

Grand Bethel of Michigan Rules & Regulations

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**ARTICLE I
NAME****Section 1.**

- (a) The name of this organization shall be the Grand Bethel of the State of Michigan, Job's Daughters International.

**ARTICLE II
OBJECT****Section 1.**

- (a) The object of this Grand Bethel shall be to preserve the Ideals and Principles of Job's Daughters International and promote interest in its welfare and development by uniting the endeavors and influence of its members.

**ARTICLE III
JURISDICTION****Section 1.**

- (a) The Grand Bethel shall be supervised by the Executive Grand Guardian Council.

**ARTICLE IV
MEMBERSHIP****Section 1.**

- (a) The membership of this Grand Bethel shall consist of all active and Majority Members of all Bethels in the State of Michigan.
- (b) Each Bethel shall be entitled to three (3) delegates: namely the two (2) Queens serving during the current Grand Guardian's term of office and the incoming Queen. Alternates shall be elected by the daughters at a Bethel Meeting preceding the Grand Guardian Council Session.
- (c) Such proxy shall be issued and certified by the Executive Bethel Guardian Council and shall be limited to the particular session for which it is issued. No person shall have proxy for more than one (1) vote.
- (d) Every member in good standing shall be privileged to discuss or debate any subject properly brought before the Grand Bethel, even though she is not a voting delegate.
- (e) Admission to the Grand Bethel Sessions shall be by Grand Bethel dues card only.
- (f) Each Grand Bethel Officer and Grand Bethel Choir member shall be entitled to one (1) vote during the Grand Bethel Session.

**ARTICLE V
MEETINGS****Section 1. Business**

- (a) The Annual meeting of the Grand Bethel shall be held during the days allowed for the Grand Guardian Council Session.
- (b) Special meeting of the Grand Bethel Officers may be held by the call of the Grand Bethel Honored Queen, provided the calling of said meeting has been unanimously approved by the members of the Executive Grand Guardian Council and each member of said Executive Grand Guardian Council has been invited to attend; provided further, no meeting shall be held without the presence of at least six (6) members of the Executive Grand Guardian Council.
- (c) The Majority Degree may be exemplified by an invited Bethel at the time most suitable to the Grand Guardian's Program.
- (d) Representatives of a majority of the subordinate Bethels in this Grand Jurisdiction shall constitute a quorum for the transaction of business.
- (e) This Grand Bethel shall be governed in debate and question of order by Robert Rules of Order, so far as these rules do not conflict with the laws and regulations of this Grand Bethel.
- (f) The Grand Council Parliamentarian shall attend the business session of the Grand Bethel.

Section 2. Installation

- (a) The Installation of Officers and Bethel Choir of the Grand Bethel for the following year shall take place before the close of the Grand Guardian Council Session. Term of office shall be one (1) year.
- (b) All Grand Bethel Officers shall be installed before the close of the Grand Guardian Council Annual Session. A Grand Bethel Officer/Choir Member shall only be excused from the Annual Installation by the Grand Guardian for good and sufficient reasons. The Grand Bethel Officer/Choir Member shall be installed at the next Grand Bethel Exemplification.
- (c) A Grand Bethel Officer/Choir Member cannot be installed by proxy.
- (d) The Installing Officer shall be the retiring Grand Bethel Honored Queen.
- (e) The other installing officers shall be Past Grand Bethel Honored Queens of the Grand Bethel of Michigan. Other Installing officers are defined as: Installing Guide, Installing Marshal, Installing Recorder, Installing Chaplain, Installing Musician, Installing Senior Custodian, Installing Junior Custodian
- (f) Where Past Grand Bethel Honored Queens cannot be found to serve as installing Officers, Past Honored Queens may be asked to act as installing officers.
- (g) The Executive Members of the Grand Guardian Council of Michigan shall approve the selection of all installing officers. The installing officer list is submitted to the Vice Grand Guardian, who in turn submits the list to the Executive Grand Guardian Council at their March meeting.
- (h) The Grand Bethel Honored Queen-elect may ask a special friend or relative to serve as an installing officer. The special friend must be a Past Honored Queen or a Majority Member. Not more than one (1) such person may be invited to serve as an installing officer, but not the Installing Officer. The Grand Bethel Honored Queen-elect must obtain approval from the Vice Grand Guardian and the Executive Grand Guardian Council to have that person serve as an installing officer.
- (i) When it is not possible to fill the station of Installing Musician, according to the above requirements, a musician, without those qualifications may be asked to serve. It is preferable that the Musician have Masonic affiliation.
- (j) Wherever possible assisting installing officers shall be a member of the JDI. Assisting installing officers are defined as: Hostess, Flag Bearer, Soloist, Bible Escort, and Narrator. Adults with proper Masonic Relationship may be used as Master and Mistress of Ceremony, or as Host and Hostess.

