

**CONSTITUTION & BY-LAWS  
GRAND GUARDIAN COUNCIL  
COLORADO**

**GRAND GUARDIAN COUNCIL**

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**MANUAL OF RULES AND REGULATIONS  
OF THE  
GRAND GUARDIAN COUNCIL OF COLORADO  
JOB'S DAUGHTERS INTERNATIONAL**

This Manual consists of items pertinent to the Grand Guardian Council of Colorado as a supplement to the Constitution and By-Laws of Grand Guardian Councils, Bethel Guardian Councils, Bethels, Uniform Code for Bethels and Parents' Clubs contained in the 1987 edition of the Constitution and By-Laws of Job's Daughters International.

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**CONSTITUTION FOR GRAND GUARDIAN COUNCIL  
STATE OF COLORADO  
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I  
Name**

**Section 1.**

- (a) The name of this organization is the Job's Daughters International, Grand Guardian Council of Colorado.

**ARTICLE II  
Object**

**Section 1.**

- (a) See C-GGC 1, Article II, Section 1 (a)

**ARTICLE III  
Authority**

**Section 1.**

- (a) This Grand Guardian Council operates under the authority of a Charter granted by the Supreme Guardian Council and dated December 9, 1939. The jurisdiction of this Grand Guardian Council shall be limited to the State of Colorado.
- (b) See C-GGC 1, Article III, Section 1 (b)

**ARTICLE IV  
Membership**

**Section 1.**

- (a) The Grand Guardian Council of Colorado of the Job's Daughters International shall consist of the Grand Guardian Council Officers, all Past Elective Grand Guardian Council Officers, Past Bethel Guardians and Past Associate Bethel Guardians of Bethels in the jurisdiction, the five (5) Executive Members of the Bethel Guardian Council of each Bethel, chartered and under dispensation; (Bethel Guardian, Associate Bethel Guardian, Guardian Secretary, Guardian Treasurer and Guardian Director of Music or Epochs), and all members of the Supreme Guardian Council, residing in this jurisdiction, who having been elected to membership in this GGC shall be entitled to one (1) vote each when present at a special or annual meeting of the Grand Guardian Council, providing their registration fee of two (\$2.00) each has been paid.

**1980**

**Section 2.**

- (a) A member of the Grand Guardian Council or a Bethel Guardian Council who has been suspended or expelled from the Lodge of a Master Mason, or an organization based upon Masonic membership, or relationship to a Master Mason, shall be automatically suspended from membership in the Grand Guardian Council or Bethel Guardian Council subject to appeal as provided in the law of appeals.
- (b) See B-GGC 7, Article X, Appeals: Section 1 (a)

**ARTICLE V  
Officers**

**Section 1. Elective Officers**

- (a) The elective officers of a Grand Guardian Council shall consist of a Grand Guardian (a woman); Associate Grand Guardian (a Master Mason in good standing in the Masonic jurisdiction under which he holds membership); Vice Grand Guardian; Vice Associate Grand Guardian (a Master Mason in good standing in the Masonic jurisdiction under which he holds membership); Grand Guide; Grand Marshal; Grand Secretary; Grand Treasurer; Grand Inner Guard (a Master Mason in good standing in the Masonic jurisdiction under which he holds membership); Grand Outer Guard (a Master Mason in good standing in the Masonic jurisdiction under which he holds membership); who shall compose the Executive Grand Guardian Council.

**Section 2. Appointive Officers**

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

**Section 3. Executive Officer**

- (a) See C-GGC 2, Article V, Officers: Section 3 (a)

**Section 4- Executive GGC**

See C-GGC -2 Art V Section 4 (a)

**ARTICLE VI  
Eligibility**

**Section 1.**

- (a) No person shall be eligible for election or appointment to office of a GGC unless she/he is a voting delegate thereof, except for the position of Grand Director of Music. The Grand Director of Music may be selected from a present Guardian Director of Music when not a member of the Executive BGC, or a Past Guardian Director of Music, or a past Executive Bethel Council Member. In which instance they are responsible for the cost of their voting credentials. In any such event they will not be allowed to appoint a proxy. **1996**  
**By 2010, the delegate shall be on the current list of CAV's provided by the Executive Manager.**
- (b) See C-GGC 2. Article VI, Eligibility: Section 1 (b) thru (f)

**ARTICLE VII  
Election, Voting Privileges, and Proxy**

**Section 1. Election**

- (a) Elective Officers of the Grand Guardian Council shall be elected at the Annual Session of the Grand Guardian Council from eligible members in attendance on the second day of the Annual Session beginning at 9:00 A.M. unless unavoidably absent. **1980**
- (b) Election shall be by ballot without nomination, except where there is but one member aspiring to an office, the rule requiring a ballot may be suspended and the election be by viva voce vote. **1980**

- (c) A majority vote of those present and voting shall elect.
- (d) Any person soliciting votes for an elective office in the Grand Guardian Council shall be subject to reprimand.
- (e) Any Bethel Guardian Council Officer becoming a line officer in the Grand Guardian Council when advanced to Vice Grand Guardian or Vice Associate Grand Guardian shall resign his or her office in his or her respective Bethel.
- (f) Grand Secretary and Grand Treasurer shall be elected annually at the annual business meeting.

**1989**

**Section 2. Voting Privileges**

- (a) See C-GGC 2, Article VII, Section 2 (a)

**Section 3. Proxy**

- (a) See C-GGC 2, Article VII, Section 3 (a)

**ARTICLE VIII  
Appointments**

**Section 1.**

- (a) See C-GGC 3, Article VIII, Section 1 (a)

**ARTICLE IX  
Term**

**Section 1.**

- (a) See C-GGC 3, Article IX, Section 1 (a)

**ARTICLE X  
Installation**

**Section 1.**

- (a) See C-GGC3, Article X, Section 1 (a thru c)

**ARTICLE XI  
Vacancies**

**Section 1.**

- (a) See C-GGC 3, Article XI, Section 1 (a thru d)

**ARTICLE XII  
Meetings**

**Section 1.**

- (a) This Grand Guardian Council shall meet in Annual Session in June: such meeting to continue in session with suitable recesses until the meeting is concluded.
- (b) See S.I. No. 1 for Rules of Order and Parliamentary Authority.
- (c) A quorum for the transaction of business of the Grand Guardian Council shall consist of seven (7) Grand Officers representing seven (7) Bethels, the presiding officer to be one of the three (3) ranking Grand Officers.
- (d) The Grand Guardian Council session shall be primarily a business session.
- (e) At least one hour of the Grand Guardian Council Session shall be set aside and known as Job's Daughters' Hour.
- (f) The Grand Guardian Council before end of session shall designate the location and date of the succeeding Annual Session in the month of June. In the event that the location and date designated are not available, the Executive Members of the Grand Guardian Council shall decide upon an available location and date.

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**BY-LAWS OF THE GRAND GUARDIAN COUNCIL  
STATE OF COLORADO  
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I**

**Duties and Powers of a Grand Guardian Council**

**Section 1.**

- (a) See B-GGC 1, Article I, Section 1 (a thru f)

**ARTICLE II**

**Powers of the Executive Grand Guardian Council**

**Section 1.**

- (a) See B-GGC 1, Article II, Section 1 (a and b)

**ARTICLE III**

**Duties of the Grand Guardian Council Officers**

**Section 1. Rulings**

- (a) See B-GGC 1, Article III, Section 1 (a)

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

- (a) See B-GGC 1 and 2, Article III, Section 2 (a thru n)
- (o) Call special meetings of the Executive Grand Guardian Council when deemed necessary.
- (p) Suspend the function of any Bethel or any Bethel Guardian Council for good and sufficient cause.
- (q) Serve as a member of the administrative committee for the Scholarship fund.

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

- (a) See B-GGC 2, Article III, Section 3 (a thru e)
- (f) Serve as a member of the administrative committee for the Scholarship Fund.

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

- (a) See B-GGC 2, Article III, Section 4 (a and b)
- (c) Bring to the attention of the Grand Guardian such matters as will warrant investigation or promote the progress and growth of the Organization and shall be the Chairman of the Promotion Committee.

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

- (a) See B-GGC 2, Article III, Section 5 (a and b)

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

- (a) See B-GGC 2, Article III, Section 6 (a thru j) & SI 14.7
- (k) Keep a complete record of the reports of all Bethel Guardian Councils and Bethels.
- (l) Send a financial statement of the balance on hand, receipts and disbursements semi-annually to the chairman of the committee on Finance, so that the Committee on Finance can intelligently cooperate with the Grand Guardian Council in the allowance of expenditure.
- (m) Issue notices of all meetings properly authorized. Strike from the mailing list annually the names of members of the Grand Guardian Council who have not registered at the Grand Guardian Council Session within the past three (3) years. This action shall not deprive such voting member of membership in the Grand Guardian Council nor the right to vote in any Grand Guardian Council meeting which they may attend. Any interested voting member who shall apply to the Grand Secretary in writing for retention or reinstatement on the mailing list by stating his or her interest but inability to attend the Session shall be reinstated.
- (n) Refer reports to proper committees for examination.
- (o) Obtain supplies for the Colorado Bethels from the Supreme Guardian Council at such discount as buying prices will permit without an increase in the sale price to Bethels.

