

**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) To hold a minimum of four (4) workshops during the term to include: two (2) adult maintenance training programs at separate locations; one (1) leadership development training; and one (1) Daughter protection training program. (2002)

(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) Serve as Chairman of the Fraternal Relations Committee.
- (g) 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.
- (h) 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)
- (i) 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 1st, 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 1st and forward a copy of same to each voting member on the distribution list by June 1st prior to the Annual Session. (2008)
- (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)

(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 distribute four (4) copies to each Bethel and one copy to each Washington subscriber of the Supreme Constitution and Bylaws and Manual of Rules and Regulations within thirty (30) days after receipt of same. (2009)

(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 Grand Bethel books and correspondence in her possession to the Grand Bethel Guardian by registered mail, or in person, not less than ten (10) days prior to the Annual Meeting 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. (1998)

(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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(i) Prepare a quarterly financial statement detailing the financial condition of the GGC. This report shall be sent to the Grand Secretary for distribution in the bulletin. The Grand Treasurer shall also make a detailed report of all matters pertaining to the office at the Annual Session of the GGC.

(j) Deposit and invest all monies of the GGC in Federally insured accounts and/or U.S. Government Securities. These may include any Federally insured investment sold by Federally insured institutions. If monies are to be moved from one financial institution to another, written approval shall be received by the Grand Treasurer from the Grand Guardian, Associate Grand Guardian, Vice Grand Guardian, Vice Associate Grand Guardian, Grand Guide, Grand Inner Guard, Grand Marshal, Grand Outer Guard, and the Chairman of the Finance Committee, or the three fourths (3/4) affirmative vote.

(k) Deposit all revenue gained from investments to the General Fund to help defray the operating expenses of this GGC.

(l) 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)

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

Washington B-GGC

Section 8. The Grand Guide and Grand Marshal Shall:

(c) Serve as members 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 9. The Grand Inner Guard and Grand Outer Guard shall:

(c) Serve as members 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 10. Other Grand Officers shall:

(b) The Grand Director of Music shall provide suitable music and entertainment for the sessions of the GGC, instruct all Guardian Directors of Music and perform such other duties as may be assigned by the Grand Guardian.

(c) The Grand Chaplain shall officiate at all devotional services of the GGC and perform such other duties as may be assigned by the Grand Guardian.

Section 11. Reports

(a) At the Annual Session of the GGC, all elective GGC Officers shall submit a written report, which shall include their activities during the year.

**ARTICLE IV
COMMITTEES**

Section 3. Standing Committees

Before the close of the Annual Session, the incoming Grand Guardian shall appoint the following Standing Committees. She shall appoint one member of each committee to serve as its chairman.

(a) **Jurisprudence Committee**, composed of five members. New appointments shall be for a term of three years. If a vacancy occurs, such vacancy shall be filled by appointment by the Grand Guardian for the unexpired portion of the term. Members of the Jurisprudence Committee shall not be eligible for re-appointment until after the expiration of one year, except when appointed to fill a vacancy for a portion of a term. It shall be the duty of the Jurisprudence Committee to:

(1) Carefully study all questions pertaining to it by proper author and make a report in detail with recommendations at the Annual Session of the GGC.

(2) Advise the Grand Guardian at her request concerning legality of any action or ruling contemplated or questioned.

(3) Approve all Bethel Bylaws before such become effective.

(4) Receive all properly proposed amendments to the Manual of Rules and Regulations by March 15th and give careful considerations for the adoption or rejection. Discuss amendments with the proposer if necessary. (2007)

(5) Make a detailed report with the recommendations for action by the GGC at the Annual Session.

(6) Forward all proposed amendments to the Grand Secretary by May 1st for distribution to the voting members of the Grand Council by June 1. (2007)

(7) Conduct such other business that comes before the Jurisprudence Committee. The date and location of meetings shall be designated by the chairman and held in the area of which the majority resides.

(b) **Finance Committee**, composed of three members. New appointments shall be made for a term of three years. If a vacancy occurs, such vacancy shall be filled by appointment by the Grand Guardian for the unexpired portion of the term. Members of the Finance Committee shall not be eligible for re-appointment until after the expiration of one year, except when appointed to fill a portion of a term. It shall be the duty of this committee to:

(1) Examine all bills or claims submitted to said committee and when found to be correct and within the limits as fixed by the GGC, shall approve same for payment.

