

The South Dakota Grand Guardian Council of Job's Daughters International adopts and uses a Manual of Rules and Regulations that only contains additions and overrides to Supreme Constitution and Bylaws and Standard Operating Procedures.

SOP-SGC-11
INITIATION AND ANNUAL FEES

3. Annual Dues

- (b) The annual dues for each member reported by chartered Bethels on December 31 is twelve dollars (\$12.00) and annually shall increase by two percent (2%) beginning January 1, 2004.
- (f) South Dakota Bethels shall pay an additional one dollar (\$1.00) per member.

SOP-SGC-16
RULES OF ORDER AND PARLIAMENTARY AUTHORITY

RULES OF ORDER

1. Quorum
- (c) A quorum for the transaction of business of the SD GGC shall consist of at least seven (7) SD GGC Officers and SD GGC members representing a majority (one more than one half of the Bethels) of SD Bethels.

**CONSTITUTION OF SOUTH DAKOTA
GRAND GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
NAME**

Section 1

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

Section 2 Headquarters

- (a) The headquarters of the South Dakota GGC shall be at the office of the Grand Secretary .
 (b) An inventory of all paraphernalia of the South Dakota GGC and constituent Bethels which have been closed shall be kept at headquarters. All paraphernalia shall be placed in suitable storage.

**ARTICLE III
AUTHORITY**

Section 1

- (a) This South Dakota GGC operates under authority of a Charter granted by the Supreme Guardian Council and dated June 5, 1943. The Jurisdiction of this GGC shall be limited to the state of South Dakota.

**ARTICLE IV
MEMBERSHIP**

Section 1

- (a) The voting membership of the South Dakota GGC shall consist of the GGC Officers, Past Bethel Guardians and Past Associate Bethel Guardians of Bethels in the Jurisdiction, the five (5) Executive members of the BGC, chartered and under dispensation, (Bethel Guardian, Associate Bethel Guardian, Guardian Secretary, Guardian Treasurer, and Guardian Director of Music or Director of Epochs), and all members of the SGC residing in such GGC jurisdiction who have been elected to membership in such GGC.
 (c) The Associate membership of the South Dakota GGC shall consist of Majority Members, Master Masons, and former members of a BGC, who wish to support the GGC but will not have voting rights for the GGC. Associate members shall be on the current list of CAVs (Certified Adult Volunteers) provided by the Executive Manager.

Section 2 Member Defined

- (a) A member of the GGC is one who paid dues for the year that ends with the final GGC business meeting at the Annual Session of the Grand Guardian Council Session.
 (b) A dues receipt or membership card will be issued entitling the member to receive credentials and voting privileges at all GGC meetings.

Section 3 Member of Honor

- (a) An adult who has given outstanding meritorious service to the Order may be elected as a Member of Honor of the South Dakota GGC and given a Member of Honor Certificate (Form 17g) by majority vote of the members of the GGC and upon approval of the Executive members of the GGC.
- (b) This membership is honorary only and involves no additional privileges.

Section 4 'Emeritus' Title

- (a) This GGC shall establish an 'Emeritus' Grand Officer Title to recognize one who has performed outstanding and dedicated service to the GGC for a period of not less than seven (7) years in the elected offices of Grand Secretary or Grand Treasurer. An appropriate award will be acquired and presented by the GGC.
- (b) This title to be retroactive for any member meeting the above requirements.

**ARTICLE V
OFFICERS**

Section 1 Elective Officers

- (a) The elective officers of the South Dakota GGC shall be Grand Guardian (a woman), Associate Grand Guardian (a Master Mason), Vice Grand Guardian (a woman), Vice Associate Grand Guardian (a Master Mason), Grand Guide (a woman), Grand Inner Guard (a Master Mason), Grand Marshal (a woman), Grand Outer Guard (a Master Mason), Grand Secretary and Grand Treasurer.

Section 2 Appointive Officers

- (b) The appointive officers shall be Grand Chaplain, Grand Librarian, Grand Director of Music, Grand First Messenger, Grand Second Messenger, Grand Third Messenger, Grand Fourth Messenger, Grand Fifth Messenger, Grand Senior Custodian and Grand Junior Custodian.

Section 5

- (a) The Board shall consist of five (5) elected members and the Grand Guardian, Associate Grand Guardian, Vice Grand Guardian, and Vice Associate Grand Guardian.

ARTICLE VI
ELIGIBILITY

Section 1

(g) No member of the GGC shall hold two (2) offices in the GGC at the same time.

Section 2

- (a) Any member of the Board of Trustees, having served the term for which she/he was elected, or who resigns from that office for any reason shall be ineligible for election or reelection to the Board until one (1) year after her/his term has expired. This does not apply to members appointed by the Grand Guardian to fill vacancies.
- (b) A member of the GGC serving as a member of the Board of Trustees 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 was elected.
- (c) The spouse and/or immediate family member of an elected GGC line officer or a member of the Board of Trustees shall not be eligible to serve on the Finance Committee, Jurisprudence Committee or Appeals and Grievance Committee.
- (d) The spouse and/or immediate family member of the newly elected Grand Guardian or Associate Grand Guardian shall not be eligible to be elected Chairman of the Board of Trustees during the term year.

ARTICLE XIII COMMITTEES

Section 1 Eligibility

- (c) An elected GGC officer or a member of the Board of Trustees shall not serve on the Finance Committee, Jurisprudence Committee or Appeals and Grievance Committee. The Grand Secretary and Grand Treasurer shall serve as ex-officio members of the Finance Committee.
- (d) The spouse and/or immediate family member of an elective officer or of a member of the Board of Trustees shall not serve on the Finance Committee, Jurisprudence Committee or Appeals and Grievance Committee.

Section 3 Duties

- (a) The Chairman of all committees shall forward a file of information to the newly appointed chairman within thirty (30) days of the close of the Annual Session. (See SOP-GGC 8 Sec. 3)
- (b) The chairman of rotating committees shall be the third year member unless otherwise stated.

**BYLAWS OF SOUTH DAKOTA
GRAND GUARDIAN COUNCIL
JOBS'S DAUGHTERS INTERNATNIONAL**

**ARTICLE 1
DUTIES AND POWERS OF A GRAND GUARDIAN COUNCIL**

Section 1

- (b) The SD GGC will adopt a Book of Ceremonies that will not conflict with the laws of the SGC.
- [1] The Jurisprudence Committee shall be responsible for determining the appropriateness of ceremonies and the approval/disapproval for inclusion in the SD GGC Book of Ceremonies. The determinations shall be included in the report given during the Annual Session.
 - [2] Daughters, Majority Members and GGC members may submit original ceremonies or ceremonies from other jurisdictions.
 - [3] Ceremonies shall be submitted to the Grand Secretary no later than forty-five (45) days prior to the Annual Session of the Grand Guardian Council.

**ARTICLE III
DUTIES OF THE GRAND GUARDIAN COUNCIL OFFICERS**

Section 2. The Grand Guardian shall:

- (f) Issue special dispensations upon request and when required to comply with SOP-Bethel 18.
 - [1] A Special Dispensation to place a Bethel under reorganization and an accompanying letter establishing the time frame shall be issued within thirty (30) days of her installation or within fifteen (15) days of the determination during her term.
 - [2] A copy of all correspondence shall be on file with the Grand Secretary.
- (o) Appoint and announce the Chairman of the Standing Committees before the close of Annual Session and complete all committee appointments within thirty (30) days after Annual Session.
- (p) See that an Official Visit is made to each Bethel in the jurisdiction during the term of her office.
- (q) Suspend the meeting and activities of any Bethel in SD GGC jurisdiction for good and sufficient reasons and reinstate them upon compliance with Bylaws and Rules and Regulations, or upon correction of the circumstances that lead to the suspension.
- (r) Meet with the newly installed Associate Grand Guardian, Vice Grand Guardian, Vice Associate Grand Guardian, Grand Guide, Grand Inner Guard, Grand Marshal, Grand Outer Guard, Grand Secretary, Grand Treasurer, Board of Trustees, Jurisprudence Committee, Finance Committee and Audit Committee within forty-five (45) days after installation to discuss plans for the ensuing year, with such suggestions that may be for the advancement and promotion of the SD GGC and JDI.
- (s) Transfer to her successor, immediately after the installation, copies of all of the organization's financial reports and business records in her possession.
- (t) During her term, hold at least one (1) meeting to which shall be invited the GGC, to include Executive Members of the Bethel Guardian Councils, all Deputy Grand Guardians, members of the Jurisprudence Committee, the Finance Committee, and the Board of Trustees, for the purpose of discussing proper procedures throughout the state. The meeting shall be informal, and no motions or decisions shall be binding upon the Grand Guardian or any other member. The Grand Guardian shall ensure all meeting notices and agendas have been issued at least thirty (30) days prior to the scheduled meeting. The notices shall be in the appropriate media form as approved by the SD GGC.
- (u) Advise and communicate with the Associate Grand Guardian, the Board of Trustees and other elected officers on matters pertaining to Job's Daughters.
- (v) Be responsible for preparing the proceedings of the Annual Session of Grand Guardian Council.
- (w) Appoint the Parliamentarian, Session Chair, Historian, and March Directors for her year.
- (x) Attend the annual SGC business meetings. If unable to attend, the Vice Grand Guardian shall attend and shall receive reimbursements allotted the Grand Guardian. A written report of the SGC meeting shall be given at the next SD GGC meeting and a copy to the Grand Secretary for inclusion with the minutes of the meeting.

- (y) Be reimbursed mileage per South Dakota mileage diagram at the rate of twenty-five cents (\$.25) per mile for travel within South Dakota not to exceed the budgeted amount to attend OES Grand Chapter, Masonic Grand Lodge, Grand York Rite, to make Official Visits, to give Schools of Instruction, or to make an additional visit to a Bethel or Bethel Guardian Council in case of an emergency. She may be reimbursed for one (1) night lodging at Grand Chapter, two (2) nights at Grand Lodge and one (1) night at Grand York Rite, not to exceed the average single rate at the Grand Chapter, Grand Lodge or Grand York Rite headquarters. For Official Visits and Schools of Instruction, each Bethel shall be responsible for the meals and lodging for the day.
- (z) Submit itemized bills for postage and telephone expenses pertaining to SD Job's Daughters to be reimbursed, with the approval of the Finance Committee, by the SD GGC for these expenses, not to exceed the budgeted amount.
- (aa) Submit itemized bills to the Grand Secretary no later than thirty (30) days after the Annual Session of the Supreme Guardian Council ends, as per estimated costs submitted at Grand Session for Supreme Session. She shall receive air coach fare or mileage at twenty-five cents (\$.25) per mile not to exceed the budgeted amount by the most direct route from her home and return, whichever is least, not to exceed six hundred dollars (\$600.00), provided she attends all business meetings of the Annual Session of the SGC. When two or more travel in the same car a maximum of twenty-five cents (\$.25) per mile, per car, not to exceed the budgeted amount, shall be paid. In no case shall the maximum be more than the actual expenses incurred.
- (bb) She shall receive an allowance of one hundred dollars (\$100.00) per day not to exceed five (5) days to attend the Annual Session of the SGC.
- (cc) Serve as a member of the Board of Trustees.
- (dd) Serve as a member of the Educational Scholarship Committee.
- (ee) Serve as a member of the Ways and Means Committee.
- (ff) Serve as Chairman of the Grand Session Committee.
- (gg) Serve as a member of the Session Arrangements Committee.

Section 3 The Associate Grand Guardian shall:

- (f) If he chooses to attend the Annual Session of the SGC, he shall receive air coach fare or mileage at the rate of twenty-five cents (\$.25) per mile, not to exceed the budgeted amount by the most direct route from his home and return, whichever is least, not to exceed six hundred dollars (\$600.00) provided he attends all business meetings of the Annual Session of the SGC. When two or more travel in the same car a maximum of twenty-five cents (\$.25) per mile, per car, not to exceed the budgeted amount, shall be paid. In no case shall the maximum be more than the actual expense incurred. The bills must be submitted to the Grand Secretary, no later than thirty (30) days after the Annual Session of the SGC ends.
- (g) He shall receive an allowance of one hundred dollars (\$100.00) per day not to exceed five (5) days to attend the Annual Session of the SGC.
- (h) Serve as a member of the Board of Trustees.
- (i) The Associate Grand Guardian may be reimbursed for mileage per South Dakota Mileage diagram at the rate of twenty-five cents (\$.25) per mile for travel to visit Bethels within South Dakota and to attend South Dakota Grand Chapter and Grand York Rite, or as directed by the Grand Guardian, not to exceed the budgeted amount during the year of his term.
- (j) Serve as the chairman of the Fraternal Relations Committee.
- (k) Serve as a member of the Educational Scholarship Committee.
- (l) Serve as a member of the Grand Session Committee.
- (m) Serve as a member of the Session Arrangements Committee.

Section 4 The Vice Grand Guardian shall:

- (c) Forty-five (45) days preceding the Annual Session of the Grand Guardian Council, submit to the Finance Committee for approval, a written estimated cost of attending the Annual Session of the SGC business meetings as per Article III, Section 2, (y) and (z).
- (d) Chair the GGC Educational Scholarship Committee.
- (e) Maintain a record of all receipts and expenses incurred during her term to be audited by the Audit Committee. The Vice Grand Guardian shall be allowed reimbursement of reasonable expenses incurred in preparation for her upcoming session needs not to exceed one thousand dollars (\$1,000.00). Such monies shall be replaced as funds are raised before the end of her term as GG, or immediately if she vacates her office. All invoices and vouchers shall be presented for payment in accordance with procedures agreed upon by the Finance Committee.
- (f) Serve as a member of the Board of Trustees.
- (g) Approve or disapprove the Installing Officers for Grand Bethel Installation.
- (h) Serve as a member of the Ways and Means Committee.
- (i) Serve as a member of the Grand Session Committee.