Section 3. Exemplifications

- (a) The Grand Bethel Officers may confer the epochs, or other appropriate Ceremonies with the approval of the Grand Guardian, as guest officers provided a legally chartered Bethel is opened and closed by the regular officers of said Bethel. Opening and Closing a Bethel shall be interpreted to mean the use of those ceremonies as prescribed in the ritual provided and authorized by the Supreme Guardian Council. The Grand Bethel Officers shall not exemplify more than eight (8) times during the year.
- (b) At least one (1) exemplification each year shall be reserved for the benefit of the Bethels in the Upper Peninsula of our Grand Jurisdiction, using the Ceremony of Initiation. The request for said exemplification shall be made in writing to the Grand Guardian within thirty (30) days following the close of the Grand Session.

Section 3. Exemplifications

- (c) A minimum of four (4) exemplifications shall be the Ceremony of Initiation, as written in the Ritual authorized by the Supreme Guardian Council.

Section 4. Order of Business

- (a) First Session
 - Grand Bethel Ritualistic Opening
 - Minutes
 - Treasurer's Report
 - New Business
 - Election
 - Reports
- (b) Second Session
 - Installation of Officers
 - Escort and Introductions.

ARTICLE VI OFFICERS AND REPRESENTATIVES

Section 1. Officers

- (a) There shall be nineteen (19) Officers of the Grand Bethel bearing the same titles as the officers of a Bethel preceded by "Grand Bethel".
- (b) There shall be a Grand Bethel Choir of not more than twelve Daughters.
- (c) In the event of two (2) absences which are not excused by the Grand Guardian, or the resignation of a Grand Bethel appointive officer or Grand Bethel choir member, the Grand Guardian shall appoint an eligible Daughter from the District, if possible, to fill the unexpired term.
- (d) In the absence of a Grand Bethel Officer at a particular meeting, the Grand Bethel Honored Queen may substitute any absent officer with a member of her choice, with the approval of the Grand Guardian or a member of the Executive Grand Guardian Council in her absence.
- (e) A daughter marrying while holding a Grand Bethel office shall immediately vacate her office.
- (f) A daughter becoming a Majority Member while holding a Grand Bethel office may be permitted to complete her term of office. But in the case of a line officer she shall not be advanced.
- (g) However, in the event a vacancy does occur in any of the three elective positions the officers shall be advanced and the Grand Guardian shall appoint a Present or Past Honored Queen from the active members of the Grand Bethels to fill the unexpired term of the Grand Bethel Jr. Princess.

- (h) Each Grand Bethel Honored Queen who has faithfully served the Grand Bethel for the period for which she was elected or appointed shall be presented a Past Grand Bethel Honored Queen's Pin at the completion of her term.
- (i) Each Grand Bethel Officer who has faithfully served the Grand Bethel for the period for which she was elected or appointed shall be presented a Past Grand Bethel pin at the completion of her term.
- (j) Each Grand Bethel Choir Member who has faithfully served the Grand Bethel for the period for which she was appointed shall be presented a Past Grand Bethel pin at the completion of her term.
- (k) The Pins in paragraph (h), (i), and (j) shall be obtained and paid for by Grand Bethel.

Section 2. Representatives.

- (a) There shall be a Grand Bethel Representative to each State and Province in which there is a Bethel of Job's Daughters.

**ARTICLE VII
ELIGIBILITY AND RESTRICTIONS**

**ARTICLE VIII
SELECTION OF OFFICERS**

Section 1. Elective Officers

- (a) The three (3) elective officers shall be, Grand Bethel Honored Queen, Grand Bethel Senior Princess and Grand Bethel Junior Princess, who are present or Past Honored Queens, and active members of their respective Bethels.

Section 2. Appointed Officers and Representatives

- (a) The Grand Bethel appointed officers shall be selected by the Grand Guardian from the active members of the Bethels in this Grand Jurisdiction no later than forty-five (45) days before the Annual Session.
- (b) In the event that an officer is elected from a Bethel that has an appointed officer for the same year, the appointment will remain valid for the ensuing year.
- (c) Grand Representatives shall be appointed from the active members of the Bethel each year, and shall present a written report at the Annual Grand Bethel Session.

