

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

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

**Section 1.**

(a)-(b) See B-GGC Art. 1 Sec. 1 (a-b)

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

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

(d)-(f) See B-GGC Art. 1 Sec. 1 (d-f)

**ARTICLE II  
POWERS OF THE EXECUTIVE GRAND GUARDIAN COUNCIL**

**Section 1.**

(a)-(b) See B-GGC Art. II Sec. 1 (a-b)

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

**Section 1. Rulings**

(a) See B-GGC Art. III Sec. 1 (a)

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

(a)-(n) See B-GGC Art. III Sec. 2 (a - n)

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

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

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

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

(r) Attend the Annual Session of the SGC.

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

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

- (a)-(e) See B-GGC Art. III Sec. 3 (a-e)
- (f) Attend the Annual Session of the SGC. If the Associate Grand Guardian is unable to attend the session, he shall appoint the Vice Associate Grand Guardian to represent him as his proxy at the session.
- (g) Cause a review of the books and accounts maintained by the Grand Secretary, the Grand Treasurer and Grand Bethel at the end of the fiscal year. This Financial Review will be as defined by the American Institute of Certified Public Accountants (A.I.C.P.A.) and will be prepared by a licensed Certified Public Accountant. Thirteen (13) copies of the Review Statement will be forwarded to the Grand Secretary. (2002)
- (h) Serve as a member of the Board of Directors of the corporation known as Job's Daughters International, Grand Guardian Council of Washington, comply with the bylaws of the corporation and attend all meetings unless prevented by a reasonable excuse during the term of office. (2002)

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

- (a)-(b) See B-GGC Art. III Sec. 4 (a-b)
- (c) Bring to the attention of the Grand Guardian such matters as may warrant investigation or may promote progress and growth of the Order.
- (d) Serve as a member of the Board of Directors of the corporation known as Job's Daughters International, Grand Guardian Council of Washington, comply with the bylaws of the corporation and attend all meetings unless prevented by a reasonable excuse during the term of office. (2002)

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

- (a)-(b) See B-GGC Art. III Sec. 5 (a-b)
- (c) Serve as a member of the Board of Directors of the corporation known as Job's Daughters International, Grand Guardian Council of Washington, comply with the bylaws of the corporation and attend all meetings unless prevented by a reasonable excuse during the term of office. (2002)

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

- (a)-(b) See B-GGC Art. III Sec. 6 (a-b)
- (c) (1) The official seal as prescribed by the Supreme Guardian Council shall be provided, with which all instruments issued by or under authority of this Grand Guardian Council shall be authenticated. Said seal shall remain in the custody of the Grand Secretary.
- (d)-(e) See B-GGC Art. III Sec. 6 (d-e)
- (f) Make a detailed report of all receipts and disbursements and any other matters pertaining to the office at the Annual Session of this GGC
- (g)-(j) See B-GGC Art. III Sec. 6 (g-j)
- (k) Issue notices of all meetings properly called.
- (l) Place on the distribution list the names of all new Bethel Guardians and Bethel Guardian Secretaries. (1994)
- (m) Forward, no later than October 1<sup>st</sup>, a copy of the Financial Review to the ten (10) members of the Executive GGC, Immediate Past Grand Guardian, Immediate Past Associate Grand Guardian and the Chairman of the Finance Committee. Additional copies will be available to all Bethels and voting delegates on request, at cost. (2007)
- (n) Receive all proposed amendments to the Manual of Rules and Regulations from the Jurisprudence Committee by May 1<sup>st</sup> and forward a copy of same to each voting member on the distribution list by June 1<sup>st</sup> prior to the Annual Session. (2009)

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

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

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

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

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

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

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

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

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

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

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

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

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

(a)-(d) See B-GGC Art. III Sec. 7 (a-d)

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

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

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

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

(WA) B-GGC 2.1

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

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

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

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

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

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

(a)-(b) See B-GGC Art. III Sec. 8 (a-b)

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

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

(a)-(b) See B-GGC Art. III Sec. 9 (a-b)

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

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

(a) See B-GGC Art. III Sec. 10 (a)

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

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

**Section 11. Reports**

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

**ARTICLE IV  
COMMITTEES**

**Section 1. Eligibility**

(a)-(c) See C-GGC Art. XIII Sec. 1 (a-c)

**Section 2. Restrictions**

(a)-(b) See C-GGC Art. XIII Sec. 2 (a-b)

**Section 3. Standing Committees**

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

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

- (1) Carefully study all questions pertaining to it by proper author and make a report in detail with recommendations at the Annual Session of the GGC.
- (2) Advise the Grand Guardian at her request concerning legality of any action or ruling contemplated or questioned.
- (3) Approve all Bethel Bylaws before such become effective.
- (4) Receive all properly proposed amendments to the Manual of Rules and Regulations by March 15<sup>th</sup> and give careful considerations for the adoption or rejection. Discuss amendments with the proposer if necessary. (2007)
- (5) Make a detailed report with the recommendations for action by the GGC at the Annual Session.
- (4) Forward all proposed amendments to the Grand Secretary by May 1<sup>st</sup> for distribution to the voting members of the Grand Council by June 1. (2007)
- (7) Conduct such other business that comes before the Jurisprudence Committee. The date and location of meetings shall be designated by the chairman and held in the area of which the majority resides.

