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UTAH SECTION
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Supreme Section!**

This is the 2022 amended version.

UTAH MANUAL OF RULES AND REGULATIONS

Constitution - GGC

CONSTITUTION OF THE JOB'S DAUGHTERS INTERNATIONAL, GRAND GUARDIAN COUNCIL OF UTAH (Inc.)

NOTE: The Constitution of a Grand Guardian Council as contained in the Supreme Constitution and Bylaws will apply with the following changes and/or additions.

ARTICLE I NAME

Section 1.

- (a) The name of this organization is the GRAND GUARDIAN COUNCIL OF UTAH, INCORPORATED, JOB'S DAUGHTERS INTERNATIONAL, also known as the Grand Guardian Council of Utah, Job's Daughters International. Hereafter referred to as the Grand Guardian Council or GGC.
- 1) Articles of Incorporation of the Grand Guardian Council of Utah, Incorporated, Job's Daughters International to be properly registered and maintained in accordance with federal and state law.

ARTICLE II OBJECT

Section 1.

- (a) This Grand Guardian Council, and its Grand Guardian as the Executive Officer thereof, is supreme in its jurisdiction in all matters pertaining to the Bethels, Bethel Guardian Councils, and its own affairs, subject to the provisions of the laws of the Supreme Guardian Council.

ARTICLE III AUTHORITY

Section 1.

- (a) This Grand Guardian Council operates under authority of a Charter granted by the Supreme Guardian Council and dated July 24, 1946. The jurisdiction of this Grand Guardian Council shall be limited to the State of Utah.

(See C-GGC Art. III Sec. 1 (b) – (c))

ARTICLE IV MEMBERSHIP

Section 1.

- (a) The Grand Guardian Council of Utah of Job's Daughters International shall consist of the Grand Guardian Council Officers, all Past Elective Grand Guardian Council Officers, Past Bethel Guardians and Past Associate Bethel Guardians of Bethels in the jurisdiction, the five (5) Executive Members of the Bethel Guardian Council of each Bethel, chartered or under dispensation (Bethel Guardian, Associate Bethel Guardian, Guardian Secretary, Guardian Treasurer and either the Guardian Director of Music or Director of Epochs), and all members of the Supreme Guardian Council residing in such Grand Guardian Council jurisdiction who have been elected to membership in such Grand Guardian Council.

(See C-GGC Art. IV Sec. 1 (b))

**ARTICLE V
OFFICERS**

Section 1. Elective Officers

- (a) The elective officers of this Grand Guardian Council shall consist of a Grand Guardian (a woman) who shall be the Executive Officer of the Grand Guardian Council, Associate Grand Guardian, Vice Grand Guardian, Vice Associate Grand Guardian, Grand Guide, Grand Marshal, Grand Inner Guard, Grand Outer Guard, Grand Secretary and Grand Treasurer, who shall compose the Executive Grand Guardian Council.
- (b) The Associate Grand Guardian, Vice Associate Grand Guardian, Grand Inner Guard, Grand Outer Guard, and any other man holding office shall be a Master Mason in good standing in the Masonic Jurisdiction under which he holds membership.

Section 2. Appointive Officers

- (a) The ten (10) appointive officers may be the Grand Chaplain, Grand Librarian, Grand Director of Music, Grand First, Second, Third, Fourth and Fifth Messengers, Grand Senior Custodian and Grand Junior Custodian.

**ARTICLE VII
ELECTION, VOTING PRIVILEGE, AND PROXY**

Section 1. Election

- (a) & (c) (See B-GGC Art. XIII Sec. 1 (a) & (c))
- (b) (See UT-GGC Art. XIII Sec. 1 (b))

**ARTICLE XII
MEETINGS**

Section 1.

- (a)-(d) (See SOP-UT-GGC-8)

**BYLAWS OF THE
GRAND GUARDIAN COUNCIL OF UTAH, INC.
JOB'S DAUGHTERS INTERNATIONAL**

Note: The Bylaws of a Grand Guardian Council as contained in the Supreme Constitution and Bylaws will apply with the following changes and/or additions.

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

Section 1.

(c) The Grand Guardian Council of Utah approved the formation of a Grand Bethel within its jurisdiction in April 1960, and the Bylaws are attached hereto and made a part thereof. (See B-GGC Art. XVII Sec. 1.6)

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

Section 2. The Grand Guardian shall:

(h)

- 1) Make one (1) appointment for a term of three (3) years to each of the following standing committees. These appointments shall be announced at installation. No appointee shall be allowed to succeed himself or be appointed for a second time without the lapse of at least one (1) year between terms:
 - a) Jurisprudence Committee, composed of three (3) members.
 - b) Finance Committee, composed of three (3) members.
 - c) Appeals and Grievances Committee, composed of three (3) members.
 - d) Audit Committee, composed of three (3) members.

- 2) Appoint the following committees at least ninety (90) days prior to the next annual Grand Session:
 - a) Credentials Committee composed of three (3) or more members.
 - b) Memorial Committee composed of one (1) or more members; the Grand Chaplain shall act as Chairman of this committee.

- 3) Promote such activities as she feels may further the welfare of the Bethels, provide opportunities for Bethel members, and promote Job's Daughters International in the jurisdiction of Utah. These may include, but are not limited to the following:
 - a) Miss Utah Job's Daughter Pageant
 - b) The HIKE Fund, Inc. activities
 - c) Skit Competition
 - d) Drill Team Competition and/or Exhibition
 - e) Choir Competition
 - f) Arts and Crafts Competition and/or Exhibition
 - g) Honored Queens' Ball

ARTICLE III, Section 2 (h) continued

Having promoted such activity (activities), the Grand Guardian shall appoint committees for the same. As well as committees for the above, she also may appoint:

- a) Promotion Committee, composed of three (3) members.
- b) Annual Session Committee, composed of two (2) members.
- c) Registration Committee, composed of two (2) members.
- d) Royal Purple Degree Committee, composed of three (3) members.
- e) Sweepstakes Committee.
- f) Security Committee.
- g) Trophy Committee.
- h) Lily of the Valley Committee, composed of five (5) members.
- i) Key of Excellence Committee, composed of three (3) members.

- 4) Additional Instructions or Rules and Regulations may be added to the Utah Manual to provide consistent guidelines or to provide financial accountability for these committees and/or activities.

Section 3. The Associate Grand Guardian Shall:

- (f) Provide a session of leadership training for the members of the Grand Bethel and the Grand Guardian Council sometime during the year.

Section 6. The Grand Secretary Shall:

(See B-GGC Art. XVII Sec. 1.7)

- (d) Place on the mailing list of the Grand Guardian Council the names of all Grand Guardian Council Officers, Past Bethel Guardians, Past Associate Bethel Guardians, and the names of the five (5) Executive Members of the Bethel Guardian Councils of this jurisdiction. Names of the Bethel Guardian Secretaries, Guardian Treasurers and Guardian Directors of Music/EPOCHS shall remain on the mailing list only during occupancy of such office.
- (k) Send with each Annual Session of the GGC registration information notification that if the member of the Utah Grand Guardian Council does not pay the credential fee, his/her name shall be stricken from the mailing list. Such names shall be restored to the list upon written request of the member and payment of the credential fee for the current year. This action does not deprive such member of the right to vote in a Grand Guardian Council meeting, which he/she may attend after proper registration.
- (l) Mail Annual Session of the GGC registration information to the voting members on the mailing list at least thirty (30) days prior to the Annual Session of the GGC.
- (m) Order from the Supreme Guardian Council supplies for the Grand Guardian Council and for the Bethels.
- (n) Make available to all voting delegates the minutes of the Annual Session of the GGC within one hundred twenty (120) days after adjournment of such Session.
- (o) Draw warrants upon the treasury of the Grand Guardian Council for payment of all just bills and obligations of the Grand Guardian Council. Such warrants, except those for approved budget expense items not exceeding the budget amount or for payment of educational awards, shall be passed to the Finance Committee and, when approved by a majority of the Committee members, checks in payment of such warrants, drawn by the Grand Treasurer, shall be countersigned by either the Grand Guardian, the Grand Secretary, or any current Board of Trustees member. Warrants for payment of approved budget expense items not exceeding the budget amount or for educational awards shall be passed directly to the Grand Treasurer to issue checks for payment of such warrants, which shall be countersigned by either the Grand Guardian, the Grand Secretary, or any current Board of Trustees member.
- (p) Collect and report fines as designated in UT-B-GGC Art. VII (a) and UT-SOP-GGC 9 Sec. 1.
- (q) Distribute current year bylaw changes within ninety (90) days following approval of those changes by Supreme Jurisprudence.

ARTICLE III, continued

(r) Shall act as the Secretary to the Board of Trustees.

Section 7. The Grand Treasurer Shall:

- (e) Deposit all monies belonging to the Grand Guardian Council in a bank approved by the Finance Committee with the account carried in the name of The Grand Guardian Council of Utah, Job's Daughters International. All such monies shall be deposited within fifteen (15) days from the date of receipt unless prevented from being so by reasonable cause.
- (f) On receipt of warrants for approved budget expense items not exceeding the budget amount or warrants approved by the Finance Committee, the Grand Treasurer shall write and sign checks for the withdrawal of funds to cover such warrants. On receipt of warrants from the Grand Secretary for payment of educational awards, the Grand Treasurer shall write and sign checks for withdrawal of funds to cover such warrants. All checks shall be written within seven (7) days after receipt of such warrants unless prevented by reasonable cause and shall be countersigned by either the Grand Guardian, the Grand Secretary, or any current Board of Trustees member
- (g) Excepting the Permanent Educational Fund, the Grand Treasurer, together with the Grand Secretary, may transfer surplus funds from checking accounts to savings accounts, and may transfer funds from savings accounts to checking accounts when needed.
- (h) Shall act as the Treasurer to the Board of Trustees.

Section 10. Other Grand Officers shall:

- (b) The Grand Chaplain shall serve as the Chairman of the Memorial Committee and oversee the Memorial ceremony held at Grand Session.

**ARTICLE IV
COMMITTEES**

Section 3. Standing Committees

- (a) **Jurisprudence Committee**, composed of three (3) members:
 - 1) The duty of this Committee is to consider all questions pertaining to law and procedure, which may be referred to it, and to report at the next Annual Session of the GGC.
 - 2) To consider and report on all proposed amendments to this Manual of Rules and Regulations.
 - 3) To approve or disapprove the Uniform Code of Bylaws for Bethels and amendments thereto.
 - 4) To provide the Executive Grand Guardian Council with detailed recommendations, and procedures to be used as guidelines in the conduct of Bethel elections. These recommendations shall be in the form of printed guidelines, which shall be distributed to the Bethel Guardian Councils of all Bethels under the jurisdiction of this Grand Guardian Council, for use in the preparation of individual Bethel election procedures.
- (b) **Finance Committee**, composed of three (3) members:
 - 1) The duty of this Committee is to approve or disapprove any account or claim presented against the Grand Guardian Council and to approve warrants for such items that are not included in the approved budget. Warrants require the approval of a majority of the Finance Committee, except that the Chairman of the Finance Committee may approve warrants for supplies and services.
 - 2) To investigate and report on all matters which may affect the finances of the Grand Guardian Council.
 - 3) Prepare and submit to the Executive Grand Guardian Council a proposed budget at a meeting of the Executive Grand Guardian Council at least 60 days prior to Annual Session of the GGC, said budget to be for the ensuing term. A status report shall be presented to the Executive Grand Guardian Council on a quarterly basis. The Grand Treasurer and the Grand Secretary shall provide the Chairman with the required data for this report.
- (c) **Appeals and Grievances Committee**, composed of three (3) members:
 - 1) The duty of this Committee is to consider all appeals in the manner provided in SOP-SGC 1.

