

**ARTICLE I
NAME**

Section 1.

- (a) The name of this organization is the Grand Guardian Council of Michigan of the Job’s Daughters International.

**ARTICLE II
OBJECT**

Section 2.

- (a) This Grand Guardian Council and its Grand Guardian, as the executive officer thereof, is Supreme in its territorial jurisdiction in all matters pertaining to the Bethels, Bethel Guardian Councils and its own affairs subject to the provisions of the laws of the Supreme Guardian Council.

**ARTICLE III
AUTHORITY**

Section 1.

- (a) This Grand Guardian Council operates under authority of a Charter granted by the Supreme Guardian Council and dated August 29, 1940. The jurisdiction of this Grand Guardian Council shall be limited to the State of Michigan.

**ARTICLE V
OFFICERS**

Section 1. Elective Officers

- (a) The elective officers of this Grand Guardian Council shall consists of a Grand Guardian (a woman), who shall be the executive officer of the Grand Guardian Council, Associate Grand Guardian (a Master Mason), Vice Grand Guardian (a woman), Vice Associate Grand Guardian (Master Mason), Grand Guide (a woman), Grand Marshal (a woman), Grand Inner Guard (a Master Mason), Grand Outer Guard (a Master Mason), Grand Secretary, and Grand Treasurer, who shall compose the Executive Grand Guardian Council.

Section 2: Appointive Officers

- (a) The ten (10) appointive officers shall be the Grand Chaplain, Grand Librarian, Grand Director of Music, Grand First, Second, Third, Fourth and Fifth Messengers, Grand Senior Custodian and Grand Junior Custodian.

ARTICLE VI ELIGIBILITY

Section 1.

- (g) Any man holding an appointive office shall be a Master Mason in good standing in the Masonic Jurisdiction under which he holds membership.
- (h) Neither the Grand Secretary nor Grand Treasurer shall hold office for a period longer than seven (7) consecutive years.
- (i) The State shall be divided into three Districts, from which the Grand Guardian shall appoint three Grand Officers residing within the district, if available. The Grand Director of Music shall be selected from the State at large. Each appointive Grand Officer, except the Grand Director of Music, shall have served at least one (1) year on an Executive Bethel Council.

ARTICLE VII ELECTION, VOTING PRIVILEGES, AND PROXY

Section 1. Election

- (a) Elective Officers, the Board of Trustees of the Educational Fund, and the Michigan Masonic Youth Foundation members of the Grand Guardian Council shall be elected during the first day of business at the Annual Session of the Grand Guardian Council from eligible members in attendance, unless unavoidably absent.
- (b) The election shall be by ballot without nomination. If only one person is aspiring to an office, the vote may be by voice vote. If more than one person aspires to an office, there shall be a ballot.
- (c) A majority vote of those present and voting shall elect.
- (d) Candidates aspiring to an office, the Board of Trustees of the Education Fund, or the Michigan Masonic Youth Foundation shall be requested to rise and state their names and Bethel number.
- (e) A Grand Secretary or Grand Treasurer who aspires to re-election shall notify the Vice-Grand Guardian on or before February 1 preceding the Grand Session

ARTICLE XII MEETINGS

Section 1.

- (a) This Grand Guardian Council shall meet in annual Session in the month of June or July at the hour designated by the Grand Guardian at a location selected by the Grand Guardian Council at its previous Annual Session.
- (c) A quorum for the transaction of business of the Grand Guardian Council shall consist of five (5) voting members representing five (5) different Bethels.
- (d) Special meetings of the Grand Guardian Council may be called by the Grand Guardian, or upon request of six (6) Executive Bethel Guardian Councils of six (6) different Bethels. All members of the Grand Guardian Council shall have at least ten (10) days written notice of such meeting.
- (e) Special meetings of the Executive Grand Guardian Council may be called by the Grand Guardian, or shall be called upon the request of six (6) members of the Executive Grand Guardian Council. All members of the Executive Grand Guardian Council, and those whose attendance is deemed necessary, shall have, whenever possible, at least ten (10) days notice, in writing (which includes email notification) of said meeting.

ARTICLE XIII HEADQUARTERS

Section 1.

- (a) The headquarters of the Grand Guardian Council of Michigan shall be located at the place of residence of the Grand Secretary.

ARTICLE III DUTIES OF GRAND GUARDIAN COUNCIL OFFICERS

Section 2. The Grand Guardian shall:

- (o) Officially visit each Bethel in this Grand Jurisdiction once during her term for official visits or school of instructions.
- (p) Be the custodian of the charter of the Grand Guardian Council.
- (q) Serve on the Publication Committee of Proceedings for the Grand Session during her term of office.
- (r) Deliver all property belonging to the Grand Guardian Council to her successor in office within ten (10) days following completion of her term.
- (s) Approve Uniform Code of Bethel Bylaws under this Grand Jurisdiction upon the recommendation of the Jurisprudence Committee.
- (t) Suspend the function of any Bethel for good and sufficient reasons.
- (u) Approve or disapprove all communications before they are sent, except those of the Grand Secretary, pertaining to the business of the Grand Guardian Council or that of the Grand Bethel, including communications for Grand Officers, Committees and Boards. Said communications must state her approval thereof.
- (v) Prescribe the official Book of Ceremonies of the GGC of Michigan and see that changes in the official Book of Ceremonies shall be submitted to the Book of Ceremonies committee. The next revision may take place in 2011 and every ten (10) years thereafter. Additional ceremonies may be presented at any Annual Session.

Section 3. The Associate Grand Guardian shall:

- (f) See that the books are audited and a report presented at the Grand Guardian Council Session. See that the books of the Grand Session Committee are audited and closed within 60 days after the close of Grand Session. Both the books of the Grand Guardian Council and those of the Grand Session Committee are to be signed by the Associate Grand Guardian and the members of the respective audit committee(s) at the time of the audit.
- (g) See that the Grand Inner Guard and Grand Outer Guard provide proper security at the doors of all Grand Council Session functions.