- (p) Receive all orders for supplies from Bethels and send same as requested, when accompanied by check covering said order or orders and the postage.
- (q) Furnish price lists semi-annually to all Bethels in the state covering supplies issued from the Grand Secretary's Office.
- (r) Distribute to all Guardian Secretaries annual reports, records, blanks, etc.
- (s) Have custody of the Flags and other property belonging to the Grand Guardian council.
- (t) Furnish all Grand Guardian Council officers and members of committees a certificate, under the seal of the Grand Guardian Council, authorizing them to perform their respective duties under the laws of the organization.
- (u) Furnish all Bethel Guardian Council members a Certificate of appointment, signed by the Grand Guardian under the seal of the Grand Guardian Council, authorizing them to perform their duties under the laws of the organization.
- (v) Prepare Credentials for voting at the Annual Session for all voting members.
- (w) Receive all proposed amendments to the Manual of Rules and Regulations, sent to her sixty (60) days prior to the Annual Session, and forward a copy of same to the chairman of the committee on Jurisprudence and to each voting member at least thirty (30) days prior to the Annual Session.
- (x) Notify the Chairman of the Supreme Committee on Jurisprudence within thirty (30) days after the close of the Annual Session of the Grand Guardian Council as to whether or not any amendments were adopted by the Grand Guardian Council and if any were adopted send six (6) copies of them to the Chairman of the Supreme Committee on Jurisprudence and one copy to the Supreme Guardian.
- (y) After the return of the adopted amendments, either approved or disapproved, copies of the approved adopted amendments shall be immediately sent to all voting members of the Grand Guardian Council.
- (z) Draw warrants for postage and incidental expenses pertaining to her office, presenting them to the Grand Guardian who shall sign such warrants and authorize the Grand Treasurer to issue checks covering amounts, which shall be immediately paid to the Grand Secretary.
- (aa) Assist the Publication of Proceedings Committee in publishing the annual Proceedings by furnishing them a copy of all reports received by her and all statistical and other information pertaining to the Annual Session. After receiving the proceedings from the committee on Publications she shall distribute them to all eligible members.
- (bb) Shall immediately upon the expiration of her term of office transfer all properties and records belonging to the Grand Guardian Council to her successor, as soon as her books are closed and not later than two weeks after the close of the Annual Session.
- (cc) Act as Secretary to the Board of Trustees of the Educational Fund.
- (dd) Serve as a member of the administrative committee for the Scholarship Fund.
- (ee) The Grand Treasurer and Grand Secretary shall deposit the scholarship funds only in banks approved by the committee on Finance, and from such banks said funds may then be transferred, invested and reinvested in obligations of the United States of America, or in funds or securities guaranteed or insured by the United States of America, or in funds or securities consistent with the Standards for investments under the Colorado Prudent Investor Act, Colorado Revised Statutes 15-1-304.1 and 15-1.1-101 et seq., as the same may from time to time be amended, upon recommendations of the Committee on Finance. **2000**

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

- (a) See B-GGC 2-3, Article III, Section 7 (a thru d)
- (e) Have custody of all funds, securities and vouchers belonging to the Grand Guardian Council and all funds shall be deposited in a National or State Bank.
- (f) Have charge of all funds of the Grand Guardian Council which shall be kept in three (3) separate accounts: namely Educational, Promotional and General and shall pay them out only on warrants authorized by proper authority.
- (g) Immediately upon the expiration of his or her term of office transfer all properties and records belonging to the Grand Guardian Council to his or her successor, as soon as his or her books are closed and not later than two weeks after the close of the Annual Session.
- (h) Act as treasurer for the Board of Trustees of the Educational Fund and Scholarship Funds.
- (i) Serve as a member of the administrative committee for the Scholarship Fund.

- (j) The Grand Treasurer and Grand Secretary shall deposit the scholarship funds only in banks approved by the committee on Finance, and from such banks said funds may then be transferred, invested and reinvested in obligations of the United States of America, or in funds or securities guaranteed or insured by the United States of America, or in funds or securities consistent with the Standards for investments under the Colorado Prudent Investor Act, Colorado Revised Statutes 15-1-304.1 and 15-1.1-101 et seq., as the same may from time to time be amended, upon recommendations of the Committee on Finance. **2000**

**Section 8. The Grand Guide and Grand Marshal shall:**

- (a) See B-GGC 3, Article III, Section 8 (a thru b)
- (c) The Grand Marshal shall prepare and present the Flag ceremony at the opening of Grand Session.

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

See B-GGC 3, Article III Section 9 (a thru b)

- (c) See that the Paraphernalia of the Grand Guardian Council is on hand at the meeting place of the Grand Guardian Council and shall supervise the preparation of the chairs and seating arrangement at the Annual Session.

**Section 10. The Other Grand Officers shall:**

- (a) See B-GGC 3, Article III, Section 10 (a)
- (b) The Grand Chaplain shall prepare and present the Bible Ceremony at the opening of the Annual Session.

**Section 11. Honors, Rights or Privileges:**

- (a) If any elected or appointed Grand Guardian Council Officer resigns, is removed from office and/ or does not fulfill the duties of their office during the term of that office (see B-GGC 1-3, Article III) they shall not be accorded any honors, rights or privileges, present or future, associated with that office.

**2009**

**ARTICLE IV  
Committees**

**Section 1. Eligibility**

- (a) See B-GGC 3, Article IV, Section 1 (a thru c)
- (d) Before the close of each Annual Session the newly installed Grand Guardian shall appoint and announce the standing committees.
- (e) At the same time the incoming Grand Guardian shall designate one (1) member of each committee to be Chairman.
- (f) After each Annual Session the Grand Guardian shall appoint such Other Committees as are necessary for the transaction of the business of the Grand Guardian Council for the ensuing year.

**Section 2 Restrictions**

- (a) See B-GGC 3, Article IV, Section 2 (a-b)
- (c) No voting member shall serve on more than one standing committee of the Grand Guardian Council.

**Section 3. Vacancies**

- (a) Should a vacancy occur on a committee, the Grand Guardian shall appoint an eligible member to fill the vacancy. Said member shall serve for the balance of the year.

**Appointment and Duties of Standing Committees**

**Section 4. Jurisprudence Committee**

- (a) The Committee shall be comprised of five (5) members. New appointments shall be made for a term of three (3) years. Any member of the Committee on Jurisprudence having served the term to which he or she was appointed or who resigns from that appointment for any reason whatsoever, shall not be eligible for appointment to the Committee on Jurisprudence or the Committee on Finance or election to the Board of Educational Trustees until one (1) year after his or her term has expired. The Chairman of the Committee shall be named by the Grand Guardian.

- (b) The duties of this Committee are as follows.
  - (1) To give careful consideration to all properly submitted proposed Amendments to the Manual of Rules and Regulations of the Grand Guardian Council, discuss such amendments with the proposer when possible and make a detailed report with recommendations for action by the Grand Guardian Council at the Annual Session.
  - (2) To file a copy of decisions of the Grand Guardian Council on amendments adopted or rejected with the Grand Secretary at the close of the Annual Session for his or her use in compiling new amendments for printing and mailing. This shall be the duty of the retiring chairman of the Committee on Jurisprudence. Amendments modified by the Committee on Jurisprudence need not be adopted by the Grand Guardian Council unless accepted by the Grand Guardian Council at its next regular session.
  - (3) Advise the Grand Guardian, at her request, concerning the legality of any action or ruling contemplated by her.
  - (4) The Chairman shall keep a permanent file and turn same over to his or her successor.

**Section 5. Finance Committee**

- (a) The Committee shall be comprised of three (3) members. Any member of the Committee on Finance having served the term for which he or she was appointed shall not be eligible for appointment or re-appointment to the Committee on Finance or the Committee on Jurisprudence until one (1) year after his or her term has expired. At each Annual Session one (1) member shall be appointed for three (3) years.
- (b) The duties of this Committee are as follows:
  - (1) To approve or disapprove, prior to obligation, any accounts not included or that exceed the Budget, which are to be presented as claims against the Grand Guardian Council, except those specifically authorized in this Manual of Rules and Regulations. Invoices for supplies may be approved by the Chairman of the Committee on Finance alone when necessary for prompt payment or to earn cash discounts. All accounts, invoices and vouchers shall be returned to the office of the Grand Secretary for filing. **1986**
  - (2) To carefully investigate and present for approval at Grand Session the Annual Budget (income and expenses) prepared by the Vice Grand Guardian, the Vice Associate Grand Guardian and the Grand Secretary. Said budget shall be reviewed in April by the Executive Grand Guardian Council. Line items in Budget need no approval by Finance Committee for disbursement. **1988**
  - (3) Whenever the finances of the Grand Guardian Council are in condition to permit, and in the judgment of the Committee on Finance, the best interest of the Order will be served by so doing, the Committee on Finance may in its discretion, after conferring with the Grand Guardian and the Associate Grand Guardian, order any amount transferred from the General Fund to the Promotional Fund to be used in promotion work.

