

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

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

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

- (a) 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.

Section 2. Petitioners

- (a) A majority vote of the Executive members of the BGC present at their regular or a special meeting shall elect petitioners 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 Const. SGC, Art. VII, Sec. 2(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 petitioners for membership are properly investigated, advising with the Associate Bethel Guardian and members of the Investigating Committee of the Bethel regarding same.
- (g) Serve as custodian of the Bethel Charter and all copies of the proficiency work.
- (h) Make herself thoroughly familiar with the Constitution and Bylaws of the Order and if under GGC jurisdiction, the Manual.
- (i)
 - (1) See that the Bethel possess a minimum of four (4) copies of the Constitution and Bylaws, Bylaws of the Bethel, and where applicable, the Manual, for the use of the Bethel Guardian, Associate Bethel Guardian, Guardian Secretary and Honored Queen.
 - (2) Additional copies may be provided for other Executive members and members of the Bethel as the Bethel Guardian may designate.
 - (3) Such copies remain the property of the Bethel and shall be turned over to their successors at the time of installation.
 - (4) The Bethel Guardian shall see that each copy is kept up to date by insertion of amendments received from the Executive Manager or Grand Secretary.
- (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) Perform such other duties as rightfully belong to her office.

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 Constitution and Bylaws 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 petitioners.
- (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.

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.

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.

Section 5. The Guardian Director of Music shall:

- (a) If a member of the Executive BGC, attend all meetings of the BGC and of the Bethel.
- (b) Have a musician proficient at all times.
- (c) Have a chorus in readiness for all ceremonials and such musical programs as may be for the good of the Order.

OR

The Director of Epochs shall:

- (a) If a member of the Executive BGC, attend all meetings of the BGC and of the Bethel.
- (b) Assist the Bethel Guardian in instructing the officers in their speaking parts that the lessons they impart to the pilgrims may be given in an impressive and reverent manner.
- (c) Prompt officers during Bethel meetings, or train one of the Daughters to do so.

**ARTICLE III
DUTIES OF THE ASSOCIATE MEMBERS**

Section 1. The Promoter of Sociability shall:

- (a) Welcome all visitors entitled to be present.
- (b) Assist the committee appointed by the Honored Queen in the preparation of candidates, as specified in the Ritual.
- (c) Perform such other duties as will add to the social activities of the Bethel.

Section 2. The Custodian of Paraphernalia shall:

- (a) See that the Bethel paraphernalia is carefully preserved and train the Marshal, Senior and Junior Custodians to properly display and remove paraphernalia, as specified in the Ritual.

- (b) Supervise the care and appearance of the robes.

Section 3. The Promoter of Finance shall:

- (a) Guard carefully the financial condition of the Bethel.
- (b) Assist the Honored Queen, or the committee appointed by her, in planning and promoting such affairs as will add to the funds of the Bethel.
- (c) Assist in the audit of the Bethel books at the conclusion of each Honored Queen's term.

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

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

Section 5. The Promoter of Hospitality shall:

- (a) Assist the committee appointed by the Honored Queen to provide refreshments.
- (b) Assist Bethel members in extending hospitality to members and guests.

Section 6. The Director of Patrol shall:

- (a) Supervise the activities of the drill team.
- (b) Attend all drill team meetings.
- (c) Give a detailed report of such activities when requested to do so by the Executive members of the BGC.

Section 7. The Promoter of Youth Activities shall:

- (a) Counsel and advise the younger members of the Bethel as a social group.
- (b) Encourage and foster an interest in all Bethel affairs, thus aiding the Honored Queen in the performance of her duties.

Section 8. The Promoter of Good Will shall:

- (a) Remember those who may be sick or in need, impressing upon the members the fact that a kind word brings sunshine into the lives of the afflicted.

Section 9. The Promoter of Fraternal Relations shall:

- (a) Contact various Masonic organizations and make known to the members thereof the ideals and purposes of the Order.
- (b) Arrange for the Bethel officers to exemplify the ritualistic work before Masonic bodies and affiliated organizations.

Section 10. The Director of Promotion shall:

- (a) Assist the members and BGC in promoting increased interest in Bethel activities, especially increasing membership and advising parents and eligible adults that they may attend Bethel meetings.

