

**CONSTITUTION
of the GRAND BETHEL OF MARYLAND**

**ARTICLE I
NAME**

Section 1.

(a) This organization is known as the Grand Bethel of Maryland, Job’s Daughters International.

**ARTICLE II
OBJECT AND SCOPE**

Section 1.

(a) The object of this organization is to band together PHQs and Majority Members of this jurisdiction for the purpose of promoting the interest, welfare, and growth of JDI and to keep the interest of these experienced members centered in the Order.

Section 2.

- (a) The GB is statewide in scope and is composed of:
 - (1) Officers
 - (2) Representatives
 - (3) Members
 - (4) Grand Bethel Guardian and Grand Bethel Associate Guardian.

**ARTICLE III
AUTHORITY**

Section 1.

(a) The GB shall operate under the Constitution and Bylaws of the SGC and the Manual of Rules and Regulations of the GGC.

**ARTICLE IV
HEADQUARTERS**

Section 1.

(a) The headquarters of the GB shall be in the home of the GBS.

**ARTICLE V
MEMBERSHIP**

Section 1.

(a) The GB shall consist of PHQs in good standing in their Bethels; and all Majority Members in this jurisdiction, who have not passed their twenty-fifth birthday. A PHQ or Majority Member in good standing in another jurisdiction who is a resident of Maryland is also eligible for membership.

Section 2.

(a) Membership shall be effective without ballot by submitting a petition for membership accompanied by the appropriate welcome fee and dues, and being formally welcomed. The petition

shall be signed by the petitioner's BG or Guardian Secretary.

Section 3.

- (a) Each GB member is entitled to vote at any meeting of the GB.

Section 4.

(a) Each member in good standing upon reaching her twenty-fifth birthday automatically becomes a Majority Member of the GB and shall be entitled to receive her Majority Certificate. She shall be invited by the GBS to receive her Majority Degree at the next Semi-annual Session.

Section 5.

(a) Any GB member who has been suspended or expelled from JDI shall be automatically suspended from the GB.

(b) The GB will follow the course of action established by Supreme Law regarding an unwed GB member who becomes pregnant.

ARTICLE VI MEETINGS

Section 1.

(a) The meetings of the GB shall be open to Daughters and guests, and no reference to the proficiency work of JDI shall be given or referred to at any meeting.

(b) The GB cannot be opened unless there shall be present five (5) members, one (1) of which shall be the GBHQ, GB Senior Princess, or GB Junior Princess in addition to the GBG and/or GBAG.

Section 2.

(a) The GBHQ shall hold regular meetings for the discussion of all matters pertaining to the GB and for the good of the Order.

Section 3.

(a) The GB shall meet in Semi-annual Session on a Saturday during the months of March and September as may be designated by the GBHQ-elect.

(b) The business session of the GB shall open on Saturday at a time designated by the EGBC.

(c) New members shall be formally welcomed at the Semi-annual business session as the third order under New Business or at a Special meeting. Bethel Daughters of this jurisdiction shall leave the room while the new GB members are welcomed.

(d) The Majority Ceremony shall be given at the Semi-annual business session as the fourth order under New Business.

ARTICLE VII OFFICERS

Section 1. Elective

(a) The elective officers shall be GBHQ, GB Senior Princess, GB Junior Princess, GB Guide and GB Marshal.

Section 2. Appointive

(a) The appointive officers shall be GB Chaplain, GB Junior Custodian, GB Senior Custodian, GB Librarian, GB First Messenger, GB Second Messenger, GB Third Messenger, GB Fourth Messenger, GB Fifth Messenger, GB Secretary, GB Treasurer, and GB Musician.

Section 3. Representatives

(a) One (1) GB Representative to each state, province and country wherein JDI is organized, may be appointed by the GBHQ-elect.

ARTICLE VIII
ELIGIBILITY

Section 1.

(a) To serve as an Officer or Representative of the GB, a member must be in good standing, and must have been formally welcomed.

(b) A member shall submit, sixty (60) days prior to the GB Installation, a written report of her activities in her Bethel, the GB and/or GGC, to the GBHQ-elect.

Section 2.

(a) Any member of the GB becoming twenty-five (25) years of age, after she has been elected or appointed to an office, shall complete her term of office, but shall not be re-elected or re-appointed.

ARTICLE IX
JEWELS

Section 1.

