

**JOB'S DAUGHTERS INTERNATIONAL
RULES AND REGULATIONS SUPREME BETHEL
SUPREME BETHEL**

**ARTICLE I
NAME**

Section 1.

(a) The name of this organization shall be the Supreme Bethel (SB) of JDI.

**ARTICLE II
OBJECT**

Section 1.

(a) The object of this organization is to band together all the members of Job's Daughters for the purpose of developing leadership; promoting the interest, welfare, and growth of the Order; and bringing the Daughters into a closer relationship with the SGC and with Daughters of all jurisdictions.

**ARTICLE III
JURISDICTION**

Section 1.

(a) The Supreme Bethel of JDI shall be under the supervision of the SGC.

**ARTICLE IV
MEMBERSHIP AND REGISTRATION**

Section 1. Membership

(a) The Supreme Bethel shall consist of all members of the Order who have registered for the Annual Session of the SGC.

Section 2. Registration

(a) Registration for Supreme Bethel may be conducted in advance through the SGC Session Arrangements Committee or by the SB Committee at the Session.

**ARTICLE V
MEETINGS**

Section 1. Business

(a) The Supreme Bethel shall hold its Annual Meeting during and independent of the Annual Session of the SGC with the consent and under authorization of the SGC.

(b) Escort and Introductions may include: Honored Queens, Past Honored Queens, Princesses, Supreme Guardian, Associate Supreme Guardian, and the Supreme Bethel Committee.

(c) The business session may consist of reports, SB Representatives reports, drawing for the selection of Officers and Representatives, recommendations, and such other business as the SB Committee and the SBHQ may deem necessary. Awards and Merits may be presented at this meeting. Proposed amendments to these Rules and Regulations shall be acted upon under the order of New Business or at a time and method designated by the SGC.

(d) A report of this business session may be included in the Supreme Proceedings.

(e) During the year one (1) or more virtual meetings or activities of the Supreme Bethel Officers and Representatives may occur under the guidance of the Supreme Bethel Committee.

Section 2. Installation

- (a) The Supreme Bethel shall conduct its Installation of Officers and Representatives at a time and method selected by the Supreme Guardian and the Supreme Bethel Committee.
- (b) The Installing Officers, except for the Installing Officer who shall be the Supreme Bethel Honored Queen (SBHQ), shall be selected by the outgoing SBHQ, giving first preference to in-attendance Past Supreme Bethel Honored Queens.
- (c) After Installation, the retiring Supreme Bethel Honored Queen shall be known as a Past Supreme Bethel Honored Queen.

ARTICLE VI
OFFICERS AND REPRESENTATIVES

Section 1. Officers

- (a) There shall be nineteen (19) Officers of the Supreme Bethel bearing the same titles as the officers of a Bethel preceded by "Supreme Bethel".
- (b) The Supreme Bethel Line Officers (SBHQ, SBSP, SBJP, SB Guide, and SB Marshal) shall be selected from registered Honored Queens and Past Honored Queens who are at least sixteen (16) years of age and have not reached their majority, by the date of the Supreme Bethel Installation.
- (c) Other Officers, including Installing Officers, shall be selected from registered members who are at least sixteen (16) years of age and have not reached their majority, by the date of the Supreme Bethel Installation. This includes Daughters not selected under paragraph (b) above.

Section 2. Representatives

- (a) There shall be at least one (1) Representative of the Supreme Bethel to each State, Province, Territory, Region or Country where JDI is organized. The SB Committee shall determine the number of representatives per jurisdiction and obtain the necessary medallions.
- (b) Representatives shall be selected from all members who have not reached their majority. This includes members not previously selected under Sec. 1, para. (b) and (c) above.

