

**RULES AND REGULATIONS  
GRAND BETHEL OF WASHINGTON  
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I  
NAME**

The name of this organization shall be the Grand Bethel of Washington of Job's Daughters International.

**ARTICLE II  
OBJECT**

The object of this organization is to band together all members of Job's Daughters of the State of Washington for the purpose of developing leadership, promoting the interest, welfare and growth of the Order within the State and to bring the Daughters into a closer relationship with the GGC and with Daughters of other Grand Jurisdictions.

**ARTICLE III  
JURISDICTION**

**Section 1.**

(a) The Grand Bethel of Washington shall be under the supervision of the Grand Guardian Council of the State of Washington.

(b) The activities of the Grand Bethel of Washington shall be governed by a set of Rules and Regulations.

(c) The activities of the Grand Bethel of Washington shall be under the direction of the Grand Bethel Finance Committee and the Grand Bethel Committee in cooperation with the Grand Guardian as designated in WA B-GGC Article IV, Section 4 (i).

**ARTICLE IV  
MEMBERSHIP**

**Section 1.**

(a) The Grand Bethel shall consist of all members of Bethels under the Grand Jurisdiction of Washington.

(b) Daughters who have paid the required registration fee and are in attendance at the Annual Meeting of the Grand Bethel are entitled to vote. (2008)

**ARTICLE V  
MEETINGS**

**Section 1. Business**

(a) Grand Bethel shall hold their Annual Meeting during and independent of the Annual Session of the Grand Guardian Council with the consent and under the authorization of the Grand Guardian Council. (2008)

(b) Grand Bethel meetings shall not conflict with the elections of the Grand Guardian Council. All purging shall be done at the door. (2008)

(c) Escorts and Introductions shall include presiding Honored Queens, Past Honored Queens, Past or Present Princesses and invited dignitaries. (2008)

(d) The business session shall consist of Grand Bethel reports, drawing from the selection of Officers and Representatives, recommendations and such other business as the Grand Bethel Guardian, the Grand Bethel Honored Queen, and the Grand Bethel Committee may deem necessary. Awards and merits may be presented at this time. Proposed amendments to these Rules and Regulations shall be acted upon under the order of New Business.

### **Section 2. Installation**

(a) The installation of Grand Bethel Officers, Choir and Representatives shall be held at the hour and on the day as selected by the Grand Bethel Committee with the approval of the Grand Guardian. (1997)

(b) The retiring Grand Bethel Honored Queen shall select three (3) Installing Officers of her choice, one of which shall be the Installing Grand Bethel Chaplain, with the approval of the Grand Bethel Guardian. The remaining Installing Officers shall be drawn from Past Honored Queens not drawn for a Grand Bethel Officer. (2001)

(1) Should these aforementioned Installing Officers wish to be installed as members of the Grand Bethel Choir, they may stand with the other Choir members and take the Obligation.

## **ARTICLE VI OFFICERS AND REPRESENTATIVES**

### **Section 1. Officers**

(a) There shall be nineteen (19) Officers of the Grand Bethel bearing the same titles as the officers of a Bethel, preceded by the title of "Grand Bethel".

### **Section 2. Representatives**

(a) There shall be a Representative of the Grand Bethel to each State, Province, Territory, or Country, or a designated portion thereof, where Job's Daughters International is organized.

## **ARTICLE VII ELIGIBILITY**

### **Section 1.**

(a) To be eligible for a Grand Bethel Office, those Job's Daughters whose names have been submitted for the drawing must be present before Grand Bethel formally opens on the day of the drawing, as well as at the time of the drawing. In case of emergencies, which may arise, exceptions shall be made only by a vote of the Grand Bethel members present at the Annual Meeting of the Grand Bethel.

(b) A Daughter must be a member in good standing in her Bethel and must be registered and in attendance at the Grand Bethel Annual Meeting to be eligible for selection as a Grand Bethel Officer or Representative.

(c) The Grand Bethel Officers shall be selected from Past Honored Queens who have not reached Majority at the time of the drawing. (2010)

(d) Grand Bethel Honored Queen shall be from registered Past Honored Queens who are at least fifteen (15) years of age and who have not previously served as a Grand Bethel Honored Queen of this jurisdiction. (2010)

(f) Past Honored Queens aspiring to the office of Grand Bethel Honored Queen shall complete a letter of intent stating that she and her parent(s) or guardian(s) are aware of the responsibilities as outlined in WA Grand Bethel Rules and Regulations Article IX, Section 1. (1998)

2011

(g) The names being submitted for Grand Bethel Officers and Representatives must be submitted to the Grand Bethel Committee no later than the close of the official registration period as printed in the Grand Bethel Session Program. No forms will be accepted after this deadline. Only those Daughters who have completed the proper forms, met the deadline and present a current dues card will have their names in the drawing.

