

Red- necessary additions
Black- Jurisdictional per Supreme
Green- from SDGGC constitution (may be added, changed or removed)

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

**ARTICLE I
 NAME**

Section 1.

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

Section 2 Headquarters

- (a) The **mailing address** of the South Dakota **JGC** shall be at the office of the **Jurisdictional Secretary**.

**ARTICLE II
 OBJECT**

- (a) The object of the JGC is to provide leadership for combined functions of the Bethels, and to promote Job's Daughters within their jurisdiction.
 (b) At the request of the Supreme Guardian to provide assistance to the Bethels within their jurisdiction.
 (c) To provide representation at a State, Province, or Territorial level for Job's Daughters as a recognizable body or organization.

**ARTICLE III
 AUTHORITY**

Section 1.

- (a) This JGC operates under the authority of a charter granted by the SGC and dated **6-8-24**. The jurisdiction of this JGC shall be limited to the State of **South Dakota**.
 (b) The Manual of Rules and Regulations of the JGC shall include Art. I, II, and III Sec. 1 (a) in same. The format for the Manual, and subsequent amendments thereto, shall follow the same sequence as that of this Constitution of a JGC and SOP-JGC-9. (See B-JGC Art. IX for prerogatives extended to JGCs)
 (c) All amendments to the Rules and Regulations for a JGC require approval by Supreme Jurisprudence.

**ARTICLE IV
 MEMBERSHIP**

Section 1.

- (a) A JGC shall consist of the JGC Officers, Past Bethel Guardians and Past Associate Bethel Guardians of Bethels in this Jurisdiction, Past Bethel Guardians and Past Associate Bethel Guardians of other jurisdictions residing in this jurisdiction, the five (5) Executive Members of the BGC, chartered or under dispensation.
 (b) See B-SGC Art. XIX Sec. 1 (a) - (c) concerning loss of membership in the JGC.

Section 2 Member Defined

- (a) A member of the JGC is one who paid dues for the year.
- (b) A dues receipt or membership card will be issued entitling the member to receive credentials and voting privileges at all JGC meetings.

**ARTICLE V
OFFICERS****Section 1. Officers**

- (a) The officers of a JGC shall be: Jurisdictional Guardian (a woman), Associate Jurisdictional Guardian (a Master Mason, (See POL-BOT-2)), Vice Jurisdictional Guardian (a woman), Vice Associate Jurisdictional Guardian (a Master Mason, (See POL-BOT-2)), Jurisdictional Secretary and Jurisdictional Treasurer (or Jurisdictional Secretary/Treasurer).

Section 2. Executive Officer

- (a) The Jurisdictional Guardian shall be the Executive Officer of the JGC.

Section 3. Executive JGC

- (a) The Executive JGC shall be composed of the officers of the JGC. (The Supreme Guardian may appoint a designated representative as an additional member.)

**ARTICLE VI
COMMITTEES****Section 1. Eligibility**

- (a) No person shall be eligible to serve on any committee of the JGC unless she/he is a voting delegate.

**BYLAWS OF SOUTH DAKOTA
JURISDICTIONAL GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
DUTIES AND POWERS OF SD JURISDICTIONAL GUARDIAN COUNCIL**

Section 1.

- (a) The SD JGC may adopt a Manual of Rules and Regulations which shall be consistent with the laws of the SGC. (See SOP-JGC-13 and B-JGC Art. IX Sec. 1 (a))
- (b) The SD JGC may approve the formation of a Jurisdictional Bethel (See SOP-JGC-12 Art. I Sec. 1 (a) and B-JGC Art. IX Sec. 1 (a) (3)). In the event a Jurisdictional Bethel is formed by the SDJGC, Jurisdictional Bethel Rules and Regulations shall be adopted by the SDJGC and be included in the Manual of Rules and Regulations.
- (c) SDJGC may approve the formation of an Alumni Association (See B-JGC Art. IX Sec. 1 (a) (5)) which shall not conflict with the laws of the SGC.

**ARTICLE II
DUTIES OF THE SD JURISDICTIONAL GUARDIAN COUNCIL**

Section 1. The SD Jurisdictional Guardian shall:

- (a) Preside at all regular and special meetings of the SDJGC and the Executive SDJGC.
- (b) See that the laws of the SGC and SDJGC are enforced.
- (c) Promote the welfare and growth of the Order.
- (d) Submit recommendation of members for the SDJGC for appointment to the Vice Supreme Guardian.
- (e) Appoint committees as necessary for the transaction of business of the SDJGC. Appointees working with the JDI in the USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.
- (f) Serve as member ex-officio on all committees with right to discuss and vote on all questions.
- (g) Submit a written report semi-annually to the Supreme Guardian on the condition of the SDJGC.
- (h) Submit a written report at the Annual Session on the condition of the jurisdiction.
- (i) Submit a report on Form 120 at the Annual Session of SGC about the work of the SDJGC and Bethels. The Executive Manager shall mail Form 120 to each Jurisdictional Guardian sixty (60) days prior to the Annual Session of the SGC.
- (j) Shall appoint a parliamentarian.
- (k) See that an Official Visit is made to each Bethel in the jurisdiction during the term of her office.
- (l) Attend the annual SGC business meetings. If unable to attend, the Vice Jurisdictional Guardian shall attend and shall receive reimbursements allotted to the Jurisdictional Guardian. A written report of the SGC meeting shall be given at the next SDJGC meeting and a copy to the Jurisdictional Secretary for inclusion with the minutes of the meeting.
- (m) Submit itemized bills to the Jurisdictional Secretary no later than thirty (30) days after the Annual Session of the Supreme Guardian Council ends.
- (n) Turn over to her successor, the seal, all technology passwords, information and logins, as well as any reports and business records, immediately after installation.
- (o) Appoint someone to compile and distribute proceedings of the current JGC year.