(aa) When claims or bills are approved, they, and such forms as may be necessary, shall be signed by the Chairman of the Finance Committee and routed to the committee members for signatures. The approval of a majority of the members of the Finance Committee shall be required to pass on all bills or claims submitted to said committee. Those claims or bills having been approved by the Finance Committee will be forwarded to the Grand Treasurer.

(2) Return any claim or bill which the Finance Committee has denied for payment to the Grand Secretary with a letter by the Chairman of the Finance Committee explaining the reason such claim was denied. The decision of the Finance Committee shall be binding until the next Annual Session of the GGC.

(3) Meet not more than sixty (60) days or less than thirty (30) days before the Annual Session of this GGC to determine the probable revenue to be obtained during the ensuing year and prepare a budget of probable expenditures that will be required during the ensuing year. The date and location of said meeting shall be designated by the chairman of the Finance Committee and shall be held in the area in which the majority of the committee resides. The Vice Grand Guardian, the Vice Associate Grand Guardian, the Grand Secretary, and the Grand Treasurer shall also attend this meeting. All other elected Grand Officers shall be invited at their own expense. The findings of the Committee shall be submitted and distributed to the GGC in writing at the Annual Session. The GGC shall have the privilege of making modifications in said budget when it is presented at the Annual Session for final approval. (1996)

(c) **Scholarship Committee**, composed of three members. New appointments shall be made for a term of three years. If a vacancy occurs before the expiration of the term of any member, the Grand Guardian shall appoint a member of the GGC to serve for the remainder of the term. Members of the Scholarship Committee shall not be eligible for reappointment until after the expiration of one year, except when appointed to fill a vacancy for a portion of a term. The committee shall determine the recipients of scholarships in accordance with the Rules and Regulations of Scholarships.

(d) **Appeals and Grievance Committee**, composed of three (3) members. The duty of the committee shall be to investigate all appeals, complaints or grievances which may be lawfully filed with it and report its recommendations after receipt. This committee does not report to the GGC Session.

(e) **Promotion Committee**, Promotion Committee shall be composed of four (4) members of the GGC. All new appointments shall be for a term of three (3) years. If a vacancy occurs before the expiration of the term of any member, the Grand Guardian shall appoint a member of the GGC to serve for the remainder of the term. Members of the Promotion Committee shall not be eligible for reappointment until after the expiration of one (1) year, except when appointed to fill a vacancy for a portion of a term. (2004)

(1) The duties of the Promotion Committee are as follows:

(aa) Coordinate activities with the Fraternal Relations Committee and Publicity Committee by communicating with the Chairman of each before the close of business of the Annual Session and establishing a combined meeting within twenty (20) days of the close of the Annual Session of the GGC. The incoming Grand Guardian and Associate Grand Guardian shall also be present. (2002)

(bb) Review existing and proposed promotional material. Update, withdraw and produce new material, with the approval of the Grand Guardian and Jurisprudence Committee, and to instruct Bethels on how to use such material. (2002)

(cc) Assist Bethels in promoting the Order within their community by assisting the Miss Washington Job's Daughter Program in identifying potential speaking engagements for Miss Washington Job's Daughter. (2008)

(dd) Work closely with the Membership Committee to assist Bethels with promotional parties and events. (2002)

(ee) Investigate all possible locations for the organization of new Bethels and work closely with the Fraternal Relations Committee to promote relations and increase membership contact with Masonic organizations and the community. (2002)

(ff) Maintain, distribute and provide at statewide functions and schools of instruction all membership and promotional materials. (2002)

(gg) Initiate, order and maintain all promotional items and keep an accurate inventory providing a copy to the Grand Secretary no later than May 15. (2007)

(2) The chairman of the Promotion Committee shall:

(aa) Convene, organize and assign duties to each member of the Promotion Committee within twenty (20) days of the close of the Annual Session of the GGC. Absent members shall be notified of their duties within two (2) weeks. (2002)

(bb) Regularly inform the Grand Guardian, the members of the Promotion Committee, Fraternal Relations Committee and Membership Committee of the progress and activities of the committee. (2002)

(cc) 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 Promotion Committee. This file shall be retained in the Grand Secretary's Office. (2002)

(ee) 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 or within ten (10) days thereof. (2002)

(3) One (1) member of the committee shall be appointed to oversee publicity and his/her responsibilities shall be to:

(aa) Assist local Bethels in the development of press releases.