Section 4. The Vice Grand Guardian shall:

- (c) Be responsible for formations at the Annual Session as directed by the Grand Guardian.
- (d) Work with the Vice Associate Grand Guardian, and under the supervision of the Grand Guardian, arrange all Schools of Instruction within District Three.

Section 5. The Vice Associate Grand Guardian shall:

- (c) Work with the Vice Grand Guardian, and under the supervision of the Grand Guardian, arrange all Schools of Instruction within District Three.

Section 6. The Grand Secretary shall:

- (k) Receive all proposed amendments to the Manual sent to her/him ninety (90) days before the Annual Session of the Grand Guardian Council and forward a copy of the same to the Chairman of the Jurisprudence Committee and each active voting member of the Grand Guardian Council at least thirty (30) days before the Annual Session.

- (m) Strike from the mailing list annually the names of members of the Grand Guardian Council who have not registered at the Annual Session of the Grand Guardian Council for two (2) consecutive years. This action shall not deprive such voting members of any Grand Guardian Council or the right to vote in any Grand Guardian Council meeting which they may attend. Any interested voting delegate who shall apply to the Grand Secretary in writing for retention or reinstatement on the mailing list, stating his or her interest but inability to attend the Session, shall accordingly be reinstated upon payment of a fee of five dollars (\$5.00). The Grand Secretary may waive this fee when necessary, with the approval of the Grand Guardian and the Finance Committee.
- (n) Compile the minutes and report of the Annual Session, the proceedings of the Annual Meeting of the Grand Guardian Council and forward the material of all publications to the retiring Grand Guardian who is chairman of the Publication Committee for the Annual Proceedings.
- (o) Be custodian of all reports. Transfer all properties, and records belonging to the Grand Guardian Council to her/his successor within thirty (30) days upon expiration of her/his term of office.
- (p) Always have in the office at least one complete outfit of Bethel equipment and supplies.

Section 7. The Grand Treasurer shall:

- (e) Advise the Grand Guardian and Chairman of the Finance Committee on or before the fifteenth (15) day of each month the amount of the bank balance in each of the different funds at the close of the proceeding month.
- (f) Transfer all properties and records belonging to the Grand Guardian Council to her/his successor within thirty (30) days upon the expiration of her/his term of office.
- (g) Submit quarterly reports of revenue and expenditures, with budget comparisons, to the Executive Grand Guardian Council and the Finance Committee.

Section 8. The Grand Guide and Grand Marshal shall:

- (c) Be responsible for formations at the Annual Session as directed by the Grand Guardian.
- (d) Work with the Grand Inner Guard, and Grand Outer Guard, and under the supervision of the Grand Guardian, arrange all Schools of Instruction within District Two and One, respectively.

Section 9. The Grand Inner Guard and Grand Outer Guard shall:

- (c) Work with the Grand Guide, and Grand Marshal, and under the supervision of the Grand Guardian, arrange all Schools of Instruction within District Two and One, respectively.

Section 10. Other Grand Officers

- (b) The Grand Director of Music shall provide suitable music for the Session of the Grand Guardian Council.
- (c) The Grand Chaplain shall officiate at all devotional services of the Grand Guardian Council.
- (d) The Grand Librarian shall exercise a general supervision over the Grand Bethel Librarian and in the selection and recommendation of proper material for her Librarian reports. The Grand Librarian shall be in charge of the Annual Librarians Award, which is awarded at Grand Session.
- (e) Each appointive Grand Officer who is a PBG or PABG will give School(s) of Instruction each term.

ARTICLE IV COMMITTEES

Section 1. Eligibility

- (d) Composition of each committee shall consist of at least one member re-appointed from previous year, if possible.

Section 2. Restrictions

- (c) The following people shall not serve on the Audit Committee:
 - members of the Executive Grand Guardian Council
 - husband and/or wife of the Grand Secretary
 - husband and/or wife of the Grand Treasurer
 - members of the Finance Committee
- (d) The following people shall not serve on the Finance Committee:
 - husband and/or wife of the GG or AGG
- (e) The following people shall not serve on the Jurisprudence Committee:
 - husband and/or wife of the GG or AGG
- (f) The following people shall not serve on the Board of Trustees of the Educational Fund:
 - elective Officers of the Grand Guardian Council
- (g) The following people may not be reappointed to the Finance Committee until one (1) year after his/her term has expired:
 - members of the Finance Committee
 - members of the Jurisprudence Committee
 - Grand Guardian
 - Associate Grand Guardian
- (h) The following people may not be reappointed to the Jurisprudence Committee until one (1) year after his/her term has expired:
 - members of the Finance Committee
 - members of the Jurisprudence Committee
 - Grand Guardian
 - Associate Grand Guardian

Section 3. Appointments

- (a) Members of all committees shall be appointed by the Grand Guardian before the close of the Annual Session.

Section 4. Standing Committees

- (a) The committees shall be standing committees for the Grand Guardian Council of Michigan:
 - Appeals/Grievances
 - Audit
 - Book of Ceremonies
 - Credentials
 - Education – Elected
 - Finance
 - Fraternal Relations
 - Grand Session
 - Jurisprudence
 - Leadership Development
 - Promotion
 - Registration

Section 5. Committees and Duties**(a) Appeals and Grievance**

- (1) The committee shall be composed of three (3) members.
- (2) The duty of this committee shall be to investigate all appeals and grievances which may be lawfully filed with the Grand Guardian Council and to recommend disposition thereof to the Executive Grand Guardian Council.

(b) Audit

- (1) The committee shall be composed of three (3) members. One (1) new member shall be appointed for a three (3) year term each year. The Chairman shall have served on the committee for one (1) full year before being appointed as Chairman.
- (2) The duties of this committee shall be to:
 - (i) Audit all books and accounts of the Grand Secretary and Grand Treasurer. Any expenses concerning such audit shall be paid by the Grand Guardian Council.
 - (ii) Audit the books and accounts of any Bethel when requested to do so by the Grand Guardian.
 - (iii) Audit the books of the Grand Session Committee within ninety (90) days of the close of the Annual Session, unless extended by the Executive Grand Guardian Council, sending a report to the Grand Secretary and a copy to the Chairman of the Grand Session Committee.