Section 2. The Associate Jurisdictional Guardian shall:

- (a) Assist the Jurisdictional Guardian in the performances of her duties.
- (b) Preside at all meetings in the absence of the Jurisdictional Guardian and the Vice Jurisdictional Guardian, and at other times when requested to do so.

- (c) Advise the Jurisdictional Guardian on all matters pertaining to her duties and act as liaison for the Order on subjects relating to the Masonic Fraternity.
- (d) Make himself thoroughly familiar with all laws pertaining to the Order.
- (e) Serve as member ex-officio on all committees with the right to discuss and vote on all questions.
- (f) Submit an annual report of the past year's activities sixty (60) days prior to the Annual Meeting of the JGC.
- (g) Serve as the chairman of the Fraternal Relations Committee.
- (h) Serve as a member of the Session Arrangements Committee.
- (i) Supervise the Audit Committee to ensure that all books and accounts of the JGC are audited.
- (j) Investigate needed insurance coverage for the JGC and review annually.

Section 3. The Vice Jurisdictional Guardian shall:

- (a) Assist the Jurisdictional Guardian
- (b) Assume the Jurisdictional Guardian's duties during her absence or disability.
- (c) Chair the JGC Educational Scholarship Committee.
- (d) Approve or disapprove the Installing Officers for Jurisdictional Bethel Installation.
- (e) Submit a report for the proceedings which will include a copy of the memorial and a list of those recognized in the memorial and prepare a list for Supreme.

Section 4. The Vice Associate Jurisdictional Guardian shall:

- (1) Assist the Associate Jurisdictional Guardian.
- (2) Assume the Associate Jurisdictional Guardian's duties during his absence or disability.
- (3) Serve as a member of the Fraternal Relations Committee.
- (4) Serve as a member of the Educational Scholarship Committee.

Section 5. The Jurisdictional Secretary shall:

- (a) Attend all meetings of the Executive JGC and JGC.
- (b) Keep minutes of all meetings of the Executive JGC and JGC, sending a copy of same to the Supreme Guardian, Vice Supreme Guardian, and Supreme Deputy if one is appointed.
- (c) Conduct correspondence and affix the seal.
- (d) Maintain a mailing list of all voting members.
- (e) Receive all monies due the JGC, turning same over to the Jurisdictional Guardian Treasurer within fifteen (15) days of receipt, taking a receipt, therefore.
- (f) Submit a written report at the Annual Session.
- (g) Ensure that the latest amended copy of the Manual of Rules and Regulations is on file with the Executive Manager and all members of the Jurisprudence Committee of the SGC, as well as available electronically to members of JGC within 30 days.
- (h) Seek authorization of disposition of records past the holding period of seven (7) years but preserve all permanent record books.
- (i) Transfer all books, files, supplies and equipment to the incoming Jurisdictional Secretary within thirty (30) days after the close of the Supreme year. Expenses of the transfer may be paid from the General Fund with prior approval by the Finance Committee.
- (j) Submit itemized warrants for postage and incidental expenses pertaining to the office.
- (k) Turn all funds over to the Jurisdictional Treasurer at the close of Jurisdictional Bethel and Jurisdictional Council Annual Session.
- (l) Assist the retiring Jurisdictional Guardian in preparing the proceedings of the Annual Session and distribute them.
- (m) Distribute copies of the JGC minutes to JGC members within thirty (30) days following the meeting of the Jurisdictional Guardian Council.
- (n) Keep a complete record of all receipts and disbursements and report same at Annual Session.
- (o) Receive JGC dues and issue dues receipts.

- (p) Receive all JGC bills and forward them to the members of the Finance Committee.
- (q) Work with the Jurisdictional Bethel Guardian in displaying paraphernalia during the Annual Session and see that paraphernalia is placed in suitable storage, maintaining a complete updated inventory list.
- (r) Properly store all paraphernalia from closed Bethels in the jurisdiction.
- (s) See that all reports are filed as required by law.
- (t) Maintain a duplicate file of correspondence relating to the Educational Scholarship Committee.

Section 6. The Jurisdictional Treasurer shall:

- (a) Receive all monies from the Jurisdictional Secretary giving a receipt, therefore.
- (b) Have custody of all funds and securities belonging to the JGC.
- (c) Pay out monies on warrants as directed by the Executive Members of the JGC and Finance committee.
- (d) Keep a complete record of all receipts and disbursements and report to the Supreme Guardian on a semiannual basis and annually at the Annual Session of JGC.
- (e) Transfer all properties and records of the JGC to his or her successor within thirty (30) days after the close of the fiscal year. Expense of transfer may be paid from the General Fund with prior approval by the Finance Committee.
- (f) Serve as member ex-officio on the Finance Committee.
- (g) Serve as member ex-officio on the Educational Scholarship Committee.
- (h) Select federally insured bank(s) to handle the financial affairs of the JGC.
- (i) Present to members the selling and assignment of the securities of the JGC.

ARTICLE III COMMITTEES

Section 1. Committees

- (a) The JGC shall have committees for Finance, Promotion and Fraternal Relations. Additional committees may include, but are not limited to: Rally, Jurisdictional Bethel, Miss JD Pageant, Educational Scholarships, Leadership and Philanthropic.

Section 2. Finance Committee

- (a) The committee shall be composed of three (3) members appointed by the Jurisdictional Guardian.
- (b) The duties of the Committee are as follows:
 - (1) Assist in preparing a budget for the upcoming term, such budget to be approved at the Annual Meeting.
 - (2) Approve or disapprove any disbursements in excess of budget appropriations.
 - (3) Audit the books at the close of each term.
 - [a] Prepare an Audit Report to be submitted at the Annual Meeting of the JGC.
 - [b] Send a copy of the Audit Report to the Supreme Guardian, Supreme Deputy and/or Assisting Supreme Deputy.
- (c) The committee term shall coincide with the fiscal year.
- (d) Approve or disapprove before expenditure any accounts which are to be presented as itemized claims against the JGC.
- (e) Prepare and submit detailed budgets of estimated income and disbursements for the ensuing year for the Jurisdictional Guardian Council and the Jurisdictional Bethel. Copies of said budgets shall be distributed to the Jurisdictional Secretary thirty (30) days prior to the Annual Session of the JGC. The Jurisdictional Secretary shall distribute copies of said budgets to each voting delegate fifteen (15) days prior to the Annual Session of the JGC.
- (f) The chairman shall keep a permanent file which shall be turned over to her/his successor.
- (g) The chairman shall serve on the Educational Scholarship Committee.

