**Rules and Regulations**

**Grand Bethel of DelMar**

**ARTICLE 1**

**NAME**

**Section 1.**

1. The name of this organization is the Grand Bethel (GB) of DelMar, Job’s Daughters International

 **ARTICLE II**

**OBJECT AND SCOPE**

**Section 1.**

(a) The object of this organization is to band together Members and Majority Members of this jurisdiction for the purpose of promoting the interest, welfare and growth of JDI and to keep the interest of these experienced members centered in the Order.

(b) To bring the Daughters into a closer relationship with Daughters of other jurisdictions

**ARTICLE III**

**JURISDICTION**

**Section 1.**

(a) The GB shall operate under the Constitution and Bylaws of the SGC and the Manual of Rules and Regulations of the GGC of DelMar.

**Section 2.**

(a) The headquarters of the GB shall the home of the Grand Bethel Secretary (GBS).

**ARTICLE IV**

**MEMBERSHIP**

**Section 1.**

(a) The GB shall consist of Daughters in good standing in their Bethels and all Majority Members in this jurisdiction who have not passed their twenty-fifth (25th) birthday. A Daughter or Majority Member in good standing in another jurisdiction, and who have not passed their twenty-fifth (25th) birthday, who is a resident of Delaware or Maryland, shall also be eligible for membership.

**Section 2.**

(a) Membership shall be effective without ballot by submitting an application for membership accompanied by the appropriate welcome fee, dues and being formally welcomed. The application shall be signed by the applicant’s BG or Guardian Secretary.

**Section 3.**

(a) Each GB member is entitled to vote at any meeting of the GB.

**Section 4.**

(a) Each member in good standing upon reaching her twenty-fifth (25th) birthday automatically becomes a Majority Member of the GB and shall be entitled to receive her Majority Certificate. She shall be invited by the GBS to receive her Majority Ceremony at the next Semi-Annual Business Meeting or Special Meeting.

(b) Any GB Member in good standing, twenty (20) years of age or older, upon written request, may request Majority Member status any time before their twenty-fifth (25) birthday~~.~~ She shall not be allowed to apply to the GB again.

**Section 5.**

(a) Any GB member who has been suspended or expelled from JDI shall automatically be suspended from the GB.

(b) Any GB member, twenty (20) years or older, who does not hold a current CAV shall be automatically suspended from the GB after she completes the term in which she turned twenty (20).

**ARTICLE V**

**MEETINGS**

**Section 1.**

(a) The meetings of the GB shall be open to Daughters and guests. No reference to the Proficiency Lessons of JDI shall be given or referred to at any meeting.

(b) The GB cannot be opened unless there five (5) members present, one (1) of which shall be the GBHQ, GB Senior Princess or GB Junior Princess in addition to the GBG and/or AGBG.

**Section 2.**

(a) The GBHQ shall hold regular monthly meetings for the discussion of all matters pertaining to the GB and for the good of the Order.

**Section 3.**

(a) The GB shall meet for the Semi-Annual Business Meeting and Installation on a Saturday during the months of May and November as may be designated by the GBHQ-elect.

(b) New members shall be formally welcomed at the Semi-Annual Business Meeting or at the Special Meeting as the fifth order of Business, following the Reading of Applications. Bethel Daughters of this jurisdiction shall leave the room while the new GB members are welcomed.

(c) The Majority Ceremony shall be given at the Semi-Annual Business Meeting or at the Special Meeting as the sixth order of business, following the Welcome Ceremony.

**ARTICLE VI**

**OFFICERS AND REPRESENTATIVES**

**Section 1. Elected Officers**

(a) The elected officers shall be GBHQ, GB Senior Princess, GB Junior Princess, GB Guide, GB Marshal, GB Secretary and GB Treasurer. If the GB Secretary and GB Treasurer offices are not filled as an elected position, then the offices shall then be appointed positions.