Section 5 The Vice Associate Grand Guardian shall:

- (c) Forty-five (45) days preceding the Annual Session of the Grand Guardian Council, submit to the Finance Committee for approval, a written estimated cost of attending the Annual Session of the SGC business meetings as per Article III, Section 3, (f) and (g).
- (d) Serve as a member of the Board of Trustees.
- (e) Serve as a member of the Fraternal Relations Committee.
- (f) Serve as a member of the Educational Scholarship Committee.
- (g) Serve as a member of the Grand Session Committee.

Section 6 The Grand Secretary shall:

- (e) Receive all monies due the GGC, turning same over to the Grand Treasurer within fifteen (15) days of receipt, taking receipt therefore.
- (k) Maintain a duplicate file of correspondence relating to the Educational Scholarship Committee.
- (l) Provide a current membership list to the Credentials Committee at Annual Session and serve as an ex officio member of the Credentials Committee.
- (m) Seek authorization of disposition of records past the holding period of seven (7) years, but preserve all permanent record books.
- (n) Transfer all books, files, supplies and equipment to the incoming Grand Secretary within thirty (30) days after the close of the Annual Session. Expenses of the transfer may be paid from the General Fund with prior approval by the Finance Committee.
- (o) Furnish Jurisprudence Committee members copies of the newly adopted SDGGC amendments which have been approved by the SGC.
- (p) Notify all GGC members that the SGC has made bylaw changes.
- (q) Submit itemized warrants for postage and incidental expenses pertaining to the office.
- (r) Receive all proposed bylaw amendments thirty (30) days prior to the Annual Session forwarding copies to the Jurisprudence Committee and to the GGC members no later than fifteen (15) days prior to the Annual Session.
- (s) After receipt of the amendment(s) from the "Supreme Jurisprudence Committee" or after the amendment(s) has (have) been submitted to the Supreme Jurisprudence Committee for ninety (90) days (whichever comes first), have sixty (60) days to furnish each member of the GGC a copy of the amendment(s).
- (t) Assist the retiring Grand Guardian in preparing the proceedings of the Annual Session and distribute them.
- (u) Receive a gratuity in the sum of nine hundred dollars (\$900.00) per year.
- (v) Distribute copies of the GGC minutes to GGC members within thirty (30) days following the meeting of the Grand Guardian Council.
- (w) See that a donation of \$50 is sent to Grand Chapter OES, Grand Lodge and Grand York Rite to be used for a project of their choice.
- (x) Keep a complete record of all receipts and disbursements and report same at Annual Session.
- (y) Receive GGC dues and issue membership cards.
- (z) Receive all GGC bills and forward them to the chairman of the Finance Committee.
- (aa) Serve as a member ex-officio on the Finance Committee.
- (bb) Serve as a member ex-officio on the Board of Trustees.
- (cc) Serve as Secretary to the Board of Trustees.
- (dd) Serve as registered agent of the Grand Guardian Council of South Dakota Inc.
- (ee) See that all reports are filed as required by law.
- (ff) Work with the Grand Guardian and Grand Bethel Guardian in displaying paraphernalia during the Annual Session and see that paraphernalia is placed in suitable storage, maintaining a complete inventory list.
- (gg) Properly store all paraphernalia from closed Bethels in the jurisdiction.
- (hh) Serve as a member of the Educational Scholarship Committee.
- (ii) Serve as a member ex-officio of the Grand Session Committee.

Section 7 The Grand Treasurer shall:

- (b) Have custody of all funds belonging to the GGC.
- (c) Pay out monies on warrants issued by the Grand Secretary and approved by the Grand Guardian and Chairman of the Finance Committee.
- (e) Transfer all properties and records of the GGC to his or her successor within thirty (30) days after the close of the Annual Session. Expense of transfer may be paid from the General Fund with prior approval by the Finance Committee.
- (f) Receive a gratuity in the sum of six hundred fifty dollars (\$650.00) per year.
- (g) Accompany the Grand Secretary, or chairman of the Audit Committee, or chairman of the Finance Committee when contents of the safety deposit box are to be inspected or business is to be transacted.
- (h) Serve as a member ex-officio on the Finance Committee.
- (i) Serve as a member ex-officio on the Board of Trustees.
- (j) Serve as a member of the Educational Scholarship Committee.
- (k) Serve as a member ex-officio of the Grand Session Committee.

Section 8 The Grand Guide and Grand Marshal shall:

- (c) Be assigned special duties. The Grand Guide shall prepare scrapbooks and purchase gifts for the Grand Guardian and Associate Grand Guardian. The Grand Marshal shall be responsible for the Flag Ceremony at the Annual Session.
- (d) Be responsible for raising funds to supplement the General Fund expenses. The plan must be presented to the Grand Guardian Council at the first meeting held after the Annual Session of the GGC.
- (e) The Grand Guide shall maintain a record of all fund raising income and expenses incurred during her term to be audited by the Audit Committee before the Annual Session. The Grand Guide shall be allowed reimbursement of reasonable expenses incurred in preparation for her fund raising project. Such monies shall be reimbursed from funds raised by the Grand Guide. All invoices and vouchers shall be presented for payment in accordance with procedures agreed upon by the Finance Committee.
- (f) The Grand Guide shall serve as a member of the Educational Scholarship Committee.

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

- (c) Serve as members of the Fraternal Relations Committee.
- (d) The Grand Inner Guard shall serve as a member of the Educational Scholarship Committee.

Section 10 The Grand Chaplain shall:

- (a) Prepare and present a suitable Necrology memorial service at the Annual Session.
- (b) Submit a report for the proceedings which will include a copy of the memorial and a listing of those recognized in the memorial.

Section 11 The Grand Librarian shall:

- (a) Administer the JDI Knowledge Course and send communications in September to all Bethels under the GGC to encourage participation by the Daughters and adult volunteers. The mailing address, directions and fee information shall be included.
- (b) Keep a permanent file which shall be turned over to his/her successor.

**ARTICLE IV
COMMITTEES**

Section 3 Standing Committees

The standing committees of the GGC shall be Appeals and Grievance, Educational Scholarship, Finance, Fraternal Relations, Jurisprudence and Promotion. The names of all committees should be underlined for ease in identifying and the word chairman shall be used.

(a) Appeals and Grievance Committee

- (1) The committee shall be composed of three (3) members. At each Annual Session, one (1) new member shall be appointed for a term of three (3) years.
- (2) The duty of this committee is to investigate all appeals, complaints or grievances which may be lawfully filed with it and report its recommendations to the Executive GGC within sixty (60) days after receipt. (See SOP-SGC 1)
- (3) No report shall be made by this committee at the Annual Session.
- (4) A member of Appeals and Grievance Committee cannot serve on Jurisprudence Committee.
- (5) Spouses and/or immediate family members of Appeals and Grievance Committee may not serve on Jurisprudence Committee.

(b) Educational Scholarships Committee

- (1) The committee shall be composed of the Vice Grand Guardian as chairman, Vice Associate Grand Guardian, Grand Guardian, Associate Grand Guardian, Grand Guide, Grand Inner Guard, Grand Secretary, Grand Treasurer, and the chairman of the Finance Committee.
- (2) The duties of this committee are set forth in SD-SOP-GGC-3.
- (3) The chairman shall keep a permanent file which shall be turned over to her successor.

(c) Finance Committee

- (1) The committee shall be composed of three (3) members. Elected GGC officers and Board of Trustees members shall not serve on this committee. At each Annual Session of the GGC one (1) member shall be appointed for three (3) years.
 - (a) The committee term shall coincide and begin with the first written warrant of the grand session fiscal year and continue until the completion of the financial audit which shall occur no later than September 30th of each year.
- (2) Appointment to this committee shall require prior approval of the Board of Trustees based on the individual's financial qualifications and general knowledge of the Constitution and Bylaws of Job's Daughters International.

(3) The duties of this committee are as follows:

- [a] Approve or disapprove before expenditure any accounts which are to be presented as itemized claims against the GGC. Invoices for budgeted items may be approved by the chairman alone as long as they are clearly within the realm of the budget. Such invoices shall be handled in accordance with procedures agreed upon by the Board of Trustees. All accounts, invoices and vouchers shall be returned to the Grand Treas. Office for filing. The Chairman of Finance, and if necessary Finance Committee members, shall sign all warrants which shall then be forwarded to the Grand Treasurer for payment. If a warrant is not approved, it shall be referred to the GGC for action.
 - [b] Carefully investigate and report to the GGC, or if between Annual Sessions, to the Board of Trustees, Grand Guardian, and Associate Grand Guardian, on all proposed matters concerning disbursement of GGC funds which exceed budget before the same can be put in operation.
 - [c] Confer with the Board of Trustees, Grand Guardian, Associate Grand Guardian and Grand Treasurer relative to the transfer of necessary funds, when, in the judgment of the Finance Committee, the best interests of the Order shall be served. The Finance Committee shall order the transfer when approved by a majority of those named.
 - [1] Vice Grand Guardian shall be allowed reimbursement of reasonable expenses incurred in preparation for her upcoming session needs, not to exceed one thousand dollars (\$1,000.00). Such monies shall be replaced as funds are raised before the end of her term as GG, or immediately if she vacates her office. The VGG shall maintain a record of all income and expenses incurred during her term to be audited by the Audit Committee at the first meeting held after the Annual Session of the GGC. All invoices and vouchers shall be presented for payment in accordance with procedures agreed upon by the Board of Trustees.
 - [2] Grand Guide shall be allowed reimbursement of reasonable expenses incurred in preparation for her fund raising project. Such monies shall be reimbursed from funds raised by the Grand Guide, who shall maintain a record of all income and expenses incurred during her term to be audited by the Audit Committee at the first meeting held after the Annual Session of the GGC. All invoices and vouchers shall be presented for payment in accordance with procedures agreed upon by the Board of Trustees.
 - [d] Prepare and submit detailed budgets of estimated income and disbursements for the ensuing year for the Grand Guardian Council and the Grand Bethel. Copies of said budgets shall be distributed to the Grand Secretary thirty (30) days prior to the Annual Session of the GGC. The Grand Secretary shall distribute copies of said budgets to each voting delegate fifteen (15) days prior to the Annual Session of the GGC for adoption. The Committee will present the proposed budget at the Annual Session of the GGC.
 - [e] Determine the amount charged for a copy of the annual proceedings.
- (4) The chairman shall keep a permanent file which shall be turned over to her/his successor.
- (5) The chairman shall serve on the Educational Scholarship Committee.
- (6) The chairman shall serve as a member ex-officio of the Board of Trustees.

(d) **Fraternal Relations Committee**

- (1) The committee shall be composed of the four (4) following elective officers: Associate Grand Guardian, Vice Associate Grand Guardian, Grand Inner Guard and Grand Outer Guard.
- (2) The duties of this committee are as follows
 - [a] Contact and maintain liaison with the officers and members of the Masonic Fraternity and its appendant and related organizations in the state to enlist support for Bethels of Job's Daughters International.
 - [b] Assist the Promotion Committee in its efforts to institute Bethels where permission for use of Masonic Temples is essential.
 - [c] The Associate Grand Guardian shall serve as Chairman and keep a permanent file which shall be turned over to his successor.

(e) **Jurisprudence Committee**

- (1) The committee shall be composed of five (5) members. Elected GGC officers and Board of Trustees members shall not serve on this committee, nor shall the spouse and/or immediate family member of an elective officer or a member of the Board of Trustees. Appointments shall be for a term of three (3) years.
- (2) The duties of this committee are as follows:
 - [a] Give careful consideration to all properly submitted amendments to the Constitution and Bylaws of the GGC and the Bylaws of the Grand Bethel, discuss such amendments with the proposer when possible and report with recommendation for action by the GGC at the Annual Session.
 - [b] To consider Bethel bylaws and amendments which may be submitted. After being approved by the Jurisprudence Committee and the Vice Grand Guardian, they shall be returned to the Bethel within sixty (60) days after receipt of same. (See page B-Bethel 4, Article IX, Section 1).

- [c] Make official decisions concerning interpretation of the Constitution and Bylaws of the GGC and the Rules and Regulations of the Grand Bethel, Job's Daughters International.
 - [d] Advise the Grand Guardian, at her request, concerning the legality of any action or ruling contemplated by her.
 - [e] Approve or disapprove all printed forms of this jurisdiction before printing or reprinting.
 - [f] Approve or disapprove all GGC Books of Ceremonies and/or any changes which have not been previously approved.
 - [g] Members of the Jurisprudence Committee cannot serve on Appeals and Grievance Committee.
 - [h] Spouses and/or immediate family members of the Jurisprudence Committee may not serve on the Appeals and Grievance Committee during the same time.
 - [i] To consider all properly submitted ceremonies. Discuss ceremony submissions with the proposer when necessary and report the committee's decision for approval/disapproval at the Annual Session.
- (3) Any decision relating to any portion of the Manual of the SD GGC, having once been rendered by this committee, shall not be subject to any subsequent adverse decision by a subsequent committee except when the law governing this particular subject has been changed by amendment or revision to the Constitution and Bylaws of the SD GGC.
 - (4) The chairman shall keep a permanent file which shall be turned over to her/his successor.
 - (5) The chairman shall be appointed by the Grand Guardian.