Section 3. Promotion Committee

- (a) The committee shall be composed of three (3) members appointed by the Jurisdictional Guardian.
- (b) The duties of this Committee are as follows:
 - (1) Assist the Bethels in promoting the Order and increasing membership.
 - (2) Promote the programs offered by the SGC Promotion Committee.
 - (3) Initiate, develop and promote programs that will assist in the retention of the present membership and aid in the reinstatement of Bethels. Co-ordinate with the Fraternal Relations Committee by communicating with the Chairman of pending promotional events.
 - (4) The Chairman shall keep a permanent file of activities and turn it over to her/his successor.
 - (5) Promote establishment and operation of Jobie-to-Bee programs in the SD JGC jurisdiction.
 - (6) Expenses for the committee are funded by the SD JGC budget item for Promotion.
 - (7) An inventory of materials and a report of transactions will be presented to the Jurisdictional Secretary by the first meeting held after the Annual Session of the JGC.

Section 4. Fraternal Relations Committee

- (a) The committee shall be composed of the two (2) following elected officers: Associate Jurisdictional Guardian and Vice Associate Jurisdictional Guardian.
- (b) The duties of this Committee are as follows:
 - (1) Contact and keep in touch with the officers and members of the Masonic Fraternity and its appendant/related organizations.
 - (2) Educate other Masonically related bodies about Job's Daughters.
 - (3) Assist, when requested by the Bethels, in arranging for exemplification of the ritualistic ceremonies before Masonic bodies and affiliated organizations.
 - (4) Report activities to Associate Jurisdictional Guardian of the JGC.
 - (5) Contact Fraternal Organizations where Bethels do not exist and endeavor to interest them in organizing or reinstating Bethels in their communities.
 - (6) Co-ordinate with the Promotion Committee in areas where promotion is needed.
 - (7) The Chairman shall keep a permanent file of activities and turn it over to her/his successor.

Section 5. Jurisdictional Rally Committee (None)

Section 6. Jurisdictional Bethel Committee

- (a) The duties of this Committee are as follows:
 - (1) Perform all functions and assume all responsibilities delegated to it in the Rules and Regulations of the Jurisdictional Bethel.
 - (2) The committee shall be composed of the immediate Past Grand/Jurisdictional Guardian and immediate Past Associate Grand/Jurisdictional Guardian and assisted by the current Jurisdictional Bethel Honored Queen.
 - (3) The immediate Past Jurisdictional Guardian and Past Associate Jurisdictional Guardian shall serve as Jurisdictional Bethel Guardian and Associate Jurisdictional Bethel Guardian, respectively. If unable to serve, the Jurisdictional Guardian will appoint a Past Grand/Jurisdictional Guardian/Associate Guardian to fulfill that role.
 - (4) Supervise the Installation of the Jurisdictional Bethel Officers and Representatives according to the Book of Ceremonies adopted by the SGC.
 - (5) Supervise all meetings and practices of the Jurisdictional Bethel.
 - (6) Supervise the receiving and dispensing of medallions and refunding and collecting deposits.
 - (7) Pre-Approve all expenses with the Finance Committee. Itemized bills must be submitted to the Jurisdictional Secretary for payment.
 - (8) Supervise or appoint a replacement to supervise the recording of minutes of the Jurisdictional

Bethel Session and see that a typed copy for proceedings is sent to the Jurisdictional Secretary within thirty (30) days following Annual Session.

- (9) The chairman shall be the Jurisdictional Bethel Guardian.
- (10) The Jurisdictional Bethel Guardian shall communicate throughout the year with the JBHQ regarding her plans for projects and events.
- (11) The Jurisdictional Bethel Guardian shall ensure that the JB Sr. Princess and JBHQ and their parents or guardians are given appropriate information regarding guidelines for travel reimbursements and other financial issues as soon as possible after their installation.
- (12) The chairman shall keep a permanent file which shall be turned over to her successor.

Section 7. Miss South Dakota Job's Daughter Pageant Committee

- (a) The duties of this Committee are as follows:
 - (1) Perform all functions and assume all responsibilities delegated to it in the Rules and Regulations of the Miss South Dakota Job's Daughter Pageant.
 - (2) The committee shall be composed of three (3) members appointed by the Jurisdictional Guardian.
 - (3) The chairman shall keep a permanent file which shall be turned over to her/his successor.
 - (4) The Chairman shall communicate throughout the year with the Miss SDJD regarding her plans for projects and events.
 - (5) The Chairman shall ensure that the Miss SDJD and her parents or guardians are given appropriate information regarding guidelines for travel reimbursements and other financial issues as soon as possible after her selection as Miss SDJD.

Section 8. Workshop Committee (optional)

- (a) The duties of this Committee are as follows:
 - (1) Perform all functions and assume all responsibilities of conducting a workshop for the purpose of instructing Daughters and Council members or arrange same through the SGC.

Section 9. HIKE (Hearing IMPROVEMENT Kids Endowment) Committee

- (a) The duties of this Committee are as follows:
 - (1) To promote the philanthropic project of JDI and keep an accurate record of funds collected.
 - (2) Committee chairman shall be appointed by the Jurisdictional Guardian.
 - (3) All funds will be given to the committee chairperson. She/He will see that the funds are recorded and sent to the HIKE fund.
 - (4) This chairperson be responsible for planning at least one (1) statewide HIKE project.
 - (5) The chairperson shall keep a permanent file which shall be turned over to her/his successor.
 - (6) An inventory of materials and a report of transactions will be presented to the Jurisdictional Secretary by the first meeting held after the Annual Session of the JGC.