**Section 2. Appointed Officers**

(a) The appointed officers may be any of the following: GB Chaplain, GB Junior Custodian, GB Senior Custodian, GB Librarian, GB First Messenger, GB Second Messenger, GB Third Messenger, GB Fourth Messenger, GB Fifth Messenger, GB Musician; and GB Secretary and GB Treasurer, if not filled as elected positions.

**Section 3. Representatives**

(a) One (1) GB Representative to each state, province and country wherein JDI is organized, may be drawn.

**ARTICLE VII**

**ELIGIBILITY**

**Section 1.**

(a) To serve as a floor officer, a member must have either passed her proficiency examination, or be a PHQ or Majority Member in good standing in the Grand Bethel and must have been formally welcomed. To serve as an elected officer, a member must be a HQ, PHQ or Majority Member in good standing in the Grand Bethel and must have been formally welcomed.

(b) To serve as a Representative of the Grand Bethel, a member must be in good standing in the Grand Bethel and must have been formally welcomed.

**Section 2.**

(a) Any member of the GB becoming twenty-five (25) years of age after she has been elected or appointed to an office, shall complete her term of office but shall not be eligible for election or appointment to any GB office.

**ARTICLE VIII**

**DRAWING**

**Section 1.**

(a) The drawing for GB Representatives shall be held at the Semi-Annual Business Meeting of the Grand Bethel. The selected Grand Bethel Representatives will be installed at the Installation on the same day as the Semi-Annual Business Meeting in which they were selected.

(1) Eligible members will be drawn from a container to hold the position of a GB Representative.

(2) The states of Virginia and Pennsylvania will be drawn first; then, beginning in United States jurisdictions where Job’s Daughters is organized with the exception of DelMar, until all representatives have been selected or there are no more eligible members.

(3) The AGBG will see that the jurisdictions and the names of the Representatives present at the Semi-Annual Business Meeting are in their respective containers. The GBHQ will draw the jurisdiction first and then the Representative.

**ARTICLE IX**

**JEWELS**

**Section 1.**

(a) Each officer or representative shall have the jewel of her office presented to her at the time of her installation.

**Section 2. Jewel Agreement**

(a) An agreement must be signed by the member upon initial receipt of the jewel. The agreement states:

 On this \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_ I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_acknowledge the responsibility for the upkeep and cleanliness of the Grand Bethel jewel while in my possession.

The jewel is to be returned at the Semi-Annual Business Meeting of the Grand Bethel in which I conclude the duties of such office. Upon return of the jewel I will sign the jewel in with the Grand Bethel Marshal.

Should I lose the jewel I agree to pay to replace the jewel at the price of the jewel on the date I informed the Grand Bethel Guardian of the loss.

By my signature I agree to the Terms and Conditions of this agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Legal Guardian (if under the age of 18)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 3. PGBHQ Jewel and Crown**

(a) Each GBHQ who has faithfully served the GB for the period for which she was elected shall be presented with a gavel guard.

(b) The PGBHQ shall also be presented with a Tiara, the expense to the GB not to exceed thirty-five dollars ($35.00).

(1) In lieu of a Tiara, the PGBHQ may request the allotted thirty-five dollars ($35.00) to be donated to her term charity.

**ARTICLE X**

**ELECTION, APPOINTMENT AND INSTALLATION**

**OF GB OFFICERS AND GB REPRESENTATIVES**

**Section 1.**

1. The semi-annual election of Officers of the GB shall be held at the Semi-Annual Business Meeting.
2. The election shall be a majority vote and by ballot without nomination.
3. To be eligible for election during the term in which the election is held, a member who is not holding an elected office must have attended the Semi-Annual Business Meeting and the Installation of Officers and Representatives, the Special Meeting and two (2) informal meetings, unless excused by the EGBC.

**Section 2.**

(a) An elected officer must attend all meetings of the GB unless prevented by a good and sufficient cause. The EGBC shall determine the validity of the cause. Failure to do so shall mean automatic removal from office and shall make her ineligible to hold any elective office for one (1) term.

