

SUPPLEMENT TO THE CONSTITUTION OF THE
GRAND GUARDIAN COUNCIL OF KANSAS
JOB'S DAUGHTERS INTERNATIONAL

ARTICLE I
NAME

Section 1.

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

ARTICLE II
OBJECT

See C-GGC Art. II, Sec. 1.

ARTICLE III
AUTHORITY

Section 1.

- (a) The Grand Guardian Council operates under the authority of a Charter granted by the Supreme Guardian Council and dated October 12, 1923. The jurisdiction of this GGC shall be limited to the State of Kansas.
- (1) The original Charter is in the depository of the Grand Lodge of Kansas for safe keeping.
- (2) A true and certified copy will be used as required by the Constitution and Bylaws of the SGC.
- (b) See C-GGC Art. III Sec. 1(b)
- (c) See C-GGC Art. III Sec. 1(c)

ARTICLE IV
MEMBERSHIP

Section 1. Members

- (a) See C-GGC Art. IV Sec. 1(a)
- (b) See B-SGC Art. XXVI Sec. 1(b) concerning loss of membership in the GGC.

Section 2. Life Members

- (a) Each active member in good standing upon completing twenty-five (25) years of dedicated service to the Order shall become a life member of this GGC. Dedicated Service shall be subject to the approval of the voting members present at the Annual Session of the GGC.
- (b) An active member in good standing may be awarded a life membership (prior to completing twenty-five (25) years of service) through nomination by a bona fide member of the GGC and a majority vote of those members present at the Annual Session.
- (c) Those designated as life members shall pay fifty (50) percent of the current amount of the dues for Grand Guardian Council Members as defined in KS-SOP-GGC-4 Section 1(b)(1). Life members are subject to JDI Rules and Regulations.

Section 3. Member of Honor

- (a) An adult, non-member of the council, who has given outstanding service to the Order may be elected a Member of Honor of the GGC through nomination by a bona fide member and by majority vote of members present at the Annual Session.

- (b) Should the Supreme Guardian and/or Associate Supreme Guardian make a visit to the jurisdiction, they shall be issued a Member of Honor Certificate (Form 171) from the GGC.

ARTICLE VI
ELIGIBILITY

Section 1.

(a)-(d) Sec C-GGC Art. VI Sec (a)-(d)

(e) No Grand Guardian or associate Grand Guardian shall succeed herself/himself in office. Past Grand Guardians and Past Associate Grand Guardians may be elected and serve in an elective office of the GGC of Kansas. (See B-GGC, Art. XIII Sec. 1(ee))

(f) See C-GGC Art. VI Sec. (f)

(g) No officer of the GGC shall hold more than one (1) Grand Office at the same time. Serving as an officer, however, shall not prevent the person from serving on a BGC or being a member of a GGC committee. A member of the GGC serving as a member of the Grand Bethel Board of Directors shall not be eligible for an elective office of the GGC until she/he has completed or is completing the term for which she/he is elected.

(h) The Grand Secretary and Grand Treasurer shall not be reelected to serve as members of the Executive Grand Guardian Council after serving seven (7) consecutive years until one full term of office of the Grand Guardian Council has passed.

ARTICLE VII
(Unassigned)

ARTICLE VIII
(Unassigned)

ARTICLE IX
(Unassigned)

ARTICLE X
(Unassigned)

ARTICLE XI
(Unassigned)

ARTICLE XII
(Unassigned)

ARTICLE XIII
COMMITTEES

Section 1. Eligibility

- (a) See CGGC Art. VII Sec. 1 (a)(1)
 - (1) Persons who have served on a BGC shall be eligible to serve on other committees.
 - (2) Majority Members who have not served on a BGC may serve on any GGC Committee listed in KS-B-GGC Art. IV Committees Sec. 4 Other Committees provided they are on the current CAV list provided by the Executive Manager. (See B-GGC Art. XVII Sec. 1.11)
 - (3) Daughters who have not reached the age of twenty (20) may be appointed and participate as members of GGC specified Committees with the understanding that they will conform to the Youth Protection Policies if they reach the age of twenty (20) while a member.
- (b)-(c) See C-GGC Art. VII Sec. 1 (b)-(c)

Section 2. Restrictions

- (a)-(b) See C-GGC Art. VII Sec. 2 (a)-(b)
- (c) The spouses and/or other family members of the Executive Grand Guardian Council shall not serve on Appeals and Grievance Committee, Jurisprudence Committee, or Finance Committee.

ARTICLE XIV
DEPUTIES

Section 1. Grand Deputy

See KS-SOP-GGC-102.

SUPPLEMENT TO BYLAWS OF THE
GRAND GUARDIAN COUNCIL OF KANSAS
JOB'S DAUGHTERS INTERNATIONAL

ARTICLE 1
POWERS AND DUTIES OF THE GRAND GUARDIAN COUNCIL

Section 1.

- (a) The Grand Guardian Council has adopted a Manual of Rules and Regulations.
- (b) The Grand Guardian Council has adopted a Book of Ceremonies. See KS-SOP-GGC-2.
- (c) The Grand Guardian Council approved the formation of a Grand Bethel within this jurisdiction. Grand Bethel Rules and Regulations have been adopted by the Grand Guardian Council and are included herein and made a part thereof.
- (d)-(f) See B-GGC Art. 1 Sec. 1 (d)-(f)

ARTICLE II
POWERS OF THE EXECUTIVE GRAND GUARDIAN COUNCIL

Section 1.

See B-GGC Art. II Sec. 1

ARTICLE III
DUTIES OF THE GRAND GUARDIAN COUNCIL OFFICERS

Section 1. Rulings

See B-GGC Art. III Sec. 1

Section 2. The Grand Guardian shall:

- (a)-(n) See B-GGC Art. III Sec. 2 (a)-(n)
- (o) Furnish all Grand Officers and members of Grand Guardian Council Committees, a certificate (Form 190), under the seal of the Grand Guardian Council of Kansas, authorizing them to perform their respective duties under the laws of the organization.
- (p) Issue Grand Guardian Council Membership Cards (Form KS 1) to each Grand Guardian Council member, who has paid the annual membership fee, immediately following the Annual Session.
- (q) Suspend the function of any BGC for good and sufficient cause.
- (r) Call special meetings and set a day upon which regular semi-annual meetings of the Executive GGC shall be held.
- (s) Be the official delegate of the GGC at the Annual Session of the SGC.
- (t) Decide all questions, which shall arise not covered by the Manual of Rules and Regulations. Sheshall consult with the AGG and VGG on all such matters.
- (u) Present an itemized statement of expenses incurred in the performance of her duties to the Chairman of the Finance Committee.
- (v) Impose penalties and fines as prescribed by the Constitution and Bylaws of Job's Daughters International.
- (w) Approve all arrangements and ceremonies for the Annual Session of the Grand Guardian Council.
- (x) Appoint members of the Grand Bethel Newspaper Committee and designate the Editor.
- (y) Serve as advisor to the Miss Kansas Job's Daughter and the Jr. Miss Kansas Job's Daughter.
- (z) See KS-SOP-GGC 10

- (aa) See KS-SOP-GGC 10
- (bb) Before the close of the Annual Session, shall appoint and announce all members of the standing committees as defined in KS-B-GGC Art. IV Sec. 3. After the Annual Session of the GGC, The GG shall appoint the other committees as defined in KS-B-GGC Art. IV Sec. 4. Additional committees as necessary to conduct business of the GGC for the ensuing year may be appointed at the discretion of the GG. The GG shall delegate one (1) member of each committee to serve as Chairman.
- (cc) Make an official visit to each Bethel during her term of office or call a joint meeting of any Bethels for the purpose of inspection, at which proper credentials must be shown to the Bethel Guardian. No one except the Grand Guardian or her duly authorized Deputy on visit of inspections shall make corrections of work of any Bethel or critique the conduct of the Bethel.
- (dd) In conjunction with the AGG, VGG, and VAGG act on all recommendations received for the Lily-of-the-Valley Award.
- (ee) Should the Grand Guardian choose not to appoint officers listed in KS-B-GGC Art. III, Sec 9 and Sec. 10 it becomes her responsibility to see that other individuals are asked to perform the listed duties.
- (ff) Serve as a member of the Grand Bethel Board of Directors.
- (gg) Designate Daughters to assist the Jobie to Bee and Lily- of-the-Valley Committees.

Section 3. The Associate Grand Guardian shall:

- (a)-(e) See B-GGC Art. III Section 3(a)-(e)
- (f) Submit a report of his activities during his term of office at the Annual Session of the GGC.
- (g) Present an itemized statement of expenses incurred in the performance of his duties to the Chairman of the Finance Committee.
- (h) Encourage Bethels to honor adults who meet the requirements for the Silver Lining Award.
- (i) Contact and keep in touch with the fraternal leaders such as those of the Masonic Order and the Order of the Eastern Star in communities or towns where no Bethels exist, and encourage them to organize Bethels of JDI.
- (j) In conjunction with the GG, VGG and VAGG act on all recommendations received for the Lily of the Valley Award.
- (k) Serve as a member of the Grand Bethel Board of Directors.

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 GG such matters as will warrant investigation or promote progress and growth of the organization.
- (d) Receive Report of Recommendations for Bethel Guardian Councils (Form 222) at least twenty (20) days prior to the Annual Session of the Grand Guardian Council together with the Grand Guardian Council dues for the ensuing year for each Executive member of the BGC.
- (e) Encourage Bethels to make awards for meritorious work.
- (f) Hold schools of instruction, under the supervision of the GG when requested to do so.
- (g) Recommend to the GG two (2) persons to serve on the Session Arrangements Committee.
- (h) Meet with the Finance Committee to discuss any anticipated income or expenditures for consideration in the budget.
- (i) Submit a report of her activities during her term of office at the Annual Session of the GGC.

- (j) Coordinate with the Grand Marshal for names of people to be appointed to the following committees upon election as GG.
 - (1) One (1) person to serve on the following committees: Jurisprudence, Finance, Promotion, Education, Ways and Means, Pageant, Degree of Royal Purple, and Golden Cloak.
 - (2) Two (2) persons to serve on the Session Arrangements Committee.
- (k) In conjunction with the GG, AGG, and VAGG act on all recommendations received for the Lily-of-the-Valley Award.
- (l) Serve as a member of the Grand Bethel Board of Directors.

Section 5. The Vice Associate Grand Guardian shall:

- (a)-(b) See B-GGC Art. III Sec. (a)-(b)
- (c) Meet with the Finance Committee to discuss any anticipated income or expenditures for consideration in the budget.
- (d) Submit a report of his activities during his term of office at the Annual Session of the GGC.
- (e) Take an inventory of all paraphernalia in the GGC trailer at the close of each Annual Session. Inventory to be signed by the Custodian of the Grand Bethel Board and the VAGG.
- (f) Ensure one (1) copy of said inventory shall be submitted to the newly installed AGG, one (1) copy submitted to the Grand Secretary to be place on file and one (1) coy affixed inside the trailer.
- (g) Contact and keep in touch with the fraternal leaders such as those of the Masonic Order and the Order of the Eastern Star in communities or towns where no Bethel exists, and encourage them to organize Bethels of JDI.
- (h) In conjunction with the GG, AGG, and VGG act on all recommendations received for the Lily-of-the-Valley Award.
- (i) Serve as a member of the Grand Bethel Board of Directors.

Section 6. The Grand Secretary shall:

- (a)-(c) See B-GGC Art. III Sec. 6 (a)-(c)
- (d) Issue notices of all meetings properly authorized to those names on a properly maintained mailing list of all voting delegated and to strike from this mailing list, annually, the names of members of the GGC who were not registered at the last Annual Session or have not paid an annual membership fee for the current year. This action shall not deprive such person of membership in the GGC. Any interested member, who shall apply to the Grand Secretary in writing for retention Session, shall be reinstated providing the annual membership fee is paid.
- (e) Receive monies due the GGC and deposit all monies received to the credit of the GGC in such depository as may be designated by the Finance Committee and forward a duplicate deposit slip and detailed report of same to the Grand Treasurer; receive all requests for payment by the GGC of Kansas; copy appropriate documentation for payment keeping originals; forward copies to Grand Treasurer for payment.
- (f)-(j) See B-GGC Art. III Section 6 (f)-(j)
- (k) Proceedings shall be sent to those persons who have ordered and paid a fee of four dollars (\$4.00) for each copy desired. Proceedings orders (Form KS 7) shall be accepted by the Grand Secretary up to thirty (30) days following the close of the Annual Session.
 - (1) One (1) copy of the proceedings shall be placed in the Job's Daughters of Kansas Historical Room.

- (2) One (1) copy of the proceedings shall be mailed to each active Bethel a no charge.
- (l) Receive all orders for supplies (Form KS 8), postage, and insurance on same: Dispensations (Form 102) and Charters (Form 105) furnished from her/his files.
- (m) Furnish price lists to all Bethels in the state upon receipt of same from the Supreme Guardian Council.
- (n) Send a monthly report to the executive members of the GGC and the Finance Committee after receiving a financial statement of the balance on hand, receipts and disbursements from the Grand Treasurer.
- (o) Send a financial statement of the balance on hand in the checking account and the money market account, total receipts by category and total disbursements by category and Net Worth Statement, quarterly, to each voting member of the Grand Guardian Council.
- (p) Refer all reports to proper committees for examination.
- (q) Retain forms and records as follows:
- | | |
|---|-----------------|
| Form 110 | Permanently |
| Charters of defunct Bethels | Permanently |
| Financial Statements & Deposits | Permanently |
| Bethel Bylaws | Permanently |
| Grand and Supreme Proceedings | Permanently |
| Minutes of EGGC Meetings | Permanently |
| Minutes of Annual Sessions | Permanently |
| Grand Secretary's Cash Record Book | Permanent |
| Master of JDI Knowledge Courses and Answer Keys | Permanently |
| Bills | Five (5) years |
| Invoices of Bethel Supplies | Three (3) years |
| Correspondence | Three (3) years |
| Surplus Copies of Proceedings | Two (2) years |
- (r) Meet with the Finance Committee to discuss any anticipated income or expenditures for consideration in the budget.
- (s) Receive all proposed amendments to the Constitution, Bylaws, and SOPs of Job's Daughters International sent to her/him on or before April 1 of the year in which they are to be acted upon and send one (1) copy of the same to the chairman of the Jurisprudence Committee and one (1) copy to each voting member by May 1, of the year in which they are to be acted upon.
- (t) Notify all Bethel Guardian Councils and all members of the Grand Guardian Council of all changes and amendments to the Constitution, Bylaws and SOPs of JDI and to the Manual of Rules and Regulations.
- (u) Notify all Bethels in the State of Kansas when a Bethel is about to be instituted, stating the time and place.
- (v) Serve as Secretary of the Education Committee.
- (w) Prepare JDI Knowledge Course Certificates (Form KS 20) as names are furnished by the JDI Knowledge Course Committee. Certificates are to be awarded at the Annual Session.
- (x) Transfer all properties and records belonging to the GGC to her/his successor, as soon as her/his books are closed and not later than two (2) weeks after the close of the Annual Session, upon the expiration of her/his term of office.