ARTICLE IV, continued

- (a) **Audit Committee**, composed of three (3) members:
 - 1) The duty of this Committee is to make an annual audit of the books of the Grand Treasurer and the Grand Secretary as soon as possible after the last day of the month prior to Annual Session of the GGC. The Committee will audit the books of the Honored Queens Ball Fund and the Annual Session Fund within sixty (60) days after the completion of the activity. Report on all audits will be made at the Annual Session of the GGC.
 - 2) Make audits of the books of the Grand Treasurer and of the Grand Secretary at other times, as requested by the Grand Guardian and/or when deemed in the best interest of the Grand Guardian Council.

Section 4. Other Committees

- (a) **Credentials Committee**, composed of three (3) members:
 - 1) The duty of this Committee is to examine the credentials of all persons claiming the right to membership in the Grand Guardian Council and the right to vote therein, to complete a list of the members before the time of election and collect the registration fees.
 - 2) To prepare a complete list of all delegates present and entitled to vote and file the same with the Grand Secretary as soon as practicable after the Annual Session of the GGC convenes.
- (b) **Memorial Committee**, composed of one (1) or more members:
 - 1) The duty of this Committee is to prepare and present at Annual Session of the GGC a suitable memorial service for departed members of the Grand Guardian Council, Bethel Guardian Councils, Bethel Members and others, as may be approved by the Executive Members of a Bethel Guardian Council, who have been of exemplary service to the Order.
- (c) **Lily of the Valley Committee**, composed of five (5) members, one (1) of whom shall be the Grand Bethel Guardian, and at least one (1) other Grand Bethel Council member. The presiding Grand Bethel Honored Queen and previous recipient(s) may assist as needed. The duties of this Committee are to:
 - 1) Publicize the Lily of the Valley Award by distributing information about the process.
 - 2) Distribute forms when they are requested.
 - 3) Receive nominations and recommendations from the sponsoring Bethel.
 - 4) Determine the recipient(s) of the award in accordance with their eligibility as outlined in the Utah Manual of rules and Regulations, Lily of the Valley Award, Articles IV and V.
 - 5) Make arrangements for the conferral of the award at the Annual Session of the Grand Guardian Council of Utah.
 - 6) Maintain a permanent file containing the names of the nominees and those who recommended them.
- (d) **Royal Purple Committee**, composed of three (3) members and shall include at least one (1) recipient and one (1) male member of the Grand Guardian Council. The duties of this Committee are to:
 - 1) Publicize the Degree of Royal Purple by distributing information to the Bethels regarding the nomination process.
 - 2) Distribute nomination forms when requested.
 - 3) Receive nominations and recommendations from the Executive Members of the Bethel Guardian Councils.
 - 4) Determine the recipient(s) of the award in accordance with the eligibility as outlined in Articles II, IV, and V.
 - 5) Make arrangements for the conferral of the Degree at the Annual Session of the GGC.
 - 6) Maintain a permanent file, which the Chairman shall turn over to his/her successor.
 - 7) Destroy all nominations and recommendations of those candidate(s) who were not selected as recipient(s) of this award. Return the nomination and recommendation letters to the recipient(s) of the Degree of Royal Purple at the awards conferral ceremony.

ARTICLE IV, Section 4. continued

- (e) **Key of Excellence Committee**, composed of three (3) members who shall be members of the Grand Guardian Council and shall include at least one (1) prior recipient. The duties of this Committee are to:
- 1) To publicize the Key of Excellence Award by distributing information to the Bethels regarding the nomination process.
 - 2) To distribute nomination forms when they are requested.
 - 3) To receive nominations and recommendations from the Executive Members of a sponsoring Bethel Guardian Council.
 - 4) To determine the recipient(s) of the award in accordance with their eligibility as outlined in Articles IV and V.
 - 5) To make arrangements for the conferral of the Award at the Annual Session of the GGC.
 - 6) To maintain a permanent file, containing names of the nominees and those who recommended them.
 - 7) To destroy all nomination and recommendation forms of those candidate(s) who were not selected as recipient(s) of this award, along with all ballots. Return the nomination and recommendation letters to the recipient(s) of the KOE at the awards conferral ceremony.

**ARTICLE VI
FINANCES**

Section 1. Receipts/Revenue
(See SOP-GGC-4 Sec. 1)

Section 2. Fees
(See UT-SOP-GGC 4, Sec. 2 (a))

Section 4. Disbursements
(a)-(n) (See UT-SOP-GGC 4)

Section 5. Other Funds
(a)-(b) (See UT-SOP-GGC 4)

**ARTICLE VII
PENALTIES AND FINES**

Section 1. Penalties

- (a) A monthly penalty of one percent (1%) shall be imposed on all accounts with balances past due the Grand Guardian Council of Utah. Payment on an invoice becomes past due on the sixtieth (60th) day following delivery of an order.

Section 2. Fines

- (a) (See UT-SOP-GGC 9)

**ARTICLE VIII
EDUCATIONAL AND PROMOTIONAL FUNDS**

Section 1.

- (a) **Educational Fund:**
- 1) This Fund shall consist of all money and securities in the present Educational Fund and all money, donations, bequests, interest and earnings hereinafter accumulated for the Fund.
 - 2) The Educational Fund shall be administered by a Board of Trustees which shall be responsible to the Grand Guardian Council and subject to such rules and regulations as may now or hereafter be set forth in the laws of the Grand Guardian Council.

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Bylaws – GGC

ARTICLE VIII, Section 1, continued

- 3) The Board of Trustees shall be composed of three (3) members, one (1) of whom shall be a Master Mason, and shall be elected by the Grand Guardian Council from the permanent membership for a term of three (3) years. If, at any Annual Session of the GGC, there exists an unusual vacancy on the Board of Trustees, such vacancy shall be filled by election for the balance of the term. Should a vacancy occur between sessions, the Vice Grand Guardian shall act until the next regular session, and she shall act in the place of any Board member temporarily absent. Should there be more than one (1) vacancy, the Vice Associate Grand Guardian shall act until the next regular Annual Session of the GGC.
- 4) The Grand Secretary and the Grand Treasurer shall act as Secretary and Treasurer for the Board of Trustees.
- 5) The purpose of the Educational Fund is to make awards available to active or Majority Members of the Order in good standing, to assist them in obtaining a professional, vocational, or academic education.
- 6) The Educational Fund balance may be reduced fifteen hundred dollars (\$1,500.00) per year until the fund balance is three thousand dollars (\$3,000.00). The fund shall be maintained at a minimum of three thousand dollars (\$3,000.00). Expenses associated with administering the fund and awards shall be paid from the Educational Fund.

(b) Promotional Fund:

- 1) This Fund shall be used for promoting the Order in the state of Utah in such a manner as shall be determined by the Executive Grand Guardian Council from time to time.

(c) (See UT-SOP-GGC-3)

**ARTICLE XI
MANUAL OF RULES AND REGULATIONS**

Section 1. Amendments

(e)-(f) (See UT-SOP-GGC-7)

**ARTICLE XII
BOOK OF CEREMONIES**

Section 1.

(a) (See UT-SOP-GGC-2)

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

Section 1. Election

- (b) Candidates having previously given permission may be nominated, without eulogy, by any member of Utah's Grand Guardian Council, or individuals may aspire to an office. Candidates will be requested to rise for introduction. If only one (1) person is nominated or aspiring to an office, the vote may be viva voce and majority vote of those present and voting shall elect. If more than one (1) person aspires to an office, there shall be a ballot.

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Standard Operating Procedures - GGC

**STANDARD OPERATING PROCEDURES
OF THE GRAND GUARDIAN COUNCIL OF UTAH**

SOP-GGC-2

BOOK OF CEREMONIES

Section 1.

- (a) The Book of Ceremonies adopted by the Supreme Guardian Council shall be used as the official Book of Ceremonies, plus additional ceremonies approved by the Utah Jurisprudence Committee and found in the Utah R&R Book of Ceremonies.

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**STANDARD OPERATING PROCEDURES
OF THE GRAND GUARDIAN COUNCIL OF UTAH**

SOP-GGC-3

EDUCATIONAL AND PROMOTIONAL FUNDS

Section 1.

- (c) Educational awards may be given on a funds-available basis to active members of the Order, or unmarried members to age twenty-five (25), who make application to the Board of Trustees on forms approved by the Board of Trustees and Executive Members of the Grand Guardian Council.
- (d) Applicants will be judged by the Board of Trustees and the Grand Bethel Guardian and Associate Grand Bethel Guardian on the basis of academic achievement, contribution to Job's Daughters, church, school, and civic activities. Financial need will not be a factor in judging except that, funds permitting, one (1) five hundred-dollar (\$500.00) award may be given based on financial need. Documentation must be included with the application to prove financial need.
- (e) Except as provided for in other paragraphs of this section, awards must be used in the fiscal year in which granted. However, an extension of one year may be granted by the Board of Trustees upon receipt by the Board of good and sufficient reason for extension.
- (f) In the event the recipient does not use the award in the allotted time, the amount of the award will be available to another recipient the following year.
- (g) Except as provided for in other paragraphs of this section, full payment of an award shall be made directly to recipient's school prior to the beginning of the term of the fiscal year in which the award is made.
- (h) When awards are to be made directly to the recipients' schools, the Board of Trustees will provide the Grand Secretary with an itemized list showing recipients, and total amount of each award. The Grand Secretary will then issue warrants for payment of awards and forward such payment to the schools.

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**STANDARD OPERATING PROCEDURES
OF THE GRAND GUARDIAN COUNCIL OF UTAH**

SOP-GGC-4

FINANCES

Section 2. Fees

(a) The Grand Guardian Council of Utah may fix and collect from each of its members an annual membership fee and/or a registration fee and such other fees as may be deemed necessary. Fees so collected shall be used primarily to defray the expenses incidental to the Annual Session of the GGC and the Annual Meeting of Grand Bethel. A credential fee of eleven dollars (\$11.00) per member will be collected at the time of registration.

1) Members of the Grand Guardian Council shall not be suspended for non-payment of membership fees.

Section 4. Disbursements

(a) The Grand Guardian shall be paid an allowance of six dollars (\$6.00) for each official Bethel visitation she attends within fifty (50) mile radius of her home. Beyond the fifty (50) mile radius, the allowance shall be twelve dollars (\$12.00) per visitation. (Two (2) visitations per year per Bethel.)

(b) Reasonable expenses for instituting and chartering new Bethels shall be paid from the Promotional Fund, upon approval of a majority of the members of the Finance Committee.

(c) The Grand Guardian shall be paid an advance allowance of two hundred dollars (\$200.00) from the Promotional Fund, and up to an additional one hundred dollars (\$100.00) shall be paid her from the Promotional Fund upon presentation of an itemized statement to the Finance Committee.

(d) The Grand Guardian shall be paid an advance allowance of two hundred dollars (\$200.00) to help defray her expenses if she attends the Annual Session of the Supreme Guardian Council, the allowance to be paid from the Promotional Fund. If the Grand Guardian does not attend the Annual Session of the Supreme Guardian Council, the Vice Grand Guardian is eligible for this allowance if she attends the SGC Session.

(e) The Associate Grand Guardian shall be paid an allowance of six dollars (\$6.00) for each official Bethel visitation he attends within fifty (50) mile radius of his home. Beyond the fifty (50) mile radius, the allowance shall be twelve dollars (\$12.00) per visitation. (Two (2) visitations per year per Bethel)

(f) The Associate Grand Guardian shall be paid an advance allowance of two hundred dollars (\$200.00) to help defray his expenses if he attends the Annual Session of the Supreme Guardian Council, the allowance to be paid from the Promotional Fund. If the Associate Grand Guardian does not attend the Annual Session of the Supreme Guardian Council, the Vice Associate Grand Guardian is eligible for this allowance if he attends the SGC Session.

(g) The combined annual allowance for the Grand Secretary's and Grand Treasurer's services shall be fifteen dollars (\$15.00) for each active Bethel and two hundred fifty dollars (\$250.00) for office space in their homes. This annual allowance fee shall be split equally between the Grand Secretary and the Grand Treasurer.