(c) Courtesy

- (1) The committee shall be composed of three (3) members.
- (2) The duties of this committee shall be to:
 - (i) See that letters of thanks are sent to all persons and organizations so designated by the Grand Guardian.
 - (ii) See that a letter of welcome is in the room of all dignitaries at Grand Session with the information about the time and place to meet in preparation to lining up for the formal opening, banquet and other information about the session (for example, will their spouse sit with them at any of the functions, etc.).
 - (iii) Check with the Grand Session General Committee for rooms assigned to such persons.

(d) Coy Honor Award

- (1) The committee shall be composed of three (3) members. One (1) new member shall be appointed for a three (3) year term each year.
- (2) The duties of this committee shall be to create a selection process to designate the outstanding Job's Daughter in the GGC of Michigan for the GGC term.

(e) Credential

- (1) The committee shall be composed of an adequate number of members to carry out their duties.
- (2) The duties of this committee shall be to:
 - (i) Carefully examine and pass upon the credentials of all persons claiming a right to membership in the Grand Guardian Council.
 - (ii) Prepare a complete list of all duly authorized members present at the Annual Session of the Grand Guardian Council.
 - (iii) Work in close conjunction with the Grand Secretary in maintaining a correct credential list.

(f) Decorations

- (1) The committee is usually the Bethels of the Grand Guardian, Associate Grand Guardian and the Grand Bethel Honored Queen.
- (2) The duties of this committee shall be to work with the Session Chairman on planning the tables for Banquet and to arrange the distribution of any table favors. All bills should be turned in to the General Chairman and any money from the sale of decorations should be handled by the individuals Bethels.

(g) Finance

- (1) The committee shall be composed of three (3) members. One (1) new member shall be appointed for a three (3) year term each year.
- (2) The duties of this committee shall be to:
 - (i) Plan and promote sources of revenue for the Grand Guardian Council.
 - (ii) Approve or disapprove all bills presented to this Grand Guardian Council before payment thereof, and to authorize the Grand Secretary to issue warrants for the payment of accounts which are just claims against the Grand Guardian Council, after the approval of the Grand Guardian.
 - (iii) Prepare and submit for review and approval a budget of estimated income and disbursements for the Grand Guardian Council for the ensuing year. Copies of said budget shall be mailed to each voting delegate with their credentials for adoption at the annual session.

(h) Fraternal Relations

- (1) The committee shall be composed of one member for at least each organization as follows: Masonic, O.E.S., DeMolay and Rainbow.
- (2) The duties of this committee shall be to:
 - (i) Attend the Grand Sessions whenever entitled to do so.
 - (ii) Attend any receptions and other specials they may hold.
 - (iii) Send greetings from the Grand Guardian Council to the top officers at Easter, Thanksgiving, Christmas and any other occasion you may hear about.
 - (iv) See that they receive invitations to our Grand Sessions, and to be there to greet them and introduce them to our Grand Families.
 - (v) See that invitations are sent to receptions, exemplifications, and other activities that they may be eligible to attend.
 - (vi) See that they receive one of our directories each year and that the Grand Guardian receives one of theirs if they have one.
 - (vii) Perform any other thing we can do to make them feel we are proud to have them as part of our fraternal family. Let them see and know that we are offering the hand of fraternal friendship first.

(i) Grand Counselors

- (1) Grand Counselors are appointed at the option of the Grand Guardian.
- (2) Duties of the Grand Counselors shall be as the Grand Guardian directs.

(j) Fraternal Sunshine

- (1) The committee shall be composed of the Chairman plus one person from each district.
- (2) The duty of this committee shall be to send cards to members and Council members for sickness, sympathy, congratulations, etc.

(k) Grand Session

- (1) The committee shall be composed of at least three (3) members.
- (2) The duties of this committee shall be to:
 - (i) Make all necessary arrangements for the Annual Session of the Grand Guardian Council, with the approval of the Grand Guardian.
 - (ii) The Chairman of the Grand Session Committee is to receive all money and pay all bills having to do with the Grand Session.
 - (iii) The Chairman shall make a full report and the accounts shall be audited within sixty (60) days from date of close of Grand Session, unless extended by the Executive Grand Guardian Council.

- (iv) Work with the banquet host or hostess appointed by the Grand Guardian providing her/him with a list of names and titles of such dignitaries attending, so the seating arrangements can be made for them and their spouses.

(l) Invitation

- (1) The committee shall be the Vice Grand Guardian and Vice Associate Grand Guardian.
- (2) The duty of this committee shall be to receive invitations from convention venues for our next Annual Session, which shall be read during the business meeting of the current Annual Session. The duty of this committee shall be to receive invitations from convention venues for our next Annual Session, which shall be read during the business meeting of the current Annual Session.

(m) Jurisprudence

- (1) The committee shall be composed of five (5) members. New appointments shall be for a three-year term. The Chairman shall be named by the Grand Guardian.
- (2) The duties of this committee shall be to:
 - (i) Study all proposed amendments to the Manual of the Grand Guardian Council submitted in proper form, and all questions pertaining to law and procedure which may be referred to it and report with recommendations at the annual meeting.
 - (ii) Examine the Uniform Code for each Bethel in the Grand Jurisdiction and if satisfactory, to approve the same.

(n) Masonic Pathways

- (1) The committee shall be composed of three (3) members.
- (2) The duties of this committee shall be to:
 - (i) Work with the administration of the Masonic Pathways in planning activities of the Bethels with the residents of the home.
 - (ii) Notify the Bethels of all activities at the Masonic Pathways in which they may participate.
 - (iii) Encourage each Bethel to contribute to the Masonic Pathways statewide project.

