

**BYLAWS OF THE  
GRAND GUARDIAN COUNCIL OF WASHINGTON  
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I  
DUTIES AND POWERS  
OF A GRAND GUARDIAN COUNCIL**

**Section 1.**

(c) (1) This GGC approved the formation of a Grand Bethel within this jurisdiction on April 8, 1948. The Grand Bethel of Washington shall be under the supervision of the GGC and also governed by the Rules and Regulations of the Grand Bethel.

(2) This GGC approved the formation of a corporation within this jurisdiction on April 26, 2002. The Board of Directors of the Grand Guardian Council of Washington, Job's Daughters International, shall be governed by the bylaws of the corporation and the Manual of Rules and Regulations of the Grand Guardian Council. (2002)

**ARTICLE III  
DUTIES OF THE GRAND GUARDIAN COUNCIL OFFICERS**

**Section 2. The Grand Guardian shall:**

(n) Suspend or reinstate any dispensation or charter of a Bethel when convinced that such action is for the good of the Order.

(o) Hold a minimum of one (1) adult leadership training and one (1) Daughter leadership training during the term. The adult leadership training will be in addition to CAV trainings held throughout the year. (2011)

(p) Make one (1) official visit of each chartered Bethel in this jurisdiction during the term in which she serves.

(1) An Official Visit shall include a meeting with the Executive members of the BGC, at which time there shall be an inspection of the minutes of the BGC meetings, Bethel Books, and any other records requested by the Grand Guardian.

(q) Attend the Annual Session of the SGC. If the Grand Guardian is unable to attend the session, she shall appoint the Vice Grand Guardian to represent her as her proxy at the session.

(r) Serve as a member of the Board of Directors of the corporation known as Grand Guardian Council of Washington, Job's Daughters International, comply with the bylaws of the corporation and attend all meetings unless prevented by a reasonable excuse during the term of office. (2002)

**Section 3. The Associate Grand Guardian shall:**

(f) Attend the Annual Session of the SGC. If the Associate Grand Guardian is unable to attend the session, he shall appoint the Vice Associate Grand Guardian to represent him as his proxy at the session.

(g) Cause a review of the books and accounts maintained by the Grand Secretary, the Grand Treasurer and Grand Bethel at the end of the fiscal year. This Financial Review will be as defined by the American Institute of Certified Public Accountants (A.I.C.P.A.) and will be prepared by a licensed Certified Public Accountant. Thirteen (13) copies of the Review Statement will be forwarded to the Grand Secretary. (2002)

(h) Serve as a member of the Board of Directors of the corporation known as Grand Guardian Council of Washington, Job's Daughters International, comply with the bylaws of the corporation and attend all meetings unless prevented by a reasonable excuse during the term of office. (2002)

**Section 4. The Vice Grand Guardian shall:**

(c) Bring to the attention of the Grand Guardian such matters as may warrant investigation or may promote progress and growth of the Order.

(d) Serve as a member of the Board of Directors of the corporation known as Grand Guardian Council of Washington, Job's Daughters International, comply with the bylaws of the corporation and attend all meetings unless prevented by a reasonable excuse during the term of office. (2002)

**Section 5. The Vice Associate Grand Guardian shall:**

(c) Serve as a member of the Board of Directors of the corporation known as Grand Guardian Council of Washington, Job's Daughters International, comply with the bylaws of the corporation and attend all meetings unless prevented by a reasonable excuse during the term of office. (2002)

**Section 6. The Grand Secretary shall:**

(c) (1) The official seal as prescribed by the Supreme Guardian Council shall be provided, with which all instruments issued by or under authority of this Grand Guardian Council shall be authenticated. Said seal shall remain in the custody of the Grand Secretary.

(k) Issue notices of all meetings properly called.

(l) Place on the distribution list the names of all new Bethel Guardians and Bethel Guardian Secretaries. (1994)

(m) Forward, no later than October 1<sup>st</sup>, a copy of the Financial Review to the (10) members of the Executive GGC, Immediate Past Grand Guardian, Immediate Past Associate Grand Guardian and the Chairman of the Finance Committee. Additional copies will be available to all Bethels and voting delegates on request, at cost. (2007)

(n) Receive all proposed amendments to the Manual of Rules and Regulations from the Jurisprudence Committee by May 1<sup>st</sup> and forward a copy of same to each voting member on the distribution list by June 1<sup>st</sup> prior to the Annual Session. (2009)

(o) Notify all members on the distribution list of all changes and amendments to the Manual of Rules and Regulations of the GGC, after approval has been received from the Vice Supreme Guardian and the Jurisprudence Committee of the SGC. (2009)

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(p) Designate, immediately upon receiving copies of amendments passed by the SGC, the section and page of the Manual of Rules and Regulations amended and shall prepare and make available by email and/or the Washington Job's Daughters website to the subscribers of the Supreme Constitution and Bylaws and Manual of Rules and Regulations within thirty (30) days after receipt of same. (2011)

(q) Make a detailed report of all receipts and disbursements and any other matters pertaining to the office at the Annual Session of this GGC.