(a) Each officer or representative shall have the jewel of her office presented to her at the time of her installation.

Section 2.

(a) A one (1) time ten dollar (\$10.00) jewel deposit shall be paid by each officer and representative prior to installation.

(b) A contract must be signed by the member upon initial receipt of the jewel as well as each time she accepts an office. This contract states: "I (name) agree to pay a ten dollar (\$10.00) deposit on a GB jewel when I accept an office or representative to be returned when I leave or resign my office. However, if I don't return the jewel within a four (4) month period from the date of the last installation, I am aware that I lose my ten dollar (\$10.00) deposit. Should I lose or damage my jewel, I agree to pay the difference between my ten dollar (\$10.00) deposit and the total cost of replacing the jewel."

ARTICLE X
ELECTION, APPOINTMENT AND INSTALLATION
OF OFFICERS AND REPRESENTATIVES

Section 1.

(a) The semi-annual election of Officers of the GB shall be held at the business meeting of the Semi-annual Session.

(b) The election shall be a majority vote and by ballot without nomination.

(c) To be eligible for election during the term in which the election is held, a member who is not holding an elected office must have attended the Semi-annual Session (which includes the Business Meeting and the Installation of Officers and Representatives), the Special Meeting, and two (2) informal meetings, unless excused by the EGBC.

Section 2.

(a) An elected officer must attend all meetings of the GB unless prevented by a good and sufficient cause. The EGBC shall determine the validity of the cause. Failure to do so shall mean

automatic removal from office and shall make her ineligible to hold any elective office for one (1) year.

Section 3.

(a) The appointive officers and representatives are appointed by the GBHQ-elect and approved by the EGBC.

Section 4.

(a) The term of office shall be six (6) months.

Section 5.

(a) The Installation of Officers and Representatives shall be held at a time designated by the EGBC at the Semi-annual Session.

Section 6.

(a) A member shall not be installed unless her dues and all outstanding monies are paid to the GB. No officer and/or representative shall be installed by proxy.

Section 7.

(a) The Installing Officers shall be the retiring GBHQ, PGBHQs and Majority Members of the GB. A musician without these qualifications may serve provided the EGBC approves.

(b) The GB Installing Officers shall be: Installing Officer, Installing GB Guide, Installing GB Marshal, Installing GB Senior Custodian, Installing GB Junior Custodian, Installing GB Chaplain, Installing GB Secretary and Installing GB Musician.

(c) Whenever possible, assisting Installing Officers, i.e., Host, Hostess, Flag Bearer, Narrator, etc., shall be members of JDI. Adults with proper Masonic relationship may be used as Master/Mistress of Ceremonies, or as Host/Hostess.

ARTICLE XI VACANCIES IN OFFICE

Section 1.

(a) Should the GBHQ's station become vacant during the term of office, the EGBC shall appoint a PGBHQ to the office. If no PGBHQ is available, a Majority Member of the GB shall be appointed to fill such vacancy.

(b) If deemed advisable by the EGBC, whenever a vacancy occurs in any elective office of the GB, a special election may be held to fill such vacancy. A notice of the special election shall be mailed to all members of the GB at least two (2) weeks prior to the date.

(c) Officers who have been elected shall be installed immediately.

Section 2.

(a) A vacancy in an appointive office shall be filled by a member appointed by the GBHQ, subject to the approval of the EGBC.

(b) Any officer so appointed shall be installed at the next GB meeting.

Section 3.

(a) Appointive officers and representatives shall lose their office if absent from two (2) meetings of the GB without good and sufficient cause. The EGBC shall determine the validity of the cause.

(b) Any officer and/or representative finding it impossible to attend a meeting must contact a member of the EGBC.

**BYLAWS of the
GRAND BETHEL OF MARYLAND**

**ARTICLE I
POWERS AND DUTIES OF EGBC, GBHQ, GBS and GBT**

Section 1.

(a) The EGBC shall consist of the GBHQ, GB Senior Princess, GB Junior Princess, GB Guide, GB Marshal, GBG and GBAG.

(b) The GBS shall be invited to take minutes of the EGBC meetings. The GBT shall be invited to give the financial statement at the EGBC meetings, and if unavailable she shall give her financial statement to the GBS to be read at the EGBC meeting. The GB Marshal-elect may be invited to the meetings of the EGBC.

Section 2. The EGBC shall:

(a) Approve the appointive officers and representatives before their appointment by the GBHQ-elect.

