

MANUAL OF RULES AND REGULATIONS  
GRAND GUARDIAN COUNCIL OF KANSAS

This manual consists of items pertinent to this Grand Guardian Council as a supplement to the Constitution and Bylaws of Grand Guardian Councils, Bethel Guardian Councils, Bethels, Bethel Bylaws, and Rules and Regulations for Subordinate Groups of Job's Daughters International contained in the current edition of the Constitution and Bylaws of Job's Daughters International.

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

ARTICLE I  
NAME

Section 1.

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

ARTICLE II  
OBJECT

Section 1.

(a) The object of the Grand Guardian Council is to be supreme in its jurisdiction in all matters pertaining to the Bethels, Bethel Guardian Councils and its own affairs, subject to the provisions of the laws of the Supreme Guardian Council.

### ARTICLE III AUTHORITY

#### Section 1.

(a) This Grand Guardian Council operates under the authority of a Charter granted by the Supreme Guardian Council and dated October 12, 1923. The jurisdiction of this Grand Guardian Council shall be limited to the State of Kansas.

(1) The original Charter is in the depository of the Grand Lodge of Kansas for safe keeping.

(2) A true and certified copy will be used as required by the Constitution and Bylaws of the Supreme Guardian Council.

### ARTICLE IV MEMBERSHIP

#### Section 1. Active Members:

(a) The Grand Guardian Council of Kansas, Job's Daughters International shall consist of the Grand Guardian Council Officers, all past elective Grand Guardian Council Officers, past Bethel Guardians and Past Associate Bethel Guardians of Bethels in the jurisdiction, the five (5) executive members of the Bethel Guardian Council of each Bethel, chartered or under dispensation (Bethel Guardian, Associate Bethel Guardian, Guardian Secretary, Guardian Treasurer, and Guardian Director of Music or Guardian Director of Epochs), and all members of the Supreme Guardian council residing in this Grand Guardian Council jurisdiction, who having been elected to membership in this Grand Guardian Council, shall be entitled to one (1) vote each when present at a special meeting or at the Annual Session of the Grand Guardian Council.

#### Section 2. Life Members:

(a) Each active member in good standing upon completing twenty five (25) years of "dedicated service" to the Order, shall become a life member of this Grand Guardian Council. "Dedicated service" shall be subject to the approval of the voting members present at the Annual Session of the Grand Guardian Council.

(b) An active member in good standing may be awarded a life membership (prior to completing twenty five (25) years of service) through nomination by a bona fide member of the Grand Guardian Council and majority vote of those members present at the Annual Session. Nomination shall describe “dedicated service” and/or other reason for the life membership award.

(c) Those designated as life members shall be exempt from further payment of dues to this Grand Guardian Council.

Section 3. Member of Honor:

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

(b) Should the Supreme Guardian and/or Associate Supreme Guardian make a visit to the jurisdiction, they shall be issued a member of Honor Certificate (form 171) from the Grand Guardian Council of Kansas at that visit.

## ARTICLE V OFFICERS

Section 1. Elective Officers:

(a) The elective officers of the Grand guardian Council shall consist of a 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 Secretary and Grand Treasurer, who shall compose the Executive Grand Guardian Council.

(b) Any man holding an elective office shall be a Master Mason in good standing in the Masonic jurisdiction under which he holds membership.

Section 2. Appointive Officers:

(a) The twelve (12) appointive officers shall be the Grand Chaplain, Grand Librarian, Grand Director of Music, Grand First, Second, Third, Fourth, and Fifth Messengers, Grand Senior Custodian, Grand Junior Custodian, Grand Inner Guard, and Grand Outer Guard.

(b) Any man holding an appointive office shall be a Master Mason in good standing in the Masonic jurisdiction under which he holds membership.

ARTICLE VI  
ELIGIBILITY

Section 1.

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

(b) No person shall hold an office of the Grand Guardian Council who is not on the current list of CAVs as provided by the Executive Manager.

ARTICLE VII  
ELECTION, VOTING PRIVILEGES, AND PROXY

Section 1. Election

(a) Elective officers of the Grand Guardian Council shall be elected at the Annual Session of the Grand Guardian Council from eligible members in attendance, unless unavoidably absent, on the second day of the Annual Session, beginning at 9:00 am.

(b) Election shall be by ballot (Form KS 3) without nomination.

(c) A majority vote of those present and voting shall elect.

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

Section 2. Proxy:

(a) No vote shall be by proxy.

ARTICLE XII  
MEETINGS

Section 1. Annual Session:

(a) This Grand Guardian Council shall meet in Annual Session not to exceed three (3) consecutive days during the month of June.

(1) Formal opening of the Annual Session of the Grand Guardian Council shall be held on Thursday evening of each Annual Session.

(2) The business sessions shall open Thursday at 9:00 am and shall close the following Saturday not later than 12:00 noon, except for the Ceremony of Installation.

(3) The time allowed for reading of the report of any officer shall not exceed five (5) minutes, except for the report of the Grand Guardian, Associate Grand Guardian, Grand Secretary and the Grand Treasurer, who shall be allowed one-half (½) hour. Detailed reports shall be presented in the proceedings.

(4) The complete report of the Jurisprudence Committee concerning proposed amendments to the Constitution and Bylaws shall be the first order of business after the reports of the Grand Guardian and Associate Grand Guardian.

(b) See KS SI No. 1 for Rules of Order and Parliamentary authority.

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

Section 2. Executive Council Meeting:

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

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

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

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

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

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

(7) Keep an accurate record of expenses incurred in the performance of her/his duties for each Bethel assigned; to submit a Voucher (Form KS 6) accompanied by cash receipts to the Finance Committee for approval of reimbursement from the Promotional Fund.