(o) Necrology

- (1) The committee shall be composed of three (3) members.
- (2) The chairperson of this committee shall be the Grand Chaplain. Each appointment shall be for a three year term. Each Grand Marshal shall submit to the Vice Grand Guardian her selection for the Grand Chaplain during her term of office, who shall be appoint for a three (3) year term on this committee.
- (3) The duties of this committee are to prepare suitable memorial services for presentation during the Annual Session and to assist the Grand Chaplain in the performance of he/her duties.

(p) Promotion

- (1) The committee shall be composed of two (2) members from each district, one (1) of whom shall be appointed Chairman by the Grand Guardian.
- (2) The duties of this committee shall be to:
 - (i) Promote Job's Daughters.
 - (ii) Arrange Exemplifications upon request by other Masonic bodies and to strengthen existing Bethels by increasing membership. Chairman shall keep a file of reports and other promotion materials to be passed on from year to year to the following Chairman and to the Grand Guardian.
 - (iii) Keep abreast of the Promotion program outlined by the Supreme Committee on same to have materials available to anyone desiring Promotional aids.

(q) Registration

- (1) The committee shall be composed of an adequate number of members to carry out their duties.
- (2) The duty of this committee is to work with the Credentials Committee in registration of all visitors and delegates to Grand Session.

(r) Book of Ceremonies

- (1) The committee shall consist of five (5) members, of which three shall be PGG's or PAGG's. At least three of the members shall be repeating members from the previous year.
- (2) The duties of this committee shall be to:
 - (i) Receive and assemble each year all proposed changes to the Book of Ceremonies.
 - (ii) Prepare changes to the Book of Ceremonies the year that it may be revised and send to the Grand Secretary by March 1.

(s) Leadership and Development

- (1) This committee shall be composed of 6 members, two appointed each year to serve a three-year term. In the first year, two people shall be appointed to serve for one year, two people shall be appointed to serve for two years and two people shall be appointed to serve for three years. The Grand Guardian shall designate the chairperson. In the first year, the VGG shall nominate the two one-year members, the Grand Guide shall nominate the two two-year members and the Grand Marshal shall nominate the two three-year members.
- (2) The committee is to develop a long-term training and knowledge program for the state of Michigan.
- (3) The committee shall plan and develop leadership training programs to be presented throughout the state. These may include Leadership Weekend Training and District Workshops
- (4) Any expenses incurred shall be reviewed and approved by the Finance Committee prior to making the expenditure.
- (5) All plans shall revolve around the Grand Council and Grand Bethel themes.

ARTICLE VI FINANCES

Section 2. Fees

- (a) The Grand Guardian Council shall assess the fees as provided on Page B-GGC-3, B-SGC-13 of the Constitution and Bylaws of the Job's Daughters International.
- (b) The Grand Guardian Council shall assess a registration fee of ten dollars (\$10.00) from all who attend the Grand Guardian Council Session.

Section 4. Disbursement

- (a) A Grand Guardian Council officer shall not receive any remuneration for his or her services except the Grand Secretary and Grand Treasurer.
- (b) The Grand Guardian shall receive annually the sum of \$2,200 from the General Fund. This total of \$2,200.00 shall not be exceeded. She shall be reimbursed only for the actual expenses incurred in the discharge of her duties. Her mileage shall be figured at the rate of twenty-five (25) cents per mile. She shall submit an itemized statement at least every three (3) months, which will be paid when approved by the Finance Committee. Besides the above allowance, if the Grand Guardian attends the meetings of the Supreme Session she shall be allowed air coach fare or mileage at the rate of twenty-five (25) cents per mile by the most direct route from her home and return, registration fees, hotel room expense, (only during the days of her required attendance) and luncheon and banquet expenses for those she is required to attend. She shall submit an itemized statement of such expenses to the Finance Committee for its approval.
- (c) The Associate Grand Guardian shall receive annually the sum of \$1,000.00 from the General Fund. This total of \$1,000.00 shall not be exceeded. He shall be reimbursed only for the actual expenses incurred at the rate of twenty-five (25) cents per mile. He shall submit an itemized statement each three months, which will be paid upon approval by the Finance Committee. Besides the above allowance, if the Associate Grand Guardian attends the meetings of the Supreme Session he shall be allowed air coach fare or mileage at the rate of twenty-five (25) cents per mile by the most direct route from his home and return, registration fees, hotel room expense (only during days of his required attendance) and luncheon and banquet expenses for those he is required to attend. He shall submit an itemized statement of such expenses to the Finance Committee for its approval.
- (d) The Vice Grand Guardian shall be allowed a sum not to exceed \$200.00 to defray the costs of operational (office) expenses incurred during her year as Vice Grand Guardian. She shall submit an itemized statement of such expenses to the Finance Committee for its approval.
- (e) The Grand Secretary shall be reimbursed for any actual expenses incurred in the discharge of his or her duty. She/he shall receive an amount of one thousand five hundred dollars (\$1,500.00) each year for costs, other than the previously mentioned reimbursable expenses incurred, associated with the office.
- (f) The Grand Treasurer shall be reimbursed for any actual expenses incurred in the discharge of his/her duty. She/he shall receive an amount of four hundred dollars (\$400.00) each year for costs other than the previously mentioned reimbursable expenses incurred, associated with the office.
- (g) Grand Guardian, Associate Grand Guardian, Grand Secretary and Grand Treasurer shall be the only members of our Grand Guardian Council to receive their expenses while attending the Annual Session. An itemized statement of such expenses shall be presented to the Finance Committee for approval.
- (h) The Grand Guardian and Associate Grand Guardian may be granted an advance equal to twenty-five percent (25%) of their approved expenses. Such an advance may be granted, prior to the first quarter, upon submission of their quarterly reports to the Finance Committee and the Executive Grand Guardian Council. Subsequent advances will be predicated upon submission of quarterly reports.
- (i) The Vice Grand Guardian and the Vice Associate Grand Guardian may be given an advance for the Annual Session of the Supreme Guardian Council expenses. The advance is for their attendance at the Annual Session of the Supreme Guardian Council as Grand Guardian and Associate Grand Guardian.

