

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

**ARTICLE I  
GENERAL DUTIES OF THE EXECUTIVE MEMBERS**

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

- (a) Approve the appointive officers of the Bethel before their appointment by the Honored Queen.
- (b) Decide by majority vote of those present any question concerning the eligibility of a Daughter for a Bethel office.
- (c) Send Form 110, 111, 112, 113 or 114, an annual report of Bethel conditions, to Supreme Office or Grand Secretary.
- (d) Update the membership list provided by the Executive Manager and return to the Executive Manager with the Annual Report.
- (e) Provide entertainment and instruction according to the principles of the Order at all convocations at which the ritualistic ceremony is not used.
- (f) Keep in mind the welfare of the members of the Order during periods between convocations.
- (g) Set a good example by right living and by unimpeachable deportment at all times.
- (h) See that the members of the Bethel conduct themselves according to the highest standard of deportment while attending Bethel meetings and other Job's Daughters activities.
- (i) Perform all other duties assigned them by the laws of the SGC and GGC.
- CO (j) With the permission of the Executive Members of the Bethel Guardian Council, Bethels may be permitted, by special dispensation, to rent halls to confer degrees or hold installation. All rent for said halls shall be paid by the Bethel.

**Section 2. Applicants**

- (a) A majority vote of the Executive Members of the BGC present at their regular or a special meeting shall elect applicants to Bethel membership.

**Section 3. Vote**

- (a) Each Executive Member of the BGC shall have one (1) vote at a special meeting or Annual Session of the GGC.
- (b) Bethels under Supreme refer to B-SGC Art. XXII Sec. 3 (b).

**ARTICLE II  
DUTIES OF THE EXECUTIVE MEMBERS**

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

- (a) Call all meetings of the BGC, preside over same, and attend all Bethel meetings.
- (b) Supervise the transactions of the Bethel and see that the officers are proficient in their ritualistic work.
- (c) Teach the principles of the Order.
- (d) Maintain good order at all convocations of the Bethel.
- (e) See that all Bethel meetings are promptly opened and closed at a reasonable hour.
- (f) See that all applicants for membership are properly visited, advising with the Associate Bethel Guardian and members of the Visitation Committee of the Bethel regarding same.
- (g) Serve as custodian of the Bethel Charter and all copies of the Proficiency Lessons.
- (h) Make herself thoroughly familiar with the Constitutions, Bylaws, and Standard Operating Procedures of the Order and if under GGC jurisdiction, the Manual.
- (i)
  - (1) See that the Bethel possesses at least two (2) copies of the Constitutions, Bylaws, Standard Operating Procedures and Uniform Code of the Bethel, and where applicable, the Manual of Rules and Regulations, for the use of the Bethel Guardian and Honored Queen.
  - (2) These copies are the property of the Bethel and shall be turned over to their successors at the time of installation.

- (3) See that these copies are kept up to date by insertion of the amendments received from the Executive Manager or Grand Secretary.
- (4) Additional copies may be provided for the other Executive Members and members of the Bethel as the Bethel Guardian may designate.
- (j) Strive to be a companion to the Daughters in their joys and pleasures and a safe haven in times of distress.
- (k) Contact parents or legal guardians of a Bethel member whose dues are delinquent before action is taken to suspend the member.
- (l) Contact Bethel members suspended for non-payment of dues, explaining to them and their parents or guardians the advantage of reinstatement before the end of one (1) year. This duty may be assigned to another Executive Member of the BGC when necessary.
- (m) Ensure that the Executive Members of the BGC establish and provide to the Honored Queen the titles and order for Escort, Introductions and Honors, Category 20, Others (see Ritual page 53). This will be according to the Supreme Guardian's directive.
- (n) Perform such other duties as rightfully belong to her office.
- CO (o) Instruct the Honored Queen and other officers in the fulfillment of their duties.
- CO (p) Make an annual written report at Grand Session on the activities and condition of the Bethel.
- CO (q) See that all communications are read at Bethel and Council meetings.
- CO (r) Read, at the meeting before election of officers and again the night of elections, SOP-BETHEL-5 Eligibility (a) - (b).
- CO (s) Consult with the Grand Guardian at all times on matters concerning the Bethel and the Good of the Order.
- CO (t) The Bethel Guardian or Representative shall make a report of the Grand Guardian Council proceedings and read same to the Bethel Guardian Council the first meeting after the Grand Guardian Council Annual Session, then file same with the Guardian Secretary.