(f) **Promotion Committee**

- (1) The committee shall be composed of three (3) members. At each Annual Session, one (1) member shall be appointed for three (3) years.
- (2) The duties of the committee are as follows:
 - [a] Promote the establishment of new Bethels in the SD GGC jurisdiction.
 - [b] Promote activities of Job's Daughters to Masonic fraternities and to the general public.
 - [c] Survey the situation in Bethels whose memberships have declined to a point where their existence is jeopardized and organize programs to strengthen such Bethels.
 - [d] Promote establishment and operation of Jobies to Be programs in the SD GGC jurisdiction.
- (3) Expenses for the committee are funded by the SD GGC budget item for Promotion.
- (4) The chairman shall keep a permanent file which shall be turned over to her/his successor.
- (5) An inventory of materials and a report of transactions will be presented to the Grand Secretary by the first meeting held after the Annual Session of the GGC.

Section 4 Other Committees

(1) **Special Committees**

The Special Committees of the GGC shall be: Amethyst/Degree of Royal Purple/Lily of the Valley, Audit, Grand Bethel, HIKE, Membership, MSDJD Pageant, SBHQ/MIJD Fund Raising, Spirit Ambassadors, Ways and Means and Website.

(a) **Amethyst, Degree of Royal Purple and Lily of the Valley Award Committee**

- (1) The committee shall be composed of three (3) members. One (1) member designated as chairperson and the remaining two (2) to represent the two (2) geographical areas of the state.
- (2) The appointment shall be for a term of three (3) years; the Grand Guardian shall designate a chairperson.
- (3) The duties of this committee are as follows:
 - [a] To notify each Bethel of the requirements for a nomination regarding the degree/award and its expenses (as outlined in SD-R&R-Royal Purple and SD-R&R-Lily of the Valley Award) and enclose applications for the degree/award.
 - [b] To receive nominations from a member of a Bethel, the members of the Bethel Guardian Councils or members of the Grand Guardian Council.
 - [c] To determine the recipient(s) of this award in accordance with the rules and regulations of the respective degree/award.
 - [d] Notify each proposer of the committee's decision regarding their nomination prior to Grand Session.
 - [e] Collect the cost of the approved award from the proposer, the family, or anyone who wishes to contribute.
 - [f] The Chairperson of the committee shall make a report at the Annual Session of the Grand Guardian Council.
 - [g] The Chairperson of the committee shall maintain a permanent file of all recipients which shall be turned over to her/his successor.
- (4) The committee shall not discuss the nominations outside of their meetings. The decisions of the committee shall be final, and all nominations shall be destroyed.

(b) **Audit Committee**

- (1) The committee shall be composed of three (3) members. The members of the audit committee shall be appointed by the Board of Trustees. The audit committee term shall run from October 1 through September 30 of each calendar year.
- (2) After the close of the fiscal year, this committee shall audit all books and accounts of the Grand Secretary, Grand Treasurer, Vice Grand Guardian, Grand Guide, Ways and Means, Grand Bethel Honored Queen, and any other committee or officer generating funds specifically for the Grand Guardian Council or Grand Bethel and report the results of the audit no later than September 30 of each year. Books shall be professionally reviewed every three (3) years.
- (3) The chairman shall keep a permanent file which shall be turned over to her/his successor.

(c) **Grand Bethel Committee**

- (1) The committee shall be composed of the immediate Past Grand Guardian and Past Associate Grand Guardian and assisted by the current Grand Bethel Honored Queen.
- (2) The immediate Past Grand Guardian and Past Associate Grand Guardian shall serve as Grand Bethel Guardian and Associate Grand Bethel Guardian, respectively.
- (3) The duties of this committee are as follows:
 - [a] Appoint qualified Majority Members to be in charge of the drawing of the Grand Bethel Officers and Representatives.
 - [b] Approve or disapprove the Installing Officers for Grand Bethel Installation.
 - [c] Supervise the Installation of the Grand Bethel Officers and the Representatives according to the Book of Ceremonies adopted by the SGC.
 - [d] Supervise all meetings and practices of the Grand Bethel.
 - [e] Supervise the Medallion Committee in receiving and dispensing medallions, and refunding and collecting a deposit.
 - [f] Prepare seven (7) copies of the names and addresses of all Grand Bethel Officers and Representatives for the following people:

1. Grand Guardian	5. Associate Grand Bethel Guardian
2. Associate Grand Guardian	6. Grand Bethel Honored Queen
3. Grand Secretary	7. Grand Bethel Senior Princess
4. Grand Bethel Guardian	
 - [g] Pre-approve expenses along with the Finance Committee. Itemized bills must be submitted to the Grand Secretary for payment.
 - [h] Supervise the recording of minutes of the Grand Bethel Session and see that a typed copy is sent to the Grand Secretary within thirty (30) days following Annual Session.
 - [i] Plan projects to cover disbursements of the Grand Bethel (See SD-R&R-GRAND BETHEL, Article IX, Section 3) and see that such projects are carried out.
- (4) The chairman shall be the Grand Bethel Guardian.
- (5) The Grand Bethel Guardian shall communicate throughout the year with the GBHQ regarding her plans for projects and events.
- (6) The Grand Bethel Guardian shall ensure that the GB Sr. Princess and GBHQ and their parents or guardians are given appropriate information regarding guidelines for travel reimbursements and other financial issues as soon as possible after their installation.
- (7) The chairman shall keep a permanent file which shall be turned over to her successor.

(d) **HIKE (Hearing Impaired Kids Endowment) Committee**

- (1) Committee member(s) and chairman shall be appointed by the Grand Guardian.
- (2) The committee shall promote the JDI Hearing Impaired Kids Endowment and keep an accurate record of funds collected.
- (3) All funds shall be given to the committee Chairman. She/He will see that the funds are recorded and sent to the HIKE fund.
- (4) This committee shall be responsible for planning at least one (1) statewide HIKE project.
- (5) The chairperson shall keep a permanent file which shall be turned over to her/his successor.

(e) **Miss South Dakota Job's Daughter Pageant Committee**

- (1) The committee shall be composed of three (3) members. At each Annual Session, one (1) member shall be appointed for three (3) years.
- (2) The duty of this committee is to perform all functions and assume all responsibilities delegated to it in the rules and regulations of the Miss SDJD Pageant.
- (3) The chairman shall keep a permanent file which shall be turned over to her/his successor.
- (4) The Chairman shall communicate throughout the year with the Miss SDJD regarding her plans for projects and events.
- (5) The Chairman shall ensure that the Miss SDJD and her parents or guardians are given appropriate information regarding guidelines for travel reimbursements and other financial issues as soon as possible after her selection as Miss SDJD.

(f) **SBHQ/Miss IJD Fund Raising Committee**

- (1) The committee shall be composed of three (3) members, with the chairperson appointed by the GG. The appointment shall be made whenever a South Dakota daughter is selected SBHQ or Miss IJD at Supreme Session. The appointment shall be for a term of one (1) year.
- (2) The duties of this committee shall:
 - [a] Encompass the total administration, including promotion and fund raising for a SD daughter selected SBHQ or Miss IJD for travel expenses as outlined below.
 - [b] Keep a detailed record of all receipts and disbursements of all income collected, not including the money allocated by Supreme Guardian Council. Disbursements of such income shall be handled in accordance with procedures used by the Finance Committee.
 - [c] Approve or disapprove all expenditures of this account which are presented as claims against the fund. Invoices or vouchers shall be presented as claims against the fund. Invoices or vouchers shall be presented to the chairperson, who will have authority to promptly disburse the funds as needed.
 - [d] Be responsible to insure that the total expenses of the above committee shall not exceed the amount of the accumulated funds collected for the traveling use.
 - [e] Present an itemized report of income and disbursements at the Annual Session.
- (3) The Committee chairperson shall:
 - [a] Keep a permanent file which shall be turned over to the Grand Secretary or his/her successor.
 - [b] If traveling in the state of South Dakota, at the request of the SD Grand Guardian, the SBHQ or Miss IJD shall receive funds as outlined above. If no funds are available, the GGC will reimburse the mileage at the current atlas mileage rate.
 - [c] If traveling in the state of South Dakota, at the request of the Supreme Guardian or in fulfillment of the SBHQ or Miss IJD's duties of promoting the Order, the SBHQ or Miss IJD shall receive funds as outlined above. If no funds are available, the SBHQ or Miss IJD shall be responsible for all expenses.
 - [d] Total expenses shall not exceed the amount of the accumulated funds collected.
 - [e] Any portion of the funds not expended at the end of the SBHQ or Miss IJD's term will be invested into a CD. The amount of this fund shall be recorded and returned to the SD SBHQ/Miss IJD Fund Raising Committee at the time another SD daughter is selected SBHQ or Miss IJD.

(g) **Ways and Means Committee**

- (1) The committee shall be composed of four (4) members consisting of the Grand Guardian, the Vice Grand Guardian, one (1) member of the Board of Trustees and one (1) appointee. The appointee shall serve as the Chairman.
- (2) The committee shall plan and promote sources of revenue for the GGC related only to the current year's session sales and the Ways and Means sales during the Grand Bethel.
- (3) The chairman shall keep a permanent file which shall be turned over to her/his successor.
- (4) Maintain a record of all income and expenses incurred during the year to be audited by the Audit Committee at the first meeting held after the Annual Session of the GGC. All invoices and voucher shall be presented for payment to the Grand Secretary within 30 days of receipt and in accordance with procedures established by the Board of Trustees.

(h) **Website**

- (1) There shall be one individual assigned as the Web Master each Session Year.
- (2) The duties of the Web Master are as follows:
 - [a] Maintain and update the website as necessary.
 - [b] Post updates and documents for the timely distribution of information.
 - [c] Receive a gratuity in the sum of six hundred fifty dollars (\$650) per year.
 - [d] The Board of Trustees shall assign and supervise the Web Master.

(i) **Spirit Ambassador Committee**

- (1) Committee is composed of three (3) members, and assisted by the Miss SD Congeniality. At each annual session of the GGC, one (1) member shall be appointed for three (3) years.
- (2) The duty of this committee is to perform all functions and assume all responsibilities delegated to it in the Rules & Regulations of the Spirit Ambassador competition.
- (3) The chairman shall keep a permanent file which shall be turned over to his/her successor.
- (4) The chairman shall communicate throughout the year with the Miss SD Congeniality regarding her plans for projects with the Spirit Ambassadors.
- (5) The chairman shall ensure that the MSDC and her parent(s) or legal guardian(s) are given appropriate information regarding guidelines for travel reimbursements and other financial issues as soon as possible after her selection as Miss SD Congeniality.

(2) **Session Committees**

The Session Committees of the GGC may include the following as well as others appointed by the Grand Guardian: Arts and Crafts, Courtesy, Credentials, Grand Session, Medallions and Flags, Publications, Registration, Ritual Competition, Session Arrangements and Talent Competition.

(a) **Courtesy Committee**

- (1) The committee shall be composed of two (2) members with the chairman appointed by the Grand Guardian.
- (2) The duties of this committee are as follows:
 - [a] To assist in extending courtesy to visitors and members in attendance at Annual Session and at other times as the occasion requires.
 - [b] Report the names of persons, organizations and companies deserving of recognition for courtesies extended to the GGC.
 - [c] Acknowledge courtesies by letter, expressing appreciation of the SD GGC.
- (3) The chairman shall keep a permanent file which shall be turned over to her/his successor.

(b) **Credentials Committee**

- (1) The committee shall be composed of three (3) members. At each Annual Session, one (1) member shall be appointed or three (3) years. The Grand Secretary shall serve as an ex officio member.
- (2) The duties of this committee are as follows:
 - [a] Confirm GGC membership of those attending the Annual Session with a membership list provided by the Grand Secretary.
 - [b] Keep an accurate record of those attending the Annual session that will include the number of SD GGC officers present and the number of SD GGC Bethels represented.
 - [c] Make reports of attendance as requested by the Grand Guardian with a final report submitted at the last business meeting of the Annual Session.
- (3) The chairman shall keep a permanent file which shall be turned over to her/his successor.

(c) **Grand Session Committee**

- (1) The committee shall be composed of six (6) members. The immediate Past Grand Guardian and Associate Grand Guardian, the Grand Guardian and Associate Grand Guardian and Vice Grand Guardian and Vice Associate Grand Guardian. Ex officio members shall be the Grand Secretary and Grand Treasurer. The Grand Guardian shall serve as Chairman.
- (2) The duties of this Committee are as follows:
 - [a] Promote a smooth transition from one Annual Session to another.
 - [b] Make preliminary arrangements for the Annual and Grand Bethel Sessions.
 - [c] Meet as needed prior to Annual Session to receive a tentative Annual Session and Grand Bethel Session Program and preliminary budget from the Vice Grand Guardian and Vice Associate Grand Guardian.
 - [d] Set fees as may be necessary to adequately finance the Sessions (such as registration, meals, etc.)
 - [e] Request transfer of the one thousand dollars (\$1,000.00) for Annual Session from the General Fund to the Grand Session Fund.
 - [f] Reimburse the General Fund in the amount of one thousand dollars (\$1,000.00) from receipts collected at Annual Session within thirty (30) days after Annual Session.
 - [g] See that all monies generated through special projects, registration and other activities sponsored by the GGC are deposited in the Grand Session Fund. The chairman shall keep an itemized record thereof and forward balances to the Grand Secretary by the end of the fiscal year.
 - [h] Make, through the chairman, a full report of receipts and disbursements within thirty (30) days after Annual Session. This report shall become part of the official proceedings of the GGC.
 - [i] Make arrangements for a fraternal relations event at Grand Session, i.e. Men of Job's luncheon, to be planned by the Associate Grand Guardian in coordination with the committee.