(b) Determine whether or not an officer or representative shall be excused from a meeting.

(c) Serve as the Audit Committee, to see that the bills are audited before each meeting and complete an entire audit of the GB books before the end of each term.

Section 3. The GBHQ shall:

(a) Preside over all convocations of the GB, supervise its affairs and promote the good of the Order at all times. The succession of officers in case of emergency shall be GB Senior Princess and GB Junior Princess.

(b) Appoint the following committees and such other committees as deemed necessary:

(1) Promotion

(2) Activities

(3) Ways and Means.

Section 4. The GBS shall:

(a) Keep an accurate record of all business and EGBC meetings.

(b) Keep an accurate record of all financial transactions of the GB.

(c) Keep an up-to-date file of information on all GB members.

(d) Be the custodian of the GB official documents.

(e) Send out notices prior to the Semi-annual Session, notices of special election, dues notices, and all other correspondence requested of her by the EGBC.

(f) Follow the procedure defined for recommendation for the new GBG and GBAG.

(g) Upon receipt of changes to the Supreme Constitution and Bylaws and/or Maryland Manual of Rules and Regulations, distribute to all EGBC members.

Section 5. The GBT shall:

(a) Keep an accurate record of all financial transactions of the GB.

(b) Make a bank deposit within five (5) business days following each GB meeting for all monies received at the GB meeting.

(c) Prepare and read the financial statement at all GB meetings.

**ARTICLE II
GBG and GBAG**

Section 1. Eligibility

- (a) To qualify for GBG, one must be a PBG of Maryland and not a voting member of the GB.
- (b) To qualify for GBAG, one must be a PABG of Maryland.

Section 2. Duties

- (a) It shall be the duty of the GBG and/or GBAG to supervise all transactions of the GB.
- (b) The GBAG shall see that the books are audited before the close of each term and give a report at the business meeting of the Semi-annual Session. He shall advise the GBS and the GBT in the financial workings of the GB. He shall be the custodian of all properties of the GB.

ARTICLE III
RECOMMENDATIONS AND APPROVAL
OF THE GBG AND GBAG

Section 1.

- (a) A GBG and GBAG shall be appointed to serve for a one (1) year term, but shall not serve more than three (3) consecutive one (1) year terms.
- (b) At the business meeting of each March Semi-annual Session, the GB members shall be privileged to submit by secret ballot, recommendations concerning those to be selected as GBG and GBAG.
- (c) The ballots shall be collected and sealed in an envelope in the presence of the GB members by the GBS who shall mail them to the VGG.
- (d) The GBG and GBAG shall be appointed by the newly elected GG, following her election at the Annual Session of the GGC, or within thirty (30) days thereafter.
- (e) The GBG and GBAG shall be installed at the meeting of the September Semi-annual Session following their acceptance. The Installation shall take place as the second order under New Business.

ARTICLE IV
DUTIES OF APPOINTED COMMITTEES

Section 1. Promotion Committee shall:

- (a) Send a letter to each Bethel in this jurisdiction stating the purpose of the GB and eligibility of membership with an invitation to participate in activities.
- (b) Distribute petitions.

Section 2. Ways and Means Committee shall:

- (a) Plan such projects as will add to the funds of the GB.

Section 3. Auditing Committee shall:

- (a) See that the books are audited at least seven (7) days prior to the Semi-annual Session.

Section 4. Activities Committee shall:

- (a) Plan such social activities as will add to the enjoyment and interest of the members.

ARTICLE V
FINANCES

Section 1. Receipts

(a) All money collected in the name of the GB must be paid directly to the GB and given to the GBS unless otherwise voted upon by the EGBC.

(b) The welcome free shall be four dollars and fifty cents (\$4.50).

(c) The annual dues shall be five dollars (\$5.00) payable on or before the September or March Semi-annual Session.

(d) The officer or representative agrees to pay a ten dollar (\$10.00) deposit on a GB jewel when she accepts an office or representative, to be returned when she leaves or resigns her office. Should she lose or damage her jewel, she agrees to pay the difference between the ten dollar (\$10.00) deposit and the total cost of replacing the jewel.

Section 2. Disbursements

(a) The GBHQ-elect shall secure a location for the Semi-annual Session. This location will be paid for by the GB, upon approval of the EGBC. The cost of the location shall not exceed two hundred dollars (\$200.00) without a vote of the GB members.

