

South Dakota Job's Daughters

IYOB FILIAE
FOR FUTURE



LEADERSHIP HANDBOOK

(GGC Line Officers, GBHQ & MSDJD)

(2018)

South Dakota
Grand Guardian Council
Jobs Daughters International

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DESCRIPTION OF DUTIES

ELECTED LINE

The Grand Guardian oversees the daily business of the Bethels under the Grand Guardian Council, Grand Guardian Council and Grand Bethel. She is empowered to fill vacancies on the Grand Guardian Council and the Board of Trustees between Annual Sessions.

She advises and communicates with the elected line officers on matters pertaining to Job's Daughters.

The top four elected line officers serve as voting members of the Board of Trustees.

Personnel matters are handled by the Grand Guardian as per the Supreme Guardian Council and Grand Guardian Council Rules and Regulations.

BOARD OF TRUSTEES

The Board of Trustees has control and oversight of all financial aspects of the Grand Guardian Council. The Board:

- (1) Consists of five (5) elected members and the Grand Guardian, Associate Grand Guardian, Vice Grand Guardian and Vice Associate Grand Guardian.
- (2) Establishes and supervises the business procedures of the Grand Guardian Council.
- (3) Approves the selection of federally insured bank(s) and oversees all investment banking.
- (4) Supervises the Audit Committee to insure that all books and accounts of the GGC are audited annually and engages the services of a professional accountant as prescribed by Articles of Incorporation and the Grand Guardian Council Rules and Regulations.
- (5) Established and oversees the insurance program and coverage for the GGC.

DESCRIPTION OF DUTIES - GRAND GUARDIAN (Refer to B-GGC 1 for duties.)

- If the Grand Guardian leaves the state, she must notify the Vice Grand Guardian and the Grand Secretary in advance.
- Communication is necessary between the Grand Guardian, the Vice Grand Guardian and the Line Officers. Schedule a monthly call with your Vice Grand Guardian to keep her apprised of all GGC business.
- Keep the lines of communication open!
- Provide updated information for the SDJD website to the web master within 30 days of installation.
- Be familiar with which expenses are allowed in the by-laws. Consult with your Grand Treasurer and Finance committee regarding any other expenses **BEFORE** the expense occurs. Consult with them regarding the procedure for turning in expenses.
- Always be on the lookout for handouts, freebies and talented people, it can save both you and the Grand Council a lot of money.
- The Grand Guardian must attend Grand Chapter of Eastern Star, Grand York Rite, Grand Lodge, and Supreme Session.
- You are responsible for the Supreme Visit to South Dakota. Contact the Supreme Guardian in advance. (Refer to the section entitled Supreme Visit.)
- Keep a phone log of all calls pertaining to job's Daughters (who, what, when) for your own reference as well as documentation should there be a conflict or misinterpretation.
- Order your business cards right away so that you have them before Supreme.
- Be sure that Schools of Instruction and Council Trainings are being held.
- **By your July meeting, you should:**
 - have all Council appointments sent out to the Bethels (within 30 days after Grand);
 - have your official visit calendar ready; Don't change dates!
 - have tentative dates and locations set for all Grand Council meetings;
 - set deadlines for submissions of communication updates;
 - have the directory completed with the above items published in it.
- **At Supreme Session:**

- The Grand Guardian and Associate Grand Guardian are expected to attend ALL Supreme Council meetings. You are South Dakota's voice.
 - The Grand Guardian must see that the South Dakota flag gets to and from Supreme She must also appoint a Daughter to present the flag at Formal Opening (usually the GBHQ or Miss SDJD).
 - The Grand Guardian should know who else is attending from South Dakota and where they are staying.
 - Have a written report on Supreme ready for the fall council meeting.
 - It is a good idea to take session pins and charms to Supreme. People from other jurisdiction will often buy them if they are unique.
- **Newsletter/SDJD Website:**
 - If you are publishing a newsletter or posting a newsletter on the website, have a scheduled timeframe that will allow for advance notification of events and Grand Council meetings.
 - Newsletters should be sent out to all Bethels, committee members and Past Grands.
- **Annual Session of Grand Council**
 - Have a reliable chairperson for this event.
 - Have a Registration Chairperson for this event.
 - Keep in mind the need for handicap accessible building.
 - Prepare and send an invitation to attend the Annual Session of the GGC to each Bethel and all voting delegates of the SD GGC 90 days in advance of the event.
- **Grand Bethel Session:**
 - For each event, have a reliable chairperson who can recruit others to help them.
 - Your Session Chair should oversee the other chairpersons, but should not be responsible for everything.
 - Keep in mind the need for handicap accessible buildings and ceilings high enough for flags.
 - Prepare and send the complete invitation (Call Letter) to attend the Annual Session of Grand Bethel to each Bethel and all voting delegates of the SD GGC **90 days in advance** of the event.
 - Send out invitations to dignitaries and other jurisdictions no later than 8 weeks prior to Grand Bethel. It should include an invitation from the Vice Grand Guardian and Vice Associate Grand Guardian for their installation.
 - Include a city map in call letters and a state map for out of state guests and dignitaries.

- Do as much as you can of the set up for your program books as early as possible so that you only need to go back and fill in some blanks to get them to the printer.
 - Do your report early so that you only need to add a few last things before Grand. Don't leave it to be done the night before Grand.
 - You will need to have Past Grands to open your Grand Council meetings and your Formal Opening, ask them early.
 - Have thank you mementos for your Grand Officers at their luncheon. This is a shared expense for you and your Associate Grand Guardian.
 - Draw up agendas for your Council meetings in advance.
 - As our representative, you will present a donation from the Grand Guardian Council to Grand Lodge, Grand York Rite and Grand Chapter, as specified by bylaw. Please make sure you have the check prior to attending each Session.
 - Your final report on Grand Session should be ready at the July meeting after Grand.
 - You are in charge of the proceedings for your session, make arrangements so that you can have them done no later than the last GGC meeting prior to the next GGC Annual Session.
 - The Grand Secretary shall have them available to each Bethel and each person who has paid their dues. (In the event that it becomes necessary to place a charge on them, the copies will be available to each person who reserves such by paying the amount determined by the Finance Committee).
 - The retiring Grand Guardian shall report at the GGC Annual Session the number of copies of the Proceedings that were made, the number distributed, the cost and any other pertinent information.
- Assist with set-up and tear down.
 - Assist with loading and unloading the trailer.