- (3) The chairman shall keep a permanent file which shall be turned over to her/his successor.

[d] **Medallion and Flag Committee**

- (1) The committee shall be composed of three (3) members. At each Annual Session, one (1) member shall be appointed for three (3) years.
- (2) The duties of this committee are as follows:
 - [a] Oversee medallions for Grand Bethel Officers and Representatives by collecting a payment as medallions are distributed during elections.
 - [b] Oversee issuance and return of official Grand Bethel Officer medallions that are used during Grand Bethel meetings.
 - [c] Oversee returning and issuing of Grand Bethel Representatives' flags and inform Grand Bethel Representatives of their duties.
 - [d] Repair and replace Grand Bethel medallions and flags as needed.
- (3) The chairman shall keep a permanent file which shall be turned over to her/his successor.

(e) **Registration Committee**

- (1) The committee shall be composed of three (3) members with the chairman appointed by the Grand Guardian.
- (2) The committee shall register those in attendance at the Annual Session.
- (3) The chairman shall keep a permanent file which shall be turned over to her/his successor.

(f) **Ritual Competition Committee**

- (1) The committee shall be composed of three (3) members. At each Annual Session, one (1) member shall be appointed for three (3) years.
- (2) The committee shall oversee Ritual Competition at the Annual Session.
- (3) The chairman shall keep a permanent file which shall be turned over to her/his successor.

(g) **Session Arrangements Committee**

- (1) The committee shall be composed of the Grand Guardian, the Associate Grand Guardian, the General Chairman, and others as needed.
- (2) The duty of this committee is to coordinate arrangements for the Annual Session.
- (3) The Grand Guardian shall appoint the chairman of this committee.
- (4) The chairman shall keep a permanent file which shall be turned over to her/his successor.

**ARTICLE IX
DISCIPLINE AND REMOVAL FROM OFFICE**

Section 1 Discipline

- (c) Any BGC officer may be cited by the Executive GGC to appear, at a designated time and place within her/his jurisdiction, before a committee appointed by the Grand Guardian for that purpose, to show cause why she/he should not be reprimanded, removed from office, suspended, or expelled from the Order for violation of the laws of the Order, or for conduct unbecoming a member of the Order. The citation shall state specifically the charges preferred. At the time and place stated in the citation, the committee appointed for that purpose shall hear the evidence offered against and on behalf of the accused, and shall make finding of fact thereon and report its findings to the Executive GGC within thirty (30) days from the date of the hearing. Upon receipt of the report of said committee, the Executive GGC shall determine the guilt or innocence of the accused. If the charges are sustained, the Executive GGC shall have the power to reprimand, remove from office, suspend, or expel such BGC Officer. (See SOP-SGC-1)

**ARTICLE XIII
ELECTION, VOTING PRIVILEGES, AND PROXY**

Section 1 Election

- (a) Elective officers of the GGC shall be elected at the Annual Session from eligible members in attendance, unless unavoidably absent. The election shall be held as the first order of business under New Business.
- (b) The election shall be by ballot with nomination from the floor.
- (c) A majority vote of the members present and eligible to vote shall elect. Votes may be cast for any eligible person, even if not nominated. In cases where only one candidate is nominated election may be made by unanimous ballot. In a situation where no nominations are made, the presiding officer may declare nominations closed and proceed directly to a ballot.
- (d) The presiding officer shall appoint a chairman and sufficient number of tellers to collect and count the ballots. The chairman shall report the number of votes cast, the number of votes necessary for election, the number of votes received by each candidate, and the number of illegal ballots. The teller's tally sheet and the ballot shall be placed in an envelope, which is then sealed, signed by the tellers and turned over to the Grand Secretary to retain until it is certain the assembly will not order a recount.
- (e) When it becomes necessary during election of GGC officers to communicate with an eligible member who is not present for the purpose of obtaining his or her acceptance for election to an office in the GGC, a person shall be designated by the presiding officer and allowed a period not to exceed fifteen (15) minutes to complete the communication. Tellers shall be posted at exits to monitor numbers of eligible delegates who must leave and re-enter the room while ballots are being counted.
- (f) If no eligible member accepts election, the presiding officer may declare the election for that particular office closed, leaving the position vacant. This would not apply to the election for the offices of Grand Guardian and Associate Grand Guardian.

**ARTICLE XIV
APPOINTMENTS**

Section 1

- (a) Appointive officers shall be appointed by the incoming Grand Guardian at the Annual Session of the GG and shall be on the current list of CAVs (Certified Adult Volunteers) provided by the Executive Manager.

**ARTICLE XV
TERM**

Section 1

- (b) New members of the board shall be elected to serve for three (3) years or to fill vacancies.

**ARTICLE XVIII
BOARD OF TRUSTEES**

Section 1 General

- (a) The Board shall conduct the business affairs of the GGC not otherwise delegated.
- (b) At each Annual Session a member or members other than the Grand Guardian, Associate Grand Guardian, Vice Grand Guardian, and Vice Associate Grand Guardian shall be elected to serve for three (3) years, or to fill vacancies.
- (c) Members may be reimbursed from the General Fund for necessary expenses incurred in the performance of their duties.

Section 2 Members

- (a) The Board shall consist of five (5) elected members and the Grand Guardian, Associate Grand Guardian, Vice Grand Guardian and Vice Associate Grand Guardian.
- (b) The Grand Secretary, Grand Treasurer and Chairman of the Finance Committee shall serve ex-officio to the Board. The Grand Secretary shall serve as the Secretary to the Board.

Section 3 Responsibilities and Duties of the Board

- (a) Elect a chairman at a meeting which shall be held no later than the last day of the Annual Session.
- (b) The duties of the Board are as follows:
 - (1) Establish and supervise the business procedures of the Grand Guardian Council.
 - (2) Approve the selection of federally insured bank(s) to handle the financial affairs of the GGC. Ensure that a safe deposit box is obtained as necessary to keep all securities and other valuable documents. Access to the same shall be granted to the Grand Treasurer, a member of the Board and the Chairman of the Audit Committee.
 - (3) Appoint an investment committee of three (3) individuals from the members of the Board of Trustees to investigate and make recommendations regarding the surplus funds of the GGC.
 - (4) Invest Educational Funds and any surplus funds of the GGC as recommended by the investment committee of the GGC. The selection of any brokerage firm to be hired by the GGC shall have approval of the Board prior to hiring.
 - (5) Approve the selling and assignment of the securities of the GGC.
 - (6) Supervise the Audit Committee to insure that all books and accounts of the GGC are audited annually. Engage the services of a professional accountant to audit the books every three (3) years before the Annual Session of the GGC of that year.
 - (7) See that a complete inventory of the contents of the safe deposit box or boxes is made and a copy filed with the Grand Guardian, Associate Grand Guardian, Vice Grand Guardian, Vice Associate Grand Guardian and chairman of the Board. A full report shall be made of all items placed in or removed from the box or boxes and copies filed with the above named. The inventory and reports shall be checked against the contents of the box or boxes by the auditor at the time of each annual audit.
 - (8) Investigate needed insurance coverage for the GGC and review annually.
 - (9) The chairman shall maintain a permanent file which shall be turned over to his or her successor.
 - (10) A member of the Board of Trustees shall serve on the Ways and Means Committee.
 - (11) The Board of Trustees shall assign and supervise the Webmaster.

Section 4 Meetings

- (a) There shall be at least one (1) meeting per year. Whenever possible, special meetings shall be held at the same time as a special meeting of members called by the Grand Guardian.
- (b) The Chairman of the Board and/or the Grand Guardian may call emergency or additional meetings as necessary.
- (c) The Chairman of the Board and/or the Grand Guardian may invite others to attend the meetings as necessary to report on activities for which they are responsible.

SOP-GGC-3
EDUCATIONAL AND PROMOTIONAL FUNDS

Section 1

- (c) The Executive members of the BGC of each chartered SD Bethel shall mail to the Grand Secretary for the Educational and Promotional Funds, two thirds (2/3) of the proceeds from at least one (1) special project of that Bethel during each term, one third (1/3) of these proceeds to go to the Educational Fund and one third (1/3) to the Promotional Fund. This shall be included in the annual reports.

Section 2 Promotional Fund

- (a) Expenses incurred by the Grand Guardian or Deputy in promoting and instituting a new Bethel may be paid from the Promotional Fund after submitting an itemized bill.
- (b) A Bethel may be allowed reasonable expenses, to be paid from the Promotional Fund, for exemplifying ritualistic work prior to the institution of a Bethel, provided prior approval has been obtained from the Grand Guardian and the Finance Committee.
- (c) Additional Promotional Fund expenditures must receive prior approval by the Grand Guardian and Finance Committee and may be paid by the Promotional Fund.

Section 3 Educational Fund

- (a) The SD GGC Educational Fund shall be used for scholarships.
- (b) The fund shall consist of interest and principal paid on loans, and one third (1/3) of the proceeds from at least one (1) special project each term in chartered SD Bethels.
- (c) This fund shall be administered by the Educational Scholarship Committee.
- (d) Scholarship recipients shall be announced at Annual Session, and scholarships will be used for the next academic year. In advance of the Annual Session the committee may provide written notification to a recipient's school to be awarded during the school's annual award ceremony.
- (e) Scholarships may be awarded to active Bethel members in good standing and/or Majority Members who have not previously received a scholarship from the South Dakota Grand Guardian Council.
- (f) Scholarships may be awarded for pursuing vocational, undergraduate or graduate programs.
- (g) The amount and number of scholarships will be determined by the Educational Scholarship Committee.
- (h) Information and applications regarding scholarships must be mailed to all SD Bethels by March 1.
- (i) Scholarships shall be awarded based on consideration of academics, involvement in Job's Daughters and need.

**SOP-GGC-4
FINANCES****Section 2 Fees**

- (c) Each voting member of the GGC shall pay a thirty dollar (\$30) membership fee and each associate member of the GGC shall pay a fifteen dollar (\$15) membership fee which would include receiving all mailings and publications throughout the year. For other fee assessment see the following:
- dispensation to form a new Bethel SOP-BETHEL 12;
 - issue a Charter SOP-BETHEL 12 3;
 - dispensation for special privileges SOP-BETHEL18;
 - initiation fee SOP-SGC 11;
 - annual dues/fee SOP-SGC 11.

Section 4 Disbursements

- (a) Travel
- (1) When two (2) or more travel in the same car a maximum of twenty-five cents (\$.25) per mile, not to exceed the budgeted amount, shall be paid. In no case shall the maximum be more than the actual expense incurred.
 - (2) The bills must be submitted to the Grand Secretary, no later than thirty (30) days after the Annual Session of the GGC ends.

Section 5 Support for Supreme

- (a) In the event an eligible member of the SD Grand Guardian Council wishes to aspire to an elected office of the Supreme Guardian Council, and wishes to avail herself/himself of the funds designated from the 1985 Supreme Session they shall:
- (1) Request the support of the Grand Guardian Council and the Grand Bethel of South Dakota prior to the Supreme Session in which she/he wishes to aspire.
 - (2) Submit a written letter of intent which shall be read at the Grand Session and copies of the same must be filed with the Grand Secretary, Board of Trustees and the Finance Committee

Section 6 Fiscal Year

- (a) The fiscal year of the GGC shall be from July 1 to June 30 inclusive.

SOP-GGC-7
MANUAL OF RULES AND REGULATIONS

Section 1

- (a) Amendments to the GGC Constitution and Bylaws must be submitted by a GGC member to the Grand Secretary thirty (30) days prior to the Annual Session. The Grand Secretary shall forward copies of the amendments to the Jurisprudence Committee and to GGC members no later than fifteen (15) days prior to the Annual Session.
- (b) Amendments shall be adopted by the GGC at the Annual Session by a two-thirds (2/3) vote of the members present. Within thirty (30) days after the close of the session, the Grand Secretary shall send one (1) electronic copy of the newly adopted amendments(s) to the Vice Supreme Guardian and the Chairman of the Supreme Jurisprudence Committee. Amendments to Standard Operating Procedures require a majority vote for approval.
- (e) After receipt of the amendment(s) from the Supreme Jurisprudence Committee or after the amendment(s) has (have) been submitted to the Supreme Jurisprudence Committee for ninety (90) days, [whichever comes first], the Grand Secretary shall have sixty (60) days to furnish each member of the GGC a copy of the amendment(s).
- (f) Immediate amendments may be offered on the first day of the Annual Session provided such amendments are submitted in writing and signed by one (1) member representing each of the South Dakota Bethels. All immediate amendments shall require a unanimous vote of members at the Annual Session business meeting.