(b) The GBHQ-elect shall receive one hundred seventy-five dollars (\$175.00) to help defray the cost of Installation, sixty (60) days prior to Installation.

(c) The GBS shall receive an advance of twenty-five dollars (\$25.00) to be used for necessary expenses pertaining to her office.

(d) The GB Librarian shall receive an advance of sixty dollars (\$60.00) to be used for necessary expenses pertaining to her office. She shall request more money as necessary.

(e) The GB Sunshine Chairperson shall receive an advance of ten dollars (\$10.00), upon request, to be used for expenses pertaining to her committee.

(f) When a member no longer holds an office, she shall return the jewel in good condition to the GB Marshal and shall receive a refund of ten dollars (\$10.00). If the jewel is not returned within a four (4) month period from the date of the last Installation, the member shall not receive the refund.

(g) At the Semi-annual Session, members of the GB shall be invited to a Get Acquainted session at the expense of the GB.

(h) The GBHQ shall receive forty-five dollars (\$45.00) as an advance to help defray the cost of long distance phone calls incurred during the performance of her duties.

(i) The GBHQ and immediate PGBHQ shall receive a ticket to the Spring Banquet to be paid by the GB.

(j) A GB member who has received an advance shall submit a written financial report at the business meeting of the Semi-annual Session.

ARTICLE VI
PGBHQ's JEWEL AND CROWN;
PGBG AND PGBAG's JEWELS

Section 1.

(a) Each GBHQ who has faithfully served the GB for the period for which she was elected shall be presented with a gavel guard.

(b) The PGBHQ shall also be presented with a Crown or Tiara, the expense to the GB not to exceed thirty-five dollars (\$35.00).

ARTICLE VII
DISCIPLINE

Section 1.

(a) Non-payment of dues or the retention of money or property of the GB shall be considered cause for reprimand or suspension. Notice shall be given in writing, stating the cause and outlining the process of appeal.

Section 2.

(a) A GB member whose dues have not been paid for a period of one (1) year shall be suspended. Notification of said suspension shall be sent by the GBS.

ARTICLE VIII
APPEAL

Section 1.

(a) GB members shall have the right to appeal in writing any act or decision of the EGBC which may abrogate any rights and privileges specifically guaranteed them by the GB Constitution and Bylaws.

Section 2.

(a) If no written appeal is taken to the GG within thirty (30) days after the act or decision, the aggrieved parties shall lose the right to appeal.

ARTICLE IX
AMENDMENTS

Section 1. Submission

(a) The Constitution and Bylaws of the GB may be amended at any Annual Session of the GGC by a two-thirds vote of the delegates present and voting.

(b) The Constitution and Bylaws may be amended by presenting to the GB in writing the proposed amendment. A copy of the proposed amendment shall be sent to each member of the GB, after which it shall lay over thirty (30) days before action. A two-thirds vote of the GB members present and voting shall be necessary to submit the proposed amendment to the GGC for adoption.

(c) Following the procedure (B-GGC Article XI, Section 2(a)), proposed amendments to the Constitution and Bylaws of the GB may also be submitted by a member of the GGC.

Section 2. Adoption

(a) Amendments to the Constitution and Bylaws of the GB shall be made at the Annual Session of the GGC.

(b) Six (6) copies of the proposed amendment must be submitted in writing to the Grand Secretary ninety (90) days prior to the Annual Session of the GGC.

(c) A two-thirds vote of the GGC members present and voting shall be necessary to adopt the amendment.

(d) Following procedures outlined in the Supreme Constitution and Bylaws, adopted amendments shall be submitted to the Jurisprudence Committee of the SGC and the Vice Supreme Guardian for approval or disapproval.

(e) after approval by the Jurisprudence Committee of the SGC and the Vice Supreme Guardian, the amendment will be effective when printed and distributed by the Grand Secretary.

Section 3. Immediate Amendments

(a) Proposed amendments for immediate action shall be submitted in writing to the Grand Secretary of the GGC if signed by ten (10) delegates representing ten (10) different Bethels, and to be

read by her/him to the voting delegates. They shall be referred to the Jurisprudence Committee for recommendation to and action by the members at the Annual Session of the GGC. Immediate amendments require unanimous vote for adoption and approval by the Jurisprudence Committee of the SGC and the Vice Supreme Guardian before becoming effective.