#### ARTICLE IV FINANCES

##### Section 1. Receipts:

(a) All monies collected in the name of the Grand Guardian Council shall be received by the Grand Secretary and accounted for as provided in Article III, Section 6 (e) of these Bylaws or by the Grand Treasurer and accounted for as provided in Article III, Section 7 (k) of these Bylaws.

##### Section 2. Fees:

(a) The Grand Guardian Council shall fix and collect from each of its members an annual membership fee and/or a registration fee and such other fees as may be deemed necessary.

(b) Fees so collected shall be used primarily to defray the expenses in the operation of the Grand Guardian Council.



ARTICLE VII  
PENALTIES AND FINES

Section 1. Penalties: This Grand Guardian Council delegated authority to its Grand Guardian to impose penalties and fines.

Section 2. Fines:

(a) (1) A twenty dollar (\$20.00) fine shall be paid for failure to file the Annual Report (Form 110) on time.

(b) (1) A twenty dollar (\$20.00) fine shall be paid for failure to file Report of Recommendation for Bethel Guardian Council (Form 222) on time.

ARTICLE VIII  
EDUCATIONAL AND PROMOTIONAL FUNDS

Section 1.

(a) Educational Fund:

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

(2) This fund shall be administered by the Education Committee. In addition, the Grand Secretary shall be the secretary of the committee and the Grand Treasurer shall be the treasurer of the committee.

(3) An accurate record of all transactions of said committee shall be retained by the committee chairman and passed on to her/his successor.

(4) The Grand Secretary shall be the custodian of all permanent records. She/he shall perform such duties as may be assigned by her/him by said committee.

(5) The Grand Treasurer shall be the custodian of all funds. She/he shall perform such duties as may be assigned to her/him by said committee to include issuing of warrants for scholarship grants, such amounts as are recommended and approved by the Finance Committee not to be less than one thousand dollars (\$1,000.00) per grant.

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

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

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

(b) Promotional Fund:

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

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

## ARTICLE XII BOOK OF CEREMONIES

### Section 1.

(a) The Book of Ceremonies adopted by the Supreme Guardian Council shall be used as the official Book of Ceremonies.

(b) The Grand Guardian Council of Kansas shall, in addition, have their own, approved, supplemental Book of Ceremonies.

## ARTICLE XIII REVENUE

### Section 1.

(a) All monies collected in the name of the Grand Guardian Council shall be received by the Grand Secretary and accounted for as provided in Article III, Section 6 (e) of these Bylaws or by the Grand Treasurer and accounted for as provided in Article III, Section 7 (k) of these Bylaws.

Section 2. Sources. The Grand Guardian Council shall derive its revenue from the following:

(a) Membership Fee: An annual membership fee of fifteen dollars (\$15.00) shall be collected from each member of the Grand Guardian Council. Failure to pay said fee by any member shall deprive such member of her/his privilege of right to vote in the Grand Guardian Council and cause her/his name to be removed from the mailing list of the Grand Secretary. This fee shall be paid by all Grand Officers, elected and/or appointed, before installed. All paid members of the Grand Guardian Council shall, in turn, be entitled to receive a Kansas Grand Guardian Council Directory. Committee members shall pay this fee upon appointment.

Committee members not required to be members of the Grand Guardian Council shall not be required to pay this annual membership fee.

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

(c) Additional Revenue: Additional revenue, sufficient to meet the operational expenses of this Grand Guardian Council, shall come from fund raising projects planned by the Ways and Means Committee.

#### ARTICLE XIV DISBURSEMENTS

The Grand Guardian Council of Kansas shall disburse its revenue as follows:

##### Section 1. General Fund:

(a) The Grand Guardian Council shall send the Grand Guardian as its official representative to the Annual Session of the Supreme Guardian Council.

(1) Transportation: Allowance shall be air coach fare, railroad coach fare, commercial or chartered bus fare (transportation only), or by car at twenty cents (.20) per mile. When two (2) or more travel in the same car, a maximum of twenty cents (.20) per mile for the car shall be paid. All travel shall be by the shortest and most direct route. Transportation shall not exceed the chartered bus fare if such bus is sponsored by this jurisdiction. Allowance specified is for round trip.

(2) Lodging: Allowance, not to exceed the convention headquarters hotel single occupancy rate for five (5) nights, shall be allowed provided she attends all business meetings of the Supreme Guardian Council.

(3) Registration: Registration fee shall be paid by the Grand Guardian Council.

(4) Miscellaneous: Cost of meals, luncheons, banquets, and sightseeing trips shall be borne by the Grand Guardian. Travel expenses outside the continental United States shall be allowed after an estimated expenditure has been approved by the Finance Committee.

(5) Receipts for transportation and hotel room must be submitted to the Finance Committee with Form KS 6 to receive reimbursement.

(b) If the Associate Grand Guardian attends the Annual Session of the Supreme Guardian Council, he shall be allowed up to five hundred dollars (\$500.00) toward his transportation, lodging, and registration. In no case shall the maximum be more than actual expenses incurred. Receipts for transportation and hotel room must be submitted to the Finance Committee with Form KS 6 for approval of reimbursement.

(1) Transportation: Allowance shall be air coach fare, railroad coach fare, commercial or chartered bus fare (transportation only), or by car at twenty (\$.20) per mile. When two (2) or more travel in the same car a maximum of twenty (\$.20) for the car shall be paid. All travel shall be by the shortest and most direct route. Transportation shall not exceed the chartered bus fare if such bus is sponsored by this jurisdiction. Allowance specified is for round trip.