Section 7. The Grand Treasurer shall:

- (a)-(d) See B-GGC Art. III Sec. 7 (a)-(d)
- (e) Serve as Treasurer of the Education Committee
- (f) Retain the following records as follows:

Grand Treasurer's Cash Record Book	Permanently
Bank Statements	Five (5) years
- (g) Meet with the Finance Committee to discuss any anticipated income or expenditures for consideration in the budget.
- (h) Transfer all properties and records belonging to the GGC to her/his successor, as soon as her/his books are closed and not later than two (2) weeks after the close of the Annual Session, upon the expiration of her/his term.
- (i) Receive from the Grand Secretary documentation for payments due from the GGC of Kansas; issue all checks and send to the Grand Secretary or GG for signatures before payment. If check is sent to GG, Keep coy of check and forward to Grand Secretary for the official file.
- (j) Send a financial statement of the balance on hand, receipts, and disbursements monthly to the Grand Secretary.

Section 8. The Grand Guide and Grand Marshal shall:

- (a)-(b) See B-GGC Art. III Sec. 8 (a)-(b)
- (c) Additionally the Grand Guide shall:
 - (1) Give a welcome to distinguished guests at the opening business meeting of the Annual Session of the GGC.
 - (2) Be in charge of the Grand Officers Banquet at the Annual Session of the GGC.
 - (3) Recommend to the GG two (2) persons to serve on the Session Arrangements Committee.
- (d) Additionally the Grand Marshal shall:
 - (1) Be in charge of the Flag Ceremony at the Formal Opening of the Annual Session of the GGC.
 - (2) Present the flag at the business meetings of the Annual Session.
 - [a] Recommend to the VGG one (1) person to serve on the following committees: Jurisprudence, Finance, Promotion, Education, Ways and Means, Pageant, Degree of Royal Purple, and Golden Cloak.
 - [b] Recommend to the VGG two (2) persons to serve on the Session Arrangements Committee.

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

- (a)-(b) See B-GGC Art. III Sec 9 (a)-(b)
- (c) Additionally the Grand Inner Guard shall:
 - (1) Assist the Grand Marshal with the Flag Ceremony at the Formal Opening of the Annual Session of the GGC.
- (e) Additionally the Grand Outer Guard shall.
 - (1) Give a Flag Tribute at the opening business meeting of the Annual Session of the GGC.

Section 10. The Other Grand Officers shall:

- (a) See B-GGC Art. III Sec. 10 (a)
- (b) The Grand Chaplain shall:
 - (1) Prepare the Bible Ceremony and the Necrology Ceremony to be presented at the Formal Opening of the Annual Session of the GGC. She/he may select persons to assist with those ceremonies should she/he desire.
- (c) The Grand Director of Music shall:
 - (1) Be in charge of the music at the Annual Session of the GGC.
- (d) The Grand Librarian shall:
 - (1) Prepare Memory Books, covering all activities of the GGC and Bethels in the jurisdiction, for presentation to the GG and AGG at the close of the Annual Session of the GGC.
- (e) The Grand Senior Custodian and Grand Junior Custodian shall:
 - (1) Set up and disassemble the meeting room for the business meetings of the Annual Session.
 - (2) Have custody of the flags and other property belonging to the Grand Council.

ARTICLE IV
COMMITTEES

Section 1. Eligibility

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

Section 2. Restrictions

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

Section 3. Standing Committees

- (a) To serve as a member of the following committees a person must be on the current list of CAVs provided by the Executive Manager and a voting delegate of this GGC.

Jurisprudence Committee

Finance Committee

Promotion Committee

Appeals and Grievance Committee

Parliamentarian

Section 4. Other Committees

Credential Committee

Audit Committee

Education Committee

Proceedings Committee

Session Arrangements Committee

Degree of Royal Purple Committee

Golden Cloak Committee

Kansas Knowledge Course Committee

Ways and Means Committee

Pageant Committee

Lily-of-the-Valley Committee

Social Media Coordinator
 Jobie to Bee Committee
 Alumni Association Committee

Section 5. General Duties of Committees

- (a) Chairman of committees, except the Appeals and Grievance Committee, shall present a report at the Annual Session and at other times when requested to do so by the Grand Guardian. Three (3) copies of each report and the committee file shall be submitted to the Grand Secretary before the close of the Annual Session.

Section 6. Duties of Committees

- (a) Jurisprudence Committee composed of at least three (3) members of the GGC each to serve a period of three (3) years. It shall be the duty of this committee to:
- (1) Give careful consideration to all properly submitted proposed amendments to the Manual of Rules and Regulations of the GGC at the Annual Session.
 - (2) Give careful consideration to all properly submitted amendments of a Bethel to its Bylaws (Uniform Code for Bethels). The Jurisprudence committee shall pass upon the proposed changes and forward same to the VGG. Bylaws or amendments shall not become effective until notice of approval has been sent to the Bethel by the Jurisprudence Committee. Amendments to Bylaws shall be returned to Bethel submitting same within sixty (60) days after receipt of said Bylaws or amendments.
 - (3) Advise the GG, at her request, concerning the legality on any action or ruling contemplated by her.
- (b) Finance Committee composed of three (3) members of the GGC each to serve a period of three years.
- (1) Any member of the Finance Committee, having served the term for which she/he was appointed, shall not be eligible for reappointment to the Finance Committee until one (1) year after her/his term has expired.
 - (2) The authority of the Finance Committee shall be limited to the approval of extraordinary or emergency expenditures which may arise. This approval may be via conference call or electronic mail to the Grand Treasurer. All other expenditures of the GGC shall be included in the annual budget.
 - (3) It shall be the duty of this committee to
 - [a] Approve or disapprove, within thirty (30) days of presentation, and prior to obligation, any account, which are to be presented as claims against the Grand Guardian Council, except those specifically authorized in these Bylaws. Invoices for supplies may be approved by the chairman of the Finance Committee alone when necessary for prompt payment or for discount. Such invoice shall be handled in accordance with a procedure agreed upon by the Finance Committee, Grand Secretary, and Grand Treasurer. All accounts, invoices, and vouchers (Form KS 6) shall be returned to the Grand Secretary for filing.
 - [b] Carefully investigate and report to the Grand Guardian Council, or between sessions to the GG and AGG, on all proposed matters concerning disbursement of funds of the GGC before the same can be put into action.

- [c] Confer with the GG, AGG, VGG, and VAGG relative to the transfer of necessary funds from the General Fund to the Promotional Fund when in the judgment of the Finance Committee the best interest of the Order will be served. The Finance Committee shall order the transfer when approved by the majority of those named.
 - [d] Select a federally insured financial institution or institutions to handle the checking and/or savings accounts of the GGC.
 - [e] Prepare and submit a budget of estimated income and disbursements for the ensuing year of the GGC. Prior to submission of the annual budget the VGG, VAGG, Grand Secretary, Grand Treasurer, and a representative of the Ways and Means Committee shall be invited to meet with the Finance Committee to discuss any anticipated income or expenditures for consideration in the budget. Copies of said budget shall be mailed to each voting delegate before May 1 of the year in which it is to be acted upon at the AnnualSession.
 - [f] The chairman shall keep a permanent file, which shall be turned over to her/his successor.
 - [g] Consider applications from Bethels on Form KS 30 requesting grants from the Kansas Grand Guardian Council Promotional Fund. Grants may be requested by the EBGCs on Form KS 30 for the following purposes:
 - [1] Postage and printing of invitations for prospective events.
 - [2] Promotional material as available from the Grand Secretary's Office.
 - [3] To pay for the activities of prospective members at prospective members events or to provide refreshments for prospective members.
 - [4] To pay for advertising to promote Job's Daughters prospective members events. Funds may not be requested to pay for refreshment or activities for active members. A Bethel must have participated in contributing a minimum of twenty- five dollars (\$25.00) to the Promotional Fund for the term in which they are applying for the grant.
 - [h] At least once yearly, review all published Financial Guidelines maintained by the GGC andmake recommendations for changes and/or deletion to the EGGC for action thereon. All Financial Guidelines will be filed with the Grand Secretary and be included in the permanent file maintained by the Chairman of the Finance Committee.
- (c) Promotion Committee composed of three (3) members of the GGC. A member of this committee shall serve for a period of three (3) years.
- (1) It shall be the duty of this committee to:
 - [a] Organize and prepare for institution any Bethels in the State of Kansas.
 - [b] Organize and have available to those Bethels in the State of Kansas whose membership has dwindled to a point where existence is jeopardized, a program to strengthen such declining Bethels.
 - (2) All itemized expenses incurred in connection with the duties of this committee shall be paid from the Promotional fund by prior approval of the Finance Committee.
 - (3) The chairman of this committee shall prepare and forward to the Grand Guardian a semi-annual report of the activities of this committee.

- (d) Appeals and Grievance Committee composed of three (3) members of the Grand Guardian Council. It shall be the duty of this committee to:
- (1) Investigate and report on all appeals, complaints, and grievances, which may be lawfully filed with them.
 - (2) Recommend to the EGGC the disposition, which in its judgment should be made.
- (e) Parliamentarian: A member of the GGC. It shall be the duty of the Parliamentarian to:
- (1) Be present at the Annual Session of the GGC and serve as Parliamentarian at the business meetings.
 - (2) Be familiar with Robert's Rules of Order Revised (latest issue) as they apply to this organization.
- (f) Credentials Committee composed of three (3) members of the GGC. It shall be the duty of this committee to:
- (1) Carefully examine and pass upon the credentials of all members claiming the right to membership in the GGC of Kansas.
 - (2) Prepare a complete list of all duly authorized members present and entitled to vote and file same with the Grand Secretary as soon as practicable after the Annual Session convenes.
 - (3) Receive all authorized credentials prior to 9:00 am of the second day of the Annual Session of the GGC.
- (g) Audit Committee composed of three (3) members of the GGC.
- (1) It shall be the duty of this committee to:
 - [a] Receive the books from the Grand Secretary and Grand Treasurer at the mid-year EGGC meeting, make proper audit of same and to make a report of this audit to the Executive GGC; to return the books to the proper officers at the conclusion of their business.
 - [b] Receive the books from the Grand Secretary and Grand Treasurer one (1) day prior to the Annual Session of the Grand Guardian Council; make proper audit of same and to make a report of this audit at the business meeting of the Annual Session; to return the books to the proper officers at the conclusion of their business.
 - [c] Receive the books from the Secretary of the Board of Directors of Grand Bethel at the mid-year Executive GGC meeting, make proper audit of same and make a report of this audit to the Executive GGC; return the books to the proper officers at the conclusion of their business.
 - [d] Receive the books of the Secretary of the Board of Directors of GB one (1) day prior to the Annual Session of the GGC; make proper audit of same and to make a report of this audit at the business meeting of the Annual Session; to return the books to the proper officer at the conclusion of their business.
 - (2) Receive the financial report and all financial documents, checkbook, bills and receipts, no later than the mid-year EGGC meeting from the Chairman of the Session Arrangements Committee held the previous June; make a proper audit of same and make a written report of this audit to the Executive Grand Guardian Council within thirty (30) days.

- (h) Education Committee composed of three (3) members of the GGC each to serve a period of three (3) years.
- (1) It shall be the duty of this committee to:
 - [a] Supply each Bethel in the State of Kansas with information on educational scholarship grants available each year along with notification of final date for application.
 - [b] Review all applications for scholarship grants and, after approval by the Finance Committee as to the number of grants given, determine the recipients.
 - (2) Scholarship Grant Application Packets (Form KS 9) shall be available upon request from the Grand Secretary.
 - (3) The Chairman of this committee shall provide the Grand Treasurer with a list containing the name, address, institution of choice and dollar amount of the scholarship grant for each recipient before the close of the Annual Session.
 - (4) To supplement the Education Fund, the Education Committee will be responsible for fundraising to meet budgeted expenses.
- (i) Proceedings Committee composed of three (3) members of the GGC.
- (1) The chairman of this committee shall be the immediate Past Grand Guardian. The other two members of this committee shall be appointed by the GG upon the recommendation of the immediate GG.
 - (2) It shall be the duty of the committee to assemble the annual proceedings of the Annual Session of the GGC. Prior to May 1 following Annual Session of the GGC, the annual proceedings shall be submitted to the Grand Secretary for distribution.
- (j) Session Arrangements Committee composed of six (6) adults all of whom must be eligible to attend a Bethel meeting.
- (1) The chairman and assistant chairman of this committee shall be appointed by the GG. Two (2) members shall be appointed upon the recommendation of the VGG and two (2) members shall be appointed upon the recommendation of the Grand Guide.
 - (2) It shall be the duty of this committee to:
 - [a] Submit, for approval by the voting delegates, recommendation for locations and facilities of the Annual Session of the GGC. In the event of an emergency, with written consent of a majority of the members of the EGGC, the chairman may change the location of the session.
 - [b] Appoint such sub-committees, with the approval of the GG, as may be necessary to conduct the Annual Session. The chairman of these sub-committees shall prepare a written report of their work. Three (3) copies of said report and the sub-committee file shall be submitted to the Grand Secretary before the close of the Annual Session of the GGC.
 - [c] See that each Annual Session pays for itself financially as well as reimburse, before June 1 each year, the one thousand dollar (\$1,000.00) loan, if one had been obtained from the General fund of the GGC.
 - [d] Make a complete financial accounting of the GGC Annual Session which shall be signed by the GG and the Chairman. The financial report and all financial documents, checkbook, bills and receipts shall be presented to the Audit Committee for auditing at the mid-year EGGC meeting. At the completion of the

audit, the remaining balance in the Grand Session Fund shall be turned over to the Grand Treasurer or Grand Secretary for deposit in the account of the GGC or GB chosen by the retiring GG. Copies of all reports shall be filed with the Grand Secretary and one (1) copy given to the retiring GG, retiring AGG and to each committee member.

[e] All checks shall require the signatures of both Committee Chairpersons.

(k) Degree of Royal Purple Committee composed of three (3) adults who meet the requirements specified in C-GGC Art. XIII Sec. (a)

(1) One (1) new member shall be appointed each year to serve three (3) years. The chairman of this committee shall be the member serving her/his third year.

(2) It shall be the duty of this committee to:

[a] Send communications each year to GGC members with a reminder of requirements and final date for nomination and recommendations for the Degree of Royal Purple.

[b] Receive and investigate all nominations for the Degree of Royal Purple promptly and impartially.

[c] Notify the BGC members making the nomination of the committee's selection or rejection.

[d] Notify the recipient, should she be selected.

[e] Keep the GG informed of all actions taken.

[f] Make all necessary arrangements for the conferring of the degree.

