughters aspiring to the office of Supreme Bethel Honored Queen (SBHQ) are hereby notified that the MN GGC will not be financially responsible for any Daughter who receives the honors of SBHQ. The Daughter's family will bear the financial burden of the selected office. The Grand Guardian shall appoint a committee to assist in the fundraising effort."

MN-SOP-GGC-104
SUPREME DAUGHTER VOTING DELEGATE

Section 1. Expectations of Supreme Daughter Voting Delegates (SDVD(s))

(a) Daughters chosen will be expected to attend the Annual Session of the MN GGC, the Annual Session of the SGC, and attend all business meetings during these sessions.

(b) An advisor will be appointed to assist the Supreme Daughter Voting Delegates at MN Grand Session. The Grand Guardian, Vice Grand Guardian or Past Grand Guardian will act as advisor during the business meetings as Supreme Session.

(c) Supreme Daughter Voting Delegates will be considered direct representatives of the members of Minnesota Job's Daughters when voting on legislation.

(1) Voting will be in accordance with the feedback received from Bethel members in the state for the first vote.

(2) Should a second and subsequent vote be needed, Supreme Daughter Voting Delegates may vote as they choose.

(d) Supreme Daughter Voting Delegates will be expected to submit a report at the Annual Session of the MN Grand Guardian Council the year after their selection.

Section 2. Supreme Daughter Voting Delegate (hereafter referred to as SDVD)

(a) The SDVD(s) shall be selected annually by the ExGGC.

(b) Applicants shall submit a registration form and essay outlining goals and objectives if selected as DVD.

(c) Announcement of SDVD(s) should happen at Grand Bethel.

(d) If no SDVD applications are received or if only one (1) applications is received, the GBHQ, GBSP or Miss MNJD, in that order, can be appointed to the open position(s) if they are willing to accept.

(e) See MN-SOP-GGC 4, Sec. 19 for reimbursement information.

Section 3. Eligibility of SDVD(s)

(a) See MN-SOP-GGC 105, Sec. 1 (h)

MN-SOP-GGC-105

MINNESOTA BETHEL DAUGHTER VOTING DELEGATE

Section 1. Minnesota Bethel Daughter Voting Delegates (hereafter referred to as BDVD)

(a) BDVD(s) shall have all rights and privileges as bestowed on adult voting delegates during the AS GGC only with exception of elections, appointment to standing committees and GGC installing officers.

(b) Each Bethel and its ExBGC shall be responsible for educating the BDVD(s) on the rules of conduct for Grand Session and on parliamentary procedure in accordance with Robert's Rules of Order.

(c) With the approval of the Bethel's ExBGC, a Bethel's selection of its BDVD(s) shall not be overturned or denied by any member of the GGC, assuming the Daughter(s) are in good standing.

(d) A BDVD can only represent one (1) Bethel.

(e) A BDVD shall have been an active member of a MN Bethel for at least one (1) year.

(f) The BDVD(s) names must be submitted on the designated form no later than the deadline of the AS GGC to the Grand Secretary.

(g) The GGC does not provide funding for the BDVD(s).

(h) The Bethel Daughter Voting Delegates(s) shall not be a SDVD.

MN-SOP-GGC-106
THE JD FOUNDATION OF MN INC

Section 1. Job's Daughters Foundation

(a) A non-profit to be known as the "JD Foundation of MN, Inc." shall be established, hereafter known as "The Foundation."

(b) This organization shall be a separate corporation administered by a Board of Directors, which shall include three (3) Trustees elected by the GGC.

Section 2. Trustees Election/Vacancy

(a) The Trustees of JD Foundation of MN Board of Directors shall be elected from among the active-members of the GGC of MN.

(1) One (1) Trustee shall serve for a term of one (1) year, one Trustee shall serve for a term of two (2) years, and one (1) Trustee shall serve for a term of three (3) years.

(2) One (1) Trustee shall be elected for a three (3) year term each year at the AS GGC.

(b) In the event a vacancy should occur among these elected Trustees, the GG shall appoint a substitute Trustee to fill the vacancy until the next AS GGC. A special election shall then be held to fill any unexpired term.

Section 3. Duties

(a) It shall be the duty of the Trustees to act in the best interests of the GGC and the members of Minnesota Bethels while serving on the Board of Directors of The Foundation.

(b) The senior Trustee shall make an annual report on the activities of The JD Foundation of MN at the AS GGC.

SUPPLEMENT TO THE CONSTITUTION OF A BETHEL GUARDIAN COUNCIL

GRAND GUARDIAN COUNCIL OF MN

(See Supreme C-BGC Art. I-VI)

SUPPLEMENT TO BYLAWS OF A BETHEL GUARDIAN COUNCIL

GRAND GUARDIAN COUNCIL OF MN

ARTICLE I
GENERAL DUTIES OF THE EXECUTIVE MEMBERS

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

(a)-(h) (See Supreme B-BGC Art. 1, Sec. 1 (a)-(h))

(i) Forward to the GS the contribution of the Bethel to the Educational and Promotional Funds as required. (See Supreme SOP Bethel-2 Sec. 4)

ARTICLE II
DUTIES OF THE EXECUTIVE MEMBERS

Section 1. The Bethel Guardian shall:

(See Supreme B-BGC Art. II, Sec. 1 (a)-(m)

ARTICLE II CONT..
DUTIES OF THE EXECUTIVE MEMBERS

Section 2. The Associate Bethel Guardian shall:
(See Supreme B-BGC Art. II, Sec. 2 (a)-(f)

Section 3. The Guardian Secretary shall:
(a)-(e) (See Supreme B-BGC Art. II Sec. 3 (a)-(e))
(f) Open the Bethel in the absence of the BG and ABG
(g) When requested by the Jurisprudence Committee, send Form RUCB (Review of Uniform Code for Bethels) with a complete copy of the Bethel's Uniform Code for Bethels.

Section 4. The Guardian Treasurer shall:
(a)-(d) (See Supreme B-BGC Art. II Sec. 4 (a)-(d))
(e) Deposit all Bethel funds in a bank authorized by the ExBGC.
(f) Disburse funds as set forth in MN-SOP Bethel 2.

Section 5. The Guardian Director of Music or The Guardian Director of Epoch or The Guardian Director of Promotion shall:
(See Supreme B-BGC Art. II. Sec. 5)

ARTICLE III
DUTIES OF THE ASSOCIATE MEMBERS

(See Supreme B-BGC Art. III, Sec. 1-10)

ARTICLE IV
ELECTION

(See Supreme B-BGC Art. IV, Sec. 1)

ARTICLE V
APPOINTMENTS

(See Supreme B-BGC Art. V, Sec. 1)

ARTICLE VI
TERM OF OFFICE

Section 1. Regular

(a)-(d) (See Supreme B-BGC Art. VI, Sec. 1 (a)-(d))

(e) Executive BGC members may serve no more than five (5) consecutive years in the same office and shall be ineligible for reappointment in said office until after a lapse of one (1) year, unless deemed necessary by the ExGGC. (See Supreme B-GGC Art. XIII, Sec. 1 (p))

Section 2. Rights/Privileges – Titles

(a)-(b) (See Supreme Art. VI, Sec. 2 (a)-(b))

ARTICLE VII
MEETINGS

(See Supreme Art. VII, Sec. 1-3)

ARTICLE VIII
INSTALLATION

Section 1.

(a)-(e) (See Supreme Art. VIII, Sec. 1 (a)-(e))

(f) Members of a BGC appointed by the Grand Guardian shall be installed no later than September 30 except by permission of the Grand Guardian.

(g) The Chairmen are not installed.

SUPPLEMENT TO STANDARD OPERATING PROCEDURES OF A BETHEL GUARDIAN COUNCIL

GRAND GUARDIAN COUNCIL OF MN

MN-SOP-BGC-1
APPEALS

(See Supreme SOP BGC-1, Sec. 1-2)

MN-SOP-BGC-2
APPEALS

(See Supreme SOP BGC-2, Sec. 1-2)

MN-SOP-BGC-3
DISCIPLINE

(See Supreme SOP BGC-3, Sec. 1-2)

MN-SOP-BGC-4
FINES

Section 1.

(a) A fine of twenty-five dollars ($25.00 shall be paid by the ExBGC that fails to file the Annual Report (Form 110) and remit fees by January 31.

(1) This fine is to be paid by the individual ExBGC and not out of Bethel funds.

MN-SOP-BGC-5
RESIGNATIONS AND REMOVALS

(See Supreme SOP BGC-5, Sec. 1-3)

MN-SOP-BGC-6
DISCIPLINE

(See Supreme SOP BGC-6, Sec. 1)

SUPPLEMENT TO THE CONSTITUTION OF A BETHEL
GRAND GUARDIAN COUNCIL OF MN

(See Supreme C-Bethel Art. I-VI)

SUPPLEMENT TO BYLAWS FOR BETHELS
GRAND GUARDIAN COUNCIL OF MN

ARTICLE I
GENERAL PROVISIONS

Section 1. Bylaws

(a) Each Bethel UD shall adopt Bylaws and submit them for approval in accordance with Uniform Code for Bethels in Minnesota. (See MN-SOP-Bethel 20)

(1) Each Bethel (UD and Chartered) shall have at least four (4) current copies of the Constitution, Bylaws and Standard Operating Procedures (SOP's). Current copies may be purchased from the GS or downloaded from the JDI and GGC websites. These copies shall be kept up to date by insertion of approved SGC and GGC amendments either by purchase from the GS or download from the JDI and GGC websites, when available.