ARTICLE IV COMMITTEE CHAIRMAN

Section 1. Appointment

- (a) Immediately after members of the BGC are installed, they may appoint adult committees. Such committees may bear the same designation as listed in Article III above, which are not held by an Associate member of the BGC. The title of "Chairman" shall be used instead of "Promoter" or "Director". Such appointments shall be reported to the Supreme/Grand Guardian and acknowledged prior to said appointment taking effect.

Section 2. Eligibility

- (a) Those eligible for appointment as members of committees of a BGC shall have the same qualifications as for appointment to a BGC. By 8/7/2010 and in conjunction with the YPP implementation schedule, appointees working with JDI in the USA shall be on the current list of CAVs provided by the Executive Manager. By 7/31/2011 and in conjunction with the YPP implementation schedule, appointees working with JDI in Canada or Australia shall be on the current list of CAVs provided by the Executive Manager. (See C-BGC, Art VI, Sec 1 (a,b) and SI 14.15)

**ARTICLE V
RESIGNATIONS AND REMOVALS**

Section 1. Resignations

- (a) A letter of resignation shall be submitted to the Guardian Secretary who shall notify the Bethel Guardian. The Bethel Guardian shall immediately call a meeting of the Executive members who shall take action on the resignation. The Bethel Guardian shall then notify the Grand Guardian, or the Supreme Guardian for Bethels under Supreme, and the member who resigned of the action taken.

Section 2. Removal of an Executive Member

- (a) In the event of the removal from office of one or more Executive members of the BGC by the Grand Guardian, or the Supreme Guardian for Bethels under Supreme, the Grand Guardian or Supreme Guardian shall select and appoint those necessary to fill vacancies caused by such removal.

Section 3. Automatic Removal

- (a) An Executive member who fails to attend three (3) Bethel meetings or three (3) meetings of the BGC, except in case of illness or unavoidable absence, is automatically removed. (See C-BGC, Art XI and SI 14.16)
- (b) An Associate member who is invited to attend all meetings of the BGC and fails to attend three (3) Bethel meetings or three (3) meetings of the BGC, except in case of illness or unavoidable absence, is automatically removed. (See C-BGC, Art XI and SI 14.16)
- (c) An Associate member who is not invited to attend all meetings of the BGC and fails to attend three (3) Bethel meetings, except in case of illness or unavoidable absence, is automatically removed. (See C-BGC, Art XI and SI 14.16)

**ARTICLE VI
FINES**

Section 1.

- (a) A fine of twenty dollars (\$20.00) shall be paid by the Executive members of the BGC who fail to file the annual report on Form 110, 111, 112, 113 or 114 and remit fees by January 31. An extension of time may be given at the discretion of the Executive Manager or the Grand Secretary.

**ARTICLE VII
DISCIPLINE**

Section 1. Members of the BGC

- (a) Members of the BGC may be removed from office by the Supreme/Grand Guardian 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 the removal and outlining the process of appeal. This does not deny anyone removed the right of appeal as elsewhere provided. (See SI 15)
- (b) Executive members of the BGC who are delinquent in paying fines levied in Art VI, above, shall lose the right of membership in the GGC.

Section 2. Bethel Members

- (a) The Executive members of the BGC shall have authority over the following:
- (1) Suspension or expulsion of a Bethel member or Majority Member.
 - (2) Suspension for a definite interval of the right of any Bethel officer to function in her office.
 - (3) Removal of a Bethel officer from office.
 - (4) Reprimand of an officer or member.
 - (5) Probation for a definite period.
- (b) Notice in writing stating cause of discipline and outlining the process of appeal shall be sent to the Bethel member.
- (c) Discipline as described in paragraph (b) or suspension for nonpayment of dues shall not be reported to the Bethel members or discussed in a Bethel meeting.

**ARTICLE VIII
APPEALS**

Section 1. Privilege

- (a) In the event of a disagreement among members of a BGC which cannot be amicably reconciled by the Bethel Guardian, or if one or more members of the BGC are aggrieved by an act of the Grand Guardian, the aggrieved parties may appeal the decision or ruling in the manner provided in the Law of Appeals and Grievances. (See SI 15)

Section 2. Restriction

- (a) If no appeal is taken within sixty (60) days after the acts or decisions, the aggrieved party or parties shall lose the right of appeal.