(h) One (1) Officer form for Past Honored Queens who wish to serve as Grand Bethel Honored Queen, one (1) officer form for Past Honored Queens who wish to serve as a Grand Bethel Officer other than Grand Bethel Honored Queen, one Principal Representative form for Bethel members as elected by their Bethel membership (Past Honored Queens and Line Officers shall not be eligible for this position) and one Alternate Representative form for any Bethel member as elected by the Bethel membership shall be provided to each Bethel Guardian, for copying and distribution, by the Grand Bethel Guardian along with the responsibilities for Grand Bethel Officers and Representatives. These forms must be signed by the Daughter's parent or legal guardian and her Bethel Guardian. (2011)

(i) No Bethel shall have more than one (1) Grand Bethel Officer during a given year unless all Bethels represented with submitted forms for the drawing at the drawing at the Annual Meeting have been drawn once. At that time, the additional names submitted for the Officers drawing shall be made available to complete the drawing. (2001)

(j) No Bethel shall have more than one (1) Grand Bethel Representative during a given year unless all Bethels represented with submitted forms for the drawing at the Annual Meeting have been drawn once. At the time, the names of alternates submitted for the Grand Bethel Representative drawing shall be made available to complete the drawing. (2001)

## **ARTICLE VIII THE DRAWING**

### **Section 1.**

(a) The drawing for the selection of Grand Bethel Officers and Representatives shall be held at a scheduled meeting of Grand Bethel during the Annual Meeting of the Grand Bethel. The schedule for the Annual Meeting of the Grand Bethel shall be distributed no later than fifteen (15) days prior to the Opening Session of the Grand Guardian Council and Grand Bethel. Said drawing shall be the first order of business under New Business. (2008)

(b) The selection of Grand Bethel Officers shall proceed in the reverse order of the stations and duties of the Officers of the Bethel as per the ritual. The Grand Bethel Honored Queen will be drawn first and the Grand Bethel Outer Guard will be the 19<sup>th</sup>. The exception of this reversed order shall be the Grand Bethel Messengers, who shall be drawn in numerical order starting with 1<sup>st</sup> and ending with 5<sup>th</sup>.

(c) Grand Bethel Representatives shall be drawn in alphabetical order of the jurisdictions.

(d) The Grand Bethel Honored Queen shall be selected by separate drawing from names submitted specifically for this office. Those names not drawn shall be included in the drawing for the other Grand Bethel offices. (2001)

(e) Those not being selected for a Grand Bethel office may submit their names to the Grand Bethel Committee immediately following the drawing to serve as a member of the installed Grand Bethel Choir.

(f) A Past Honored Queen who has chosen not to be in the Grand Bethel drawing, and who is in good standing, may serve as a member of the Grand Bethel Choir. She shall submit her name to the Grand Bethel Committee immediately following the drawing, noting her choice. She must be present for the Grand Bethel installation ceremony.

**ARTICLE IX  
DUTIES OF GRAND BETHEL OFFICERS**

**Section 1. Grand Bethel Honored Queen**

The duties of the Grand Bethel Honored Queen shall be to:

- (a) Preside over all convocations of the Grand Bethel and at other ceremonies when requested to do so by the Grand Guardian or the Grand Bethel Guardian.
- (b) Plan the activities of the Grand Bethel with the assistance of the Grand Bethel Committee.
- (c) Conduct the drawing for the selection of the Grand Bethel Officers and Representatives of the ensuing term with the assistance of the Grand Bethel Guardian and the Associate Grand Bethel Guardian.
- (d) Serve as the Installing Officer of the Grand Bethel Installation.
- (e) Visit Bethels whenever possible to promote goodwill of the Grand Bethel. She shall not make official visits. She shall be reimbursed mileage as per the rate established by B-GGC, Article VI, Section 4. This shall be limited to one (1) visit per Bethel during her term. She shall submit monthly mileage during her term. She shall submit monthly mileage sheets to the Grand Bethel Guardian for reimbursement.
- (f) Submit a written report of her activities during the year to the members of the GGC at their Annual Session.