**Section 6. Publication of Proceedings Committee**

- (a) The committee shall be comprised of three (3) members. At each Annual Session the Grand Guardian Council the newly installed Grand Guardian shall appoint a new member to serve for a period of three (3) years. The Junior Past Grand Guardian shall serve as a member ex-officio of the Committee for the purpose of assisting with the publishing of the proceedings.
- (b) The duties of the committee are as follows:
  - (1) To have the Proceedings printed, proof read, and delivered to the Grand Secretary for distribution within one hundred twenty (120) days after Grand Session after the successful bidder on printing has been determined by the Committee on Finance.
  - (2) All other publications issued in the name of the Grand Guardian Council shall first be approved by the Grand Guardian and the Committee on Finance. **2000**
  - (3) The Chairman shall keep a permanent file and turn same over to his or her successor.
- (c) Guidelines for proceedings are:
  - (1) The report of the Grand Guardian shall be printed, deleting only descriptions of travel and unnecessary conversation. Actual business of the Annual Session shall be printed, omitting only unnecessary detail. Brief reports of Flag and Bible ceremonies shall be included with names of participants.

- (2) The official Trademark shall be used on the cover of all Annual Proceedings of the Grand Guardian Council.

**Section 7. Board of Educational Trustees**

- (a) The Committee shall be composed of three (3) members.
- (b) The duties of this committee are as follows:
  - (1) To keep a complete and accurate record of each individual loan with all payments, cancellations or rejections, recorded up-to-date, and she or he shall pass the complete report on to her or his successor.
  - (2) See Article X, Section 1. 1 (j)

**Section 8. Promotion Committee:**

- (a) The Committee shall be composed of five (5) members.
- (b) The duties of this Committee are as follows:
  - (1) To promote the growth of the Order.
  - (2) The Chairman of the Committee on Promotion shall act as coordinator of all Promotional activities; keep close contact with the Chairman of the Committee on Fraternal Relations.
  - (3) The Chairman shall keep a file of reports and other promotional material to be passed on to the Chairman of the Committee on Promotion for the following year.

**Section 9. Committee on Fraternal Relations:**

- (a) The Committee shall be composed of three (3) members.
- (b) It shall be the duty of the Committee on Fraternal Relations to:
  - (1) To contact and keep in touch with the officers and members of the Masonic Fraternity and its appendant and related organizations in the state.
  - (2) To assist the Committee on Promotion in its efforts to institute Bethels where permission for the use of a Masonic Temple is essential.
  - (3) The Chairman shall keep a permanent file and turn same over to his or her successor.
  - (4) To visit Fraternal Orders and encourage the girls to exemplify their work for these orders.

**Section 10. Appeals and Grievance Committee:**

See B-GGC 7, Article X, Section 1 (a)

**Section 11: Credentials Committee**

- (a) The Committee shall be composed of three (3) members.
- (b) The duties of this Committee are as follows:
  - (1) To examine carefully and pass upon the credentials of all persons claiming membership in the Grand Guardian Council or the right to vote therein and to collect the registration fee.
  - (2) To prepare a complete list of all delegates present and entitled to vote and file the same with the Grand Secretary as soon as possible after the Annual Session convenes.

**Section 12. Committee on Necrology**

- (a) The committee shall be composed of three (3) members.
- (b) The duties of this committee are as follows:
  - (1) To prepare and present to the Grand Guardian Council a suitable memorial service for departed members of the Grand Guardian Council and members of the Bethel Guardian Councils and Bethel Members.
  - (2) To obtain this information, the chairman shall contact the Bethel Guardians.

**Section 13. Courtesy Committee**

- (a) The committee shall be composed of three (3) members.
- (b) The duties of this committee are as follows:
  - (1) To assist in extending courtesy to visitors and members in attendance at the Grand Guardian Council Session, and at other times when occasion permits. The Committee shall also report on courtesies extended at each Annual Session of the Grand Guardian Council.

**Section 14. Auditing Committee**

- (a) The Committee shall be composed of three (3) members.
- (b) The duties of this committee are as follows:

- (1) To audit all books and accounts of the Grand Secretary, Grand Treasurer, and Grand Guardian and make a detailed report of the result of such audit at the Annual Session of the Grand Guardian Council.
- (2) To audit the books and accounts of any officer when requested to do so by the Grand Guardian.

**Section 15. Drill Competition Committee**

- (a) The Committee shall be composed of three (3) members.
- (b) The duties of this committee are as follows:
  - (1) To conduct at least two advisory meetings with Bethel competition representatives, the first meeting to be held at least one hundred twenty (120) days before drill competition to explain rules and regulations, changes in competition procedures, and establish minimum and maximum completion time on the floor. The second meeting shall be held at least fifteen (15) days before competition and cover judging criteria, and the drawing for entry position in the competition. Minutes of these meetings shall be forwarded to each Competition Bethel within ten (10) days after the meeting.
  - (2) To provide each competition Bethel with a copy of the rules and regulations governing competition procedures and judging criteria. The rules and regulations and judging criteria for Competition shall conform, not conflict, with Supreme Competition rules, regulations and judging criteria.
  - (3) Any drillmaster or any member of the committee who has cause to protest shall present such protest to the committee chairman, the Grand Guardian and the Associate Grand Guardian. In which event there shall be a meeting called immediately after the competition, of all drillmasters and committee, the Grand Guardian and Associate Grand Guardian, and the protest will be resolved and awards presents. (Minutes shall be taken.)

**Section 16. The Grand Bethel Committee**

- (a) The Grand Bethel shall be under the supervision of this Committee in all things pertaining to rules, regulations and finances, with the approval of the Grand Guardian.
- (b) The Grand Bethel Committee shall consist of eight (8) members of which two (2) shall be the outgoing Grand Guardian and the outgoing Associate Grand Guardian who shall serve as the Grand Bethel Guardian and Grand Bethel Associate Guardian, if they so desire, three (3) permanent members of the Grand Guardian Council of Colorado shall be appointed by the Grand Guardian to serve as Secretary, Treasurer, and Director of Epochs of the Grand Bethel Committee. The remaining three (3) members shall be the Grand Bethel Honored Queen, the Grand Bethel Senior Princess and the Grand Bethel Junior Princess.

**1994**

- (c) Vacancies on the Grand Bethel Committee shall be filled by appointments of the Grand Guardian.
- (d) The duty of the Grand Bethel Committee is to supervise the activities, meetings and programs of the Grand Bethel, as set forth in these By-Laws, and perform such duties as may be for the welfare of the Grand Bethel, and specifically:
  - (1) Make a report to the Grand Guardian Council at the Annual Session.
  - (2) Prepare a record of the Grand Bethel Annual Session.
  - (3) Assist the Grand Bethel Honored Queen and other Grand Bethel Officers in perfecting and executing plans for the Annual Grand Bethel meeting and such special meetings of the Grand Bethel Officers or members as may be deemed advisable.
  - (4) Attend the annual meeting of the Grand Bethel Committee at such place and date as approved by a majority of said committee, and other such meetings as may be called by the majority of members of the committee.
  - (5) Four (4) members of the Committee will constitute a quorum.

**Article V  
Deputies**

**Section 1. Grand Deputy**

- (a) See B-GGC 3, Article V, Section 1 (a and b)

**Section 2. Deputy Grand Guardian**

- (a) See B-GGC 3, Article V, Section 2 (a and b)

## **Article VI Finances**

### **Section 1. Receipts**

- (a) See B-GGC 3, Article VI, Section 1 (a)

### **Section 2. Fees**

- (a) The Grand Guardian Council shall collect from each of its members an annual membership fee of two dollars (\$2.00).
- (b) Fees so collected shall principally be used to defray the expenses incident to the Annual Session of the Grand Guardian Council and the Executive Grand Guardian Council. **1980**
- (c) See B-GGC 5, Article VI, Section 2 (c)

### **Section 3. Exemption**

- (a) See B-GGC 4, Article VI, Section 3 (a)