BETHEL CLOSING PROCEDURES SD GGC RECOMMENDED GUIDLINES

Making a decision regarding the future of a Bethel is never easy. Closing a Bethel should only be undertaken when all other attempts to help the Bethel have failed. Hopefully, you and/or your predecessors have continued to be in contact with the Bethel and have kept the lines of communication open. In reality, the Bethel probably has no members, has not been meeting, and may have lost part of its books or paraphernalia. As soon as it becomes apparent that the Bethel is faltering TAKE ACTION!

Place the Bethel under reorganization and always appoint a Grand Deputy, a PGG or PAGG in the same town or geographical location (someone you trust), to mentor and look in on the Bethel regularly. You may also find it necessary to inspect the Bethel's books. Get the council and Bethel members involved in setting goals for the Bethel and then set dates to meet those goals. You and the Grand Deputy need to be supportive and firm, never critical, in helping the Bethel reach those goals.

If it becomes apparent that no choice remains but to close the Bethel, the following recommendations should help you determine the proper course of action. We need to proceed carefully, and sometimes swiftly, to protect the rights of the Bethel and the Grand Guardian Council, as well as protect the integrity of the GGC.

ALWAYS take someone with you for moral support and to back up your decision and authority.

1. Make an inspection of the Bethel or ask the Grand Deputy to make an inspection for the purposes of reviewing the Bethel's books, determining the location of all paraphernalia and bank accounts, and to take custody of the Bethel's checkbook. Be in regular contact with the remaining Bethel Guardian Council members.
2. At inspection, give instructions for all books and paraphernalia to be returned to the Bethel and appoint a Bethel Council member (and there may be only one) to gather and to act as custodian of the Bethel's belongings. The permanent record book and petitions must be located. Don't overlook things like keys to the temple, keys to Bethel paraphernalia, which will need to be returned to the Masonic Temple.
3. If possible, meet with the Bethel Daughters and Guardian Council to understand their concerns and to determine that this is really in the best interests of the Bethel. Inform them of their options once the Bethel has been closed. You may need to meet with Bethel members without the presence of adults so the Daughters can speak freely.
4. If a meeting with Bethel Daughters is unlikely, you may choose to send correspondence to the Bethel Daughters and Council outlining their options. The letter at Appendix B is a starting point; feel free to include any information you feel might be necessary.

5. Advise a minimum of six (6) Executive GGC Officers of the reasons supporting your decision to close the Bethel. This bylaw requirement implies that at least six (6) Executive GGC Officers concur with your decision.
6. Schedule the date and time that the Bethel will be closed. Notify the Bethel Daughters, the Bethel Guardian Council, the worshipful Master of the local lodge, and the Worthy Matron/Worthy Patron of the local Eastern Star Chapter. The closing date of the bethel should be set to allow at least a 30 day notice to those listed, if possible. See Appendix A; again this is a starting point.

We are not required but as a courtesy do inform the local Lodge and Eastern Star Chapter. Not informing them can and has created very uncomfortable situations for Grand Guardians in the past.

7. At closing, take custody of the Bethel Charter and all books, robes, capes, crowns, and paraphernalia.
8. Close all Bethel bank accounts using the letter indexed at Appendix D. There are three very important requirements to using this letter:
 - a. Always use official GGC stationery;
 - b. Place the Grand Guardian Council seal on the letter; and
 - c. Enclose a copy of Standard Operating Procedures _____

If at any time during the process of closing the Bethel, it becomes apparent that funds may disappear, take immediate custody of the Bethel Charter and mail this letter!

9. Inventory all of the Bethel's property and turn it over to the Grand Secretary together with a copy of the inventory.
10. See that any items missing from the Bethel's inventory are located and turned over to the Grand Secretary.
11. The written consent of six (6) Executive GGC Officers (with the exception of the Grand Secretary and Treasurer) must concur to discard property of the Bethel. (See Constitution and Bylaws, Standard Operating Procedures)

Appendix B – Correspondence to Bethel and Bethel Guardian Council Members

Appendix C – Correspondence to Bethel Members and Bethel Guardian Council upon decision to close the Bethel

Appendix D – Correspondence to bank for relinquishment of Bethel funds.

APPENDIX A – Sample Letter

Dear Members of Bethel ____ and Bethel Guardian Council:

It has come to my attention that Bethel ____ has not been meeting because of ____.

As Grand Guardian, I have the option of placing your Bethel under reorganization. Reorganization is granted to Bethels to provide them with the time and support to rebuild their Bethel. If there is interest in keeping the Bethel open, the Grand Guardian Council will provide any necessary support. Keep in mind that this will require the commitment of all of the girls to attend meetings and other functions as well as to search for new members. Parents and other adults will be needed to supervise the work of the Bethel. If you know of anyone who might be interested in joining the Bethel, get a petition from her. If you know of adults who might be interested in working on the Bethel Guardian Council, please send me their names and phone numbers.

Many of you are probably active with school activities and sports. I truly feel that Job's Daughters is flexible enough that you can participate in both if you truly want to.

If there is no interest in keeping the Bethel open and the Bethel is closed, Bethel members have the option of joining another Bethel or keeping their membership current through the Grand Guardian Council until the age of 20, at which time you would be eligible to receive the Majority Degree at Grand Bethel.

If the Bethel is closed, all Bethel paraphernalia, books and funds become the property of the Grand Guardian Council and will be used to assist other Bethels in South Dakota.

I would appreciate it if you would fill out the enclosed postcard and return it to me by _____. Closing a Bethel is a very difficult decision, and it is very important to me that your wishes are followed.

Sincerely,

Grand Guardian

Cc: Vice Grand Guardian
Grand Secretary
Grand Deputy to Bethel ____

APPENDIX B

Date
Bethel # ___
Address
Address

Dear Bethel Daughters and Bethel Guardian Council:

Having received no response to my previous correspondence, I will be visiting your Bethel for the purpose of closure on (date). It is my understanding that there are only two active members in the Bethel at this time.

We will meet at the Masonic Temple at ___ a.m./p.m. to pick up the Bethel Charter and all paraphernalia. If you have any property belonging to the Bethel, such as capes, crown, robes, cord, etc., please deliver those items to the Masonic Temple by _____ a.m./p.m. on _____.

Bethel members who would like to receive the Majority Degree at Grand Bethel may continue their membership in Job's Daughters. Please forward a check in the amount of \$_____ in payment of your current dues to the Grand Guardian Council. The check should be mailed to Toni Richardson, Grand Secretary,

I sincerely regret that the bethel will be closed. If you have any questions, please feel free to call me at (telephone number).