**Section 3.**

(a) The appointed officers are appointed by the GBHQ-elect and approved by the EGBC.

**Section 4.**

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

**Section 5.**

(a) The Installation of Officers and Representatives shall be held during the months of May and November following the Semi- Annual Business Meeting, as may be designated by the GBHQ-Elect.

**Section 6.**

(a) A member shall not be installed unless her dues and all outstanding monies are paid to the GB. No officer and/or representative will be installed by proxy.

**Section 7.**

(a) The Installing Officers shall be the retiring GBHQ, PGBHQs and Majority Members of the GB’s of Delaware, Maryland, and DelMar; and PJBHQs and Majority Members of the Jurisdictional Bethel of Delaware. A musician without these qualifications may serve provided the EGBC approves.

(b) The GB Installing Officers shall be Installing Officer, Installing GB Guide, Installing GB Marshal, Installing GB Senior Custodian, Installing GB Junior Custodian, Installing GB Chaplain, Installing GB Secretary and Installing GB Musician.

(c) Whenever possible assisting Installing Officers, i.e. Host, Hostess, Flag Bearer, Narrator, etc. shall be members of JDI. Adults with proper Masonic relationship may be used as Master/Mistress of Ceremonies, or as Host/Hostess.

**ARTICLE XI**

**VACANCIES IN OFFICE**

**Section 1.**

(a) Should the GBHQ’s station become vacant during the term of office, the EGBC shall appoint a PGBHQ to the office. If no PGBHQ is available, a Majority Member of the GB shall be appointed to fill such vacancy.

(b) If deemed advisable by the EGBC, whenever a vacancy occurs in any elective office of the GB, a special election may be held to fill such vacancy. A notice of the special election shall be mailed and/or emailed to all members of the GB at least two (2) weeks prior to the date.

(c) Officers who have been elected shall be installed immediately.

**Section 2.**

(a) A vacancy in an appointive office shall be filled by a member appointed by the GBHQ, subject to the approval of the EGBC.

(b) Any officer so appointed shall be installed at the next GB meeting.

**Section 3.**

(a) Any officer and/or representative finding it impossible to attend a meeting must contact a member of the EGBC.

**ARTICLE XII**

**POWERS AND DUTIES OF EXECUTIVE GRAND BETHEL COMMITTEE, GRAND BETHEL**

 **HONORED QUEEN, GRAND BETHEL SECRETARY AND GRAND BETHEL TREASURER**

**Section 1.**

(a) The EGBC shall consist of the GBHQ, GB Senior Princess, GB Junior Princess, GB Guide, GB Marshal, GB Secretary, GB Treasurer, GBG and AGBG.

(b) The GBS shall take minutes of the EGBC meetings. The GBT may give the financial statement at the EGBC meetings, and if unavailable she may give her financial statement to the GBS to be read at the EGBC meeting. The GB Line Officers-elect and any other persons asked by the GBHQ may be invited to the meetings of the EGBC.

**Section 2. The EGBC shall:**

(a) Approve the appointed officers before their appointment by the GBHQ-elect.

(b) Determine whether or not an officer or representative shall be excused from a meeting.

(c) Serve as the Audit Committee, to see that the bills are audited before each meeting and complete an entire audit of the GB books before the end of each term.

 (1) If no member of the EGBC is 18 years of age or older at the time of Installation, a Daughter whom

Is 18 years of age or older shall be appointed to the Audit Committee for the purpose of signing checks.

**Section 3. The GBHQ shall:**

(a) Preside over all meetings of the GB, supervise its affairs and promote the good of the Order at all times. The succession of officers in case of emergency shall be GB Senior Princess and GB Junior Princess.

(b) Appoint the following committees and such other committees as deemed necessary:

 (1) Promotion

 (2) Ways and Means

 (3) Audit (shall include a member 18 years of age or older as necessary to sign checks)

**Section 4. The GBS shall:**

(a) Keep an accurate record of all business and EGBC meetings.