**SOP-GGC-8
MEETINGS****Section 1**

- (a.1) The Annual Session of the SD GGC shall convene at an appointed time between January and June each year.
 - (a) Installation shall take place prior to the closing of Grand Bethel during June each year.
- (a.2) The place is to be decided by a majority vote of the eligible delegates at Annual Session.
- (a.3) If formal invitations are not extended, the place shall be decided by a majority vote of the Executive members of the GGC.
 - (c) In the event of an emergency, the Grand Guardian with the written consent of a majority of the members of the Executive GGC, may postpone, change the place of meeting, or cancel the Annual Session. Notice of the proposed action shall be sent immediately to the members of the Jurisprudence and Finance Committees.

Section 2

- (a) Bethels in the city in which the Annual Session of Grand Bethel is held shall not meet during Grand Bethel Annual Session.
- (b) Bethels attending Grand Bethel Annual Session may substitute the Grand Bethel meeting for one regular meeting in June.

Section 3 Reports

- (a) All elected officers, committee chairmen and others designated by the Grand Guardian shall prepare a written report for presentation at Annual Session.
- (b) One (1) hard copy and one (1) electronic copy of all reports shall be submitted to the Grand Secretary. One (1) hard copy and one (1) electronic copy of all reports shall be submitted to the Grand Guardian.
- (c) Any recommendations shall be submitted to the Jurisprudence Committee prior to the business meeting of the Annual Session for consideration.

**SOP-GGC-10
VACANCIES**

Section 2 The Board

- (a) The Grand Guardian shall be empowered to fill vacancies on the Board of Trustees between Annual Sessions. Such appointments shall terminate at the close of the next Annual Session.

ARTICLE II MEMBERSHIP

Section 1 Petition

- (f) In the case of a statewide initiation held during the Annual Session of the Grand Bethel, the Grand Guardian will select and issue a special dispensation to a host Bethel to conduct a courtesy initiation on behalf of any Bethel with eligible candidates. The Bethel which received the petition and of which the Daughter becomes a member shall retain the initiation fee.
- (1) Petitions shall be read and investigated by the petitioned Bethel.
 - (2) A copy of the petition shall be brought to Grand Session.
 - (3) The petitioned Bethel must request, in writing, the host Bethel to conduct the courtesy initiation.
 - (4) The Permanent Record Book from the petitioning Bethel must be supplied at the ceremony for the candidates to sign.
 - (5) The host Bethel will open and close the ceremony and must have a least seven (7) members present. The host Bethel must fill the following offices: Honored Queen, Guide, Marshal and Chaplain.

Section 3 Dual Membership

- (a) Dual membership shall be allowed the Daughter who has moved from her original residence and desires to join a Bethel in a different location within the jurisdiction of her original membership.
- (e) The rules governing the Grand Bethel Competitions shall address any issues with Daughters participating in multiple competitions.

**ARTICLE XIII
TERM OF OFFICE**

Section 1

- (c) An Honored Queen may not be elected to more than two (2) consecutive terms unless approved by the Grand Guardian .

**SOP-BETHEL-4
ELECTION**

Section 1

- (b) The election shall be by ballot without nomination. A majority vote of the members present and eligible to vote shall elect. No proxy shall be allowed.
- (c) Bethel elections in the SD GGC shall be by secret ballot.

SOP-BETHEL-5
ELIGIBILITY

Section 1

- (c) Daughters from South Dakota aspiring to the office of SBHQ shall request the support of the Grand Bethel and Grand Guardian Council. Provide the Grand Guardian prior to Grand Session a copy of a letter of intent stating that she and her parent(s) or guardian(s) are aware of the responsibilities and financial obligations.

**SOP-BETHEL-11
OFFICIAL REGALIA**

Section 2 Wearing of Regalia

- (d) Officers' pins, when worn, should be pinned directly in the center yoke of the robe, not on the cape.

SOP-BETHEL-12
ORGANIZATION OF A BETHEL

12. Special Assistance

- (c) See SD-SOP-BETHEL 20 for supplies furnished gratis to instituted Bethels.

SOP-BETHEL-14
PROCEDURE TO MERGE, CLOSE, OR REINSTITUTE BETHEL

2. Close of a Bethel

- (c) Any and all communications with a Bethel to be closed shall be sent to the Bethel Guardian, The Worshipful Master of the local Lodge and the Worthy Matron of the local Eastern Star Chapter (if applicable). These communications shall be in the form of a registered or certified letter with a return receipt (this action will take place within ten (10) days of the determination). A copy of all communication shall be sent to the Grand Secretary.

SOP-BETHEL-18
SPECIAL PRIVILEGES

7. A Special Dispensation to place a Bethel under reorganization and an accompanying letter establishing the time frame shall be issued by the Grand Guardian within thirty (30) days of her installation or within fifteen (15) days of the determination during her term. A copy of all correspondence shall be on file with the Grand Secretary.

SOP-BETHEL-20
SUPPLIES FURNISHED GRATIS TO INSTITUTED BETHEL

12. 1. To aid in instituting a Bethel under the SD GGC., the following supplies shall be furnished gratis:
- 12 Rituals
 - 3 Constitution and Bylaws
 - 1 Book of Ceremonies
 - 50 Petitions for Membership
 - 1 Music Ritual
 - 10 Song Cards
 - 12 Memo of Bills and Warrants & Order for Treasurer
 - 12 Bethel Treasurer's Report
 - 1 Permanent Record Book
 - 1 Minute/Roll Call Book
 - 2 Financial Record Books
 - 1 Initiatory Card
 - 20 Record of Dues sheets
 - 1 Small Bible
 - 1 Proficiency Work
 - 1 SD Handbook

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

INSURANCE

5. The Board of Trustees of the Grand Guardian Council of South Dakota JDI has directed the Grand Guardian Council of South Dakota to be self-insured for paraphernalia.

**MISS SD JOB’S DAUGHTER PAGEANT
JOB’S DAUGHTERS INTERNATIONAL
RULES AND REGULATIONS**

**ARTICLE I
TITLE**

Section 1

- (a) The Daughter selected shall be known as MISS SOUTH DAKOTA JOB’S DAUGHTER of Job’s Daughters International.

**ARTICLE II
OBJECT**

Section 1

- (a) Miss South Dakota Job’s Daughter is a representative of South Dakota Job’s Daughters for the purposes of promoting the interest, welfare and growth of the order; bringing the Daughters of South Dakota into a closer relationship with each other and the GGC of South Dakota.

**ARTICLE III
SUPERVISION**

Section 1

- (c) The details of travel will be arranged by the parent(s) or legal guardian(s) under the direction of the Grand Guardian and Pageant Chairperson. The adult providing transportation shall be a CAV (Certified Adult Volunteer).
- (e) The Pageant Chairperson and Miss SDJD will inform the Grand Guardian of her itinerary. The Grand Guardian shall provide guidance and approval of all activities.
- (f) A current and signed copy of the Personal Health Form (Form 125a) and the Release, Waiver and Consent Form (Form 125b) and Media Release Form shall be on file with the Pageant Chairperson, Grand Guardian and the CAV adult providing transportation.

**ARTICLE IV
QUALIFICATIONS**

Section 1

- (a) Miss SDJD shall be a young woman who possesses a thorough knowledge of the order, dignity, poise, charm, good manners, and that intangible quality called personality. She must be able to meet the public, speak extemporaneously and represent the Order with dignity and youthful charm.

**ARTICLE V
ELIGIBILITY**

Section 1 Contestant

- (a) A daughter must be:
 - (1) A member in good standing in her Bethel.
 - (2) At least sixteen (16) years of age by the date of the Miss JDI Pageant.
 - (3) Less than twenty (20) years of age at the time of her selection to represent South Dakota.
- (b) A consent form shall be signed by each daughter and her parent(s) or legal guardian(s).
- (d) A Daughter must obtain monetary donations from at least ten (10) sponsors.
- (e) A Daughter must have successfully completed the Supreme or South Dakota Ritual Knowledge Course by the date of the Annual Session of the GGC.
- (f) A Daughter may not hold the office of Miss SDJD or Miss SDC and a Grand Bethel office in the same Job's Daughter year.

Section 2 Jurisdictional

- (a) Miss International Job's Daughter Pageant. The reigning Miss SDJD shall be South Dakota's contestant in the International pageant. If Miss SDJD cannot attend, the 1st runner-up may be sent in her place. If the 1st runner-up cannot attend, the selection may be made from the 2nd runner-up etc., until a contestant is selected. However, the reigning Miss SDJD will retain her title.
 - (1) Daughters from South Dakota aspiring to be Miss IJD shall give the Grand Guardian prior to Grand Session a consent form stating that she and her parent(s) or guardian(s) are aware of the responsibilities and financial obligations.

**ARTICLE VI
SELECTION**

Section 1 General

- (a) Miss SDJD shall be selected by competition at a pageant held annually.
- (b) The administration, production and direction of the pageant is the responsibility of the Miss South Dakota Job's Daughter Pageant Committee.
- (c) Three (3) pageant judges will be selected to judge the pageant
- (d) The contestant chosen as Miss SDJD shall earn at least an 80% cumulative score from all categories of judging.
- (e) In the event of a tie, it will be broken by referring to the combined written test and the recitation scores of the tied contestants. The contestant with the highest score will be declared the winner.

Section 2 Requirements for Judging

- (a) Requirements for judging shall conform to the Rules and Regulations for judging the International Pageant.

**ARTICLE VII
SUCCESSION**

Section 1

- (a) In the event Miss SDJD cannot fulfill her term, the 1st runner-up will become Miss SDJD. If unable to accept, selection shall be made in succession of runners-up.
- (b) A Miss SDJD who marries while reigning shall forfeit her title as Miss SDJD.
- (c) In the event Miss SDJD is chosen Miss International Job's Daughter at the International Pageant, the 1st runner-up shall become Miss SDJD. If unable to accept, selection shall be made in succession of runners-up.

**ARTICLE VIII
DUTIES OF MISS SOUTH DAKOTA JOB'S DAUGHTER**

Section 1

- (a) Miss SDJD shall:
 - (1) whenever possible, visit statewide events (HIKE, Supreme Visit, etc.), Bethels, and other Daughter activities to promote the good of the Order. Travel allowed as per bylaw.
 - (2) promote SDJD to organizations outside of Job's Daughters.
 - (3) work in conjunction with the Pageant Committee in preparing for the Annual Pageant.
 - (4) work with the Grand Guardian, Associate Grand Guardian and Pageant Chairperson to create an itinerary for the year including appearances to organizations inside and outside the Masonic Family, as well as visits to Bethels in South Dakota
 - (7) serve as the Daughter HIKE Chairperson
 - [a] hold a fundraiser for the HIKE Fund
 - (8) represent the state of South Dakota in the Miss IJD Pageant at Supreme Session.
 - (9) notify the Grand Guardian of all tentative and scheduled travel and activities in advance.
 - (10) submit a report at the end of her term.

**ARTICLE IX
FINANCES**

Section 1 Receipts

- (a) Registration fee to be determined by the Pageant Committee. The Pageant expenses shall not exceed the budgeted amount.
- (b) A Daughter must obtain monetary donations from at least ten (10) sponsors. Funds raised from the sponsorships will be used to fund the travel expenses of the Miss SDJD, not to exceed the budgeted amount. Excess funds will be transferred to the Scholarship Fund.
- (c) Funds raised from contributions and project. The Miss SDJD should be encouraged to hold a project during her term to create additional funds.

Section 2 Disbursements

- (a) The Miss SDJD shall receive a Past Miss SDJD jewel upon completion of her term provided she has met all the requirements as outlined in these Rules and Regulations to the satisfaction of the Pageant Committee. The amount budgeted for the jewel shall be equal to that budgeted for the Past GBHQ jewel.
- (b) The Miss SDJD will receive a sash and a tiara, not to exceed an amount approved by the GGC.
- (c) The following pageant expenses shall be designated for disbursements:
 - (1) Certificates of Achievement for semi-finalists, best test score, and best messenger lecture.
 - (2) Sash and tiara for the new Miss SD Congeniality.
 - (3) Certificates of Participation for each contestant.
 - (4) Luncheon for all contestants, Miss SDJD and Miss SD Congeniality.
 - (5) Committee expense and postage.
 - (6) Suitable gifts for pageant judges as funds allow.
 - (7) Registration fee for Miss International Job's Daughter Pageant.
 - (8) The cost of pageant programs and decorations.
 - (9) The Chairman of the Pageant Committee shall be reimbursed upon presentation of vouchers for expenses.
 - (10) Total expenses for the above shall not exceed the amount of the accumulated funds collected for the operation of the Pageant.
- (d) If approved by the Grand Guardian, the Miss SDJD shall be reimbursed for mileage per the South Dakota mileage diagram at the rate of twenty-five cents (\$.25) per mile for in-state travel not otherwise reimbursed.
- (e) The Miss SDJD may be allowed an allowance of one hundred dollars (\$100.00) per day not to exceed six (6) days at the Annual Session of the Supreme Guardian Council. She shall receive air coach fare or mileage at the rate of twenty-five cents (\$.25) per mile not to exceed the budgeted amount by the most direct route from her home and return, whichever is least, provided she attends the Supreme Bethel Meetings, Formal Opening, MIJD Pageant and Supreme Bethel Installation, not to exceed six hundred dollars (\$600.00). If two or more who are eligible for reimbursement travel in the same car a maximum of twenty-five cents (\$.25) per mile, not to exceed the budgeted amount shall be paid. In no case shall the maximum be more than the actual expense incurred. The bills must be submitted to the Grand Secretary no later than thirty (30) days after the Annual Session of the Supreme Guardian Council.
- (f) The Miss SDJD may be reimbursed, if she does not receive complimentary lodging, for one (1) night lodging at Grand Chapter, two (2) nights lodging at Grand Lodge and one (1) night lodging at Grand York Rite. She shall receive mileage per the South Dakota mileage diagram at the rate of twenty-five cents (\$.25) per mile not to exceed the budgeted amount for travel to SD Grand Chapter, Grand Lodge and Grand York Rite. If requested by the Grand Guardian to attend other Grand Masonic functions she may be reimbursed for mileage per the South Dakota mileage diagram at the rate of twenty-five cents (\$.25) per mile not to exceed the budgeted amount.
- (g) The Miss SD Job's Daughter shall keep the Grand Guardian and Pageant Committee Chairman informed of all visits and travel plans.