Sincerely,

(name)
Grand Guardian

Cc: Worshipful Master of Local Lodge
Worthy Matron of (name) Chapter # ___
Vice Grand Guardian
Grand Secretary

APPENDIX C – BANK LETTER

(date)

Bank Name
Address

RE: Job's Daughters Bethel # __
Account Number: _____

To Whom it May Concern:

Job's Daughters Bethel # ____ was closed on (date), and is no longer a chartered Bethel for South Dakota Job's Daughters. Pursuant to Job's Daughters International, Standard Operating Procedures, the assets of the Bethel are now property of the Grand Guardian Council of South Dakota. A copy is enclosed for your information, and I certify the same to be true and correct.

Please close the account and forward the funds made payable to the Grand Guardian Council to:

(Name)
Grand Secretary
(Address)
(Address)

If you require additional information, please feel free to contact me or the Grand Secretary.

Sincerely,

(SEAL)

(Name)
Grand Guardian
Executive Officer

Grand Guardian Year Income/Expenses (2018 forward)

The Grand Guardian holds a fundraiser during her year as Grand Guide to allow her the opportunity to have the GGC allow expenses up to the budgeted amount toward the Annual Session and Grand Bethel Session. The expenses can include:

- The purchase of Charms and Tacs to be sold throughout the year. The remaining inventory will be turned in to the GGC no later than the July meeting.
- T-shirts, Sweatshirts & misc. session merchandise with remaining inventory turned in to Ways & Means no later than the July meeting.
- Grand Session
 - Paper & printing - call letter, session invitations, program books etc.
 - Work with the MSDJD Committee Chair to minimize expenses on the pageant program printing costs.
 - Postage - call letter, session invitations etc.
 - Session committees - awards, postage, copies, supplies and flowers
 - Convention facility - meals, equipment rental; i.e. microphones etc.
 - Courtesy baskets (get count from registration)
 - Refunds – registration funds sent in error
 - Official ceremonies – certificates and flowers
(Majority, Royal Purple, Amethyst, Necrology, Lily of the Valley)
- Workshop expenses

Any and all income shall be itemized and submitted to the Grand Secretary NO LATER THAN EVERY 30 DAYS and will include:

- Itemized sale of charms, tacs, or other session merchandise
- Registration fees
- Session meals
- Special dispensation funds (reported by Bethel #)
- Council dues (specify year)

Items not covered by GGC:

- Back drop
- Grand Bethel Room decorations
- Officer gifts
- GGC meeting gifts
- Reception – refer to Section on Reception
- New officer breakfast gifts, table decorations, etc.
- Any items to be retained by the Grand Guardian/Assoc. Grand Guardian after their session

DESCRIPTION OF DUTIES - ASSOCIATE GRAND GUARDIAN
(Refer to B-GGC 2 for duties.)

- Have business cards made.
- Attend Grand Chapter, Grand Lodge, Grand York Rite and Supreme Session.
- When at Supreme Session, you are required to attend ALL Supreme Council meetings. You are also a voice for South Dakota.
- Have a prepared report on Supreme for the fall Grand Council meeting.
- Attend ALL Grand Council meetings.
- Attend as many Official Visits and Schools of Instruction as possible.
- Attend the Supreme Visit to South Dakota.
- Consult with the Grand Treasurer and Finance Committee regarding submission of expenses.
- Work closely with the Grand Guardian in planning shared expenses. Maintain a file of receipts for all expenses.
- Be available to help the GG in setting up for Grand Session as well as tearing down.
- Serve on the Fraternal Relations Committee.
- Make arrangements for a fraternal relations event at Grand Session such as the Men of Job Luncheon. Plan the menu and program.
- Conduct election of new elective Grand Council officers at Grand Session. Refer to Grand Council Election Procedures.
- Prepare a report to be read at Grand Council and a copy to be turned in.
- Assist with set-up and tear down.
- Assist with loading and unloading the trailer. You are responsible for the inventory.

GRAND COUNCIL ELECTION PROCEDURES

The Associate Grand Guardian is responsible for the election of officers for the Grand Guardian Council. The following bolded text below is a verbatim instruction guide for the AGG.

1. **The tellers will be:** (have their names prior to elections)
2. **Members of this Grand Guardian Council will rise and count off.**
3. **Please reverse the count as you sit down.**
4. **A majority of _____ is necessary for election.** (1/2 +1)
5. **The tellers will distribute the ballots. No ballot is to be cast until balloting is declared open. Ballots are to be folded only once.**
6. **Those aspiring to the office of _____ will stand and identify yourself.**
 - a. **Grand Guardian**
 - b. **Associate Grand Guardian**
 - c. **Vice Grand Guardian**
 - d. **Vice Associate Grand Guardian**
 - e. **Grand Guide**
 - f. **Grand Inner Guard**
 - g. **Grand Marshal** – [see *below if no one aspires]
 - h. **Grand Outer Guard** – [see *below if no one aspires]
 - i. **Grand Secretary**
 - j. **Grand Treasurer**
 - k. **Grand Trustee (3-year term)**
 - l. **[Grand Trustee – if someone resigns]**

*If no one aspires to the office of Grand Marshal or Grand Outer Guard state:
Nominations are now open for the Office of _____.

Someone will make a motion for nominations to cease.

It has been moved by _____ and seconded that nominations cease.

Those in favor will vote by raising your voting credential.

Those opposed same sign?

Motion carried. (1 rap)

7. **Hearing no others, you will now mark your ballot for the office of _____.**
8. **Tellers, you will collect the ballots.**
9. **Have all balloted who desire to do so? (pause)**
If so, I declare the ballot closed. 1 rap

10. Tellers, you will count the ballots.

(The GG can continue with Reports until the tellers return – then immediately stop the reports and continue with elections.)

11. Tellers return with a count - Grand Secretary reads the report.

Number of Ballots	_____
Number of Blank Ballots	_____
Actual Number of votes cast	_____
Name 1 (received highest)	_____
Name 2 (next)	_____
Name 3 (next)	_____

**12. If a majority:
By your vote you have elected _____ as**

Do you accept?
I declare _____ as _____ for the ensuing term.