### **Section 4. Disbursements**

- (a) An acceptable surety company, the percentage being rated on the minimum of one thousand dollars (\$1,000.00), shall bond the Grand Secretary. The premium on the bond shall be paid from the funds of the Grand Guardian Council and shall be approved by the Grand Guardian, the Associate Grand Guardian and the Committee on Finance.
- (b) The Grand Secretary shall receive an allowance of One Thousand, Five Hundred Dollars (\$1,500.00) per year for services to the Grand Guardian Council. **2009**
- (c) The Grand Treasurer shall receive an allowance of Eight Hundred Dollars (\$800.00) per year for services to the Grand Guardian Council. **2009**
- (d) An acceptable surety company, the percentage being rated on the minimum of one thousand dollars (\$1,000), shall bond the Grand Treasurer. The premium on the bond shall be paid from the funds of the Grand Guardian Council and shall be approved by the Grand Guardian, the Associate Grand Guardian and the Committee on Finance.
- (e) The Grand Guardian Council of Colorado shall send the Grand Guardian to the Annual Session of the Supreme Guardian Council as its representative and shall allow her fifty dollars (\$50.00) per day for expenses at the Supreme Session, (not to exceed a maximum of two hundred and fifty dollars (\$250.00), in addition to round trip coach air fare transportation, providing she is in actual attendance at all business sessions of the Supreme Guardian Council.
- (f) The Associate Grand Guardian in the event of attendance at the Annual Session of the Supreme Guardian Council shall be allowed the sum of one round trip coach airfare transportation. **1980**
- (g) In the event the Vice Grand Guardian shall be in attendance at the Supreme Guardian Council Session, she shall be allowed the sum of fifty dollars (\$50.00) to help cover her expenses.
- (h) The Grand Guardian Council shall assume the expenses of the Annual Meeting of the Grand Guardian Council. If funds in the treasury of the Grand Guardian Council are insufficient to defray necessary expenses, all chartered Bethels within this jurisdiction shall pay their pro-rata share.
- (i) All expenses incurred through the Annual Meeting of the Grand Guardian Council shall be submitted by the General Chairman to the Grand Guardian and the committee on Finance for their approval.
- (j) An official stenographer, meeting eligibility requirements for attendance at Bethel meetings, shall be employed by the Grand Guardian Council to completely record the proceedings of each Grand Guardian Council Session and to return a typed transcript of the minutes to the Grand Secretary within thirty (30) days after the close of the Annual Grand Session. A fair wage, as determined by the Committee on Finance, shall be allowed for the official stenographer to record and return a typed transcript of the minutes of the Annual Grand Session.
- (k) There shall be paid annually to the Grand Guardian the sum of two hundred dollars (\$200.00) to be used by her for traveling expenses incurred by the said Grand Guardian in performing her official duties during her term of office. Said sum shall be paid equally from the General Fund and the Promotional Fund, and shall be paid at the beginning of her term, or at any time during her term of office. Additional funds for her expenses in promotional work shall be paid from the Promotional Fund upon the approval of the Committee on Finance.
- (l) There shall be paid to the Associate Grand Guardian traveling expenses incurred by him in the performance of his official duties during his term of office, but not to exceed one hundred fifty dollars (\$150.00). Said

sum shall be paid upon approval of said expense bill submitted to the Committee on Finance. All of said bills shall be submitted to the Committee on Finance before the end of his term of office.

## **Article VII Penalties and Fines**

### **Section 1. Penalties**

- (a) See B-GGC 4, Article VII, Section 1 (a thru d)

### **Section 2. Fines**

- (a) See B-GGC 4, Article VII, Section 2 (a thru c)
- (b)

## **Article VIII Educational and Promotional Funds**

### **Section 1. Educational Fund**

- (a) There shall be maintained and administered, in such a manner as herein prescribed, a separate and special fund which shall be known as the **Educational Fund of the Grand Guardian Council of Colorado, Job's Daughters International**.
- (b) This fund shall consist of all monies and bills receivable, donations, bequests, interest and earnings as may be accumulated for the Fund.
- (c) See B-GGC 4, Article VIII, Section 1 (c-d)
- (e) The Fund shall be used for making loans, where there is a need, to Job's Daughters to assist them in furthering their education at the discretion of the Board. Scholarships in the amount of not less than five hundred dollars (\$500.00) nor more than one thousand dollars (\$1,000.00) may also be awarded to deserving Daughters, provided that at no time shall the balance in the Fund be less than five thousand dollars (\$5,000.00) as the result of said awards. **1985**
- (f) The Educational Fund shall be administered by a Board of Trustees which shall be responsible to the Grand Guardian Council and subject to such rules and regulations as may now or hereafter be set forth in the Manual of Rules and Regulations of the Grand Guardian Council.
- (g) The Board shall consist of three (3) members who shall be elected for a term of three (3) years by the Grand Guardian Council from its **permanent membership**. At the election first creating the Board, three (3) members shall be elected, one to serve three (3) years, one to serve two (2) years, and one to serve one (1) year. Thereafter, at each regular Annual Session of the Grand Guardian Council, one shall be elected to fill the regularly occurring vacancy. If at any Annual Session there is an unusual vacancy on the Board, such vacancy shall also be filled by election and the elected member thereto shall serve the balance of the unexpired term.
- (h) The Grand Secretary and the Grand Treasurer shall act as Secretary and Treasurer respectively for the Board and their duties as such shall be hereinafter defined. In so far as administration of the Fund is concerned, neither the Grand Secretary nor the Grand Treasurer shall be held responsible, except for the proper duties herein assigned.
- (i) Should a vacancy occur during the year, the Grand Guardian shall appoint an eligible member to fill the vacancy.
- (j) The duties of the Board of Educational trustees are as follows:
  1. To administer the Educational Fund in strict accordance with the Manual of Rules and Regulations of the Grand Guardian Council, and with its best deliberative judgment.
  2. To assemble at the call of the Chairman or the Grand Guardian and transact such business as may come before it.
  3. Individually to perform such duties as may be allotted by action of the Board, or assigned by the chairman, and notify the chairman promptly if unable to continue in active service.
  4. To investigate all requests for loans, see that all requirements have been properly fulfilled before approving any loan, require payments of loans when due and whenever necessary and advisable, enforce the payment of loans by whatever just means may be deemed most suitable.

## **Section 2. Loans**

- (a) Active or Majority members of Job's Daughters, not over twenty-five (25) years of age, under the jurisdiction of the Grand Guardian Council of Colorado shall be eligible to receive loans from the fund.
- (b) The loan, not to exceed five hundred dollars (\$500.00), shall be used for educational purposes for no longer than four years, and shall be paid directly to the school, individual or corporation furnishing the education or training and shall be granted for professional, vocational or academic educational purposes. The board shall judge for what type of vocational training the loans may be made. The school or recipient shall furnish the board with a regular confidential report of the progress of the student while in attendance.

### **1987**

- (c) No loan shall be made for a period of longer then four (4) years and all loans shall be repaid at the rate of not less than fifteen dollars (\$15.00) per month. The first payment shall be due and payable ninety (90) days after maturity of the loan.
- (d) Applications in acceptable form shall be promptly considered in the order received and accepted, and the applicant notified of the action of the Board within sixty (60) days after the acceptance of the application. Loans shall be made and money advanced as per agreement within twenty-one (21) days after receipt by the Board of the applicant's acceptance of conditions and required security furnished by the applicant.
- (e) It shall be the duty of the Daughter procuring a loan to have two (2) adult co-signers on the note who have credit association rating acceptable to the Board of Trustees, as well as the signature of her parents or guardian.
- (f) No application shall be considered unless signed by the Bethel Guardian of which the applicant is a member.
- (g) Applications for loans and all correspondence pertaining thereto shall be mailed to the Grand Secretary who, in turn, shall forward the same to the Chairman of the Board of Trustees.
- (h) The Board shall not accept or consider applications submitted less than sixty (60) days or more than four (4) months prior to the date the loan is desired.
- (i) The Board will furnish three (3) copies of the contract to the applicant, two copies of the completed contract filed with the above-mentioned note with the Board, the third copy to be retained by the applicant.
- (j) The names of Job's Daughters making application for a loan, or securing such a loan, shall not be disclosed outside of the Trustees of the Educational Fund, the Grand Guardian, the Associate Grand Guardian, the Grand Secretary and the Grand Treasurer and their successors in office.
- (k) Upon completion of repayment of loan the Bethel Guardian and, if possible, the Bethel Guardian whose signature appeared on the application of the loan, shall be notified.
- (l) The note shall bear six percent (6%) interest per annum after delinquency as set forth in Article X, Section 3. (e) Page 23.
- (m) Quarterly statements of the borrower's account shall be sent to her and the co-signers and non-protest shall be deemed as acceptance of its correctness.
- (n) The Associate Bethel Guardian of the Bethel, a member of which received an Educational Loan, shall assist in the collection of the loan.
- (o) The Board is empowered to obtain such legal advice as may be necessary to aid or advise in the preparation of any legal forms as needed in order that the Fund and the Grand Guardian Council may be best protected, and to pay the fee for such services from the Educational Fund.
- (p) When, in the opinion of the Board, such action is warranted, it may and is hereby empowered to use just means as may be best suitable to enforce payment of loans.
- (q) Correspondence, stationary, postage, special forms, etc., for use solely in connection with the Educational Fund, shall be paid for from the Educational Fund.

## **Section 3. Loan Contracts**

- (a) Either party prior to actual advancement of any money may cancel all negotiations by the Board.
- (b) The Borrower agrees to pursue stated course of studies regularly, and that discontinuance, except in case of sickness, shall relieve the Board of further obligation, and all money advanced by the Board to or for the borrower shall become due and payable.
- (c) Immediately upon receipt of the final payment due the Board from the borrower, the Board shall return the duly cancelled note to the borrower.

- (d) Any costs incurred in the collection of monies due the Board shall become the obligation of the borrower.
- (e) The date when payments by the borrower shall commence, the amount due monthly thenceforth, and the provision that should any payment become thirty (30) days overdue, the whole amount of the obligation then unpaid may, at the option of the Board, become due and payable, must all be included in the contract.

**Section 4. Scholarship Awards**

- (a) The purpose of the scholarship award is to promote, encourage and assist members of Job’s Daughters International of Colorado to obtain advanced education in Arts and Sciences or Vocational Education, preferably in Colorado Schools but not limited thereto. **1985**

**Section 5. Scholarship Award Qualifications**

- (a) To qualify for participation in the Scholarship Award an applicant must be a member in good standing of a Bethel of Job’s Daughters in the State of Colorado for at least two (2) years prior to the date of her application. A member will remain eligible to receive a Scholarship Award during the term she reaches the age of twenty (20) years if she is still active in a Bethel of Job’s Daughters in the State of Colorado **2007**
- (b) An applicant is not eligible for a Scholarship Award if she receives an award or scholarship in the amount of six thousand dollars (\$6,000.00) or more per year from one (1) single source. **2007**
- (c) A Job’s Daughter is eligible to receive only one (1) scholarship from the Grand Guardian Council.