(r) Draw and countersign all warrants on the Grand Treasurer.

(s) Be the custodian of all records and reports and transmit the same, together with all other property of the GGC on the possession of the Grand Secretary to the successor to the office immediately after the election and installation of such successor.

(t) Maintain, in the office of the Grand Secretary, a complete stock of Bethel supplies as prescribed by the Supreme Guardian Council. The quantity of such supplies shall be determined in consultation with the Grand Guardian and the Chairman of the Finance Committee.

(u) Act as secretary for the Scholarship Committee, and maintain documentation of all special conditions agreed to by the GGC, affecting monies from donations and/or bequests for the Educational Fund. (1996)

(v) Make available to the members of the GGC copies of the Book of Proceedings of the current Annual Session. Estimated cost shall be reflected on an order form at the time of registration.

(w) Distribute a complimentary copy of the published Book of Proceedings to the Immediate Past Grand Guardian, the immediate Past Associate Grand Guardian, and retain one copy to remain on file in the Grand Secretary's office. (1996)

(x) Examine carefully and pass upon the credentials of all persons claiming the right to membership in this GGC and collect the registration fee when same has not been previously paid.

(y) Prepare a complete list of all duly authorized members present and entitled to vote as soon as practicable after the meeting convenes.

(z) Serve as a member of the Board of Directors of the corporation known as Grand Guardian Council of Washington, Job's Daughters International, comply with the bylaws of the corporation and attend all meetings unless prevented by a reasonable excuse during the term of office. (2002)

(aa) Deliver all books and correspondence to the Grand Bethel Guardian by registered mail, or in person, not less than ten (10) days prior to the Annual Session of the Grand Bethel. (2008)

#### **Section 7. The Grand Treasurer shall:**

(e) Maintain the funds of this GGC in a minimum of four (4) separate accounts designated as Educational, Promotional, Grand Session and General.

(f) Prepare and distribute to the elected officers of the Grand Guardian Council and chairmen of the Finance and Promotion Committees a monthly financial report advising them of the bank balance in each of the different accounts at the close of the preceding month. (2009)

(g) Advise the Chairman of the Scholarship Committee of the amount of money in the Educational Fund as of the end of the fiscal year, noting the special conditions under which donations or bequests were accepted for the Educational Fund by the GGC. (1996)

(h) Determine, by consultation with the Grand Secretary, the amount of funds in either the Educational, Promotional, Grand Session or General accounts which is in excess of the amount required to meet current expenditures. Such excess fund, if any, may be invested in savings accounts or other forms of investments designated by the same titles. All funds belonging to the GGC shall be deposited in Federally insured accounts and/or U.S. Government Securities.

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(bb) Maintain a file of written reports obtained from the Bethels on promotional activities. (2002)

(dd) Make an annual report which shall serve as a permanent file of the transactions of the Membership Committee. This file shall be retained in the Grand Secretary's Office. (2002)

(cc) Keep and maintain a permanent file on each Bethel under the Grand Guardian Council and turn it over to her/his successor at the end of the Annual Session of the GGC or within ten (10) days thereof. (2002)

(l) **Park Project Committee:** Oversee the use of the Job's Daughters International section of the Masonic Park in Granite Falls, Washington, located at 24310 Mountain Loop Hwy, Granite Falls, Washington. (2006)

(1). It will be the charge of this committee to submit a plan to the GGC of Washington for the consideration of development of the Masonic Park Property. (2006)

(2). The committee will consist of five (5) members of the GGC. All new appointments will be for a period five (5) years. Members of the Park Project committee shall not be eligible for re-appointment until after the expiration of one (1) year, except when appointed to fill a vacancy for a portion of a term. (2006)

(3). Chairman shall maintain communication with the Grand Guardian on behalf of the committee. The Chairman will provide a report for the Annual Session of the GGC. (2006)

#### **Section 5. Committee Reports**

(a) All GGC Committees, except the Appeals and Grievances Committee, shall submit a written report to the Distribution Committee Chairman prior to the close of the Annual Session, which shall include their activities during the year and any recommendations to the GGC. (1996)

(b) The written reports of the following committees: Scholarship, Promotion, Century Club Foundation, Ways and Means, Miss Washington Job's Daughter, Grand Bethel, and others at the discretion of the Grand Guardian, shall be given orally to the GGC at the Annual Session. (2007)

### **ARTICLE V DEPUTIES**

#### **Section 2. Deputy Grand Guardian**

(c) The Grand Guardian may appoint a Deputy Grand Guardian to act in her stead and for her in case of her inability to personally be present. These appointments shall be made from Past Grand Guardians, Past Associate Grand Guardians and/or elected officers of the GGC.

