

**POLICIES OF THE
BOARD OF TRUSTEES
JOB'S DAUGHTERS INTERNATIONAL**

**POL-BOT-1
INSURANCE**

1. All GGCs, JGCs and Bethels under their respective jurisdictions and Bethels under Supreme located in the United States of America and Canada shall be covered under a nation-wide program of insurance outlined as follows:
 - (a) Comprehensive Public Liability for a single limit of two million dollars (\$2,000,000.00), Bodily Injury and Property Damage.
 - (b) Medical Payments for limits of five thousand dollars (\$5,000.00) per person, ten thousand dollars (\$10,000.00) aggregate per accident.
 - (c) Fidelity Bond and Depositors Forgery for a limit of ten thousand dollars (\$10,000.00).
 - (d) Sexual Misconduct Liability Insurance.
2. The insurances listed in paragraph 1. (a) (b) (c) and (d) above are to be written in a Master Contract. Each jurisdiction and Bethel shall receive a self-explanatory Memorandum of Insurance.
3. See SOP-SGC-11 for method of payment.
4. All Bethels of JDI not located in the United States of America or Canada and not covered by the National Insurance program adopted by the SGC may carry insurance coverage approved by the Board of Trustees of the SGC. This coverage must be limited to those items applicable in each Country. Copies of such policies shall be on file in the office of the Executive Manager.

POL-BOT-2
MASTER MASON

1. Whenever the words MASTER MASON or MASON are used in these Constitutions and Bylaws, it shall be interpreted to refer to a man who is a member in good standing, or who was in good standing at the time of his death, in a Regular Lodge operating under the jurisdiction of a Grand Lodge which is:
 - (a) recognized by the Grand Lodge of the State, Province or Territory in which Job's Daughters has been established or is being promoted, or
 - (b) recognized by any Grand Lodge that recognizes the Grand Lodge of the State, Province or Territory in which Job's Daughters has been established or is being promoted.
2. MASONIC is an adjective used to describe an organization, principle, or object related or pertaining to Freemasonry, a fraternity of Masons.
3. GOOD STANDING (in Masonry) is a technical term indicating that the Mason owes no money to the lodge; that he is not under charges; that he has not been censored, suspended, or expelled; and, in the case of an unaffiliated Mason, that he is still a member of the Fraternity although he belongs to no Masonic Lodge.
4. An UNAFFILIATED Mason is one who has been granted a demit from a lodge(s) and has yet to affiliate with another lodge within the time limit specified by the Grand Lodge law governing the Blue Lodge from which he demitted.
5. A NON-AFFILIATE is a Mason who, having been a member in good standing of a lodge(s), has been granted a demit from such lodge(s) and who fails to obtain membership in another lodge within the time specified by the Grand Lodge law governing the Blue Lodge from which he demitted.

NOTE: The above definitions are generalized; exact definitions should be verified with the appropriate Grand Lodge.

Copy of the LIST OF LODGES (Masonic) may be obtained with fee from Pantagraph Printing & Stationery Co., PO Box 1406, Bloomington, Illinois 61702, and may be used as a source of information.

**POL-BOT-3
OFFICIAL JEWELRY**

1. Members of the SGC, GGC, JGC, BGC, or Bethels of JDI shall buy official Job's Daughters Jewelry available online through the official jeweler. The purchase of unofficial jewelry and other items bearing an imitation of our official Trademark is not allowed or authorized. (See POL-BOT-4)
2. Jewelry sold in any other manner is unauthorized jewelry and shall not be purchased.

**POL-BOT-4
OFFICIAL TRADEMARK AND ITS USE**

Section 1: Registered Trademarks



- (a) The **Three Point Emblem**: This Trademark consists of a double triangle enclosing a replica of three girls wearing robes, capes, and crowns holding a cornucopia, dove, and urn within the inner triangle, and the words "IYOB FILIAE" at the base between the inner and outer triangle. This is a registered trademark of Job's Daughters International. Its use is mainly found on jewelry and official documents.



Variations of the **Three Point Emblem** include this Trademark superimposed on a background that has SEVEN POINTS which attach the Trademark to a circular band inscribed Supreme Guardian Council JDI. The use of this mark is restricted to stationery and other printed matter distributed by the SGC or as directed by the Trademark Liaison of the Board of Trustees or the Executive Manager.



The second variation of the **Three Point Emblem** includes this Trademark superimposed on a background that has FIVE POINTS which attach the Trademark to a circular band inscribed Grand Guardian Council. The use of this mark is restricted to stationery and other printed matter distributed by the GGC or sanctioned by the Grand Guardian.