(b) Keep an accurate record of all financial transactions of the GB.

(c) Keep an up-to-date file of information on all GB members.

(d) Be the custodian of the GB official documents.

(e) Send out notices prior to the Semi-Annual Business Meeting and Installation, notices of special election, dues notices, and all other correspondence requested of her by the EGBC.

(f) Follow the procedure defined in Art. XIII Sec. 3 for recommending the new GBG and AGBG.

(g) Upon receipt of changes to the Supreme Guardian Council Constitution, Bylaws and Stand Operating Procedures and/or Grand Guardian Council of DelMar Manual of Rules and Regulations, distribute to all EGBC members.

(h) Keep an accurate copy of the Grand Bethel Rules and Regulations which shall be distributed to all new members.

**Section 5. The GBT shall:**

(a) Keep an accurate record of all financial transactions of the GB.

(b) Make a bank deposit within seven (7) business days following each GB meeting for all monies received at the GB meeting.

(c) Prepare and read the financial statement at all GB meetings.

**ARTICLE XIII**

**GRAND BETHEL GUARDIAN AND ASSOCIATE GRAND BETHEL GUARDIAN**

**Section 1. Eligibility**

(a) To qualify for GBG, one must be a current CAV, PBG of DelMar and is not a voting member of the GB.

(b) To qualify for AGBG one must be a current CAV and PABG of DelMar and a Master Mason in good standing.

**Section 2. Duties**

(a) It shall be the duty of the GBG and/or AGBG to supervise all transactions of the GB.

(b) The AGBG shall see that the books are audited before the close of each term and give a report at the business meeting of the Semi-Annual Business Meeting. He shall advise the GBS and the GBT in the financial workings of the GB. He shall be the custodian of all properties of the GB.

(c) The GBG and AGBG shall be responsible for taking accurate inventory of all GB paraphernalia annually and filing a copy with the GB Secretary in a timely manner.

**Section 3. Recommendations and Approval**

(a) A GBG and AGBG shall be appointed to serve for a one (1) year term but shall not serve more than three (3) consecutive one (1) year terms.

(b) At the February Special Meeting, the GB members shall be privileged to submit by secret ballot, recommendations concerning those to be selected as GBG and AGBG.

(c) The ballots shall be counted and sealed in an envelope in the presence of the GB members by the GBS who shall mail them to the VGG or turn them directly over to the VGG if she is present at the meeting in which the ballots are collected and sealed.

(d) The GBG and AGBG shall be appointed by the newly elected GG, following her election at the Annual Session of the GGC or within thirty (30) days thereafter.

(e) The GBG and AGBG shall be installed at the May Semi-Annual Business Meeting following their acceptance. The Installation shall take place as the second order of business under New Business.

**ARTICLE XIV**

**DUTIES OF APPOINTED COMMITTEES**

**Section 1. Promotion Committee shall:**

(a) Send a letter to each Bethel in this jurisdiction stating the purpose of the GB and eligibility of membership with an invitation to participate in activities.

(b) Distribute applications.

**Section 2. Ways and Means Committee shall:**

(a) Plan such projects as will add to the funds of the GB.

**Section 3. Auditing Committee shall:**

(a) See that the financial books are audited at least seven (7) days prior to the Semi-Annual Business Meeting.

**ARTICLE XV**

**FINANCES**

**Section 1. Receipts**

(a) All money collected in the name of the GB must be paid directly to the GB and given to the GBS unless otherwise voted upon by the EGBC.

(b) The welcome fee shall be five dollars ($5.00).

(c) The annual dues shall be five dollars ($5.00) payable on or before the May Semi-Annual Business Meeting.

**Section 2. Disbursements**

(a) The GBHQ-elect shall secure a location for the Semi-Annual Business Meeting and Installation. This location will be paid for by the GB upon approval of the EGBC. The cost of the location shall not exceed two hundred dollars ($200.00) without a vote of the GB members.