(h) A petty cash fund of fifty dollars (\$50.00) shall be made available to the Grand Secretary to be used for postage, etc. This fund is to be replenished as necessary.

(i) An allowance of up to eight hundred and fifty dollars (\$850.00) from the general or operating fund shall be made available for the purchase of a suitable gift, flowers, programs, and for other expenses connected with an official visitation of the Supreme Guardian to Utah. With the approval of a majority of the members of the Finance Committee, additional funds may be drawn from the Promotional Fund to cover unforeseen contingencies.

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**STANDARD OPERATING PROCEDURES
OF THE GRAND GUARDIAN COUNCIL OF UTAH**

Section 4, Disbursements continued

- (j) A memorial appropriation of five dollars (\$5.00) shall be made to the Ethel T. Wead Mick Foundation upon the death of a present or Past Supreme Guardian, present or Past Associate Supreme Guardian, present or Past Grand Guardian, or present or Past Associate Grand Guardian.
- (k) The sum of one hundred dollars (\$100.00) yearly, in addition to the fifty cents (\$0.50) from each Annual Session of the GGC registration presently provided, shall be transferred to the Grand Bethel treasury. This sum shall be paid from the Promotional Fund.
- (l) The Vice Grand Guardian shall be paid an allowance of up to seventy-five dollars (\$75.00) to help defray the expense of setting up her officers for the coming year. An itemized statement of such expenses must be presented to the Finance Committee.
- (m) The Grand Guardian and Associate Grand Guardian shall be paid an allowance for the purchase of Past Grand Guardian and Past Associate Grand Guardian pins. This allowance shall not exceed the cost of the least expensive Past Grand Guardian and Past Associate Grand Guardian pins listed in the Official Catalogue of Jewelry of Jobs Daughters International. There is a 90-day limit to order a PGG/PAGG jewel from the catalog or to be reimbursed up to the current amount allowable for a different piece of jewelry. The 90-day limit begins April 1st of each year.
- (n) The Vice Grand Guardian and Vice Associate Grand Guardian shall be reimbursed the amount equal to the Supreme Session Credential voting fee if they attend Supreme Session. The fee is based on the current fee per Supreme; please refer to SOP-SGC-15 Sec. 3 (i).

UTAH MANUAL OF RULES AND REGULATIONS

Standard Operating Procedures - GGC

**STANDARD OPERATING PROCEDURES
OF THE GRAND GUARDIAN COUNCIL OF UTAH**

SOP-GGC-7

UTAH MANUAL OF RULES AND REGULATIONS

Section 1. Amendments

- (e) Amendments to this Manual of Rules and Regulations may be made at any Annual Session of the GGC by a two-thirds (2/3) affirmative vote of the members voting, Standard Operating Procedures only require a majority vote for approval, provided that such amendments have been sent in writing to the Grand Secretary at least sixty (60) days prior to the Annual Session of the GGC, and a copy sent to each voting member thereof at least thirty (30) days prior to the Annual Session of the GGC. (UT-SOP-GGC 8 Sec. 1 (d))
- (f) An immediate amendment may be presented by a bona fide member of the Grand Guardian Council when signed by five (5) delegates representing five (5) Bethels in this Grand Jurisdiction and submitted to the Grand Secretary to be read to the voting delegates. An immediate amendment requires the unanimous vote of those present and voting.

UTAH MANUAL OF RULES AND REGULATIONS

Standard Operating Procedures - GGC

STANDARD OPERATING PROCEDURES OF THE GRAND GUARDIAN COUNCIL OF UTAH

SOP-GGC-8

MEETINGS

Section 1.

- (a) This Grand Guardian Council shall meet in Annual Session of the GGC during the month of June if adequate facilities are available as determined by the Executive Grand Guardian Council.
- (b) The Rules of Order governing the procedure of the Grand Guardian Council's Annual Sessions shall be SOP-SGC 16 Constitution and Bylaws of Job's Daughters International, substituting "Grand" for "Supreme".
- (c) A quorum for the transaction of business at the Annual Session or Special Session of the Grand Guardian Council of Utah shall consist of representatives of at least six (6) Executive Bethel Guardian Councils and two (2) of the first four (4) elected officers of the Grand Guardian Council, one of whom shall preside.
- (d) A quorum for the transaction of business at the meetings of the Executive Grand Guardian Council shall consist of not less than six (6) of the ten (10) elected officers of the Grand Guardian Council, including one (1) of the first four (4) elected officers who shall preside.
- (e) All fees pertaining to the Annual Session of the GGC and the Annual Meeting of the Grand Bethel shall be sent to the Chairman of Registration who shall keep an accurate account of them and submit them to the Grand Secretary who, in turn, will submit them to the Grand Treasurer for deposit. Those funds shall be deposited in a special account in the name of the Grand Guardian Council of Utah, Inc. JDI, Annual Session of the GGC Fund.
- (f) All properly documented bills pertaining to the Annual Session of the GGC of Utah and the Annual Meeting of the Grand Bethel shall be presented to the Chairman of Registration for approval, who shall then submit them to the Grand Secretary for payment.
- (g) Within sixty (60) days following the close of Annual Session of the GGC, the Chairman of Registration and Annual Session of the GGC shall provide an accounting of all funds, collected and disbursed, to the Grand Guardian and Grand Secretary.

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**STANDARD OPERATING PROCEDURES
OF THE GRAND GUARDIAN COUNCIL OF UTAH**

SOP-GGC-9

PENALTIES AND FINES

Section 2. Penalties

- (a) A penalty charge of one percent (1%) on all accounts with balances past due to the Grand Guardian Council of Utah shall be charged each month. An invoice becomes past due on the sixtieth (60th) day following delivery of an order.

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

Note: The Constitution of a Bethel Guardian Council as contained in the Supreme Constitution and Bylaws will apply with the following changes and/or additions.

**ARTICLE I
NAME**

Section 1.

(a) The name of this organization is Job's Daughters International, Bethel Guardian Council of Bethel Number _____,
_____ (City) _____ (State, Province, Territory or Country).

**ARTICLE III
AUTHORITY**

Section 1.

(a) This Bethel Guardian Council operates under authority of the Dispensation or Charter granted to it by the Grand Guardian Council of Utah.

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

Note: The Bylaws of a Bethel Guardian Council as contained in the Supreme Constitution and Bylaws will apply with the following changes and/or additions.

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

Section 1. Duties of the Executive Members of the Bethel Guardian Council are as follows:

- (j) To prepare, publish and distribute to all Bethel members, detailed recommendations and procedures to be used as guidelines in conducting Bethel elections. These procedures shall be in accordance with the official guidelines published and distributed by the Executive Grand Guardian Council.

**ARTICLE II
DUTIES OF THE EXECUTIVE MEMBERS**

Section 2. The Associate Bethel Guardian shall:

- (g) Inform the Bethel members of the detailed procedures for Bethel elections and ensure that proper election procedures are followed.

**ARTICLE XI
TERM OF OFFICE**

Section 1. Regular

- (d) Whenever possible, Executive members of a Bethel Guardian Council shall serve no more than three (3) consecutive terms in that office and shall be ineligible for reappointment to said office until after a lapse of one (1) year. (See B-GGC Art. XVII Sec. 1.15).

**ARTICLE XIII
INSTALLATION**

Section 1.

- (b) Members of a BGC, including those reappointed, shall be installed at a meeting of the Bethel or at another time designated by the Grand Guardian.

**CONSTITUTION OF A BETHEL
JOB'S DAUGHTERS INTERNATIONAL**

Note: The Constitution of a Bethel as contained in the Supreme Constitution and Bylaws will apply with the following changes and/or additions.

**ARTICLE VII
ELECTION**

Section 1. (See [UT-SOP-Bethel 4](#))

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

Note: The Bylaws of a Bethel as contained in the Supreme Constitution and Bylaws will apply with the following changes and/or additions.

**ARTICLE II
MEMBERSHIP**

Section 1. Petition

- (b) Petitions for membership must be received and read at a regular Bethel meeting held prior to the date of the initiation. A petition for membership may not be received and/or read more than thirty (30) days prior to the petitioner's attaining ten (10) years of age. No petitioner may be initiated prior to attaining ten (10) years of age. (B-GCC Art. XVII Sec. 1.20)

**ARTICLE IX
AMENDMENTS**

Section 1.

- (a) These Bylaws may be amended at any Annual Session of the GGC by a two-thirds (2/3) affirmative vote of the members voting, Standard Operating Procedures only require a majority vote for approval, provided that such amendments have been sent in writing to the Grand Secretary at least sixty (60) days prior to the Annual Session of the GGC, and a copy sent to each voting member thereof at least thirty (30) days prior to the Annual Session.

Section 2. Prerogatives of a Bethel (See SOP-UT-Bethel-21 Art. XV Sec. 2 (b))

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SOP-BETHEL-2

BETHEL FINANCES

Section 4. Educational and Promotional Funds (See B-GGC-Art. XVII Sec. 1.22)

- (b) The money from the Bethel's financial affair for the benefit of the Educational and Promotional Funds shall be disbursed in the following manner:

One third (1/3) to the Bethel; one-third (1/3) to the Educational Fund; one-third (1/3) to the Promotional Fund. Money for the Educational Fund and Promotional Fund shall be remitted to the Grand Secretary before the end of each Honored Queen's term of office.

- 1) The total monies sent to the Grand Secretary for both affairs shall be reported on the annual report submitted on Form 110.

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SOP-BETHEL-3

DISCIPLINE

Section 3. Course of Action

(c) Suspension

- 3) Suspension for non-payment of dues shall not be reported to Bethel members or discussed in a Bethel meeting.

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Standard Operating Procedures - Bethel

**STANDARD OPERATING PROCEDURES
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SOP-BETHEL-4

ELECTION

Section 1.

- (a) Election of officers may be held on dates other than specified by Supreme Bylaws, such dates to be established by amendment of the Bethel Bylaws.
- (b) The election shall be by ballot without nomination. A majority vote shall elect.
- (c) The method of balloting shall be secret ballot.

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**STANDARD OPERATING PROCEDURES
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SOP-BETHEL-11

REGALIA

Section 2. Wearing Regalia

- (d) Jewelry worn with official robes shall be limited to regulation membership and/or officer's jewels, awards, a wrist watch, an engagement ring and one (1) additional piece of jewelry in keeping with the regalia of our Order and approved by the Executive Members of the Bethel Guardian Council.

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Standard Operating Procedures - Bethel

**STANDARD OPERATING PROCEDURES
OF THE GRAND GUARDIAN COUNCIL OF UTAH**

**SOP-BETHEL-13
PAST HONORED QUEEN'S JEWEL**

Section 1. Regular

- (a) Each Honored Queen who has faithfully served the Bethel for the period for which she was elected shall be presented a wallet-sized Past Honored Queen's Certificate (Form 172) and an official Past Honored Queen's Jewel.
 - 1) The cost of the least expensive Past Honored Queen's Jewel listed in the official catalog shall be furnished by the Bethel.
- (b) If repeating a full term as Honored Queen, a gift may be presented in recognition for services rendered, in lieu of a Past Honored Queen's Jewel.

Section 2. Special

- (a) Each Honored Queen whose resignation from office becomes necessary due to unforeseen circumstances shall be known as a Past Honored Queen and entitled to all honors, including a wallet-sized Past Honored Queen's Certificate and an official Past Honored Queen's Jewel in recognition of services rendered, provided she has qualified for the office to the satisfaction of the Executive Members of the Bethel Guardian Council.
 - 1) The decision with supporting reasons, shall be issued in writing.
 - 2) In the case of a negative decision, the Honored Queen shall be informed of the process for an appeal (SOP-SGC 1).
- (b) For purposes of applying Section 2 (a), unforeseen circumstances shall be defined as incapacity due to accident or illness or her family moving away from the area.

