

**GRAND GUARDIAN COUNCIL OF MINNESOTA
PROCEDURES SECTION**

**ARTICLE I
THE JOB'S DAUGHTERS FOUNDATION OF MINNESOTA, INC.**

Section 1. Job's Daughters Foundation

- A. A fund to be known as the "Job's Daughters Foundation of Minnesota, Inc." shall be established, hereafter known as the "Foundation."
- B. This fund shall be a separate corporation administered by the Board of Directors, which shall include three (3) Trustees elected by the GGC.

Section 2. Job Trustees Election/Vacancy

- A. The Trustees of the Job's Daughters Foundation of Minnesota Board of Directors shall be elected from among the active members of
 - (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 Foundation at the AS GGC.

**ARTICLE II
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
 - (2) To conduct all corresponding necessary
 - (3) 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. Deadline for receipt of nomination and recommendation forms shall be March 1 of each year.
- B. Deadline for notification of 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.

**ARTICLE III
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.

**ARTICLE IV
ASSISTANTS TO COMMITTEES**

Section 1. 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.

**ARTICLE V
LILY OF THE VALLEY AWARD**

Section 1. Purpose

- 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 and remain active in the Order after reaching the age of seventeen (17).
- 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.

Section 2. Committee

- A. The Committee shall be made up of three (3) members of the GGC appointed by the GG.
- B. The current Miss MNJD and the current GBHQ shall act as assistants to this Committee.
- C. The duties of the Committee shall be:
 - (1) To review nominations and select no more than three (3) recipients per year.
 - (2) To conduct all necessary correspondence.
 - (3) To supervise the conferral of the Award.

Section 3. Qualifications

- 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. The nomination shall be based on the nominee's activities during her membership in the Order.
- C. Miss MNJD, Miss IJD, the GBHQ and the SBHQ are ineligible to be nominated for this award during their term of office.
- D. 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.
- E. 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 requirements.

Section 4. Nomination

- A. A Daughter shall be nominated for the award without her 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 nominee's 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) Installation programs of the Bethel's previous four (4) terms.
- E. Bethels may nominate any number of Daughters.
- F. Deadlines:
 - (1) The deadline for nominations shall be December 1. Nomination packet must be completed in its entirety. If there is a 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.
 - (2) 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.
 - (3) The recipients shall be selected by voting of the committee members and assistants by February 1.
 - (4) The chairman of the committee shall notify the GG and GBG of the names of the recipients by February 10.
 - (5) The chairman of the committee shall notify the recipients' BG of their selection by February 10. In the event that the BG is a relative of the Daughter being nominated, the person nominating the Daughter shall be notified.
- G. Any campaigning to the committee on behalf of any nominee shall result in immediate disqualification of that nominee.
- H. Any questions posed to the committee must be submitted before the nomination deadline of December 1.
- I. All nominations shall be made in confidence.

Section 5. Ceremony

- A. The announcement of recipients and subsequent short ceremony (see Minnesota 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 GBG 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 VI
PUBLICATIONS OF THE GGC**

Section 1. Books of Ceremonies

- A. MN Book of Ceremonies (B-GGC 5, Art. XII)
 - (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) The MN Book of Ceremonies shall be reviewed and submitted for approval to the Jurisprudence Committee of the SGC every ten (10) years.
- B. GB Book of Ceremonies
 - (1) The GB Book of Ceremonies shall 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. MN Procedures (pink pages)
 - (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) The MN Book of Ceremonies shall be reviewed and submitted for approval to the Jurisprudence Committee of the SGC every ten (10) years.
- B. 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.
- C. Bethel Guardian Council Handbook (green pages)
 - (1) The BGC Handbook shall be amended by majority vote of the voting delegates at the AS GGC.
- D. GB Guardian Council Handbook
 - (1) The GBGC Handbook shall be amended by majority vote of the GBGC.
 - (2) All changes to the handbook shall be submitted to the Jurisprudence Committee of the GGC for approval.

Section 3. Guidelines

- A. Miss MNJD and Miss Jr. Jobie Guidelines
 - (1) Guidelines shall be amended by the ExGGC.
 - (2) Changes to the financial guidelines shall be submitted to the Finance Committee for approval.
- B. Financial Report Guidelines
 - (1) The responsibility for the Financial Report Guidelines shall rest with the Finance Committee.
- C. 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 GBG.
- D. GBHQ Guidelines
 - (1) Guidelines shall be amended by the GBGC
 - (2) Changes to the financial guidelines shall be submitted to the Finance Committee for approval.

Section 4. Tests

- A. 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 GBGC.
 - (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 SOP-GGC 7, 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
 - (1) The responsibility for the administration of all Minnesota Job's Daughters Social Media accounts shall rest with the Marketing Committee.
 - (2) All Social Media content shall be subject to the approval by the ExGGC.

**ARTICLE VII
MN ALUMNI ASSOCIATION - JDI**

Section 1. Purpose

- A. Provide support to Bethels and other GGC committees of this jurisdictions to encourage:
 - (1) Attendance
 - (2) Fund raising and financial management
 - (3) Membership and promotion
 - (4) Mentoring and education
 - (5) BGC membership and other adult leaders

Section 2. Membership

- A. Membership shall be open to all Majority Members and those who have been members of Job's Daughters Bethels 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.

Section 3. Committee

- A. The MN Alumni Committee – JDI shall be appointed by the GG who shall appoint a chairman.

Section 4. Duties

- A. Establish and maintain a database of members.
- B. Maintain a list of all Majority Members.
- C. Establish the amount of dues to be paid by members.
- D. Encourage 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 Section 1.
- E. Maintain communication by means of a newsletter to be sent to members at least one a year and as funds are available.
- F. To meet at least once a year
- G. Update this article as necessary.

**ARTICLE VIII
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 encouraged to announce her/his intention to do so at the AS GGC prior to the AS SGC where they intend to aspire for office.

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. (See MN-B-GGC 3.3)

**ARTICLE IX
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 correspondence necessary.
 - (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 through 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.