ARTICLE VII
ELIGIBILITY AND RESTRICTIONS

Section 1. Eligibility

- (a) A Daughter shall be a member in good standing in her Bethel, under the age of 20 (twenty) by the opening of the Annual Session, shall be registered for the Annual Session of the SGC and the Supreme Bethel drawing and be in attendance at the Supreme Bethel meeting or registered as a virtual Daughter attendee to be eligible for selection as a Supreme Bethel Officer or Representative.
- (b) Honored Queens and Past Honored Queens aspiring to the position of SBHQ and/or SBSP shall complete a Letter of Intent stating that she and her parent(s) or guardian(s) are aware of the responsibilities as outlined in SB, Art XI, Sec 1. The Letter of Intent for the position of SBHQ and/or SBSP shall be signed by the Daughter, a parent or legal guardian and either a member of the Executive BGC, Deputy or Grand Guardian (none of whom is related to the Daughter) and submitted to the Supreme Bethel Committee no later than forty-five (45) days prior to Supreme Bethel drawing.
- (c) Daughters who have submitted a letter of intent for the position of SBHQ and/or SBSP shall be required to pass a minimum standard of Ritual performance from either the Ritual or SGC Book of Ceremonies and knowledge of the Order.
 - (1) The Supreme Bethel Committee shall determine the appropriate method of assessing the above requirements.
 - (2) The Supreme Bethel Committee shall appoint a panel to conduct the assessments. The panel shall consist of five (5) to seven (7) individuals including two (2) members of the Supreme Bethel Committee and the Supreme Bethel Honored Queen.
 - (3) "A minimum standard" shall be all Daughters achieving a score of seventy-five percent (75%) or higher in each category.

- (4) Ritual performance and general knowledge assessments shall be conducted prior to the Supreme Bethel drawing and may be held in-person or virtually.
- (5) All Daughters achieving the minimum standard shall have their names entered for the random selection of the Supreme Bethel Honored Queen and/or SBSP as outlined in SB Art. VIII Drawing Sec. 3.
- (d) Honored Queens and Past Honored Queens aspiring to any other line office of the Supreme Bethel shall complete a Letter of Intent stating that she and her parent(s) or guardian(s) are aware of the responsibilities as outlined in SB Art. XI Sec. 1. The Letter of Intent for any other line office of the Supreme Bethel shall be signed by the Daughter, a parent or legal guardian and either a member of the Executive BGC, Deputy or Grand Guardian (none of which is related to the Daughter) and submitted to the SB Committee.
- (e) A SB Officer or Representative who has been suspended or expelled from her Bethel shall lose her office and/or honors in the Supreme Bethel.

Section 2. Restrictions

- (a) No State, Province, Territory, Region or Country shall have more than one (1) SB Officer or Representative during a given year unless there are not enough States, Provinces, Territories, or Countries represented at the Annual Meeting.

ARTICLE VIII DRAWING

Section 1.

- a) The drawing for Supreme Bethel Officers shall be performed manually. The drawing for Supreme Bethel Representatives may be performed electronically.

Section 2. Materials Preparation

- (a) Each Daughter shall be registered and complete Supreme Bethel registration card.
- (b) Registrations are reviewed for completion by the SB Committee.
- (c) The Supreme Bethel Committee will create a card for each verified registration and place it in Container No. 1 (card file) filed by Jurisdiction. Each card shall have the requested and approved drawing categories clearly identified.
- (d) Container No. 2 shall contain a disc with the name of each Jurisdiction which has a Daughter registered for the Supreme Bethel Drawing.
- (e) A list of all of the SB Officers and SB Representatives shall be provided to the SBHQ to be used to identify positions to be drawn. A label for each position shall be provided for the SB Committee to identify each card with the position drawn.
- (f) Three (3) additional containers shall be provided for the Supreme Bethel Officer manual draw:
 - (1) Drawing of registration card for eligible Daughters qualified to register for the position of Supreme Bethel Honored Queen as outlined in Article VII, Eligibility and Restrictions, Section 1. Eligibility (Container No. 5)
 - (2) Drawing of registration cards for all Daughters qualified to register for all other Supreme Bethel positions (Container No. 3)
 - (3) Jurisdiction discs already selected (Container No. 4)
- (g) For electronic draw of the Supreme Bethel Representatives:
 - (1) Electronic database program contains all Supreme Bethel Representative positions.
 - (2) Electronic database is populated from the Supreme Bethel registration card information.
 - (3) Database shall be programmed for random selection of eligible Jurisdictions and Daughters in accordance with Supreme Bethel rules.