**ARTICLE IX
FINANCES**

Section 1. Receipts

- (a) The dues in this Grand Bethel of Michigan shall not be less than two dollars (\$2.00) and shall be payable, in advance, to the Grand Secretary of the Grand Guardian Council on or before the first day of June of each year. Each member shall be furnished with a dues card, showing the number and location of the subordinate Bethel of which she is a member, the name of the member paying such dues, the date to which such dues are paid and the signature of the member and that of the Grand Bethel Recorder.
- (b) All funds belonging to the Grand Bethel shall be collected by the Grand Bethel Recorder in the name of the Grand Guardian Council, and be deposited with the Grand Guardian Council Secretary. Bills,

properly authorized shall be paid by warrants signed by the Grand Bethel Honored Queen and the Grand Guardian, and approved by the Grand Guardian Council Finance Committee.

Section 2. Disbursements

- (a) The Grand Bethel Honored Queen shall be reimbursed thirty-five cents (\$0.35) per mile for actual mileage incurred in the discharge of her duties, not to exceed eight hundred dollars (\$800.00). If the Grand Bethel Honored Queen is from the Upper Peninsula she shall be allowed the sum not to exceed eight hundred fifty dollars (\$850.00). She shall have at her disposal an additional one hundred dollars (\$100.00) for office expense. She shall present an itemized statement for her mileage and office expense to the Grand Guardian and the Finance Committee for approval.
- (b) The Grand Bethel Honored Queen shall be allowed her mileage at the rate of thirty-five cents (\$0.35) per mile to and from the Grand Guardian Council Session plus hotel room expense during the actual days of the Session. The Grand Bethel Princesses shall be allowed reimbursement of twenty-five cents (\$0.25) per mile to the extent of one hundred fifty dollars (\$150.00) each to help defray some expenses. If either of the Grand Bethel Princesses are from the Upper Peninsula they shall be allowed the sum not to exceed one hundred seventy-five dollars (\$175.00). They shall have at their disposal an additional fifty dollars (\$50.00) for office expenses. They shall present an itemized statement to the Grand Guardian and the Finance Committee for approval.
- (c) If the Grand Bethel Honored Queen attends the Supreme Session she shall be allowed her actual expenses traveled by the nearest route and her expenses for her hotel and other required functions that she may be required to attend and including banquet expenses during the actual days the Supreme Council is in Session.
- (d) The Grand Bethel Honored Queen shall submit an itemized statement of these expenses to the Grand Guardian and the Finance Committee for their approval.
- (e) The Grand Bethel Princess who is to be installed as Grand Bethel Honored Queen may be given an advance for Supreme Session expenses. The advance for Supreme Session will be given after submission of the advance payment application to the Finance Committee and approval by the Executive Grand Guardian Council. After Supreme Session, a final accounting of itemized expenses shall be submitted to the Finance Committee and the Executive Grand Guardian Council.
- (f) The Michigan daughter(s) selected to serve the Supreme Bethel as either an officer or representative(s) shall be allowed reimbursement for the cost of their Supreme registration fee and the Supreme Bethel Officers and Representative luncheon, reception or dinner at the next Supreme Session, upon presentation of the proper expense voucher accompanied by receipts.
- (g) These expenses are to be obtained from the funds of the Grand Bethel.

ARTICLE X DUTIES OF GRAND BETHEL OFFICERS

- (a) Each Grand Bethel Officer shall present a written report in triplicate at the close of her term of office.
- (b) The Grand Bethel Honored Queen shall submit an itemized statement of expenses to the Grand Guardian and the Finance Committee for their approval.

ARTICLE XI ESCORT AND HONORS

Section 1.

- (a) A Grand Bethel Officer is distinguished by the title of her respective Grand Bethel Office. Grand Bethel Officers and Grand Bethel Representatives shall be escorted and introduced and given a hearty welcome or the honors due them as prescribed in the ritual provided by the Supreme Guardian Council unless previously escorted.

ARTICLE XII
REGALIA AND MEDALLIONS

Section 1. Regalia

- (a) Robes, Capes, and Crown shall not be worn anywhere except in Bethel Room, except by special permission of the Grand Guardian.
- (b) All Grand Bethel Officers and Grand Bethel Choir Members shall wear Formals and their official Badges when serving as Installing Officers or when officially representing the Order at any meeting or social function.

Section 2. Medallions

- (a) An emblem of appropriate design shall be adopted as the Official Emblem of this Grand Bethel of Michigan.