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

- (a) Attend all meetings of the BGC and the Bethel.
- (b) Assist the Bethel Guardian in the performance of her duties and to assume them in her absence.
- (c) Become familiar with the Constitutions, Bylaws, and Standard Operating Procedures of the Order and where applicable, the Manual, and assist the Bethel Guardian in seeing that they are obeyed by the members of the BGC and of the Bethel.
- (d) Investigate the Masonic relationship of all applicants.
- (e) See that the books of the Bethel are audited at the close of each term and that a report is made to the Bethel at the first meeting after installation.
- (f) Perform such other duties as will serve the best interest of the Bethel.
- CO (g) Verify the eligibility of adult visitors to attend Bethel Meetings.
- CO (h) Arrange, if possible, for exemplification of Job's Daughters work before Masonic Lodges or affiliate bodies of Masonry.

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

- (a) Attend all meetings of the BGC and of the Bethel.
- (b) Make proper record of all meetings of the BGC.
- (c) Supervise the work of the Recorder.
- (d) See that proper record is kept of the receipts of the Bethel and that the books are closed and made available together with other necessary papers to the Associate Bethel Guardian not less than ten (10) days prior to the first meeting after installation.
- (e) Report to the Grand Secretary, or Executive Manager for Bethels under Supreme, the names and addresses of:
  - (1) All new Majority Members,
  - (2) Majority Members who have moved,
  - (3) Members and adult workers who have moved outside the jurisdiction.
- CO (f) Check each application to see that it is properly completed, and the Masonic Relationship has been checked and approved by the Associate Bethel Guardian. Applications must be read at a meeting previous to initiation. A Visitation Committee must be assigned to each application.
- CO (g) Instruct the Bethel Recorder in the proper procedure of reading an application.
- CO (h) Send Notice of Dues, Form number one hundred forty (140), to all girls whose dues are not paid by January first (1<sup>st</sup>).

- CO (i) Issue demits to girls wishing to transfer or withdraw, using Form number two hundred ten (210) for this purpose.
- CO (j) Keep an accurate record on each girl in Record of Dues binder, Form number one hundred forty-two (142). Also, keep an accurate record of each girl in the Permanent Bethel Record Book.
- CO (k) Issue receipts for dues, Form number one hundred forty-one (141), to all members paying dues.
- CO (l) Order all Bethel Jewelry from the Grand Secretary. A jewelry catalog is furnished for this purpose.
- CO (m) Order all supplies from the Grand Secretary.
- CO (n) Complete the Annual Report and send it to the Grand Secretary prior to January thirty-first (31<sup>st</sup>) each year. This report, Form number one hundred ten (110), must be accompanied by a check covering the new member fees, annual fees and insurance fees and made payable to the Grand Guardian Council.
- CO (o) When making out warrants to the Grand Treasurer for the payment of supplies from the Grand Secretary, the warrant should be made payable to the Grand Guardian Council and should include the invoice number of the order.
- CO (p) Receive all proceeds from moneymaking projects and all funds for activities. Disbursements shall be authorized as directed in SOP-BETHEL-2, Section 3.
- CO (q) Make sure there are no separate bank accounts for groups within the Bethel, such as Drill team, Choir, etc.
- CO (r) See that all itemized bills are duly authorized by the Executive Members of the Bethel Guardian Council before being read at the Bethel meeting.
- CO (s) Become familiar with the Constitution, Bylaws and Standard Operating Procedures of the Order.

**Section 4. The Guardian Treasurer shall:**

- (a) Attend all meetings of the BGC and of the Bethel.
- (b) Supervise the work of the Bethel Treasurer and receive all money from her, giving her a receipt for same.
- (c) Supervise the work of the Librarian by carefully reading her report before it is given in a Bethel meeting.
- (d) See that proper record is kept of the disbursements of the Bethel and that the books are closed and made available together with other necessary papers to the Associate Bethel Guardian not less than ten (10) days prior to the first meeting after installation.
- CO (e) Supervise the work of the Bethel Treasurer and see that she receives money from the Bethel Recorder/Guardian Secretary, giving her receipt for same. Also see that the Bethel Treasurer keeps the Bethel Treasurer's Book with an accurate account of all money received and disbursed.
- CO (f) See that the Bethel Librarian reads letters sent to Bethels by the Supreme and Grand Librarians.
- CO (g) Receive money from the Guardian Secretary.
- CO (h) Sign all checks and have them countersigned.
- CO (i) Make out Bethel Treasurer's Report, Form number one hundred fifty-one (151), for the Bethel Treasurer to read in the meeting.
- CO (j) Issue checks when duly authorized on warrants, Form number one hundred fifty (150), from Guardian Secretary.
- CO (k) Be sure that checks going to the Grand Secretary are made payable to the Grand Guardian Council and have the invoice number of the order on them. If check is not for supplies, it should show in the left-hand corner what it is for.
- CO (l) Collect fines as specified in SOP-BGC-4.

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

- | (a)-(b) See B-BGC Art. II Sec. 5 (a) – (b)
- CO (c) Attend all choir rehearsals.
- CO (d) Follow the Ritual as well as the Music Ritual during the meeting of the Bethel so that the Bethel Musician may receive the proper cues in time for her to play the correct selections when needed.