Section 3. Drawing

- (a) The Drawing preparation shall proceed as follows:
 - (1) The SBHQ will inform the Daughters that the drawing will begin. Each Supreme Bethel registration will indicate the Daughter accepts any position she is drawn for.
- (b) The Drawing of SBHQ shall proceed as follows:
 - (1) The SBHQ will announce the drawing of the SBHQ.
 - (2) The SBHQ will select from Container No. 5, the name of the Daughter to become the Supreme Bethel Honored Queen for the ensuing term.

- (3) The selected Daughter will state her acceptance or decline of the position. If it is declined, another Daughter shall be selected from Container No. 5 until such time as a Daughter accepts the position of SBHQ.
- (4) All registration cards from the same jurisdiction as the newly selected SBHQ shall be removed from Container 5.
- (5) The SBHQ will announce the drawing of the SBSP.
- (6) The SBHQ will select from Container No. 5, the name of the Daughter to become the Supreme Bethel Sr. Princess for the ensuing term.
- (7) The selected Daughter will state her acceptance or decline of the position. If it is declined, another Daughter shall be selected from Container No. 5 until such time as a Daughter accepts the position of SBSP.
- (8) If no remaining cards are in Container No. 5 for the selection of SBSP, the SBSP will be drawn in the same manner as the other Supreme Bethel line officers.
- (9) The jurisdiction discs for the Daughters drawn (and accepted) for SBHQ and SBSP shall be removed from Container No. 2 and shall be placed in Container No. 4 for future Officer draws.
- (c) The drawing of the remaining Supreme Bethel Positions shall proceed as follows:
 - (1) The SBHQ will announce the position to be filled. The sequence shall be Senior Princess (if necessary and not drawn during section b, above), Junior Princess, Guide, Marshal, Musician, and Floor Officers.
 - (2) The SBHQ will select a Jurisdiction disc from Container No. 2 and announces the Jurisdiction.
 - (3) The SB Committee will select all the qualifying cards for the announced position from the selected Jurisdiction in Container No. 1. These cards will be placed in Container No. 3. If there are no qualifying Daughters from this Jurisdiction for this position, the Jurisdiction disc will be returned to Container No. 2, after a second Jurisdiction disc is selected and the qualifying cards placed in Container No. 1.
 - (4) The SBHQ will select a card from Container No. 3 and announce the name.
 - (5) The SB Committee shall place the label for the position announced on the back of the Daughter's card that has accepted. The labeled card shall be passed to the verification table where each selected Daughter is verified and posted to the Installation Program list.
 - (6) When there are no more cards for a given jurisdiction, its Jurisdictional disc is removed from Container No. 2. When Container No. 2 is empty and there are still positions to be filled, Jurisdiction discs in Container No. 4 (previously selected Jurisdictions) are returned to Container No. 2 and the process continues.
- (d) The drawing for the Supreme Bethel Representatives shall proceed as follows:
 - (1) The SBHQ will announce the Supreme Bethel Representative positions to be filled.
 - (2) The database program will select a Jurisdiction and the SBHQ will announce.
 - (3) The database program will randomly pull from only those Daughters eligible for the drawn position.
 - (4) The SBHQ will announce the name of the Daughter selected.
 - (5) The Supreme Bethel Committee shall place the label for the position announced on the back of the Daughter's card that has accepted. The labeled card shall be passed to the verification table where each selected Daughter is verified and posted to the Installation Program list.
 - (6) The database program shall remove a Jurisdiction when there are no more eligible Daughters. When all Jurisdictions are exhausted the database program will reload all eligible Jurisdictions and eligible Daughters.
 - (7) The database will not allow a Daughter to be selected to represent her own Jurisdiction.

ARTICLE IX FINANCES

Section 1. Receipts

- (a) A registration fee of twenty-five dollars (\$25) USD or Equivalent Rate shall be paid at the time of registration by all Daughters.
- (b) An additional registration fee for Supreme Bethel Honored Queen candidates to be determined by the Supreme Bethel Committee.