[a] These four (4) copies shall be for the HQ, BG, ABG and BG Secretary.

[b] Additional copies, if needed, shall be purchased from the GS and kept up to date in the same manner as in (a)(1) above.

(b) (See Supreme B-Bethel Art. 1, Sec. 1 (b))

ARTICLE II
MEMBERSHIP

Section 1. Application

(a) (See Supreme B-Bethel Art. II, Sec. 1 (a))

(b) Applications for membership must be received and read:

(1) At a regular Bethel meeting held pervious to the date of the membership ceremony. (See Supreme B-GGC Art. XIII Sec. 1(u))

(c)-(f) (See Supreme B-Bethel Art. II, Sec. 1 (c)-(f))

Section 2. Affiliation/Reinstatement

(a)-(e) (See Supreme B-Bethel Art. II, Sec. 2)

Section 3. Dual Membership

(a) (See Supreme B-Bethel Art. II, Sec. 3 (a))

(1) Dual membership shall be allowed within this jurisdiction.

[a] No Daughter shall serve in an elective office in more than one (1) Bethel at the same time.

[b] Restrictions

1. A Daughter with dual membership shall register for a GB event under one (1) Bethel only.
2. No Daughter with dual membership may compete more than once in any competition category. If competing on a ritual team, the Daughter shall register as a member of the Bethel on whose team she is competing.
3. If sent as a delegate to the AM GB for the selection of the GB Line Officers, the Daughter shall register under the Bethel she is representing.
4. A Daughter chosen as a GB Line Officer shall register as a member of the Bethel is representing during her term of office.

(b)-(e) (See Supreme B-Bethel Art. II, Sec. 3 (b)-(e))

Section 4. Resignation from the Order

(See Supreme B-Bethel Art. II, Sec. 4)

ARTICLE III
DEMITS

(See Supreme B-Bethel Art. III, Sec. 1-3)

ARTICLE IV
RECOMMEND EXECUTIVE AND ASSOCIATE MEMBERS OF THE BGC

(See Supreme B-Bethel Art. IV)

ARTICLE V
COMMITTEES

(See Supreme B-Bethel Art. V)

ARTICLE VI
AMENDMENTS

Section 1.

(1) (See Supreme B-Bethel Art. VI, Sec. 1 (a))

(1) The portions of the Bylaws for Bethels in Minnesota which may be amended by the GGC are listed in Supreme B-GGC Art. XIII, Sec. 1 (n) - (z), (bb).

[a] The procedure to be followed is given in Supreme SOP-GGC-7 and MN-SOP-GGC-7.

[b] Daughters desiring changes to these portions of these Bylaws may submit a proposal to the Minnesota Job's Daughters Congress or to a member of the Grand Guardian Council.

(2) All other portions of these Bylaws for Bethels in Minnesota must be amended by the SGC.

[a] Daughters desiring changes to these portions of these Bylaws may submit a proposal to the Minnesota Job's Daughters Congress or to a member of the Supreme Guardian Council.

(b)-(c) (See Supreme B-Bethel Art. VI, Sec. 1 (b)-(c))

ARTICLE VII
APPEALS

(See Supreme B-Bethel Art. VII)

ARTICLE VIII
LOSS OF HONORS

(See Supreme B-Bethel Art. VIII)

ARTICLE IX
TERM OFFICE

(See Supreme B-Bethel Art. IX)

ARTICLE X
INSTALLATION

Section 1. General

(a) The installation shall take place after the first meeting in the month of January and June. The second meeting in the months of January and June may be for the purpose of installation without a formal opening and closing.

(b)-(c) (See Supreme B-Bethel Art. X, Sec. 1 (b)-(c))

(d) 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. (See Supreme B-GGC Art. XIII, Sec. 1 (t))

(1) There shall be no flash pictures taken during the installation or other open meetings.

(2) Anyone taking approved pictures shall not leave the sidelines to take any pictures during the ceremony.

Section 2. Installing Officers

(See Supreme B-Bylaws Art. X, Sec. 2)

ARTICLE XI
VACANCIES

(See Supreme B-Bylaws Art. XI)

ARTICLE XII
MEETINGS

Section 1. Regular

(a)-(b) (See Supreme B-Bylaws Art. XII, Sec. 1 (a)-(b))

(c) (See Supreme B-Bylaws Art. XII, Sec. 1 (c))

(1) And at least one (1) female adult.

(d) (See Supreme B-Bylaws Art. XII, Sec. 1 (d))

(1)-(3) (See Supreme B-Bylaws Art. XII, Sec. 1 (d)(1)-(3))

(4) And at least one (1) female adult.

(e) In the event a Bethel's membership has declined to a point where the GG determines that the Bethel is not meeting in accordance with the laws of the SGC and GGC, the Bethel shall be placed under reorganization by the GG.

(f)-(g) (See Supreme B-Bylaws Art. XII, Sec. 1 (f)-(g))

ARTICLE XIII
AFFILIATION

(See Supreme B-Bylaws Art. XIII)

SUPPLEMENT TO STANDARD OPERATING PROCEDURES OF A BETHEL
GRAND GUARDIAN COUNCIL OF MN

MN-SOP-BETHEL-1
APPOINTMENTS

(See Supreme SOP-Bethel-1)

MN-SOP-BETHEL-2
BETHEL FINANCES

Section 1. Receipts

(a)-(b) (See Supreme SOP-Bethel-2, Sec. 2 (a)-(b))

(c) Fees: (See Supreme SOP-Bethel-2, Sec. 2 (c) and Supreme SOP-SGC-11)

(1) (See Supreme SOP-Bethel 2, Sec. 2 (c))

[b] The application fee shall be _____dollars ($_____) over and above the application fee due to the Grand and Supreme Guardian Councils, rounded up to the nearest whole dollar.

(d) Annual Dues: (See Supreme SOP-Bethel-2, Sec. 2 (d) and Supreme SOP-SGC-11)

(1) The fee for each member shall:

[a] Include the base rate charged annually by the Supreme Guardian Council (See Supreme SOP-Bethel-2, Sec. 1 and MN-SOP-Bethel-2, Sec.1)

[b] Include GB Membership fees (R&R MN GB Art. IX, Sec. 1 (b)

[c] Include a GGC insurance adder of five dollars ($5.00)

[d] Include an adder to remain with the Bethel of _____ dollars ($_____ _____)

[e] Be payable in advance on January 1st of each year.

(e) (See Supreme SOP-SGC-Bethel-2, Sec. 1 (e))

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

(a) (See Supreme SOP-Bethel-2, Sec. 2)

Section 3. Disbursements (See Supreme B-GGC Art. XIII Sec. 1 (w))

(a)-(c) (See Supreme SOP-Bethel-3, Sec. 3 (a)-(c))

(d) No Bethel or BGC shall be permitted at any time to disburse any Bethel funds to individual Bethel members as a reward or remuneration for submitting signed petitions; no Bethel funds shall be expended for this type of solicitation of new members. However, with the approval of the ExBGC, Bethel funds may be disbursed for actual expenses incurred, for promotional endeavors, advertisements, candidate or prospect parties, and similar projects that help to promote and publicize JDI.

(e) Any Bethel disbursements made for an approved statewide project, which project has been authorized by the GG or her appointed committee, shall be remitted to the GS to the credit of a project's fund thereby established and disbursed by the GT for the purposes for which they were collected.

Section 4. Educational and Promotional Funds (See Supreme B-GGC Art. XIII Sec. 1 (w))

(a)-(c) (See Supreme SOP-Bethel-4, Sec. 3 (a)-(c))

MN-SOP-BETHEL-3
DISCIPLINE

(See Supreme SOP-Bethel-3)

MN-SOP-BETHEL-4
ELECTION

Section 1.

(a) The election of officers shall be held at the first meeting in the months of May and December except that a change may be permitted by a special dispensation from the GG.

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

(c) The method of balloting shall be:

(1) Secret ballot.

(d)-(i) (See Supreme SOP-Bethel-4 Sec. 1 (d)-(i))

MN-SOP-BETHEL-5
ELIGIBILITY

Section 1.

(a)-(b) (See Supreme SOP-Bethel-5, Sec. 1 (a)-(b))

(c) The ExBGC shall determine if any Daughters are not eligible due to campaigning/electioneering.

(1) Campaigning/electioneering shall be interpreted to mean soliciting votes for or against any member for elective office and/or authorizing any other member(s) to do so.

(2) Any Daughter determined to be in violation of such campaigning/electioneering as defined in (1) above shall not be eligible for election to any elective office in the upcoming election.

(3) The ExBGC shall investigate any allegations carefully and, if necessary, interview any/all witnesses to the violation.

(d) The BG shall announce, during the meeting at which the election is held, the names of all members who are eligible for election.