If no majority:
There being no majority, we will vote again.
You will now mark ballot #_____ for the office of _____.
(return to #8 above)

13. I need a motion to destroy the ballots.

(Motion)
Do I have a second for the motion? (someone may jump in before you can state this)
It has been moved by _____ and seconded that we destroy the ballots.
Those in favor will vote by raising your voting credential.
Those opposed same sign?
Motion carried. (1 rap)

14. This concludes Election of Officers. (1 rap)

DESCRIPTION OF DUTIES - VICE GRAND GUARDIAN (Refer to B-GGC 2 for duties)

- Find a mentor. A Past Grand Guardian who you trust would be a valuable asset to you as you make decisions and consider the best interests of the organization, our members and volunteers.
- Refer to the binder or flash drive for examples of letters etc. to be used.
- If at all possible attend the Supreme Leadership Training.
- Get in the habit of saving ALL receipts as you will need them in order to be reimbursed for allowable expenses when you are Grand Guardian.
- If costs are shared with the Associate Grand Guardian, please supply him with receipts.
- Design and order charms and pins early. Consult with PGG's on number to order.
- Design backdrop and have it made early.
- Decide what you want for stage decorations, if it is something you can make yourself or have someone do - get it done early. These are not reimbursable by Grand Council.
- Work together with counterpart and pick your CAV certified and by-law approved officers early. Try to have as many different Bethels represented as possible.
- Pick out and order dresses, cummerbunds or vests and ties - give plenty of time for delivery.
- If you are making your own corsages and boutonnieres for officers and installing officers, do it as soon as possible after ordering dresses.
- Design your invitations (they may be included with the Grand Guardian's or you may send it with the formal invitation to Grand).
- You should have a small gift for installing officers (donations to HIKE can be done with a thank you note stating..."In lieu of a gift, a donation has been made to HIKE."
- Consult with counterpart on ceremony, music and installing officers (ask installing officers and singers early and let the musician know what you want for music).

- Installation programs can be done ahead of time, except for the newly elected officers. (Make arrangements in advance for use of a copier at Grand.)
- Don't forget chair removers for installation - older girls from your Bethels may be used.
- Confer with GSP on favors and place cards for new officer breakfast. They can be made early.
- Have a committee or at least helpers lined up to help decorate for installation so you're not doing it all yourself.
- Have your speech prepared for installation
 - Introductions
 - Thank You's
 - Announce projects
 - By-laws require that you announce Chairmen of standing committees.
 - Introduce family
- Coordinate with GSP to see that she has her installation and year planned and approve her installing officers.
- Invite the new Miss SDJD to breakfast.
- You are Chairman of the Scholarship Committee. Review the forms and talk to the Grand Treasurer about how much money you have to work with. Provide scholarship recipients the required information needed by GGC to initiate the payment of the scholarship to the educational institution.
- At the breakfast at Grand Bethel announce the date of meeting to be held in July.
- Work on Bethel Council appointments, they need to be out by 30 days after Grand.
- Check with Grand Secretary or Grand Guardian to review the Supreme Call letter and make your arrangements for Supreme.
- When making reservations for Supreme be sure to make reservations for the GBHQ and Miss SDJD.
- Prepare a report to be read at Grand Council and a copy to be turned in.
- Assist with set-up and tear-down.
- Assist with loading and unloading the trailer.
- **Know By-laws and Ritual!**

DESCRIPTION OF DUTIES - VICE ASSOCIATE GRAND GUARDIAN (Refer to B-GGC 2 for duties.)

- Keep in touch with Vice Grand Guardian.
- See what you can do to help (Involve yourself, not just your money!)
- If at all possible attend the Supreme Leadership Training.
- Be sure that receipts are provided for ALL money you provide your counterpart for your records.
- Work together with counterpart in choosing CAV certified and by-law approved officers (try to have as many different Bethels represented as possible).
- Order cummerbunds or vests to compliment the dresses - give plenty of time for delivery.
- Work with counterpart in choosing ceremony and music for installation.
- Be available to help with decorating for installation.
- Have a short speech prepared for installation
Thank You's
Introduce family
- You are responsible for having current name tags ready for the new officers at the officers breakfast.
- Get to know your GSP and discuss her plans and ideas.
- Familiarize yourself with Robert's Rules of Order, which can be located online, and the election procedures for both Grand Bethel and Grand Council.
- Check with the Grand Secretary or Grand Guardian to review the Supreme Call letter and make your arrangements for Supreme.
- Serve on Fraternal Relations Committee.
- Prepare a report to be read at Grand Council and a copy to be turned in.
- Assist with set-up and tear-down.
- Assist with loading and unloading the trailer.
- **Know By-laws and Ritual!**

DESCRIPTION OF DUTIES - GUIDE
(Refer to B-GGC 3 for duties.)

- Continue to work on theme, symbols, scripture and other plans for your year.
- Start thinking about the type of dress that you will want your officers to wear.
- Start thinking about who you would like for your Grand Officers. They must be CAV certified and by-law approved - but don't ask yet.
- Select CAV certified and by-law approved committee people and inform them of their duties.
- Think about what you want for a backdrop.
- You are responsible for gifts and scrapbooks for GG and AGG, you will need to collect money from officers and committee members for these (refer to your binder).
- You are responsible for conducting a statewide fundraiser - consult with Chairman of the Board, the Grand Guardian and Treasurer to confirm the amount that you are responsible to raise. This project must be completed by the end of Grand Bethel. If you choose to, you may do a 2 year project with the Grand Marshal.
- Prepare a report to be read at Grand Council and a copy to be turned in.
- Assist with set-up and tear-down.
- Assist with loading and unloading the trailer.
- Attend the Supreme Leadership Training.
- **Study By-laws and Ritual**

DESCRIPTION OF DUTIES - INNER GUARD
(Refer to B-GGC 3 for duties.)

- Continue communication with counterpart.
- Help Guide conduct her statewide fundraising project.
- Suggest potential CAV certified and by-law approved officers for your year to the Guide.
- Guard door at Council meetings/know election rules and bucket procedure.
- Prepare a report to be read at Grand Council and a copy to be turned in.
- Serve on the Fraternal Relations Committee.
- Assist with set-up and tear-down.
- It is your duty to load and unload the trailer.
- If at all possible attend the Supreme Leadership Training.
- **Study your By-laws and Ritual.**

DESCRIPTION OF DUTIES - MARSHAL
(Refer to B-GGC 3 for duties.)

- Get to know your counterpart - share ideas and goals, include him in your decisions.
- Start process of selecting theme, emblems, etc. for year as Grand Guardian
- Select and reserve a location for your session. (allowances need to be made for handicapped, especially wheelchair accessible; also height of ceiling for flag presentations)
- Recommend individuals who are CAV certified and by-law approved for the VGG to appoint to committees realizing that they will Chair the committee for the year that you are Grand Guardian. You must select and ask the individuals that you want. NO ONE SHOULD BE ON MORE THAN 3 COMMITTEES.
- You are responsible for flag ceremony (refer to your book for ideas).
- Choose a money making project.
- If at all possible attend the Supreme Leadership Training.
- Prepare a report to be read at Grand Council and a copy to be turned in.
- Assist with set-up and tear-down.
- Assist with loading and unloading the trailer.
- **Read By-laws and Ritual**

DESCRIPTION OF DUTIES - OUTER GUARD
(Refer to B-GGC 3 for duties.)