**Section 6. Scholarship Application**

- (a) Members of Job’s Daughters to qualify for the scholarship awards shall make application on the regular Grand Guardian Council scholarship application form to the Board of Educational Trustees of the Grand Guardian Council of Colorado, Job’s Daughters International, prior to March 1<sup>st</sup> (first) of each year.
- (b) Applicants shall be finally judged and the Scholarship awarded by the Board of Trustees prior to May 15<sup>th</sup> (fifteenth) of each year.
- (c) The factors to be evaluated and judged by the Board of Trustees in awarding the scholarships shall be:
  1. Job’s Daughters Activities.....500 Points
  2. Scholastic Record.....250 Points
  3. Church, Clubs, Civic Achievements, Work, etc.....150 Points
  4. In addition to the above point ratings, consideration shall be given to the need of the applicant.....100 Points
- (d) Applications must be accompanied by recommendations from at least three (3) of the five (5) Executive members of the Bethel Guardian Council, from a teacher or administrator of a school attended and at least one (1) other character reference, i.e.; from a minister, employer or friend of the family, etc. **1976**

**Section 7. Payment of Scholarship Awards**

- (a) Payment shall be made jointly to the recipient and the school of each daughter’s choice, prior to registration. If a recipient does not register for the following school term, her right to the scholarship will be forfeited, and the funds shall be retained in the appropriate account.
- (b) If either recipient does not use her scholarship, the first alternate as designated by the Board of Trustees shall receive the award, providing that she shall register for the following school term and shall meet all other requirements.
- (c) In the event the first alternate is unable to avail herself of the scholarship, a second alternate, determined by the Board of Trustees shall be named and shall receive said scholarship upon the same terms and conditions as set forth herein.
- (d) In the event no one of the above applicants qualify, the Board of Trustees shall have the right to declare that no scholarship shall be awarded that year and award two (2) scholarships for the following year if they so desire.

**Section 8. Scholarship Administrative Committee**

- (a) The administrative committee for the Scholarship Fund shall consist of the members of the Board of Educational Trustees, the Grand Guardian, The Associate Grand Guardian, the Grand Secretary and the Grand Treasurer of the Grand Guardian Council of Colorado, International Order of Job’s Daughters.
- (b) This committee shall be entrusted with the responsibility of judging the final contestants or applicants and making the Scholarship Award prior to May fifteenth of each year, and their decisions in the matter shall be final.

**Section 9. Creation of Scholarship Awards**

(a) There is hereby created the George W. And Susan M. Lindsay Scholarship Award to be administered by the Grand Guardian Council of Colorado for the purpose of awarding one (1) school scholarship for educational purposes to members of Job’s Daughters under the Grand Guardian Council, Job’s Daughters International. This fund shall be non-profit and shall be used for no other purpose, nor shall any expenses of administration of this fund be taken out of same, but shall be used fully for educational purposes. The bequest of George W. and Susan M. Lindsay to the Grand Guardian Council in the amount of ninety one thousand, three hundred thirty three dollars (\$91,333.00) plus all donations in their memory shall be invested by the Grand Treasurer and Grand Secretary as outlined in Article III, Section 6 (ee) and Section 7. (j). **2000**

The interest from this investment shall be used each year for one (1) annual scholarship to a worthy Job’s Daughter selected by the Administrative Committee for the Scholarship Fund. Qualifications for the GEORGE W. and SUSAN M. LINDSAY SCHOLARSHIP AWARD shall be the same as set forth in **Section 5 Qualifications.**

1. **Lindsay Scholarship Award:** Shall be given in the amount of the total interest earned on the account from the previous year. The interest from the investment shall be awarded over a four (4) year period. One fourth (1/4) of the original award per academic year.

(a) This is a four (4) year renewable scholarship. This award is renewable providing the recipient is in good academic standing. A grade report will be required at the end of each academic year to determine eligibility.

2. **Lindsay Scholarship Disbursement:**

(a) The scholarship award will be made payable to the University for the student with the following instructions.

(1) That funds will be made available for tuition, books, room and board and other direct educational expenses.

(2) That should a Daughter withdraw or for any reason not continue with her education, then any unspent funds shall be returned to the Grand Guardian Council, to be reinvested in the **George W. and Susan M. Lindsay** Scholarship Account.

(3) That should the allotted yearly scholarship amount exceed the educational expenses incurred by the daughter at her chosen University, the unspent funds shall be returned to the Grand Guardian Council to be re-invested in the **George W. and Susan M. Lindsay** Scholarship Account.

**1986**

**Section 10. Promotional Funds**

See B-GGC 4, Article VIII, Section 1 (b and c)

**Section 11. Investment of Scholarship & Promotional Funds** **2000**

See Article III, Section 6 (ee) and Section 7 (j)

**ARTICLE IX**

**Discipline and Removal From Office**

**Section 1. Discipline**

(a) See B-GGC 4, Article IX, Section 1 (a and b)

**Section 2. Removal From Office**

(a) See B-GGC 5, Article IX, Section 2 (a and b)

**ARTICLE X**

**Appeals**

**Section 1.**

(a) See B-GGC 5, Article X, Section 1 (a)

**ARTICLE XI**  
**Manual of Rules and Regulations**

**Section 1. Amendments**

- (a) See B-GGC 5, Article XI, Section 1 (a-e)
- (f) Amendments to the Manual of Rules and Regulations may be made at any Annual Session of the Grand Guardian Council by two-thirds (2/3) affirmative vote of the members present, provided such amendment shall have been sent in writing to the Grand Secretary at least sixty (60) days previous to the Annual Session of the Grand Guardian Council and a copy sent to each voting member thereof, at least thirty (30) days previous to the Annual Session, or by unanimous vote of the members present at the Annual Session of the Grand Guardian Council. Action may be taken by the Grand Guardian Council upon Amendments with a view to their becoming immediately operative in the following manner: The proposed amendments shall be submitted in writing, and, if signed by three (3) delegates representing three (3) different Bethels, such amendments may be acted upon by the Grand body, but requires a unanimous vote for adoption. The Grand Secretary will receive no Amendments unless submitted by bona fide members of the Grand Guardian Council.

**ARTICLE XII**  
**Book of Ceremonies**

**Section 1.**

- (a) See B-GGC 5, Article XII, Section 1 (a thru d)

**RULES AND REGULATIONS**  
**DEGREE OF ROYAL PURPLE**  
**JOB'S DAUGHTERS INTERNATIONAL**

SEE: R & R

Degree of Royal Purple  
Job's Daughters International

**“Rules and Regulations, Degree of Royal Purple”**

A committee of 5 persons representing the Daughters of the Jurisdiction, recent Majority Members and more experienced Adults will be appointed by the Grand Guardian to develop the rules, qualifications, eligibility and selection criteria for this degree. The committee shall follow and comply with the Supreme Guardian Council rules for the Degree of Royal Purple as required. The committee will make its recommendations to the Grand Guardian Council at the next Annual Grand Guardian Session to be held in June 2010.. Upon adoption of the committee report, the rules as adopted, will be in effect for the ensuing term and in perpetuity until amended by the Grand Guardian Council.

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**CONSTITUTION OF A BETHEL GUARDIAN COUNCIL  
STATE OF COLORADO  
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I  
Name**

**Section 1.**

- (a) See C-BGC 1, Article I, Section 1 (a)

**ARTICLE II  
Object**

**Section 1.**

- (a) See C-BGC 1, Article II, Section 1 (a)

**ARTICLE III  
Authority**

**Section 1.**

- (a) See C-BGC 1, Article III, Section 1 (a)

**ARTICLE IV  
Membership**

**Section 1. Membership**

- (a) See C-BGC 1, Article IV, Section 1 (a)

**Section 2. Loss of Membership**

- (a) See C-BGC 1, Article IV, Section 2 (a)

**ARTICLE V  
Council Members**

**Section 1.**

- (a) See C-BGC 1, Article V, Section 1 (a)

**ARTICLE VI  
Eligibility**

**Section 1. Regular**

- (a) See C-BGC 2, Article VI, Section 1 a-f)

**Section 2. Special**

- (a) See C-BGC 2, Article VI, Section 2 (a and b)

**ARTICLE VII  
Election**

**Section 1.**

- (a) See C-BGC 2, Article VII, Section 1

**ARTICLE VIII  
Appointments**

**Section 1.**

- (a) See C-BGC 2, Article VIII, Section 1 (a thru c)

**ARTICLE IX  
Term of Office**

**Section 1. Regular**

- (a) See C-BGC 2-3, Article IX, Section 1 (a thru d)
- (e) Executive members of a Bethel Guardian Council shall be eligible for consecutive appointments to said office. **1988**

**Section 2. Rights and Privileges – Titles**

- (a) See C-BGC 3, Article IX, Section 2 (a thru b)

**ARTICLE X  
Installation**

**Section 1.**

- (a) See C-BGC 3, Article X, Section 1 (a-e)

**ARTICLE XI  
Vacancies**

**Section 1.**

- (a) See C-BGC 3, Article XI, Section 1 (a thru e)

**ARTICLE XII  
Meetings**

**Section 1. Monthly Meetings**

- (a) See C-BGC 3-4 Article XII, Section 1 (a thru e)

**Section 2. Annual Meeting**

- (a) See C-BGC 4 Article XII, Section 2 (a thru b)

**Section 3. Purpose of Annual Meeting**

- (a) See C-BGC 4 Article XII, Section 3 (a thru e)
- (f) Failure to file the list on Form #222 within the specified time shall render Council members ineligible for an appointment as an Executive member of the Bethel Guardian Council.
- (g) Each Executive member of the Bethel Guardian Council of Chartered Bethels or Bethels under dispensation shall have one (1) vote at any annual session of the Grand Guardian Council, providing the registration fee of two dollars (\$2.00) has been paid. **1980**
- (h) The Bethel Guardian or Representative shall make a report of the Grand Guardian Council proceedings and read same to the Bethel Guardian Council the first meeting after the Grand Guardian Council Annual Session, then file same with the Guardian Secretary.