Section 10. Technology

- (a) There shall be one individual appointed as the Web Master and one assistant each Session year.
- (b) The duties of the Web Master are as follows:
 - (1) Maintain and update the website as necessary (any fees to be reimbursed).
 - (2) Maintain an online collaboration platform (any fees to be reimbursed).
 - (3) Post updates and documents for the timely distribution of information.

Section 11. Amethyst Award Committee

- (a) The committee shall be composed of three (3) members.
 - (1) **The Jurisdictional Guardian shall designate a chairperson.**
- (b) The duties of this committee are as follows:
 - (1) To notify each Bethel of the requirements for a nomination regarding the award and its expenses and enclose applications for the award.
 - (2) To receive nominations from a member of a Bethel, the members of the Bethel Guardian Councils or members of the Jurisdictional Guardian Council.
 - (3) To determine the recipient(s) of this award in accordance with the rules and regulations of the award.
 - (4) Notify each proposer of the committee's decision regarding their nomination prior to Jurisdictional Session.
 - (5) Collect the cost of the approved award from the proposer, the family, or anyone who wishes to contribute.
 - (6) The Chairperson of the committee shall make a report at the Annual Session of the Jurisdictional Guardian Council.
 - (7) The Chairperson of the committee shall maintain a permanent file of all recipients which shall be turned over to her/his successor

ARTICLE IV EDUCATIONAL AND PROMOTIONAL FUNDS

Section 1.

- (a) Each JGC shall provide for a Promotional Fund.
- (b) Each JGC may provide for an Educational Fund and adopt regulations concerning loans and/or scholarship awards from that fund. Loans and/or scholarship awards shall be at the discretion of the JGC.

ARTICLE V ELIGIBILITY

Section 1.

- (a) No person shall be eligible for an office in a JGC unless she/he is a voting delegate thereof. If the JGC is in the USA, Canada, or Australia the delegate shall be on the current list of CAVs provided by the Executive Manager.
- (b) In jurisdictions where Masons are prohibited from serving as Associate Jurisdictional Guardians or Vice Associate Jurisdictional Guardians, the Supreme Guardian may authorize the installation of eligible women to serve in those offices.
- (c) After the first appointment of the JGC Officers, no person shall be eligible to serve as a JGC Officer, except as Jurisdictional Secretary or Jurisdictional Treasurer, who has not served at least one (1) term as a Bethel Guardian or Associate Bethel Guardian of a chartered Bethel.
 - (1) Bethel Guardians and Associate Bethel Guardians who are completing their first term in said office at the time of the Annual Meeting of a JGC shall be eligible to serve as an officer of the JGC.
- (d) No member shall be eligible for the office of Jurisdictional Guardian or Associate Jurisdictional Guardian who has not served, or who is not completing service, as an officer of the same JGC for a period of one (1) term.
- (e) A Jurisdictional Guardian, Associate Jurisdictional Guardian, Vice Jurisdictional Guardian and Vice Associate Jurisdictional Guardian may serve two (2) consecutive terms. A Jurisdictional Secretary, Jurisdictional Treasurer or Jurisdictional Secretary/Treasurer may serve for four (4) consecutive terms.
- (f) An elected SGC officer shall not hold an office in the JGC.

ARTICLE VI
APPOINTMENT, VOTING PRIVILEGES AND PROXY

Section 1. Appointment

- (a) Officers of the JGC shall be elected for recommendation at the Annual Meeting of the JGC from eligible members in attendance, unless unavoidably absent. The name(s) of all recommended officers shall be forwarded to the Vice Supreme Guardian sixty (60) days prior to her installation for approval and appointment.
- (b) Recommendation shall be by ballot without nomination.
- (c) A majority vote of those present and voting shall recommend.

Section 2. Election and Approval with Incorporation Requirements

- (a) In jurisdictions where incorporation is mandated by governmental laws, officers of the JGC shall be elected and approved as follows:
 - (1) Officers of the JGC shall be elected at the Annual Meeting of the JGC from eligible members in attendance, unless unavoidably absent. The name(s) of all elected officers shall be forwarded to the Vice Supreme Guardian sixty (60) days prior to her installation for approval.
 - (2) Election shall be by ballot without nomination.
 - (3) A majority vote of those present and voting shall elect.

Section 3. Voting Privileges

- (a) Members of the JGC shall be entitled to one (1) vote each when present at a special meeting or Annual Meeting of the JGC.

Section 4. Proxy

- (a) No member may have her/his vote cast by proxy except as follows:
 - (1) A proxy shall be issued to an Associate Member of a BGC only if the Associate Member has Masonic status or affiliation for eligibility to become an Executive Member of a BGC.
 - (2) A proxy shall be limited to the particular Annual Session of the JGC for which it is issued and shall be duly certified by the Executive Members of the BGC.
 - (3) No person shall have a proxy for more than one (1) office or be entitled to more than one (1) vote.

ARTICLE VII

TERM

Section 1.

- (a) The term of office is one (1) year.

Section 2.

- (a) All officers shall continue to perform the duties of their office until their successors have been installed.

**ARTICLE VIII
MEETINGS**

Section 1.

- (a) The Annual Meeting of the JGC shall be held in the month of **May**. The time and place of the Annual Meeting of the JGC shall be determined by each JGC.

**ARTICLE IX
PREROGATIVES EXTENDED TO JGC**

Section 1.