UTAH MANUAL OF RULES AND REGULATIONS

Standard Operating Procedures - Bethel

**STANDARD OPERATING PROCEDURES
OF THE GRAND GUARDIAN COUNCIL OF UTAH**

**SOP-BETHEL-21
UNIFORM CODE FOR BETHEL**

**ARTICLE III
MEMBERSHIP**

Section 2. Petitions

- (b) Petitions for membership must be received and read at a regular Bethel meeting held prior to the date of the initiation. A petition for membership may not be received and/or read more than thirty (30) days prior to the petitioner's attaining ten (10) years of age. No petitioner may be initiated prior to attaining ten (10) years of age. (B-GCC Art. XVII Sec. 1.20)

**ARTICLE XII
OFFICIAL REGALIA**

Section 2. Wearing Regalia

- (d) Jewelry worn with official robes shall be limited to regulation membership and/or officer's jewels, awards, a wrist watch, an engagement ring and one (1) additional piece of jewelry in keeping with the regalia of our Order and approved by the Executive Members of the Bethel Guardian Council.

**ARTICLE XV
AMENDMENTS**

Section 2. Prerogatives of a Bethel

- (b) The Uniform Code for Bethels may be amended by presenting to the Bethel, in writing, the proposed amendment, with a copy of the proposed amendment being sent to each member of the Bethel, after which it shall lay over thirty (30) days before action is taken thereon. A two-thirds (2/3) vote of the Bethel members voting shall be necessary to adopt such amendment. One (1) original copy of the Bylaws or amendments thereto shall be submitted on Form 122 by the Guardian Secretary to the Chairman of the Jurisprudence Committee, who shall determine the legality of the proposal and electronically forward to the other members of the Jurisprudence Committee, the VGG and the Grand Secretary. If the Chairman approves the amendment, she or he shall sign the original copy and forward electronically to the other two members of the Jurisprudence Committee and the Vice Grand Guardian for approval and signatures. The Vice Grand Guardian shall retain a copy of approved amendments for her files and electronically forward a copy to the other two members of the Jurisprudence Committee and the Grand Secretary and mail the original signed copy back to the Bethel.
- (c) The Bylaw or amendments shall not become effective until notice of approval has been sent to the Bethel by the Jurisprudence Committee of the Grand Guardian Council. Amendments to the Bethel Bylaws shall be returned to Bethels submitting same within sixty (60) days after receipts of said amendments.

**ARTICLE XVII
PAST HONORED QUEEN'S JEWEL**

Section 1. Regular

- (a) Each Honored Queen who has faithfully served the Bethel for the period for which she was elected shall be presented a wallet-sized Past Honored Queen's Certificate (Form 172) and an official Past Honored Queen's Jewel.
- 1) The cost of the least expensive Past Honored Queen's Jewel listed in the official catalog shall be furnished by the Bethel.

**GRAND BETHEL BYLAWS
STATE OF UTAH
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
NAME**

This organization shall be known as the Grand Bethel of the State of Utah, Job's Daughters International.

**ARTICLE II
OBJECT**

The object of this organization is to strengthen Job's Daughters International in Utah by assisting the Bethels, at their request, in matters of Ritual, growth, activities, leadership, or in any other ways in which Grand Bethel can help, by serving as a source of communication and information so as to promote unity and friendship among the Bethels and between the Order and the Masonic community, and by assisting the members of the Grand Guardian Council at their request.

**ARTICLE III
MEMBERSHIP**

Section 1. Members

- (a) The Grand Bethel shall consist of all members who are in good standing in their Bethels and who have registered for Grand Bethel. Additionally, unmarried Majority Members under the age of twenty-five (25) and in good standing in their Bethels may register for membership. Registration for Grand Bethel as follows:
 - 1) Registration for Grand Bethel shall be conducted in advance through the Annual Session of the GGC Registration Committee or by the Grand Bethel Council. Attendance at Annual Session of the GGC is not required.
 - 2) Or during mid-year by making a written request to join, to the Grand Bethel Guardian.

Section 2. Expiration of Membership

- (a) Membership shall expire upon marriage, loss of good standing in her Bethel, failure to register for membership for the year, upon reaching twenty-five (25) years of age, at the member's request, or when installed as a member of a Bethel Guardian Council as identified in Supreme C-BGC 2, Article V, Section 1(a) and B-BGC 1 through 5. Article II through Article IV. Any member becoming twenty-five (25) years of age during the fiscal year will remain a member for the completion of that year.

**ARTICLE IV
GRAND BETHEL COUNCIL**

Section 1. Membership

- (a) The Grand Bethel Council shall be composed of five (5) members: A Past Grand Guardian or a Past Bethel Guardian appointed by the Grand Guardian, who will serve as the Grand Bethel Guardian; a Past Associate Grand Guardian or a Past Associate Bethel Guardian, also appointed by the Grand Guardian, who will serve as the Associate Grand Bethel Guardian; the Vice Grand Guardian; the Vice Associate Grand Guardian; the Grand Guide. This Council shall serve for a term of one (1) year under the supervision of the Grand Guardian.

Section 2. Duties of Grand Bethel Guardian

- (a) It shall be the duty of the Grand Bethel Guardian to supervise all activities of the Grand Bethel, advise with its officers, call meetings of the Grand Bethel Council when necessary, see that the Bylaws of the Grand Bethel are obeyed, and notify the Grand Guardian of the transactions and progress of the Grand Bethel and Grand Bethel Council. She shall be assisted by the other members of the Grand Bethel Council.

ARTICLE IV, Section 2, continued

- (a) The Grand Bethel Guardian shall make appointments of Grand Bethel Council members to the following Grand Bethel Committees:
 - 1) Scholarship Committee – one (1) member
 - 2) Promotion Committee – one (1) member

Section 3. Recommendations for Grand Bethel Council

- (a) Grand Bethel officers, committee members, choir and Bethel Representatives shall have the right to make recommendations to the Vice Grand Guardian for those to be appointed as Grand Bethel Guardian and Associate Grand Bethel Guardian for the ensuing year. The recommendations shall be handled in the following manner:
 - 1) At least thirty (30) days prior to the Annual Session of the GGC, the Grand Bethel shall meet and be given a form to recommend Grand Bethel Guardian and Grand Bethel Associate Guardian. This form will inform the members of the qualifications necessary for membership on the Grand Bethel Council and will provide space for each member to write her choice for each position. The form may contain names of nominees and individuals who are qualified for membership on the Grand Bethel Council and who have indicated a willingness or desire to serve. It will indicate that selection of these individuals is optional and the member may write-in her own qualified nominees. The forms will be collected and sealed in an envelope in the presence of the Grand Bethel members and be given to the Vice Grand Guardian. Alternatively, the Grand Bethel may recommend in a virtual format as designed by the Grand Bethel Council.

**ARTICLE V
OFFICERS, REPRESENTATIVES AND CHOIR**

Section 1. Officers

- (a) The Grand Bethel Honored Queen shall be at least seventeen (17) years of age, and selected as per process in B-GB 4, Article VI, Section 3, Subsection (a).
- (b) Elective Officers shall be: Grand Bethel Senior Princess and Grand Bethel Junior Princess. Elective Officers shall be at least seventeen (17) years of age upon their election.
- (c) Appointive Officers shall be: Grand Bethel Guide, Grand Bethel Marshal, Grand Bethel Recorder, Grand Bethel Treasurer, Grand Bethel Chaplain, Grand Bethel Librarian, Grand Bethel Musician, Grand Bethel First Messenger, Grand Bethel Second Messenger, Grand Bethel Third Messenger, Grand Bethel Fourth Messenger, Grand Bethel Fifth Messenger, Grand Bethel Senior Custodian, Grand Bethel Junior Custodian, Grand Bethel Inner Guard and Grand Bethel Outer Guard. Appointive Officers shall be at least sixteen (16) years of age, an HQ or a PHQ.
- (d) The Grand Bethel Recorder and Grand Bethel Treasurer shall be at least eighteen (18) years of age.

Section 2. Choir

- (a) Grand Bethel Choir shall be from members who are at least sixteen (16) years of age, an HQ or a PHQ and are not an Officer or Bethel Representative.

ARTICLE V, continued

Section 3. Representatives

- (a) When membership permits, there shall be one (1) Grand Bethel Representative to each Bethel in the State of Utah. These Representatives shall be known as Bethel Representatives. Bethel Representatives shall be at least sixteen (16) years of age, an HQ or a PHQ.
- (b) When membership permits, there may be one (1) or more Grand Bethel Representative(s) to each State, Province, Territory, or Country wherein Job's Daughters International. These Representatives shall be known as Jurisdiction Representatives. A Jurisdiction Representative shall not be a Grand Bethel Officer or a Bethel Representative.

Section 4. Term of Office

- (a) The term of office held by these Officers shall be one (1) year, from the close of one Annual Meeting of the Grand Bethel to the close of the next Annual Meeting of the Grand Bethel.

Section 5. Executive Officers

- (a) The Executive Officers of the Grand Bethel shall be: Grand Bethel Honored Queen, Grand Bethel Senior Princess, Grand Bethel Junior Princess, Grand Bethel Guide, Grand Bethel Marshal, Grand Bethel Recorder and Grand Bethel Treasurer.

Section 6.

- (a) All age requirements for Officers, Choir and Representatives shall be satisfied prior to the close to the Annual Meeting of the Grand Bethel at which the selection/election is made.

**ARTICLE VI
SELECTION OF OFFICERS**

Section 1. Eligibility

- (a) To be eligible for an elected office, a Grand Bethel member must
 - 1) Be at least seventeen (17) years of age.
 - 2) Have satisfactorily passed the Proficiency Lessons Examination, current edition of the Ritual.
 - 3) Attend a minimum of two (2) Grand Bethel informal meetings in the previous year and have no unexcused absences from any informal meeting. Attendance at meetings shall be recorded in the minutes.
- (b) Eligibility for the office of Grand Bethel Senior Princess and Grand Bethel Junior Princess shall be determined as follows:
 - 1) Member meets requirements of Section 1(a).
 - 2) Member submits a letter of intent with two (2) adult references to the Grand Bethel Guardian at least thirty (30) days prior to the Annual Meeting.
 - 3) Eligible members shall be announced at the Annual Meeting.

ARTICLE VI, continued

Section 2. Election Procedures

- (a) Election for Grand Bethel Senior Princess and Grand Bethel Junior Princess shall take place at the Annual Meeting using an electoral process.
- (b) Election Procedure
 - 1) Eligible members, as per Section 1, shall be announced by the Grand Bethel Guardian including the option for electing a “Protem”.
 - 2) Each Bethel in attendance at the Annual Meeting shall have one vote to cast. Each Bethel’s collective vote shall be determined by secret ballot. The Grand Bethel Council shall function as the Tally Committee. Majority of all Bethel votes shall elect.
 - 3) Process will be repeated for both offices.
 - 4) If a specific Bethel does not reach a majority that affects the outcome of the election, then that Bethel will be asked to revote until they reach a majority.
 - 5) If “Protem” receives a majority of the votes, that office would revert to an appointment of the position by the Grand Bethel Council within Thirty (30) days.
 - a) Eligibility to be appointed a Grand Bethel Princess shall consist of:
 - i. Past Grand Bethel Honored Queen of any age.
 - ii. Past Grand Bethel Princess of any age.

Section 3. Appointive Officers

- (a) The Grand Bethel Senior Princess shall move to the office of Grand Bethel Honored Queen the following year upon certification by the Grand Bethel Council. This certification shall be announced at least sixty (60) days prior to the Annual Meeting.
- (b) The Appointive Officers shall be chosen by the incoming Grand Bethel Honored Queen, approved by the Grand Bethel Council, and then notified of their appointment at least thirty (30) days prior to the Annual Meeting.

Section 4. Bethel Representation

- (a) Each Bethel in the state shall be represented by one (1) officer or representative, unless a Bethel has no members in Grand Bethel or none willing to serve as an officer or representative. If possible, no Bethel shall be represented by more than two (2) officers.