The advance shall cover transportation, registration fees, required banquets, and room deposit as required. The advance for the Annual Session of the Supreme Guardian Council will be given after submission of the advance payment application to the Finance Committee and approval by the Executive Grand Guardian Council. After the Annual Session of the Supreme Guardian Council, a final accounting of itemized expenses shall be submitted to the Finance Committee and the Executive Grand Guardian Council.

- (j) The Vice Grand Guardian and the Vice Associate Grand Guardian who are installed at the Annual Session of the GGC, and attend the Annual Session of the SGC shall be reimbursed for the registration fee, which includes their voting delegate fee, upon presentation of the correct expense voucher accompanied by receipts.

Section 5. Other Sources of Income

- (a) The Grand Guardian Council shall derive its revenue by ways and means decided upon by the Finance Committee upon the order of the Grand Guardian.

Section 6. Funds

- (a) The funds of the Grand Guardian Council shall be kept in three (3) separate accounts, via: Education, Promotional and General. All funds belonging to this Grand Guardian Council shall be deposited in a bank or banks which have been approved by the Finance Committee, in the name of this Grand Guardian Council. They shall be paid out only on warrants from the Grand Secretary which have been authorized by the Grand Guardian and Finance Committee.
- (b) A reserve fund be set up as part of the General Fund, to be used for Grand Session, in an emergency. Said funds to be derived from twenty (20) percent of surplus of future Grand Sessions. Accumulative fund not to exceed twelve thousand dollars (\$12,000).

Section 7. Books

- (a) The books of the Grand Secretary and the Grand Treasurer shall be closed 30 days preceding the Annual Session.

Section 8. Financial Procedures

- (a) The Grand Secretary shall draw warrants for postage and other expense and present the same to the Grand Guardian, who shall sign such warrants, and authorize the Grand Treasurer to issue a check covering the amount, which shall be paid immediately to the Grand Secretary's revolving fund.
- (b) The Grand Secretary shall be recompensed for all expenses of her/his office for which she shall present an itemized statement at the Annual Meeting.
- (c) The Grand Treasurer shall be recompensed for all expenses of his/her office for which she shall present an itemized statement at the Annual Meeting.
- (d) The Grand Treasurer shall not change or transfer monies from one fund to another unless authorized to do so by the Grand Guardian and by the Finance Committee.

Section 9. Revolving Funds

- (a) The Grand Secretary shall have a revolving fund of three hundred (\$300.00) dollars to meet the emergency needs of her/his office, under such regulations and carried in such a depository as may be designated by the Finance Committee.

ARTICLE VIII EDUCATIONAL AND PROMOTIONAL FUNDS

Section 1.

- (e) Within thirty (30) days after the new officers are installed in a Chartered Bethel, the Honored Queen, officers, and members shall plan a financial affair or project for the benefit of the Educational and Promotional Fund. The proceeds of which shall be disbursed as follows: The Bethel shall forward to the Grand Secretary for the Educational and Educational Funds two-thirds (2/3) of the net proceeds and retain one-third (1/3) in the Bethel treasury.

Section 2. Board of Trustees of the Educational Fund:

- (a) The Educational fund shall be managed by a Board of Trustees of the Educational Fund, composed of three (3) bona fide members of the Grand Guardian Council, who shall have served at least one (1) term as a Bethel Guardian or Associate Bethel Guardian of a legally chartered Bethel in this jurisdiction, and shall be elected at the Annual Session. At the first election one member shall be elected for a term of one (1) year; one for a term of two (2) years; and one for a term of three (3) years. Thereafter at each Annual Session one (1) member may be appointed by the Grand Guardian until the next Grand Guardian Council Session.
- (b) An elective Officer of the Grand Guardian Council shall not be eligible to serve on the Board of Trustees of the Education Fund.
- (c) The Board of Trustees shall hold one regular meeting immediately following the Grand Guardian Council Session and elect a President, Vice President and Secretary.
- (d) It shall be the duty of the Educational Board to investigate all request for loans, to make loans and to keep an accurate account of the same, making an annual report at the Annual Session of the Grand Guardian Council.
- (e) The Board shall keep a complete record of all accounts and transactions in books provided for the purpose and shall submit a report in writing annually to the Grand Guardian Council.

Section 3. Scholarships.

- (a) It shall be the duty of the Educational Board of Trustees to receive applications for scholarships and from these applications make the selection of the girls to whom they are to be given. The Board shall set up the application form and determine upon an impartial method of selection recipients.
- (b) Girls eligible to receive scholarships must be High School Graduates, under the age of 25 and unmarried at the time of issuance of the scholarship.
- (c) The number of scholarships offered and the dollar amount of each scholarship shall be determined by the Education Board of Trustees annually, with the approval of the Grand Guardian.
- (d) The scholarships are to be awarded at the Honors and Awards Banquet at the Annual Session of the Grand Guardian Council, or at such time and place at the Annual Session as may be designated by the Grand Guardian.
- (e) Payments of the scholarships are to be made by warrants drawn by the Grand Secretary in favor of the Educational institution designated by the daughter winning the award.

ARTICLE XI MANUAL OF RULES AND REGULATIONS

Section 2. Amendment Process

- (a) Amendments to the Manual of this Grand Guardian Council may be made at any Annual Session of the Grand Guardian Council by a two-thirds (2/3) affirmative vote of the members present, provided such amendment has been sent in writing to the Grand Secretary at least ninety (90) days before to the Annual Session of the Grand Guardian Council and a copy sent to each voting member thereof at least thirty (30) days before to the Annual Session of the Grand Guardian Council.
- (b) Action may be taken by the Grand Guardian Council upon amendments to the Manual of the Grand Guardian Council, without prior notice in the following manner: The proposed amendments shall be submitted in writing and if signed by six (6) delegates representing six (6) different Bethels in this Grand Jurisdiction may be acted upon by the Grand Guardian Council. Such immediate amendments require the unanimous vote of the voting members present at the business meeting of the Grand Guardian Councils Annual Session.
- (c) No amendments will be received by the Grand Secretary unless submitted by a bona fide member of the Grand Guardian Council.
- (d) No amendment to this Manual or any part thereof shall become effective until approved by the Jurisprudence Committee of the Supreme Guardian Council and the Supreme Guardian.