(2) Lodging: Allowance, not exceed the convention headquarters hotel single occupancy rate for five (5) nights, shall be allowed provided he attends all business meetings of the Supreme Guardian Council.

(c) The Grand Secretary shall receive for her/his services, one thousand two hundred dollars (\$1,200.00) per year from the General Fund. Six hundred dollars(\$600.00) to be paid promptly after the Annual Session and six hundred dollars (\$600.00) to be paid in January.

(d) The Grand Secretary shall have a Petty Cash Fund of one hundred dollars (\$100.00) to meet the needs of the operation of the office. Total amount of monthly receipts and disbursements of the Petty Cash Fund shall be shown on the monthly financial statement as specified in the Bylaws, Article III, Section 6, (o). This Petty Cash Fund shall be reimbursed as needed.

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

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

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

(h) The Grand Guardian shall receive one thousand six hundred dollars (\$1,600.00) from the General Fund. Eight hundred dollars (\$800.00) shall be paid promptly after her installation and eight hundred dollars (\$800.00) for the second half of her term. The second half payment is contingent upon submission and acceptance of itemized expenses to the Finance Committee. The appropriation is intended to cover all expenses incurred, including expenditures specified in Section 1, (a) and 1, (1). An itemized statement of all expenses shall be submitted on a voucher (Form KS 6) furnished by the Finance Committee. The chairman of the Finance Committee shall forward, within thirty (30) days, the approved voucher (Form KS 6) to the Grand Treasurer for payment and file.

(i) The Associate Grand Guardian shall receive annually an amount equal to the Grand Guardian's allowance from the General Fund. Payment timing and requirements will be identical to the Grand Guardian's allowance as provided in Article XIV, Section 1 (h).

(j) The Vice Grand Guardian shall be allowed up to one hundred (\$100.00) for the expenses incurred during her term of office. An expense Voucher (Form KS 6) accompanied by cash receipts shall be submitted to the Finance Committee for approval of reimbursement.

(k) The Grand Secretary shall receive one hundred seventy-five dollars (\$175.00), maximum, for her/his expenses while attending the Annual Session of the Grand Guardian Council. The Grand Secretary shall submit an itemized statement of all expenses, after the completion of the Annual Session on a Voucher (Form KS 6) furnished by the Finance Committee.

(l) If the Supreme Guardian and/or Associate Supreme Guardian make a Supreme Visitation to the State of Kansas, they shall receive a twenty-five dollar (\$25.00) monetary gift to be presented to each if they are in attendance.

(m) Upon the death of a Grand Guardian, Associate Grand Guardian, Past Grand Guardian, or Past Associate Grand Guardian of the Grand Guardian Council of Kansas, the Grand Secretary is hereby authorized to transfer the sum of twenty-five dollars (\$25.00) from the General Fund to the Educational Fund as a memorial to the deceased member in lieu of flowers.

(n) An official Past Grand Guardian's jewel (#J-81P) shall be purchased, to be presented to each Grand Guardian at the conclusion of her term.

(o) An official Past Associate Grand Guardian's jewel (#J-88P) shall be purchased, to be presented to each Associate Grand Guardian at the conclusion of his term.

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

(r) The Grand Treasurer shall receive for her/his services, six hundred dollars (\$600.00) per year. Three hundred dollars (\$300.00) to be paid promptly after the Annual Session and three hundred dollars (\$300.00) to be paid in January.

(s) The Grand Treasurer shall have a Petty Cash fund of one hundred dollars (\$100.00) to meet the needs of the operation of the office. The total amount of monthly receipts and disbursements of the Petty Cash Fund shall be shown on the monthly financial statement as specified in the Bylaws, Article III, Section 6. (t). This Petty Cash Fund shall be reimbursed as needed.

## Section 2. Educational Fund

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

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

### Section 3. Promotional Fund

(a) Funds shall be provided for expenses incurred by the Grand Guardian when instituting new Bethels and for settling disputes in Bethels. Settling disputes in Bethels shall be defined as: "Any condition or action in a Bethel which could be referred to the Appeals and Grievances Committee for consideration." This expense shall be charged to the Promotional Fund after approval of the Finance Committee. An itemized statement of all expenses shall be submitted on a Voucher (Form KS 6) furnished by the Finance Committee. The chairman of the Finance Committee shall forward, within thirty (30) days, the approved Voucher (Form KS 6) to the Grand Treasurer for payment and file.

(b) Funds shall be provided for expenses incurred by the Associate Grand Guardian when instituting new Bethels and for settling disputes in Bethels. This expense shall be charged to the Promotional Fund after approval of the Finance Committee. An itemized statement of all expenses shall be submitted on a Vouch (Form KS 6) furnished by the Finance Committee. The chairman of the Finance committee shall forward, within thirty (30) days, the approved Voucher (Form KS 6) to the Grand Treasurer for payment and file.

(c) In the event a Grand Deputy must travel more than one hundred (100) miles round trip per visit she/he shall be reimbursed at twenty cents(.20) per mile for each mile above and beyond that one hundred (100) miles. Should it be necessary for her/him to remain overnight, lodging shall be allowed at single occupancy rate in a local hotel/motel if lodging is not provided in a home. Expenses to be paid from the Promotional Fund after approval of the Finance Committee.

(d) Expenses incurred by the Grand Guardian Council in connection with the Lily-of-the-Valley Award, Royal Purple Degree and the Golden Cloak Award shall be paid from the Promotional Fund after the approval of the Finance Committee.