[g] Select and prepare officers to confer the degree.

(l) Golden Cloak Committee composed of three (3) adults who meet the requirements specified in C-GGC Art. XIII Sec. 1 (a)

(1) One new member shall be appointed each year to serve three (3) years.

(2) It shall be the duty of this committee to:

[a] Send communication each year to Grand Guardian Council members with a reminder of requirements and final date for nomination and recommendations for the Golden Cloak Award.

[b] Receive and investigate all Golden Cloak Award Nominations (form KS 21) and recommendations (form KS 22) promptly and impartially.

[c] Notify the recipient, should she/he be selected.

[d] Make all necessary arrangements for the ceremony for presentations.

(m) Kansas Knowledge Course Committee composed of one (1) adult who meets the requirements specified in C-GGC Art. XIII Sec. 1 (a) who has taken and passed the Kansas Knowledge Course for Adults.

(1) This committee shall be delegated by the GG to be in charge of the Kansa Knowledge Course for Adults and the Kansas Knowledge Course for Girls.

(2) It shall be the duty of this committee to update the Knowledge Courses every year so as to conform with any changes made by the SGC or the GGC.

[a] Review the courses as to the number of participants, questions consistently answered correctly and incorrectly and time taken to complete the courses; to report this information to the VGG prior to May 15.

[b] Send communication, in the month of September, to all ABGs in the State of

- Kansas. This communication shall contain encouragement in participation and instructions for enrollment.
- [c] Fill all requests for enrollment.
 - [d] Keep an accurate record of postage used and submit with voucher (Form KS 6) and cash receipts, to the Finance Committee for approval of reimbursement from the Educational Fund.
 - [e] Receive completed answer sheets from participants; score and return result with the next lesson sheet.
 - [f] Send names of persons completing the Kansas Knowledge Courses to the Grand Secretary for issuance of Kansas Knowledge Certificates (Form KS 20) before May 15. Certificates shall be awarded at the Annual Session.
- (3) Kansas Knowledge Courses must be approved by the Jurisprudence Committee of the GGC.
- (n) Ways and Means Committee composed of at least three (3) adults who meet the requirements specified in C-GGC Art. XIII Sec. 1(a). One (1) new member will be appointed by the GG each year to serve a three (3) year term. If deemed appropriate the GG may appoint additional committee members to serve for special projects during her term.
- (1) The chairman of the committee shall be a member serving her/his third year. Any three (3) year member of this committee having served the term for which she/he was appointed or who resigns from this committee for any reason, shall be ineligible for appointment to this committee until one (1) year has expired.
 - (2) It shall be the duty of this committee to:
 - [a] Organize fundraising projects, which shall bring income to the GGC to help defray annual operating expenses.
 - [b] Present proposed projects to the EGGC and the Finance Committee for approval, showing estimated profit from such fundraising projects.
 - [c] Obtain from the Grand Secretary a representative selection of used paraphernalia and display the same for sale at the Annual Session of the GGC and all GB meetings.
- (o) Pageant Committee composed of three (3) adults who meet the requirements specified in C-GGC Art. XIII Sec 1(a).
- (1) One (1) new member shall be appointed each year to serve three (3) years. The chairman of this committee shall be the member serving her/his third year.
 - (2) It shall be the duty of this committee to:
 - [a] Promote and produce the Miss Kansas Job's Daughter and Jr. Miss Kansas Job's Daughter Pageant.
 - [b] Prepare and send information and registration forms regarding the pageant to all Bethel Guardians no later than March 1.
 - [c] Obtain pageant judges and instruct them on all aspects of the competition.
 - [d] Prepare questions for the contestants.
- (p) Lily-of-the-Valley Committee composed of four (4) members. This committee shall consist of the GG (Chairman), the AGG, the VGG, and VAGG.
- (1) It shall be the duty of:
 - [a] The GG to see that communication is sent each year to all Bethels reminding them of the award requirements and the final date for nomination and recommendations (form KS 27, 28 and 29).
 - [b] The GG, AGG, VGG, VAGG to investigate all nominations and recommendations

promptly and impartially.

- [c] The GG to notify the recipient and their BG of the selection.
- [d] The GG to appoint two (2) coordinators (previous recipients) to work with the committee to plan the ceremony to be performed by previous recipients or Grand Bethel Officers at each Annual Session. If a coordinator is a daughter, she does not have to be CAV trained.
- (q) Social Media Coordinator composed of one (1) member.
 - (1) It shall be the duty of the Social media Coordinator to be the administrator for all social media accounts in support of the Grand Guardian Council.
- (r) Jobie to Bee Committee composed of one (1) member who will be assisted by the Miss Kansas Job's Daughter and Jr. Miss Kansa Job's daughter.
 - (1) This committee shall coordinate activities for Beehives at each Bethel.
 - (2) The Beehive Committee shall plan and execute activities for Jobie to Bee participants.
- (s) Alumni Association Committee composed of three (3) members, who shall be eligible for membership in the Alumni Association.
 - (1) It shall be the duty of this committee to invite those eligible for membership to join.
 - (2) This committee shall send bi-annual communication to members.
 - (3) This committee shall plan an annual luncheon for members.

ARTICLE V DEPUTIES

Section 1. Grand Deputy

- (a)-(b) See C-GGC Art. XIV Sec 1 (a)-(b)
- (c) KS-SOP-GGC 102

Section 2. Deputy Grand Guardian

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

ARTICLE VI FINANCES

Section 1. Receipts/Revenue

- (a) See B-GGC Art. VI, Section 1(a)

Section 2. Fees

- (a) See B-GGC Art. VI Sec. 1 (a)
- (b)-(c) See KS-SOP-GGC-4 Sec. 2

Section 3. Exemption

See SOP-GGC-4 Sec. 3

Section 4. Disbursements

See KS-SOP-GGC-4 Sec. 4

ARTICLE VII
PENALTIES AND FINES

Section 1. Penalties
See B-GGC Art. VII Sec.1

Section 2. Fines See KS-SOP-GGC-9

ARTICLE VIII
EDUCATIONAL AND PROMOTIONAL FUNDS

Section 1.
(a)-(b) See B-GGC Art. VIII Sec. 1 (a)-(b)
(c)-(d) See KS-SOP-GGC 3

ARTICLE IX
DISCIPLINE AND REMOVAL FROM OFFICE

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

Section 2. Removal from Office
(a) The Grand Guardian shall have the power to remove from office any appointive Grand Officer, GGC Committee Member or BGC Officer for cause, insubordination, misconduct, or unlawful withholding or retention of any property of a Bethel. Notice of such removal shall be given in writing, stating the cause of removal and giving complete information concerning the Law of Appeals and Grievances (SOP-GGC-1). This does not deny any removed their right to appeal.
(b) See B-GGC Art. IX Sec. 2 (b)

ARTICLE X
APPEALS

See SOP-GGC-1

ARTICLE XI
MANUAL OF RULES AND REGULATIONS

See SOP-GGC-7

ARTICLE XII
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, unless unavoidably absent, on the second day of the Annual Session, beginning at 9:00 am.
(b)-(c) See B-GGC Art. XIII Sec. (b)-(c)

Section 2. Voting Privileges

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

Section 3. Proxy

(a) No vote shall be by proxy.

See B-GGC Art. IV

ARTICLE XIV
APPOINTMENTS

See B-GGC Art. V

ARTICLE XV
TERM

See B-GGC Art. XVI

ARTICLE XVI
INSTALLATION

See BGGC Art. XVI

ARTICLE XVII
PEROGATIVES EXTENDED TO A GGC

See B-GGC Art. XVII

STANDARD OPERATING PROCEDURES
OF A GRAND GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL

KS-SOP-GGC-1
APPEALS

See SOP-GGC-1

KS-SOP-GGC-2
BOOK OF CEREMONIES

Section 1.

- (a) See SOP-SGC-2 Sec1(a).
- (b) A Book of Ceremonies has been adopted by the GGC and approved by the voting delegates at an Annual Session. All changes to existing ceremonies and subsequent ceremonies shall be adopted in the same manner. All ceremonies and changes shall be submitted to the Jurisprudence Committee of the SGC for approval.
- (c)-(d) See SOP-GGC-2 SEC. 1(c)-(d)

KS-SOP-GGC-3
EDUCATIONAL AND PROMOTIONAL FUND

Section 1.

- (a)-(b) See SOP-GGC-3 Sec. 1(a)-(b)
- (c) This fund shall be known as the Grand Guardian Council Educational Fund and shall consist of money, obligations, donations, bequests and interest that may accumulate for said fund.
 - (1) This fund shall be administered by the Education Committee. In addition, the Grand Secretary shall be the secretary of the committee and the Grand Treasurer shall be treasurer of the committee.
 - (2) An accurate record of all transactions of said committee shall be retained by the committee chairman and passed on to her/his successor.
 - (3) The Grand Secretary shall be the custodian of all permanent records. She/e is shall perform such duties as may be assigned to her/him by said committee.
 - (4) The Grand Treasurer shall be the custodian of all funds. She/he shall perform such duties as may be assigned to her/him by said committee to include issuing of warrants for scholarship grants, such amounts as are recommended and approved by the Finance Committee not to be less than one thousand dollars (\$1,000.00) per grant.
- (d) Awards shall be granted for educational purposes. Scholarship grants shall be made only to members who are in good standing and have not reached their majority. The award shall be a scholarship and not a loan.
 - (1) Scholarship grants shall be made to a recipient subject to the current regulations of the committee.
 - (2) Scholarship grant recipients must be enrolled as full-time students as an accredited two (2) year college, vocational-technical school, business school or trade school. For students attending a two (2) year of four (4) year college, "full-time student" shall be interpreted to mean enrolled in not less than twelve (12) credit hours per semester.

Section 2.

- (a) This fund shall be known as the Grand Guardian Council Promotional fund and shall consist of money, obligations, bequests, and interest that may accumulate for said fund.
- (b) The purpose of this fund is for the promotion, growth, and welfare of Job's Daughters International within this jurisdiction.

KS-SOP-GGC-4
FINANCES

Section 1. Receipts/Revenue

- (a) All monies collected in the name of the GGC shall be received by the Grand Secretary or the Grand Treasurer and accounted for as shown in her/his duties.
- (b) Sources: The GGC shall derive its revenue from the following:
 - (1) An annual membership fee of thirty dollars (\$30.00) shall be collected from each member of the GGC. Failure to pay said fee by any member shall deprive such member of her/his privilege of right to vote in the GGC and cause her/his name to be removed from the mailing list of the Grand Secretary. This fee shall be paid by all Grand Officers, elected and/or appointed, before installed. All paid members of the GGC shall, in turn, be entitled to receive a Kansas Grand Guardian Council Directory. Committee members shall pay this fee upon appointment. Committee members not required to be members of the Grand Guardian Council shall not be required to pay this annual membership fee.
 - (2) Special funds have been established by the Grand Guardian Council known as the Educational Fund and Promotional Fund. Revenue for these funds shall come from obligations, donations, bequests, and interest that may accumulate for said funds.
 - (3) Additional revenue, sufficient to meet the operational expenses of this GGC, shall come from fund raising projects planned by the Ways and Means Committee.
 - (4) Those designated as life members shall pay fifty (50) percent of the current amount of the dues for Grand Guardian Council Members as defined in KS-SOP-GGC-4 Section 1 (b) (1).

Section 2. Fees

See SOP-GGC-4 Sec.2

Section 3. Exemptions

See SOP-GGC-4 Sec. 3

Section 4. Disbursements

- (a) General Fund.
 - (1) The GG shall receive eight hundred dollars (\$800.00) from the General Fund. Four hundred dollars (\$400.00) shall be reimbursed at the mid-year EGGC meeting based on allowable expenses not to exceed fifty percent (50%) of her allowance. The remaining allowable expenses shall be reimbursed on or before May 1st. The second half payment is contingent upon submission and acceptance of itemized expenses to the Finance Committee. The appropriation is intended to cover all expenses incurred, including expenditures specified in this Section. An itemized statement of all expenses shall be submitted on a voucher (Form KS6) furnished by the Finance Committee. The chairman of the Finance Committee shall forward, within thirty (30) days, the approved voucher (Form KS 6) to the Grand Treasurer for payment and file.

- (2) The GGC shall send the GG as its official representative to the Annual Session of the SGC.
- [a] Transportation: Allowance shall not exceed two hundred fifty dollars (\$250.00). All travel shall be by the shortest and most direct route. Transportation shall not exceed the chartered bus fare if such bus is sponsored by this jurisdiction. Allowance specified is for round trip. Allowable expenses include airfare, baggage fee, bus fare, train, gas and tolls.
 - [b] Lodging: Allowance for her portion of the room, not to exceed seven hundred dollars (\$700.00), shall be allowed provided she attends all business meetings of the SGC.
 - [c] Registration: Registration fee shall be paid by the GGC.
 - [d] Miscellaneous: Cost of meals, luncheons, banquets, and sightseeing trips shall be borne by the GG. Travel expenses outside the continental United States shall be allowed after an estimated expenditure has been approved by the Finance Committee.
 - [e] Receipts for transportation and hotel room must be submitted to the Finance Committee with Form KS-6 within sixty (60) days of return home to receive final reimbursement.
 - [f] The GG may request up to 75% of her allowable reimbursable expenses be paid in advance of leaving for Supreme Session after having submitted a notarized, signed promissory note to the Grand Secretary. Promissory note will guarantee that should attendance requirements not be met, 100% of the funds will be reimbursed to the GGC of Kansas no later than sixty (60) days following the end of Supreme Session. Promissory note will be held in the office of the Grand Secretary until all receipts have been submitted and approved through the Finance Committee or the payments satisfied.
- (3) An official PGG's jewel (#J-81P) shall be purchased, to be presented to each GG at the conclusion of her term.
- (4) The AGG shall receive annually an amount equal to the GG's allowance from the General Fund. Payment, timing and requirements will be identical to the GG's allowance as provided in KS-SOP-GGC-4 Sec. 4 (a) (1).
- (5) If the AGG attends the Annual Session of the SGC, he shall be allowed up to five hundred dollars (\$500.00) toward his transportation and lodging. In no case shall the maximum be more than actual expenses incurred. Receipts for transportation and lodging must be submitted to the Finance Committee with the Form KS 6 for approval of reimbursement.
- [a] Transportation: Allowance shall be round trip. Allowable expenses include airfare. Baggage fees, bus fare, train, gas and tolls.
 - [b] Lodging: Allowance for his portion of the room, not to exceed the convention headquarters hotel single occupancy rate, shall be allowed provided he attends all business meetings of the Supreme Guardian Council.
 - [c] Receipts for transportation and hotel room must be submitted to the Finance Committee with Form KS-6 within sixty (60) days of return home to receive final reimbursement.
 - [d] The AGG may request up to 75% of his allowable reimbursable expenses be paid in advance of leaving for Supreme Session after having submitted a notarized, signed promissory note to the Grand Secretary. Promissory note will guarantee

that should attendance requirements not be met, 100% of the funds will be reimbursed to the Grand Guardian Council of Kansas no later than sixty (60) days following the end of Supreme Session. Promissory note will be held in the office of the Grand Secretary until all receipts have been submitted and approved through the Finance Committee or payment has been satisfied.