ARTICLE XIII SCHOOL OF INSTRUCTION AND DISTRICTS

Section 1. School of Instruction

- (a) Every Bethel shall receive a School of Instruction each six-month term, to be conducted by the Grand Guardian or her Deputy. An instructor shall not give a School of Instruction in his or her home Bethel.
- (b) The Grand Guardian shall have general supervision over this plan. The regular instructors under this plan shall be the elected and appointed Grand Guardian Council Officers. The Grand Guardian may delegate supervision to the AGG, a PGG or a PAGG.
- (c) The Grand Guardian (or the AGG, a PGG or PAGG designated by the Grand Guardian) shall conduct annually a School of Instruction for all Grand Guardian Council Officers, preferably within thirty (30) days after the Annual Session, with the help of the Grand Bethel Officers and Grand Bethel Choir.
- (d) the assignment of Bethels to a district shall be determined by the Grand Guardian and the Executive GGC.
- (e) In the event of the institution of a new Bethel(s), the EGGC shall determine in which district the new Bethel(s) shall be placed and the determination shall be based on geographic location of the new Bethel(s).
- (f) With the consent of the GG, one or more joint Schools of Instruction may be conducted. A joint School of Instruction conducted under the authority of this subsection will be deemed to be a School of Instruction for each of the participating Bethels, in satisfaction of the requirements of subsection (a) above.

Section 2. District 1

- (a) District One is under the supervision of the Grand Marshal and the Grand Outer Guard, who shall arrange for all Schools of Instruction within this district. They shall work under the supervision of the Grand Guardian and, with the help of the assigned Grand Officers, instruct or handle any matters or problems with the District, but only when deputized to do so by the Grand Guardian.

Section 3. District 2

- (a) District Two is under the supervision of the Grand Guide and the Grand Inner Guard, who shall arrange for all Schools of Instruction within this district. They shall work under the supervision of the Grand Guardian and, with the help of the assigned Grand Officers, instruct or handle any matters, or problems, with the District, but only when deputized to do so by the Grand Guardian.

Section 4. District 3

- (a) District Three is under the supervision of the Vice Grand Guardian and Vice Associate Grand Guardian, who shall arrange for all Schools of Instruction within this district. They shall work under the supervision of the Grand Guardian and, with the help of the assigned Grand Officers, instruct or handle any matters or problems within the district, but only when deputized to do so by the Grand Guardian.

**SUPPLEMENTAL INSTRUCTION NUMBER 16
SUPPLIES FURNISHED GRATIS TO INSTITUTED BETHEL**

In addition to those items listed SI-16, the Grand Guardian Council will require each Bethel to have gratis three (3) copies of the Michigan Manual of Rules and Regulations to aid in the institution of a Bethel.

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SI-16 1
MICHIGAN
Constitution – BGC – Michigan

ARTICLE XII MEETINGS

Section 2. Annual Meeting

- (c) The Annual Meeting of the Bethel Guardian Council shall be at least thirty (30) days prior to the Annual Session of the Grand Guardian council, or in the month of April, whichever comes first.

ARTICLE I GENERAL DUTIES OF THE EXECUTIVE MEMBERS

Section 3. Vote

- (c) A quorum for a meeting of the Executive Members of a Bethel Guardian Council shall consist of three (3) members and matters shall be decided by a majority vote of the members present.

ARTICLE II DUTIES OF THE EXECUTIVE MEMBERS

Section 1. The Bethel Guardian shall:

- (n) Open every meeting or notify a member of the Executive Bethel Guardian Council to do so.
- (o) Make an effort to attend every entertainment given or deputize a member of the Executive Bethel Guardian Council to fill her place.
- (p) Counsel with the Bethel members upon Bethel affairs.
- (q) Permit no expenditures of Bethel funds unless the Bethel allows the same.
- (r) Observe a spirit of impartiality at all times.
- (s) Be present at Schools of Instruction called by the Grand Guardian or her deputy.
- (t) See that the Bethel shall have and maintain two (2) copies of the Constitution and Bylaws of the Job's Daughters International and the Manual of Rules and Regulations of the Grand Guardian Council of Michigan for the use of the Bethel Guardian and Honored Queen. Also, the bethel shall have not less than six (6) copies of the ritual. In addition, the Bethel shall have and maintain the following:
 - Six (6) copies of the Proficiency Lessons
 - One (1) copy of the Musicians Music Ritual
 - One (1) copy of the Guardian Secretary Cash Book
 - One (1) copy of the Guardian Treasurer Cash Book
 - One (1) copy of the Book of CeremoniesThese books to be accounted for at their Official Inspection and to remain the property of the Bethel.

Section 2. The Associate Bethel Guardian shall:

- (g) Examine and vouch for eligibility of all persons attending the Bethel meeting.
- (h) Be present at Schools of Instruction called by the Grand Guardian or her deputy.

Section 3. The Guardian Secretary shall:

- (f) Open the Bethel in the absence of the Guardian and Associate Bethel Guardian.
- (g) Have in her possession all communications and place same on file after they are read by the Recorder.

ARTICLE VI ELIGIBILITY

Section 1

- (b) Bethel Guardian Councils may select the Guardian or other member of the Executive Council to issue excuses according to rules agreed upon by the Bethel Guardian Council.
- (c) The basis for electing any girl into office should be merit only. Therefore, there shall be no campaigning by any Daughter and/or adult for any elective office in either the Bethel or in the Grand Bethel.
- (d) A daughter must be an active member (not have reached the age of 20 years.) and must be present at the election meeting unless excused by the Executive members of the Bethel Guardian Council.
- (e) UNDER NO CIRCUMSTANCES shall there be any additional restrictions for an elective office.