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**BYLAWS OF A BETHEL GUARDIAN COUNCIL  
STATE OF COLORADO  
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I**

**General Duties of the Executive Members**

**Section 1. Duties of the Executive Members of the BGC are as follows:**

- (a) See B-BGC 1, Article I, Section 1 (a thru i)
- (j) With the permission of the Executive Members of the Bethel Guardian council, Bethels may be permitted, by special dispensation, to rent halls to confer degrees or hold installation. All rent for said halls shall be paid for by the Bethel.

Section 2. B-BGC Article 1 sec 2(a)

Section 3. B-BGC Article I sec 3 (a)

**ARTICLE II**

**Duties of the Executive Members**

**Section 1. The Bethel Guardian shall:**

- (a) See B-BGC 1 and 2, Article II, Section 1 (a thru m)
- (n) Instruct the Honored Queen and other officers in the fulfillment of their duties.
- (o) Make an annual written report at Grand Session on the activities and condition of the Bethel.
- (p) Give the final examination for Proficiency.
- (q) Request a dispensation from the Grand Guardian for special privileges. These must be voted upon by the Bethel members, except in case of emergency. See SI 6, 1 and 2.
- (r) See that all communications are read at Bethel and Council meetings.
- (s) See B-Bethel 4, Article IV, Section 3: Disbursements
- (t) Read at the meeting before election and again the night of election, the section on elections from the Constitution and By-Laws of the International Order of Job's Daughters. (See C-Bethel 2, Article VI, Eligibility, Section 1 (a thru b)
- (u) Consult with the Grand Guardian at all times on matters concerning the Bethel and the Good of the Order.

**Section 2. The Associate Bethel Guardian shall:**

- (a) See B-BGC 2 , Article II, Section 2 (a thru f)
- (g) Be responsible for every person in the room as being eligible to witness the ceremonies.
- (h) Arrange, if possible, for exemplification of Job's Daughters work before Masonic Lodges of affiliate bodies of Masonry.
- (i) Make a study of and report on the Educational Fund.

**Section 3. The Guardian Secretary shall:**

- (a) See B-BGC 3, Article II, Section 3 (a thru e)
- (f) Supervise the work of the Bethel Recorder and see that she properly records the minutes before they are read.
- (g) check each petition to see that it is properly completed and the Masonic Relationship has been checked and approved by the Associate Bethel Guardian. Petitions must be read at a meeting previous to initiation. An Investigating Committee must be assigned to each petition.
- (h) Instruct the Bethel Recorder in the proper procedure of reading a petition.
- (i) Send Notice of Dues, Form #140, to all girls whose dues are not paid by January 1<sup>st</sup>.
- (j) Issue demits to girls wishing to transfer or withdraw, using Form 210 for this purpose.
- (k) Keep an accurate record on each girl in Record of Dues binder, Form #142. Also keep an accurate record of each girl in the permanent Bethel Record Book.
- (l) Issue receipts for dues, Form #141, to all members paying dues.  
Order all Bethel Jewelry from the Grand Secretary. A jewelry catalog is furnished for this purpose.

- (m) Order all supplies from the Grand Secretary.
- (n) Complete the Annual Report and send them to the Grand Secretary prior to January 31<sup>st</sup> each year. These reports, Form #110, must be accompanied by a check covering the new member fees, annual fees and insurance fees and made payable to the Grand Guardian Council.
- (o) When making out warrants to the Grand Treasurer for the payment of supplies from the Grand Secretary, the warrant should be made payable to the Grand Guardian Council and should include the invoice number of the order.
- (p) Receive all proceeds from moneymaking projects and all funds for activities. Regular procedure for the payment of all bills connected with either shall be followed.
- (q) Make sure there are no separate bank accounts for groups within the Bethel, such as Drill team, Choir, etc.
- (r) See that all itemized bills are duly authorized by the Executive members of the Bethel Guardian Council before being read at the Bethel meeting.
- (s) Become familiar with the Constitution and By-Laws of the Order.

**Section 4 The Guardian Treasurer shall:**

- (a) See B-BGC 2, Article II, Section 4 (a-d)
- (e) Supervise the work of the Bethel Treasurer and see that she receives money from the Bethel Recorder. Also see that the Bethel Treasurer keeps the Bethel Treasurer's Book with an accurate account of all money received and disbursed.
- (f) Keep the Guardian Treasurer's book with an accurate account of all monies received and disbursed.
- (g) See that the Bethel Librarian reads letters sent to Bethels by the Supreme and Grand Librarians. To interest her in subjects of Art, Literature and Science, rather than just Poetry. To instruct the Bethel Librarian to bring her report to the Guardian treasurer at least one week before the meeting so the Guardian Treasurer can check it.
- (fh) Receive money from the Guardian Secretary.
- (h) Sign all checks and have them countersigned.
- (j) Make out Bethel Treasurer's Report, Form #151, for the Bethel Treasurer to read in the meeting.
- (k) Issue checks when duly authorized on warrants, Form #150, from Guardian Secretary.
- (l) Be sure that checks going to the Grand Secretary are made payable to the Grand Guardian Council and have the invoice number of the order on them. If check is not for supplies, it should show in the left-hand corner what it is for.
- (m) Collect fines as specified in Article VI.

**Section 5. The Guardian Director of Music shall:**

- (a) See B-BGC 2, Article II, Section 5 (a thru c)
- (d) Attend all choir rehearsals.
- (e) Follow the Ritual as well as the Music Ritual during the meeting of the Bethel so that the Bethel Musician may receive the proper cues in time for her to play the correct selections when needed.

**OR**

**The Director of Epochs shall:**

- (a) See B-BGC 2, Article II, Section 5 (a thru c)

**ARTICLE III**

**Duties of the Associate Members of the Bethel Guardian Council**

**Section 1. The Promoter of Sociability shall:**

- (a) See B-BGC 2, Article III, Section 1 (a thru c)

**Section 2. The Custodian of Paraphernalia shall:**

- (a) See B-BGC 2-3, Article III, Section 2 (a thru b)

**Section 3. The Promoter of Finance shall:**

- (a) See B-BGC 3, Article III, Section 3 (a thru c)

**Section 4. The Director of Epochs or Guardian Director of Music shall:**

- (a) See B-BGC 3, Article II, Section 5 (a thru e or a thru c)

**Section 5: The Promoter of Hospitality shall:**

- (a) See B-BGC 3, Article III, Section 5 (a thru b)

**Section 6: The Director of Patrol shall:**

- (a) See B-BGC 3, Article III, Section 6 (a thru c)

**Section 7: The Promoter of Youth Activities shall:**

- (a) See B-BGC 3, Article III, Section 7 (a thru b)

**Section 8. The Promoter of Good Will shall:**

- (a) See B-BGC 3, Article III, Section 8 (a)

**Section 9. The Promoter of Fraternal Relations shall:**

- (a) See B-BGC 3, Article III, Section 9 (a thru b)

**Section 10: The Director of Promotion shall:**

- (a) See B-BGC 3, Article III, Section 10 (a)

**ARTICLE IV  
Committee Chairman**

**Section 1. Appointment**

- (a) See B-BGC 3, Article IV, Section 1 (a)

**Section 2. Eligibility**

- (a) See B- BGC 3, Article IV, Section 2 (a)

**ARTICLE V  
Resignations and Removals**

**Section 1. Resignations**

- (a) See B-BGC 4, Article V, Section 1 (a)

**Section 2. Removal of an Executive Member**

- (a) See B-BGC 4, Article V, Section 2 (a)

**Section 3. Automatic Removal**

- (a) See B-BGC 4, Article V, Section 3 (a thru c)

**ARTICLE VI  
Fines**

**Section 1.**

- (a) See B-BGC 4 Article VI, Section 1 (a)
- (b) A fine of five dollars (\$5.00) total shall be paid by the Executive Members of the Bethel Guardian Council that do not remit fines within thirty (30) days after same are due.