MN-SOP-BETHEL-6
GUIDELINES FOR BETHEL INSPECTION PRIOR TO CHARTERING

(See Supreme SOP-Bethel-6)

MN-SOP-BETHEL-7
INSTALLATION

Section 1. General

(a)-(b) (See Supreme-SOP-Bethel-7, Sec. 1 (a)-(b))

(c) 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. (See Supreme B-GGC Art. XIII, Sect. 1 (f) and MN-B-Bethel Art. X, Sec. 1 (d))

(d) (See Supreme SOP-Bethel-7, Sec. 1 (d))

(e) Installation shall not be held during the AS GGC.

(f) The HQ's jewel, SP, JP, Gde and Mar pins may be presented at open installation.

(g) Merit awards may be presented to a Bethel member at a Bethel's installation.

Section. 2 Installing Officers

(a)-(b) (See Supreme SOP-Bethel-7 (a)-(b))

(c) When it is impossible to fill the station of Installing Musician or the soloist according to the requirements in Supreme SOP-Bethel-7 Sec. 2 (b), a musician or soloist without these qualifications may service, with the approval of the ExBGC.

(d) (See Supreme SOP-Bethel-7, Sec. 2 (d))

MN-SOP-BETHEL-8
MEETINGS

Section 1. Regular

(a) In the event a Bethel's membership has declined to a point where the GG determines that the Bethel is not meeting in accordance with the laws of the SGC and the GGC, the Bethel shall be place under reorganization by the GG. The following procedure shall be used:
- (1) The initial period of reorganization shall not exceed one (1) year.
- (2) (See Supreme SOP-Bethel-8 Sec. 1 (a) (2))
- (3) Subsequent GGs shall issue, if necessary, further dispensation to allow the Bethel to operate for additional periods up to the total of one (1) year.
- (4) Bethels in reorganization shall meet at least once a month with approval of the GG.
- (5) The Bethel members shall dress in official regalia for Bethel meetings.
- (6) The GG shall monitor and assist the Bethel or appoint a DGG to do so.
  - [a] The DGG may visit monthly to assist in recruitment of members, training of BGC members and focusing the efforts of the Bethel on growth.
- (7) Vacant stations in the Bethel may be filled by MM and visiting members.
  - [a] The BGC (with approval of the GG) shall decide each term which of the line offices may be filled. If the office of HQ is not filled, a substitute HQ may be used. This may be a PHQ from this or another Bethel or current HQ from another Bethel.
- (8) Election of officer(s) may be held upon recommendation of the BGC and the approval of the GG.
- (9) (See Supreme SOP-Bethel-8 Sec. 1 (a) (9)
- (10) (See Supreme SOP-Bethel-8 Sec. 1 (a) (10) [a]-[b])
- (11) (See Supreme SOP-Bethel-8 Sec. 1 (a) (11) [a])

(b)-(e) (See Supreme SOP-Bethel-8 Sec. 1 (b)-(e))

(f) Regular or special Bethel meetings shall not be held during the AS GGC.

(g)-(h) (See Supreme SOP-Bethel-8 Sec. 1 (g)-(h))

(i) The GG may appoint an Acting BG if needed. The acting BG shall be an experience BG/PGG.

(j) Gifts shall not be given to a Bethel member at any meeting except:
- (1) PHQ jewel.
- (2) Gavel to the newly installed HQ.
- (3) A token gift to the retiring HQ from her officers.

(k) Merit awards may be presented to a Bethel member at a Bethel meeting.

Section 2-4 (See Supreme SOP-Bethel-8 Sec. 2-4)

MN-SOP-BETHEL-9
MEMBER OF HONOR

(See Supreme SOP-Bethel-9)

MN-SOP-BETHEL-10
OFFICIAL REGALIA

Section 1. Description

(a)-(c) (See Supreme SOP-Bethel-10 (a)-(c))

Section 2. Wearing of Regalia

(a)-(c) (See Supreme SOP-Bethel-10 (a)-(c))

(d) (See Supreme SOP-Bethel-10 (d))

(1) Regulation membership and/or officers jewels or merit awards worn with official robes shall be affixed directly to the robes or a plain white ribbon and shall not be attached to capes or cords.

(2) The wearing of costume jewelry at Bethel meetings should be discouraged by the ExBGC but any rules in that connection are left to their discretion.

(e) (See Supreme SOP-Bethel 10 (e))

(f) Flowers shall not be carried or worn by Officers or Choir members while wearing official robes, except that flowers may be carried in the Bible, Majority, Necrology, Installation Ceremony, and the ceremony for the Arch of Flowers.

MN-SOP-BETHEL 11
ORGANIZATION OF A BETHEL

(See Supreme SOP-Bethel-11)

MN-SOP-BETHEL-12
PAST HONORED QUEEN'S JEWEL

Section 1. Regular

(a) (See Supreme SOP-Bethel-12 Sec. 1 (a))

(1) A Bethel should describe the jewel presented in the Local Rules of Operation (See MN-SOP-Bethel-20 Art. XVII and MN-SOP-Bethel 20 Art. XX). A less costly jewel, J6A, is available as an option.

(b) (See Supreme SOP-Bethel-12 Sec. 1 (b))

Section 2. Special

(a) (See Supreme SOP-Bethel=12 Sec. 2 (a))

MN-SOP-BETHEL-13
PROCEDURE TO MERGE, CLOSE, OR REINSTITUTE BETHELS

Section 1. Merge of Bethels (See Supreme SOP-Bethel-13 Sec. 1)

Section 2. Close of a Bethel

(a) (See Supreme SOP-Bethel-13 Sec. 1 (a))

(b) (See Supreme SOP-Bethel-13 Sec. 1 (b))

(1) The GG shall prepare, and written consent of a majority of the ExGGC shall be needed for, an authorization for disposal of the property of a closed Bethel.

(2) The GG, or persons appointed by her, shall pick up all funds, regalia and property of a closed Bethel. The GS shall be asked to attend if possible.

(3) Property which shall be relinquished by a closed Bethel:

[a] Charter
[b] Permanent Record Book
[c] All remaining funds in all accounts
[d] Dues Record Book
[e] Line Officer, BG and ABG pins
[f] Regalia (capes, crowns, and robes) and paraphernalia (including new Rituals).

(4) Property which may be destroyed:

[a] Used Rituals, Music Rituals and song cards
[b] Forms with old trademarks
[c] Correspondence
[d] Robes and capes unfit for resale.

Section 3. Members of a Closed Bethel (See Supreme SOP-Bethel-13 Sec. 3)

Section 4. Reinstitute a Bethel (See Supreme SOP-Bethel-13 Sec. 4)

MN-SOP-BETHEL-14
RECOMMENDATION FOR EXECUTIVE AND ASSOCIATE MEMBERS OF THE BETHEL GUARDIAN COUNCIL BY BETHEL MEMBERS

Section 1. Process

MN-SOP-BETHEL-15
REORGANIZATION OF A BETHEL

Section 1. Process

In the event a Bethel's membership has declined to a point where the GG determines that the Bethel is not meeting in accordance with the laws of the SGC and the GGC, The Bethel Shall be placed under reorganization by the GG. The following procedures shall be used:

(a) The initial period of reorganization shall not exceed one (1) year.

(b) The GG shall issue a dispensation to place a Bethel under reorganization for a period not to exceed her term of office.

(c) Subsequent GGs shall issue, if necessary, further dispensations to allow the Bethel to operate for additional period up to the total of one (1) year.

(d) Bethels in reorganization shall meet at least one a month with approval of the GG.

(e) The Bethel members shall dress in official regalia for Bethel meetings.

(f) The GG shall monitor and assist the Bethel or appoint a DGG to do so.

  (1) The DGG may visit monthly to assist in recruitment of members, training of BGC members and focusing the efforts of the Bethel on growth.

(g) Vacant stations in the Bethel may be filled by MM and visiting members.

  (1) The BGC (with approval of the GG) shall decide each term which of the line offices may be filled. If the office of HQ is not filled a substitute HQ may be used. This may be a PHQ from this or another Bethel or current HQ from another Bethel.

  (2) Election of officers(s) may be held upon recommendation of the BGC and the approval of the GG.

(h) An HQ shall be eligible for a PHQ's jewel as outlined in Supreme SOP-Bethel-12 and MN-SOP-Bethel-12, provided she has served for at least six (6) months.

(i) Not applicable (Unassigned)

(j) The GG may appoint an Acting BG if needed. The Acting BG shall be an experience BG/PGG.

(k) The GGC may provide financial assistance as needed upon recommendation of the GG.

Section 2. (See Supreme SOP-Bethel-15 Sec. 2)

MN-SOP-BETHEL-16
REORGANIZATION – GUIDELINES FOR REMOVAL

(See Supreme SOP-Bethel-16)

MN-SOP-BETHEL-17
SPECIAL PRIVILEGES

Section 1. Definition (See Supreme SOP-Bethel-17 Sec. 1)

Section 2. Request and Filing – (See Supreme SOP-Bethel-17 Sec. 2)

Section 3. Special Privileges with Fee

(a) A fee of five (5) dollars (See Supreme SOP-Bethel-2 Sec. 3 (c)) shall accompany the request for a special dispensation to:

(1)-(8) (See Supreme SOP-Bethel-17 Sec. 3 (a) (1)-(8))

Section 4. Special Privileges without Fee

(a) (See Supreme SOP-Bethel-17 Sec. 3 (a)

(1)-(3) (See Supreme SOP-Bethel-17 Sec. 4 (a) (1)-(3))

(4) (See Supreme SOP-Bethel-17 Sec. 4 (a) (4))

[a]-[c] (See Supreme SOP-Bethel-17 Sec. 4 (a) (4) [a]-[c]

[d] Change a Bethel meeting when same falls during the weekend on which a Grand Bethel function is held.