- (6) An official PAGG's jewel (#J-88P) shall be purchased, to be resented to each AGG at the conclusion of his term.
 - (7) The Grand Secretary shall receive for her/his services, four hundred dollars (\$400.00) per year from the General Fund. Two hundred dollars (\$200.00) to be paid promptly after the Annual Session and two hundred dollars (\$200.00) to be paid in January.
 - (8) The Grand Secretary shall have a Petty Cash Fund of one hundred dollars (\$100.00) to meet the needs of operation of the office. Total amount of monthly receipts and disbursements of the Petty Cash Fund shall be shown on the monthly financial statement as specified in the KS-B-GGC Art. III Sec 6 (n). This Petty Cash Fund shall be reimbursed as needed.
 - (9) The Grand Treasurer shall receive for her/his services, two hundred dollars (\$200.00) per year. One hundred dollars to be paid promptly after the Annual Session and one hundred dollars (\$100.00) to be paid in January.
 - (10) The Grand Secretary and the Grand Treasurer shall be bonded by an acceptable surety company, the percentage being rated on a minimum of one thousand dollars (\$1,000.00). The premium on the bond shall be paid from the General Fund of the Grand Guardian Council and approved by the Grand Guardian, Associate Grand Guardian and the Finance Committee.
 - (11) The Grand Treasurer shall have a Petty Cash fund of one hundred dollars (\$100.00) to meet the needs of the operation of the office. The total amount of monthly receipts and disbursements of the Petty Cash Fund shall be shown on the monthly financial statement as specified in the KS-B-GGC Art. III Sec 7 (j). This Petty Cash Fund shall be reimbursed as needed.
 - (12) The sum of one thousand dollars (\$1,000.00) may be loaned to the Session Arrangements Committee as an "advance" for the Annual Session of the GGC. This loan may be made from the General Fund; check drawn during the month of July prior to the June in which the session is to be held; reimbursement to be paid prior to June 1 of the year in which the session is to be held.
 - (13) All expenses incurred by the Session Arrangement Committee shall be paid from funds collected by the committee. However, should there be a deficiency; said deficiency shall be paid from the General Fund of the GGC.
 - (14) If the SG and/or ASG make a Supreme Visitation to the State of Kansas, they shall receive a twenty-five dollar (\$25.00) monetary gift to be presented to each if they are in attendance.
 - (15) Expenses incurred by the Proceedings Committee shall be paid from the General Fund.
 - (16) The Directors Insurance shall be paid from the General Fund.
- (b) Educational Fund
- (1) Scholarship grants shall be paid from the Educational Fund after approval of the Finance Committee.
 - (2) Expenses incurred by the Kansas Knowledge Course Committee shall be paid from the Educational Fund after approval of the Finance Committee.

(c) Promotional Fund

- (1) Expenses incurred by the GGC in connection with the Lily-of-the-Valley Award, Royal Purple Degree and the Golden Cloak Award shall be paid from the Promotional Fund after the approval of the Finance Committee.
- (2) Miss Kansas Job's Daughter and Jr. Miss Kansas Job's Daughter shall be required to submit bills and/or receipts for their travel expenses to the Finance Committee for consideration for reimbursement from the Promotional Fund. All expenses incurred for cleaning of capes and/or crowns, tiaras or other official Miss Kansas and Jr. Miss Kansas Job's Daughters paraphernalia will be paid from the Promotional Fund. Expenses incurred by the Miss Kansas Job's Daughter and Jr. Miss Kansas Job's Daughter Pageant Committee for sashes for the Miss Kansas Job's Daughter and Jr. Miss Kansas Job's Daughter will be paid from the Promotional Fund.
- (3) The GGC shall send the Miss Kansas Job's Daughter as its official entrant in the Miss International Job's Daughter Pageant. The following expenses will be paid for her, not to exceed five hundred dollars (\$500.00).
 - [a] Transportation: Expenses shall be round trip by the shortest most direct route. Allowable transportation expenses include airfare, baggage fees, bus fare, train, gas and tolls.
 - [b] Lodging: Allowance shall be solely for her portion of her accommodations.
 - [c] All receipts must be submitted to the Chairman of the Finance Committee along with a voucher (KS Form 6) within sixty (60) days of return home for consideration for reimbursement.
- (4) The registration fee for Miss International Job's Daughter Pageant will be paid no later than the deadline imposed by the Miss International Job's Daughter Pageant Committee. The registration fee shall be paid by the GGC from the Promotion Fund.
- (5) If the Grand Bethel Honored Queen chooses to attend the Annual Session of the Supreme Guardian Council during her term, the Grand Guardian Council will reimburse her for the following expenses, not to exceed two hundred fifty dollars (\$250.00):
 - [a] Transportation: Expenses shall be round trip by the shortest and most direct route. Allowable transportation expenses include airfare, baggage fees, bus fare, train, gas and tolls.
 - [b] Lodging: Allowance shall be solely for her portion of her accommodations.
 - [c] All receipts must be submitted to the Chairman of the Finance Committee along with a voucher (KS Form 6) within sixty (60) days of return home for consideration for reimbursement.
- (6) If the Junior Miss Kansas Job's Daughter chooses to attend the Annual Session of the Supreme Guardian Council during her term, The Grand Guardian Council will reimburse her for the following expenses, not to exceed three hundred fifty dollars (\$350.00).
 - [a] Transportation: Expenses shall be round trip by the shortest and most direct route. Allowable transportation expenses include airfare, baggage fees, bus fare, train, gas and tolls.
 - [b] Lodging: Allowance shall be solely for her portion of her accommodations.
 - [c] All receipts must be submitted to the Chairman of the Finance Committee along with a voucher (KS Form 6) within sixty (60) days of return home for consideration for reimbursement.

SOP-GGC -5
GRAND BETHELS

See SOP-GGC-5.

SOP-GGC-6
INSTALLATION

See SOP-GGC-6

SOP-GGC-7
MANUAL OF RULES AND REGULATIONS

See SOP-GGC-7

SOP-GGC-8
MEETINGS

Section 1. Annual Session

- (a) This GGC shall meet in Annual Session not to exceed three (3) consecutive days during the month of June.
 - (1) Formal Opening of the Annual Session of the GGC shall be held on Thursday evening of each Annual Session.
 - (2) The business session shall open Thursday at 9:00 am and shall close the following Saturday not later than 12:00 noon, except for the Ceremony of Installation.
 - (3) The time allowed for reading the report of any officer shall not exceed five (5) minutes, except for the report of the Grand Guardian, Associate Grand Guardian, Grand Secretary and the Grand Treasurer, who shall be allowed one-half (1/2) hour. Detailed reports shall be presented in the proceedings.
 - (4) The complete report of the Jurisprudence Committee concerning proposed amendments to the Constitution and Bylaws shall be the first order of Business after the reports of the GG and AGG.
- (b) See KS-SOP-SGC-16 for Rules of Order and Parliamentary authority.
- (c) At least one (1) hour of the Annual Session of the Grand Guardian Council shall be set aside and known as Job's Daughter Hour.
- (d) Two (2) Daughter representatives will be allowed to participate in amendment discussions at Business Meetings of the GGC. These Daughters will not have voting privileges.
 - (1) Two (2) Daughter representatives will be elected for this position by a two-thirds (2/3) majority vote of members of the Grand Bethel during the Spring Grand Bethel meeting.
 - [a] Daughters wishing to be representatives to the GGC shall submit applications to the Grand Guardian by January 31st prior to the Annual Session for which they wish to serve.
 - [b] Daughters must be 16 years of age and been a member in good standing for at least one (1) year.
 - (2) Daughter representatives will review all proposed amendments and review the proposed amendments for the Daughters present at Job's Daughters Hour held during the Annual Session.
 - [a] Daughter representatives will share input gleaned from members during their discussion.

Section 2. Executive Council Meeting

- (a) The elective officers of the GGC may hold meetings of the Executive GGC at any time upon call of the GG with the approval of any two (2) members of the Executive GGC.

KS-SOP-GGC-9 PENALTIES AND FINES

Section 1. Fines

- (a)-(c) See SOP-GGC-9

KS-SOP-GGC-10 VACANCIES

Section 1.

- (a)-(d) See SOP-GGC-10

- (e) If an appointive GGC Officer is unable to perform the duties of her/his office, the GG may, after advising with the Executive GGC, appoint a Special Deputy to assist with the duties of that office. The Special Deputy will be a member of the GGC of Kansas. The appointment will continue until the GGC Officer can resume her/his duties or until the next election of the GGC.
- (f) In the event an elective officer is unable to perform their duties, with a majority approval of the EGGC, the Grand Guardian may consider the office vacant, subject to appeal. (See B-GGC-Art. XVII Sec. 1.3.1)
- (g) Should a vacancy occur on a GGC Committee, the GG shall appoint an eligible member to fill the vacancy. Said member appointed shall serve for the balance of the term specified.

KS-SOP-GGC-101
DESCRIPTIVE INDEX OF KANSAS FORMS

Form No.	Description
KS 1	Membership Card. Size 2 x 3 ½ inches. Properly signed and stamped with Grand Guardian of Kansas seal, issued annually by the Grand Guardian to all members who have paid the annual membership fee.
KS 2	Certification of Bethel Guardian Council Installation. Size 8 ½ x 11 inches. To be completed and signed by a qualified installing officer and returned to the Grand Guardian immediately following Installation of the Bethel Guardian Council.
KS 3	Election Ballot of the Grand Guardian Council Officers. Size 4 ¼ x 11 inches. Used by members when casting their vote for Executive officers of the Grand Guardian Council.
KS 4	Tally Sheet Grand Guardian Council of Kansas. Size 8 ½ x 11 inches. Used by tellers when counting the ballots for election of Executive officers of the Grand Guardian Council of Kansas.
KS 5	Invoice for Supplies Grand Guardian Council of Kansas. Size 7 1/8 x 11 inches. Used by the Grand Secretary when billing for supplies.
KS 6	Voucher. Size 8 ½ x 11 inches. Used by those submitting bills to the Finance Committee for approval of payment by the Grand Secretary.
KS 7	Proceedings Order Form. Size 5½ x 8½ inches. Used by those desiring to order proceedings of the Annual Session of the Grand Guardian Council of Kansas.
KS 8	Order Form. Size 5 ½ x 8 ½ inches. Used by anyone placing an order for supplies from the Grand Secretary.
KS 9	Scholarship Grand Application Packets. Size 8 ½ x 11 inches. Contains: Form 1, Rules and Regulations for the Educational Fund Committee. Form 2. Daughter's Application for Job's Daughters Scholarship Grant.
KS 10	Bethel Award. Size 5 1/2 x 8 ½ inches. Properly signed and stamped with the seal of the Grand Guardian Council of Kansas, issued by Contest Chairperson to Bethels participating.
KS 11	Individual Award. Size 5 ½ x 8 ½ inches. Properly signed and stamped with the seal of the Grand Guardian Council of Kansas, issued by Contest Chairperson to members participating.
KS 12	Grand Bethel Membership Card. Size 2 3/8 x 3 7/8 inches. Issued by the Secretary of the Board of Directors of Grand Bethel to active Job's Daughter members in the State of Kansas who have paid the required dues.
KS 13	Grand Bethel Letter of Intent: Size 8 ½ x 11 inches. Used by Honored Queens to indicate their interest in serving as a Grand Bethel Officer. Properly completed forms must be submitted to the Board of Directors of Grand Bethel.
KS 14	Intentionally blank.
KS 15	Grand Bethel Member of Honor. Size 3 5/8 x 5 5/8 inches. Issued to those who have been elected Members of Honor of the Grand Bethel of Kansas in recognition of service rendered.
KS 16 (a)	Release Form. Size 8 ½ x 11 inches. To be signed by parents or legal guardians and notarized for all Grand Bethel Officers under eighteen (18) years of age. Releases Grand Guardian Council from responsibility.
KS 16 (b)	Release Form. Size 8 ½ x 11 inches. To be signed by parents or legal guardians and notarized for all Grand Bethel Officers eighteen (18) years of age or over. Releases Grand Guardian Council from responsibility.
KS 16 (c)	Release Form. Size 8 ½ x 11 inches. To be signed by parents or legal guardians and

- notarized for any Miss Kansas Job's Daughter under eighteen (18) years of age. Releases Grand Guardian Council from responsibility.
- KS 16 (d) Release Form. Size 8 ½ x 11 inches. To be signed by parents or legal guardians and notarized for any Miss Kansas Job's Daughter eighteen (18) years of age and over. Releases Grand Guardian Council from responsibility.
- KS 16 (e) Release Form. Size 8 ½ x 11 inches. To be signed by parents or legal guardians and notarized for any Jr. Miss Kansas Job's Daughter. Releases Grand Guardian Council from responsibility.
- KS 17 Royal Purple Degree Nomination. Size 8 ½ x 11 inches. Used to nominate a Majority Member for the Royal Purple Degree.
- KS 18 Royal Purple Degree Recommendation. Size 8 ½ x 11 inches. Used to recommend a Majority member for the Royal Purple Degree.
- KS 19 JDI Knowledge Course Enrollment. Size 8 ½ x 11 inches. Used by the requesting enrollment in either JDI Knowledge Course and by the JDI Knowledge Course Committee to record pertinent information regarding completion of those lessons.
- KS 20 JDI Knowledge Course Certificate. Size 8 ½ x 11 inches. Properly signed and stamped with the seal of the Grand Guardian Council of Kansas issued to all those who have successfully completed either of the two JDI Knowledge Courses.
- KS 21 Golden Cloak Award Nomination. Size 8 ½ x 11 inches. Used to nominate a member of the Grand Guardian Council of Kansas for the Golden Cloak Award.
- KS 22 Golden Cloak Award Recommendation. Size 8 ½ x 11 inches. Used to recommend a member of the Grand Guardian Council of Kansas for the Golden Cloak Award.
- KS 23 Golden Cloak Award Certificate. Size 8 ½ x 11 inches. Properly signed and stamped with the seal of the Grand Guardian Council of Kansas, issued to recipients of the Golden Cloak Award.
- KS 24 Silver Lining Award. Size 8 ½ x 11 inches. Used by Bethel members to nominate an adult for the Silver Lining Award.
- KS 25 Silver Lining Award Recommendation. Size 8 ½ x 11 inches. Used by the line officers of a Bethel to recommend to the Executive Guardian Council the nominee for the Silver Lining Award.
- KS 26 Silver Lining Award Certificate. Size 8 ½ x 11 inches. Properly signed and stamped with the seal of the Bethel, issued to recipients of the Silver Lining Award.
- KS 27 Lily-of-the-Valley Award Nomination Form. Size 8 ½ x 11 inches. Used by a Bethel Guardian to nominate a Daughter of a Kansas Bethel for the Lily-of-the-Valley Award.
- KS 28 Lily-of-the-Valley Award Recommendation Form. Size 8 ½ x 11 inches. Used to recommend a Daughter of a Kansas Bethel for the Lily-of-the-Valley Award.
- KS 29 Lily-of-the-Valley Award Criteria Form. Size 8 ½ x 11 inches. Used to supply the Lily-of-the-Valley Award Committee with information pertaining to a Daughter nominated for the Lily-of-the-Valley Award using requirements at more than one (1) Bethel.
- KS 30 Grand Application for Executive Councils of Kansas Bethels for funds from the Promotional Fund. Size 8 ½ x 11 inches. Properly signed by members of the Executive Councils of Kansas Bethels and submitted with proper receipts and other required documents.