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

- (1) Examine all bills or claims submitted to said committee and when found to be correct and within the limits as fixed by the GGC, shall approve same for payment.
  - (aa) When claims or bills are approved, they, and such forms as may be necessary, shall be signed by the Chairman of the Finance Committee and routed to the committee members for signatures. The approval of a majority of the members of the Finance Committee shall be required to pass on all bills or claims submitted to said committee. Those claims or bills having been approved by the Finance Committee will be forwarded to the Grand Treasurer.
- (2) Return any claim or bill which the Finance Committee has denied for payment to the Grand Secretary with a letter by the Chairman of the Finance Committee explaining the reason such claim was denied. The decision of the Finance Committee shall be binding until the next Annual Session of the GGC.

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

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

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

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

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

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

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

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

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

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

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

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

(2) The chairman of the Promotion Committee shall:

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

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

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

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

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

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

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

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

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

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

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

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

(g) **Century Club Foundation Committee**, composed of four (4) members of the GGC and the Grand Treasurer. If a vacancy occurs, such vacancy shall be filled by an appointment by the Grand Guardian for an unexpired portion of the term. The Chairman must have served at least one (1) year on the committee prior to being appointed Chairman. It shall be the duty of the Century Club Foundation Committee to: (2013)

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

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

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

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

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

#### **Section 4. Other Committees**

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

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- (a) **Session Location Committee**, whose duties shall be:
- (1) To consider invitations and submit recommendations for the date and location of the Annual Session of the GGC. (1998)
  - (2) To work in conjunction with the Grand Bethel Committee and submit recommendations for the date and location for the Annual Meeting of the Grand Bethel. (1998)
- (b) **Distribution Committee**, whose duty it shall be to:
- (1) Study all reports received at the Annual Session of the GGC and refer to the Jurisprudence Committee all matters pertaining to laws; to the Finance Committee all matters pertaining to finance; and report to the GGC any other items requiring definite action by the GGC. (1997)
  - (2) Move before the close of the Annual Session of the GGC that all portions of the reports not referred and all other reports be received and placed on file. Reports received after the close of the Annual Session of the GGC shall be included in the proceedings for reference. (1997)
  - (3) Forward within thirty (30) days of the close of the Annual Session of the GGC a copy of the minutes and transcript of the stenographic report of the Annual Session of the GGC to the immediate Past Grand Guardian, immediate Past Associate Grand Guardian, the Grand Guardian, the Associate Grand Guardian, Grand Secretary, Chairman of Jurisprudence and others at the discretion of the Distribution Committee. (1996)
  - (4) Collect within sixty (60) days of the close of the Annual Session of the GGC, a corrected copy of the minutes and transcript of the stenographic report of the Annual Session of the GGC from the immediate Past Grand Guardian, immediate Past Associate Grand Guardian, Grand Guardian, Associate Grand Guardian, Grand Secretary, Chairman of Jurisprudence and others that were asked to make corrections. (1996)
  - (5) Prepare the Book of Proceedings for publication.
  - (6) Obtain competitive bids for reproduction and submit the Book of Proceedings for publication based on pre-order sales from the Grand Secretary. (1996)
  - (7) Submit within one hundred and twenty (120) days of the close of the Annual Session of the GGC the published Book of Proceedings to the Grand Secretary for distribution at a prorated cost for all recipients. A complimentary copy of the proceedings will be given to the immediate Past Grand Guardian, the immediate Past Associate Grand Guardian and one copy filed with the Grand Secretary. (1996)
- (c) **Courtesy Committee**, whose duty it shall be to:
- (1) Assist in extending courtesies to visitors and members in attendance at GGC Sessions.
  - (2) Report on courtesies extended to the Order and to express appreciation to the donors.
- (d) **Ways and Means Committee**, composed of three (3) members, whose duty it shall be to:
- (1) Suggest and plan methods to augment the income of the GGC, submitting the same to the GGC for approval.
- (e) **Award Committee**, composed of at least one (1) member whose duty shall be to:
- (1) Work with the Grand Guardian and all competition chairmen to establish the type of awards to be used and the numbers that will be needed. (1996)
  - (2) Obtain competitive bids for the purchase of awards. (1996)
  - (3) Place order for awards and submit all bills to the Grand Secretary. (1996)
  - (4) Distribute awards to the competition chairmen prior to each event. (1996)

(WA) B-GGC 3.3



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

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

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

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

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

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

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

(cc) Plan and execute a Grand Bethel Reception.