- Get acquainted with the Marshal.
- Share ideas with your counterpart and offer your help.
- Help with flag presentation practice.
- Work with Marshal to suggest CAV certified and by-law approved committee people for your year.
- Check the credentials of those coming in and out of the Council meetings.
- Learn election procedure as well as the bucket procedure.
- Prepare a report to be read at Grand Council and a copy to be turned in.
- Serve on the Fraternal Relations Committee.
- Assist with set-up and tear-down.
- It is your duty to load and unload the trailer, learn the procedure.
- If at all possible attend the Supreme Leadership Training.
- **Read By-laws, Ritual, familiarize yourself with Roberts Rules of Order, and become proficient in their use.**

DRESS CODE

Adults should set the example by adhering to the guidelines established for our organization. Refer to Supreme Guardian Council By-laws SOP11 – Bethel.

The guidelines for proper appearance and attire for both Daughters and adults at various Job's Daughters or Job's Daughters related functions are as follows:

- Proper undergarments in white or nude colors must always be worn and not be visible.
- Clothes should be clean and neat in appearance.
- All clothing worn should adequately cover the breast area and not allow over exposure.
- Do not chew gum during bethel meetings.
- Keep in mind that attire should be age and event appropriate.
- Dressing for "success" on every occasion will reflect well on any one.

Installations, Initiations, Official Visits and Receptions

When not wearing robes, the Daughters of the Bethel should:

- Wear appropriate clothing with dress shoes. When a dress or skirt is worn it should be no shorter than 1" above the knee and have adequate coverage on top. Dress pants and a nice top may also be worn.
- Wear formals that are no more than 1" above the knee.
 - Strapless formal gowns are an accepted style. If younger or less developed girls require frequent tugging of the top of the gown to keep the dress up, they should attach straps to the gown. You may want to consider a shawl or cover-up as an accessory as some room temperatures are cool.
 - The back of the dress should be no lower than the natural bra line.
 - Dresses or skirts with slits should not exceed higher than the knee.
 - No plunging necklines – in other words, adequate cleavage coverage.
- Instruct candidates to wear a nice dress, a skirt or slacks and blouses or sweaters.
- Remember, no extremely short skirts, bare midriffs or revealing tops.

Men should wear dress pants, dress shirt and tie, with a suit coat is optional.

Regular Meetings

Preferred clothing would be a dress, skirts, blouse, sweater or dress slacks with shoes. Jeans or capris may be worn if they are not skin tight and contain no holes. Do not wear hip huggers, tight pants, tube tops, or halter tops. Camisoles should not be worn as an outer garment. Tank top straps must be wide enough to cover bra straps. Midriff exposing clothing shall NOT be worn.

- Dresses – the length shall be governed by the fingertips of the hand extended down the side of the body.
- Dress pants at natural waist line.
- Blouses/sweaters should not be too short or tight.
- Shirts should be long enough to prevent bare midriffs when arms are raised.

Men should wear dress pants and a dress shirt.

Practices, Service Projects, Other Events

Clothing should be appropriate to the event. If shorts are worn, the length shall be governed by the fingertips of the hand extended down the side of the body.

- Tops must contain no print or design that is offensive or controversial.
- For an event such as the circus, jeans (no holes), Job's Daughters state or Bethel designed T-shirts and tennis shoes are proper attire.
- When in doubt about an event, check with your Bethel Guardian for guidance.

Swimming

Swimwear can be one or two-piece providing the suit is in good taste and not revealing. Cover-ups and foot wear must be worn when traveling to and from the pool.

JOBIE U

Jobie University or in short, Jobie U, is a scheduled event that can be used to gather all the members of the South Dakota Job's Daughters for fun and instruction. In past years it has been scheduled during a weekend as a retreat.

Jobie U is required to be predominantly self-funded. Past Grand Guardians have been able to secure funds through grant opportunities. When that is not available, all fees must be covered by registration fees and donations.

RECEPTION

You may choose to have your reception immediately following your installation at Grand, or you may choose to have it later in the year.

Expenses are usually shared by the Bethels of the Grand Guardian and Associate Grand Guardian. When the Grand Bethel Honored Queen and Miss South Dakota Job's Daughter are included it is less expensive for everyone and you typically have greater attendance.

Expenses not covered by the Bethels are your responsibility.

The Grand Council does not include a reception as an allowable expense for the Grand Council.

When possible, tie the reception for the Supreme visit with the Formal Reception. Remember that the Supreme Guardian sets the date for her visit.

SUPREME VISIT

The Supreme Guardian will set the date for her visit. You need to make arrangements that will include a reception and/or a dinner, as well as time with the girls. The Supreme Guardian will often offer suggestions for activities she would like to participate in.

There is an allowance in the Grand Council budget for Supreme Visit. Prepare your budget with that in mind.

Invitations should be sent to each Bethel, Past Grands and dues paid members at least a month in advance to allow for optimum attendance.

Try to appoint a committee to handle the actual arrangements for the reception.

It is customary to present the Supreme Visitors with a small gift. Sometimes the Supreme Guardian will ask that her gift be a HIKE presentation or some other special gift. If she does not make such a request, the gift is up to you. Make sure that it is in line with the budget for Supreme Visit.

GGC ELECTRONIC WARRANT PROCESSING

The GGC utilizes the use of electronic warrant processing to speed the process of reimbursement. The intent is to have a final single e-mail that contains each member's individual approval/disapproval response. An e-mail showing your name or email address and a statement of approval/disapproval will be validation of your review. Approval/disapproval to pay will be forwarded to each member of the finance committee and Grand Guardian for their records.

1. The invoices/receipts will still be sent to the Grand Secretary by mail or e-mail.
2. The Grand Secretary will complete a warrant form and scan it and the invoice/receipts into the computer. (Refer to Reimbursement Form.) The Grand Secretary will hold all of the original copies.
 - a. An e-mail with the attachments of the warrant and invoices/receipts will be submitted to the Finance Committee and Grand Treasurer.
3. The Finance Chair and Committee will review them:
 - a. Check addition of itemized amounts
 - b. Review GL Accounts
 - c. Verify the receipts
4. The Finance Committee/Chair will forward an email to the Grand Secretary and Grand Treasurer listing the warrants and whether or not they are approved.
 - a. As an example: Warrants:
 - 2145 approved
 - 2146 approved
 - 2147 not approved (explanation required)
 - b. If a warrant is not approved, the Finance Chair should explain the reasons.
5. The final email needs to contain each individual member's approval/disapproval, if applicable.
6. The Grand Treasurer will pay all approved warrants.
 - a. The approval email and receipts will be kept on file for audit purposes.