(bb) Prepare and submit to the press for publication news items regarding the activities and promotions of the Order.

(cc) Work closely with the Committee members to prepare and submit to the press for publication news items that will promote the ideals and purpose of the Order in communities where there exists the possibility of organizing a new Bethel.

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(f) **Fraternal Relations Committee**, composed of at least one (1) member whose duty it shall be to:

(1) Contact and keep in touch with the leaders of the Masonic Order and concordant bodies and endeavor to interest them in organizing Bethels of Job's Daughters International.

(2) Assist the Promotion Committee in its effort to institute Bethels.

(g) **Century Club Foundation Committee**, composed of seven (7) members of the GGC. All new appointments will be for a period of three (3) years and will be on a staggered rotation (3,2 and 2) of appointment. If a vacancy occurs, such vacancy shall be filled by an appointment by the Grand Guardian for the unexpired portion of the term. The Chairman must have served at least one (1) year on the committee prior to being appointed Chairman. It shall be the duty of the Century Club Foundation Committee to: (2003)

(1) Supervise and administer the Century Club Foundation account.

(2) Issue Membership Certificates and Membership Cards to new members.

(3) Acknowledge contributions received "in honor" or "memory of" someone,

(4) Submit an annual report of their activities at the Annual Session of the GGC. (1994)

(5) Develop methods to increase the principal amount in the fund through grants, donations, beneficiaries, fundraisers and other creative programs. (2003)

Section 4. Other Committees

Before the close of the Annual Session the incoming Grand Guardian shall appoint the following Committees. She shall appoint one member of each committee to serve as its chairman. Each committee will be composed of at least one (1) member.

(a) **Session Location Committee**, whose duties shall be:

(1) To consider invitations and submit recommendations for the date and location of the Annual Session of the GGC. (1998)

(2) To work in conjunction with the Grand Bethel Committee and submit recommendations for the date and location for the Annual Meeting of the Grand Bethel. (1998)

(b) **Distribution Committee**, whose duty it shall be to:

(1) Study all reports received at the Annual Session of the GGC and refer to the Jurisprudence Committee all matters pertaining to laws; to the Finance Committee all matters pertaining to finance; and report to the GGC any other items requiring definite action by the GGC. (1997)

(2) Move before the close of the Annual Session of the GGC that all portions of the reports not referred and all other reports be received and placed on file. Reports received after the close of the Annual Session of the GGC shall be included in the proceedings for reference. (1997)

(3) Forward within thirty (30) days of the close of the Annual Session of the GGC a copy of the minutes and transcript of the stenographic report of the Annual Session of the GGC to the immediate Past Grand Guardian, immediate Past Associate Grand Guardian, the Grand Guardian, the Associate Grand Guardian, Grand Secretary, Chairman of Jurisprudence and others at the discretion of the Distribution Committee. (1996)

(4) Collect within sixty (60) days of the close of the Annual Session of the GGC, a corrected copy of the minutes and transcript of the stenographic report of the Annual Session of the GGC from the immediate Past Grand Guardian, immediate Past Associate Grand Guardian, Grand Guardian, Associate Grand Guardian, Grand Secretary, Chairman of Jurisprudence and others that were asked to make corrections. (1996)

- (5) Prepare the Book of Proceedings for publication.
- (6) Obtain competitive bids for reproduction and submit the Book of Proceedings for publication based on pre-order sales from the Grand Secretary. (1996)
- (7) Submit within one hundred and twenty (120) days of the close of the Annual Session of the GGC the published Book of Proceedings to the Grand Secretary for distribution at a prorated cost for all recipients. A complimentary copy of the proceedings will be given to the immediate Past Grand Guardian, the immediate Past Associate Grand Guardian and one copy filed with the Grand Secretary. (1996)

- (c) **Courtesy Committee**, whose duty it shall be to:
- (1) Assist in extending courtesies to visitors and members in attendance at GGC Sessions.
 - (2) Report on courtesies extended to the Order and to express appreciation to the donors.

- (d) **Ways and Means Committee**, composed of three (3) members, who duty it shall be to:
- (1) Suggest and plan methods to augment the income of the GGC, submitting the same to the GGC for approval.