**Section 2. Grand Bethel Recorder**

The duties of the Grand Bethel Recorder shall be to:

- (a) Take and record in a permanent record book the minutes of all Grand Bethel meetings, and send a copy of the minutes to the Grand Bethel Guardian within thirty (30) days after the close of the Annual Session of the Grand Bethel. (1997)
- (b) Prepare any amendment to the Rules and Regulations of the Grand Bethel that have been acted upon by the Grand Bethel, and present them to the Jurisprudence Committee of the GGC for appropriate action. She shall be assisted in this duty by the Associate Grand Bethel Guardian.

**Section 3. Grand Bethel Treasurer**

The duties of the Grand Bethel Treasurer shall be to:

- (a) Serve as a member of the Grand Bethel Finance Committee.
- (b) Keep, in coordination with the Chairman of the Grand Bethel Finance Committee, an accurate account of all transactions.

**ARTICLE X  
FINANCES**

**Section 1. Receipts**

- (a) The Grand Bethel shall derive its revenue as follows: Each Daughter registering at the Annual Meeting of the Grand Bethel shall pay a registration fee of three dollars (\$3.00). (1997)
- (b) The Grand Bethel may conduct such money-making projects as may be deemed necessary and appropriate. All money making projects shall be approved by the Grand Guardian.
- (c) Money received from Grand Bethel sponsored projects shall be turned over to the Grand Secretary who shall issue a receipt to the Chairman of Grand Bethel Finance and the Grand Bethel Guardian for their records.

## **Section 2. Disbursements**

The following shall be paid from the Grand Bethel treasury upon receipt of a bill approved by the Grand Bethel Guardian and the Grand Bethel Finance Committee:

(a) The Grand Bethel Honored Queen shall be paid round trip bus fare or air fare, whichever is less expensive, to the Annual Session of the SGC, which is held during her term. She shall also receive per diem in the same amount paid to the Miss Washington Job's Daughter for the four (4) days of the Annual Session of the SGC providing she attends such meeting and/or function as requested by the Grand Guardian of Washington. No per diem shall be allowed while traveling to and from the place that the Annual Session of the SGC is held.

(b) Mileage shall be paid the Grand Bethel Honored Queen, or the next in line, when attending authorized meetings of affiliated Masonic Orders and Official Visits of this jurisdiction as a representative of Job's Daughters of the State of Washington. Mileage shall be computed at the IRS Standard Mileage Rate for miles driven in service of charitable organizations. (2008)

(c) Installation expenses such as flowers, programs, etc.

(d) Incidental expenses such as postage, telephone, stationary, forms, cleaning, gifts, etc.

(e) The retiring Grand Bethel Honored Queen shall be presented with a Grand Bethel Past Honored Queen jewel at the time of the Installation of the Grand Bethel Officers. This pin is to be the gold-filled J-111 P.H.Q. in the official jewelry catalogue of Doc Morgan, Inc. Should she desire any other Grand Bethel Past Honored Queen jewelry, she shall notify the Grand Bethel Guardian and pay to Grand Bethel the difference in price.

## **Section 3. Processing of bills**

(a) Upon receipt of bills from the Grand Bethel Guardian, a warrant shall be issued for each bill by the Chairman of the Grand Bethel Finance Committee.

(b) The Grand Bethel Finance Committee will review the warrant. If the members of the committee approve the payment of the bill they will sign the warrant. A warrant must have the approval of at least two (2) members of the committee to be paid.

(c) Any warrant not approved by the Grand Bethel Finance Committee may be brought on the floor at the Annual Meeting of the Grand Bethel for reconsideration.

(d) Approved warrants will be forwarded to the Grand Secretary and the Grand Treasurer for payment and distribution. (2006)

## **ARTICLE XI VACANCIES**

### **Section 1.**

(a) A Grand Bethel Officer or Representative demitting from her Bethel shall have sixty (60) days to transfer her membership to another Bethel to retain her position as a Grand Bethel Officer or Representative. A Grand Bethel Officer or Representative that moves outside of the Jurisdiction or is suspended/expelled from her Bethel shall lose her Grand Bethel Office and the honors thereto. The Grand Bethel Guardian shall appoint a replacement for a Grand Bethel Officer from among the installed Choir, with the approval of the Grand Bethel Committee. If the replacement appointments are for less than six (6) months this time in office shall not be counted against eligibility for drawing of Grand Bethel Offices in future Annual Meetings. (2008)

(b) In the event that the Grand Bethel Honored Queen cannot fulfill her term, the Grand Bethel Senior Princess will become the Grand Bethel Honored Queen. If the Grand Bethel Senior Princess is unable to accept, selection shall be made in succession from the Grand Bethel Junior Princess, Grand Bethel Guide and Grand Bethel Marshal. The Grand Bethel Guardian shall fill the vacancy created by this appointment from among the installed Choir, with the approval of the Grand Bethel Committee.