- (b) The **JD International Trademark** consists of a double triangle enclosing the letters J and D and the word "International" at the base of the triangle. This is a registered trademark of Job's Daughters International.
- (c) The name "**Job's Daughters International** ®" is a registered Trademark of Job's Daughters International.



Variations of the words "**Job's Daughters International**" include the brand adopted in 2017. When the word "**International**" is combined with this mark it is considered registered. When the mark is used with the three Daughters and the words "**Job's Daughter**" it is not a registered mark.

Instructions for Usage of Registered Trademarks (a) (b) and (c) above:

1. Committees of the SGC, GGCs, JGCs and Bethels may use the **Registered Trademarks** listed in (a), (b) and (c) above without requesting permission on stationery, programs, invitations, napkins, Bylaws, forms, promotion banners, event flyers, business cards, web and social media pages.
2. To use the **Registered Trademarks** on any item, other than those listed in the above paragraph, requires permission from the Trademark Liaison of the Board of Trustees. Request for Use of the Trademark, Form 280, may be found on the JDI website.
3. If requesting permission to use the **Registered Marks** on jewelry items or items already produced by Doc Morgan Inc (DMI), you must give DMI first right of refusal by requesting a bid from them.
4. If the GGC, JGCs and Bethels wish to use the **Registered Trademarks** on items that will be sold for profit, they will pay a \$35.00 usage fee to the SGC, unless these items are ordered through Doc Morgan Inc. (DMI). If the items are simply being used to promote Job's Daughters, you will still need to use Form 280 to request permission, however the \$35.00 fee will be waived.
5. When you use DMI for your items, you will not need to seek permission from the Trademark Liaison for the Board of Trustees.
6. Once permission is received and the usage fee has been paid, the GGC, JGC or Bethel may contract with a Vendor to produce the items. Please note: the Vendor is limited to that usage only! Trademark usage is granted for one year from the date of approval. Reapplication may be made from year to year.
7. Usage of the three (3) **registered marks** must contain the ® symbol.
8. No individual or outside group may use the 3 registered trademarks without written permission from the Trademark Liaison of the Board of Trustees or the Executive Manager.

Section 2: Nonregistered Trademarks

- (a) **Nonregistered Trademarks:** "Job's Daughters", "IYOB FILIAE", "Daughters of Job", "International Order of Job's Daughters", "IOJD", "JDI" and "JD International" are all trademarks of Job's Daughters International.

Besides the names listed in (d) above, variations of **Nonregistered Trademarks** include:

**Instructions for Usage of the Unregistered Trademarks:**

1. Committees of the SGC, GGCs, JGCs and Bethels may use the seven **Nonregistered Trademarks**, listed in (a) above, without requesting permission.

2. GGCs, JGCs or Bethels may contract with a Vendor to produce items with the seven Nonregistered Trademarks, however that vendor is limited to that usage only.
3. No individual or outside group may use any of the 7 unregistered trademarks without SPECIFIC permission from the Trademark Liaison of the Board of Trustees or the Executive Manager.
4. Supreme Session Arrangement Committees (SACs) may use the Registered or **Nonregistered Trademarks** of Job's Daughters International without requesting permission.
5. *No individual or outside group may use the Registered or Nonregistered Trademarks without specific permission from the Trademark Liaison of the Board of Trustees or the Executive Manager.*

Section 3. On Line Sales

1. Items bearing **Registered** or **Nonregistered Trademarks** may not be sold online (website, social media, auction sites) unless authorized by the Board of Trustees. The SGC, DMI and SACs are the only exception to this rule.
2. Authorization/approval to sell these items online must be requested from the Board of Trustees via letter or email, and is contingent on the establishment of a controlled online website that meets the following criteria:
 - (a) Website must be a secure site with controlled access (i.e. password controlled) for Job's Daughters, parents of Job's Daughters and/or current CAV adults assigned leadership/support positions in the specific organization (i.e. JGC, GGC, Bethel)
 - (b) Access must be requested and granted to the site only after verifying that the Daughter (s) and/or adults applying for access are in fact Job's Daughters, parents of members and/or CAV qualified adults.
 - (c) Website access must be granted to the Executive Manager and the Trademark Liaison on the Board of Trustees for periodic reviews.
 - (d) The payment mechanism for selling items on the secure site must be an established/secure payment system (i.e. Credit Card, PayPal).