Note: The Reimbursement Request Form is located on the SDJD website.

Fundraising

All fundraising activities completed on behalf of the Grand Guardian Council or the Grand Bethel shall utilize the same guidelines and processes listed below:

- Remember to check with the trademark committee through Supreme if utilizing any design that would need their approval.
- Charms and Tacs – determine a number to order and a re-order will not be allowed. With lower membership numbers keep the volume to what can be sold with little to no remaining merchandise to turn over to Ways and Means.
 - GBHQ and MSDJD need Grand Guardian approval of the design before purchase and sale.
- T-shirts/Sweatshirts & misc. session merchandise – work with Ways & Means to determine the cost of item to include any other fees (set-up, color, shipping, etc.) and establish an item price.
- If items are to be mailed the purchaser will be responsible to pay the postage/shipping fee and this cost should be established on the order form.
- A complete accounting of the sale and proceeds should be kept and turned into the Grand Secretary NLT every 30 days.
- Do not mail coins to the Grand Secretary. Use the most secure method so that the proceeds arrive safely. Do not assume that Grand Council will reimburse this cost.
- When making items to sell or hold a raffle (Refer to Raffle Rules) and want to be paid for the original costs, receipts will be required and these costs should be included in the full accounting of income/expenses. This financial report will be audited.

RAFFLE RULES

Prior approval of all raffles shall be obtained from the Board of Trustees and the Secretary of State's Office.

Raffles as fundraisers are considered lotteries, according to South Dakota state law, and are governed by South Dakota Codified Law 22-25, Crimes – Gambling and Lotteries.

A lottery is defined as a plan whereby for a valuable consideration money is raised by selling chances to share in the distribution of prizes. Lotteries conducted by approved organizations, including veterans' organizations, religious, charitable, educational, or fraternal organizations, local civic or service clubs, a political party, a volunteer fire department, a local industrial development corporation or a political action committee are allowed as long as:

- The proceeds therefrom do not inure to the benefit of any individual;
- No separate organization or professional person is employed to conduct the lottery or assist therein;
- No compensation of any kind in excess of the state minimum wage per hour or sixty dollars, whichever is greater, in value is paid to any person for services rendered in connection with or in consideration of any lottery;
- The actual value of any lottery prize is stated before any chances for the lottery are sold. A lottery prize of a stated amount of dollars in value may be given to a person who sells a winning lottery ticket or share as long as the winning lottery ticket or share is selected at random;
- The organization, prior to selling any chances for a lottery, give thirty days' written notice of the time and place thereof to the governing body or designated administrative office of the county or municipality in which it intends to conduct the lottery. However, if the organization is conducting a lottery and tickets or shares are sold state-wide, the organization shall provide written notice of such lottery to the Secretary of State and to the governing body where the drawing for such lottery is held.
- The organization does not enter into any lease or agreement with any other person or organization to provide equipment or services associated with the conduct of the lottery.

Failure to follow the law regarding lotteries (raffles) is a Class 2 misdemeanor. Please see the information provided by the Secretary of State at <https://sdsos.gov/general-information/executive-actions/raffle-requests/>. If you have any questions, please let me know or contact the Secretary of State's office. Contact information can be found on her website.

Thank you for your attention and willingness to comply with state law so as to not put the SD Grand Guardian Council or Job's Daughters International in jeopardy.

Scholarships

Each year the Grand Guardian Council awards academic scholarships to deserving Job's Daughters in our state. Any member of Job's Daughters or Majority Member who will attend a post-secondary or trade school in the next academic year is eligible to apply. Scholarships are awarded based on academic status and merit, participation in Job's Daughters, community involvement and work history.

To ensure that the scholarship award is as fair as possible, applications are submitted with the assistance of the Bethel Guardian Councils. The scholarship application requires information about the Daughter's attendance and participation in Job's Daughters activities, as well as a copy of the Daughter's current school transcript. In addition, two members of the Bethel Guardian Council must provide a letter of recommendation explaining her involvement in Job's Daughters and how she exemplifies the teachings of our Order in her life.

Scholarship forms are available in the SDJD website.

Scholarships are awarded at Grand Bethel.

Recipients of scholarships awarded at Grand Bethel are required to submit a copy of their current course schedule and a legible copy of their student ID. Recipients should also include a complete business office address at the post-secondary or trade school where the scholarship check can be mailed.

DESCRIPTION OF DUTIES - GRAND BETHEL GUARDIAN
(Refer to SD-B-GGC 3c and SD-R&R-Grand Bethel 7 for duties.)

- Your term begins with the end of Grand Bethel installation at the end of your term as GG and ends at the end of Grand Bethel Installation the following year.
- Stay in contact with the Grand Bethel Honored Queen. You are her first resource for help. Although she is responsible for approving her plans with the GG, you should be aware of the plans and work with her throughout the year to ensure that the plans are being carried out and that she has the information and support that she needs.
- If the Grand Bethel Honored Queen wants a retreat, help her plan it.
- Get together with the Grand Bethel Honored Queen before the first Grand Bethel meeting and plan the agenda.
- Work with GBHQ to select Director of Epochs to help with practices and during meetings.
- Check with the Grand Bethel Senior Princess to see if she wants your help with installation practice. In many cases the GBSP will have asked someone to serve as her March Director and run her installation practice, it is still your job to ensure that the practice and installation ceremony are done well.
- Remind Grand Bethel Senior Princess to pick the ceremony and her installing officers EARLY.

**DESCRIPTION OF DUTIES - ASSOCIATE GRAND BETHEL GUARDIAN
(Refer to SD-B-GGC 3c and SD-R&R-Grand Bethel 7 for duties.)**

- Stay in contact with the Grand Bethel Guardian.
- Assist Grand Bethel Guardian with any requests she may have.
- Be available to help if the Grand Bethel Honored Queen wants a retreat.
- Assign male line officers and PAGG's to help "Man the buckets" for Grand Bethel elections at Grand Session.

•KNOW THE RULES FOR THE GRAND BETHEL ELECTION!

GRAND BETHEL ELECTIONS
(Refer to R & R GRAND BETHEL 3 for complete details.)