(b) The GBHQ- elect shall secure a location for the Special Meeting. This location will be paid for by the GB upon approval of the EGBC. The cost of the location shall not exceed one hundred dollars ($100.00) without a vote of the GB members.

(c) The GBHQ-elect shall receive two hundred dollars ($200.00 upon approval of her term plans, to help defray the cost of Installation.

(d) The GBS may receive an advance of twenty-five dollars ($25.00) to be used for necessary expenses pertaining to her office.

(e) The GB Librarian may receive an advance of sixty dollars ($60.00) to be used for necessary expenses in producing and distributing the GB newsletter. She shall request more money as necessary.

(f) The GBHQ and immediate PGBHQ shall receive a ticket to the Spring Banquet to be paid by the GB.

(g) A GB member who has received an advance shall submit a written financial report at the Semi-Annual Business Meeting.

(h) Each member between the ages of twenty to twenty-five (20-25) shall be reimbursed the cost of their CAV application fee as long as they present written proof of their CAV approval to the GB Secretary and are active in the GB. Active in the GB shall be interpreted to mean they hold a GB office, attend the two (2) Semi-Annual Business Meetings, two (2) Installations, and the two (2) Special Meetings unless prevented by a reasonable excuse.

(i) Any active GB member shall be reimbursed the amount of miles over twenty (20) miles round trip from her beginning destination to the bethel that requested the Grand Bethel’s assistance at the IRS Mileage rates for Charitable Services for any bethel meeting, ceremony, and/ or exemplification to which she or her chaperone drove, pending available funds.

**ARTICLE XVI**

**DISCIPLINE**

**Section 1.**

(a) Non-payment of dues or the retention of money or property of the GB shall be considered cause for reprimand or suspension. Notice shall be given in writing stating the cause and outlining the process of appeal.

**Section 2.**

(a) A GB member whose dues have not been paid for a period of one (1) year shall be suspended. Notification of said suspension shall be sent by the GBS.

**ARTICLE XVII**

**APPEAL**

**Section 1.**

(a) GB members shall have the right to appeal in writing any act or decision of the EGBC which may abrogate any rights and privileges specifically guaranteed them by the GB Rules and Regulations.

**Section 2.**

(a) If no written appeal is submitted to the GG within sixty (60) days after the act or decision, the aggrieved parties shall lose the right to appeal.

**ARTICLE XVIII**

**AMENDMENTS**

**Section 1. Submission**

(a) The Rules and Regulations of the GB may be amended at any Annual Session of the GGC by a two-thirds vote of the delegates present and voting.

(b) The Rules and Regulations may be amended by presenting to the GB in writing the proposed amendment. A copy of the proposed amendment shall be sent to each member of the GB, after which it shall lay over thirty (30) days before action. A two-thirds vote of the GB members present and voting shall be necessary to submit the proposed amendment to the GGC for adoption.

(c) Following the procedure of the GGC of DelMar (see DelMar-SOP-GGC-7), proposed amendments to the Rules and Regulations of the GB may also be submitted by a member of the GGC.

**Section 2. Adoption**

(a) Amendments to the Rules and Regulation of the GB shall be presented at the Annual Session of the GGC.

(b) Six (6) copies or an electronic version of the proposed amendments must be submitted in writing to the Grand Secretary at least ninety (90) days prior to the Annual Session of the GGC.

(c) A two-thirds vote of the GGC members present and voting shall be necessary to approve the amendment.

(d) Following procedures outlined in DELMAR-SOP-GG-7 Sec. 1, approved amendments shall be submitted to the Jurisprudence Committee of the GGC of DelMar for approval or disapproval.

(e) After approval by the Jurisprudence Committee of GGC of DelMar, the amendment will be effective when distributed by the Grand Secretary (See DELMAR-SOP-GGC-7).