- (c) Registration for Supreme Bethel shall be conducted by the Supreme Arrangements Committee and registration fees shall be forwarded to the Supreme Office at the close of the Annual Session.
- (d) Registration and fee collection for Supreme Bethel Honored Queen candidates will be overseen by the Supreme Bethel Committee and conducted by the Executive Manager.
- (e) Funds from registration shall be used to pay Supreme Bethel expenses. The remaining balance shall accumulate in the Supreme Bethel account.
- (f) Contributions and donations shall be made payable to the Supreme Bethel defining the particular use and sent to the Supreme Office. Contributions and donations falling under the definition of Revenue, SOP-SGC-15, Sec. 3 (k) shall be so identified and sent to the Supreme Office for that intended use.
- (g) All monies solicited and received for the purpose of paying travel expenses of the SBHQ shall be sent directly to the Executive Manager. The monies received by the Executive Manager shall detail the source of the contribution.

Section 2. Coin March

- (a) Coin march monies from the Supreme Bethel meeting and Installation shall be sent to the Supreme Office for distribution. Such monies shall be identified as contributions as defined in SOP-SGC-15 Sec. 3 (k).
- (b) Such monies, along with the collection from the Miss IJD Pageant, shall be equally divided between Miss IJD and the SBHQ. The money shall be given to the SBHQ for the purpose of funding traveling during her term.

Section 3. Disbursements

- (a) The SBHQ shall be promptly issued a check by the Executive Manager for approved promotional or travel expenses as defined in SOP-SGC-3 Sec. 14.
 - (1) Any portion of these funds not expended for promotional use shall be returned to the Supreme Office.
- (b) For airfare travel expenses, payment may be made directly from the SBHQ Travel Fund by the Executive Manager as long as there are funds available.
- (c) For reimbursement of other travel expenses, the SBHQ shall submit a monthly expenditure report, accompanied by original receipts to the Executive Manager. Copies of this report shall also be sent to the Supreme Bethel Guardian and the Chairman of the Finance Committee.
- (d) The SBHQ shall receive a Past SBHQ's jewel (J-162 gold-filled as shown in the official jewelry catalog) upon completion of her term provided she has met all the requirements as outlined in these Rules and Regulations to the satisfaction of the SB Committee.
- (e) Additional disbursements are as follows:
 - (1) Medallions for SB Officers and Representatives
 - (2) Printed programs for Installation
 - (3) Installation carrying pieces
 - (4) Installation decorations
 - (5) Sash for the new SBHQ
 - (6) Name badge for the new SBHQ for her use during the year.
 - (7) Committee postage and expenses
 - (8) Luncheon to include all SBHQ Candidates; SBHQ and others as determined by the Supreme Bethel Committee.
- (f) Expenses of the Supreme Bethel shall be paid by the SGC using the regular expense voucher form issued through the Finance Committee. Such expense shall be approved by the SB Committee and sent to the Chairman of the Finance Committee.
- (g) The total expenses for (c) and (d) above shall not exceed the amount of the accumulated funds collected for the operation of the Supreme Bethel excluding the coin march and contributions designated for promotional use as earlier defined.
- (h) The SB Guardian (Chairman of the Supreme Bethel Committee), on request, shall be advanced the sum of five hundred dollars (\$500.00) USD for Committee expenditures. This advance is to be issued within thirty (30) days of the request. Any portion of these funds not expended shall be returned to the Supreme Office within thirty (30) days following the succeeding Annual Session listing all the expenditures against this advance as well as any additional subsequently approved expenditures.

ARTICLE X VACANCIES

Section 1.

(a) In the event that the SBHQ cannot fulfill her term, the SB Senior Princess will become the SBHQ. If the SB Senior Princess is unable to accept, selection shall be made in succession from the SB Junior Princess, SB Guide and SB Marshal. When she resigns her office, the SBHQ shall return all unexpended promotional funds to the Supreme Office within fifteen (15) days for redistribution to the next Daughter in succession for her use.

Section 2.

(a) A SBHQ or other SB Officer or Representative who marries during her term of office shall forfeit her Supreme Bethel position.

ARTICLE XI DUTIES OF THE SUPREME BETHEL HONORED QUEEN

Section 1.