Section 3 Miss SDJD Project(s)

- (a) All revenue shall be turned over to the Grand Secretary within seven (7) days of receipt.
- (b) A full accounting of the Miss SDJD's project(s) shall be made at each Grand Session at Grand Council.
- (c) Should the project(s) not sufficiently derive enough income to cover the expenses, the remaining expenses will be the responsibility of the Miss SDJD and/or her parents.

ARTICLE X
MISS SOUTH DAKOTA JOB'S DAUGHTER COMMITTEE

Section 1 Members

- (a) The membership of this Committee is defined in the SD Bylaws GGC Art. IV, Sec. 4(e).

Section 2 Duties of the Committee

- (a) The authority and duties of this Committee shall encompass the total administration, including promotion and production, of the Miss SDJD Pageant, including:
- (1) Send questionnaires for personal information to all contestants.
 - (2) Determine the number of semi-finalists based on number of contestants, a approximately one-third (1/3) of number of contestants.
 - (3) Prepare questions for semi-finalists.
 - (4) Obtain at least three (3) Pageant judges. The Committee shall use its best efforts to obtain judges whose Bethels are not represented by contestants.
 - (5) Instruct judges on all aspects of the competition.
 - (6) Inform the Master/Mistress of Ceremonies for the Pageant of the desires of the Committee regarding production of the Pageant.
 - (7) Determine the pageant registration fee, bearing in mind that the Pageant is self-supporting.
 - (8) Obtain a sash and tiara for the new Miss SDJD.
 - (9) Provide a Certificate of Achievement for semi-finalists, best test score, and best messenger lecture.
 - (10) Obtain a sash for the new Miss SD Congeniality.
 - (11) Provide a Certificate of Participation for each contestant.
 - (12) Make use of imaginative ideas and procedures that will help make the pageant both a success and a memorable occasion for all contestants, Daughters and adults.
 - (13) Consult with Grand Session Chair to see that suitable arrangements are made for luncheon for all contestants, judges, Miss SDJD, Miss SD Congeniality and Pageant Committee.
 - (14) Ensure that the cape of the Miss SDJD is cleaned and restored prior to the Annual Session of the Grand Bethel.
 - (15) Obtain a tiara for the new Miss SDJD. The Chairman of the Pageant Committee and the Grand Bethel Guardian shall choose identical tiaras for Miss SDJD, MSDC and the GBHQ each year.
 - (16) Obtain gifts for pageant judges as funds allow.

**ARTICLE XI
AMENDMENTS**

Section 1

- (a) Proposed amendments to these Rules and Regulations may be made at the Annual Session of the GGC by a two-thirds (2/3) affirmative vote of those present and voting. Amendments must be submitted in writing to the Grand Secretary at least thirty (30) days prior to the Annual Session.
- (b) Legislation adopted by the GGC shall become effective after approval by the Jurisprudence Committee of the SGC.

**RULES AND REGULATIONS
SOUTH DAKOTA GRAND BETHEL
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
NAME**

Section 1

- (a) The name of this organization shall be the Grand Bethel of South Dakota, Job's Daughters International. Hereafter referred to as Grand Bethel.

**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 GGC and with Daughters of all jurisdictions.

**ARTICLE III
JURISDICTION**

Section 1

- (a) The Grand Bethel of South Dakota, Job's Daughters International shall be under the supervision of the GGC.

**ARTICLE IV
MEMBERSHIP AND REGISTRATION**

Section 1

- (a) The Grand Bethel shall consist of all members of the Order who have registered and are in attendance at the Annual Session of the GGC.

Section 2 Registration

- (a) Registration for Grand Bethel shall be conducted by the Grand Bethel Committee.

**ARTICLE V
MEETINGS**

Section 1 Business

- (a) The Grand Bethel shall hold its Annual Meeting during and independent of the Annual Session of the GGC with the consent and under authorization of the GGC unless otherwise requested by the Grand Bethel Committee and approved by the GGC. The Grand Bethel meetings shall be under the direction of the Grand Bethel Committee. (See SD-B-GGC Art. IV Sec. 4 (1) (c))
- (c) Escort and introductions may include Honored Queens, Past Honored Queens, Princesses and Past Princesses, Supreme Bethel Officers and Representatives, Visiting Job's Daughters, Majority Members, Supreme Guardian and Associate Supreme Guardian, Past Supreme Guardians and Past Associate Supreme Guardians, Grand Guardian and Associate Grand Guardian, and Grand Bethel Guardian and Associate Grand Bethel Guardian.
- (d) The business session may consist of minutes, reports, drawing for the selection of Officers and Representatives, recommendations, and such other business as the Grand Bethel Committee may deem necessary.
- (e) A report of the business session shall be included in the proceedings.

Section 2 Installation

- (a) The Grand Bethel shall conduct its Installation of Officers and Representatives at a time selected by the Grand Guardian.

**ARTICLE VI
OFFICERS AND REPRESENTATIVES**

Section 1 Officers

- (a) There shall be twenty-one (21) Officers of the Grand Bethel. The officers shall bear the same titles as the officers of a Bethel preceded by "Grand Bethel". In addition, there shall be a Grand Bethel First Page and Grand Bethel Second Page.
- (b) Grand Bethel Honored Queen, Grand Bethel Senior Princess, Grand Bethel Junior Princess and Grand Bethel Musician shall be recommended by Bethels and must be present at the Grand Bethel meeting. In the instance where there is not a name in the Grand Bethel Musician container, a name may be drawn using the normal election procedure from Bethels eligible.
- (c) Other Grand Bethel Officers and Representatives shall be selected from registered members who are present at the Grand Bethel meeting.

Section 2 Representatives

- (a) There shall be at least one (1) Representative of the Grand Bethel to each State, Province, Territory or Country where Jobs Daughters International is organized.
- (b) A Grand Bethel Officer or Representative who has been suspended or expelled from her Bethel shall lose her office and her honors in the Grand Bethel.
- (c) Representatives may prepare scrapbooks on their jurisdictions and display them at Grand Session.
- (d) Representatives are encouraged to communicate with people from their jurisdictions.

Section 3 Term of Office

- (a) Grand Bethel Officers and Representatives shall be chosen during Grand Bethel and shall serve one (1) year.

Section 4 Vacancies

- (a) If a Grand Bethel Officer or Grand Bethel Representative is unable to attend Grand Bethel, a member from the Daughter's Bethel may fill the office. If no one from the Bethel is available to fill the position, the Grand Bethel Guardian shall be notified. A pro-tem will then be appointed by the Grand Bethel Guardian and Grand Bethel Honored Queen.

**ARTICLE VII
ELIGIBILITY AND RESTRICTIONS**

Section 1 Eligibility

- (a) A Daughter must be a member in good standing in her Bethel and must be registered and in attendance at the Grand Bethel meeting to be eligible for selection as a Grand Bethel Officer or Representative.
- (b) A Grand Bethel Officer or Representative who has been suspended or expelled from her Bethel shall lose her office and her honors in the Grand Bethel.
- (c) Honored Queens Elect, Honored Queens and Past Honored Queens aspiring to be Grand Bethel Senior Princess, Grand Bethel Junior Princess and Grand Bethel Honored Queen of the Grand Bethel shall complete a letter of intent that:
- (1) she and her parent(s) or guardian(s) are aware of the responsibilities as outlined in the Grand Bethel, Article XI, Sect. 1
 - (2) why she aspires to hold the office of Grand Bethel Honored Queen and her ideas for her term as Grand Bethel Honored Queen.
- (d) A Daughter aspiring to the office of Grand Bethel Senior Princess, Grand Bethel Junior Princess and Grand Bethel Honored Queen shall:
- (1) be at least fifteen (15) years of age by her Installation as Grand Bethel Senior Princess or Grand Bethel Junior Princess.
 - (2) be less than nineteen (19) years of age at the time of her Installation as Grand Bethel Senior Princess or Grand Bethel Junior Princess.
 - (3) have successfully which completed the Supreme and/or SD Ritual Knowledge Course and submit a certificate of completion to the Election Committee, at the Annual Session of the Grand Guardian Council to which she aspires selection.

- (4) daughters aspiring to these offices shall attend an informal meeting with the Grand Guardian, Associate Grand Guardian, and Grand Bethel Committee at the beginning of the Grand Session in which she aspires to this office. A parent or representative of their daughter shall accompany each daughter. At this meeting:
 - [a] each Daughter shall relate her intent to aspire to hold the office of Grand Bethel Honored Queen and her ideas for her term as Grand Bethel Honored Queen.
 - [b] give an oral recitation of ritualistic work as chosen by the Grand Bethel Committee, in front of a judges panel and judged on accuracy and presentation.
 - [c] complete a written test based on a general knowledge of JDI and the Ritual .
- (5) daughters aspiring to this office shall have attended at least one (1) previous SD Grand Bethel Annual Session.
- (6) daughters aspiring to this office shall have competed in at least one (1) previous Ritual Competition .
- (e) Upon completion of the informal meeting, oral recitation and written test, the names of the daughters scoring a total of at least 80% on all the judged components combined, shall be entered into the drawing.
- (f) A Daughter may not hold a Grand Bethel office and Miss SDJD or Miss SD Congeniality in the same Job's daughter year.

Section 2 Restrictions

- (a) No Daughter may hold more than one (1) position.
- (b) The term of office is for one (1) year.
- (c) No Grand Bethel Honored Queen may serve more than one (1) term in that position in this Grand Guardian jurisdiction.

**ARTICLE VIII
DRAWING**

Section 1 Materials Preparation

- (a) The preparation for the drawing shall consist of the following actions:
 - (1) Each Bethel Guardian or her designee shall submit the names of eligible Daughters to the election committee at Grand Bethel Session registration. The names shall be for Grand Bethel Senior Princess and Grand Bethel Junior Princess, Grand Bethel Musician, and all other Grand Bethel Officers and Representatives.
 - (2) One (1) container shall hold the numbers of each active SD Bethel attending Grand Bethel Session
 - (3) One (1) container shall hold the names of all Daughters recommended for Grand Bethel Musician. All those recommended shall be proficient at playing the piano or another appropriate instrument to be determined by the Grand Guardian, for Grand Bethel.
 - [a] If no names are submitted to this container, a daughter from the drawing for Grand Bethel Officers will be able to hold the office of Grand Bethel Musician.
 - (4) One (1) container for each eligible Bethel shall hold the names of the Daughters that meet the requirements set forth in Grand Bethel, Article VII, Section 1, Subsection C for Grand Bethel Senior Princess and Grand Bethel Junior Princess.
 - (5) One (1) container for each eligible Bethel shall hold the names of all Daughters eligible for other Grand Bethel Offices or Representatives. The ballots shall contain space for the Executive Bethel Guardian Council member to indicate whether the Daughter is eligible, interested in either a Grand Bethel Office, Grand Bethel Representative or both and shall also include the Daughter's name, Bethel number and address.
 - (6) The Grand Bethel Election Committee shall have containers for names in the registration area. Containers and names shall be ready for Grand Bethel election before Grand Bethel convenes.
 - (7) The Grand Bethel Committee shall appoint qualified Majority Members to be in charge of the drawing of the Grand Bethel Officers and Representatives.

Section 2 Drawing

- (a) The drawing shall proceed as follows:
 - (1) Upon completion of the Grand Bethel Senior Princess' term, she shall advance by proclamation to Grand Bethel Honored Queen for the next term, unless disqualified. The Grand Bethel Junior Princess shall advance to Grand Bethel Senior Princess only in the event of a vacancy in that office.
 - (2) The first and second drawings shall be for Grand Bethel Senior Princess and Grand Bethel Junior Princess respectively. Eligible Bethels shall be those who do not currently have the Grand Bethel Honored Queen or Grand Bethel Senior Princess. One name shall be drawn from the container which has recommendations for Grand Bethel Senior Princess and Grand Bethel Junior Princess. The drawing process is repeated for Grand Bethel Junior Princess.
 - (3) The third drawing shall be for Grand Bethel Musician. The name shall be drawn from the container holding the names of all Daughters recommended for Grand Bethel Musician. The selection of Grand Bethel Musician does not eliminate her Bethel from the drawing for the remainder of the Grand Bethel officers.
 - (4) The remainder of the drawings shall be for the remaining Grand Bethel Officers and Grand Bethel Representatives. Bethels having the Grand Bethel Honored Queen, Grand Bethel Senior Princess and Grand Bethel Junior Princess are not eligible for the drawings until all the Bethels attending have a Grand Bethel Officer or Representative. A number shall be drawn from the container holding the active SD Bethel numbers attending Grand Session. After drawing the Bethel number, one name shall be drawn from that Bethel's container which holds the names of all Daughters eligible for a Grand Bethel Office or Grand Bethel Representative. When all Bethel numbers have been drawn, the numbers are put back into the container to repeat the process as many times as needed to fill all positions.
 - (5) Each girl selected for a position shall have the opportunity to accept or decline the position.