- (e) **Award Committee**, composed of at least one (1) member whose duty shall be to:
- (1) Work with the Grand Guardian and all competition chairmen to establish the type of awards to be used and the numbers that will be needed. (1996)
 - (2) Obtain competitive bids for the purchase of awards. (1996)
 - (3) Place order for awards and submit all bills to the Grand Secretary. (1996)
 - (4) Distribute awards to the competition chairmen prior to each event. (1996)

- (f) **Degree of Royal Purple Committee**, composed of three (3) members. The appointments shall be for a term of three (3) years. The committee shall determine the recipients of this award in accordance with the Rules and Regulations for this award.

- (g) **Washington Evergreen Award Committee**, composed of five (5) members of the GGC. New appointments shall be for a term of three (3) years. The committee shall determine the recipients of this award in accordance with the Rules and Regulations for this award. (2007)

- (h) **Miss Washington Job's Daughters Committee**, composed of five (5) members of the GGC. New appointments shall be for a term of three (3) years. The committee shall operate in accordance with the Rules and Regulations of this award. (2001)

(i) **Grand Bethel Committee**, composed of seven (7) members; the Grand Bethel Guardian and the Grand Bethel Associate Guardian who have been appointed to the Committee the previous year; a Past Bethel Guardian and a Past Associate Bethel Guardian appointed by the incoming Grand Guardian, as recommended by the incoming Vice Grand Guardian, to serve a two (2) year term and who shall become Grand Bethel Guardian and Grand Bethel Associate Guardian the year following their appointment; three (3) members of the Grand Guardian Council. New appointments shall be for a term of three (3) years and shall run concurrent with Grand Bethel. If a vacancy occurs before the expiration of the term of any members, such vacancy shall be filled by appointment by the Grand Guardian for the unexpired portion of the term. Members of the Grand Bethel Committee shall not be eligible for a reappointment until after the expiration of one (1) year, except when appointed to fill a vacancy for a portion of a term. The Grand Bethel Guardian shall serve as Chairman of the committee. The Grand Bethel Guardian and Grand Bethel Associate Guardian shall be installed immediately following the installation ceremony of the Grand Bethel Officers, Choir and Representatives. (2002)

(1) It shall be the duty of the committee to:

(aa) Provide guidance, instruction and leadership to the Grand Bethel members to afford compliance with the Grand Bethel Rules and Regulations.

(bb) Conduct such business as may come before the Grand Bethel Committee. The date and location of the meetings shall be at the discretion of the Committee Chairman.

(cc) Plan and execute a Grand Bethel Reception.

(dd) Provide proper courtesies at the receptions of the Grand Guardian and Associate Grand Guardian.

(ee) Coordinate convening of Grand Bethel at the Annual Meeting which shall include such business as should come before the Grand Bethel and overseeing of the drawing of the Grand Bethel Officers and Representatives as directed in the Grand Bethel Rules and Regulations.

(ff) Assist, at the direction of the Grand Guardian, in the organization of such additional activities as may be for the good of the Grand Bethel.

(gg) Maintain finances and derive revenue as specified in the Grand Bethel Rules and Regulations.

(2) It shall be the duty of the Grand Bethel Guardian to:

(aa) Maintain communications with the Grand Guardian on behalf of the Committee.

(bb) Convene and preside over all meetings of the Committee.

(cc) See that the Committee functions properly and that its actions are in accordance with the Manual of Rules and Regulations of this Grand Guardian Council and the Grand Bethel Rules and Regulations.

(dd) Notify each Bethel Guardian and Bethel Guardian Secretary in this Grand Guardian Council of the forms and full particulars regarding the drawing for the Grand Bethel Officers and Representatives. (2009)

(ee) Maintain a permanent file documenting the Committee and Grand Bethel activities and turn same over to her successor.

(ff) Supervise the care of the Grand Bethel capes and crowns as well as the other paraphernalia of the Grand Bethel.

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(gg) Approve all bills and send them to the Chairman of the Grand Bethel Finance Committee for payment.

(hh) Present a report to the GGC at their Annual Session detailing the activities of Grand Bethel and the financial status for the year.

(ii) Assist the Session Location Committee in submitting recommendations for the date and location of the Annual Meeting of Grand Bethel.

(jj) Keep the record book in possession during the ensuring year. (2008)

(3) It shall be the duty of the Grand Bethel Associate Guardian to:

(aa) Supervise the planned activities of Grand Bethel outside the Temple and act as a chaperone at Grand Bethel functions.

(bb) Supervise the set up of the Bethel room for all Grand Bethel meetings.