- (a) JGCs may provide for changes to portions of the Supreme Law in their Manual of Rules and Regulations. Areas which may be changed are identified below.
- (1) Provide for an Executive Member of the BGC, unable to attend the Annual Session of the JGC to appoint an Associate Member of the BGC as her/his proxy at that Annual Session. (See B- JGC Art. VI Sec. 4 (a))
 - (2) Adopt a Manual of Rules and Regulations. (See B-JGC Art. I Sec. 1(a))
 - (3) Approve the formation of a Jurisdictional Bethel. (See B-JGC Art. I Sec. 1(b))
[a] Determine the maximum age for members of the Jurisdictional Bethel.
 - (4) Fix and collect annual membership, registration and other fees. (See SOP-JGC-7)
 - (5) Approve the formation of an Alumni Association which shall not conflict with the R&R of the AAJDI.
 - (6) Provide for dual membership within the jurisdiction. (See B-Bethel Art. II Sec. 3)
 - (7) Provide for selection of daughters to be Additional Voting Members of the SGC for the Annual Session. (see B-SGC, Article XV, Section 2 (c))

**ARTICLE X
MERGING TWO JURISDICTIONAL GUARDIAN COUNCILS**

Section 1. Merging

- (a) Two adjacent Jurisdictional Guardian Councils may elect to jointly petition the Supreme Guardian Council to affiliate into a Grand Guardian Council provided the requirements of Article XVIII, Section 1 of the Bylaws of the Supreme Guardian Council are met.
- (b) The resultant Grand Guardian Council shall not separate back into two Jurisdictional Guardian Councils nor into one Grand Guardian Council and one Jurisdiction Guardian Council.
- (c) When the requirements of Article XVIII, Section 1 of the Bylaws of the Supreme Guardian Council are met by both jurisdictions of the resultant Grand Guardian Council they may petition the Supreme Guardian Council to separate into two Grand Guardian Councils.

**JOB'S DAUGHTERS INTERNATIONAL
STANDARD OPERATING PROCEDURES OF A
JURISDICTIONAL GUARDIAN COUNCIL**

**SOP-JGC-1
APPEALS**

Section 1.

- (a) JGC Members who are dissatisfied with any act or decision of the Jurisdictional Guardian which might abrogate any rights and privileges specifically guaranteed them by the Constitution, Bylaws and Standard Operating Procedures of the SGC may appeal in a manner provided in the Law of Appeals and Grievances. (See SOP-SGC-1).

**SOP-JGC-2
BOOK OF CEREMONIES**

Section 1.

- (a) The Book of Ceremonies adopted by the SGC shall be used as the Official Book of Ceremonies.
(b) [Other ceremonies as approved by the Supreme Guardian Council](#)

**SOP-JGC-3
COMMITTEES**

Section 1.

- (a) Duties of appointed committees will be specified in the Manual of Rules and Regulations of the JGC.

**SOP-JGC-4
DISCIPLINE AND REMOVAL FROM OFFICE**

Section 1. Discipline

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

Section 2. Removal from Office

- (a) Upon recommendation of the Jurisdictional Guardian, the Supreme Guardian may remove or direct the Supreme Deputy to remove from office any BGC officer for cause, insubordination, misconduct, or unlawful withholding or retention of any property of a Bethel. Notice of such removal shall be given in writing, stating the cause of the removal and complete information concerning the law of Appeals and Grievance (See SOP- SGC-1). This does not deny anyone removed the right of appeal.
- (b) Any present or past officer or Executive Member of a BGC losing her/his standing therein by suspension or expulsion shall automatically lose her/his standing in the JGC until reinstated by the Executive JGC.

SOP-JGC-5
DUTIES AND POWERS OF A JURISDICTIONAL GUARDIAN COUNCIL

Section 1.

- (a) A JGC shall obtain their supplies from the SGC.
- (b) The Supreme Guardian shall authorize all penalties and fines.

SOP-JGC-6
EDUCATIONAL AND PROMOTIONAL FUNDS

Section 1.

- (a) The method of raising such funds shall be left to the discretion of each JGC.
- (b) Interest from the Educational Fund may be used for scholarship awards.
- (c) The Executive members of the BGC of each chartered SD Bethel shall mail to the **Jurisdictional** Secretary for the Educational and Promotional Funds, two thirds (2/3) of the proceeds from at least one (1) special project of that Bethel during each term, one third (1/3) of these proceeds to go to the Educational Fund and one third (1/3) to the Promotional Fund. This shall be included in the annual reports.

Section 2. Promotional Fund

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

Section 3. Educational Fund

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

**SOP-JGC-7
FINANCES**

Section 1. Receipts/Revenue

- (a) All monies collected in the name of the JGC shall be received by the Jurisdictional Secretary and accounted for as shown under her/his duties.
- (b) There may be a coin march held at each meeting which shall be divided into projects.
- (c) The JGC may sponsor fundraising projects, requesting Bethel participation in same. These funds may be used to help finance the Jurisdictional Rally, Miss Job's Daughter, awards, etc.

Section 2. Fees

- (a) The JGC may fix and collect from each of its members Annual Dues (SOP-JGC-7) and/or registration fee and such other fees as deemed necessary (SOP-SGC-11). These fees may include, but are not limited to fees for Rallies, Pageants, Workshop/Leadership Training, and Annual Meetings of the JGC.
 - (1) Fees so collected shall be used primarily to defray the expenses incidental to the event.
 - (2) Members of the JGC shall be suspended for nonpayment of membership fee.
- (b) Each member of the JGC shall pay a forty-dollar (\$40) fee.

Section 3. Exemption

- (a) A JGC shall be exempt from payment of fees as specified in SOP-Bethel-2 for members residing in Masonic Homes or homes sponsored by an organization based on Masonic membership or relationship.