Section 5. A Special Dispensation is not required to:

(a)-c) (See Supreme SOP-Bethel-17 Sec. 5 (a)-(c))

(d) Perform a Closing Ceremony for Masonic Organizations or as part of a Worship Service.

Section 6. The Supreme or Grand Guardian may issue a special dispensation for the purpose of permitting:

(a)-(b) (See Supreme SOP-Bethel-17 Sec. 6 (a)-(b))

Section 7. The Supreme or Grand Guardian shall issue, for her term of office, a Special Dispensation to place a Bethel under reorganization (See Supreme SOP-Bethel-17 Sec. 7)

MN-SOP-BETHEL-18
SUBSTITUTE OFFICERS

Section 1. (See Supreme SOP-Bethel-18)

MN-SOP-BETHEL-19
UNASSIGNED)

MN-SOP-BETHEL-20
UNIFORM CODE FOR 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 Grand Guardian Council of Minnesota on (date) _____.

ARTICLE II
OBJECT

Section 1.

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 teaching of the Holy Scriptures.

ARTICLE III
MEMBERSHIP

Section 1. Eligibility for Bethel Membership

(a) Girls between the ages of ten (ten) 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 Supreme 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 Master Mason (other than the Bethel Guardian or Associate Bethel Guardian) may sponsor the application.

(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) (MN) Applications for membership must be received and read:
(1) (MN) At a regular Bethel meeting held previous to the date of the membership ceremony.

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)

(1) (MN) Holiday procedure (if necessary): _____

_____

_____

(b) _____
(address)

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

_____

((MN) name of building and telephone number)

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 (pages 26-27). The Honored Queen shall only call on the categories that she knows are in attendance, at her discretion and only when approved by the Executive Bethel Guardian Council.

(b) No meeting can be opened without the presence of the Dispensation or Charter and five (5) members of the Bethel, including one (1) of the line officers (Honored Queen, Senior Princess, Junior Princess, Guide or Marshal). 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.

(1) (MN) And at least one (1) female adult.

(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, initiating, 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.

(1) (MN) And at least one (1) female adult.

(d) The vacation period for this Bethel shall not exceed two (2) months and shall be: _____
_____(not to exceed two months).

(e) (MN) Regular or special Bethel meetings shall not be held during the AS GGC.

(f) At regular meetings, when the doors are open, anyone may view the Opening Ceremony through the Bethel Flag presentation and during 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 Reflection Service during each Bethel term. This service shall be held in an appropriate place of worship or a location that allows for reflection or mediation, to be chosen by the Honored Queen or a designated member of the Bethel and approved by the Executive Members of the BGC.

(l) This Bethel shall honor Mrs. Ethel T. Wead Mick, the Founder of Job's Daughters, with a suitable ceremony during March, the month of her birth.

(m) There shall be an official Service Project each term as determined by the members of the Bethel and approved by the Executive Members of the BGC.

(n) 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.

(o) (MN) The GG may appoint an Acting BG if needed. The acting BG shall be an experience BG/PGG.

(p) (MN) Gifts shall not be given to a Bethel member at any meeting except:

(1) (MN) PHQ jewel.

(2) (MN) Gavel to the newly installed HQ.

(3) (MN) A token gift to the retiring HQ from her officers.

(q) (MN) Merit awards may be presented to a Bethel member at a Bethel meeting.

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 descendant (see Glossary Direct Descendant) of Mason (POL-BOT-2) 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] Adults relatives and/or legal guardians of a member of the Bethel or

[h] Adults who hold a familial position of authority over a member of the Bethel, regardless of legal status, with permission of the parent or legal guardian.

[i] 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

[j] the partner 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 to pro tem for absentee officers.

(b) In the absence of both a 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.

(c) (MN) **The ExBGC shall determine if any Daughters are not eligible due to campaigning/electioneering.**

(1) (MN) Campaigning/electioneering shall be interpreted to mean soliciting votes for or against any member for elective office and/or authorizing any other member(s) to do so.

(2) (MN) Any Daughter determined to be in violation of such campaigning/electioneering as defined in (1) above shall not be eligible for election to any elective office in the upcoming election.

(3) (MN) The ExBGC shall investigate any allegations carefully and, if necessary, interview any/all witnesses to the violation.

(d) (MN) The BG shall announce, during the meeting at which the election is held, the names of all members who are eligible for election.

Section 2. Election

(a) (MN) The election of officers shall be held at the first meeting in the months of May and December except that a change may be permitted by a special dispensation from the GG. (See Supreme B-GGC Art. XIII Sec. 1(s))

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

(c) (MN) The method of balloting shall be:

(1) (MN) secret ballot

(d) Each GGC shall determine the method to be used in its jurisdiction and it shall be the only method used in the jurisdiction.

(e) Bethels under Supreme shall use the method specified in their Bethel Bylaws.

(f) Detailed procedure to be followed in conducting the election shall be as determined by Executive Members of the BGC.

(g) 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.

(h) 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.

(i) By special dispensation given by the Supreme/Grand Guardian, the Bethel may elect officers at a time other than that prescribed in Sec. 2 (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. Eligibility for Election

(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) (MN) The installation shall take place after the first meeting in the month of January and June. The second meeting of the months of January and June may be for the purpose of installation without a 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) (MN) 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. (See Supreme B-GGC Art. XIII, Sec. 1 (t))

(1) (MN) There shall be no flash pictures taken during the installation or other open meetings.

(2) (MN) Anyone taking approved pictures shall not leave the sidelines to take any pictures during the ceremony.

(f) Bethels under Supreme shall allow open installations and permit the taking of pictures if it does not in any way detract from the ceremony. (See B-GGC Art. XIII Sec. 1(t))

(g) 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.

(h) (MN) Installation shall not be held during the AS GGC.

(i) (MN) The HQ's jewel, SP, JP, Gde and Mar pins may be presented at open installation.

(j) (MN) Merit awards may be presented to a Bethel member at a Bethel's installation.

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 for Adults 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) (MN) The application fee shall be _____dollars ($_____) over and above the application fee due to the Grand and Supreme Guardian Councils, rounded up to the nearest whole dollar.

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

Section 3. Annual Dues

(a) (MN) The fee for each member shall:

(1) (MN) Include the base rate charged annually by the Supreme Guardian Council (See Supreme SOP-Bethel-2, Sec. 1 and MN-SOP-Bethel-2, Sec.1)

(2) (MN) Include GB Membership fees (R&R MN GB Art. IX, Sec. 1 (b)

(3) (MN) Include a GGC insurance adder of five dollars ($5.00)

[a] (MN) Include an adder to remain with the Bethel of _____ dollars ($ _____)

[b] (MN) Be payable in advance on January 1st of each year.

Section 4. Exemption from Fees and Dues (See Supreme 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.

(1) 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

(2) 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.

(b) (MN) No Bethel or BGC shall be permitted at any time to disburse any Bethel funds to individual Bethel members as a reward or remuneration for submitting signed petitions; no Bethel funds shall be expended for this type of solicitation of new members. However, with the approval of the ExBGC, Bethel funds may be disbursed for actual expenses incurred, for promotional endeavors, advertisements, candidate or prospect parties, and similar projects that help to promote and publicize JDI.

(c) (MN) Any Bethel disbursements made for an approved statewide project, which project has been authorized by the GG or her appointed committee, shall be remitted to the GS to the credit of a project's fund thereby established and disbursed by the GT for the purposes for which they were collected.

Section 6. Educational and Promotional Funds (See Supreme B-GGC Art. XIII Sec. 1 (w))

(a) Within thirty (30) days after the new officers are installed in a chartered Bethel, the Honored Queen and members shall plan a financial affair, two (2) affairs each year, for the benefit of the Educational and Promotional Funds.

(b) One-third (1/3) of the monies raised shall be retained by the Bethel, one-third (1/3) forwarded to the Educational Fund and one-third (1/3) forwarded to the Promotional Fund.

(c) These monies, except that portion to be retained by the Bethel, shall be mailed to the Grand Secretary or the Executive Manager for Bethels under Supreme, for use in education and promotion in the jurisdiction wherein such Bethel exists.

ARTICLE XII
OFFICIAL REGALIA

Section 1. Description

(a) The Official Regalia of the Order 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 cord for Officers, except Honored Queen, Senior and Junior Princesses, and purple cord 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 Regalia at meetings as outlined below:

(1) Official Regalia shall be worn at meetings with a Membership Ceremony.

(2) All other meetings, with the approval of the EBGC, Bethel members may vote to wear attire other than the Official Regalia (1 meeting a month) with the vote cast at a previous meeting. (see B-Bethel Art. XII Sec.1 (h-j)

(b) Members to be installed into office or into the Bethel Choir shall wear Official Regalia 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 (1) 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. XIII Sec. 1(x))

(1) (MN) Regulation membership and/or officers jewels or merit awards worn with official robes shall be affixed directly to the robes or a plain white ribbon and shall not be attached to capes or cords.