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

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

ARTICLE VI  
ELIGIBILITY

Section 1. Regular:

(d) Any Executive member of a Bethel Guardian Council becoming a line officer in this Grand Guardian Council shall, when elected to Grand Guardian, Vice Grand Guardian, Associate Grand Guardian, Vice Associate Grand Guardian, be ineligible for appointment to a council position in a Bethel.

ARTICLE IX  
TERM OF OFFICE

Section 1.

(d) (1) Executive members of the Bethel Guardian Council shall not be reappointed to serve as Executive members or Associate members of the council in a Bethel after having served for seven (7) years until one (1) year after her/his term has expired.

ARTICLE X  
INSTALLATION

Section 1.

(a) (1) Installation of Bethel Guardian Council members shall be held at the first stated meeting of the Bethel after their appointments are approved by the Grand Guardian. Certification of Bethel Guardian Council Installation (Form KS 2) must be completed and signed by a qualified installing officer and returned to the Grand Guardian immediately following Installation.

ARTICLE XII  
MEETINGS

Section 3. Purpose of the Annual Meeting:

(d) (1) Form 222 shall be accompanied by a sum equal to the Kansas Grand Guardian Council's membership fee for each executive member of the Bethel Guardian Council.

(2) A twenty dollar (\$20.00) fine shall be paid by the executive members of the Bethel Guardian Council for failure to file the Report of Recommendations for Bethel Guardian Council (Form 222) on time.

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

ARTICLE 1

GENERAL DUTIES OF THE EXECUTIVE MEMBERS

Section 1.

(i) To maintain a "Loan Library" which shall consist of at least one (1) copy of the Constitution and Bylaws of the Supreme Guardian Council, latest edition, one (1) copy of the Manual of Rules and Regulations of the Grand Guardian Council of Kansas, latest edition, one (1) copy of the ritual of Job's Daughters International, latest edition, and one (1) copy of Librarian Reports. These items shall be available, on loan, to those persons enrolled in a JDI Knowledge Course.

(j) To receive and review Silver Lining Award Nomination (Form KS 24) and recommendations (Form KS 25) of the line officers. Approval or denial will be given impartially.

(k) The Bethel Guardian or representative shall make a report of the Annual Session of the Grand Guardian Council and read same to the Bethel Guardian Council, then file same with the Bethel Guardian Secretary.

ARTICLE II

DUTIES OF THE EXECUTIVE MEMBERS

Section 1. Bethel Guardian:

(n) Instruct the Honored Queen and other officers in the fulfillment of their duties.

(o) Make a semi-annual written report to be sent to the Grand Guardian and Vice Grand Guardian of the activities and condition of the Bethel. These reports shall be due on December 31<sup>st</sup> and May 31<sup>st</sup> each year.

(p) Request special dispensations on Form 200 from the Grand Guardian for special privileges: these must be voted upon by the Bethel members, except in case of emergency.

(q) See that all communications are read at Bethel and Bethel Guardian Council meetings.

(r) Approve all bills before they are contracted for and affix her signature before they are read in the Bethel.

(s) Read at the meeting before election and again the night of election of Bethel Officers, the section on elections, Article VI and Article VLL of the Supplement to the “Constitution for Bethels” in the Manual of Rules and Regulations.

(t) Consult with the Grand Guardian at all times in matters concerning the Bethel and the Good of the Order.

#### Section 2. Associate Bethel Guardian

(g) Be responsible for every person in the room as being eligible to witness the ceremonies.

(h) Arrange, if possible, for exemplification of Job’s Daughters work before Masonic Lodges or affiliated bodies of Masonry.

(i) Make a study and report on the Educational Fund.

(j) Encourage members of the Bethel to enroll in and complete the JDI Knowledge Course for Girls.

(k) Be custodian of the “Loan Library”; to see that items borrowed are returned in a reasonable length of time; to recommend replacement or additions when needed.

#### Section 3. Guardian Secretary:

(f) Check each petition to see that it is properly completed and the Masonic relationship has been checked and approved by the Associate Bethel Guardian. Petitions must be read at a meeting previous to initiation. A Committee of Investigation must be assigned to each petition.

(g) Instruct the Bethel Recorder in the proper procedure of reading a petition.

(h) Send notice of dues (Form 140) to all girls whose dues are not paid by January 1.

(i) Issue Demits (Form 210) to girls wishing to transfer or withdraw their membership.

(j) Keep an accurate record on each girl on Record of Dues (Form 142).

(k) Issue Receipt for Dues (Form 141) to all members paying dues.

(l) Order all Bethel jewelry from Doc Morgan, Inc., from the jewelry catalogue furnished for this purpose.

(m) Complete the Annual Report (form 110) and send required copies to the Grand Secretary prior to January 31; a check made payable to the Grand Guardian Council for fees must accompany this report.

(n) Insure that warrants (Form 150) are made out for the Treasurer to make payment for supplies from the Grand Secretary; warrant should be made payable to the Grand Guardian Council and should include the invoice number of the order.

(o) Include reason for payment on all other warrants (Form 150).

(p) Receive all proceeds from money-making projects and all funds for activities. Regular procedure for payment of all bills connected with either shall be followed.

(q) Keep Guardian Secretary's Cash Book with an accurate account of all money received and spent.

(r) See that all itemized bills are duly authorized by the Bethel Guardian before being read at the Bethel meeting.

(s) Take a complete inventory of Bethel paraphernalia and supplies and submit one (1) copy of said inventory to the Grand Secretary before the close of the Annual Session. Additions and/or deletions of Bethel inventory must be reported to the Grand Secretary as they occur. Once inventories have been taken, only additions or deletions shall be reported.

(t) Be familiar with the Constitution and Bylaws of Job's Daughters International.

#### Section 4. Guardian Treasurer:

(f) Supervise the keeping of the Financial Record Book with an accurate account of all money received and spent.