(a) The SBHQ shall:

- (1) Preside over all convocations of the Supreme Bethel and at other ceremonies when requested to do so by the Supreme Guardian and the SB Committee.
- (2) Conduct the drawing for the selection of Officers and Representatives of the Supreme Bethel for the ensuing term, with the assistance of the SB Committee.
- (3) Serve as the Installing Officer of the Supreme Bethel Installation.
- (4) Submit a cumulative report by the tenth (10th) day of each month beginning in September and at the end of her term listing the amount and source of all monies received and expenditures from travel monies, attaching supporting receipts. This report shall be filed with the Executive Manager.
- (5) Whenever possible visit Bethels to promote goodwill for the Order.
- (6) Actively work with the Promotion Committee.
- (7) Work with the Social Media Director for virtual promotion purposes.
- (8) Report to the SB Guardian concerning her travel arrangements and fundraising.
- (9) For reimbursement of travel expenses, the SBHQ shall submit a monthly expenditure report, accompanied by original receipts to the Executive Manager. Copies of this report shall also be sent to the SB Guardian and the Chairman of the Finance Committee.

ARTICLE XII SUPERVISION & TRAVEL AUTHORIZATION

Section 1. Supervision

(a) When traveling, The SBHQ shall be accompanied where possible by a chaperone who shall oversee her care. If the SBHQ is under eighteen (18) years of age, she shall arrange for her chaperone in accordance with the JDI Youth Protection Program and Policy.

(b) If this chaperone is not her parent(s) or legal guardian(s), a medical release form shall be provided listing the following:

- (1) All medical conditions
- (2) All medication 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) can be always reached. This form or a copy shall be in the possession of the chaperone at all times.

(c) The details of travel will be arranged by the adult volunteers in JDI. At times the Daughter may be traveling alone, without a chaperone. Where practical, an adult shall provide transportation for the Daughter to or from an airport or other common carrier. The adult providing transportation shall be a CAV, if in the USA, Canada or Australia.

- (d) Her conduct shall be in accordance with the teachings and principles of our Order.

Section 2. Travel Authorization

- (a) Immediately following her installation, the SBHQ shall be issued by the Executive Manager a letter of authorization for travels. The purpose of the letter of authorization shall be to describe her role and explain the volume and purpose of travel she may undertake for customs and/or immigration and/or merchants of travel services. The letter should also provide emergency contact details for next of kin and the Supreme Office in case of an emergency.

ARTICLE XIII ORDER OF ESCORT

Section 1.

- (a) SB Officers and Representatives shall be accorded recognition as provided in the Ritual under "Order of Escort".

ARTICLE XIV REGALIA AND MEDALLIONS

Section 1. Regalia

- (a) At the SB meeting and the SB Installation, the Honored Queen and Princesses of the Supreme Bethel shall wear the approved SB capes and crowns designed by the official jeweler. They shall provide their own Official Regalia of the Order consisting of a white Grecian robe, long white slip, white hose, and white flat shoes or sandals.
- (b) Other SB Officers and Representatives shall provide their own Official Regalia of the Order to be worn at the SB meeting and installation. It shall consist of a white Grecian robe, long white slip, white hose, white flat shoes or sandals, and headbands as required.
- (c) When making Bethel visits, attending Formal functions, or when authorized by the Supreme Guardian or the SB Guardian, the SB Officers and Representatives shall wear nice dresses that are modest and appropriately reflect the teachings of JDI. The SB Officers and Representatives may wear their sash and/or medallion when representing the Supreme Bethel.
- (d) The SBHQ and SB Princesses shall only wear the approved SB travel crowns with their travel cape or dress.
- (e) If it is appropriate for the Honored Queen and Princesses of the SB to wear their Official Regalia they shall wear the official purple capes, official Bethel crowns and their official white Job's Daughters robe with long white slip, white hose and flat white shoes. They may not wear their sashes with the official regalia.
- (f) If it is appropriate for the Honored Queen and Princesses to wear their travel capes, they shall wear a long dress that is age appropriate with shoes that suit the dress. The dress and shoes must be approved by the SB Guardian and/or Supreme Guardian.
- (g) The SBHQ and Princesses may wear their sashes while wearing their travel capes and crowns.
- (h) When exemplifying Ritual work of the Order or when assisting with the Institution of new Bethel, the official regalia of the Order shall be worn as provided in SOP-Bethel-10.

Section 2. Medallions

- (a) The SB Officers and Representatives shall be presented medallions designating their offices.