ARTICLE VII ELECTION

Section 1

- (a) Election of Bethel Officers shall take place at first meeting in the months of May and December.
- (d) Election Procedure:

Election of Bethel officers shall be held at the first meeting in the months of May and December according to the Manual of Rules and Regulations of the Grand Guardian Council of Michigan, Job's Daughters International. The election shall be held under NEW BUSINESS as the first order of business.

The election shall be by ballot without nomination and a majority vote shall elect. (A majority is MORE THAN HALF, ignoring blanks: for example: 35 ballots are collected, there are 2 blanks, so there are 33 votes cast. $1/2$ of 33 is 16 $1/2$: Majority is 17, which is more than $1/2$.)

Where there is but ONE member aspiring to an office, the rule of voting by ballot may be suspended and the election by VOICE VOTE. It is necessary for the Bethel members to vote to suspend rule of voting by ballot, in order to vote by VOICE VOTE.

The Honored Queen, Senior Princess, Junior Princess and Guide MAY be elected by VOICE VOTE. The Marshall SHALL be elected by secret ballot without nominations: also any other office which may have become vacant for any reason, and any office for which there may be more than one aspirant. THESE MUST BE FILLED BY SECRET BALLOT.

HONORED QUEEN: We will now have the election of Officers.

1. Honored Queen invites the Outer Guard to enter for Election of Officers. Ask a qualified adult to guard the door.
2. Honored Queen shall read to the Bethel members:
C-BETHEL Article VI Section 1 (Eligibility)
C-BETHEL Article VII Section 1 d (Procedures)
3. Honored Queen asks the Bethel Guardian to read the list of daughters who are eligible for election to office, who shall stand as name is read. Any member shall have the right to question her ineligibility if she so desires.

4. Honored Queen announces that the rule requiring the election to be by secret ballot MAY be suspended by a unanimous vote of the Bethel, and that then the Honored Queen, Senior Princess, Junior Princess, and Guide may be elected by VOICE VOTE, provided there is but one member aspiring for each of these offices.
5. H.Q. says, "Is there a motion that the election of (specific offices) be by VOICE VOTE?" If a motion is made and passed by unanimous vote, then the election may proceed by VOICE VOTE with the exception of voting for Marshal, or any other office which may have become vacant for any reason, and for any office for which there is more than one aspirant. These must be filled by secret ballot.
6. H.Q. says, "Members will number off." "Please stand and remain standing as you number off." H.Q. rises, and says, "One"; Sr. Princess rise and says, "Two," Jr. Princess rises and says, "Three," etc. until all have counted. Same procedure to be seated, as a double check. (Associate Bethel Guardian checks as counting proceeds.)
7. H.Q. announces, "There are ____ members entitled to vote. A majority of the votes cast for each office, is necessary for election. Blanks are NOT counted as votes. However, there is no rule against casting a blank ballot or not voting if a member so desires." MAJORITY MAY VARY, DEPENDING ON THE NUMBER OF VOTES CAST FOR EACH OFFICE.
8. The H.Q. appoints 3 tellers to count the ballots of whom one shall be a member of the Executive Bethel Guardian Council, and at least 2 tellers to pass out and collect ballots. NO MEMBER ELIGIBLE FOR ELECTION SHALL BE APPOINTED.
9. H.Q. announces, "The elective officers of the Bethel are Honored Queen, Sr. Princess, Jr. Princess, Guide and Marshal."

IF VOTING BY VOICE VOTE

10. H.Q. says, "We will now have election of Honored Queen. The Senior Princess is eligible to this office. Are there others? (Pause) If not, all those in favor of electing the Senior Princess to the office of Honored Queen, will please signify by raising your right hand. Those opposed, same sign. (Mary Jones) has been elected to the office of Honored Queen. (Mary), do you accept? (Yes) (Mary Jones) is Honored Queen elect."

Proceed in the same manner for all other offices being voted by voice vote.

IF VOTING BY SECRET BALLOT FOR OFFICERS, AND FOR MARSHAL ONLY.

- 10a. H.Q. announces, "The tellers appointed to pass out the ballots will do so, to all eligible voters." (several to each member)
11. H.Q. announces, "You will now cast your ballot for the office of Honored Queen (or Marshal.)" Honored Queen writes her ballot, then after checking to see that all are through writing, says, "The Collecting Tellers will collect the ballots." (use coin dishes, boxes, etc.)
12. When the collecting Tellers have deposited the ballots on the Counting Tellers table, H.Q. says, "Have all the ballots been collected? (Pause) If so, Counting Tellers, you will count the ballots."

13. When tellers are through counting, the Chairman of the Counting Tellers adds up the number of votes cast for each person, total them all, and counts blanks separately. The total of all votes, including blanks should not exceed the number of members eligible to vote. The chairman then hands the tally sheet to the Honored Queen.

14. H.Q. reads report in full:
(example)

Number of ballots	35
Number of blanks	2
Number of votes cast	33
Necessary for election	17

H.Q. reads each girl's name and the number of votes she received: Margaret Jones, 14; Suzie Bloe, 10; Mary Blank, 7; Jane Doe, 2; Blank, 2; Total 35.

H.Q. announces, "There is no majority, so we will vote again." (After the first ballot, if there is no majority, it is permissible for a daughter to stand and say, "Please withdraw my name." The H.Q. will say "Thank You," but will not elaborate on it any further. Nor does the H.Q. make any statement such as inasmuch as a daughter who has not received ANY votes the first time is still eligible for votes on any succeeding ballot. No daughter shall be eliminated from the ballot unless she herself declines to continue.

H.Q. proceeds from item 11 to 14.

H.Q. (AFTER RECEIVING TALLY SHEET WITH A MAJORITY REACHED) shall simply state: "A majority has been reached and by your vote you have elected (name of Daughter elected) to the office of (Office voted on.) H.Q. asked Daughter if she accepts the office (if the answer is Yes) the H.Q. declares her newly elected officer.