(g) Receive money from the Guardian Secretary giving her a receipt (Form ) for same.

(h) Insure checks, when duly authorized by warrant (Form 150) are written by the Bethel Treasurer as per law.

(i) Insure that checks going to the Grand Secretary are made payable to the Grand Guardian Council and have included invoice number of the order. If the checks are not for supplies, the reason for submissions should be noted in the lower left hand corner.

(j) Insure that all other checks issued show the reason for payment.

## ARTICLE VI FINES

### Section 1.

(b) A fine of twenty dollars (\$20.00) shall be paid by the executive members of the Bethel Guardian Council for failure to file the Report of Recommendations for Bethel Guardian Council (Form 222) on time.

SUPPLEMENT TO THE CONSTITUTION OF A BETHEL  
JOB'S DAUGHTERS INTERNATIONAL

ARTICLE VI  
ELIGIBILITY

Section 1. Eligibility:

(a) To be eligible for election to any elective office, a daughter must have satisfactorily passed the Proficiency Test, current edition of the Ritual, and except in the case of a new Bethel or one be reorganized for lack of participating members, she must have been a member of the Bethel and in regular attendance during the entire term in which the election is held.

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

(c) No elected Bethel officer shall succeed herself in the same office.

(e) No daughter who is known to be pregnant or to be an unwed mother may hold office or be in the Bethel Choir.

(f) There shall be no additional restrictions for an elective office, (i.e. no age limit, no project requirements, etc.).

ARTICLE VII  
ELECTION

Section 1. Elections:

(a) Election of officers shall be held at the second meeting in the months of May and November, unless otherwise specified.

(b) The Grand Guardian Council will approve of Bethels under its jurisdiction, holding the election and Installation of Bethel Officers as specified in SI No. 14.18, provided that the Bethel Bylaws specify a two months (four(4) meetings) vacation period in July and August.

(1) Election of Bethel officers when a vacation period is specified in Bethel Bylaws. Bethels which provide for a vacation period during the months of July and August (four (4) meetings) in the Bethel Bylaws shall hold the election of officers at the second meeting in the months of May and December.

(c) The election shall be by ballot without nomination. A majority wovt shall elect.

(d) The method of balloting shall be by secret ballot only.

(e) Detailed procedure to be followed in conducting the election shall be as determined by Executive Members of the Bethel Guardian Council.

(f) Election shall be from members present, except in case of sickness or other unavoidable absence, in which case the Executive Members of the Bethel Guardian Council present shall decide upon and announce the eligibility of the absentee.

(g) All officers shall serve the term of office to which they were elected or appointed and shall be entitled to vote until the end of their term even though they may become twenty (20) years of age before the next election.

## ARTICLE X INSTALLATION

### Section 1. General

(a) Bethels which provide for a vacation period during the months of July and August (four (4) meetings) in its Bethel Bylaws shall hold the Installation of Officers in the months of June and January and the first or second meeting in June and January may be for the Ceremony of Installation without formal opening or closing. See Article VII, section 1 (a) (1) of this Manual of Rules and Regulations.

SUPPLEMENT TO BYLAWS OF A BETHEL  
JOB'S DAUGHTERS INTERNATIONAL

ARTICLE I  
GENERAL PROVISIONS

Section 4. Bylaws:

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

ARTICLE IV  
BETHEL FINANCES

Section 1. Receipts:

(d) There shall be no separate bank accounts for groups within the Bethel, such as Drill Team or Choir.

Section 2. Disbursements:

(b) Fees:

(1)(a) The Annual Report (Form 110) shall be prepared in its entirety and forwarded to reach the Grand Secretary prior to January 31 with a check to cover fees.

ARTICLE XII  
PAST PRINCESS JEWEL

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

ARTICLE XIII  
DUTIES OF LINE OFFICERS

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

RULES AND REGULATIONS  
Grand Bethel of the Grand Guardian Council of Kansas  
Job's Daughters International

ARTICLE I  
NAME AND AUTHORITY

Section 1. The name of this organization is Grand Bethel of the Grand Guardian Council of Kansas of Job's Daughters International.

Section 2.

- (a) This Grand Bethel derives its authority from the Grand Guardian Council of Kansas.
- (b) The jurisdiction of the Grand Bethel shall be limited to the State of Kansas.

ARTICLE II  
OBJECT

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

ARTICLE III  
MEMBERSHIP

Section 1. All active members of all Bethels in the State of Kansas shall be eligible for membership.

Section 2.

- (a) The dues shall be one dollar (\$1.00) per member until majority.
- (b) A registration fee of one dollar (\$1.00) shall be paid at each annual meeting.
- (c) All active members of all Bethels in the State of Kansas may, upon paying the registration fee, be granted an honorary membership during the annual meeting for which the registration fee is paid. Honorary members, thus enjoy all rights and privileges of membership except the right to vote and hold office.

ARTICLE IV  
GRAND BETHEL OFFICERS

The officers of this Grand Bethel shall be a Grand Bethel Honored Queen, Grand Bethel Senior Princess, Grand Bethel Junior Princess, Grand Bethel Guide, Grand Bethel Marshal, Grand Bethel Recorder, Grand Bethel Treasurer, Grand Bethel Chaplain, Grand Bethel Librarian, Grand Bethel Musician, First, Second, Third, Fourth, and Fifth Messengers, Grand Bethel Senior and Junior Custodians, Grand Bethel Inner and Outer Guards, and one (1) Grand Bethel Representative for each state, province, territory or country wherein, Job's Daughters International exists, except California and Indiana. They may have more than one (1) representative. The number of representatives is to be decided upon at the discretion of the Board of Directors of Grand Bethel.