KS-GGC-SOP-102
GRAND DEPUTY

Section 1.

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

(c) It shall be their duty to:

- (1) Supervise no more than four (4) Bethels in her/his jurisdiction.
- (2) Visit each assigned Bethel at least once, or as necessary, during each Honored Queen's term.
- (3) Check ritualistic work and books of the Bethel and BGC; to investigate problems and consult with the GG regarding same; to perform such other duties as directed by the GG.
- (4) Attend at least one (1) BGC meeting of the assigned Bethel each six (6) months.
- (5) Assist the Promotion Committee when requested to do so by the Grand Guardian or the Chairman of the Promotion Committee.
- (6) Submit to the GG and the VGG, a written report of the activities and condition of assigned Bethels prior to January 1 and June 1 of each year; the latter being a comprehensive report.

SUPPLEMENT TO THE CONSTITUTION OF A BETHEL GUARDIAN COUNCIL
GRAND GUARDIAN COUNCIL OF KANSAS
JOB’S DAUGHTERS INTERNATIONAL

ARTICLE I
NAME

See C-BGC Art. I

ARTICLE II
OBJECT

See C-BGC Art II

ARTICLE III
AUTHORITY

See C-BGC Art. III

ARTICLE IV
MEMBERSHIP

See C-BGC Art. IV

ARTICLE V
COUNCIL MEMBERS

See B-BGC Art VI

ARTICLE VII
ELECTION

See B-BGC Art.IX

ARTICLE VIII
APPOINTMENTS

See B-BGC Art. X

ARTICLE IX
TERM OF OFFICE

Section 1. Regular

(a)-(c) See B-BGC Art. XI Sec 1 (a)-(c)

(d) See KS-B-BGC Art. XI Sec. 1(d)

Section 2. Rights/Privileges – Titles

See B-BGC Art. XI Sec. 2

ARTICLE X
INSTALLATION

Section 1.

(a) See B-BGC Art. XIII Sec. 1(a)

(b) See KS-B-GC Art. XIII Sec 1(b)

(c)-(e) See B-BGC Art. XIII Sec. 1 (c)-(e)

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ARTICLE XI
VACANCIES

See SOP-BGC-6

ARTICLE XII
MEETINGS

See KS-B-BGC Art. XII

KS-C-BGC-2

SUPPLEMENT TO THE BYLAWS OF A BTHEL GUARDIAN COUNCIL
 GRAND GUARDIAN COUNCIL OF KANSAS
 JOB'S DAUGHTERS INTERNATIONAL

ARTICLE I
 GENERAL DUTIES OF THE EXECUTIVE MEMBERS

Section 1.

- (a)-(i) See B-BGC Art. I Section 1 (a)-(i)
- (k) To receive and review Silver Lining Award Nomination (Form KS 24) and recommendations (Form KS 25) from the line officers. Approval or denial will be given impartially.
- (l) The BG or representative shall make a report at the Annual Session of the GGC and read same to the BGC, then file same with the Bethel Guardian Secretary.

Section 2. Petitioners

See BGC Art. I Sec. 2.

Section 3. Vote

See B-BGC Art. I Sec. 3.

ARTICLE II
 DUTIES OF THE EXECUTIVE MEMBERS

Section 1. The Bethel Guardian shall:

- (a)-(n) See B-BGC Art. II Sec. 1 (a)-(n)
- (o) Instruct the Honored Queen and other officers in the fulfillment of their duties.
- (p) Make a semi-annual written report to be sent to the Grand Guardian and Vice Grand Guardian of the activities and condition of the Bethel. These reports shall be due on December 31st and May 31st each year.
- (q) Request special dispensations on Form 200 from the Grand Guardian for special privileges: these must be voted upon by the Bethel members, except in case of emergency.
- (r) See that all communications are read at Bethel and Bethel Guardian Council meetings.
- (s) Approve all bills before they are contracted for and affix her signature before they are read in the Bethel.
- (t) Read at the meeting before election and again the night of election of Bethel Officers, the section on elections, SOP-BETHEL-4.
- (u) Consult with the Grand Guardian at all time in matters concerning the Bethel and the Good of the Order.

Section 2. Associate Bethel Guardian

- (a)-(f) See B-BGC Art. II Sec. 2 (a)-(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 or affiliated bodies of Masonry.
- (i) Make a study and report on the Educational Fund.
- (j) Encourage members of the Bethel to enroll in and complete the Kansas JDI Knowledge Course for girls and provide them with necessary resources.

Section 3. The Guardian Secretary shall:

- (a)-(e) See Supreme B-BGC Art. II Sec. 3 (a)-(e)
- (f) 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. A Visitation Committee must be assigned to each petition.
- (g) Instruct the Bethel Recorder in the proper procedure of reading a petition.
- (h) Send notice of dues (Form 140) to all girls whose dues are not paid by January 1.
- (i) Issue Demits (Form 210) to girls wishing to transfer or withdraw their membership.
- (j) Keep an accurate record on each girl on Record of Dues (Form 142).
- (k) Issue Receipt for Dues (Form 141) to all members paying dues.
- (l) Order all Bethel jewelry from Doc Morgan, Inc., from the jewelry catalogue furnished for this purpose.
- (m) Complete the Annual Report (Form 110) and send required copies to the Grand Secretary prior to January 31; a check made payable to the GGC for fees must accompany this report.
- (n) Ensure that warrants (Form 150) are made out for the Treasurer to make payment for supplies from the Grand Secretary; warrant should be made payable to the Grand Guardian Council and should include the invoice number of the order.
- (o) Include reason for payment on all other warrants (Form 150).
- (p) Receive all proceeds from money-making projects and all funds for activities. Regular procedure for payment of all bills connected with either shall be followed.
- (q) Keep Guardian Secretary's Cash Book with an accurate account of all money received and spent.
- (r) See that all itemized bills are duly authorized by the BG before being read at the Bethel meeting.
- (s) Take a complete inventory of Bethel paraphernalia and supplies and submit one (1) copy of said inventory to the Grand Secretary before the close of the Annual Session. Additions and/or deletions of Bethel inventory must be reported to the Grand Secretary as they occur. Once inventories have been taken, only additions or deletions shall be reported.
- (t) Be familiar with the Constitution, Bylaws and SOP's of Job's Daughters International.

Section 4. The Guardian Treasurer shall:

- (a)-(d) See B-BGC Art. II Sc. 4 (a)-(d)
- (e) Supervise the keeping of the Financial Record Book with an accurate account of all money received and spent.
- (f) Receive money from the Guardian Secretary giving her a receipt (form 150) for same.
- (g) Ensure checks, when duly authorized by warrant (Form 150) are written by the Bethel Treasurer/Guardian Treasurer as per law.
- (h) Ensure the checks going to the Grand Secretary are made payable to the Grand Guardian Council and have included invoice number of the order. If the checks are not for supplies, the reason for submissions should be noted in the lower left-hand corner.
- (i) Ensure that all other checks issued show the reason for payment.

Section 5. The Guardian director of Music shall:

- (a)-(c) See B-BGC art. II Sec 5 (a)-(c)

ARTICLE III
DUTIES OF THE ASSOCIATE MEMBERS

See B-BGC Art. III

ARTICLE IV
COMMITTEE CHAIRMAN

See B-BGC Art. IV

ARTICLE V
RESIGNATIONS AND REMOVALS

See B-BC Art. V

ARTICLE VI
FINES

Section.
See KS-SOP-BGC-4

ARTICLE VII
DISCIPLINE

See B-BGC-Art. VII

ARTICLE VIII
APPEALS

See B-BGC Art. VIII

ARTICLE IX
ELECTION

See B-BGC Art. IX

ARTICLE X
APPOINTMENTS

See B-BGC Art. IX

ARTICLE X
APPOINTMENTS

See B-BGC Art. X

ARTICLE XI
TERM OF OFFICE

Section . Regular

(a)-(c) See B-BGC Art. XI Sec 1 (a)-(c)

d) Executive members of the BGC shall not be reappointed to serve as Executive members of Associate members or Associate members of the council in a Bethel after having served for seven (7) years until one (1) year after her/his term has expired.

Section 2. Rights/Privileges – Titles

See B-BGC Art. XI Section 2.

ARTICLE XII
MEETINGS

Section 1. Monthly meetings.
See B-BGC Art. XII Sec. 1

Section 2. Annual Meeting
See B-BGC Art. XII Sec 2

Section 3. Purpose of the Annual Meeting

- a)-(c) B-BGC Art. XII Sec. 3 (a)-(c)
- (d) Names of those receiving a majority recommendation shall be listed on Form 222 and forwarded to the VGG at least twenty (20) days prior to the Annual Session of the GGC. Form 222 shall be accompanied by a sum equal to the Kansas Grand Guardian Council's membership fee for each executive member of the Bethel Guardian Council.
- (e) See B-BGC Art. XII Sec 3 (e)

ARTICLE XIII
INSTALLATIONS

Section 1.

- (a) See B-BGC Art. XIII Sec. 1 (a)
- (b) Installation of Bethel Guardian Council members shall be held at the first stated meeting of the Bethel after their appointments are approved by the Grand Guardian. Certification of Bethel Guardian Council Installation (Form KS 2) must be completed and signed by a qualified installing officer and returned to the Grand Guardian immediately following Installation.
- (c)-(e) See B-BGC Art. XIII Sec. 1(c)-(e)

SUPPLEMENT TO THE CONSTITUTION OF A BETHEL
GRAND GUARDIAN COUNCIL OF KANSAS
JOB'S DAUGHTERS INTERNATIONAL

ARTICLE I – ARTICLE XIII

See C-Bethel Art. I XIII

SUPPLEMENT TO THE BYLAWS OF A BETHEL
GRAND GUARDIAN COUNCIL OF KANSAS
JOB'S DAUGHTERS INTERNATIONAL

ARTICLE I GENERAL PROVISIONS

Section 1. Birthday.

See C-Bethel Art. XIII Sec. 1

Section 2. Official Seal.

See C-Bethel Art. XIII Sec. 2

Section 3. Move/Change of Location.

See C-Bethel Art. XIII Sec. 3

Section 4. Bylaws

(a) Each Bethel under the jurisdiction of this GGC shall adopt, within thirty (30) days from the date charter is granted, bylaws conforming with the Uniform Code for Bethels (SOP-Bethel-21), and present one (1) copy to the VGG and five (5) copies to the Jurisprudence Committee of the GGC for approval.

(b) See B-Bethel Art. I Sec. (4) (b)

Section 5. Member of Honor.

Sec SOP-Bethel-10

Section 6. Auxiliary Club.

See C-Bethel Art. XIII Sec. 6

ARTICLE II
MEMBERSHIP

See B-Bethel Art. I

ARTICLE III
DEBITS

See B-Bethel Art. III

ARTICLE IV
BETHEL FINANCES

Section 1. Receipts

See SOP-Bethel-2

Section 2. Exemption from Fees and Dues

See B-GGC Art. XVII

Section 3. Disbursements

(a)-(c) See B-GGC Art XVII Sec 1(j), See SOP-Bethel-2

Section 4. Educational and Promotional Funds
See B-GGC Art XVII Sec 1.(j), SOP-Bethel 2

ARTICLE V
RECOMMEND EXECUTIVE MEMBERS OF THE BGC

See B-Bethel Art V

ARTICLE VI
OFFICIAL REGALIA

See SOP-Bethel-11

ARTICLE VIII
PAST HONORED QUEEN'S JEWEL

See SOP-Bethel-13

ARTICLE IX
AMENDMENTS

See B-Bethel Art IX

ARTICLE X
DISCIPLINE

See SOP-Bethel-3

ARTICLE XI
APPEALS

See B-Bethel Art XI

ARTICLE XII
LOSS OF HONORS

See B-Bethel Art. XII

ARTICLE XIII
TRM OF OFFICE

See B-Bethel Art. XIV

ARTICLE XIV
INSTALLATION

See B-Bethel Art. XIV

ARTICLE XV
VACANCIES

See B-Bethel XV

ARTICLE
MEETINGS

See B-Bethel XVI

RULES AND REGULATIONS OF GRAND BETHEL
GRAND GUARDIAN COUNCIL OF KANSAS
JOB'S DAUGHTERS INTERNATIONAL

ARTICLE I
NAME

Section 1.

- (a) The name of this organization shall be Grand Bethel of the Grand Guardian Council of Kansas Job's Daughters International.

ARTICLE II
OBJECT

Section 2.

- (a) The object of this Grand Bethel shall be to preserve the ideals and principles of Job's Daughters International.

ARTICLE III
JURISDICTION

Section 1.

- (a) The Grand Bethel derives its authority from the Grand Guardian Council of Kansas.
(b) The jurisdiction of the Grand Bethel shall be limited to the State of Kansas.

ARTICLE IV
MEMBERSHIP AND REGISTRATION

Section 1. Membership

All active members of all Bethels in the State of Kansas shall be eligible for membership.

Section 2.

- (a) The dues shall be (\$5.00) per membership per year until majority.
(b) All members are entitled to vote and hold office.

ARTICLE V
MEETINGS AND TERM OF OFFICE

Section 1. Meetings

- (a) The Grand Bethel shall meet in Annual Meeting on a date determined by the Board of Directors of Grand Bethel and the EGGC.
(b) The Grand Bethel of Kansas shall hold one (1) formal meeting per year and may hold additional meetings, the dates of which may be determined at a meeting of the Board of Directors of Grand Bethel.
(c) The Grand Bethel of Kansas may, upon request of the GG or the GGC and/or the Board of Directors of Grand Bethel, with the approval of the GG, participate in activities such as Supreme visitations, schools of instruction, Ritual exemplifications, conferral of the Degree of Royal Purple, institution of new Bethels, special meetings, receptions and other appropriate ceremonies.