(2) (MN) The wearing of costume jewelry at Bethel meetings should be discouraged by the ExBGC but any rules in that connection are left to their discretion.

(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.

(f) (MN) Flowers shall not be carried or worn by Officers or Choir members while wearing official robes, except that flowers may be carried in the Bible, Majority, Necrology, Installation Ceremony, and the ceremony for the Arch of Flowers.

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.

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, Bylaws, and Standard Operating Procedures 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

(a) A member in good standing and clear on the books who desires 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 months, a Daughter applies to another Bethel, the Demit (complete Form 210) shall be attached to an 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 to 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, 3. 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, and Sec. 2 dates Bethel was instituted and chartered
- (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 annual 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 one (1) electronic copy of form 122, complete with Bethel seal, shall be submitted by the Bethel Secretary/Grand 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) electronic copy to the Supreme Guardian
- (2) One (1) electronic copy to the Vice Supreme Guardian
- (3) One (1) electronic copy to the office of the SGC
- (4) One (1) electronic copy to Chairman of the SGC Jurisprudence Committee
- (5) One (1) electronic copy to the Supreme Deputy
- (6) One (1) electronic copy 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.

Section 3. Other Amendments MN

(a) (MN) The portions of the Bylaws for Bethels in Minnesota which may be amended by the GGC are listed in Supreme B-GGC Art. XIII, Sec. 1 (n) - (z), (bb).
- (1) **(MN) The procedure to be followed is given in Supreme SOP-GGC-7 and MN-SOP-GGC-7.**
- (2) **(MN) Daughters desiring changes to these portions of these Bylaws may submit a proposal to the Minnesota Job's Daughters Congress or to a member of the Grand Guardian Council.**

(b)

(c) (MN) All other portions of these Bylaws for Bethels in Minnesota must be amended by the SGC.
- (1) **(MN) Daughters desiring changes to these portions of these Bylaws may submit a proposal to the Minnesota Job's Daughters Congress or to a member of the Supreme Guardian Council**

ARTICLE XVI
RECOMMENDATIONS FOR EXECUTIVE AND ASSOCIATE 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 and Associate 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.

(1) (MN) A Bethel should describe the jewel presented in the Local Rules of Operation (See MN-SOP-Bethel-20 Art. XX). A less costly jewel, J6A, is available as an option.

(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) Each member in good standing shall become a Majority Member upon becoming twenty (20) years of age, or is married, pregnant, or identifies as a male prior to that age. 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 identifying as a male, they may not substitute/pro-tem as a Bethel Officer or may not serve as the Installing Officer, but may serve in other Installing Officer positions.

(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: _____

_____

APPROVAL OF BETHEL BYLAWS

Date of First Reading: _____ **Signature of Bethel Guardian**: _____

Date of Second Reading: _____ **Signature of Bethel Guardian**: _____

ACTUAL COUNT OF VOTE AT SECOND READING:

In Favor: _____ **Opposed:** _____ **Not Voting:** _____

Date Sent to Jurisprudence Committee: _____

APPROVED

Grand Guardian (signature and date (mm/dd/yy)): _____

Chairman of Jurisprudence (signature and date (mm/dd/yy)): _____

REVIEW OF BETHEL BYLAWS

At a meeting of the Bethel Guardian Council held on _____ (5 years following adoption) these Bethel Bylaws were reviewed and found to be needing no amendment. A complete copy of the Bethel's Uniform Code of Bylaws accompanies this form.

Signature of Bethel Guardian: _____

Date Sent to Jurisprudence Committee: _____

ATTEST

Grand Guardian (signature and date (dd/mm/yy): _____

Chairman of Jurisprudence (signature and date (dd/mm/yy)): _____

(FORM RUCB – MN-B-BGC Art. II, Sec. 3 (g))

RULES AND REGULATIONS
MN ALUMNI ASSOCIATION - JDI
GRAND GUARDIAN COUNCIL OF MINNESOTA

ARTICLE I
NAME

Section 1.
(a) The name of this organization shall be the Minnesota (MN) Alumni Association – JDI.

ARTICLE II
PURPOSE

Section 1.
(a) Provide support to Bethels and other GGC committees of this jurisdiction to encourage.
- (1) Attendance
- (2) Fundraising and financial management
- (3) Membership and promotion
- (4) Mentoring and education
- (5) BGC membership and other adult leaders

ARTICLE III
MEMBERSHIP

Section 1.
(a) Membership shall be open to all Majority Members and those who have been members of Job's Daughters in this jurisdiction and who are over the age of twenty (20) years.
- (1) Reinstatement shall be encouraged for all who have been suspended or who have demitted or resigned from the Order.

ARTICLE IV
ALUMNI COMMITTEE

Section 1. Members
(a) The MN Alumni Committee – JDI shall be appointed by the GG who shall appoint a chairman.

Section 2. Duties
(a) Establish and maintain a database of members.
(b) Maintain a list of all Majority Members.
(c) Establish and maintain a resource file of members of the MN Alumni Association – JDI and other former Job's Daughters who may be of assistance to the GGC as in Article II.
(d) Maintain communication by means of a newsletter to be sent to members at least one a year and as funds are available.
(e) To meet at least once a year.
(f) Update this article as necessary.

RULES AND REGULATIONS
DEGREE OF ROYAL PURPLE
GRAND GUARDIAN COUNCIL OF MINNESOTA

ARTICLE I
TITLE

Section 1.

(a) See Supreme R & R- Degree of Royal Purple Art. I, Sec. 1(a).

ARTICLE II
OBJECT

Section 1.

(a) See Supreme R & R Degree of Royal Purple Art II, Sec. 1(a).

(b) Nominations are not to be made lightly, nor should a Bethel consider every MM deserving of the honor, though many are deserving of our gratitude for their hours of service and dedication, their love and devotion for our Order.

ARTICLE III
QUALIFICATIONS

Section 1.

(a-c) See Supreme R & R – Degree of Royal Purple Art. III Sec. 1. (a)-(c).

ARTICLE IV
ELIGIBILITY

Section 1.

(a) See Supreme R & R -Degree of Royal Purple Art IV, Sec. 1 (a).

(b) See Supreme R & R -Degree of Royal Purple Art IV, Sec. 1 (b).

(c) The nomination shall be based on the nominee's activities and contributions to JD AFTER becoming a MM.

(1) A Daughter becomes a MM on the date of her 20th birthday, the date of her marriage or whichever comes first.

(d) The nominee need not be a MM of the Bethel submitting the nomination, but can be nominated by a Bethel in which her dedication makes her worthy of this Degree.

(e) The nominee shall have been working with JDI for at least five (5) years and shall be currently active and working with our Order in this jurisdiction.

ARTICLE V
NORMINATION AND SELECTION

Section 1. Nomination

(a) See Supreme R & R Degree of Royal Purple Art. V, Sec 1 (a)

(1) Or a member of the ExGGC. The Daughters of a Bethel may recommend a nominee.

(2) Nomination forms shall be requested from the GS or Chairman of the Degree of RP Committee.

(b) See Supreme R & R Degree of Royal Purple Art V, Sec. 1 (b)

(1) The nomination form shall contain the signatures of five (5) members, or all members if less than five (5), of a BGC, or five (5) members of the ExGGC.

(2) The nominators shall secure four (4) additional recommendations from responsible adults other than relatives, to be completed on the forms provided. At least two (2) of the recommendations shall be from someone connected officially with JDI.

(3) Completed nomination and recommendation forms shall be forwarded to the Chairman of the Committee by December 1 each year for consideration by the Committee.

(4) The Chairman of the Committee shall notify the nominators on each application of the committee's decision on or before January 15 each year. It will be the responsibility of the nominators to ensure that the recipient(s) are present for conferral of the Degree. The recipient should not know of her nomination until is she informed by her nominators.

ARTICLE VI
CONFERRING OF DEGREE

Section 1.

(a) The recipient shall present herself for the conferral of the Degree within two (2) years of acceptance to receive the award in a ceremony presented by the Officers of the GB at a time place designated.

(b) In the event that the recipient can't attend the conferral of the Degree, other arrangements for presentation of the Degree may be made by the GG and the Degree of Royal Purple Committee.

(c) If a medallion or pin is to be presented to the recipient at the time of conferral, the nominators are responsible for ordering their choice of medallion/pin from Doc Morgan Inc. The medallion/pin should be given to the Chairman of the Committee before the conferral of the Degree.

(d) The GGC shall be responsible for providing the recipient with a rose and a certificate.

ARTICLE VII
DEGREE OF ROYAL PURPLE COMMITTEE

Section 1. Members

(a) See MN-B-GGC Art. IV, Sec. 2, (l)

Section 2. Duties of the Committee

(a) See MN-B-GGC, Art IV, Sec 2. (k) (1-3 [a])

RULES AND REGULATIONS
LILY OF THE VALLEY AWARD
GRAND GUARDIAN COUNCIL OF MINNESOTA

ARTICLE I
TITLE

Section 1.

(a) See Supreme R&R Lily of the Valley Art. 1 Sec. 1(a)

ARTICLE II
OBJECT

Section 1.