ARTICLE V  
SELECTION OF GRAND BETHEL OFFICERS

Section 1. Eligibility

(a) Requirements:

(1) Honored Queens of the current year and Past Honored Queens who have not reached their twentieth (20<sup>th</sup>) birthday or been married prior to becoming twenty (20) years old. Any Grand Bethel Honored Queen, past or present, shall be ineligible for Containers No. 1, No.2 and/or No. 3.

(2) Active member of Grand Bethel.

(3) Registered for the current annual meeting.

(4) Present to accept the office.

(5) Submitted Grand Bethel Letter of Intent (Form KS 13) is required only for those desiring to be considered for Grand Bethel Honored Queen, Grand Bethel Senior Princess, Grand Bethel Junior Princess, Grand Bethel Guide and Grand Bethel Marshal.

(6) Grand Bethel Letter of Intent (Form KS 13) must be received by the Board of Directors of Grand Bethel to be eligible for Containers No. 1 and No. 2. The Grand Bethel Letter of Intent shall be sent "Certified Mail, Return Receipt Requested".

(b) Definition of forms.

(1) Grand Bethel Letter of Intent (Form KS 13): a standard form, obtained from the Board of Directors of Grand Bethel, to be furnished each Honored Queen of the current year or Past Honored Queens, upon request, stating the responsibilities and expectations of each office. This form should ask for the girl's name, age, Bethel number, previously held offices, her future plans ( for example, college), why she wants an office, her ideas for Grand Bethel, and if she would like to be considered for a line officer or other office.

The girls shall have this form completed, signed by parent, guardian or custodian, and submitted to the Grand Bethel Guardian of the Board of Directors of Grand Bethel by May 1 preceding the Annual Session of the Grand Guardian Council. The Grand Bethel Letter of Intent (Form KS 13) shall be sent "Certified Mail, Return Receipt Requested", postmarked before May 1.

Section 2. Procedure.

(a) There shall be five (5) containers.

(1) Container No. 1 shall be for Grand Bethel Honored Queen. It shall contain the names of the Honored Queens of the current year and the Past Honored Queens who sent in a Grand Bethel Letter of Intent (Form KS 13). There shall be a minimum of three (3) names in this container, representing at least two (2) different Bethels, no maximum, who have been selected, using the Grand Bethel Letter of Intent (Form KS 13) by the Grand Guardian with the assistance of the Board of Directors of Grand Bethel.

(2) Container No. 2 shall be for Grand Bethel Senior Princess, Grand Bethel Junior Princess, Grand Bethel Guide, and Grand Bethel Marshal. It shall contain the names of the Honored Queens of the current year and the Past Honored Queens who sent in a Grand Bethel Letter of Intent (Form KS 13). The names in Container No. 2 will be those names who have been selected, using the Grand Bethel Letter of Intent (Form KS 13) by the Grand Guardian with the assistance of the Board of Directors of Grand Bethel whose names were not selected for Container No.1.

(3) There shall be a minimum of five (5) names in Container No.2, no maximum, once the remaining names from Container No. 1 have been placed in Container No. 2.

(4) Container No. 3 shall contain the names of those Honored Queens of the current year and Past Honored Queens who sent in a Grand Bethel Letter of Intent (Form KS 13) but were not selected for Containers No. 1 or No. 2.

(5) Container No. 4 shall contain the names of all Honored Queens of the current year and Past Honored Queens who did not send in a Grand Bethel Letter of Intent (Form KS 13) who wish to be selected as a Grand Bethel Officer.

(6) Container No. 5 shall contain the Bethel number of all Bethels represented at the annual meeting.

(b) A container shall be provided for each Bethel represented and shall contain the names of each registered member other than the Honored Queens of the current year and Past Honored Queens.

(c) The drawing shall proceed as follows:

(1) Select a name from Container No. 1. The name drawn shall be the Grand Bethel Honored Queen. All names remaining shall be placed in Container No. 2.

(2) Select a name from Container No. 2. The name drawn shall be the Grand Bethel Senior Princess. Continue drawing until all line officers have been filled in respective order. All names remaining shall be placed in Container No. 3.

(3) Select a name from Container No.3. The name drawn shall be the Grand Bethel Recorder. Proceed in the same manner to select the Grand Bethel Treasurer, Grand Bethel Chaplain, Grand Bethel Librarian, Grand Bethel Musician, Grand Bethel First, Second, Third, Fourth, and Fifth Messengers, Grand Bethel Senior Custodian, Grand Bethel Junior Custodian, Grand Bethel Inner Guard, and Grand Bethel Outer Guard. If all names have been drawn and there are remaining offices then proceed to Container No. 4. When all offices have been filled, any names remaining in Container No. 4 shall be placed in their respective Bethel container.

(4) In the event there are not enough names in Container No. 3 to fill the Grand Bethel Offices then draw from Container No. 4 until all offices are filled. If there are still not enough names to fill all offices, after exhausting all names in Containers No. 1, No. 2, No. 3 and No. 4 then draw a Bethel number from Container No. 5 (containing Bethel numbers) and then select a name from the container corresponding to the Bethel number drawn. Continue in like manner until all offices and representatives are filled.

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

## ARTICLE VI INSTALLATION AND TERM OF OFFICE

### Section 1. Installation

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

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

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

### Section 2. Term of Office

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

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

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

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

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

## ARTICLE VII MEETINGS

Section 1. The Grand Bethel shall meet in annual meeting on a date determined by the Board of Directors of Grand Bethel and the Executive Grand Guardian Council.