15. Repeat steps 11 to 14 until all officers elected, if voting by secret ballot, and for the election of Marshal if voting by Voice Vote.

16. At the election in May the Bethel members shall be privileged to vote by SECRET BALLOT on form 40G for the recommendations concerning those to be selected as Executive Members of the Bethel Guardian Council.

These ballots shall be collected and sealed in an envelope in the presence of the Bethel Membership by the Bethel Recorder, who shall mail them in the presence of a member of the Executive Bethel Guardian Council to the Vice Grand Guardian immediately after the close of the Bethel meeting.

17. Honored Queen asks for a motion to destroy the ballots. She then excuses the Tellers, thanks the Tellers, and asks the Outer Guard to return to her station and says, "This concludes the election of officers." Raps gavel once.

**ARTICLE VIII
INSTALLATION OF BETHEL OFFICERS**

Section 1. General

- (a) The installation shall take place during the months of June and January, and the first or second meeting may be an open meeting for the purpose of Installation. A special dispensation shall not be required if held on regular date and time.

**ARTICLE I
GENERAL PROVISIONS**

Section 6. Auxiliary Club

- (b) Any Bethel may permit the organization of its Past Honored Queens and Majority Members or other Bethel Members in groups of ten (10) or more to carry on Bethel projects as long as same do not conflict with the Constitution and Bylaws of the Job's Daughters International.

**ARTICLE III
DEBITS**

Section 3.

- (a) Members shall not be permitted to transfer from a chartered Bethel to a new Bethel unless a member for one year without permission from the Grand Guardian.
- (b) Dues paid in advance by a Daughter desiring to transfer shall be pro-rated between the two Bethels.

ARTICLE V
RECOMMEND EXECUTIVE MEMBER OF THE BGC

Section 1.

- (b) The ballots shall be collected and sealed in an envelope in the presence of the Bethel members by the Bethel Recorder, who shall mail them to the Vice Grand Guardian immediately, in the presence of a member of the Executive BGC.

ARTICLE VI OFFICIAL REGALIA

Section 2. Wearing of Regalia

- (d) The wearing of jewelry with official robes in Bethels of this Grand Guardian Council Jurisdiction shall be limited to regulations membership pins, officers' jewels, merit awards, and a bona fide engagement ring. (Class rings and those of similar nature shall not be construed to be a bona fide engagement ring.)

ARTICLE X DISCIPLINE

Section 3. Course of Action

(c) Suspension

- (3) Any member or members delinquent in dues for any one year can be suspended for non-payment of dues and must be suspended if in arrears for two years unless dues for said member or members have been properly remitted.

ARTICLE XIII MERIT AWARDS AND JEWELRY

All Bethels using the Merit Award System shall observe and adhere to the following rules and regulations.

Section 1. Accumulation of Points

- (a) Dues paid for the current year 10 points
- (b) Good attendance, Bethel meeting, two consecutive terms (75 percent attendance at meetings) 25 points
- (c) Perfect attendance, two consecutive terms additional 25 points
- (d) Proficiency in secret work (first year only) 10 points
- (e) Petitions accepted each 5 points
- (f) Committee proficiency each 5 points
- (g) Bethel activities (drill team, visitations, Grand Session, slumber parties, etc.) 5 points
- (h) Bethel projects (fund raising) 5 points
- (i) Ritual proficiency (including choir) 5 points each office
- (j) Ritual proficiency (letter perfect) 10 points additional

Section 2. Qualifications for Receiving Merit Awards

Any member of a Bethel of Job's Daughter who is in good standing, one year or over is eligible to receive an Award.

- (a) FIRST - OR BRONZE AWARD requires membership one year or more and accumulation of one hundred (100) or more points
- (b) SECOND - OR SILVER AWARD requires membership two years or more and accumulation of an additional one hundred points (200 total)
- (c) THIRD - OR GOLD AWARD requires membership three years or more and accumulation of an additional one hundred points (300 total)
- (d) FOURTH, FIFTH, AND SIXTH - JEWELLED AWARDS require membership four years or more and accumulation of an additional one hundred points for each award. (400, 500, 600 total)

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 the 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 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 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 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 can not 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 qualification 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 IOJD. 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 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 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 first time Grand Bethel Officer who has faithfully served the Grand Bethel for the period for which she was elected for appointed shall be presented a Past Grand Bethel pin at the completion of her term. Those serving for additional year(s) of service shall receive an appropriate gift determined by the Grand Guardian not to exceed the cost of the pin at the completion of her term.
- (j) Each first time Grand Bethel Choir Member who has faithfully served the Grand Bethel for the period for which she was elected for appointed shall be presented a Past Grand Bethel pin at the completion of her term. Those serving for additional year(s) of service shall receive an appropriate gift determined by the Grand Guardian not to exceed the cost of the 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.

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**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 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, 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 (35) per mile for actual mileage incurred in the discharge of her duties, not to exceed \$800.00. If the Grand Bethel Honored Queen is from the Upper Peninsula she shall be allowed the sum not to exceed \$850.00. She shall have at her

disposal an additional \$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 (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 (25) per mile to the extent of \$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 \$175.00. They shall have at their disposal an additional \$50.00 for office expenses. They shall present an itemized statement to the Grand Guardian and the Finance Committee for approval.

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- (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

Section 1.

- (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.

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**ARTICLE XIII
AMENDMENTS**

Section 1.

- (a) Every proposed amendment to the By-laws shall be submitted in writing and filed with the Grand Guardian Council Secretary not later than ninety (90) days before the Annual Session.
- (b) Said amendments to the By-laws must have the approval of the Executive Grand guardian Council before circulation to the Bethels.
- (c) Circulation to said Bethels must be at least thirty (30) days before the annual session.
- (d) No amendments will be accepted unless submitted by a bona fide member of the Grand Guardian Council.
- (e) A two thirds (2/3) majority of votes shall be necessary for adoption.

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