(a) The purpose of the Lily of the Valley Award is to pay special honor to those Daughters who have given exemplary service to their Bethel.

(b) This is not an honor a Daughter consciously works for, but is a recognition from both her peers and BGC of her love and devotion to our Order.

(c) Nominations are not to be made lightly, nor should a Bethel consider every active Daughter over the age of seventeen (17) deserving of this honor. Being chosen as Miss Minnesota Job's Daughter or Grand Bethel Honored Queen does not necessitate a nomination.

ARTICLE III
QUALIFICATIONS

Section 1.

(a) See Supreme R&R Lily of the Valley Art. 3 Sec. 1(a)

(1) The nomination shall be based on the nominee's activities during her membership in the Order.

(2) Miss MNJD, Miss IJD, the GBHQ and the SBHQ are ineligible to be nominated for this award during their term of office.

(3) Nominees shall be active in the Order after reaching the age of seventeen but not yet 20.

ARTICLE IV
ELIGIBILITY

Section 1.

(a) The nominee shall be a member of a Minnesota Bethel who is at least seventeen (17) and not yet twenty (20) years of age on December 1 of the year she is nominated, or who is serving as a Bethel officer at the time of her nomination.

(b) If the nominee is a PHQ, there does not need to be a waiting period between the time she was Honored Queen until she receives the award.

(c) Any Daughter who has received an unexcused absence for a Bethel meeting in any Bethel in which she is a member during the two (2) years prior to the nomination deadline is ineligible to be nominated.

(d) A Daughter may receive this award only once. A Daughter who is nominated but not selected may be nominated again provided she meets the above requirement.

ARTICLE V
NOMINATION AND SELCTION

Section 1. Nomination

(a) A Daughter shall be nominated for the award without their knowledge.

(b) Any member of the Bethel or the BGC may recommend a Daughter for nomination.

(c) Nomination forms shall be requested from the GS or Chairman of the Lily of the Valley Award Committee.

(d) The nomination shall consist of:

(1) Five (5) references, two (2) of which shall be written by adults and three (3) of which shall be written by active members of the Order.

(2) Signatures of two-thirds (2/3) of the members of the BGC.

(3) Signatures of two-thirds (2/3) of the installed officers and choir members of the nominees Bethel, as well as a short statement from each signer as to why she thinks that Daughter should be a recipient.

(4) A listing of Bethel offices held and service to her Bethel and our Order.

(5) Copy of Bethel's attendance records for previous four (4) terms.

(e) Bethels may nominate any number of Daughters.

(f) The deadline for nominations shall be December 1. The nomination packet must be completed in its entirety. If there is time before the deadline, the nomination packet may be returned to the person nominating for completion. Incomplete packets may be considered invalid, thereby disqualifying the nominee.

Section 2. Selection

(a) See MN-B-GGC ART IV, Sec. 2 K (1-3)

(b) The chairman of the committee shall send a copy of all nominations to each of the committee members and assistants no later than January 1.

(c) The recipients shall be selected by voting of the committee members and assistants by February 1.

(d) The chairman of the committee shall notify the GG and GBC Chairman of the names of the recipients by February 10.

(e) The chairman of the committee shall notify the recipients' BG of their selection by February 10.

(1) In the event that the BG is a relative of the Daughter being nominated, the person nominating the Daughter shall be notified.

(f) Any campaigning to the committee on behalf of any nominee shall result in the immediate disqualification of that nominee.

(g) Any questions posed to the committee must be submitted before the nomination deadline of December 1.

(h) All nominations shall be made in confidence.

ARTICLE VI
CONFERRING OF AWARD

Section 1.

(a) The announcement of recipients and subsequent short ceremony (see JDI Book of Ceremonies) shall be held at the AS GB.

(1) Should a recipient not be in attendance when her name is announced, she may participate in the ceremony in subsequent years, until she has reached the age of twenty-two (22).

(b) The Narrator shall be the current Miss MNJD.

(1) In the event that she is unavailable, the GG shall select one of the previous recipients of the award to narrate.

(2) In the event that none of the above is available, the GG shall select a suitable replacement.

(c) The ceremony shall be performed by the GB of MN.

(1) In the event that any of the GB Officers should be unavailable, the GB Chairman shall select substitutes.

(2) The GBG shall be notified of the recipients by February 10 in order to ensure no recipient is part of the ceremony.

(d) Recipients shall receive a certificate, a sprig of lily of the valley, and the Lily of the Valley Award medallion. The medallion may be worn with official Bethel regalia until Majority with no other medallions.

(1) The Bethel(s) of the recipients(s) shall be responsible for the cost of the medallion, sprig of lily of the valley and certificate. An order form for the medallion is included in the nomination packet. Payment for the medallion is to be returned with the completed nomination forms by the December 1 deadline. Any nominee not selected for the Lily of the Valley Award will have payment returned to the person nominating.

(2) The Committee Chairman shall notify the Bethel when the cost is determined.

ARTICLE VII
LILY OF THE VALLEY COMMITTEE

Section 1. Members

(a) See MN-B-GGC ART IV, Sec. 2 K (1-3)

Section 2. Duties of this Committee

(a) See MN-B-GGC ART IV, Sec. 2 K (1-3)

RULES AND REGULATIONS
GOLDEN TRIANGLE AWARD
GRAND GUARDIAN COUNCIL OF MINNESOTA

ARTICLE I
GOLDEN TRIANGLE AWARD

Section 1. Purpose

(a) To honor adults who have given unselfishly of their time and talent in extraordinary service to JDI in MN, whose love and devotion to our Order has enriched the lives of those we serve, the "fairest in all the land."

Section 2. Committee

(a) Executive members of the GGC
(b) Duties (1) To review nominations for approval and disapproval
    (1) To conduct all corresponding necessary
    (2) To supervise the conferral of the ceremony.

Section 3. Nomination and Recommendation Forms

(a) Shall be requested from the GS office.
(b) All forms shall be mailed to the GG.

Section 4. Qualifications

(a) At least seven (7) years of service to the Order as an adult.
(b) At least five (5) years of service on a BGC and/or the GGC.
(c) Currently serving the Order in some official capacity.

Section 5. Nominations

(a) Made by the ExBGC of her/his Bethel, or by another member of the GGC.
(b) Bethel member(s) may suggest such nomination to the ExBGC.
(c) The nomination shall be made without the knowledge of the nominee.

Section 6. Recommendations

(a) Shall be from four (4) other persons (not related to the nominee) working in the Order.

Section 7. Deadline

(a) The deadline for receipt of nomination and recommendation forms shall be March 1 of each year.
(b) The deadline for notification of the recipient and her/his BGC shall be April 15 of each year.

Section 8. Ceremony

(a) The ceremony shall be given at the AS GGC, unless otherwise determined by the committee.
(b) Each recipient shall receive the Golden Triangle Certificate and the Golden Triangle Pin. Optional: Each recipient may be presented with a corsage/boutonniere (see Fifth Messenger's message).
(c) Recipient shall have two (2) years to receive the award if unable to be present the first year.

RULES AND REGULATIONS
HERITAGE AWARD
GRAND GUARDIAN COUNCIL OF MINNESOTA

ARTICLE I
HERITAGE AWARD

Section 1. Purpose

(a) To honor Master Masons who have given outstanding and dedicated service to JDI/JDI in Minnesota, whose passion and knowledge for Masonry has brought support and education of the greater Masonic family to the Daughters, Bethels and the Order in general.

Section 2. Committee

(a) The Committee shall be made up of the AGG and VAGG.
  (1) The AGG shall serve as Chairman of the Committee.
  (2) If a vacancy occurs in one or more of these offices the AGG may appoint a past recipient of the Heritage Award to the Committee as a proxy.

(b) The duties of this Committee shall be to:
  (1) Review nominations and select no more than two (2) recipients per year.
  (2) Conduct all necessary correspondence.
  (3) Supervise the conferral of the Award.

Section 3. Qualifications

(a) The nominee shall be:
  (1) A Master Mason in good standing or who was in good standing at the time of his death.
  (2) One whose character and demeanor exemplify the life lessons and value systems taught thought the symbolism and allegories of Freemasonry, where Masons:
    [a] Strive to act with honesty and fairness.
    [b] Conduct themselves within the tenets of Freemasonry.
    [c] Constantly strive for self-improvement.
    [d] Interact with others without bias, prejudice or condescension.
    [e] Act uprightly in all their actions.
  (3) One who openly shares his knowledge of Freemasonry with members of the Order.
  (4) One who leads by example and imparts these lessons and values of Freemasonry to the Daughters and adults of the Order.

(b) Is currently serving, or has previously served, the Order in some official capacity.

(c) Selection for the Award shall be based on the nominee's totality of service to the Order.

(d) ExGGC Officers are ineligible to be nominated for this Award during their term(s) of office.

(e) A Mason may receive the Award only once.

Section 4. Nomination

(a) Any Bethel member of the Order or individual serving the Order in some official capacity may recommend a Mason for nomination.
  (1) A Bethel member of the Order or individual may nominate any number of Masons.

(b) Nomination forms shall be requested from the GS or chairman of the Heritage Award Committee.