**ARTICLE IX
FINANCES**

Section 1 Receipts

- (a) Contributions, gifts and proceeds from events or projects conducted for the purpose of funding the travel of the Grand Bethel Honored Queen and expenses of the Grand Bethel.
- (b) The Grand Bethel Honored Queen (GBHQ) shall hold a project during her term to create additional funds.
- (c) All funds received shall be forwarded to the Grand Secretary upon receipt.

Section 2 Coin March

- (a) Coin March monies from the Grand Bethel Meeting and Installation shall be turned over to the Grand Secretary.
- (b) Such monies shall be made available for budgeted items for the Grand Bethel Honored Queen.

Section 3 Disbursements

- (a) The GBHQ shall receive a Past GBHQ jewel upon completion of her term provided she has met all the requirements as outlined in these Rules and Regulations to the satisfaction of the Grand Bethel Committee. The amount budgeted for the jewel shall be equal to that budgeted for the Past Miss SDJD jewel.
- (b) The GBHQ will receive a sash and a tiara, not to exceed an amount approved by the GGC.
- (c) The following Grand Bethel expenses shall be designated for disbursement.
 - (1) Expenses incurred in hosting the Grand Bethel gathering or retreat.
 - (2) Expenses for the cost of Installation programs and carrying pieces or decorations, not to exceed the budgeted amount.
 - (3) The Grand Bethel Guardian may be reimbursed from the Grand Bethel Fund upon presentation of vouchers for expenses.
 - (4) Total expenses for above shall not exceed the budgeted amount.
- (d) If approved by the Grand Guardian, the GBHQ shall be reimbursed for mileage per the South Dakota mileage diagram at the rate of twenty-five cents (\$.25) per mile for in-state travel not otherwise reimbursed. The total amount shall not exceed the amount of money raised by the GBHQ from fundraising efforts or projects.
- (e) The Grand Bethel Honored Queen may be allowed an allowance of one hundred dollars (\$100.00) per day not to exceed five (5) days at the Annual Session of the Supreme Guardian Council. She shall receive air coach fare or mileage at the rate of twenty-five cents (\$.25) per mile not to exceed the budgeted amount by the most direct route from her home and return, whichever is least, provided she attends Supreme Bethel Meetings, Formal Opening, MIJD Pageant and Supreme Bethel Installation, not to exceed six hundred dollars (\$600.00). If two (2) or more eligible for reimbursement travel in the same car a maximum of twenty-five cents (\$.25) per mile, not to exceed the budgeted amount shall be paid. In no case shall the maximum be more than the actual expense incurred. The bills must be submitted to the Grand Secretary no later than thirty (30) days after the Annual Session of the Supreme Guardian Council.
- (f) The Grand Bethel Honored Queen or the Grand Guardian approved alternate may be reimbursed, if she does not receive complimentary lodging for one (1) night lodging at SD Grand Chapter, two (2) nights lodging at Grand Lodge and one (1) night lodging at Grand York Rite. She shall receive mileage per the South Dakota mileage diagram at the rate of twenty five cents (\$.25) per mile not to exceed the budgeted amount for travel to SD Grand Chapter, Grand Lodge, and Grand York Rite. If requested by the Grand Guardian to attend other Grand Masonic functions she may be reimbursed for mileage per the South Dakota mileage diagram at the rate of twenty-five cents (\$.25) per mile not to exceed the budgeted amount.
- (g) The Grand Bethel Honored Queen shall keep the Grand Guardian and Grand Bethel Guardian informed of all visits and travel plans.

Section 4 GBHQ Project(s)

- (a) All revenue shall be turned over to the Grand Secretary within seven (7) days of receipt.
- (b) All bills shall be turned in to the Grand Secretary within seven (7) days of receipt.
- (c) A full accounting of the GBHQ's project(s) shall be made at each Grand Session at Grand Council.
- (d) Should the project(s) not sufficiently derive enough income to cover the expenses, the remaining expenses will be the responsibility of the GBHQ and/or her parents.

**ARTICLE X
VACANCIES**

Section 1

- (a) In the event that the Grand Bethel HQ cannot fulfill her term, the Grand Bethel Senior Princess will become the Grand Bethel HQ. If the Grand Bethel Senior Princess is unable to accept then the Grand Bethel Junior Princess will become the Grand Bethel Honored Queen.

Section 2

- (a) A Grand Bethel HQ or other Grand Bethel Officer or Representative who marries during her term of office shall forfeit her Grand Bethel position.

**ARTICLE XI
DUTIES OF THE GRAND BETHEL HONORED QUEEN**

Section 1

- (a) The Grand Bethel Honored Queen shall:
- (1) Preside over all Grand Bethel meetings
[a] including other ceremonies when requested to do so by the Grand Guardian and the Grand Bethel Committee
 - (2) Conduct the drawing for the selection of Officers and Representatives of the GB for the ensuing term, with the assistance of the Grand Bethel Committee
 - (3) Serve as the Installing Officer of the Grand Bethel Installation.
 - (4) Work with the Grand Bethel Guardian to create an itinerary for the year including visits to Bethels and other Masonic Family events.
 - (5) Work with the Grand Guardian, Associate Grand Guardian and the Grand Bethel Committee to plan events for the members of the Grand Bethel and all members of South Dakota Job's Daughters.
[a] Events may include schools of instruction, promotional events, interim meetings of the Grand Bethel officers for the purpose of fellowship, planning and practice.
 - (6) Notify the Grand Guardian of all travel and activities in advance.
 - (7) Submit a written report and itemized statement of expenses to the Grand Bethel and the Grand Guardian Council
 - (8) Submit to the Grand Secretary itemized receipts for expenses incurred.
 - (9) The Grand Bethel Guardian shall work with the Grand Bethel Honored Queen throughout her year to schedule official visits, fun activities and plan any fundraisers or projects.
- (b) The Grand Bethel Honored Queen may call one (1) or more interim meetings of the Grand Bethel Officers with the approval of the Grand Bethel Committee for the purpose of fellowship, planning and practice.

**ARTICLE XII
SUPERVISION**

Section 1

- (a) The details of travel will be arranged by the parent(s) or legal guardian(s) under the direction of the Grand Guardian. The adult providing transportation shall be a CAV (Certified Adult Volunteer).

**ARTICLE XIII
ORDER OF ESCORT**

Section 1

- (a) Grand Bethel Officers and Representatives shall be accorded recognition as provided in the Ritual under “Order of Escort”.

**ARTICLE XIV
REGALIA AND MEDALLIONS**

Section 1 Regalia

- (e) Grand Officers pins, when worn, should be pinned directly in the center yoke of the robe, not the cape.

Section 2 Medallions

- (a) The Grand Bethel Officers and Representatives shall be presented medallions designating their office.

**ARTICLE XV
AMENDMENTS**

Section 1 Submission

- (a) Proposed amendment to the Rules and Regulations shall be submitted by:
- (1) Members of the SD GGC
 - (2) Members of the SD Grand Bethel
- (b) Amendments proposed by a member of the Grand Bethel shall be sent to the Grand Bethel Guardian who shall submit same to the Grand Secretary.

- (c) Proposed amendments shall be sent to the Grand Secretary at least (45) forty-five days prior to the Annual Session of the GGC.

Section 2 Adoption

- (a) Amendments shall be acted upon by the Grand Bethel after which they will be referred to the GGC for action.
 (b) Legislation adopted by the Grand Bethel shall become effective after approval by the GGC and the Jurisprudence Committee of the SGC.

**ARTICLE XVI
 GRAND BETHEL COMMITTEE**

Section 1

- (a) The Grand Bethel Committee shall be composed of the immediate Past Grand Guardian and Past Associate Grand Guardian and assisted by the current Grand Bethel Honored Queen.

**ARTICLE XVII
 DUTIES OF THE GRAND BETHEL COMMITTEE CHAIRMAN**

Section 1

- (a) The immediate Past Grand Guardian and Past Associate Grand Guardian shall serve as Grand Bethel Guardian and Associate Grand Bethel Guardian, respectively.
 (b) The chairman shall be the Grand Bethel Guardian. She shall keep a permanent file which shall be turned over to her successor.

**ARTICLE XVIII
 DUTIES OF THE GRAND BETHEL COMMITTEE**

Section 1

- (a) The duties of the committee are as follows:
- (1) Supervise the drawing of the Grand Bethel Officers and Representatives.
 - (2) Hold an informal meeting with the daughters aspiring to the office of GBSP/GBHQ to discuss their intent and ideas for her potential term
 - (3) Obtain three (3) judges to judge the oral recitation of Daughters aspiring
 - (4) Prepare and give a written test to the Daughters aspiring.
 - (5) Supervise the Installation of the Grand Bethel Officers and Representatives according to the Book of Ceremonies adopted by the GGC.
 - (6) Supervise all meetings and practices of the Grand Bethel.
 - (7) Supervise the Medallion Committee in receiving and dispensing medallions and refunding and collecting a deposit.
 - (8) Prepare seven (7) copies of the names and addresses of all Grand Bethel Officers and Representatives for the following people:
 - [a] Grand Guardian
 - [b] Associate Grand Guardian
 - [c] Grand Secretary
 - [d] Grand Bethel Guardian
 - [e] Associate Grand Bethel Guardian
 - [f] Grand Bethel Honored Queen
 - [g] Grand Bethel Senior Princess
 - (9) To pre-approve expenses along with the Finance Committee. Itemized bills must be submitted to the Grand Secretary for payment.
 - (10) Supervise the recording of minutes of the Annual Session of the Grand Bethel and see that a typed copy is sent to the Grand Secretary within thirty (30) days following Annual Session.
 - (11) Plan projects to cover disbursements of the Grand Bethel Fund (See SD-R&R-GRAND BETHEL, Article IX, Section 3) and see that such projects are carried out.

**DEGREE OF ROYAL PURPLE
RULES AND REGULATIONS**

**ARTICLE I
TITLE**

Section 1

- (a) 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**

Section 1

- (a) The Degree of Royal Purple is awarded in recognition of outstanding and dedicated service by a Majority Member to Job's Daughters International. 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) To be nominated for the degree a Majority Member shall have made major contributions toward the good of the Order and/or a specific Bethel.
- (1) The Majority Member shall have accepted an appointment as a member of a BGC and have made an outstanding contribution to that BGC above and beyond the usual BGC responsibilities.
- (b) Service as a Bethel Majority Member shall not be considered in making the selection.
- (c) Service to other Masonic organizations and to the community is support material only; specific criteria are for outstanding service to the Order.

**ARTICLE IV
ELIGIBILITY**

Section 1

- (a) The nominee must be a Majority Member of Job's Daughters International.
- (b) At the time of nomination she must be a least twenty-five (25) years of age.

**ARTICLE V
NOMINATION AND SELECTION**

Section 1 Nomination

- (a) Nomination shall be made by Executive members of the BGC or a member of the Executive Grand Guardian Council without the knowledge of the nominee.
- (b) Nomination shall include specific examples of outstanding service to the Order. In addition to the nomination, recommendations from four (4) adults not related to the nominee (at least two (2) of which must be from someone connected officially with Job's Daughters), who have first-hand knowledge of her contribution to the Order, shall be submitted.
- (c) Nominees who have been with a Bethel for less than four (4) years require at least one (1) recommendation from their previous Bethel and/or jurisdiction.
- (d) Nomination may be by the nominee's home Bethel or by a Bethel to which she has contributed outstanding service to merit the nomination.
- (e) A fee amounting to the current cost of the award must be forwarded with the application. The check will be held by the chairman. If the award is denied, the fee shall be returned within five (5) working days following the decision of the committee.

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.

**ARTICLE VI
CONFERRING OF DEGREE**

Section 1

- (a) The Degree shall be given at the Annual Session of the GGC of South Dakota.
- (b) In the event that it is absolutely impossible for the recipient to attend Grand Session, other arrangements for presentation may be made by the Grand Guardian and the Committee.
- (c) The cost of the medallion shall be paid by the recipient's family, a Bethel or anyone who wishes to contribute.
- (d) The Committee shall be responsible for providing the recipient with a rose, a certificate and the medallion.
- (e) The Chairman of the Committee shall cooperate with the Grand Bethel Guardian, who will oversee the Grand Bethel Officers in the conferring of the degree.

**ARTICLE VII
DEGREE OF ROYAL PURPLE COMMITTEE**

Section 1

- (a) The committee shall be composed of three (3) members. At each Annual Session one (1) member shall be appointed for a three (3) year term.
- (b) The duties of this committee shall be as follows:
 - (1) To provide each Bethel with information regarding the Degree and its expenses (as outlined above) with the application.
 - (2) To receive recommendations from the Executive members of Bethel Guardian Councils or members of the Executive Grand Guardian Council.
 - (3) To determine the recipient(s) of this award in accordance with the rules and regulations for the Degree.
- (c) The award shall be made in recognition of continuous dedicated service to the Order.
- (d) The Chairperson shall maintain a permanent file of all recipients which shall be turned over to her/his successor.
- (e) The committee shall not discuss the nominations outside their meetings. The decisions of the committee shall be final and all nominations shall be destroyed.

**LILY OF THE VALLEY AWARD
RULES AND REGULATIONS**

**ARTICLE I
TITLE**

Section 1

- (a) A Daughter who is chosen to receive this honor shall be known as a recipient of the Lily of the Valley Award.