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

(cc) Coordinate convening of Grand Bethel at the Annual Meeting

which shall include such business as should come before Grand Bethel and overseeing of the drawing of Grand Bethel Officers and Representatives as directed in the Grand Bethel Rules and Regulations.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(1) The duties of the Committee are to:

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

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

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

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

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

(2) The duties of the Chairman are to:

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

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

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

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

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

(l) **Lily of the Valley Committee**, composed of three (3) members. The appointments shall be for a term of three (3) years. The committee shall determine the recipients of this honor in accordance with the Rules and Regulations for this honor. (2017)

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

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

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

### **ARTICLE V DEPUTIES**

#### **Section 1. Grand Deputy**

(a)-(b) See C-GGC Art. XIII Sec. 1 (a-b)

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

(a)-(b) See C-GGC Art. XIV Sec. 2 (a-b)

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

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

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

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

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

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

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

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

## **ARTICLE VI FINANCES**

### **Section 1. Receipts/Revenue**

- (a) See B-GGC Art. VI Sec. 1 (a)
- (b) Revenue gained from investments shall be deposited to the General Fund to help defray the operating expenses of this GGC.

### **Section 2. Fees**

- (a) See B-GGC Art. VI Sec. 2 (a)
- (b) See SOP-GGC-4 Sec. 2 (a); [See WA SOP-GGC-4 Sec. 2 \(b\)](#)

### **Section 3. Exemption**

- (a) See SOP-GGC-4

### **Section 4. Disbursements**

- (a)-(q) [See WA SOP-GGC-4](#)

## **ARTICLE VII PENALTIES AND FINES**

### **Section 1. Penalties:**

- (a)-(b) See B-GGC Art. VII Sect. 1 (a-b)
- (c) The Grand Guardian has the authority to recall the voting credentials and/or consider expulsion of a member of the GGC who has:
  - (1) Taken funds and or property of a Bethel without permission.
  - (2) Taken property of the GGC without permission.
  - (3) Has an uncollectible debt to the GGC over 180 days old.
  - (4) Members who have an uncollectable debt are not eligible for appointment to a Bethel Guardian Council, Grand Council office or committee. (2004)
- (d) See B-GGC Art. VII Sect. 1 (d)

### **Section 2. Fines shall be levied for:**

- (a)-(c) See SOP-GGC-9
- (d)-(e) [See WA SOP-GGC-9](#)

**ARTICLE VIII  
EDUCATIONAL AND PROMOTIONAL FUNDS**

**Section 1.**

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

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

(b)-(d) See [WA SOP-GGC-3](#)

**ARTICLE IX - ARTICLE XII  
See B-GGC Art. IX – XII Sections (all)**

**ARTICLE XIII  
ELECTION, VOTING PRIVILEGES, AND PROXY**

**Section 1. Election**

(a)-(c) See C-GGC Art. XIII Sec. 1 (a-c)

(d) The election shall be by majority vote without nomination. If only one (1) person is aspiring to an office, the vote may be viva voce and a majority vote of those present and voting shall elect. If more than one person aspires to an office, there shall be a ballot. (2008)

(e) Those wishing to aspire to the office of Grand Marshal, Grand Outer Guard, Grand Secretary, or Grand Treasurer may send a letter of intent to the Grand Secretary on or before June 1. (2012)

(1) The "Letter of Intent" shall be limited to a maximum of five hundred (500) words and should outline the interested parties' skills and abilities, stating a reason why she/he would like to be elected as an officer of the Grand Guardian Council. This will be the only opportunity a candidate will have to give this background to the body. (2012)

(2) Those choosing not to file a "Letter of Intent", or those who miss the deadline, shall still be eligible to aspire to the position on the day of elections. (2012)

(3) Any "Letter of Intent" received by the deadline shall be printed alphabetically by last name of the interested party and distributed to the Voting Delegates at the Annual Session of the GGC. (2012)

(f) The annual election of officers of the GGC shall proceed in the following order: (1) Grand Guardian, (2) Associate Grand Guardian, (3) Vice Grand Guardian, (4) Vice Associate Grand Guardian, (5) Grand Guide, (6) Grand Marshal, (7) Grand Secretary, (8) Grand Treasurer, (9) Grand Inner Guard, (10) Grand Outer Guard. (2012)

(g) The annual election of officers of the GGC shall be held at the Annual Session of the GGC as the first order of business on the day preceding the final day of the Annual Session of the GGC and shall continue until election is completed. The Session schedule will be published on line at least thirty (30) days prior to the first day of Session. (2017)

**Section 2. Voting Privileges**

(a) See B-GGC Art. XIII Sec. 2 (a)

(b) Each member defined on page C-GGC 1 and C-GGC 2, ARTICLE IV, Section 1 (a) when present at a special or annual meeting of the GGC shall be entitled to one (1) vote provided the proper fees have been paid.

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**Section 3. Proxy**

- (a) See B-GGC Art. XIII Sec. 3 (a)

**ARTICLE XIV  
APPOINTMENTS**

**Section 1.**

- (a) Appointive officers of the GGC shall be appointed by the incoming Grand Guardian at the Annual Session of the GGC from eligible members in attendance, unless unavoidably absent. Appointees shall be on the current list of CAVs provided by the Executive Manager.

**ARTICLE XV - ARTICLE XVII**  
See B-GGC Art. IX – XVII Sections (all)