(d) A Deputy Grand Guardian shall make semi-annual visits to each Bethel assigned to them for the purpose of instructing in all branches of the work. A return visit shall be made for inspection.

(e) Deputy Grand Guardians shall also make a semi-annual visit to the BGCs of these Bethels for the purpose of instructing the BGC members in their duties and for inspection of the Guardian Secretary's Minute Book for Council meetings and all Bethel books. They shall remind the BGCs of their responsibility regarding the Educational and Promotional Fund.

(f) A report of these visits shall be sent to the Grand Guardian, stating the proficiency of the officers, record of membership and finances. A copy of this report shall be sent to the Vice Grand Guardian by the Deputy Grand Guardian.

### **Section 3. Grand Deputies**

- (a) The Grand Guardian may appoint a Grand Deputy from members of the GGC to:
  - (1) Care for Bethels which may need special attention.
  - (2) Organize and institute a new Bethel.

### **Section 4. Ritual Deputies**

(a) No more members than a number equal to the number of active Bethels in this GGC's jurisdiction may be appointed as Ritual Deputies to assist the Bethels and Bethel Guardians assigned to each Ritual Deputy in the ritualistic work of the Order.

## **ARTICLE VI FINANCES**

### **Section 1. Receipts**

(b) Revenue gained from investments shall be deposited to the General Fund to help defray the operating expenses of this GGC.

### **Section 2. Fees**

(b) (1) Each member of the GGC shall pay an annual membership fee of twenty dollars (\$20.00). This fee shall be due no later than October 1. (2002)

(aa) Executive members of each BGC of chartered Bethels and Bethels under dispensation shall pay their annual membership fee by October 1<sup>st</sup> or at the time of the installation of the BGC. (1996)

(bb) Members of the GGC who have not paid their annual membership fee and wish to vote at the Annual Session of the GGC shall pay at the time of registration or presentation of credentials at the Annual Session of the GGC. (1996)

(b) (2) A ten dollar (\$10.00) fee shall be paid by each person attending the Annual Session of the GGC that will go into a fund to support the travel expenses of Daughters from the jurisdiction that are selected as Miss International Job's Daughter or the Supreme Bethel Honored Queen. (2005)

### **Section 4. Disbursements**

(a) The Grand Guardian shall receive the necessary expenses of her travels during the year in which she serves which expenses shall be limited in the amount to the sum of twenty dollars (\$20.00) per Bethel per year, computed on the number of Bethels officially inspected during her year. Such expenses may be paid to the Grand Guardian in sums of one hundred dollars (\$100.00) or more in advance of her expenditures of same. She shall not be allowed her traveling expenses to and from GGC Sessions of other Jurisdictions. (1995)

(b) The Associate Grand Guardian shall receive the necessary expenses of his travels during the year in which he serves, which expenses shall be limited to the amount of twenty dollars (\$20.00) per Bethel to attend the official visits with the Grand Guardian, computed on the number of Bethels visited during the year in which he serves. Such expenses may be paid in sums of fifty dollars (\$50.00) or more in advance of his expenditure of the same. (1995)

(c) The Grand Guardian and the Associate Grand Guardian shall be allowed traveling expenses to and from the Annual Session of the GGC. Said expenses shall be equal to the round trip bus fare by the shortest route.

(d) The Grand Guardian and the Associate Grand Guardian shall be exempt from paying their expenses at Annual Session of the GGC. This shall be limited to the amount of the greatest charge in the Grand Session packet and shall come from the Grand Session Account.

(e) The Grand Guardian and the Associate Grand Guardian shall receive their traveling expenses to and from the place where the Annual Session of the SGC is held. Said expenses shall be limited to the amount equal to round trip railroad fare and berth or air fare via the shortest route, whichever is less expensive. They shall also receive per diem in the amount of twenty dollars (\$20.00) per day for the four (4) days of the Annual Session provided they attend all business meetings of the Annual Session of the SGC. No per diem shall be allowed while traveling to and from the place where the Annual Session of the SGC is held.