**OR The Guardian Director of Epochs shall:**

- | (a)-(c) See B-BGC Art. II Sec. 5 (a) – (c)

**OR The Guardian Director of Promotion shall:**

- | (a)-(c) See B-BGC Art. II Sec. 5 (a) – (c)

**ARTICLE III  
DUTIES OF THE ASSOCIATE MEMBERS**

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

- (a) Attend all Bethel meetings and attend all BGC meetings when invited. (See SOP-BGC-5, Sec. 3)
- (b) Create a welcoming atmosphere by greeting visitors and encouraging socializing at Bethel meetings and events.
- (c) Assist the Preparation Committee in the preparation of candidates per the Ritual
- (d) If there is no Promoter of Hospitality assume all roles and responsibilities of that position.

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

- (a) Attend all Bethel meetings and attend all BGC meetings when invited. (See SOP-BGC-5, Sec. 3)
- (b) See that the Bethel paraphernalia is carefully accounted for and maintained.
- (c) Conduct an annual inventory of all Bethel belongings providing a report to the BGC.
- (d) Train and support the Marshal, Senior and Junior Custodians in the proper care of Bethel paraphernalia and display during Bethel meetings per the Ritual.
- (e) Provide appropriate robe cleaning and care instructions to new members and their parents or guardians as needed.

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

- (a) Attend all Bethel meetings and attend all BGC meetings when invited. (See SOP-BGC-5, Sec. 3)
- (b) Partner with the Bethel and Guardian Treasurer to understand the Bethel's finances and needs.
- (c) Assist in the audit of Bethel books at the conclusion of each term.
- (d) Partner with members and the BGC in planning and promoting fund-raising events and activities for the Bethel.

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

(See B-BGC Art. II Sec. 5)

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

- (a) Attend all Bethel meetings and attend all BGC meetings when invited. (See SOP-BGC-5, Sec. 3)
- (b) Create a welcoming atmosphere by greeting visitors and encouraging participation in Bethel meeting and events.
- (c) Assist the Hospitality Committee in planning and providing refreshments when requested.
- (d) If there is no Promoter of Sociability assume all roles and responsibilities of that position.

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

- (a) Attend all Bethel meetings and attend all BGC meetings when invited. (See SOP-BGC-5, Sec. 3)
- (b) Partner with the members and BGC to establish and/or promote a drill team.
- (c) Attend all drill team meetings providing coaching and supervision.

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

- (a) Attend all Bethel meetings and attend all BGC meetings when invited. (See SOP-BGC-5, Sec. 3)
- (b) Partner with the members, BGC and Director of Promotion to establish and/or promote a prospective member program.
- (c) Partner with members, BGC and Director of Promotion in planning and promoting events and activities that encourage participation in the Bethel, especially younger and potential members.
- (d) Encourage and manage the Daughters participation in all competitions.

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

- (a) Attend all Bethel meetings and attend all BGC meetings when invited. (See SOP-BGC-5, Sec. 3)
- (b) Create and/or maintain a list of Bethel members and BGC birthdays, anniversaries, and other special dates, making sure the Bethel observes or recognizes moments that create personal connection.
- (c) See that the Bethel appropriately recognizes when members, BGC members and other special people are ill or experience a personal loss.

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

- (a) Attend all Bethel meetings and attend all BGC meetings when invited. (See SOP-BGC-5, Sec. 3)
- (b) Serve as the Bethel's emissary, establishing and maintaining a close relationship with all Masonic and affiliated bodies supporting the Bethel.
- (c) Regularly provide supporting Masonic and affiliated bodies with information and invitations to Bethel events to encourage interaction between the organizations and promote understanding.
- (d) Partner with the members and BGC in planning and promoting the exemplification of Ritual work for Masonic and affiliated bodies.

**Section 10. The Bethel Beekeeper shall:**

- (a) Attend all Bethel meetings and attend all BGC meetings when invited. (See SOP-BGC-5, Sec. 3)
- (b) Oversee the development, programming, and promotion of an introduction to the "Beehive" program for interested girls who have not yet reached the age for Job's Daughters membership (also known as a Jobie to Bee, JD to Bee, or Bee).

**ARTICLE IV  
(Unassigned)**

**ARTICLE V  
(Unassigned)**

**ARTICLE VI  
(Unassigned)**

**ARTICLE VII  
(Unassigned)**

**ARTICLE VIII  
(Unassigned)**

**ARTICLE IX  
ELECTION**

**Section 1.** There is no election of members for the BGC.

**ARTICLE X  
APPOINTMENTS**

**Section 1.**

- (a) Members of BGCs shall be appointed by the newly elected Supreme or Grand Guardian following her election at the Annual Session of the SGC or GGC, or within thirty (30) days thereafter. Certificates for all BGC Members shall be forwarded to the incoming Bethel Guardian and a list of those appointments sent to the Supreme/Grand Deputy.
- (b) Bethel members shall be privileged to recommend Executive Members of the BGC. (See SOP-Bethel-15)
- (c) Instructions for newly organized Bethels are contained in SOP-Bethel-12.