(c) The nomination shall consist of:
  (1) A listing of all offices held and synopsis of service to his Bethel and the Order.
  (2) A short essay outlining the reason(s) the Mason is deserving of recognition.

(d) Deadlines:
  (1) The deadline for nominations shall be March 1.
  (2) The deadline for notification of recipient and/or his BGC shall be April 15.

Section 5. Presentation

(a) The announcement of recipients shall be held at the AS GGC unless otherwise determined by the Committee. Each recipient shall receive a Heritage Award certificate, plaque, or other token gift as determined by the Committee. Recipient(s) shall have two (2) years to receive the Award if unable to be present the first year.

RULES AND REGULATIONS
JOB'S DAUGHTERS MNNESOTA HIKE COORDINATOR
GRAND GUARDIAN COUNCIL OF MINNESOTA

ARTICLE I
JOB'S DAUGHTERS MINNESOTA HIKE COORDINATOR

Section 1. Eligibility

(a) Applicants shall be a member in good standing of a Minnesota Bethel.
(b) Applicants shall be at least eleven (11) and not yet twenty (20) years of age.
(c) A Bethel may have any number of participants who may participate any number of times.
(d) An applicant may receive financial aid/donations for registration fee(s) from other organizations, individuals, or businesses.
    (1) All financial aid/donations received above and beyond registration fee(s) shall be subject to IRS 501(c)3 rules and turned over to the Grand Secretary.

Section 2. Selection

(a) The registration deadline shall be the same as the registration deadline for the event at which the selection is announced.
(b) Registration fee(s) shall be decided by the Executive GGC and shall accompany the applicant's registration form and parent/guardian consent form.
(c) Applicants shall submit a typed essay outlining goals and objectives if selected as Job's Daughters Minnesota HIKE Coordinator of Minnesota for consideration.
(d) Registration forms and essays shall be submitted to the Grand Secretary, who shall obscure the name(s) and Bethel number(s) of applicants prior to submitted them to the elected GGC Line Officers for review and selection.
(e) A simple majority vote of the elected GGC Line Officers shall decide which applicant is selected as the Job's Daughter Minnesota HIKE Coordinator.
    (1) In the event of a tie, the Grand Guardian shall cast the deciding vote.

Section 3. Job's Daughters MN HIKE Coordinator Rules

(a) The Job's Daughters MN HIKE Coordinator shall be under the supervision of the Job's Daughters MN HIKE Coordinator Advisor (See MN-B-GGC-Article IV-Section 4(p)(2)), who shall coordinate the activities of the Job's Daughters MN HIKE Coordinator, with prior approval of the Grand Guardian. (See MN-B-GGC Art. III Sec. 2 (v)).
(b) The Job's Daughters MN HIKE Coordinator shall be chaperoned throughout the year.
(c) Guidelines for required dress code and duties shall be given to all applicant(s) after registration is received.

Section 4. Regalia

(a) The Job's Daughters MN HIKE Coordinator regalia shall include:
    (1) White satin sash lettered "Job's Daughter Minnesota HIKE Coordinator (Years)" in purple.

Section 5. Job's Daughter Minnesota HIKE Coordinator Funding

(a) Funds shall be provided for the following:
    (1) Name badge for the Job's Daughter MN HIKE Coordinator to be given to her within thirty (30) days of selection.
    (2) Funds supporting the goals and objectives of the Job's Daughters MN HIKE Coordinator may be approved by a simple majority vote of the Executive GGC and Finance Committee.
        [a] Job's Daughters MN HIKE Coordinator shall submit a request for funds to the Executive GGC and Finance Committee outlining her goal(s), objective(s) and requested funding amount.
        [b] All allocated funds shall be subject to IRS 501(c)3 rules and must be accurately accounted for and dispersed only for approved purposes.

RULES AND REGULATIONS
MISS MINNESOTA JOB'S DAUGHTER
GRAND GUARDIAN COUNCIL OF MINNESOTA

ARTICLE I
MISS MN JOB'S DAUGHTER PAGEANT

Section 1. Pageant Eligibility

(a) A contestant shall be a member in good standing of a Minnesota Bethel.

(b) A contestant shall be at least sixteen (16) and not yet twenty (20). To be eligible to enter the MIJD Pageant, the contestant shall be less than twenty (20) years of age at the time of her selection to represent her jurisdiction.

(1) If the current Miss MNJD is unable to attend the AS SGC for any reason, there shall be no representative from Minnesota in the MIJD Pageant.

(c) A Bethel may have any number of participants who may compete any number of times.

(d) A contestant may receive financial aid for registration and Pageant expenses from other organizations, individuals or businesses.

(e) The contestant shall attend the entire Pageant.

(f) A Daughter may concurrently compete for Miss MNJD and aspire to be GBSP or GBHQ.

(g) No Daughter shall concurrently hold the title of Miss MNJD and the office of GBHQ or GBSP. If a Daughter is announced as GBSP or GBHQ during the AM GB and accepts the office, she is not eligible to be named Miss MNJD for the same year.

Section 2. Pageant

(a) The Pageant registration deadline shall be the same as the deadline date for reservations for the event at which the Pageant is held.

(b) The Pageant registration fee shall be decided upon by the Miss MNJD Pageant Committee and shall accompany the contestant's registration form.

(c) The Pageant shall consist of:

(1) Written test that is based on JD history, purpose, Bylaws and Ritual. (See MN SOP GGC 102, Sec. 4(a))

[a] Bylaw section of written test will be open book.

(2) Personal interview.

(3) Written essay.

(4) Ritual lecture to be determined by the Miss MNJD Pageant Committee.

(5) Extemporaneous answer to a question.

(d) The contestant with the highest combined score of eighty percent (80%) or higher shall be declared the Miss MNJD.

(1) Combined score shall include: written test, personal interview, written essay, Ritual lecture, and extemporaneous answer to a question.

(2) In the event that no contestant earns the required combined score of eighty percent (80%) or higher, there shall be no Miss MNJD selected.

(3) Other categories may be included in the judging at the discretion of the Pageant Committee. These competitions will be included in the final score but not in the 80% qualification score.

(e) In the event of a tie, it will be broken by referring to the combined written test and personal interview scores for the tied contestants. The contestant with highest score will be declared the Miss MNJD.

(f) High score awards will be awarded to the contestant who achieves the highest score over eighty-five percent (85%) in the following categories: written test, Ritual, personal interview, essay, and extemporaneous question. Only one (1) high score award per category will be given, except in the case of a tie.

(g) If fewer than two (2) contestants are registered by the deadline, an extension of seven (7) days will be provided for additional contestants to register. If after that seven (7) day extension, fewer than two (2) contestants are registered by the deadline, the Pageant shall not be held, and all registration fees shall be returned to the registered contestants. If no Pageant is held, there shall be no Miss MNJD for the year.

(1) In that seven (7) day extension, any contestant that did register at the original deadline, will be allowed to revise and/or re-submit their essay within the extended deadline timeline.

Section 3. Miss MNJD Rules

(a) The Miss MNJD shall be under the supervision of the Miss MNJD Advisor, who shall coordinate the activities of the Miss MNJD, with prior approval of the GG. (See MN-B-GGC Art. III Sec. 2 (u) and MN- B-GGC Art. IV Sec. 4 (n))

(b) The Miss MNJD shall be chaperoned throughout the year, regardless of age. Immediately following the selection of, and after consultation with, the new Miss MNJD, the GG shall appoint two (2) chaperones from the immediate geographical area of the new Miss MNJD. These chaperones shall make travel arrangements and coordinate same with the Miss MNJD Advisor.

(c) Guidelines for required visits, activities, dress code and duties shall be given to each contestant prior to the Pageant. (See MN SOP GGC 102, Sec. 3 (a))

Section 4. Regalia

(a) The Miss MNJD Regalia shall include:

(1) Purple cape with Lily of the Valley

(2) Pearl, purple crystal, and clear crystal crown

(3) White satin sash lettered "Miss Minnesota Job's Daughter (year)" in purple

Section 5. Miss MNJD Expenses (See MN-SOP-GGC-4 Sec. 14)

(a) Funds shall be provided for the following:

(1) Name badge for the Miss MNJD to be given to her within thirty (30) days after the completion of the Pageant.

(2) One (1) night's lodging at the rate of four (4) per room, formal banquet and registration fee at the AS GGC.

(3) Registration for the event at which the Miss MNJD Pageant is held (lodging at the rate of four (4) per room and meals).

(4) Registration fee for the Miss IJD Pageant and lodging to cover required Pageant events at the rate of four (4) per room, and Daughter registration fee for the AS SGC.

(5) Promotional activities required of Miss MNJD as approved by the GG.

[a] Itemized expense reports for funds budgeted in the Promotional Fund of the GGC shall be reported to the Miss MNJD advisor, Grand Secretary and Grand Treasurer monthly on or before the fifth (5th) day of each month, with the final report due by the end of the Pageant.

(b) Miss MNJD pin to be presented at the end of the term of office. This pin shall be engraved with the year(s) of service.

(c) Reimbursement of up to two-hundred dollars ($200.00) for Pageant decorations from the GGC general fund.