(f) When the Grand Guardian or the Associate Grand Guardian is unable to attend the Annual Session of the SGC and their proxy attends the session in their stead, said proxy shall receive the expense allowance and per diem set forth in preceding paragraph (e).

(g) This GGC shall appropriate from the General Fund sufficient sums to purchase a Past Grand Guardian's Jewel (or equivalent) designated in the Catalogue of Supplies issued by the SGC as J 84 HP, and a Past Associate Guardian's Jewel (or equivalent) designated in said catalogue as J 88 HP.

(h) The necessary expenses of a Grand Deputy to organize and institute a new Bethel shall be paid from the Promotion Fund.

(i) Deputy Grand Guardians, Grand Deputies and members of promotion committees who have been appointed by the Grand Guardian to assist Bethels which may require help, shall be allowed travel expenses in the amount of seven cents (\$.07) per mile while traveling to and from a Bethel. Payment shall be allowed from the Promotion Fund upon presentation of an itemized statement of actual miles traveled. (1995)

(j) The expenses of the School of Instruction shall be paid from the Promotion Fund with prior approval of the Finance Committee. (1998)

(k) Travel expenses equal to round trip bus fare by the shortest route, shall be allowed all persons required to attend the annual meeting of the Jurisprudence Committee.

(l) Travel expenses equal to round trip bus fare by the shortest route, shall be allowed all persons required to attend the annual meeting of the Finance Committee.

(m) The Grand Secretary shall receive an allowance of six hundred dollars (\$600.00) per month. In addition, traveling expenses incurred in attending the Annual Session of the GGC shall be paid. Said traveling expenses shall be limited to an amount equal to round trip bus fare. (2011)

(n) The Grand Treasurer shall receive the sum of nine hundred dollars (\$900.00) per year for incidental expenses incurred during the year, and in addition traveling expenses incurred in attending the Annual Session of the GGC. Said traveling expenses shall be limited to an amount equal to round trip bus fare. (1994)

(o) The Grand Secretary and the Grand Treasurer shall be allowed travel expenses to instruct a new Bethel in establishing and maintaining Bethel records at a time other than the date of institution.

(p) The Chairmen of the Jurisprudence, Scholarship, and Promotion Committees shall each receive one hundred dollars (\$100.00) as an advance against expenses incurred during the year. An accounting of the expenditures used from this advance shall be submitted with their report at the Annual Session of the Grand Guardian Council. (2009)

(q) The Grand Secretary and Grand Treasurer shall each be bonded for a minimum sum of five thousand (\$5,000.00), either under the bond issued to the SGC, or under the bond issued to this GGC.

(r) A Daughter from this jurisdiction that is selected as Miss International or Supreme Bethel Honored Queen shall be eligible to receive funds from previously collected fees (B-GGC 5/1 Article VI, Section 2, (b)(2)). Disbursements of these funds will be done at the discretion of the Executive Members of the Grand Guardian Council and approval of the Finance Committee. (2005)

**ARTICLE XI**  
**MANUAL OF RULES AND REGULATIONS**

**Section 1. Amendments**

(f) Amendments to the Manual of Rules and Regulations of the GGC shall be by a two-thirds (2/3) affirmative vote of the members voting, providing such amendments are in proper form per the Bylaws and submitted to the Chairman of Jurisprudence postmarked by March 15<sup>th</sup> of the year in which they are to be acted upon. The amendments acted upon shall be sent to the Grand Secretary by May 1<sup>st</sup> for processing and then distributed to each voting member by June 1<sup>st</sup>. (2009)

(g) No proposed amendment shall be distributed to the voting members of the Grand Guardian Council by the Grand Secretary unless submitted by a member of the GGC. (2009)

(h) Proposed amendments shall be presented in the following form: provide page number, article and section numbers. Then first state "as it now reads", quoting the printed section to be amended. This is to be followed by "amend to read", with the proposed changes. (1998)

(i) The adoption and approval of any amendment shall automatically amend all other portions of the Manual of Rules and Regulations referring to the same subject.

(j) No amendment to the Manual of Rules and Regulations of this Grand Guardian Council, including immediate amendments shall become effective until approved by the Jurisprudence Committee of the Supreme Guardian Council and upon distribution. Such legislations shall become effective immediately upon distribution. (2011)

**Section 2. Immediate Amendments**

(a) An immediate amendment may be presented in writing and in proper form by a member of this GGC when signed by ten (10) voting members representing ten (10) different Bethels and submitted to the Grand Secretary to be read to the voting delegates. An immediate amendment requires a unanimous vote of the members present and voting at the Annual Session of the GGC.