**ARTICLE XI  
TERM OF OFFICE**

**Section 1. Regular**

- (a) The term of office for members of a BGC under Supreme shall run concurrently with the SGC year and shall terminate at the close of the Annual Session of the SGC.
- (b) The term of office for members of a BGC under GGC jurisdiction shall run concurrently with the GGC year and shall terminate at the close of the Annual Session of the GGC.

- (c) Members of BGCs shall continue to perform the duties of their office until their successors have been installed.
- CO (d) Executive members of a Bethel Guardian Council shall be eligible for consecutive appointments to said office.

**Section 2: Rights/Privileges - Titles**

- (a) Bethel Guardians and Associate Bethel Guardians shall not attain the rights and privileges of Past Bethel Guardian or Past Associate Bethel Guardian unless they have served at least one (1) full SGC or GGC term in such office.
- (b) One who has not served one (1) full SGC or GGC term, but who has served with distinction as Bethel Guardian or Associate Bethel Guardian may be granted the rights and privileges of a Past Bethel Guardian and/or Past Associate Bethel Guardian upon recommendation by the Executive Members of the BGC or by the Executive Members of the SGC or GGC and a majority vote of the delegates present and voting at the Annual Session of the SGC or GGC.

**ARTICLE XII  
MEETINGS**

**Section 1. Monthly Meetings**

- (a) Executive Members of the BGC shall hold regular monthly meetings (except during vacation) for the discussion of all matters pertaining to the Bethel and for the good of the Order.
- (b) The Associate Members of the BGC and adult committee chairmen may be invited to attend the meetings.
- (c) The five (5) elective officers of the Bethel, and such persons as it may be necessary to invite, may meet with the BGC. After the matters for which their presence is required have been discussed, they shall be excused before the BGC continues with its business.
- (d) Accurate minutes of all BGC meetings shall be kept by the Guardian Secretary. These minutes shall be approved by the Supreme Guardian (or her Deputy) or the Grand Guardian (or her Deputy) at the time of official visit in their respective jurisdictions.
- (e) When attending a meeting of the BGC, Associate Members and adult committee chairmen shall be entitled to vote on all business pertaining to the Bethel except on those matters specifically delegated to the Executive Members.

**Section 2: Annual Meeting**

- (a) BGCs, including Executive and Associate Members, of Bethels under Supreme, shall hold their Annual Meeting during the month of April, but no later than ninety (90) days prior to the Annual Session of the SGC.
- (b) BGCs, including Executive and Associate Members, of Bethels under GGCs, shall hold their Annual Meeting at least thirty (30) days prior to the Annual Session of the GGC.

**Section 3: Purpose of Annual Meeting**

- (a) At the Annual Meeting, the members of the BGC present shall recommend by secret ballot the Executive Members of the BGC for the ensuing year, for consideration by the Vice Grand Guardian or Vice Supreme Guardian. The ballots shall be tabulated in the presence of those in attendance and additional ballots shall be taken until a majority recommendation appears for each office.
- (b) The Executive Members present shall recommend by secret ballot not more than four (4) Associate Members of the BGC.
- (c) Committee chairmen are not eligible to vote on recommendations for any members of the BGC at the Annual Meeting.
- (d) Names of those receiving a majority recommendation shall be listed on Form 222 and forwarded to the Vice Grand Guardian at least twenty (20) days prior to the Annual Session of the GGC.
- (e) Bethels under Supreme shall follow the same procedure except that Form 222 shall be mailed to the Vice Supreme Guardian at least eighty (80) days prior to the Annual Session of the SGC.

**ARTICLE XIII  
INSTALLATION**

**Section 1.**

- (a) If appointed by the Supreme Guardian, members of a BGC, including those reappointed, shall be installed at a meeting of the Bethel.
- (b) If appointed by the Grand Guardian, members of a BGC, including those reappointed, shall be installed according to the Manual of Rules and Regulations of the GGC.
- (c) Members of a BGC appointed by a Grand Guardian shall be installed by a member of the SGC or GGC.
- (d) Members of a BGC appointed by the Supreme Guardian shall be installed no later than October 31. Those eligible to serve as the Installing Officer for these Bethels shall be members of the SGC and Assisting Supreme Deputies, or Bethel Guardians, Associate Bethel Guardians, Past Bethel Guardians, and Past Associate Bethel Guardians of a Bethel under Supreme.
- (e) Instructions for installation of newly organized Bethels are contained in SOP-Bethel-12.