**ARTICLE II
OBJECT**

Section 1

- (a) The Lily of the Valley Award is awarded in recognition of outstanding and dedicated service by a Daughter to Job's Daughters International. It is intended to recognize a Daughter who has remained active and supportive, who has given to the Order in a capacity above and beyond the normal call of duty, and who is an outstanding contributor to the organization.

**ARTICLE III
QUALIFICATIONS**

Section 1

- (a) To be nominated for the Lily of the Valley Award, a Daughter shall have actively supported the Bethel, in which she is/was a member, or another Bethel and/or Job's Daughters International.

**ARTICLE IV
ELIGIBILITY**

Section 1

- (a) In all cases, the nominee must have completed the following requirements:
- (1) Must be a Majority Member of Job's Daughters International and be between the ages of 20 and 23.
 - (2) Meeting attendance: Must have attended at least seven (7) Bethel meetings or activities per year, or a combination of seven (7) meetings and activities per year (these need not be at her own Bethel) while between the ages of 17 and 23.
 - (3) Registered for and attended Grand Session three (3) years while between the ages of 17 and 23.
 - (4) Attended one (1) other statewide activity (H.I.K.E., Supreme Visit, etc.) while between the ages of 17 and 23.

**ARTICLE V
NOMINATION AND SELECTION**

Section 1 Nomination

- (a) A Daughter may be nominated for the award by a member of the Executive BGC, or members of the Bethel may suggest nominations to the BGC.
- (b) The Bethel Guardian must complete the application form. A fee amounting to the current cost of the medallion must be forwarded with the application. The check will be held by the Committee Chairman. If the award is denied, the fee shall be returned within 5 working days following the decision of the committee.
- (c) The application must be accompanied by the recommendations of three (3) adults (other than relatives) who are knowledgeable of the Daughter's qualifications to receive this award.
- (d) The completed applications must be submitted to the Committee chairman by the assigned due date.

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 Bethel Guardian shall be notified by the Committee chairman of the Committee's decision. After the Committee's approval, the Committee chairman will contact the Bethel Guardian by letter, postmarked no later than May 15, that the Daughter has met the requirements to receive the award and the date the Award will be conferred in a ceremony by the Grand Bethel Officers at Grand Session.

**ARTICLE VI
CONFERRING OF AWARD**

Section 1

- (a) The Lily of the Valley Award shall be given at the Annual Session of the GGC of South Dakota.
- (b) In the event that it is absolutely impossible for the recipient to attend Grand Session, the Bethel Guardian shall advise the recipient to attend Grand Session within three (3) years after approval so she may participate in the ceremony and receive the award.
- (c) The cost of the medallion shall be paid by the recipient's family, a Bethel or anyone who wishes to contribute.
- (d) The Committee shall be responsible for providing the recipient with a rose, a certificate and the medallion.
- (e) The Chairman of the Committee shall cooperate with the Grand Bethel Guardian, who will oversee the Grand Bethel Officers in the Conferring of the Award.

**ARTICLE VII
LILY OF THE VALLEY AWARD COMMITTEE**

Section 1

- (a) The Lily of the Valley Award Committee shall consist of three (3) members. At each Annual Session one (1) member shall be appointed for a three (3) year term.
- (b) The duties of this Committee shall be as follows:
 - (1) To provide each Bethel with information regarding the Award and its expenses (as outlined above) with the application.
 - (2) To receive recommendations from the Executive members of the Bethel Guardian Councils or members of the Executive Guardian Council.
 - (3) To determine the recipient(s) of this award in accordance with the rules and regulations for the Award.
- (c) The award shall be made in recognition of continuous dedicated service to the Order.
- (d) The Chairman shall maintain a permanent file of all recipients which shall be turned over to her/his successor.
- (e) The Committee shall not discuss the nominations outside their meetings. The decisions of the Committee shall be final and all nominations shall be destroyed.

**SPIRIT AMBASSADOR
RULES AND REGULATIONS**

**ARTICLE I
TITLE**

Section 1

- (a) Daughters who are chosen shall be called Spirit Ambassadors of South Dakota.

**ARTICLE II
OBJECTIVES**

Section 1

- (a) The objectives of the program are for the Spirit Ambassadors to generate enthusiasm and spirit among South Dakota Job's Daughters. This program will allow us to:
- (1) Promote education of the Ritual
 - (2) Promote self-confidence and knowledge in performing the ritualistic work of our Order
 - (3) Increase membership retention of our current members, and
 - (4) Gain assistance in promoting membership.

**ARTICLE III
QUALIFICATIONS**

Section 1

- (a) The candidates must submit an initial application fee of fifteen dollars (\$15.00) per applicant to enter the competition.
(b) Transportation throughout the year would be at their own expense.

Section 2

- (a) All candidates must be at Grand Session the year they compete.

Section 3

- (a) Candidates must not be over the age of fifteen (15) by June 1 of the year they compete.

Section 4

- (a) Candidates must possess and demonstrate great spirit and enthusiasm toward Job's Daughters International and have the willingness and ability to share these qualities with other Bethels, Bethel members and people in general.

Section 5

- (a) The candidates' applications and permission forms along with an entry fee must be sent to the Spirit Ambassador Committee Chairman.

**ARTICLE IV
SELECTION**

Section 1

- (a) Spirit Ambassadors will be selected at Grand Session.
(b) All the Spirit Ambassador Candidates will be presented at the Annual Session of the Grand Bethel.
(c) Those selected will be announced and will serve a one-year term as a South Dakota Spirit Ambassador (from the Annual Session of the Grand Guardian Council to the Annual Session of the Grand Guardian Council)

Section 2

- (a) Daughters will be judged and selection will be based on the following:
- (1) Written examination of their knowledge of Job's Daughters. The written exam shall be composed of questions based on general knowledge of Job's Daughters and the Ritual. There will be no questions asked about the Constitution or Bylaws of Job's Daughters International.
 - (2) Robe inspection. Daughters must go through robe inspection. Points may be deducted from the total score. Robe inspection for this competition will be conducted at the time of the individual candidate's obligation and interview.
 - (3) Reciting the Obligation. Obligation recitation shall be given in the official Bethel robe (either white or purple cord, no Princess or HQ attire). The Daughter shall recite the Obligation (Proficiency Lesson #1) and will be judged on accuracy, presentation, floor work and general appearance. The Daughter will be seated on the South Sidelines and then asked to proceed west of the altar and kneel. She should then assume the attitude of prayer. The proficiency judge will say, "You will repeat the Obligation" (Proficiency Lesson #1).
 - (4) A brief written explanation of her own examples of how she has demonstrated her spirit and enthusiasm toward Job's Daughters (refer to the application form).
 - (5) A personal interview with the judges which will consist of questions developed by the judges to assess the candidates' ability to communicate, present her own thoughts in words, and demonstrate her enthusiasm for Job's Daughters.
- (b) It is important for the candidates to be well prepared in each of these areas. In order to become a Spirit Ambassador they must score a minimum of 85% of the total criteria. Each Spirit Ambassador would receive a medallion; approximate cost fifteen dollars (\$15.00) each.

**ARTICLE V
DUTIES AND RESPONSIBILITIES**

Section 1

- (a) Each of the Spirit Ambassadors will be expected to:
- (1) Be present at Grand Bethel Installation.
 - (2) Be a role model for and representative of the younger members of South Dakota Job's Daughters.
 - (3) Participate in activities and meetings of her own Bethel.
 - (4) Exemplify confidence, enthusiasm, spirit and friendliness.
 - (5) Be assigned Bethels (by District) to represent and communicate with to create, generate and maintain a high level of spirit and positive attitude with a goal toward increased participation and membership. Give ideas and suggestions to her assigned Bethels regarding membership, promoting Job's Daughters, encouraging member participation in Bethel activities etc. Spirit Ambassadors will be expected to communicate by written correspondence to assigned Bethels.
 - (6) Encouraged to attend state activities during her term as Spirit Ambassador, including workshops, receptions, Grand Sessions, etc.
 - (7) Prepare and submit to the Grand Guardian one article for the newsletter regarding her experiences as Spirit Ambassador.
 - (8) Report on her activities to the Grand Guardian during the year.
 - (9) Encouraged to prepare a scrapbook of her activities and take to Grand Session using the following criteria:
 - [a] Must be completed by the Spirit Ambassador.
 - [b] Can be no larger than 15" x 20".
 - [c] Name of Spirit ambassador, Bethel and town must be on the inside cover of the first page.

ARTICLE VI
SPIRIT AMBASSADOR COMMITTEE

Section 1 Members

- (a) The membership of the Committee is defined in the SD-B-GGC Art. IV, Sec 4 (i).

Section 2 Duties of the Committee

- (a) The authority and duties of this Committee shall encompass the total administration, including promotion and production of the Spirit Ambassador Competition.
- (1) Send questionnaires for personal information to all contestants.
 - (2) Obtain at least three (3) Pageant judges. The Committee shall use its best efforts to obtain judges whose Bethels are not represented by contestants.
 - (3) Be responsible for Spirit Ambassadors sashes in making sure the previous year's sashes are cleaned and returned and that there are an adequate amount for the current year's candidates.
 - (4) Obtain a medallion for each contestant selected as Spirit Ambassador.
 - (5) Obtain a certificate and suitable memento for each candidate.
 - (6) Consult with Grand Session Chair to see that suitable arrangements are made for luncheon for a ll contestants, judges, Miss SDC, and Spirit Ambassador Committee.
 - (7) Obtain gifts for competition judges as funds allow.
 - (8) The Spirit Ambassador expenses shall not exceed the budgeted amount.

**AMETHYST AWARD
RULES AND REGULATIONS**

ARTICLE I

Section 1

- (a) The purpose of this award shall be to pay the highest honor of Job's Daughters to adults in appreciation and recognition of their meritorious and unselfish service in the assistance and support of the Job's Daughters International in South Dakota.

**ARTICLE II
ELIGIBILITY**

Section 1

- (a) The recipient shall be thirty (30) years of age or older.
- (b) A man or woman who has shown exceptional service to the Order, with at least ten (10) years of service. This shall exclude the Grand Guardian, Associate Grand Guardian, Vice Grand Guardian, Vice Associate Grand Guardian, Guide, Marshal, Inner Guard and Outer Guard during their terms of office and the work done in that capacity.

**ARTICLE III
NOMINATION & SELECTION**

Section 1 Nomination

- (a) Application for this award shall originate through Bethel members on the proper form provided by the committee.
- (b) Applications shall be accompanied by a resume of qualifications of the proposed recipient, giving good and sufficient reason why they should be considered for this award.
- (c) A fee amounting to the current cost of the award must be forwarded with the application. The check will be held by the chairman. If the award is denied, the fee shall be returned within five (5) working days following the decision of the committee.

Section 2 Selection

- (a) The proposer shall be notified of the committee's decision prior to the Annual Session of the GGC.
- (b) The cost of the approved award shall be paid by the recipient's proposer, family, or anyone who wishes to contribute.
- (c) The knowledge of who has been nominated and who has been approved to receive the award shall be kept strictly confidential within the Committee.

**ARTICLE IV
AWARD PRESENTATION**

Section 1

- (a) The presentation of the award shall be at the formal opening of the Annual Session of the GGC.
- (b) Proper notification shall be given to all concerned.
- (c) In the event that it is impossible for the recipient to attend the presentation, other arrangements will be approved by the Grand Guardian.
- (d) Each recipient will receive a certificate and a pin.

**MISS SD CONGENIALITY
RULES AND REGULATIONS**

**ARTICLE I
TITLE**

Section 1

- (a) The Daughter selected shall be known as MISS SOUTH DAKOTA CONGENIALITY of Job's Daughters International.

**ARTICLE II
OBJECT**

Section 1

- (a) Miss South Dakota Congeniality is a representative of South Dakota Job's Daughters for the purpose of encouraging the Spirit Ambassadors to fulfill the duties of their office, promote the Spirit Ambassadors program, and to promote Job's Daughter Spirit throughout South Dakota.

**ARTICLE III
SUPERVISION**

Section 1 Supervision

- (a) The details of travel will be arranged by the parent(s) or legal guardian(s) under the direction of the Grand Guardian. The adult providing transportation shall be a CAV (Certified Adult Volunteer).
- (b) Miss SDC will inform the Grand Guardian of her itinerary. The Grand Guardian shall provide guidance and approval of all activities.
- (c) A copy of the Pageant Entry Form shall be signed by the Daughter and her parent(s) or legal guardian(s) and placed on file with the Chairman of the Spirit Ambassador Committee, with a copy for the Grand Guardian.

**ARTICLE IV
SELECTION**

Section 1 Selection

- (a) Miss SDC shall be selected by competition at the Miss SDJD Pageant.
- (b) Administration, production, and direction of the pageant are the responsibility of the Miss SDJD Pageant Committee.
- (c) The Miss SDC will be selected by: adding the interview score to the designated amount determined for each contestant vote. Each contestant vote is worth fifty (50) points.

**ARTICLE V
DUTIES**

Section 1 Duties

- (a) Miss SDC shall:
- (1) Assist the Spirit Ambassador Committee in preparing for the annual competition.
 - (2) Travel to meet with Spirit Ambassadors across South Dakota to assist in fulfilling their duties as allowed per budget.
 - (3) Notify the Grand Guardian of all tentative and scheduled travel and activities in advance.
 - (4) Submit a report at the end of her term.