Section 2. The Grand Bethel of Kansas shall hold one (1) formal meeting per year and may hold additional meetings, the dates of which may be determined at a meeting of the Board of Directors of Grand Bethel.

Section 3. The Grand Bethel of Kansas may, upon request of the Grand Guardian or the Grand Guardian Council and/or the Board of Directors of Grand Bethel, with the approval of the Grand Guardian, participate in activities such as Supreme visitations, schools of instruction, ritual exemplifications, conferral of The Degree of Royal Purple, institution of new Bethels, special meetings, receptions, and other appropriate ceremonies.

## ARTICLE VIII DUTIES OF GRAND BETHEL OFFICERS

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

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

- (b) Promote the good of the Order at all times.
- (c) See that she and her Grand Bethel Officers render all assistance, whenever possible, to the Bethels in the State of Kansas.
- (d) Appoint, with the approval of the Board of Directors of Grand Bethel, whatever committees are necessary to function until the next Annual Meeting of the Grand Bethel.
- (e) (If requested to do so by the Grand Guardian):
  - (1) Provide entertainment of the Bethel Daughters during the Annual Session of the Grand Guardian Council.
  - (2) Assist the Grand Guardian of Kansas in any way possible.
- (f) Conduct the drawing for the selection of Grand Bethel Officers and Grand Bethel Representatives for the ensuing term, under the direction of the Board of Directors of Grand Bethel.
- (g) Prepare and present a report on her activities to the Grand Bethel at each meeting of the Grand Bethel of Kansas.
- (h) Prepare and submit an article to each issue of the 6<sup>th</sup> Messenger.

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

- (a) Communicate with the other Grand Bethel Officers to determine their ideas and interests for Grand Bethel. Following each Grand Bethel Board meeting, report on the actions of the Grand Bethel Line Officers to the other Grand Bethel Officers.
- (b) Select the special ceremonies to be performed by Grand Bethel in consultation with a committee of Grand Bethel Officers appointed by the Grand Bethel Honored Queen.
- (c) Select and administer the Grand Bethel Philanthropy Project in consultation with a committee of Grand Bethel Officers appointed by the Grand Bethel Honored Queen.
- (d) With the Grand Bethel Junior Princess, work with the Grand Bethel Board of Directors and the Session Arrangements Committee to make preparations for the Grand Bethel Banquet.
- (e) Prepare and present a report on her activities to the Grand Bethel at each meeting of the Grand Bethel of Kansas.
- (f) Prepare and submit an article to each issue of the 6<sup>th</sup> Messenger.

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

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

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

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

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

(e) Prepare and present a report on her activities to the Grand Bethel at each meeting of the Grand Bethel of Kansas.

(f) Prepare and submit an article to each issue of the 6<sup>th</sup> Messenger.

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

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

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

(c) Provide publicity for the Grand Bethel by supplying articles for each issue of the 6<sup>th</sup> Messenger and for each issue of the Supreme News Exchange.

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

(e) The Grand Bethel Guide and Grand Bethel Marshal shall each prepare and present a report of her activities to the Grand Bethel at each meeting of the Grand Bethel of Kansas.

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

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

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

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

(a) Visit as many Bethels as possible.

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

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

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

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

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

(b) Submit a written report at the Annual Meeting of the Grand Bethel, and at other times when requested to do so, of her activities during the year and her knowledge of the activities of her jurisdiction. No reply to her inquires should be so stated in her report.

#### ARTICLE IX ESCORT, HONORS, AND DRESS

Section 1. Title and Honors. A Grand Bethel Officer is distinguished by the title of her respective Grand Bethel Office. **THERE ARE NO GRAND BETHEL HONORS.**

Section 2. All members of the Grand Bethel shall provide their own official regalia of the Order to be worn at the annual Meeting and Installation of Grand Bethel and any formal meeting during the year they hold office. It shall consist of a white Grecian robe, long white slip, white hose, white flat shoes and headband as required. The Grand Bethel Honored Queen, Grand Bethel Senior Princess and Grand Bethel Junior Princess shall wear the approved Grand Bethel capes and crowns.

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

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

ARTICLE X  
FINANCES

Section 1.

(a) An official Past Grand Bethel Honored Queen's jewel (J-111PHQ GF) shall be purchased from Grand Bethel funds and presented to each Grand Bethel Honored Queen at the conclusion of her term. If the Grand Bethel Honored Queen prefers a different jewel, she may pay the additional amount to Grand Bethel at the time the order is placed with the official jewelry supplier.

(b) All funds of the Grand Bethel shall be received by the Secretary of the Board of Directors of Grand Bethel. All bills properly authorized by the Board of Directors of Grand Bethel shall be paid by warrant.

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

(d) If the Grand Bethel Honored Queen attends Supreme Session, a reasonable monetary gift to supplement the expenses shall be given to her not to exceed one hundred dollars (\$100.00).

(e) Registration fee and All Membership Banquet fee for the annual Session of the Grand Guardian Council of Kansas shall be paid for the Grand Bethel Honored Queen, Grand Bethel Guardian, and the Associate Grand Bethel Guardian if they attend.

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

ARTICLE XI  
BOARD OF DIRECTORS OF GRAND BETHEL

Section 1. A Board of Directors, consisting of eight (8) members, of which four (4) shall be elected by members of the Grand Guardian Council.

(a) Four (4) members of the Board of Directors of Grand Bethel shall be the Grand Guardian, Associate Grand Guardian, Vice Grand Guardian and Vice Associate Grand Guardian during their term of office.

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

(c) Any member of the Board of Directors of Grand Bethel who resigns her/his office or has completed two (2) consecutive years, shall not be reelected or

reappointed to the Board of Directors until one (1) year has expired.