Section 4. Disbursements

- (a) All checks shall be countersigned by the Jurisdictional Treasurer or other authorized Executive Members of the JGC. All checks shall have two (2) signatures. When the checks have been issued the warrant shall be signed by the Jurisdictional Treasurer.
- (b) If this organization is disbanded and no GGC is formed:
 - (1) All funds designated as Educational Funds shall become part of the SGC Educational Fund.
 - (2) All Funds designated as Promotional Funds shall become part of the SGC Promotional Fund.
 - (3) All other funds from the JGC shall be distributed among the remaining Bethels that were operating under the JGC, prorated according to membership.
 - (4) If there are no remaining Bethels, then all other funds shall become the property of the SGC.
- (c) **Travel**
 - (1) When two (2) or more travel in the same car a maximum of twenty-five cents (\$.25) per mile, city to city, not to exceed the budgeted amount, shall be paid. In no case shall the maximum be more than the actual expense incurred.
 - (2) The bills must be submitted to the Jurisdictional Secretary, no later than thirty (30) days after the Annual Session of the JGC ends.
 - (3) The Jurisdictional Guardian will be reimbursed mileage city to city at the rate of twenty-five cents (\$.25) per mile for travel within South Dakota not to exceed the budgeted amount to attend OES Grand Chapter, Masonic Grand Lodge, Grand York Rite, to make Official Visits, to give Schools of Instruction, or to make an additional visit to a Bethel or Bethel Guardian Council in case of an emergency. She will be reimbursed for one (1) night lodging at Grand Chapter, two (2) nights at Grand Lodge and one (1) night at Grand York Rite, not to exceed the average single rate at the Grand Chapter, Grand Lodge or Grand York Rite headquarters. For Official Visits and Schools of Instruction, each Bethel shall be responsible for the meals and lodging for the day.

- (4) The Associate Jurisdictional Guardian will be reimbursed for mileage city to city at the rate of twenty - five cents (\$.25) per mile for travel to visit Bethels within South Dakota and to attend South Dakota Grand Chapter and Grand York Rite, or as directed by the Jurisdictional Guardian, not to exceed the budgeted amount during the year of his term
- (5) If attending the Annual Session of the SGC, Jurisdictional Guardian/Associate Jurisdictional Guardian shall receive air coach fare or mileage at twenty-five cents (\$.25) per mile not to exceed the budgeted amount by the most direct route from her home and return, whichever is least, not to exceed six hundred dollars (\$600.00), provided she attends all business meetings of the Annual Session of the SGC. When two or more travel in the same car a maximum of twenty- five cents (\$.25) per mile, per car, not to exceed the budgeted amount, shall be paid. In no case shall the maximum be more than the actual expenses incurred.
 - [a] She/he shall receive an allowance of one hundred dollars (\$100.00) per day not to exceed five (5) days to attend the Annual Session of the SGC.
- (d) Gratuities
 - (1) The Jurisdictional Secretary will receive a gratuity in the sum of nine hundred dollars (\$900.00) per year.
 - (2) The Jurisdictional Treasurer will receive a gratuity in the sum of six hundred fifty dollars (\$650.00) per year.
 - (3) The Web Master will receive a gratuity in the sum of six hundred fifty dollars (\$650) per year.
- (e) Other Disbursements
 - (1) The Jurisdictional Secretary will see that a donation of \$50 is sent directly to a charity or service sponsored by Grand Chapter OES, Grand Lodge, Scottish Rite and Grand York Rite.
 - (2) The Jurisdictional Treasurer will invest Educational Funds and any surplus funds of the JGC as recommended by the Executive JGC and Finance Committee. The selection of any brokerage firm to be hired by the JGC shall have approval of the members prior to hiring.
- (f) Support for Supreme
 - (1) In the event an eligible member of the SD Jurisdictional Guardian Council wishes to aspire to an elected office of the Supreme Guardian Council, she/he must:
 - [a] Request the support of the Jurisdictional Guardian Council and the Jurisdictional Bethel of South Dakota prior to the Supreme Session in which she/he wishes to aspire.
 - [b] Submit a written letter of intent which shall be read at the Jurisdictional Session and copies of the same must be filed with the Jurisdictional Secretary and the Finance Committee.
- (g) Should this organization be disbanded due to the formation of a GGC, all property and funds shall become the property of the GGC of SD.

Section 5.

- (a) No indebtedness shall be incurred by the JGC in excess of the funds in its treasury.

SOP-JGC-8 FINES

- (a) Failure to file reports and forms by the deadline dates, as required by law, will necessitate the payment of a penalty as noted in SOP-SGC-11 5 (

**ARTICLE I
MEMBERSHIP**

Section 1. Dual Membership

- a) Dual membership shall be allowed to the Daughter who desires to join a Bethel in a different location within the jurisdiction of her original membership.
- b) Dual membership may be allowed to the Daughter who desires to join a Bethel outside the jurisdiction of her original membership.
- c) The rules governing the Jurisdictional Bethel Competitions shall address any issues with Daughters participating in multiple competitions.

**SOP-BETHEL-5
ELIGIBILITY**

Section 1

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

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

2. Close of a Bethel

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

**SOP-BETHEL-18
SPECIAL PRIVILEGES**

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

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

**ARTICLE I
NAME**

Section 1

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

**ARTICLE II
OBJECT**

Section 1

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

**ARTICLE III
JURISDICTION**

Section 1

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

**ARTICLE IV
MEMBERSHIP AND REGISTRATION**

Section 1

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

Section 2. Registration

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

**ARTICLE V
MEETINGS**

Section 1. Business

- (a) The **Jurisdictional** Bethel shall hold its Annual Meeting independent of the Annual Session of the JGC with the consent and under authorization of the JGC unless otherwise requested by the **Jurisdictional** Bethel Committee and approved by the JGC. The **Jurisdictional** Bethel meetings shall be under the direction of the **Jurisdictional** Bethel Committee
- (d) The business session may consist of minutes, reports, drawing for the selection of Officers and Representatives, recommendations, and such other business as the **Jurisdictional** Bethel Committee may deem necessary.
- (e) A report of the business session shall be included in the proceedings.