Section 2. Installation

- (a) Officers of the Grand Bethel for the following year shall be installed at the close of the Annual Meeting of the Grand Bethel.
- (b) The retiring Grand Bethel Honored Queen shall serve as the Installing Officer.
- (c) The other installing officers, with the exception of the Installing Musician, shall, as far as practical, be selected from Past Grand Bethel Honored Queens and Past Grand Bethel Honored Queen protems. If enough Past Grand Bethel Honored Queens and Past Grand Bethel Honored Queen protems are not available, installing officers may be filled from current Grand Bethel Officers or PHQs with the approval of the Board of Directors of Grand Bethel.

Section 3. Term of Office

- (a) The term of office shall be until the next Annual Meeting of the Grand Bethel.
- (b) Any Grand Bethel Officer or Grand Bethel Representative who becomes ineligible during her term of office must notify the Grand Bethel Guardian of the Board of Directors of Grand Bethel who shall declare the office vacant and appoint another member to fill that office when possible from the same Bethel and in attendance at the previous Annual Session of the Grand Guardian Council.
- (c) Any Grand Bethel Officer or Grand Bethel Representative who is not present at any Grand Bethel meeting after the Annual Session of the Grand Guardian Council of Kansas shall be removed from office unless excused by the Board of Directors of Grand Bethel. The Grand Bethel Guardian of the Board of Directors of Grand Bethel will then declare the office vacant. The removed member would also forfeit her eligibility to be selected as a Grand Bethel Officer or Representative at the following Annual Meeting of Grand Bethel.
- (d) Conduct that reflects discredit upon Job's Daughters International or deliberate disobedience to the laws of the Order shall be considered cause for removal from office by the Board of Directors of Grand Bethel.

ARTICLE VI

GRAND BETHEL OFFICERS AND REPRESENTATIVES

Section 1. Officers

- (a) The officers of this Grand Bethel shall be a Grand Bethel Honored Queen, Grand Bethel Senior Princess, Grand Bethel Junior Princess, Grand Bethel Guide, Grand Bethel Marshal, Grand Bethel Recorder, Grand Bethel Treasurer, Grand Bethel Chaplain, Grand Bethel Librarian, Grand Bethel Musician, Grand Bethel First, Second, Third, Fourth, and Fifth Messengers, Grand Bethel Senior and Junior Custodians, and Grand Bethel Inner and Outer Guards.

Section 2. Representatives

- (a) The number of Grand Bethel Representatives is to be decided upon at the discretion of the Board of Directors of Grand Bethel.

ARTICLE VII
ELIGIBILITY & FORMS

Section 1. Eligibility of Officers

- (a) Requirements for Officers and Representatives
 - (1) Active member of Grand Bethel.
 - (2) Registered for the current Annual Meeting.
 - (3) Present to accept the office
- (b) Additional Requirements for Line Officers
 - (1) Honored Queens of the current year and Past Honored Queens who have not reached their twentieth (20th) birthday or been married prior to becoming twenty (20) years old. Any GrandBethel Honored Queen, past or present, shall be ineligible for Containers No. 1, No. 2 and/orNo. 3.
 - (2) Submitted Grand Bethel Letter of Intent (Form KS 13).
 - (3) Grand Bethel Letter of Intent (Form KS 13) must be received by the Board of Directors of Grand Bethel to be eligible for Containers No. 1 and No. 2. The Grand Bethel Letter intent shall be sent "Certified Mail, Return Receipt Requested" or by electronic mail with a confirmation response from the Board of Directors of the Grand Bethel.
 - (4) Any Daughter with the title of Grand Bethel Honored Queen is not eligible to serve as Miss Kansas Job's Daughter during the concurrent term.

Section 2. Definition of forms.

- (a) Grand Bethel Letter of Intent (Form KS 13) a standard form, obtained from the Board of Directors of Grand Bethel, to be furnished each Honored Queen of the current year or Past Honored Queens, upon request, stating the responsibilities and expectations of each office. This form should ask for the girl's name, age, Bethel number, previously held offices, her future plans (for example, college), why she wants an office, her ideas for Grand Bethel and if she would like to be considered for a line officer or other officers. The girls shall have this form completed, signed by parent, guardian or custodian, and submitted to the Grand Bethel Guardian of the Board of Directors of Grand Bethel on or before May 1 preceding the Annual Session of the Grand Guardian Council. The Grand Bethel Letter of Intent (KS Form 13) shall be sent "Certified Mail, Return Receipt Requested" or by electronic mail with a confirmation response from the Board of Directors of theGrand Bethel on or before May 1.

ARTICLE VIII
DRAWING

Section 1. Procedure.

- (a) There shall be five (5) containers.
 - (1) Container No. 1 shall be for Grand Bethel Honored Queen. It shall contain the names of the Honored Queens of the current year and the Past Honored Queens who sent in a Grand Bethel Letter of Intent (Form KS 13). There shall be a minimum of three (3) names in this container, representing at least two (2) different Bethels, no maximum, who have been selected, using the Grand Bethel Letter of Intent (Form KS 13) by the Grand Guardian with the assistance of the Board of Directors of Grand Bethel.

- (2) Container No. 2 shall be for Grand Bethel Senior Princess, Grand Bethel Junior Princess, Grand Bethel Guide, and Grand Bethel Marshal. It shall contain the names of the Honored Queens of the current year and the Past Honored Queens who sent in a Grand Bethel Letter of Intent (Form KS 13). The names in Container No. 2 will be those names who have been selected, using the Grand Bethel Letter of Intent (Form KS 13) by the Grand Guardian with the assistance of the Board of Directors of Grand Bethel whose names were not selected for Container No. 1.
- (3) The remaining names from Container No. 1 will then be place in Container No. 2.
- (4) Container No. 3 shall contain the names of those Honored Queens of the current year and Past Honored Queens who sent in a Grand Bethel Letter of Intent (Form Ks 13) but were not selected for Containers No. 1 or No. 2.
- (5) Container No. 4 shall contain the names of all Honored Queens of the current year and Past Honored Queens who did not send in a Grand Bethel Letter of Intent (Form KS 13) who wish to be selected as a Grand Bethel Officer.
- (6) Container No. 5 shall contain the Bethel number of all Bethels represented at the Annual Meeting.
 - [a] Two (2) containers shall be provided for each Bethel.
 - [1] Bethel Bucket A will contain the names of each registered member other than the Honored Queens of the current year and Past Honored Queens who have indicated they want to hold a Grand Bethel Office.
 - [2] Bethel Bucket B will contain the names of those registered members who have indicated they are only willing to accept a position as a Grand Bethel Representative.
 - [b] The drawing shall proceed as follows:
 - [1] Select a name from Container No. 1. The name drawn shall be the Grand Bethel Honored Queen. All names remaining shall be placed in Container No. 2.
 - [2] Select a name from Container No. 2. The name drawn shall be the Grand Bethel Senior Princess. Continue drawing until all line officers have been filled in respective order. All names remaining shall be placed in Container No. 3.
 - [3] Select a name from Container No. 3. The name drawn shall be the Grand Bethel Recorder. Proceed in the same manner to select the Grand Bethel Treasurer, Grand Bethel Chaplain, Grand Bethel Librarian, Grand Bethel Musician, Grand Bethel First, Second, Third, Fourth, and Fifth Messengers, Grand Bethel Senior Custodian, Grand Bethel Junior Custodian, Grand Bethel Inner Guard and Grand Bethel Outer Guard. If all names have been drawn and there are remaining offices then proceed to Container No. 4. When all offices have been filled; any names remainingin Container No. 4 shall be placed in their respective Bethel Container.
 - [4] In the event there are not enough names in Container No. 3 to fill the Grand Bethel Offices then draw from Container No. 4 until all offices are filled. If there are not enough names to fill all offices, after exhausting all

names in Container No. 1, No. 2, No. 3 and No. 4 then draw a Bethel number from Container No. 5 (containing Bethel numbers) and then select a name from the Bethel Bucket A corresponding to the Bethel number drawn. Continue in like manner until all offices and representatives are filled.

[5] Any girl whose name is drawn from a container for a Grand Bethel office who does not wish to be a Grand Bethel Officer but would like to have a chance to be a Brand Bethel Representative may request that her name be put back into her Bethel's container before Grand Bethel Representative Names are drawn.

[6] Once all Grand Bethel Officers have been selected the names remaining in Bethel Bucket A shall be placed into their corresponding Bethel Bucket B. the drawing for the Grand Bethel Representatives will continue after the Grand Bethel Officers are selected. The next Bethel number will be drawn from the Container No. 5 and a name selected from Bethel Bucket B until all representatives are filled.

ARTICLE IX FINANCES

Section 1.

- (a) An official Past Grand Bethel Honored Queen's jewel (J-111PHQ GF) shall be purchased from Grand Bethel funds and presented to each Grand Bethel Honored Queen at the conclusion of her term. If the Grand Bethel Honored Queen prefers a different jewel, she may pay the additional amount to Grand Bethel at the time the order is placed with the official jewelry supplier.
- (b) All funds of the Grand Bethel shall be received by the Secretary of the Board of Directors of Grand Bethel. All bills properly authorized by the Board of Directors of Grand Bethel shall be paid by warrant.
- (c) No indebtedness shall be incurred without the approval of the majority of the members of the Board of Directors of Grand Bethel.
- (d) If the Grand Bethel Honored Queen attends Supreme Session, a reasonable monetary allowance to supplement the expenses shall be given to her not to exceed two hundred fifty dollars (\$250.00). Request for reimbursement, including all receipts, separate from those submitted to the GGC, must be submitted within sixty (60) days of her return home.
- (e) Registration fee and Grand Bethel Banquet fee for the Annual Session of the Grand Guardian Council of Kansas shall be paid for the Grand Bethel Honored Queen, Grand Bethel Guardian, and the Associate Grand Bethel Guardian if they attend.
- (f) The Grand Bethel Honored Queen shall be required to submit bills and/or receipts for her expenses for consideration for reimbursement by the Board of Directors of Grand Bethel.

ARTICLE X VACANCIES

Section 1. Vacancies

- (a) Vacancies shall be filled by the Board of Directors of Grand Bethel.

ARTICLE XI
DUTIES OF THE GRAND BETHEL OFFICERS

Section 1. Grand Bethel Honored Queen. It shall be the duty of the Grand Bethel Honored Queen to:

- (a) Preside over all convocations of the Grand Bethel of Kansas.
- (b) Promote the good of the Order at all times.
- (c) See that she and her Grand Bethel Officers render all assistance, whenever possible, to the Bethels in the State of Kansas.
- (d) Appoint, with the approval of the Board of Directors of Grand Bethel, whatever committees are necessary to function until the next Annual Meeting of the Grand Bethel.
- (e) If requested to do so by the Grand Guardian:
- (f) Provide entertainment of the Bethel Daughters during the Annual Session of the Grand Guardian Council.
- (g) Assist the Grand Guardian of Kansas in any way possible.
- (h) Conduct the drawing for the selection of Grand Bethel Officers and Grand Bethel Representatives for the ensuing term, under the direction of the Board of Directors of Grand Bethel.
- (i) Prepare and present a report on her activities to the Grand Bethel at the Annual Meeting of the Grand Bethel held during the Annual Session of the Grand Guardian Council.
- (j) Prepare and submit an article to each issue of the 6th Messenger.

Section 2. Grand Bethel Senior Princess. It shall be the duty of the Grand Bethel Senior Princess to:

- (a) Communicate with the other Grand Bethel Officers to determine their ideas and interests for Grand Bethel. Following each Grand Bethel Board meeting, report on the actions of the Grand Bethel Line Officers to the other Grand Bethel Officers.
- (b) Select the special ceremonies to be performed by Grand Bethel in consultation with a committee of Grand Bethel Officers appointed by the Grand Bethel Honored Queen.
- (c) Select and administer the Grand Bethel Philanthropy Project in consultation with a committee of Grand Bethel Officers appointed by the Grand Bethel Honored Queen.
- (d) With the Grand Bethel Junior Princess, work with the Board of Directors of Grand Bethel and the Session Arrangements Committee to make preparations for the Grand Bethel Banquet.
- (e) Prepare and present a report on her activities to the Grand Bethel at the Annual Meet of the Grand Bethel held during the Annual Session of the Grand Guardian Council.
- (f) Prepare and submit an article to each issue of the 6th Messenger.

Section 3. Grand Bethel Junior Princess. It shall be the duty of the Grand Bethel Junior Princess to:

- (a) Communicate with the Grand Bethel Representatives to ensure that they are fulfilling their duties. Following each Grand Bethel meeting, report on the actions of the Grand Bethel Line Officers to the Grand Bethel Representatives.
- (b) Select and administer the Grand Bethel Fundraiser in consultation with a committee of Grand Bethel Officers appointed by the Grand Bethel Honored Queen.
- (c) Select and administer fun projects at each Grand Bethel meeting in consultation with a committee of Grand Bethel Representatives appointed by the Grand Bethel Honored Queen.
- (d) With the Grand Bethel Senior Princess, work with the Board of Directors of Grand Bethel and the Session Arrangements Committee to make preparations for the Grand Bethel Banquet.
- (e) Prepare and present a report on her activities to the Grand Bethel at the Annual Meeting of the Grand Bethel held during the Annual Session of the Grand Guardian Council.

- (f) Prepare and submit an article to each issue of the 6th Messenger.

Section 4. Grand Bethel Guide and Grand Bethel Marshal. It shall be the duty of the Grand Bethel Guide and Grand Bethel Marshal to:

- (a) Work with the Grand Bethel Board and make arrangements (i.e. programs, carrying pieces, etc.) for the Grand Bethel Installation.
- (b) In consultation with the Grand Bethel Chaplain, plan and conduct a worship service at each Grand Bethel weekend.
- (c) Provide publicity for the Grand Bethel by supplying articles for each issue of the 6th Messenger and for each issue of the Supreme News Exchange.
- (d) Plan and execute any Grand Bethel HIKE(s) in consultation with the Grand Bethel Messengers.
- (e) The Grand Bethel Guide and Grand Bethel Marshal shall each prepare and present a report of her activities to the Grand Bethel at the Annual Meeting of the Grand Bethel held during the Annual Session of the Grand Guardian Council.

Section 5. Grand Bethel Recorder. It shall be the duty of the Grand Bethel Recorder to keep proper record of all regular and special meetings, and read same at the next meeting of Grand Bethel, and to perform all other duties assigned to her.

Section 6. Grand Bethel Treasurer. It shall be the duty of the Grand Bethel Treasurer to give a financial report at each meeting of the Grand Bethel.

Section 7. Grand Bethel Musician. It shall be the duty of the Grand Bethel Musician to provide music for all Grand Bethel meetings and ceremonies.

Section 8. Grand Bethel Officers. It shall be the duty of all officers to:

- (a) Visit as many Bethels as possible.
- (b) Be familiar with the official Ritual of Job's Daughters International, in order to provide assistance to any Bethel, when requested to do so, by filling any station necessary.
- (c) Attend the Annual Meeting of the Grand Bethel and any other meetings held during their term of office.
- (d) Perform such other duties as may add interest and promote the welfare of Grand Bethel and Job's Daughters International.