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

(e) The five (5) line officers shall be included on the Board of Directors of Grand Bethel as non-voting members, to be excused before the voting.

## ARTICLE XII VACANCIES IN OFFICE

Section 1. Vacancies:

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

## ARTICLE XIII DUTIES OF THE BOARD OF DIRECTORS OF GRAND BETHEL

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

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

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

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

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

(f) Determine the location, cost and all details of the fall and spring Grand Bethels in consultation with the Grand Guardian.

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

(h) Appoint the Grand Bethel Director of Epochs by recommendation to the Grand Bethel Board of Directors with a majority vote approval of the Board. The Grand Bethel Director of Epochs shall be a Majority Member of Job's Daughters between the ages of twenty (20) and thirty five (35).

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

- (a) Be in charge of the properties of the Grand Bethel.
- (b) Assist the Grand Bethel Guardian in the performance of her duties.
- (c) Attend the Annual Meeting of the Board of Directors of Grand Bethel at such place and date as approved by a majority of the members of said board, and such other meetings as may be called by the Grand Bethel Guardian or by majority of the members of the board.

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

- (a) Set up registration for the Annual Meeting of the Grand Bethel.
- (b) Prepare the minutes of each meeting of the Board of Directors of Grand Bethel and distribute such minutes to the members of the Board of Directors of Grand Bethel and to each member of the Executive Grand Guardian Council within two (2) weeks following the meeting.
- (c) Prepare a record of all Grand Bethel meetings.
- (d) Supervise the work of the Grand Bethel Recorder and receive typed minutes of all Grand Bethel meetings and installations within thirty (30) days of the meeting or installation.
- (e) Assist the Grand Bethel Honored Queen and other Grand Bethel Line Officers in preparing all correspondence and submit it to the Grand Secretary of the Grand Guardian Council for mailing. All correspondence shall be approved by the Grand Bethel Board of Directors.
- (f) Receive all reservations and registrations for the fall and spring Grand Bethel meetings.
- (g) Receive all money belonging to the Grand Bethel of Kansas and keep record of same.
- (h) Prepare a financial statement of the balance on hand after each meeting of the Grand Bethel and of the Board of Grand Bethel within two (2) weeks, listing all receipts and disbursements. This report shall be distributed to the members of the Board of Directors of Grand Bethel and each member of the Executive Grand Guardian Council.
- (i) Prepare an annual financial statement of all transactions of the Grand Bethel funds to be presented at the Annual Meeting of the Grand Bethel of Kansas.
- (j) Attend the Annual Meeting of the Board of Directors of Grand Bethel at such place and date as approved by a majority of the members of said board, and such other meetings as may be called by the Grand Bethel Guardian or by majority of the member of the board.

Section 4. It shall be the duty of the Custodian of the Board of Directors of Grand Bethel to:

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

Section 5. It shall be the duty of the Grand Bethel Director of Epochs to:

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

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

#### ARTICLE XIV QUORUM

Five (5) members of the Board of directors of Grnad Bethel shall constitute a quorum.

#### ARTICLE XV GRAND BETHEL NEWSPAPER

Section 1. The Grand Bethel Newspaper Committee shall consist of a minimum of six (6) members.

(a) The Editor of the Grand Bethel Newspaper, appointed by the Grand Guardian, shall be a member of the Grand Guardian Council or a Majority Member.

(b) The remaining five (5) members of the Grand Bethel Newspaper Committee shall consist of Job's Daughters from throughout the state, appointed by the Grand Guardian.

Section 2. The duties of the Grand Bethel Newspaper shall be:

(a) To promote subscriptions and article contributions to the Grand Bethel Newspaper.

(b) To publish and distribute the Grand Bethel Newspaper to each Kansas Bethel and subscriber September 1<sup>st</sup>, December 1<sup>st</sup>, March 1<sup>st</sup> and June 1<sup>st</sup> of each Grand Guardian Council year.

Section 3. Subscriptions:

(a) Subscription rate shall be dependent upon the cost of printing and distribution and agreed upon by the committee and the Grand Bethel Board of Directors.

(b) Subscriptions shall run from the date of payment until the following Grand Session.

(c) All receipts of the Grand Bethel newspaper Committee shall be turned over to the Secretary of the Board of Directors of Grand Bethel for deposit.

Section 4. Expenses:

(a) All expenses incurred by the Grand Bethel Newspaper Committee shall be presented to the Grand Bethel Board of Directors for consideration and approval of payment.

#### ARTICLE XVI PARLIAMENTARY AUTHORITY

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

ARTICLE XVII  
AMENDMENTS TO RULES AND REGULATIONS

Proposed changes to these Rules and Regulations, approved by a majority vote of the Grand Bethel members present at a meeting, are subject to the approval of the Grand Guardian Council of Kansas, providing proposed amendment is signed by one (1) Grand Bethel member and has been sent in writing to the Grand Bethel Guardian of the Board of directors of Grand Bethel at least sixty (60) days before said Grand Bethel meeting. The Grand Bethel Guardian shall then forward a copy of the proposed amendment to each Bethel at least thirty (30) days before said Grand Bethel meeting. Proposed amendments approved by the Grand Bethel membership must then be submitted to the Grand Guardian Council by a bona fide member of that body for approval as outlined in the Manual of Rules and Regulations of the Grand Guardian Council of Kansas (KS SI 1). Proposed changes to the Rules and Regulations of the Grand Bethel of Kansas may also be submitted by a bona fide member of the Grand Guardian Council of Kansas as outlined in the Manual of Rules and Regulations of the Grand Guardian Council of Kansas (KS SI 1).