Preparation

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

Drawing

- Upon completion of each station's draw and the acceptance, the Daughter shall proceed to the Flags/Medallions table to complete her information sheet.
 - Daughters not needing assistance can be seated in the designated area and complete the form;
 - Daughters needing assistance can have an adult assist.
- Upon completion of the Grand Bethel Senior Princess' term, she shall advance by proclamation to Grand Bethel Honored Queen for the next term, unless disqualified. The Grand Bethel Junior Princess shall advance to Grand Bethel Senior Princess only in the event of a vacancy in that office.
- The first and second drawings shall be for Grand Bethel Senior Princess and Grand Bethel Junior Princess respectively. Eligible Bethels shall be those who do not currently have the Grand Bethel Honored Queen or Grand Bethel Senior Princess. One name shall be drawn from the container which has

recommendations for Grand Bethel Senior Princess and Grand Bethel Junior Princess. The drawing process is repeated for Grand Bethel Junior Princess.

- The third drawing shall be for Grand Bethel Musician. The name shall be drawn from the container holding the names of all Daughters recommended for Grand Bethel Musician.
 - The selection of Grand Bethel Musician does not eliminate her Bethel from the drawing for the remainder of the Grand Bethel officers.
- The remainder of the drawings shall be for the remaining Grand Bethel Officers and Grand Bethel Representatives.
 - Bethels having the Grand Bethel Honored Queen, Grand Bethel Senior Princess and Grand Bethel Junior Princess are not eligible for the drawings until all the Bethels attending have a Grand Bethel Officer or Representative.
- Grand Bethel Guardian should instruct GBHQ to do the draws with more structured breaks. No great than groups of 8.
- A number shall be drawn from the container holding the active SD Bethel numbers attending Grand Session. After drawing the Bethel number, one name shall be drawn from that Bethel's container which holds the names of all Daughters eligible for a Grand Bethel Office or Grand Bethel Representative.
- When all Bethel numbers have been drawn, the numbers are put back into the container to repeat the process as many times as needed to fill all positions.
- Each girl selected for a position shall have the opportunity to accept or decline the position.

GRAND BETHEL HONORED QUEEN
(Refer to SD – R & R – GRAND BETHEL for duties.)

- The GBHQ will keep the Grand Guardian and Grand Bethel Guardian informed of all tentative and scheduled travel plans and activities in advance throughout the term. Prior approval must be received for reimbursement.
 - Whenever possible visit statewide events, Bethels, and attend other Job's Daughters activities to promote the good of the Order.
- Represent the ideals of Job's Daughters at Masonic and Masonic related functions and other events as requested by the Grand Guardian.
- Work in conjunction with the Grand Bethel Committee.
- Submit a written report at the end of her term.
- Submit a detailed financial report of all income and expenses at the end of her term.
- Should we add something about holding a fundraiser to help cover travel expenses?

Allowed Expenses with approval of Grand Guardian and Grand Bethel Guardian:

- Total expenses shall not exceed budgeted amounts. For this reason, work with your Grand Guardian and Grand Bethel Guardian at all times before incurring costs that you or your family may need to cover.
- Expenses incurred in hosting the Grand Bethel gathering or retreat.
- Expenses for the cost of Installation programs and carrying pieces or decorations, not to exceed the budgeted amount. The GBHQ should work with the Grand Guardian regarding the program as she may want to include this information in the Formal Program.
- Travel to any GGC or Grand Bethel events must be pre-approved by the Grand Guardian. When travel is approved, certain reimbursements can be requested up to the budgeted amounts.
- Any fundraising projects should have pre-approval.
- All revenue shall be turned over to the Grand Secretary within seven (7) days of receipt.
- All bills shall be turned in to the Grand Secretary within seven (7) days of receipt.
- A full accounting of the GBHQ's project(s) shall be made at each Grand Bethel Session to include an itemized list of income and expenses.
- Should the project(s) not sufficiently derive enough income to cover the expenses, the remaining expenses will be the responsibility of the GBHQ and/or her parents.

**MISS SOUTH DAKOTA JOB'S DAUGHTER
(Refer to SD – R & R – Miss SDJD PAGEANT for duties.)**

- The MSDJD will keep the Grand Guardian and Grand Bethel Guardian informed of all visits and travel plans throughout the term.
 - Whenever possible visit statewide events, Bethels, and attend other Job's Daughters activities to promote the good of the Order.
- Represent the ideals of Job's Daughters at Masonic and Masonic related functions and other events as requested by the Grand Guardian.
- Work in conjunction with the Miss South Dakota Job's Daughter Pageant Committee in preparation for the pageant held during the annual Grand Session.
- May be expected to represent the state of South Dakota in the Miss IOJD Pageant at Supreme Session and may be reimbursed as per the Bylaws of the SD Grand Bethel.
- Submit a written report at the end of her term.
- Submit a detailed financial report of all income and expenses at the end of her term.

Allowed Expenses with approval of Grand Guardian and Grand Bethel Guardian:

- Total expenses shall not exceed budgeted amounts. For this reason, work with your Grand Guardian at all times before incurring costs that you or your family may need to cover.
- The Pageant is to be self-sustaining. The luncheon costs, gifts for the judges, carrying pieces (unless you choose to cover this expense) should not exceed the pageant income.
- Expenses for the cost of the pageant program and carrying pieces or decorations, not to exceed the budgeted amount. The MSDJD should work with the Grand Guardian and Pageant Chair as the Grand Guardian may want to include this information in the Formal Program.
- Travel to any GGC or Grand Bethel events must be pre-approved by the Grand Guardian. When travel is approved, certain reimbursements can be requested up to the budgeted amounts.
- Any fundraising projects should have pre-approval.
- All revenue shall be turned over to the Grand Secretary within seven (7) days of receipt.
- All bills shall be turned in to the Grand Secretary within seven (7) days of receipt.
- A full accounting of the MSDJD's project(s) shall be made at each Grand Bethel Session to include an itemized list of income and expenses.
- Should the project(s) not sufficiently derive enough income to cover the expenses, the remaining expenses will be the responsibility of the MSDJD and/or her parents.
- Miss SDJD will not receive reimbursement for attendance at Grand Session and will not receive funds in advance. All reimbursements are limited to the budgeted amount.

Self-Insurance History & Rules

Self-insurance funds were placed in Certificates of Deposit by the Grand Guardian Council. These funds were intended to replace the requirement to purchase insurance and minimize costs. The following are the guidelines of how the self-insurance was set up and the guidelines in order to submit a claim.

2018 forward: Current bethel insurance premiums are \$5.00 p/year.