Section 5. Vacancies

- (a) A vacancy for the position of Grand Bethel Honored Queen shall be filled by the appointment of a past Grand Bethel Honored Queen, of any age, by the Grand Bethel Council within thirty (30) days after the vacancy occurs. This appointment shall be approved by the Executive Grand Guardian Council.
- (b) A vacancy in the position of Grand Bethel Senior Princess or Grand Bethel Junior Princess shall be filled as follows: The Grand Bethel Council shall establish eligibility as per Section 1. Each Bethel shall then have their Grand Bethel Members, as of last Annual Meeting, hold a secret ballot and send ballots to the Grand Bethel Guardian. Each Bethel shall have one collective vote. Majority of the collective votes will elect. If “Protem” receives a majority of the vote that office would revert to an appointment of the position by the Grand Bethel Council within thirty (30) days. (See section Article VI Section 2, Subsection 5a.)
- (c) In case of a tie, those members who held Executive Offices before the vacancy occurred shall vote to break the tie. This process is to be completed within sixty (60) days after the vacancy occurs. The new Princess may be installed at a time that is convenient, however, her duties begin with acceptance of the office.
- (d) Vacancies among the other appointive Officers, Bethel Representatives or committees, shall be filled by appointment by the Grand Bethel Honored Queen, with the approval of the Grand Bethel Council, within thirty (30) days after the vacancy occurs.

ARTICLE VI, Section 5 continued

- (a) Vacancies in the Grand Bethel Council shall be filled by appointment of the Grand Guardian within thirty (30) days after the vacancy occurs.

ARTICLE VII
DUTIES OF OFFICERS

Section 1. Grand Bethel Honored Queen

- (a) The duties of the Grand Bethel Honored Queen shall be to preside over all convocations of the Grand Bethel, to supervise its affairs, to promote the good of the Order at all times, to make visitations to each Bethel within the State (or if unable to attend, delegate another officer to make such visitations) and see that she and her corps of officers render assistance to the individual Bethels when requested to do so by the Grand Guardian or by the Bethels.
- (b) To make appointments of Grand Bethel members to the following committees. These appointments shall be made within thirty (30) days after installation, with the approval of the Grand Bethel Council.
- 1) Scholarship Committee – one (1) member
 - 2) Promotion Committee – two (2) members
 - 3) Audit Committee – one (1) member, excluding the Grand Bethel Recorder, Grand Bethel Treasurer and Grand Bethel Honored Queen

Section 2. Grand Bethel Senior Princess

- (a) The Grand Bethel Senior Princess shall be the chairman of the Scholarship Committee and assist the Grand Bethel Honored Queen when requested to do so. As the chairman of the Scholarship Committee, she shall be in charge of fund-raising activities to ensure that a minimum of one thousand five hundred dollars (\$1,500.00) is raised during the year for the Grand Guardian Council Educational Fund.

Section 3. Grand Bethel Junior Princess

- (a) The duties of the Grand Bethel Junior Princess are:
- 1) To be the leader of the Bethel Representatives
 - 2) To be in charge of general (non-Scholarship) Grand Bethel fund raising

Section 4. Grand Bethel Recorder

- (a) The Grand Bethel Recorder shall keep accurate minutes of the Annual Meeting of Grand Bethel, two (2) copies of which shall be given to the Grand Secretary of the Grand Guardian Council, one (1) copy to the Grand Guardian and one (1) copy to the Grand Bethel Guardian. Minutes of the Annual Meeting shall be incorporated in the Annual Session of the GGC Proceedings. The Grand Bethel Recorder also shall keep accurate minutes of other meetings held during the year and have them available for inspection by the Grand Bethel Guardian. All minutes shall be kept as permanent records of Grand Bethel.

Section 5. Grand Bethel Treasurer

- (a) The Grand Bethel Treasurer shall keep accurate account of monies received and disbursed, see that all funds are properly deposited, and work with the Grand Bethel Council in preparing the financial report to be presented at the Annual Meeting. Copies of this financial report shall be given to the Grand Secretary and Grand Treasurer of the Grand Guardian Council and the Grand Bethel Guardian by the established deadline to be included in the Proceedings Book of the Annual Session of the GGC. The books of the Grand Bethel Treasurer shall be audited by the Vice Associate Grand Guardian fifteen (15) days before the Annual Session of the GGC and shall be turned over to her successor at the Annual Session of the GGC.
- (b) The Grand Bethel Treasurer shall provide a report of donations received and a year-end financial report for the last calendar year to the Grand Secretary not later than January 31 of each year.

ARTICLE VII, continued

Section 6. Other Officers

- (a) The duties of the other Grand Bethel Officers shall be to assist the Grand Bethel Honored Queen in promoting the object of Grand Bethel.

Section 7.

- (a) Grand Bethel Officers and members may be used to assist the various Grand Guardian Council Officers and Committees at the Annual Session of the GGC and throughout the year when requested to do so by the Grand Guardian.

**ARTICLE VIII
REPRESENTATIVES**

Section 1. Selection

- (a) The Bethel Representatives shall be appointed by the incoming Grand Bethel Honored Queen and approved by the Grand Bethel Council, and notified of their appointments at least thirty (30) days prior to the Annual Meeting. Bethel Representatives are selected from members who are at least sixteen (16) years of age.
- (b) The Jurisdiction Representatives shall be selected from all members not previously chosen as an officer or Bethel Representative. The selection shall be by drawing from members registered who have indicated their desire to be included in the draw.

Section 2. Duties

- (a) The Bethel Representatives shall attempt to bring Grand Bethel closer to the individual Bethels by corresponding regularly with their appointed Bethels to arouse interest in upcoming Grand Bethel activities and to inform them of assistance available to them from Grand Bethel. They shall visit their appointed Bethels whenever possible, during each term of the year.
- (b) The Jurisdiction Representative shall correspond with Bethel and Grand Bethel personnel in their appointed States, Provinces, Territories, or Countries, and bring news gained through this communication to the Bethels of Utah and to Grand Bethel, in the manner directed by the Jurisdiction Representative Committee.

Section 3. Drawing for Jurisdiction Representatives

- (a) A random drawing comprised of voluntary candidates; the method of which will be chosen by the current Grand Bethel Junior Princess with the approval of the Grand Bethel Council.

**ARTICLE IX
MEETINGS**

Section 1.

- (a) The Annual Meeting of the Grand Bethel shall be held in conjunction with the Annual Session of the GGC and at a time determined through consultation with the Grand Guardian. At least five (5) additional informal meetings shall be held during the year. Members shall be notified of each meeting at least thirty (30) days prior through the Member's preferred mode of written communication. An informal meeting is defined as: a quorum of Grand Bethel officers meeting to conduct business per Robert's Rules of Order, without formal regalia or performing ritual.
- (b) A minimum of seven (7) members of Grand Bethel, one (1) of which shall be either the Grand Bethel Honored Queen, Grand Bethel Senior Princess or Grand Bethel Junior Princess and with at least one (1) member of the Grand Bethel Council present, shall constitute a quorum for the transaction of business.
- (c) The following must be included in the business matters conducted at the Annual Meeting.
 - 1) The financial report shall be read.
 - 2) A budget for the coming year shall be presented and voted upon.
 - 3) The audit report shall be read by the Associate Grand Bethel Guardian.

**ARTICLE X
FINANCES**

Section 1. Receipts

- (a) Grand Bethel is financed by a fifty cent (\$0.50) fee taken from the registration fee paid by each registrant at the Annual Session of the GGC, by a Grand Bethel fee of three dollars (\$3.00) paid at the time of registration for Grand Bethel and by the sum of one hundred dollars (\$100.00) yearly from the Grand Guardian Council.
- (b) Grand Bethel may sponsor money-making projects each year with the approval of the Grand Bethel Council.
- (c) At least thirty (30) days prior to the Annual Meeting, a budget will be established for expenses of the coming year in accordance with the anticipated funds available. This budget shall be presented and voted on at the Annual Meeting.

Section 2. Allowances

- (a) The Grand Bethel Honored Queen shall be paid an allowance of five dollars (\$5.00) for each official Grand Bethel Visitation she attends within a fifty (50) mile radius of her home. Beyond a fifty (50) mile radius, the allowance shall be ten dollars (\$10.00) per visitation. Allowances for a maximum of two (2) official visitations to each Bethel shall be allowed.
- (b) The Grand Bethel Senior Princess and Grand Bethel Junior Princess shall each be paid an allowance of four dollars (\$4.00) for each official Grand Bethel visitation they attend within a fifty (50) mile radius of their homes. Beyond a fifty (50) mile radius, the allowance shall be six dollars (\$6.00) per visitation. Allowances for a maximum of two (2) official visitations to each Bethel shall be allowed.
- (c) These disbursements shall be approved by the Grand Bethel Guardian or Associate Grand Bethel Guardian before payment.
- (d) The Grand Bethel Guardian and Associate Grand Bethel Guardian shall each be allowed four dollars (\$4.00) for each official visitation to Bethels within a fifty (50) mile radius of their homes. Beyond a fifty (50) mile radius, the allowance shall be five dollars (\$5.00) per visitation. Allowances for a maximum of two (2) official visitations to each Bethel shall be allowed. These disbursements shall be approved by the Grand Bethel before payment.

Article X, Section 3, continued

Section 3. Disbursements

- (a) All expenses incurred by Grand Bethel members in the promotion of Grand Bethel may be reimbursed only if prior approval of the expenditures has been given by the Grand Bethel Council.
- (b) Four (4) signatures shall be filed with the bank: those of the Grand Bethel Recorder, Grand Bethel Treasurer, Grand Bethel Guardian and Associate Grand Bethel Guardian, two (2) of which shall be required to withdraw funds, and one (1) being that of the Grand Bethel Treasurer or Grand Bethel Recorder and the other being that of the Grand Bethel Guardian or Associate Grand Bethel Guardian.

**ARTICLE XI
AMENDMENTS**

Section 1.

- (a) These Bylaws may be amended at any Annual Session of the GGC, at which a quorum is present, by a two-thirds (2/3) affirmative vote of the members voting, provided that the proposed amendment has been presented in writing to the Grand Bethel members at least thirty (30) days prior to the meeting at which action is to be taken.
- (b) The proposed amendment shall be mailed to the Grand Secretary of the Grand Guardian Council at least sixty (60) days prior to the Annual Session of the GGC. Amendments will become effective upon approval of the Grand Guardian Council and the Jurisprudence Committee of the Supreme Guardian Council.
- (c) All Grand Bethel Bylaw changes shall be reviewed at an informal meeting of the Grand Bethel at least thirty (30) days prior to the Annual Session of the GGC. A recommendation on the amendments shall be written and submitted by the Grand Bethel Honored Queen to the Grand Secretary at least fifteen (15) days prior to the Grand Guardian Council business meeting. The recommendation of the Grand Bethel shall be read on the floor of the Grand Guardian Council business meeting when the amendment is brought on the floor.

**ARTICLE XII
COMMITTEES**

Section 1. Committees

- (a) The committees of the Grand Bethel shall be:
 - 1) Scholarship Committee, composed of three (3) members: the Grand Bethel Senior Princess shall act as chairman of this committee. Other members shall be one (1) additional Grand Bethel Member who is at least sixteen (16) years of age and one (1) Grand Bethel Council Member.
 - 2) Promotion Committee, composed of three (3) members: two (2) of whom shall be Grand Bethel Members who are at least sixteen (16) years of age and one (1) Grand Bethel Council Member.
 - 3) Audit Committee, composed of three (3) members: the Associate Grand Bethel Guardian shall act as chairman of this committee. Other members shall be one (1) Grand Bethel Member who is at least sixteen (16) years of age, excluding the Grand Bethel Recorder, Grand Bethel Treasurer and Grand Bethel Honored Queen; and the Vice Associate Grand Guardian.
 - 4) Additional Committees may be appointed by the Grand Bethel Honored Queen with approval of the Grand Bethel Council. Grand Bethel members shall be at least sixteen (16) years of age to be on a committee.