(cc) Assume responsibility for Grand Bethel if the Grand Bethel Guardian is unable to perform her duties.

(dd) Cause the Grand Bethel books to be audited in conjunction with the financial records of the GGC. (2002)

(ee) Supervise the preparations of amendments to the Rules and Regulations of Grand Bethel that have been properly acted upon by Grand Bethel and present them to the Jurisprudence Committee of the GGC for action.

(j) **Grand Bethel Finance Committee**, composed of two (2) permanent members of the GGC, one (1) to be appointed yearly. New appointments shall be for a term of two (2) years. If a vacancy occurs before the expiration of the term of any members, such vacancy shall be filled by appointment by the Grand Guardian for the unexpired portion of the term. Members of the Grand Bethel Finance Committee shall not be eligible for reappointment until after the expiration of one (1) year, except when appointed to fill a vacancy for a portion of a term.

(k) **Membership Committee** shall be composed of three (3) members of the GGC. All new appointments shall be for a term of three (3) years. If a vacancy occurs before the expiration of the term of any member, the Grand Guardian shall appoint a member of the GGC to serve for the remainder of the term. Members of the Membership Committee shall not be eligible for reappointment until after the expiration of one (1) year, except when appointed to fill a vacancy for a portion of a term. (2002)

(1) The duties of the Committee are to:

(aa) Initiate, promote and develop programs that will assist in growth of the membership of the Order. (2002)

(bb) Initiate, promote and develop programs that will assist the retention of present membership. (2002)

(cc) Initiate, develop and maintain programs that welcome new members and their families. (2002)

(dd) Send suggested membership programs to the Bethels for their consideration and use. (2002)

(ee) Coordinate and communicate their activities with the Promotion Committee. (2002)

(2) The duties of the Chairman are to:

(aa) Convene, organize and assign duties to each member of the Membership Committee within twenty (20) days of the close of the Annual Session of the GGC. Absent members shall be notified of their duties within two (2) weeks. (2002)

(bb) Regularly inform the Grand Guardian and the members of the Promotion Committee of the progress and activities of the committee. (2002)

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

(WA) B-GGC 3.6

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(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)

(ee) 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.

(WA) B-GGC 3.7

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 1st 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 the sum of six hundred dollars (\$600.00) per month as a salary. 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.

(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 VII
PENALTIES AND FINES**

Section 1. Penalties:

The Grand Guardian has the authority to recall the voting credentials and/or consider expulsion of a member of the GGC who has:

- (aa) Taken funds and or property of a Bethel without permission.
- (bb) Taken property of the GGC without permission.
- (cc) Has an uncollectible debt to the GGC over 180 days old.
- (dd) Members who have an uncollectable debt are not eligible for appointment to a Bethel Guardian Council, Grand Council office or committee. (2004)

Section 2. Fines shall be levied for:

- (d) Failure to remit fees and dues within thirty (30) days after same are due. This fine shall be five dollars (\$5.00) and shall be collected from the Executive members of the BGC.
- (e) Failure to send their Educational and Promotional remittance by the first day of May and December of each year. This penalty shall be five dollars (\$5.00) and shall be collected from each Bethel that fails to send this remittance. 2007

**ARTICLE VIII
EDUCATIONAL AND PROMOTIONAL FUNDS**

Section 1.

(a) The Educational Fund shall consist of all monies and bills receivable in the present Educational Fund and all money donations, bequests, interest and earnings that may be hereafter accumulated for the Fund. This Fund may consist of Savings, Checking, and/or Endowment accounts. The Educational Fund shall be used solely for making scholarship awards to members of the Order to help further their education. (1996)

(b) All Special conditions of the Educational Fund accepted by the GGC shall be complied by the Scholarship Committee. (1996)

(c) Each Bethel shall contribute to these funds (see B-Bethel, Article IV, Section 4). These funds, except that portion to be retained by the Bethel, shall be remitted to the Grand Secretary not later than the first (1st) day of May and December each year. The method of raising such funds shall be left to the discretion of the Executive members of the BGC. (2008)

(d) Revenue gained from investments from the Educational Fund shall be deposited in the Educational Fund and used for scholarships only.

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 15th of the year in which they are to be acted upon. The amendments acted upon shall be sent to the Grand Secretary by May 1st for processing and then distributed to each voting member by June 1st. (2009)

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

(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 Vice Supreme Guardian and upon distribution. Such legislation shall become effective immediately upon distribution.

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.