Section 2. Installation

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

ARTICLE VI OFFICERS AND REPRESENTATIVES

Section 1. Officers

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

Section 2. Representatives

- (a) There may be a Representative of the **Jurisdictional** Bethel to each State, Province, Territory, Region or Country where Jobs Daughters International is organized.
- (b) Representatives may prepare scrapbooks on their jurisdictions and display them at Jurisdictional Session.
- (c) Representatives are encouraged to communicate with people from their jurisdictions.

Section 3. Term of Office

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

Section 4. Vacancies

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

ARTICLE VII ELIGIBILITY AND RESTRICTIONS

Section 1. Eligibility

- (a) A Daughter must be a member in good standing in her Bethel and must be registered and in attendance at the **Jurisdictional** Bethel meeting to be eligible for selection as a **Jurisdictional** Bethel Officer or Representative.
- (b) A **Jurisdictional** Bethel Officer or Representative who has been suspended or expelled from her Bethel shall lose her office and her honors in the **Jurisdictional** Bethel.
- (c) Honored Queens Elect, Honored Queens and Past Honored Queens aspiring to be **Jurisdictional** Bethel Senior Princess, **Jurisdictional** Bethel Junior Princess and **Jurisdictional** Bethel Honored Queen of the **Jurisdictional** Bethel shall complete a letter of intent that:
 - (1) she and her parent(s) or guardian(s) are aware of the responsibilities as outlined in the

- Jurisdictional** Bethel, Article XI, Sect. 1
- (2) states why she aspires to hold the office of Jurisdictional Bethel Honored Queen and her ideas for her term as **Jurisdictional** Bethel Honored Queen.
- (d) A Daughter aspiring to the office of **Jurisdictional** Bethel Senior Princess, **Jurisdictional** Bethel Junior Princess or **Jurisdictional** Honored Queen shall:
- (1) be at least fifteen (15) years of age by her Installation as **Jurisdictional** Bethel Senior Princess or **Jurisdictional** Bethel Junior Princess.
 - (2) be less than nineteen (19) years of age at the time of her Installation as **Jurisdictional** Bethel Senior Princess or **Jurisdictional** Bethel Junior Princess.
 - (3) have successfully completed the Supreme and/or SD Ritual Knowledge Course and submitted a certificate of completion to the Election Committee, at the Annual Session of the **Jurisdictional** Bethel Council to which she aspires selection.
 - (4) Daughters aspiring to these offices shall attend an informal meeting with the **Jurisdictional** Guardian, Associate **Jurisdictional** Guardian and **Jurisdictional** Bethel Committee at the beginning of the **Jurisdictional** Session in which she aspires to this office. A parent or representative of their daughter shall accompany each daughter. At this meeting:
 - [a] each Daughter shall relate her intent to aspire to hold the office of **Jurisdictional** Bethel Honored Queen and her ideas for her term as **Jurisdictional** Bethel Honored Queen.
 - [b] give an oral recitation of ritualistic work as chosen by the **Jurisdictional** Bethel Committee, in front of a judges panel and judged on accuracy and presentation.
 - [c] complete a written test based on a general knowledge of JDI and the Ritual.
 - (5) Daughters aspiring to this office shall have attended at least one (1) previous SD Grand/**Jurisdictional** Bethel Annual Session.
 - (6) Daughters aspiring to this office shall have competed in at least one (1) previous Ritual Competition.
 - (7) Upon completion of the informal meeting, oral recitation and written test, the names of the daughters scoring a total of at least 80% on all the judged components combined, shall be entered into the drawing.
 - (8) A Daughter may not hold a **Jurisdictional** Bethel office and Miss SDJD in the same Job's daughter year.

Section 2. Restrictions

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

ARTICLE VIII DRAWING

Section 1. Materials Preparation

- (a) The preparation for the drawing shall consist of the following actions:
 - (1) Each Bethel Guardian or her designee shall submit the names of eligible Daughters to the election committee at **Jurisdictional** Bethel Session registration. The names shall be for **Jurisdictional** Bethel Senior Princess and **Jurisdictional** Bethel Junior Princess, **Jurisdictional** Bethel Musician, and all other **Jurisdictional** Bethel Officers and Representatives.
 - (2) One (1) container shall hold the numbers of each active SD Bethel attending **Jurisdictional** Bethel Session
 - (3) One (1) container shall hold the names of all Daughters recommended for **Jurisdictional** Bethel Musician. All those recommended shall be proficient at playing the piano or another appropriate instrument to be determined by the **Jurisdictional** Guardian, for **Jurisdictional** Bethel.

- [a] If no names are submitted to this container, a daughter from the drawing for **Jurisdictional** Bethel Officers will be able to hold the office of **Jurisdictional** Bethel Musician.
- (4) One (1) container for each eligible Bethel shall hold the names of the Daughters that meet the requirements set forth in **Jurisdictional** Bethel, Article VII, Section 1, Subsection C for **Jurisdictional** Bethel Senior Princess and **Jurisdictional** Bethel Junior Princess.
 - (5) One (1) container for each eligible Bethel shall hold the names of all Daughters eligible for other **Jurisdictional** 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 **Jurisdictional** Bethel Office, **Jurisdictional** Bethel Representative or both and shall also include the Daughter's name, Bethel number and address.
 - (6) The **Jurisdictional** Bethel Election Committee shall have containers for names in the registration area. Containers and names shall be ready for **Jurisdictional** Bethel election before **Jurisdictional** Bethel convenes.
 - (7) The **Jurisdictional** Bethel Committee shall appoint qualified Majority Members to be in charge of the drawing of the **Jurisdictional** Bethel Officers and Representatives.

Section 2. Drawing

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

ARTICLE IX FINANCES

Section 1. Receipts

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

Section 2. Coin March

- (a) Coin March monies from the **Jurisdictional** Bethel Meeting and Installation shall be turned over to the **Jurisdictional** Secretary.
- (b) Such monies shall be made available for budgeted items for the **Jurisdictional** Bethel Honored Queen with approval of the Finance Committee.