ARTICLE XII, Section b, continued

(a) Duties of committees are as follows:

- 1) The Scholarship Committee shall plan and oversee the Grand Bethel fundraising activities for the Grand Guardian Council Educational Fund.
- 2) The Promotion Committee shall be responsible for the promotion of membership and growth of the Grand Bethel. They shall also assist the Grand Guardian Council, when requested to do so, in promotion of the Order in Utah.
- 3) The Audit Committee shall audit the Grand Bethel Books fifteen (15) days prior to the Annual Meeting or the Annual Session of the GGC, whichever comes first.

UTAH MANUAL OF RULES AND REGULATIONS

R&R Parents' Club

RULES AND REGULATIONS FOR PARENTS' CLUB

Supplement to: The Uniform Code of Bylaws for Parents' Club, adopted 1975.

To adopt the Uniform Code of Bylaws for Mothers', Fathers', or Parents' Clubs, Job's Daughters International (given on R & R – Parents Club, MFP Club 5 of the Constitution and Bylaws of the Supreme Guardian Council) with the title being limited to Parents' Club rather than Mothers' or Fathers'.

**RULES AND REGULATIONS
HONORED QUEENS' BALL**

HISTORY: One of the first Honored Queens' Balls was held in 1937 after the installation of Officers of Bethel 1. It was originally planned and executed by the Salt Lake Bethels. In 1989, the girls decided that all of the Bethels should participate.

**ARTICLE I
OBJECT**

Section 1. Purpose

- (a) The Honored Queens' Ball is a discretionary activity that may be planned by the Bethels in Utah with the approval of the Grand Guardian to honor the Honored Queens of the Bethels in this jurisdiction.

Section 2. Responsibility

- (a) Each Bethel in the jurisdiction may have the opportunity to host the Honored Queens' Ball for one (1) year.
- (b) Each Bethel will also have the opportunity to decline the responsibility.
- (c) Bethel numerical sequence will be used for determining which Bethel will have the opportunity.

**ARTICLE II
FINANCES**

Section 1. Receipts

- (a) All money received from ticket sales and donations shall be sent to the Chairman of the Honored Queens' Ball, who shall keep an accurate account in the name of the Grand Guardian Council of Utah Honored Queens' Ball Fund and submit to the Grand Secretary for deposit. All interest received on the funds will remain in the fund. The mailing address of the fund will be the address of the Grand Treasurer.

Section 2. Disbursements

- (b) All properly documented bills pertaining to the Honored Queens' Ball shall be presented to the Chairman of the Honored Queens' Ball for approval. The Committee shall submit them to the Grand Secretary for payment.

UTAH MANUAL OF RULES AND REGULATIONS

R&R-Honored Queens' Ball

**ARTICLE III
HONORED QUEENS' BALL COMMITTEE**

Section 1. Members

- (a) The Chairman of the Honored Queens' Ball Committee shall be appointed by the Grand Guardian.
- (b) The Committee shall consist of the appointed Chairman and the Bethel Guardian of the host Bethel.

Section 2. Duties of the Committee

- (a) Provide assistance to the girls in planning the Ball when requested.
 - 1) A representative from each Bethel will be invited to assist in the planning of the Ball.
- (b) Receive all money from ticket sales and donations, keep a proper accounting and submit them to the Grand Secretary for deposit.
- (c) Promptly document all bills and submit them to the Grand Secretary for payment.
- (d) Provide status reports to the Grand Guardian.
- (e) Reporting
 - 1) Within sixty (60) days following the Ball, the Chairman of the Ball and the Bethel Guardian shall provide an accounting of all funds collected and disbursed for the Ball to the Grand Guardian and Grand Secretary.
 - 2) The checkbook shall be maintained by the Grand Treasurer.
 - 3) The Audit Committee shall audit the account prior to the next Annual Session of the Grand Guardian Council.
 - 4) A financial and activity report shall be included in the book of proceedings of the Grand Guardian Council.
- (f) Keep a permanent file and pass it on to the next Chairman.

**ARTICLE IV
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 sixty (60) days prior to the Annual Session of the GGC and a copy of the proposed amendments shall be sent to each voting member thereof at least thirty (30) days prior to the Annual Session of the GGC. Approved amendments then shall be submitted to the Supreme Jurisprudence Committee for final approval.

**RULES AND REGULATIONS
KEY OF EXCELLENCE AWARD**

**ARTICLE I
TITLE**

Section 1.

- (b) An individual chosen to receive this honor shall be known as a recipient of the Key of Excellence.

**ARTICLE II
OBJECT**

Section 1.

- (a) The Key of Excellence is awarded in recognition of outstanding and dedicated service by an individual, male or female, to Job's Daughters International. It is intended to recognize an individual, male or female, who has given meritorious and unselfish efforts in assistance to and support of the Order, i.e. an outstanding contributor to the organization.

**ARTICLE III
QUALIFICATIONS**

Section 1.

- (a) To be nominated for the Key of Excellence Award, an individual, male or female, shall have made major contributions toward the good of the Order and/or a specific Bethel.
 - 1) He or she shall have accepted an appointment as a member of a Bethel Guardian Council and have made an outstanding contribution to that Council above and beyond the usual Council responsibilities.
- (b) 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) At the time of nomination, the nominee must be at least twenty-five (25) years of age.
- (b) The nominee shall not be eligible for the Degree of Royal Purple.

**ARTICLE V
NOMINATION AND SELECTION**

Section 1. Nomination

- (a) Nomination shall be made by the Executive Members of a sponsoring Bethel Guardian Council, without the knowledge of the nominee.
 - 1) Members of a Bethel or a member of the Grand Guardian Council of Utah may recommend an individual to the Executive Members of the Bethel Guardian Council or the Grand Guardian Council of Utah for nomination.
- (b) Nomination shall include specific examples of outstanding service to the Order. In addition to the nomination, the names of four (4) references, not related to the nominee, who have first-hand knowledge of the individual's contributions to the Order, shall be submitted.
- (c) Nominees shall have been associated with a Bethel for not less than two (2) years.
- (d) Completed nomination and recommendation forms must be sent to the Chairman of the Committee no later than forty-five (45) days prior to the Annual Session of the GGC. It is recommended that the Bethel Guardian Council authorize expenditure of funds, at the time the nomination is forwarded to the Chairman of the Committee, in the event its nominee is selected.

Section 2. Selection

- (a) The members of the Committee shall review the nomination and list of references. A majority vote shall be necessary to approve the nomination. The decision of the Committee shall be final.
- (b) The Chairman of the Committee shall notify the sponsoring Bethel Guardian Council of the selection of its nominee(s) no later than thirty (30) days prior to the Annual Session of the GGC.

**ARTICLE VI
CONFERRAL OF THE AWARD**

Section 1.

- (a) The recipient shall attend the Annual Session of the GGC within three (3) years of his/her selection to receive the Award.
- (b) In the event that it is absolutely impossible for the recipient to attend an Annual Session of the GGC, other arrangements for the presentation of the Award may be made by the Grand Guardian and the Committee.
- (c) Payment for the medallion shall be made to the Grand Secretary within thirty (30) days after Annual Session of the GGC of the year of selection.
- (d) The Committee shall be responsible for providing the recipient(s) with a red rose, a certificate, copies of the recommendation letters, and for having his/her name engraved on the reverse side of the medallion.

**ARTICLE VII
KEY OF EXCELLENCE COMMITTEE**

Section 1. Members

- (a) The Key of Excellence Committee shall be appointed by the Grand Guardian.
- (b) The Committee shall be composed of three (3) members who shall be members of the Grand Guardian Council and shall include at least one (1) prior recipient.

Section 2. Duties of the Committee

- (a) The duties of the Committee shall be:
 - 1) To publicize the Key of Excellence Award by distributing information to the Bethels regarding the nomination process.
 - 2) To distribute nomination forms when they are requested.
 - 3) To receive nominations and recommendations from the Executive Members of a sponsoring Bethel Guardian Council.
 - 4) To determine the recipient(s) of the award in accordance with their eligibility as outlined in Articles IV and V.
 - 5) To make arrangements for the conferral of the Award at the Annual Session of the GGC.
 - 6) To maintain a permanent file, containing names of the nominees and those who recommended them.
 - 7) To destroy all nomination and recommendation forms of those candidate(s) who were not selected as recipient(s) of this award, along with all ballots. Return the nomination and recommendation letters to the recipient(s) of the KOE at the awards conferral ceremony.

**ARTICLE VIII
AMENDMENTS**

Section 1.

- (a) Proposed amendments to these Rules and Regulations may be made at the Annual Session of the GGC and may be adopted 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 sixty (60) days prior to the Annual Session of the GGC and a copy of the proposed amendments shall be presented to each voting member thereof at least thirty (30) days prior to the Annual Session of the GGC. Approved amendments shall be submitted to the Supreme Jurisprudence Committee for final approval.

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

**ARTICLE I
TITLE**

Section 1.

- (a) A Job's Daughter chosen to receive this award shall be known as a Recipient of the Lily of the Valley.

**ARTICLE II
OBJECT**

Section 1.

- (a) The Lily of the Valley is awarded in recognition of outstanding and dedicated service by a Job's Daughter to Job's Daughters International. It is intended to recognize a Job's Daughter who has given meritorious and unselfish efforts in assistance to and support of the Order.

**ARTICLE III
QUALIFICATIONS**

Section 1.

- (a) To be nominated for the Lily of the Valley Award a Job's Daughter shall have made major contributions toward the good of the Order and/or a specific Bethel.
- 1) She shall be between the ages of eighteen (18) and twenty four (24) and made an outstanding contribution to the Order. She must have gone above and beyond regular duties and responsibilities.

**ARTICLE IV
ELIGIBILITY**

Section 1.

- (a) The recipient must be between the ages of eighteen (18) and twenty four (24).
- (b) She can be married or unmarried.
- (c) She is eligible if she is of high moral character.

**ARTICLE V
NOMINATION AND SELECTION**

Section 1. Nomination

- (a) Nomination shall be made by a member of a Bethel, Daughter or adult, without the knowledge of the nominee.
- (b) Nomination shall include an application with four (4) letters of recommendation stating the outstanding service to the Order.
- (c) The four letters of recommendation shall be: two (2) from Bethel Daughters and two (2) from Bethel adults not related to the nominee and who have first-hand knowledge of the nominee's contributions to the Order.

ARTICLE V, Section 1, continued

- (d) Nominees shall have been members in good standing for at least two (2) years.
- (e) Completed nomination and recommendation forms must be sent to the Chairman of the Committee no later than forty-five (45) days prior to Annual Session of the GGC. It is recommended that the Bethel Guardian Council authorize expenditure of funds, at the time the nomination is forwarded to the Chairman of the Committee, in the event its nominee is selected.

Section 2. Selection

- (a) The members of the Committee shall review the nominations and letters of recommendation. A majority vote shall be necessary to approve the nomination. The decision of the committee shall be final.
- (b) The Chairman of the Committee shall notify the sponsoring person(s) or Bethel of the selection of its nominee(s) no later than thirty (30) days prior to the Annual Session of the GGC.

**ARTICLE VI
CONFERRAL OF THE AWARD**

Section 1.

- (a) The recipient shall attend the Annual Session of the GGC within two (2) years of her selection to receive the award.
- (b) In the event that it is absolutely impossible for the recipient to attend an Annual Session of the GGC, other arrangements for the presentation of the award may be made by the committee.
- (c) Payment for the medallion shall be made to the Grand Secretary within thirty (30) days after the Annual Session of the GGC.
- (d) The committee shall be responsible for providing the recipient with a white flower and the letters of recommendation.

**ARTICLE VII
LILY OF THE VALLEY COMMITTEE**

Section 1. Members

- (a) The Committee shall be composed of five (5) members, one (1) of whom shall be the Grand Bethel Guardian, and at least one (1) other Grand Bethel Council member. The presiding Grand Bethel Honored Queen and previous recipient(s) may assist as needed.