RULES AND REGULATIONS
JUNIOR MISS MINNESOTA JOB'S DAUGHTER
GRAND GUARDIAN COUNCIL OF MINNESOTA

ARTICLE I
JUNIOR MISS MNJD PAGEANT

Section 1. Pageant Eligibility

(a) Applicants shall be a member in good standing of a Minnesota Bethel.

(b) Applicants shall be at least twelve (12) and not yet sixteen (16).

(c) A Bethel may have any number of participants who may participate any number of times.

(d) An applicant may receive financial aid/donations for registration and Pageant expenses from other organizations, individuals or businesses.

(1) All financial aid/donations received above and beyond registration fee(s) shall be turned over to the Grand Secretary and subject to IRS 501(c)3 rules.

Section 2. Pageant

(a) The Pageant registration deadline shall be the same as the deadline date for reservations for the event at which Pageant is held.

(b) The Pageant registration fee shall be decided upon by the Miss MNJD Pageant Committee and shall accompany the contestant's registration form, and parent/guardian consent form.

(c) The Pageant shall consist of:

(1) Written test that is based on JD history, purpose, Ritual and Junior Miss MNJD Bylaws, (See MN SOP GGC 102, Sec. 4(a))

(2) Personal Interview, and

(3) Ritual lecture to be determined by the Miss MNJD Pageant Committee.

(d) The contestant with the highest combined score of eighty percent (80%) or higher shall be declared the Junior Miss MNJD.

(1) In the event that no contestant earns the required combined score of eighty percent (80%) or higher, there shall be no Junior Miss MNJD selected.

(e) High score awards shall be awarded to the contestant who achieves the highest score eighty-five (85%) or higher in the following categories: written test, Ritual, and personal interview. Only one (1) high score award per category will be given, except in the case of a tie.

(f) In the event of a tie, it will be broken by referring to the interview scores for the tied contestants. The contestant with the highest score will be declared the Junior Miss MNJD.

(g) If fewer than two (2) contestants are registered by the deadline, an extension of seven (7) days will be provided for additional contestants to register. If after that seven (7) day extension, fewer than two (2) contestants are registered by the deadline, the Pageant shall not be held, and all registration fees shall be returned to the registered contestants. If no Pageant is held, there shall be no Junior Miss MNJD for the year.

Section 3. Junior Miss MNJD Rules

(a) The Junior Miss MNJD shall be under the supervision of the Junior Miss MNJD Advisor, who shall coordinate the activities of the Junior Miss MNJD, with prior approval of the GG. (See MN-B-GGC Art. III Sec. 2 (v) and MN-B-GGC Art. IV Sec. 2 (q))

(b) The Junior Miss MNJD shall be chaperoned throughout the year.

(c) Guidelines for required dress code and duties shall be given to each contestant prior to the Pageant. (See MN SOP GGC 102, Sec. 3(a))

Section 4. Regalia

(a) The Junior Miss MNJD Regalia shall include:

(1) Crown approved by the Executive GGC.

(2) White satin sash with black boarder, lettered "Junior Miss Minnesota Job's Daughters (years)" in black-embellished with a bee (sparkled bee if available).

(b) At the end of her term, the Junior Miss MNJD shall pass the crown to her successor.

Section 5. Junior Miss MNJD Funding

(a) Funds shall be provided for:

(1) Name badge for the Junior Miss MNJD to be given to her within thirty (30) days of selection.

(2) Funds supporting the goals and objectives of the Junior Miss MNJD may be approved by a simple majority vote of the Executive GGC and Finance Committee.

[a] Junior Miss MNJD shall submit a request for funds to the Executive GGC and Finance Committee outlining her goal(s), objective(s) and requested funding amount.

[b] All allocated funds shall be subject to IRS 501(c)3 rules and must be accurately accounted for and dispersed only for approved purposes.

RULES AND REGULATIONS
GRAND BETHEL OF MINNESOTA
JOB'S DAUGHTERS INTERNATIONAL

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 Executive GGC and approved by two-thirds (2/3) of the Executive GGC.

(b) The contract for the AM GB shall be approved by two-thirds (2/3) of the Executive GGC.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.

(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 PGBHQs of this GB. At least the previous six (6) PGBHQs must be contacted. If there are not enough willing to serve, then previous Miss MNJDs, PHQs 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.

(h) Adults attending congress shall be limited to the following, two (2) Grand Bethel Committee members (Grand Bethel Chairman and Grand Bethel Secretary or appointed Grand Bethel Committee member), and one (1) member of the Jurisprudence Committee or a designated representative. Any speaker may request assistance from the Jurisprudence Committee member.

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 proceeded 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 Executive BGC 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 and choir members shall be submitted to the GB Committee not less than thirty (30) days prior to the AM GB.

(d) The names and addresses of officer delegates and representative shall be submitted to the GB Committee not less than ten (10) days prior to the AM GB.

(e) 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 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) GBJP candidates shall be current Junior Princess, Past Junior Princesses, Senior Princess, Past Senior Princess, HQ or PHQ and must be at least fifteen (15) years of age at the time of the AM GB.

(d) 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.

(e) 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 two (2) Daughters to be members of the GB Choir.

(b) These Daughters may be any members of the Bethel who are not PHQs 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.

(c) No Daughter may serve as GBHQ and Supreme Bethel Honored Queen or Miss International Job's Daughter concurrently.

(d) See MN-B-Bethel Art. II, Sec. 3 (a)(1)[b}1-4

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) GBSP and GBJP. Bethel delegates aspiring to serve as GBSP or GBJP shall be required to take both an oral test and a written test. The test will be administered by the GB Committee at the AM GB. (See MN SOP GGC 102, Sec. 4(b))

(1) The oral test shall be based on the Honored Queen's ritualistic work from the ritual and JDI Book of Ceremonies.

(2) The written test shall be based on parliamentary procedure, HQ's Ritual and Installation parts, general Job's Daughters knowledge, and the R&R of MN Grand Bethel.

[a] The time allotted for the test shall be (1) one hour.

[b] The test section on the R&R MN Grand Bethel shall be open book

(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 percent (70%) 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. (See MN SOP GGC 102, Sec. 4(b))

(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 ($5.00) 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 six dollars ($6.00) 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 GS will register the GBHQ for the AS SGC paying for the registration fees and two (2) meals of the GBHQ'S 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 GS 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 R&R MN GRAND BETHEL, 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 GBHQs 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/repaired 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 and keep as a memento of their service.

(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/Junior Miss MNJD 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. (See R & R MN Grand Bethel, Art. V, Section 3(h))
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

GRAND GUARDIAN COUNCIL OF MINNESOTA
GLOSSARY GRAND GUARDIAN COUNCIL OF MN

ABBREVIATION	EXPLANATION
ABG	Associate Bethel Guardian
AGG	Associate Grand Guardian
AM	Annual Meeting
Art.	Article
AS	Annual Session (passing legislation)
AS GB	Annual Session Grand Bethel
AS GGC	Annual Session of the Grand Guardian Council
AS SGC	Annual Session of the Supreme Guardian Council
BDVD	Bethel Daughter Voting Delegate
BG	Bethel Guardian
BGC	Bethel Guardian Council
BGS	Bethel Guardian Secretary
BGT	Bethel Guardian Treasurer
C&B	Constitution and Bylaws
CAV	Certified Adult Volunteer
DGG	Deputy Grand Guardian
ExBGC	Executive Members of the Bethel Guardian Council
ExGGC	Executive Members of the Grand Guardian Council
ExSGC	Executive Members of the Supreme Guardian Council
G1M	Grand First Messenger
G2M	Grand Second Messenger
G3M	Grand Third Messenger
G4M	Grand Fourth Messenger
G5M	Grand Fifth Messenger
GB	Grand Bethel
GBGde	Grand Bethel Guide
GBHQ	Grand Bethel Honored Queen
GBJP	Grand Bethel Junior Princess
GBMar	Grand Bethel Marshal
GB Representative	A Grand Bethel member selected to correspond with Job's Daughters in another state, territory, province or county.
GBSP	Grand Bethel Senior Princess
GC	Grand Chaplain
GDM	Grand Director of Music
GG	Grand Guardian
GGC	Grand Guardian Council
GGde	Grand Guide
GIG	Grand Inner Guard
GL	Grand Librarian
GM	Grand Marshal
GOG	Grand Outer Guard
GS	Grand Secretary
GT	Grand Treasurer

HQ	Honored Queen
IOJD	International Order of Job's Daughters (former name of the organization)
JD	Job's Daughter or a member of Job's Daughter
JDI	Job's Daughters International
JP	Junior Princess
Mar	Marshal
Miss MNJD	Miss Minnesota Job's Daughter
MM	Majority Member
PABG	Past Associate Bethel Guardian
PAGG	Past Associate Grand Guardian
PBG	Past Bethel Guardian
PGBHQ	Past Grand Bethel Honored Queen
PGG	Past Grand Guardian
PHQ	Past Honored Queen
R&R	Rules and Regulations
RP	Recipient of the Degree of Royal Purple
RUCB	Review of Uniform Code for Bethels
Sec.	Section
SDVD	Supreme Daughter Voting Delegate
SOP	Standard Operating Procedures
SP	Senior Princess
VAGG	Vice Associate Grand Guardian
VGG	Vice Grand Guardian
YPP	Youth Protection Program