Section 3. Disbursements

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

Section 4. JBHQ Project(s)

- (a) All revenue shall be turned over to the **Jurisdictional** Secretary within thirty (30) days of the event or quarterly during a project.
- (b) All bills shall be turned into the **Jurisdictional** Secretary within thirty (30) days.
- (c) A full accounting of the JBHQ's project(s) shall be made at each **Jurisdictional** Session at **Jurisdictional** Council.
- (d) Should the project(s) not sufficiently derive enough income to cover the expenses, the remaining expenses will be the responsibility of the JBHQ and/or her parents or Guardian.

ARTICLE X VACANCIES

Section 1

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

Section 2

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

ARTICLE XI DUTIES OF THE JURISDICTIONAL BETHEL HONORED QUEEN

Section 1

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

ARTICLE XII SUPERVISION

Section 1

- (a) The details of travel will be arranged by the parent(s) or legal guardian(s) under the direction of the **Jurisdictional** Guardian. The adult providing transportation shall be a CAV (Certified Adult Volunteer).
- (b) A current copy of the Personal Health Form (Form 125a) and the Release, Waiver and Consent Form (Form 125b) and Media Release Form shall be on file with the Jurisdictional Bethel Guardian, Jurisdictional Guardian and the CAV adult providing transportation.

ARTICLE XIV REGALIA AND MEDALLIONS

Section 1. Regalia

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

Section 2. Medallions

- (a) **Jurisdictional** Bethel Officers and Representatives shall be presented with medallions designating their office.

ARTICLE XV AMENDMENTS

Section 1. Submission

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

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

**ARTICLE I
TITLE**

Section 1

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

**ARTICLE II
OBJECT**

Section 1

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

**ARTICLE III
SUPERVISION**

Section 1

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

**ARTICLE IV
QUALIFICATIONS**

Section 1

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

ARTICLE V ELIGIBILITY

Section 1. Contestant

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

Section 2. Jurisdictional

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

ARTICLE VI SELECTION

Section 1. General

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

Section 2. Requirements for Judging

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

ARTICLE VII SUCCESSION

Section 1

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

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

Section 1

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

**ARTICLE IX
FINANCES**

Section 1. Receipts

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

Section 2. Disbursements

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

Section 3. Miss SDJD Project(s)

- (a) All revenue shall be turned over to the Jurisdictional Secretary within thirty (30) days of the event or quarterly during a project.
- (b) All bills should be turned in to the Jurisdictional Secretary within thirty (30) days.
- (c) Should the project(s) not sufficiently derive enough income to cover the expenses, the remaining expenses will be the responsibility of the Miss SDJD and/or her parents.

**ARTICLE X
MISS SOUTH DAKOTA JOB'S DAUGHTER COMMITTEE**

Section 1. Members

- (a) The membership of this Committee is defined in the SD Bylaws JGC Art. IV, Sec. 7

Section 2. Duties of the Committee

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

**ARTICLE XI
AMENDMENTS**

Section 1

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

**AMETHYST AWARD
RULES AND REGULATIONS**

ARTICLE I

Section 1

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

**ARTICLE II
ELIGIBILITY**

Section 1

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

**ARTICLE III
NOMINATION & SELECTION**

Section 1. Nomination

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

Section 2. Selection

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

**ARTICLE IV
AWARD PRESENTATION**

Section 1

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

FORMAT FOR RULES AND REGULATIONS
JOBIE-TO-BEE BEEHIVE
JOB'S DAUGHTERS INTERNATIONAL (Location _____)

ARTICLE I
NAME

Section 1.

- (a) The name of this organization shall be Job's Daughters International Beehive of Bethel No. _____ located in _____, _____, or _____ (location) Prospective Members Club in _____ (state/province).

ARTICLE II
PURPOSE AND POLICIES

Section 1. Purpose

- (a) The sole purpose of this organization is to inspire future members of Bethel No. _____, (or Prospective Members' Club) at _____, and to forge a relationship with the members of this Bethel/Prospective Members Club.

Section 2. Policies

- (a) This organization shall function under Supreme jurisdiction for Bethels under Supreme, otherwise under the GGC jurisdiction in which it is located.

Section 3. Organization

- (a) The Beehive shall be formed by the Executive Members of the Bethel Guardian Council or the adult officers of the Prospective Members Club.

Section 4. Duties

- (a) The Beekeeper will perform their duties as outlined in Bylaws - BGC, Article III, Section 10.
(b) The officers of Beehives in Australia, Canada, and the USA shall be on the current list of CAVs provided by the Executive Manager.

Section 5. Treasury

- (a) No indebtedness shall be incurred by the Beehive, and its activities shall be funded by the Bethel/Prospective Members Club.

Section 5. Dissolution

- (a) At such time as it is proven that said organization is no longer functioning for the good of the Bethel, this organization may be disbanded by a majority vote of the Executive Members of the BGC of Bethel No. _____ (or PMC) and with the approval of the Supreme Guardian or the Grand Guardian in whose jurisdiction it has functioned.

**ARTICLE III
MEMBERSHIP AND FEES**

Section 1.

- (a) The membership of this organization shall consist of girls below the age of ten (10), that are interested in future membership in Bethel No. _____ or the Prospective Members' Club. located at ____.

Section 2. Fees

- (a) The membership fee (if any) shall be as determined by the Executive Bethel Guardian Council (or adult officers of the Prospective Members Club).

**ARTICLE IV
OFFICERS**

Section 1. Adult Officer(s)

- (a) The Beehive will be supervised by the Bethel Beekeeper, Chairman, or individuals appointed by the Executive Bethel Guardian Council (or Adult Officers of the Prospective Members Club).

**ARTICLE VI
MEETINGS**

Section 1. Meetings

- (a) Meeting time, date and venue shall be determined by the Bethel Beekeeper and approved by the Executive Bethel Guardian Council.