Article VII, continued

Section 2. Duties of the Committee

(a) The duties of the Committee shall be to:

- 1) Publicize the Lily of the Valley Award by distributing information about the process.
- 2) Distribute nomination forms when they are requested.
- 3) Receive nominations and recommendations from the sponsoring Bethel.
- 4) Determine the recipient(s) of the award in accordance with their eligibility as outlined in Articles IV and V.
- 5) Make arrangements for the conferral of the award at the Annual Session of the GGC.
- 6) Maintain a permanent file containing the names of the nominees and those who recommended them.
- 7) To destroy all nominations and recommendation forms and ballots following the determination of the recipient(s).

**ARTICLE VIII
AMENDMENTS**

Section 1.

(a) Proposed amendments to these Rules and Regulations may be made at the Annual Session of the GGC and may be adopted 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 sixty (60) days prior to the Annual Session of the GGC and a copy of the proposed amendments presented to each voting member thereof at least thirty (30) days prior to the Annual Session of the GGC. Approved amendments shall be submitted to the Supreme Jurisprudence Committee for final approval.

**RULES AND REGULATIONS
DEGREE OF ROYAL PURPLE**

HISTORY: At the 1987 Annual Session of the GGC, Chairman Cheryl Sanders read her report on the Degree of Royal Purple. She moved that we adopt the guidelines as stated in her report. It was seconded and passed.

**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 to a specific Bethel.
 - 1) The Majority Member shall have accepted an appointment as a member of a Bethel Guardian Council and have made an outstanding contribution to that Bethel Guardian Council above and beyond the usual Bethel Guardian Council responsibilities.
- (b) 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 at least twenty five (25) years old.

UTAH MANUAL OF RULES AND REGULATIONS

R&R-Degree of Royal Purple

ARTICLE V NOMINATION AND SELECTION

Section 1.

- (a) Nomination shall be made by the Executive Members of a Bethel Guardian Council, without the knowledge of the nominee.
 - 1) Members of a Bethel or a member of the Grand Guardian Council may recommend a candidate to the Executive Members of the Bethel Guardian Council.
- (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, who have first-hand knowledge of her contribution to the Order, shall be submitted.
- (c) A nominee who has been with a Bethel for less than four (4) years requires additional recommendations from her previous Bethel and/or jurisdiction.
- (d) Nomination may be made by the nominee's home Bethel or by a Bethel to which she has contributed outstanding service meriting nomination.
- (e) Completed nomination and recommendation forms must be sent to the Chairman of the Committee no later than forty five (45) days prior to the Annual Session of the GGC. It is recommended that the Bethel Guardian Council authorize expenditure of funds, at the time the nomination is forwarded to the Chairman of the Committee, in the event its nominee is selected.

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 Council nominating a recipient shall be notified of her selection no later than thirty (30) days prior to the Annual Session of the GGC by the Chairman of the Committee.

ARTICLE VI CONFERRAL OF DEGREE

Section 1.

- (a) The recipient shall attend the Annual Session of the GGC within three (3) years of her selection to receive the Degree.
- (b) In the event that it is absolutely impossible for the recipient to attend an Annual Session of the GGC, other arrangements for the presentation of the Degree may be made by the Grand Guardian and the Committee.
- (c) A fee amounting to the cost of the medallion shall be paid by the recipient's family, a Bethel, or anyone else who wishes to contribute. Payment shall be made to the Grand Secretary by within thirty (30) days after Annual Session of the GGC.
- (d) The Committee shall be responsible for providing the recipient(s) with a rose, a certificate, copies of the recommendation letters, and for having her name engraved on the reverse of the medallion.
- (e) The Chairman of the Committee shall cooperate with the Grand Bethel Guardian, who will oversee the Grand Bethel Officers in the conferral of the Degree.

**ARTICLE VII
DEGREE OF ROYAL PURPLE COMMITTEE**

Section 1. Members

- (a) The Degree of Royal Purple Committee is appointed by the Grand Guardian.
- (b) The Committee shall be composed of three (3) members and shall include at least one (1) recipient and one (1) male member of the Grand Guardian Council.

Section 2. Duties of the Committee

- (a) The duties of the Committee shall be to:
 - 1) Publicize the Degree of Royal Purple by distributing information to the Bethels regarding the nomination process.
 - 2) Distribute nomination forms when requested.
 - 3) Receive nominations and recommendations from the Executive Members of the Bethel Guardian Councils.
 - 4) Determine the recipient(s) of the award in accordance with the eligibility as outlined in Articles II, IV, and V.
 - 5) Make arrangements for the conferral of the Degree at the Annual Session of the GGC.
 - 6) Maintain a permanent file, which the Chairman shall turn over to his/her successor and the Grand Secretary.
 - 7) Destroy all nominations and recommendations of those candidate(s) who were not selected as recipient(s) of this award. Return the nomination and recommendation letters to the recipient(s) of the Degree of Royal Purple at the awards conferral ceremony.

**ARTICLE VIII
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 sixty (60) days prior to the Annual Session of the GGC and a copy of the proposed amendments presented to each voting member thereof at least thirty (30) days prior to the Annual Session of the GGC. Approved amendments then shall be submitted to the Supreme Jurisprudence Committee for final approval.

UTAH MANUAL OF RULES AND REGULATIONS

R&R-Miss Utah Job's Daughter Pageant

MISS UTAH JOB'S DAUGHTER PAGEANT

**ARTICLE I
TITLE**

Section 1.

- (a) The Daughter selected shall be known as MISS UTAH JOB'S DAUGHTER of Job's Daughters International.
- (b) The Daughter selected as Miss Congeniality shall be known as MISS UTAH CONGENIALITY of Job's Daughters International.

**ARTICLE II
OBJECT**

Section 1.

- (a) Miss Utah Job's Daughter is a representative of Job's Daughters International of Utah for the purpose of promoting the interest, welfare, and growth of the Order, bringing the Daughters of all Bethels within this jurisdiction into a closer relationship with each other and the Grand Guardian Council, and serving as a Job's Daughters' public relations emissary to adult organizations of the Masonic family and the public in general.
- (b) The Miss Utah Congeniality is a representative of Job's Daughters International of Utah for the purpose of building friendship among all the Bethels in the state. She will also serve, with advice and consent of the Grand Guardian Council, as the leader of the Utah Spirit Ambassadors.

**ARTICLE III
SUPERVISION**

Section 1.

- (a) Miss Utah Job's Daughter shall be under the general supervision of the Grand Guardian; however, the person designated by the Grand Guardian shall provide chaperones, guidance, and approval of all activities. Such supervision shall be consistent with available financial resources of the Daughter's jurisdiction and family interests. The Grand Guardian shall be advised of the itinerary of the Miss Utah Job's Daughter.
- (b) Miss Utah Congeniality shall be under the general supervision of the Grand Guardian; however, the person designated by the Grand Guardian shall provide chaperones, guidance and approval of all activities. Such supervision shall be consistent with the available financial resources of the Daughter's jurisdiction and family interests. The Grand Guardian shall be advised of the itinerary of the Miss Utah Congeniality.

**ARTICLE IV
QUALIFICATIONS**

Section 1.

- (a) Miss Utah Job's Daughter 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.
- (b) Miss Utah Congeniality shall be a young woman who possesses knowledge of the Order, dignity, poise, charm, good manners and that intangible quality called personality.

UTAH MANUAL OF RULES AND REGULATIONS

R&R-Miss Utah Job's Daughter Pageant

ARTICLE V ELIGIBILITY

Section 1. Contestant

- (a) A Daughter must be a member in good standing in her Bethel and must have passed her proficiency, current edition. The Miss Utah Job's Daughter and Miss Utah Congeniality chosen must be at least sixteen (16) years of age by the date of the Miss International Job's Daughter competition/pageant and less than twenty (20) years of age at the time of her selection to represent the Utah Jurisdiction. Each Daughter and her parents or legal guardians shall sign a consent form.
- (b) Any Daughter selected as Miss Utah Job's Daughter is ineligible to compete in the Utah Pageant thereafter.
- (c) Any Daughter who has previously held the title of Miss Utah Congeniality is ineligible to hold that title a second time.

Section 2. Jurisdictional

- (a) Each Bethel shall have the right to send at least one (1) Daughter to compete in the Utah Pageant.
- (b) The current Miss Utah Job's Daughter shall be Utah's contestant in the International Pageant. If Miss Utah Job's Daughter cannot attend the Supreme Session, the first (1st) runner-up may attend in her place. If the first (1st) runner-up cannot attend, the selection may be made from the second (2nd) runner-up etc., until a contestant to the International Pageant is selected. However, the reigning Miss Utah Job's Daughter will retain her title.

ARTICLE VI SELECTION

Section 1. General

- (a) Final selection of Miss Utah Job's Daughter shall be made by a competition at a Pageant to be held in at such time and date specified by the Grand Guardian and the Executive Grand Guardian Council.
- (b) The administration, production, and direction of the Pageant is the responsibility of the Miss Utah Job's Daughter Committee.
- (c) Preliminary competition shall be held prior to the final competition to narrow the selection and determine finalists. All competitors shall be escorted and introduced at the final competition.
- (d) Pageant judges will be designated for each of the requirements listed below:
 - 1) **Written Test**
 - a) The test will consist of a written examination based on a general knowledge of Job's Daughters International and the Ritual. Completed test pages will be identified only by an assigned number and not the contestant's name or Bethel.
 - 2) **Ritual Recitation**
 - a) The Daughter will recite a Messenger's initiation lecture. Judging will be on accuracy and presentation.
 - b) The contestant's robe with white cord and other official regalia will be inspected for conformity to rules and regulations either before or after the recitation, but not during.

UTAH MANUAL OF RULES AND REGULATIONS

R&R-Miss Utah Job's Daughter Pageant

Article VI, Section 1, continued

1) Interview

- a) Each contestant will have a private interview with a panel of Pageant judges.
- b) Judges will have received a fact sheet on each contestant, giving age, education, training, interest, ambitions and Job's Daughters achievements.
- c) The Daughter will be judged on her personality, diction, sincerity, manners, adaptability to the situation, and the general impression she makes.

2) Public Speaking

- a) Each contestant will complete an extemporaneous portion of the competition.
- b) Attire for the extemporaneous portion of the preliminary competition will be business or Sunday dress.
- c) Attire for the stage appearance at the final competition will be a formal gown.
- d) Judging will encompass the total picture the contestant presents, considering her personality, posture, grace of movement, appropriate (for her) hair style, and personal grooming.

Section 2. Finalist Selection

- (a) Finalists will be chosen based on the number of contestants and will represent no more than two thirds (2/3) of the number of Pageant contestants.
- (b) Finalists must have a minimum eighty percent (80%) score on both the Written Test and the Ritual Recitation.
- (c) Finalists will be judged not only on responses to questions, but on the overall impression each contestant makes as she responds.

Section 3. Final Selection

- (a) Miss Utah Job's Daughter will be chosen from the finalists.
- (b) Final selection scores will be weighted as follows:
 - 1) Seventy five percent (75%) based on cumulative preliminary scores.
 - 2) Twenty five (25%) based on finalists Formal Pageant extemporaneous score.
- (c) In the event of a tie, it will be broken by referring to the combined written test and recitation scores for the tied contestants. The contestant with the highest score will be declared the winner.

Section 4. Miss Utah Congeniality Selection

- (a) Selection of Miss Utah Congeniality will be from a congeniality score consisting of:
 - 1) A ranked (1 to n) vote of the Utah Pageant contestants weighted at seventy five (75%) and
 - 2) Her total preliminary competition score weighted at twenty five (25%).
- (b) Miss Utah Job's Daughter and Miss Utah Congeniality shall not be the same Daughter. Should the selected Miss Utah Job's Daughter also be the selected Miss Utah Congeniality she will be given the Miss Utah Job's Daughter position. Miss Utah Congeniality will then be selected from the next highest congeniality score. Announcement of the Miss Utah Congeniality will take place at the final competition.

UTAH MANUAL OF RULES AND REGULATIONS

R&R-Miss Utah Job's Daughter Pageant

ARTICLE VII SUCCESSION

Section 1.