ARTICLE XV AMENDMENTS

Section 1. Submission

- (a) Proposed amendments to these Rules and Regulations shall be submitted by:
 - (1) Members of the SGC.
 - (2) Members of the Supreme Bethel.

- (b) Amendments proposed by a member of the Supreme Bethel shall be sent to the SB Guardian who, as a member of the SGC and over her signature, shall submit same to the Executive Manager.
- (c) Amendments to these Rules and Regulations shall be made at the Annual Session of the SGC by a two-thirds (2/3) affirmative vote of the members present and voting. No amendment shall be acted upon when there is to be a revision of the Ritual. Amendments shall be submitted in writing to the Executive Manager and must be received on or before March 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 June 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 SGC by the Executive Manager unless it has been submitted by a member of the SGC and signed by the proposer(s).

Section 2. Adoption

- (a) Amendments shall be acted upon by the Supreme Bethel after which they will be referred to the SGC for action.
- (b) Legislation adopted by (a) above shall become effective immediately upon distribution by the Supreme Office.

ARTICLE XVI **SUPREME BETHEL COMMITTEE**

Section 1.

- (a) The SB Committee is appointed by the Supreme Guardian, B-SGC Art. XI Sec. 1 and Sec. 9.

ARTICLE XVII **DUTIES OF THE SUPREME BETHEL COMMITTEE**

Section 1. Committee Duties

- (a) The duties of the Committee are as follows.
 - (1) Prepare material and supervise the drawing of the SB Officers and Representatives.
 - (2) Ensure that a proficient musician and soloist are available for the Supreme Bethel meeting and Supreme Bethel Installation.
 - (3) Supervise the Installation of SB Officers and the SB Representatives according to the Book of Ceremonies adopted by the SGC.
 - (4) Obtain decorations for the Installation.
 - (5) Furnish the SBHQ a copy of the Book of Ceremonies at least thirty (30) days before the Annual Session of the SGC.
 - (6) Obtain a sash for the new SBHQ.
 - (7) Supervise all meetings and practices of the Supreme Bethel.
 - (8) Order medallions for the new SB Officers and Representatives and prepare Certificates of Participation.
 - (9) Prepare three (3) copies of the names and addresses of all SB Officers and Representatives for the following people:
 - [a] Executive Manager
 - [b] Chairman, Supreme Bethel Committee
 - [c] Supreme Bethel Honored Queen
 - (10) Ensure that the travel and formal capes and crowns of the SBHQ and Princesses are cleaned and restored prior to the Annual Session of the SGC.
 - (11) Ensure that any unexpended funds issued to the SBHQ for promotional purposes are returned to the Executive Manager by the close of the Annual Session at which she presides.
 - (12) Provide a suitable name badge for the SBHQ for her use during the year.
 - (13) Prepare and send information and registration forms regarding Supreme Bethel Honored Queen selection to the Executive Manager for distribution.
 - (14) Determine the supreme Bethel Honored Queen candidate registration fee, bearing in mind that the Supreme Bethel is self-supporting.

(15) Arrange for a SBHQ candidate luncheon. This may be inclusion in a previously planned luncheon at Supreme Session or a separate SBHQ candidate luncheon.

Section 2. Chairman Duties

(a) The duties of the Chairman are as follows:

- (1) Collect all monies from Supreme Bethel functions, including both coin marches and any fees collected at the Annual Session. Deposit collected monies with the Executive Manager.
- (2) Assign the duties listed in Sec.1 above to members of the Committee.
- (3) Confer with the SGC Session Arrangement Committee to determine:
 - [a] The closing hour for SB registration
 - [b] A suitable hour, method, and place for the SB meeting, at which time the selection of Officers and Representatives takes place.
 - [c] The information on [a] and [b] above shall be included in the first mailing pertaining to the Annual Session of the SGC.
- (4) Comply with B-SGC Art. XI Sec. 9.
- (5) Ensure the Supreme Bethel Meeting paraphernalia, including the formal meeting capes and crowns are returned to the supreme Office at the close of the Annual Session.
- (6) Work with the Board of Trustees to determine how to provide necessary travel paraphernalia for the newly selected SBHQ, SBSP, and SBJP who may have been registered remotely.