**ARTICLE VII  
Discipline**

**Section 1. Members of the BGC**

- (a) See B-BGC 4 Article VII, Section 1 (a thru b)

**Section 2. Bethel Members**

- (a) See B-BGC 4, Article VII, Section 2 (a thru c)

**ARTICLE VIII  
Appeals**

**Section 1. Privilege**

- (a) See B-BGC 5, Article VIII, Section 1 (a)

**Section 2: Restriction**

- (a) See B-BGC 5, Article VIII, Section 2 (a)

**Constitution – Bethel  
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**CONSTITUTION OF A BETHEL  
STATE OF COLORADO  
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I  
Name**

**Section 1.**

- (a) See C-Bethel 1, Article I, Section 1. (a)

**ARTICLE II  
Object**

**Section 1.**

- (a) See C-Bethel 1, Article II, Section 1. (a)

**ARTICLE III  
Authority**

**Section 1.**

- (a) See C-Bethel 1, Article III, Section 1. (a)

**ARTICLE IV  
Membership**

**Section 1. Members**

- (a) See C-Bethel 1 Article IV, Section 1. (a thru c)

**Section 2. Resident Requirements**

- (a) See C-Bethel 1, Article IV, Section 2. (a)

**Section 3. Majority Members**

- (a) In the event of the absence of a member entitled to receive her Majority Degree, the Majority Membership Certificate shall be mailed to the absentee the day following the ceremony.

**ARTICLE V  
Officers**

**Section 1. Elective**

- (a) See C-Bethel 2, Article V, Section 1. (a)

**Section 2. Appointive**

- (a) See C-Bethel 2, Article V, Section 2. (a)

**Section 3. Substitute**

- (a) See C-Bethel 2, Article V, Section 3. (a thru b)

**ARTICLE VI  
Eligibility**

**Section 1.**

- (a) See C-Bethel 2, Article VI, Section 1. (a thru b)

**ARTICLE VII**  
**Election**

**Section 1.**

- (a) Election of Officers shall be held in the months of June and January.
- (b) See C-Bethel 2 , Article VII, Section 1. (b)
- (c) The method of balloting shall be by secret ballot and for all line officers in the Bethel.
- (d) See C-Bethel 3, Article VII, Section 1. (d-i)

**ARTICLE VIII**  
**Appointments**

**Section 1.**

- (a) See C-Bethel 2 Article VIII, Section 1. (a)

**ARTICLE IX**  
**Term of Office**

**Section 1.**

- (a) See C-Bethel 3, Article IX, Section 1. (a-b)

**Section 2.**

- (a) The By-Laws of the Colorado Bethels provides for a vacation period covering July and August of each year. The ten (10) months will be divided into two equal terms affording each Honored Queen the same number of meetings. The vacation months of July and August will be divided between the Honored Queen and Senior Princess so that each girl will plan one (1) month's activities.

**ARTICLE X**  
**Installation**

**Section 1.**

- (a) The installation shall take place during the months of September and February.
- (b) See C-Bethel 3, Article X, Section 1. (b-g)

**Section 2: Installing Officers**

- (a) See C-Bethel 3, Article X, Section 2. (a)
- (b) The other installing officers shall be Past Honored Queens of the Bethel and should be chosen in the following order: Installing Guide, Installing Marshal, Chaplain, Recorder, Musician, Flag Bearer and Custodians. These Past Honored Queens are chosen in the order of their retiring or as seems most fitting. Where Past Honored Queens cannot serve, Majority Members may be asked to act as installing officers.
- (c) See C-Bethel 3 Article X, Section 2. (c-g)

**ARTICLE XI**  
**Vacancies**

**Section 1. Elective Office**

- (a) See C-Bethel 3, Article XI, Section 1. (a thru d)

**Section 2. Appointive Office**

- (a) See C-Bethel 4, Article XI, Section 2. (a thru b)

**ARTICLE XII**  
**Meetings**

**Section 1. Regular**

- (a) See C-Bethel 4 and 5, Article XII, Section 1. (a thru p)

**Section 2. Open**

- (a) See C-Bethel 5, Article XII, Section 2. (a thru b)

**Section 3. General Items**

- (a) See C-Bethel 5 Article XII, Section 3. (a thru d)

**Section 4. Attendance**

- (a) See C-Bethel 5, Article XII, Section 4. (a thru c)

**Section 5. Worship Service**

- (a) There shall be an official Worship Service during each Bethel term as near the beginning of the term as possible. This service shall be held in an appropriate place of worship to be chosen by the Honored Queen and approved by the Executive members of the Bethel Guardian Council.

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**THE BY-LAWS OF A BETHEL  
STATE OF COLORADO  
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I  
General Provisions**

**Section 1. Birthday**

- (a) See B-Bethel 1, Article 1, Section 1 (a)

**Section 2. Official Seal**

- (a) See B-Bethel 1, Article 1, Section 2 (a)

**Section 3. Move/Change Location**

- (a) See B-Bethel 1, Article 1, Section 3 (a thru b)

**Section 4. Bylaws**

- (a) See B-Bethel 1, Article 1, Section 4 (a)

**Section 5. Member of Honor**

- (a) See B-Bethel 1, Article 1, Section 5 (a)

**Section 6. Auxiliary Club**

- (a) See B-Bethel 1, Article 1, Section 6 (a)

**ARTICLE II  
Membership**

**Section 1. Petition**

- (a) See B-Bethel 1, Article II, Section 1 (a thru e)

**Section 2. Affiliation/Reinstatement**

- (a) See B-Bethel 2, Article II, Section 2 (a thru e)

**Section 3. Dual Membership**

- (a) See B-Bethel 2, Article II, Section 3 (a thru d)

**Section 4. Resignation from the Order**

- (a) See B-Bethel 2, Article II, Section 4 (a)

**ARTICLE III  
Demits**

**Section 1. Issue**

- (a) See B-Bethel 2, Article III, Section 1 (a thru b)

**Section 2. Process**

- (a) See B-Bethel 2, Article III, Section 1 (a thru b)

**ARTICLE IV  
Bethel Finances**

**Section 1. Receipts**

- (a) See B-Bethel 2 and 3, Article IV, Section 1 (a thru c)      **2000**

**Section 2. Exemption from Fees & Dues**

- (a) See B-Bethel 3, Article IV, Section 2 (a) (see SI 14.22)

**Section 3. Disbursements**

- (a) See B-Bethel 3, Article IV, Section 3 (a – c) (see S.I. No. 14.22)

**Section 4. Educational & Promotional Funds**

- (a) See B-Bethel 3 Article IV, Section 4 (a - c) (see S.I. No. 14.22)
- (b) The Executive Members of the Bethel Guardian Council shall mail to the Grand Secretary for the Educational and Promotional Funds, two-thirds (2/3) of the net proceeds of one program presented by the members of the Bethel during each term of office or two (2) such programs a year. One-third (1/3) of the funds raised shall go to the Bethel, one-third (1/3) to the Educational Fund and one-third (1/3) to the Promotional Fund. This fund shall be mailed to the Grand Secretary on one check made out to the Grand Guardian Council and the amount noted on the check for the Promotional Fund and the Educational Fund.

**ARTICLE V**

**Recommend Executive members of the Bethel Guardian Council**

**Section 1.**

- (a) See B-Bethel 3, Article V, Section 1 (a)

**ARTICLE VI**

**Official Regalia**

**Section 1. Description**

- (a) See B-Bethel 3 and 4, Article VI, Section 1 (a thru c)

**Section 2. Wearing of Regalia**

- (a) See B-Bethel 4, Article VI, Section 2 (a thru e)

**ARTICLE VII**

**Standing Committees**

**Section 1.**

- (a) See B-Bethel 4, Article VII, Section 1 (a)

**Section 2.**

- (a) The Honored Queen shall appoint, an Educational Committee, Publicity Committee, Promotional Committee, Social Committee, Sunshine Committee and such other committees as may be deemed necessary. Each committee shall consist of three (3) members.
- (b) Any other committees as may be deemed necessary and upon the approval of the Executive Members of the Bethel Guardian Council.

**ARTICLE VIII**

**Jewels**

**Section 1. Regular**

- (a) See B-Bethel 4, Article VIII, Section 1 (a - b)

**Section 2. Special**

- a See B-Bethel4, Article VIII, Section 2 (a)

**Section 3. Past Princess Jewel**

- (a) Any Princess whose resignation from office becomes necessary due to unforeseen circumstances shall be known as a Past Princess and entitled to honors, including a Past Princess' jewel in recognition for services rendered, providing she has qualified for the office to the satisfaction of the Executive Members of the Bethel Guardian Council.