- (a) In the event that Miss Utah Job's Daughter cannot fulfill her term, the first (1st) runner-up will become Miss Utah Job's Daughter. If unable to accept, selection shall be made in succession from the runners-up.
- (b) A Miss Utah Job's Daughter who marries during the term for which she was chosen shall forfeit her title as Miss Utah Job's Daughter.

ARTICLE VIII DUTIES OF MISS UTAH JOB'S DAUGHTER

Section 1.

- (a) At the end of her term, Miss Utah Job's Daughter will submit a report detailing all income received as a result of her official title and all expenditures resulting from the performance of her duties as Miss Utah. Income shall include all donations, monetary gifts, grants and fund raisers. Supporting receipts for expenses shall be attached. This report will be submitted to the Grand Secretary by the deadline to be included in the Proceedings Book of the Annual Session of the GGC. All money received in excess of expenses shall be turned over to the GGC for future Miss Utah Job's Daughter's use.

ARTICLE IX MISS UTAH JOB'S DAUGHTER COMMITTEE

Section 1. Membership

- (a) The Committee shall be comprised of seven (7) to nine (9) members, two (2) of whom shall be the Grand Guide and the Grand Marshal, and representatives from the Bethel Guardian Council(s) of the current reigning Miss Utah Job's Daughter and Miss Utah Congeniality. An eligible Past Miss from any jurisdiction may be considered for the Committee. The reigning Miss Utah Job's Daughter and Miss Utah Congeniality should assist as required.

Section 2. Duties

- (a) The authority and duties of the Committee shall encompass the total administration, including promotion and production of the Miss Utah Job's Daughter Pageant, and to advise with and guide Miss Utah Job's Daughter during her term and seek opportunities for her to promote Job's Daughters in the State of Utah.
 - 1) Prepare and send information and registration forms regarding the Pageant to all Bethels within the Utah jurisdiction.
 - 2) Send questionnaires for personal information to all contestants.
 - 3) Hold preliminary competitions as necessary to determine semi-finalists. Preliminary competitions shall include an adequate number of judges for the Ritual (oral) presentation, private interview, regalia inspection and impromptu portion of the competition.
 - 4) Determine the finalists based on the results of the preliminary competition and the finalist criteria.
 - 5) Prepare question(s) for the finalists.
 - 6) Obtain three (3) to five (5) judges for the final judging.
 - 7) Provide the judges with instructions on all aspects of the competition.
 - 8) Provide a Mistress or Master of Ceremonies for the Pageant as determined by the Committee.
 - 9) Provide a crown, sash, and flowers for the new Miss Utah Job's Daughter.
 - 10) Provide for the selection and recognition of Miss Congeniality.
 - 11) Provide a crown, sash, and flowers for the new Miss Congeniality.
 - 12) Provide a Pageant charm for each contestant.
 - 13) Make use of imaginative ideas and procedures that will make the Pageant both a success and a memorable occasion for all contestants, Daughters and adults present.
 - 14) Coordinate with the Masonic Family to identify speaking opportunities for Miss Utah Job's Daughter.
 - 15) The Chairman shall submit a report at the Annual Session of the GGC and keep a permanent file, which shall be turned over to the new Chairman.

UTAH MANUAL OF RULES AND REGULATIONS

R&R-Miss Utah Job's Daughter Pageant

ARTICLE X AMENDMENTS

Section 1.

- (a) 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 sixty (60) days prior to the Annual Session of the GGC and a copy of the proposed amendments shall be sent to each voting member thereof at least thirty (30) days prior to the Annual Session of the GGC. Approved amendments shall be submitted to the Supreme Jurisprudence Committee for final approval.

UTAH MANUAL OF RULES AND REGULATIONS

R&R-Spirit Ambassador Competition

**RULES AND REGULATIONS
UTAH SPIRIT AMBASSADOR COMPETITION**

**ARTICLE I
TITLE**

Section 1.

- (a) The Daughter(s) selected shall be known as a Utah Spirit Ambassador(s).

**ARTICLE II
OBJECT**

Section 1.

- (a) Utah Spirit Ambassadors are representatives of Job's Daughters International of Utah for the purpose of promoting enthusiasm, pride and growth of the Order.

**ARTICLE III
SUPERVISION**

Section 1.

- (a) Utah Spirit Ambassadors shall be under the general supervision of the Grand Guardian; however, the Committee Chairman shall provide chaperones, guidance, and approval of all activities. Such supervision shall be consistent with available financial resources of the Daughters, Jurisdiction and family interests. The Grand Guardian shall be advised of the itinerary of the Spirit Ambassadors.
- (b) The Miss Utah Congeniality shall serve, with advice and consent of the Grand Guardian Council, as the leader of the Spirit Ambassadors.

**ARTICLE IV
ELIGIBILITY**

Section 1. Contestant

- (a) A Daughter must be a member in good standing in her Bethel, must have passed her proficiency, current edition, and must be less than sixteen (16) years of age at the time of her selection as a Spirit Ambassador.
- (b) A Daughter shall be eligible to compete in more than one Spirit Ambassador Competition and may hold the title of Spirit Ambassador more than once.

**ARTICLE V
SELECTION**

Section 1. General

- (a) Final selection of the Spirit Ambassadors shall be made in conjunction with the Miss Utah Job's Daughter preliminary competition, or at such time and date specified by the Grand Guardian and the Executive Grand Guardian Council. Announcement of those Daughters selected as Spirit Ambassadors will occur at the Miss Utah Job's Daughter Pageant. All competitors shall be escorted and introduced at the Pageant. Attire for the state appearance at the Miss Utah Job's Daughter Pageant shall be best dress or gown. (This appearance shall not be judged.)
- (b) The administration, production, and direction of the Spirit Ambassador Competition is the responsibility of the Miss Utah Job's Daughter Committee.
- (c) Pageant judges will be designated for each of the requirements listed below:
 - 1) **Written Test**
 - a) The test will consist of a written examination based on the Ritual. Completed test pages will be identified only by an assigned number and not the contestant's name or Bethel.
 - 2) **Ritual Recitation**
 - a) The Daughter will recite from memory the Obligation. Judging shall be on accuracy and presentation.
 - b) The contestant's robe with cord and other official regalia will be inspected for conformity to rules and regulations either before or after the recitation, but not during.
 - 3) **Interview**
 - a) Each contestant will have a private interview with a panel of competition judges.
 - b) Judges shall have received a fact sheet on each contestant, giving age, education, hobbies, ambitions and Job's Daughters achievements.
 - c) The Daughter will be judged on her personality, diction, sincerity, manners, adaptability to the situation, and the general impression she makes.

Section 2. Selection

- (a) Utah Spirit Ambassadors shall be chosen from the combination of the three (3) competition elements, each with equal weight.

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**ARTICLE VI
UTAH SPIRIT AMBASSADORS COMMITTEE**

Section 1. Membership

(a) The Spirit Ambassador Committee may be the Miss Utah Job's Daughter Committee.

Section 2. Duties

- (a) The authority and duties of the Committee may encompass the total administration, including promotion and production, of the Utah Spirit Ambassador Competition.
- 1) Prepare and send information and registration forms regarding the competition to all Bethels within the Utah Jurisdiction.
 - 2) Send questionnaires for personal information to all contestants.
 - 3) Provide for an adequate number of judges for the Ritual (oral) presentation, private interview, regalia inspection and impromptu portion of the competition.
 - 4) Provide the judges with instructions on all aspects of the competition.
 - 5) Provide a charm and recognition for the winner(s). The charm shall be a Doc Morgan J-C25 Emblem charm engraved with the year of the selection.
 - 6) Make use of imaginative ideas and procedures that will make the Competition both a success and a memorable occasion for all contestants, Daughters and adults present.
 - 7) Coordinate with the Grand Guardian Council, Grand Bethel, Masonic Family and the Miss Utah Congeniality to identify participation opportunities for the Spirit Ambassadors.
 - 8) The Committee Chair shall submit a report at the Annual Session of the GGC and keep a permanent file, which shall be turned over to the new Chairman.

**RULES AND REGULATIONS
AWARD OF DISTINCTION**

**ARTICLE I
TITLE**

Section 1.

- (a) A previous member of Job's Daughters chosen to receive this award shall be known as a Recipient of the Utah Award of Distinction.

**ARTICLE II
OBJECT**

Section 1.

- (a) The Award of Distinction is given in recognition of a previous member of Job's Daughters with a connection to Utah who has achieved notable distinction for public or civil service, or professional acclaim. The award recognizes previous members who achieve such distinction, and it presents our current members with prospective role models who build on lessons this organization teaches.

**ARTICLE III
QUALIFICATIONS**

Section 1.

- (a) To be nominated for the Award of Distinction, a previous member must meet the following:
- 1) No longer be an active member of Job's Daughters and must have been an active member for at least 2 years.
 - 2) Been a member of Job's Daughters in Utah OR a member of Job's Daughters elsewhere but now currently residing in Utah.
 - 3) Achieve professional or public acclaim in her industry for her leadership, knowledge or other professional service. Service to Job's Daughters is not included.

**ARTICLE IV
ELIGIBILITY**

Section 1.

- (a) There are no restrictions on age, marital status or career choice.

**ARTICLE V
NOMINATION AND SELECTION**

Section 1. Nomination

- (a) Nomination shall be made by a member of a Bethel or Job's Daughter adult, without the knowledge of the nominee.
- (b) Nomination shall include an application summarizing the accomplishments of the candidate, 3 letters of recommendation from professional colleagues and 1 letter from a current member of Job's Daughters, a summary resume and any other information they feel is pertinent.
- (c) Completed nomination and related documentation must be sent to the Chairman of the Committee no later than forty-five (45) days prior to Annual Session of the GGC.

Section 2. Selection

- (a) The members of the Committee shall review the nominations. A majority vote shall be necessary to approve the nomination. The decision of the committee shall be final.
- (b) The Chairman of the Committee shall notify the sponsoring person(s) or Bethel of the selection of its nominee(s) no later than thirty (30) days prior to the Annual Session of the GGC.

**ARTICLE VI
CONFERRAL OF THE AWARD**

Section 1.

- (a) The recipient shall attend the Annual Session of the GGC within two (2) years of her selection to receive the award.
- (b) In the event that it is absolutely impossible for the recipient to attend an Annual Session of the GGC, other arrangements for the presentation of the award may be made by the committee.
- (c) The committee shall be responsible for providing the recipient with a plaque as a recipient.

**ARTICLE VII
Award of Distinction COMMITTEE**

Section 1. Members

- (a) The Committee shall be composed of five (5) members, one (1) of whom shall be a current Utah Executive Grand Guardian Council member.
- (b) The Grand Bethel Honored Queen shall participate in the committee selection process as an advisor.

Section 2. Duties of the Committee

- (a) The duties of the Committee shall be to:
 - 1) Publicize the Award of Distinction Award by distributing information about the process.
 - 2) Distribute nomination forms when they are requested.
 - 3) Receive nominations and recommendations.
 - 4) Determine the recipient(s) of the award in accordance with their qualifications, eligibility as outlined in Articles III and IV.
 - 5) Make arrangements for the conferral of the award.
 - 6) Maintain a permanent file containing the names of the nominees and those who recommended them.
 - 7) Provide the nomination packet materials to the recipient.

**ARTICLE VIII
AMENDMENTS**

Section 1.

- (a) Amendments to these Rules and Regulations may be made at the Annual Session of the GGC and may be adopted by a two-thirds (2/3) affirmative vote of the sum of GGC members voting and additional votes as outlined in subsection (1) below.
 - 1) Proposed amendments must be sent in writing to the Grand Secretary at least sixty (60) days prior to the Annual Session of the GGC, and a copy shall be presented to each voting Member thereof and the Grand Bethel Honored Queen at least thirty (30) days prior to the Annual Session of the GGC. Approved amendments shall be submitted to the Supreme Jurisprudence Committee for final approval.