Background of GGC intent:

1. Build to a fund total of 15,000 minimum.
2. Deductible of 250.00 per year until the \$15,000 minimum is reached.
3. Seed fund of 4000.00 from Grand Council.
4. Assess premiums at the same rate as they were in the year of 2004/2005; \$11.73 p/thousand + 10% increase each year for inflation.
5. Assess at this rate until the desired total is reached and the seed money is returned to the Grand Council.
6. Thereafter assess premiums only at a rate to return the fund back to the base total each year. If the funds are down from the 1000.00, prorate this amount for that year and if no claims are paid there would be no charge.
7. All Bethels are to provide an updated inventory each year with their annuals.
8. Replacement is limited to one set of basic bethel paraphernalia regardless of the number of sets listed on the bethel inventory.
9. Claims are limited to loss by fire, theft and act of God. Normal wear and tear will not be covered.
10. Claims will be covered only on inventoried items with a claim form submitted to the Grand Secretary who will notify the Board. The Self-Insurance Claim form is available on the SDJD website.
11. Bethel high ticket items such as silver, linens, cotton candy machines, etc., could be covered with an additional premium for this coverage based on current appraised value.
12. If a Masonic center has insurance coverage for a given Bethel, that insurance would be the primary coverage and we would only cover the difference. In no way should a Bethel get double coverage.
13. The Grand Secretary and Grand Treasurer should oversee this program and assess our coverage's each year. They will establish the premiums for the coming year and also oversee all claims.
14. A Self-Insurance Report will be provided at the Annual Session. At a minimum, the information to be provided will be a report of any claims, current bethel premium fees, recommendation for any premium fee changes, and a financial status of the self-insurance fund.

SOCIAL MEDIA POLICY & BEST PRACTICES (SDJD WEBSITE/ALL SOCIAL MEDIA APPS)

These guidelines suggest best practices of the publication of and commentary on social media by members of South Dakota Job's Daughters and adult volunteers at all Bethel, Grand Guardian Council of South Dakota, and Job's Daughters International levels. For the purposes of these guidelines, social media means any facility for online publication and commentary, including, but not limited to, blogs, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, Snapchat and YouTube. Members and adult volunteers should free to publish or comment via social media and are encouraged to do so in accordance with these guidelines. Publication and commentary on social media carries similar obligations to any other kind of publication or commentary. All uses of social media must follow the same ethical standards that members and adult volunteers must otherwise follow.

Don't Tell Secrets or Lies

It's perfectly acceptable to talk about your Bethel activities and have a dialog with the community, but it's NOT okay to publish confidential information. Confidential information includes things such as names, addresses, telephone numbers, email addresses, and our Ritual proficiency work. It's also not acceptable to publish mean, vindictive, destructive or cruel information to or about a member of the Order. We must protect and respect the privacy of our Job's Daughters sisters, adult volunteers, our families and communities.

Protect Your Own Privacy

Be mindful that not everyone on social media is who they say they are. Due to the familiar and somewhat anonymous nature of social media, it is easy to give away key information without realizing it. Even private messages are not always secure. Often photos posted on social media or with a smart phone have location information hidden in the photo. Geo-location can be turned off. Social media accounts can be made private, and while that is a good safeguard, it does not guarantee your account is secure. Be aware of what you are posting and always keep your own safety in mind.

Be Honest

Do not blog anonymously, using pseudonyms or false screen names. We believe in transparency and honesty. Use your real name, be clear who you are. Nothing gains you notice in social media more than honesty — or dishonesty. Do not say anything that is dishonest, untrue, or misleading. If you have a vested interest in something you are discussing, point it out. But also be smart about protecting yourself and your privacy. What you publish will be around for a long time, so consider the content carefully and also be cautious about disclosing personal details.

Respect Copyright Laws

It is critical that you show proper respect for the laws governing copyright and fair use or fair dealing of copyrighted material owned by others. You should never quote more than short excerpts of someone else's work, and always attribute such work to the original author/source. It is good general practice to link to others' work rather

than reproduce it. Respect and protect your audience and partners, the public in general, and Job's Daughters International, the Grand Guardian Council of South Dakota, and your individual Bethel. They reflect a diverse set of customs, values and points of view. Don't be afraid to be yourself, but do so respectfully. This includes not only the obvious (no ethnic slurs, offensive comments, defamatory comments, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory. Use your best judgment and be sure to make it clear that the views and opinions expressed are yours alone and do not represent the official views of Job's Daughters International, the Grand Guardian Council of South Dakota, or your individual Bethel

A look at photos

As mentioned before, often photos posted on social media or with a smart phone have location information hidden in the photo. This information can be as generic as the town the photo was taken in, or as specific as the exact street corner you were standing on. That geo-location information can be turned off, both on the phone and on the social media settings to protect your privacy and the privacy of the people in your photos. And while you are posting those photos of your Bethel, are you sure that every girl has a "Media Release Form"? If you aren't sure, don't post it. Finally, even photos with your non-Job's Daughters friends should be "Jobie Appropriate." When in doubt, don't post it.

Be the first to respond to your own mistakes

If you make an error, be up front about your mistake and correct it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses you of posting something improper (such as their copyrighted material or a defamatory comment about them), deal with it quickly and politely.

Think about the Consequences

Once again, it's all about judgment. Using your blog or other social media outlets to trash or embarrass Job's Daughters International, the Grand Guardian Council of South Dakota, your individual Bethel, or your Job's Daughters sisters, is dangerous and ill-advised. In addition, mean, cruel, snide, vicious or dishonest comments can be a form of cyber-bullying and could be subject to disciplinary action or even criminal charges.

Disclaimers

Many social media users include a prominent disclaimer saying who they work for, but that they're not speaking officially. Although we are a volunteer organization, this is good practice and is encouraged, but don't count on it to avoid trouble. Don't forget your Obligation. Make sure that blogging or other social media outlets do not interfere with your Obligation as a member or adult volunteer of Job's Daughters International.

Social Media Tips

The following tips are not mandatory, but will contribute to successful use of social media. The best way to be interesting, stay out of trouble, and have fun is to write

about what you know. There is a good chance of being embarrassed by a real expert, or of being boring if you write about topics you are not knowledgeable about.

Quality matters!

Use a spell-checker. If you're not design-oriented, ask someone who is, whether your social media account looks decent, and take their advice on how to improve it. The speed of being able to publish your thoughts is both a great feature and a great downfall of social media. The time to edit or reflect must be self-imposed. If in doubt over a post, or if something does not feel right, either let it sit and look at it again before publishing it, or ask someone else to look at it first.

Enforcement

There are times when an inappropriate post is made by mistake. Both members of Job's Daughters and adult volunteers are empowered to let the person know that the post is questionable. By replying with "42-15" — referring to the chapter and verse in the Book of Job in which our Order is founded — the person who made the post can know that it may not be "Jobie Appropriate." More severe or frequent policy violations will be subject to disciplinary action, up to and including suspension in accordance with the bylaws of Job's Daughters International, the Grand Guardian Council of South Dakota, and your individual Bethel Bylaws and Regulations.