(c) A Grand Bethel Officer or Representative who marries or becomes pregnant during her term of office shall forfeit her Grand Bethel position.

## **ARTICLE XII RECEPTIONS**

### **Section 1.**

(a) There shall be a statewide function to honor Grand Bethel Officers, Representatives and members of the Grand Bethel Choir. Each Bethel shall pay thirty dollars (\$30.00) to the Grand Secretary by October 1<sup>st</sup> of each year to help defray the expenses of the function. The Grand Bethel Committee shall plan this function. (2008)

(b) All Grand Bethel Officers, Representatives and Choir Members should be in attendance at this function unless prevented by a reasonable excuse.

## **ARTICLE XIII GRAND BETHEL COMMITTEE**

### **Section 1.**

(a) The Daughters of the Grand Bethel shall be represented on the Grand Bethel Committee by the Grand Bethel Honored Queen and four (4) Past Honored Queens not currently serving as a Grand Bethel Officer or Representative and not having reached the age of majority. They shall be selected by the newly installed Grand Bethel Guardian and shall serve a one (1) year term. It shall be the duty of these Daughters to assist the Grand Bethel Committee, appointed by the Grand Guardian, in carrying out its responsibilities.

## **ARTICLE XIV REGALIA AND MEDALLIONS**

### **Section 1. Regalia**

(a) The Grand Bethel Honored Queen, Senior and Junior Princesses shall be provided with official Grand Bethel capes and crowns which shall be worn at all formal meetings of Grand Bethel. The Grand Bethel Honored Queen and Princesses shall be permitted to wear their capes and crowns when visiting Bethels during their meetings.

(b) Official capes and crowns may be worn at other functions when authorized by the Grand Bethel Guardian.

(c) Grand Bethel Officers and Representatives shall provide their own official Regalia of the Order to be worn at the formal meetings of Grand Bethel and at other times as may be designated by the Grand Bethel Honored Queen or the Grand Bethel Guardian. It shall consist of white Grecian robe, long white slip, white hose, white flat shoes or sandals, and headbands as required.

### **Section 2. Medallions**

(a) The Grand Bethel Officers, Representatives and Choir shall be presented medallions in recognition of their offices at the Installation of the Grand Bethel. These medallions are to be returned to the Grand Bethel Guardian, or to members of the Grand Bethel Committee designated by her, following the next Annual Meeting of the Grand Bethel. Officers, Representatives and Choir not attending this meeting shall return their medallions to the Grand Bethel Guardian, or to members of the Grand Bethel Committee designated by her, no less than thirty (30) days prior to this meeting. Daughters not returning their medallion shall be fined the cost of the replacement medallion.

**ARTICLE XV  
AMENDMENTS**

**Section 1.**

(a) These Rules and Regulations may be amended at the Annual Meeting of the Grand Bethel by a two-thirds (2/3) vote of the Grand Bethel members present and voting.

(b) Proposed amendments to these Rules and Regulations shall be submitted in writing by a member of this Grand Bethel and must be countersigned by a member of the Grand Guardian Council. A copy of the signed amendment must be forwarded to the Chairman of the Jurisprudence Committee of the GGC by March 15<sup>th</sup> of the year in which they are to be acted upon. The Chairman of Jurisprudence shall forward them to the Grand Secretary for processing by May 1<sup>st</sup> of the year in which they are to be acted upon. (2008)

(c) Proposed amendments shall be submitted in a form so as to show the wording of the entire paragraph as amended.

(d) When amendments have been approved in proper form by the members in attendance at the Annual Session of the Grand Guardian Council, they shall be forwarded to the Grand Bethel for adoption or rejection at their Annual Meeting. (1997)

(e) Amendments shall not become effective until after acceptance by the GGC and final approval by the Jurisprudence Committee of the SGC.