Section 9. Grand Bethel Representatives. It shall be the duty of each Grand Bethel Representative to:

- (a) Correspond with as many Bethel members of Grand Bethel Representatives as possible in the state, province, territory, or country she is selected to represent.
- (b) Submit a written report at the Annual Meeting of the Grand Bethel, and at other times when requested to do so, of her activities during the year and her knowledge.

ARTICLE XII

SUPERVISION & TRAVEL AUTHORIZATION

Section 1. Supervision

- (a) When traveling, the Grand Bethel Officers and Representatives will be accompanied by a chaperone who will be in charge of her care. All chaperones must follow the rules in accordance with the JDI Youth Protection Program and Policy.
- (b) When traveling GB Officers and Representatives will carry with them a medical release form

providing the following:

- (1) All medical conditions.
 - (2) All medications currently taken.
 - (3) Authorization for the chaperone to arrange emergency medical treatment.
 - (4) Name and policy number of health insurance.
 - (5) Telephone number at which parent(s) or guardian(s) may be reached at all times.
- (c) The conduct of the GB Officers and Representatives shall be in accordance with the teachings and principles of our Order.

ARTICLE XIII ORDER OF ESCORT

Section 1. Title and Honors. A Grand Bethel Officer is distinguished by the title of her respective Grand Bethel Office. Honors will be as specified in the current edition of the Ritual of Job's Daughters International.

ARTICLE XIV REGALIA AND MEDALLIONS

Section 1.

- (a) All members of the Grand Bethel shall provide their own official regalia of the Order to be worn at the Annual Meeting and Installation of Grand Bethel and any formal meeting during the year they hold office. It shall consist of a white Grecian robe, long white slip, white hose, white flat shoes and headband as required. The Grand Bethel Honored Queen, Grand Bethel Senior Princess and Grand Bethel Junior Princess shall wear the approved Grand Bethel capes and crowns.
- (b) When making Bethel visits, attending other functions or when authorized by the Grand Guardian or Grand Bethel Guardian, The Grand Bethel Honored Queen and Princesses of the Grand Bethel shall be permitted to wear capes and crowns with long white dresses. When short dresses are deemed more appropriate by the Grand Guardian or Grand Bethel Guardian, the Honored Queen of the Grand Bethel and Princesses of the Grand Bethel shall be permitted to wear their tiaras and sashes with approved short white dresses.
- (c) All Grand Bethel Officers and Grand Bethel Representatives shall be encouraged to wear their medallions when attending Bethel meetings, receptions, and Installations of Job's Daughters International and the meeting of the Grand Bethel of Kansas.

ARTICLE XV AMENDMENTS

Section 1. Proposed by member of Grand Bethel.

- (a) Proposed changes to these Rules and Regulations, approved by a majority vote of the Grand Bethel members present at a meeting, are subject to the approval of the Grand Guardian Council of Kansas, providing proposed amendment is signed by one (1) Grand Bethel member and has been sent in writing to the Grand Bethel Guardian of the Board of Directors of Grand Bethel at least sixty (60) days before said Grand Bethel meeting. Proposed amendments approved by the Grand Bethel membership must then be submitted to the Grand Guardian Council by a bona fide member of the body for approval as outlined in the Manual of Rules and Regulations of the Grand Guardian Council of Kansas. (KS-SOP-GGC 16)

ARTICLE XVI

BOARD OF DIRECTORS OF GRAND BETHEL

Section 1. A Board of Directors, consisting of eight (8) members, of which four (4) shall be elected by members of the Grand Guardian Council.

- (a) Four (4) members of the Board of Directors of Grand Bethel shall be the GG, AGG, VGG and VAGG during their term of office.
- (b) Election of the remaining four (4) members, a Grand Bethel Guardian (a woman), Associate Grand Bethel Guardian (a Master Mason), Secretary (a woman), and Custodian (a Master Mason) shall follow the election of officers for the Grand Guardian Council. Member elected to the Board of Directors of Grand Bethel shall not serve more than two (2) consecutive years.
- (c) Any member of the Board of Directors of Grand Bethel who resigns her/his office or has completed two (2) consecutive years, shall not be reelected or reappointed to the Board of Directors until one (1) year has expired.
- (d) Those eligible for election shall be Bethel Guardians or Past Bethel Guardians and Associate Bethel Guardians or Past Associate Bethel Guardians.
- (e) The five (5) line officers shall be included on the Board of Directors of Grand Bethel. After the matters for which their presence is required have been discussed, they shall be excused before the Board of Directors of Grand Bethel continues with its business.

ARTICLE XVII

VACANCIES IN OFFICE ON THE BOARD OF DIRECTORS OF GRAND BETHEL

Section 1. Vacancies

- (a) Should a vacancy occur on the Board of Directors of Grand Bethel between Annual Sessions of theGGC, it shall be filled from the permanent membership of the GGC by appointment of the GrandGuardian, and the one appointed shall serve for the unexpired term for the member originally elected.

ARTICLE XVIII

DUTIES OF THE BOARD OF DIRECTORS OF GRAND BETHEL

Section 1. It shall be the duty of the Grand Bethel Guardian to:

- (a) Preside at all meeting of the Board of Directors of Grand Bethel.
- (b) Supervise the activities, meetings, and programs of the Grand Bethel as set forth in these Bylaws and to perform such duties as may be for the welfare of the Grand Bethel.
- (c) Make a report to the Grand Guardian Council at the Annual Session.
- (d) Execute plans for the Annual Meeting of the Grand Bethel and such special meetings of the Grand Bethel Officers and/or members as may be deemed advisable.
- (e) Attend the Annual Meeting of the Board of Directors of Grand Bethel at such place and date as approved by a majority of the members of said board, and such other meetings as may be called by the Grand Bethel Guardian or by majority of the member of the board.
- (f) Direct planning the location, cost and details of the fall and spring Grand Bethel Meetings in consultation with the Grand Guardian and the Grand Bethel Line.
- (g) Approve or disapprove all Grand Bethel activities at the Annual Session of the Grand Guardian Council.

- (h) Appoint the Grand Bethel Director of Epochs by recommendation to the Board of Directors of Grand Bethel with a majority vote approval of the Board. The Grand Bethel Director of Epochs shall be:
- (1) Qualified to serve on a committee as defined in C-GGC Art. XIII, Sec. 1(a)(1)
 - (2) A Majority Member of Job's Daughters.
 - (3) Between the ages of twenty (20) and thirty five (35).
 - (4) On the current CAV list provided by the Executive Manager.

Section 2. It shall be the duty of the Associate Grand Bethel Guardian to:

- (a) Be in charge of the properties of the Grand Bethel.
- (b) Assist the Grand Bethel Guardian in the performance of her duties.
- (c) Attend the Annual Meeting of the Board of Directors of Grand Bethel as such place and date as approved by a majority of the members of said board, and such other meetings as may be called by the Grand Bethel Guardian or by majority of the members of the board.

Section 3. It shall be the duty of the Secretary of the Board of Grand Bethel to:

- (a) Set up registration for the Annual Meeting of the Grand Bethel.
- (b) Prepare the minutes of each meeting of the Board of Directors of Grand Bethel and distribute such minutes to the members of the Board of Directors of Grand Bethel and to each member of the Executive Grand Guardian Council within two (2) weeks following the meeting.
- (c) Prepare a record of all Grand Bethel meetings.
- (d) Supervise the work of the Grand Bethel Recorder and receive typed minutes of all Grand Bethel meetings and installations within thirty (30) days of the meeting or installation.
- (e) Assist the Grand Bethel Honored Queen and other Grand Bethel Line Officers in preparing all correspondence and submit to the Grand Secretary of the Grand Guardian Council for distribution. All correspondence shall be approved by the Grand Bethel Board of Directors.
- (f) Receive all reservations and registrations for the fall and spring Grand Bethel meetings.
- (g) Receive all money belonging to the Board of Directors of Grand Bethel of Kansas and keep record of same.
- (h) Prepare a financial statement of the balance on hand after each meeting of the Grand Bethel and of the Board of Brand Bethel within two (2) weeks, listing all receipts and disbursements. This report shall be distributed to the members of the Board of Directors of Grand Bethel and each member of the Executive Grand Guardian Council.
- (i) Prepare an annual financial statement of all transactions of the Grand Bethel funds to be presented at the Annual Meeting of the Grand Bethel of Kansas.
- (j) Attend the Annual Meeting of the Board of Directors of Grand Bethel at such place and date as approved by a majority of the members of said board, and such other meetings as may be called by the Grand Bethel Guardian or by majority of the members of the board.
- (k) In February of each GGC year the Secretary of the Grand Bethel Board will send the Bethels an invoice for all members of each Bethel based on the annual report of each Bethel.

Section 4. It shall be the duty of the Custodian of the Board of Directors of Grand Bethel to:

- (a) Assist the Associate Bethel Guardian in caring for the properties of the Grand Bethel of Kansas.
- (b) To supervise the preparation of the Grand Bethel room.
- (c) To maintain an inventory of the properties of the Grand Bethel of Kansas.

- (d) Attend the Annual Meeting of the Board of Directors of Grand Bethel as such place and date as approved by a majority of the members of said board, and such other meetings as may be called by the Grand Bethel Guardian or by majority of the members of the board.

Section 5. It shall be the duty of the Grand Bethel Director of Epochs to:

- (a) Attend all meetings of the Grand Bethel of Kansas.
- (b) Conduct all practices of the Grand Bethel of Kansas.
- (c) Be in charge of mailing all ceremonial work to the Grand Bethel Officers in their speaking parts.
- (d) Assist the Grand Bethel Guardian in instructing the Grand Bethel Officers in their speaking parts.
- (e) Prompt officers during the Grand Bethel meetings.
- (f) Assist the Grand Bethel Senior Princess and the committee of Grand Bethel Officers appointed by the Grand Bethel Honored Queen in selecting the special ceremonies to be performed by the Grand Bethel Officers.

Section 6. Upon expiration of their term of office at the close of the Annual Meeting of the Grand Bethel, all officers of the Board of Directors of Grand Bethel shall turn over to their successor all properties and/or records belonging to the Grand Bethel of Kansas before leaving the Annual Session of the Grand Guardian Council.

ARTICLE XIX QUORUM

Five (5) member of the Board of Directors of Grand Bethel shall constitute a quorum.

ARTICLE XX PARLIAMENTARY AUTHORITY

Section 1.

- (a) The Robert's Rules of Order Revised (latest edition) shall govern the meetings of the Grand Bethel and the Board of Directors of Grand Bethel in all cases to which they are applicable and in which they are not inconsistent with these Rules and Regulations.

ARTICLE XXI 6TH MESSENGER

Section 1. The 6th Messenger Editor shall be:

- (a) Qualified to serve on a committee as defined in C-GGC Art. Sec. 1 (a).
- (b) On the current CAV list received from the Executive Manager.

Section 2. The duties of the 6th Messenger Committee shall be:

- (a) To promote article contributions to the 6th Messenger.
- (b) The Editor of the 6th Messenger shall send the 6th Messenger to the Website Developer one (1) week before each Grand Bethel and Grand Session of each GGC year.

Section 3. Publication

- (a) The 6th Messenger will be published on the official Kansas Job's Daughter website and/or other social media sites at least one week prior to each Grand Bethel and Grand Session.

Section 4. Expenses

- (a) All expenses incurred for the 6th Messenger shall be paid by the Grand Guardian Council.

RULES & REGULATIONS OF THE PAGEANT
GRAND GUARDIAN COUNCIL OF KANSAS
JOB'S DAUGHTERS INTERNATIONAL

ARTICLE I

TITLE

Section 1.

- (a) The title of the office for the older daughter shall be Miss Kansas Job's Daughter of Job's Daughters International. The title of the office for the younger daughter shall be Jr. Miss Kansas Job's Daughter of Job's Daughters International.

ARTICLE II

OBJECT

Section 1.

- (a) Miss Kansas Job's Daughter is a representative of Job's Daughters International of Kansas for the purpose of promoting interest, welfare and growth of the Order; bringing the Daughters of the State of Kansas in closer relationship with each other and the GGC; and serving, under the guidance of the Grand Guardian, as the Daughter public relations emissary to adult organizations of the Masonic Family and the public in general.
- (b) Jr. Miss Kansas Job's Daughters is a representative of the Kansas Job's Daughters giving special attention to the younger Daughters of Kansas, ensuring the GGC understand the portion of the young Daughters of Our Order.

ARTICLE III

SUPERVISION

Section 1.

- (a) Miss Kansas Job's Daughters and Jr. Miss Kansas Job's Daughter shall be under the advisory of the GG.

ARTICLE IV

QUALIFICATIONS

Section 1.

- (a) Miss Kansas Job's Daughter shall be knowledgeable of Job's Daughters International, be capable of meeting the public, speaking extemporaneously, representing the Order with grace, dignity and charm.

ARTICLE V

ELIGIBILITY

Section 1.

- (a) Miss Kansas Job's Daughter must be at least sixteen (16) years of age and no older than nineteen (19) years of age by the day of the Miss Kansas and Jr. Miss Kansas Job's Daughter Pageant.
- (b) Jr. Miss Kansas Job's Daughter must be at least thirteen (13) years of age and no older than fifteen (15) years of age by the day of the Miss Kansas and Jr. Miss Kansas Job's Daughter Pageant.
- (c) Both representatives shall have on file in the office of the Grand Secretary a Release Form (Form KS 16c) signed and notarized.

- (d) Both representatives shall have on file a media release form (most current edition) in the office of the Grand Secretary.
- (e) Entry forms must be completed, signed, and submitted to the Chairman of the Pageant Committee on or before April 1 preceding the Annual Session of the Grand Guardian Council. All forms may be sent via USPS or electronic mail and may include a return receipt. Pageant entry fee must be postmarked or received electronically on or before April 1.
- (f) If the Miss Kansas Job's Daughter receives the title of Miss International Job's Daughter or Supreme Bethel Honored Queen, she shall resign her title as Miss Kansas Job's Daughter and the first (1st) runner up shall assume the title and responsibilities.
- (g) Any daughter with the title of Miss Kansas Job's Daughter or Junior Miss Kansas Job's Daughter is not eligible to serve as Grand Bethel Honored Queen during the concurrent term.

ARTICLE VI
MISS KANSAS JOB'S DAUGHTER JEWEL

Section 1.

- (a) Miss Kansas Job's Daughter shall be presented a Miss Kansas Job's Daughter Jewel (J-174 gold filled as shown in the official jewelry catalog) by the GGC.

ARTICLE VII
FINANCES

Section 1.