**ARTICLE IX  
Amendments**

**Section 1.**

- (a) See B-Bethel 5, Article IX, Section 1 (a - c)

**ARTICLE X  
Discipline**

**Section 1. Supervision**

- (a) See B-Bethel 5, Article X, Section 1 (a)

**Section 2. Hearing**

- (a) See B-Bethel 5, Article X, Section 2 (a - b)

**Section 3. Course of Action**

- (a) See B-Bethel 5, Article X, Section 3 (a - d)

**Section 4. Notice**

- (a) See B-Bethel 5, Article X, Section 4 (a)

**Section 5. Reinstatement**

- (a) See B-Bethel 5 and 6, Article X, Section 5 (a - b)

**ARTICLE XI  
Appeals**

**Section 1.**

- (a) See B-Bethel 6, Article XI, Section 1 (a - b)

**ARTICLE XII  
Loss of Honors**

**Section 1.**

- (a) See B-Bethel 6, Article XII, Section 1 (a - b)

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**GRAND BETHEL BY-LAWS  
GRAND BETHEL OF COLORADO  
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I  
Name**

**Section 1. Name**

- (a) This organization shall be known as the Grand Bethel of Colorado, Jobs Daughters International

**ARTICLE II  
Object**

**Section 1. Object**

- (a) The object of this Grand Bethel shall be to preserve the ideals and principles of the Job's Daughters , International and to promote interest in its welfare and growth. ~ To bring the Daughters into closer relationship with the Grand Guardian Council and with Daughters of other Grand Jurisdictions. ~ To give the Daughters further opportunity to create leadership ability.

**ARTICLE III  
Membership**

**Section 1. Membership**

- (a) The membership of this Grand Bethel shall consist of all members in good standing of each duly chartered Bethel in the state of Colorado and all **unmarried majority** members under twenty-two (22) years of age, who have registered at or prior to the Annual Meeting of Grand Bethel at Grand session and have paid the required registration fee (dues).

**Section 2. Registration**

- (a) Each Bethel shall be responsible for mailing the names of eligible girls, along with their registration fee (dues) to the Grand Bethel Secretary thirty (30) days before the Annual Grand Bethel meeting.

**ARTICLE IV  
Officers and Representatives**

**Section 1. Officers**

- (a) There shall be nineteen (19) officers of this Grand Bethel. Their titles shall be the same as Bethel officers except for the prefix of "Grand Bethel", (i.e. Grand Bethel Honored Queen, etc.). **2003**

**Section 2. Representatives**

- (a) Grand Bethel Representatives shall be assigned to states, countries, provinces or territories where there are Bethels of Job's Daughters.
- (b) At the discretion of the Grand Bethel Committee, Representatives can be assigned more than one state when there are not many Bethels in these states or more than one representative can be assigned to a state where there are a large number of Bethels. **2003**

**Section 3. Term of Office**

- (a) Term of office shall be from one Grand Session to the close of the next Grand Session.

**Section 4. Vacancies**

- (a) Vacancies shall be filled by the Grand Bethel Committee with the approval of the Grand Guardian.

**ARTICLE V  
Eligibility and Restrictions**

**Section 1. Eligibility**

- (a) Girls must be fourteen (14) years of age or older to be eligible to hold a Grand Bethel office, excluding the Grand Bethel Honored Queen, Grand Bethel Senior Princess and Grand Bethel Junior Princess, who shall be sixteen (16) years of age or older. **1998**

- (b) Girls must be twelve (12) years or older to be eligible to serve as a Grand Bethel Representative.

**1997**

- (c) To be eligible for the drawing of officers and representatives, girls must pay their registration fee (dues) and register prior to the Annual Grand Bethel meeting.
- (d) Girls must be in attendance at the Annual Grand Bethel meeting in order to accept the position of either an officer or representative if their name should be drawn.

## **Section 2. Restrictions**

- (a) The Grand Bethel Honored Queen (if necessary), the Grand Bethel Senior Princess and the Grand Bethel Junior Princess shall be drawn only from the names of the Honored Queens and Past Honored Queens in attendance at the Annual Grand Bethel meeting, who have submitted a letter of intent along with the Grand Bethel registration slip and registration fee (dues) to the Grand Bethel Committee. A girl shall be eligible to submit a letter of intent even though she has held a Grand Bethel office or been a Grand Bethel Representative the preceding year. The letter of intent must state her age, that she is willing to assume the responsibilities of the office and she has the support of her Bethel. The letter must be signed by three members of the Executive Bethel Guardian Council and her parents. **1992**
- (b) Honored Queens and Past Honored Queens from Bethels that have had a Grand Bethel Honored Queen in the past three years are not eligible for the drawing of Grand Bethel Senior Princess or Grand Bethel Honored Queen (if necessary). **1995**
- (c) No girl shall hold the position of a Grand Bethel Officer or a Grand Bethel Representative two years in succession unless there is no one else eligible from that Bethel registered and present at the drawing.
- (d) Should a Grand Bethel Officer or a Grand Bethel Representative become married during her term of office, she shall immediately resign from her office, sending written notice of the resignation to the Grand Bethel Guardian.
- (e) A girl who demits from one Bethel to another, except in the case of a Bethel closure, in the same Jurisdiction, must be a member of the Bethel to which she demitted one full term before she is eligible to hold a Grand Bethel Office or be a Grand Bethel Representative. **1992**
- (f) The Grand Bethel Honored Queen and the Grand Bethel Senior Princess may not have held previously or simultaneously the title of Miss Colorado Job's Daughter. **2005**

## **ARTICLE VI Drawing**

### **Section 1. Procedure**

- (a) Grand Bethel Officers and Grand Bethel representatives shall be drawn from a box containing the names of eligible girls at the Annual Grand Bethel meeting.
- (b) The Grand Bethel Committee shall again check the names of those eligible for the drawing at the time of drawing as to attendance and age.
- (c) No two names from one Bethel may be drawn for Officer or Representative until all Bethels present are represented.

### **Section 2. Selection**

- (a) The first name to be drawn will be the Grand Bethel Senior Princess unless the current Grand Bethel Senior Princess does not desire to advance to the office of Grand Bethel Honored Queen or is not present at the Annual Grand Bethel meeting. If the current Senior Princess does not desire to advance, she must give written notice to the Grand Bethel Guardian thirty (30) days prior to the Annual Grand Bethel meeting. Then the Grand Bethel Junior Princess shall be contacted and if she desires, she may advance to be the next Grand Bethel Honored Queen. If she does not desire to advance, the drawing shall begin with the office of Grand Bethel Honored Queen.
- (b) The Grand Bethel Musician shall be drawn immediately following the drawing for Grand Bethel Honored Queen (if necessary), Grand Bethel Senior Princess and Grand Bethel Junior Princess. The name will be drawn from the names of those registered members in attendance who have served as Bethel musicians or possess musical talents.

- (c) Those names remaining after the offices of Grand Bethel Honored Queen (if necessary), Grand Bethel Senior Princess, Grand Bethel Junior Princess and Musician are filled shall be added to the names of all other eligible Grand Bethel members in attendance for the drawing of the remaining Grand Bethel Officers.
- (d) Grand Bethel Representatives will be drawn from the remainder of the registered eligible girls in attendance.

**ARTICLE VII  
Meetings**

**Section 1. Annual Meeting**

- (a) The Grand Bethel shall hold its Annual meeting during Grand Session in the month of June, the day and time to be determined by the Grand Bethel Committee.

**Section 2. Installation**

- (a) The Grand Bethel shall conduct its installation of Officers and Representatives at a time selected by the Grand Bethel committee.

**ARTICLE VIII  
Finances**

**Section 1. The Grand Bethel shall derive its revenue as follows:**

- (a) Each daughter registered at the Annual Grand Bethel meeting shall pay a registration fee (dues) as determined by the Grand Bethel Committee and voted on by the Grand Bethel Members at an Annual meeting. **2009**
- (b) The Grand Bethel may conduct such moneymaking projects as may be necessary and appropriate. The Grand Bethel Guardian and the Grand Bethel Committee shall approve all money-making projects.
- (c) No indebtedness shall be incurred without the approval of the Grand Bethel Committee.

**Section 2.**

- (a) All funds belonging to the Grand Bethel shall be collected by the Grand Bethel Secretary in the name of the Grand Bethel and turned over to the Grand Bethel Committee Treasurer for deposit.
- (b) Bills properly authorized shall be paid by warrant, signed by the Grand Bethel Treasurer and countersigned by the Grand Bethel Guardian.

**ARTICLE IX  
Grand Bethel Committee**

**Section 1. Authority**

- (a) The Grand Bethel of Colorado shall be under the supervision of the Grand Bethel Committee in all things pertaining to rules, regulations and finances, with the approval of the Grand Guardian.

**Section 2. Membership**

- (a) The Grand Bethel Committee shall consist of eight (8) members of which two (2) shall be the outgoing Grand Guardian and the outgoing Associate Grand Guardian who shall serve as Grand Bethel Guardian and Grand Bethel Associate Guardian, if they so desire. Three (3) permanent members of the Grand Guardian Council of Colorado shall be appointed by the Grand Guardian to serve as Secretary, Treasurer and Director of Epochs of the Grand Bethel Committee. The remaining three (3) members shall be the Grand Bethel Honored Queen, the Grand Bethel Senior Princess and the Grand Bethel Junior Princess. **1994**

**Section 3: Vacancies**

- (a) Vacancies on the Grand Bethel Committee shall be filled by appointments of the Grand Guardian.

**ARTICLE XI  
Amendments**

**Section 1: Procedure**

- (a) These By-Laws may be amended at any Annual Grand Guardian Council Session in the manner prescribed in the Constitution and By-Laws of the Supreme Guardian Council and the Manual of Rules and Regulations of the Grand Guardian Council of Colorado, Job's Daughters International.

**Revised Grand Bethel By-Laws  
1989**