- (a) Miss Kansas Job's Daughter and Jr. Miss Kansas Job's Daughter shall be required to submit bills and/or receipts for their travel expenses to the Finance Committee for consideration for reimbursement from the Promotion Fund by May 1 to allow the Finance Committee thirty (30) days to review said bill and /or receipts.
- (b) At the completion of her term the Miss Kansas Job's Daughter will be reimbursed up to five hundred dollars (\$500.00) toward travel expenses during her term.
- (c) Expenses incurred for cleaning of capes and/or crowns, tiaras or other official Miss Kansas Job's Daughter paraphernalia will be approved in advance by the GG and shall be paid from the Promotional Fund.
- (d) At the completion of her term the Jr. Miss Kansas Job's Daughter will be reimbursed up to one hundred fifty dollars (\$150.00) toward travel expenses during her term of office.
- (e) Expenses incurred for cleaning of capes and /or repair of crowns, tiaras or other official Jr. Miss Kansas Job's Daughter paraphernalia will be approved in advance by the GG and shall be paid from the Promotion Fund.
- (f) Expenses incurred for sashes presented to the Miss Kansas Job's Daughter and Jr. Miss Kansas Job's Daughter will be paid from the Promotion Fund.
- (g) If the Junior Miss Kansas Job's Daughter chooses to attend the Annual Session of the Supreme Guardian Council during her term, the Grand Guardian Council will reimburse her for the following expenses, not to exceed three hundred fifty dollars (\$350.00):
 - (1) Transportation: Expenses shall be round trip by the shortest and most direct route. Allowable transportation expenses include airfare, baggage fees, bus fare, train, gas and tolls.

- (2) Lodging: Allowance shall be solely for her portion of her accommodations.
- (3) All receipts must be submitted to the Chairman of the Finance Committee along with a voucher (KS Form 6) within sixty (60) days of return home for consideration for reimbursement.

RULES AND REGULATIONS DEGREE OF ROYAL PURPLE
 GRAND GUARDIAN COUNCIL OF KANSAS
 JOB'S DAUGHTERS INTERNATIONAL

Purpose: to recognize and honor Majority Members who have rendered outstanding service to Job's Daughters International through their work with a Bethel after becoming a Majority Member.

ARTICLE I
 TITLE

A Majority Member who is chosen to receive this honor shall be known as a recipient of the Degree of Royal Purple.

ARTICLE II
 OBJECT

The Degree of Royal Purple is awarded in recognition of outstanding and dedicated service by a Majority Member to JDI. It is intended to recognize a Majority Member who has given to the Order in a capacity above and beyond the normal call of duty; an outstanding contributor to the organization.

ARTICLE III
 QUALIFICATIONS

Section 1.

- (a) A Majority Member must have given outstanding service to the Order beyond simply being on a BGC.

ARTICLE IV
 ELIGIBILITY

Section 1.

- (a) A Daughter must be a Majority Member of JDI.
- (b) At the time of the nomination must be a least twenty-five (25) years of age.
- (c) A recipient of the Golden Cloak Award is not eligible for the Degree of Royal Purple.

ARTICLE V
 NOMINATION AND SELECTION

Section 1. Nomination

- (a) Nomination shall be made by the members of the EBGC or a member of the Executive Grand Guardian Council without knowledge of the nominee.
- (b) The Daughter must be nominated, using the Degree of Royal Purple Nomination Form (Form KS 17). The members of a Bethel may recommend her nomination to the Executive members of the Bethel Guardian Council.
- (c) The Executive members of the Bethel Guardian Council must secure four (4) written recommendations, on the Degree of Royal Purple Recommendation Form (Form KS 18) provided, from responsible adults, other than relatives.
- (d) At least two (2) recommendations must be from someone officially connected with Job's Daughters International.
- (e) The Bethel Guardian or Guardian Secretary must complete a special nomination form (Form KS 17) provided on request from the Grand Secretary.
- (f) Completed nomination and recommendation forms (KS 17 and KS 18) shall be sent to the

Chairman of the Degree of Royal Purple by February 15 for consideration of the Degree of Royal Purple Committee.

- (g) The recipient need not be nominated by her home Bethel, merely by the Bethel in which she has contributed enough to deserve the Degree of Royal Purple.

Section 2. Selection

- (a) The members of the Committee shall review the nomination and recommendations. A majority shall be necessary to approve (or disapprove) the nomination. The decision of the Committee shall be final.
- (b) The Recipient and the BGC nominating her shall be notified of her selection on or before April 15 by the Committee Chairman.

ARTICLE VI CONFERRING THE DEGREE

Section 1.

- (a) The recipient should attend an Annual Session of the GGC within three (3) years of her acceptance to receive the Degree of Royal Purple. In the event that it is absolutely impossible for the recipient to attend an Annual Session of the GGC other arrangements for presentation of the degree may be made by the GG.
- (b) There shall be a fee amounting to the cost of the medallion to be paid by the Grand Guardian Council.
- (c) The Grand Guardian Council shall be responsible for providing the recipient with a rose, a certificate, and for having the name and date of the ceremony and the jurisdiction engraved on the reverse side of the medallion.
- (d) The ceremony for presentation of the Degree of Royal Purple shall be the ceremony provided in the Kansas Book of Ceremonies and shall be presented during the Annual Session of the Grand Guardian Council of Kansas.
- (e) The officers performing the Degree of Royal Purple Ceremony will be selected by the members of the Royal Purple Committee or the Grand Guardian.
- (f) The officers performing the Degree of Royal Purple Ceremony will be either the Grand Bethel Officers or past recipients of the award.

ARTICLE VII DEGREE OF ROYAL COMMITTEE

Section 1. Members

- (a) See KS-B-GGC Art. IV.

Section 2. Duties of the Committee

- (a) See KS-B-GGC Art IV Sec 5 and KS-Bylaws-GGC Art. IV Sec 6(k).

RULES AND REGULATIONS GOLDEN CLOAK AWARD
GRAND GUARDIAN COUNCIL OF KANSAS
JOB'S DAUGHTERS INTERNATIONAL

ARTICLE I

TITLE

An individual chosen to receive this honor shall be known as a recipient of the Golden Cloak Award.

ARTICLE II

OBJECT

To recognize and honor members of this GGC who have rendered outstanding service to JDI.

ARTICLE III

QUALIFICATIONS

Section 1.

- (a) A member of the GGC of Kansas must have given outstanding service to the GGC.

ARTICLE IV

ELIGIBILITY

Section 1.

- (a) A member must have a minimum of ten (10) years of outstanding service to the Order as an adult.
(b) A recipient of the Degree of Royal Purple is not eligible for the Golden Cloak Award.

ARTICLE V

NOMINATION AND SELECTION

Section 1. Nomination

- (a) The member must be nominated for the award by a bona-fide member (other than a relative) of the GGC using Form KS 21.
(b) The member making the nomination must secure four (4) written recommendations from GGC members (other than relatives) representing four (4) different Bethels to be made on Form KS 22.
(c) Golden Cloak Award Nomination (Form KS 21) and recommendation (Form 22) shall be available upon request from the Grand Secretary.
(d) Completed nomination (Form KS 21) and recommendations (Form KS 22) shall be sent to the chairman of the Golden Cloak Award Committee prior to February 15 for consideration.

Section 2. Selection.

- (a) The Recipient shall be notified of her/his selection by the Chairman of the Golden Cloak Award Committee on or before April 15. The recipient should not know of her/his nomination until this time.

ARTICLE VI
CONFERRING THE DEGREE

Section 1.

- (a) The recipient should attend an Annual Session of the GGC within three (3) years of her/his acceptance to receive the Golden Cloak Award. In the event that it is absolutely impossible for the recipient to attend an Annual Session of the GGC other arrangements for presentation of the award may be made by the GG.
- (b) The GGC shall be responsible for providing the recipient with a Golden Cloak Award Certificate (Form KS 23) and presenting a medallion bearing the recipient's name and date of the award engraved on the reverse side of the medallion. Expenses shall be paid from the Promotion Fund.
- (c) The ceremony for the presentation of this award shall be presented by the Grand Officers of the GGC during the Formal Opening of the Annual Session and shall be the ceremony approved by the Grand Guardian Council.

ARTICLE VII
GOLDEN CLOAK COMMITTEE

Section 1. Members

- (a) See KS-B-GGC Art. IV.

Section 2. Duties of the Committee

- (a) See KS-B-GGC Art IV Sec. 5 and KS-GGC Art. IV Sec 6(1).

RULES AND REGULATIONS LILY OF THE VALLEY AWARD
 GRAND GUARDIAN COUNCIL OF KANSAS
 JOB'S DAUGHTERS INTERNATIONAL

ARTICLE I

TITLE

An individual chose to receive this honor shall be known as a recipient of the Lily-of-the-Valley Award.

ARTICLE II

OBJECT

To recognize Kansas Job's Daughters who have shown active support for a minimum of three (3) years in her Bethel and/or another Bethel and Job's Daughters International by unselfish efforts and commitments.

ARTICLE III

QUALIFICATION

A Daughter must give outstanding service to our Order either while a member or as a Majority Member as outlined in Art. IV below.

ARTICLE IV

ELIGIBILITY

Section 1.

- (a) A Daughter must have regular attendance during the entire time in which she is being considered for nomination. Regular attendance, for this award shall mean:
 - (1) While in high school present at no less than fourteen (14) meetings per year.
 - (2) While attending college present at no less than seven (7) meetings or other activities per year.
- (b) The Daughter must have attended the Annual Session of the Grand Guardian Council for three (3) years after turning the age of sixteen (16). Should the Daughter turn sixteen (16) during the Annual Session, that year may not be counted as one of the three (3) required years. The nomination must occur before the age of twenty-five (25). The Daughter does not become eligible for the award and cannot be nominated until the completion of her third year in attendance at the Annual Session of the Grand Guardian Council.

ARTICLE V

NOMINATION AND SELECTION

Section 1. Nomination

- (a) The daughters must be nominated using Lily-of-the-Valley Award Nomination Form (form KS 27) by the Executive Members of a Bethel Guardian Council.
- (b) The Executive Members of a Bethel Guardian Council must secure three (3) written recommendations on Lily-of-the-Valley Recommendation Forms (Form KS 28 from responsible adults who are knowledgeable of her qualifications to receive this award. Recommendations should not be made by relatives of the intended recipient.
- (c) If the Daughter is meeting the requirements of the award at more than one (1) Bethel, the Lily-of-the-Valley Criteria Form (Form KS 29) must also be submitted to the Bethel making the recommendation.
- (d) Completed nomination and recommendation form (KS27, KS 28, KS 29, if necessary) shall be sent

to the Chairman of the committee by February 15 for consideration for the award.

Section 2. Selection

- (a) The members of the Committee shall review the nomination and recommendations. A majority vote shall be necessary to approve (or disapprove) the nomination. The decision of the Committee shall be final.
- (b) The recipient and the Bethel Guardian Council making the nomination shall be notified of her selection by the Chairman of the committee on or before April 15.

ARTICLE VI CONFERRING OF DEGREE

Section 1.

- (a) The recipient should attend an Annual Session of the GGC within three (3) years after approval. In the event that is absolutely impossible for the recipient to attend an Annual Session, other arrangements for presentation of the award may be made by the GG.
- (b) There shall be a fee amounting to the current cost of the medallion, which will be paid by the GGC.
- (c) The GGC shall be responsible for providing the recipient with a Certificate of Merit along with copies of the application, nomination, and recommendation forms.
- (d) The Grand Secretary shall order the medallion from the official jewelry supplier. The Grand Secretary shall have the name of the recipient, the word "Kansas" and the ceremony date engraved upon the back of the medallion.
- (e) The Lily-of-the-Valley Award Ceremony will be performed during the Annual Session of the GGC of Kansas. Those selected to perform the ceremony for presentation of the Lily-of-the-Valley Award shall be selected by the Grand Guardian and shall be either Past Recipients of the Award or the Grand Bethel Officers. The two recipients of the award, on the committee, shall prepare those selected to perform the ceremony to make the presentation. The current edition of the Lily-of-the-Valley Award Ceremony in the Kansas Book of Ceremonies will be used in making the presentation.

ARTICLE VII LILY-OF-THE-VALLEY COMMITTEE

Section 1. Members

- (a) See KS-B-GGC Art. IV.

Section 2. Duties of the Committee

- (a) See KS-B-GGC Art IV Sec. 5 and KS-Bylaws-GGC Art. IV Sec. 6 (p)

RULES AND REGULATIONS
ALUMNI ASSOCIATION OF KANSAS
JOB'S DAUGHTERS INTERNATIONAL

ARTICLE 1
NAME

Section 1.

- (a) The name of this organization shall be the Kansas Alumni Association of Job's Daughters International.

ARTICLE II
PURPOSE

Section 1.

- (a) The purpose of this organization is to provide resources to assist in perpetuating JDI.
[1] Resources may be defined as increasing Bethel membership, identifying future BGC members, providing additional financial resources and identifying special skills that may be utilized to enhance JDI.

Section 2.

- (a) This organization shall function under the direction of the Grand Guardian and the Grand Guardian Council of Kansas.

ARTICLE III
MEMBERSHIP

Section 1. Membership.

- (a) The eligibility for membership of this organization shall consist of Majority Members of Kansas JDI and all adults who have worked with a Bethel for a minimum of one (1) year.
(1) Life membership shall be granted to each contributor for a minimum of thirty-five dollars(\$35.00).

ARTICLE IV
ALUMNI COMMITTEE

Section 1. Members

- (a) The Committee shall consist of at least three (3) members, who shall be eligible for membership in the Kansas Alumni Association.

Section 2. Duties

- (a) Plan an annual reunion of the Kansas Alumni Association.
- (b) Encourage communication of members of the Kansas Association.
- (c) Give a report of the Committee's accomplishments during the Annual Session of the Grand Guardian Council of Kansas.

ARTICLE V
FINANCES

Section 1. Receipts

- (a) All membership applications and contributions shall be sent to the office of the Grand Secretary of the Grand Guardian Council.
- (b) All funds shall be deposited in the General Fund of the GGC for Alumni Association Expenses.

Section 2. Disbursements

- (a) Printing and mailing concerning the Kansas Alumni Association.
- (b) Certificates of membership to all members of the Kansas Alumni Association.
- (c) Annual Reunion expenses.

ARTICLE VI
REUNION

Section 1.

- (a) The Annual Reunion of the Association shall take place during the Annual Session of the GGC.

ARTICLE VII
AMENDMENTS

Section 1.

- (a) Amendments to these Rules and Regulations shall be made at the Annual Session of the GGC by a two-thirds (2/3) affirmative vote of the members present and voting. Amendments shall be submitted in writing to the Grand Secretary and must be received on or before April 1 of the year of the Annual Session when it is to be considered. A copy of proposed amendments shall be sent to each voting member on or before May 1 of the year of the Annual Session when it is to be considered. No proposed amendment shall be printed and mailed to the voting delegates of the GGC by the Grand Secretary unless it has been submitted by a member of the GGC and signed by the makers.