

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

**ARTICLE I
NAME**

Section 1.

- (a) The name of this organization is Job's Daughters International, Bethel No. _____ of _____.
- (City/Location) (State, Province, Territory, Country)

**ARTICLE II
OBJECT**

Section 1.

- (a) The object of this organization is to band together girls, hereinafter designated, for spiritual and moral upbuilding, to develop leadership, to seek knowledge, to teach love of God, love of Country, respect for its Flag, love of home and family, and reverence for the teachings of the Holy Scriptures.

**ARTICLE III
AUTHORITY**

Section 1.

- (a) This Bethel was instituted (date)_____ and operates under authority of a Charter granted by the Supreme or Grand Guardian Council (date)_____.

**ARTICLE IV
MEMBERSHIP**

Section 1. Members

- (a) Girls between the ages of ten (10) and twenty (20) years who bear a Masonic relationship shall be eligible for membership. Masonic relationship shall be interpreted to mean a relationship by blood, marriage, or law to a:
- (1) Master Mason (See SI 2),
 - (2) his wife or widow,
 - (3) a member of Job's Daughters,
 - (4) or a Majority Member of Job's Daughters.
- (b) A woman under the age of twenty (20) years who has been married, divorced, whose marriage has been annulled or who is pregnant, or has ever been pregnant, except in the case of rape (or its equivalent terminology) or incest is not eligible for membership.
- (c) In jurisdictions where Masonic bodies and Eastern Star Chapters restrict persons of a certain faith from petitioning for membership, this restriction may be applied to petitions for membership in a Bethel.

Section 2. Resident Requirements

- (a) A resident of a jurisdiction in which there is a Bethel, shall be eligible to membership only in the jurisdiction of her residence unless a waiver of jurisdiction is obtained from the Grand Guardian of the resident jurisdiction or the Supreme Guardian if the Bethel is under Supreme.

ARTICLE V OFFICERS

Section 1. Elective

- (a) The elective officers of each chartered Bethel shall be Honored Queen, Senior Princess, Junior Princess, Guide, and Marshal.

Section 2. Appointive

- (a) The appointive officers shall be Recorder, Treasurer, Chaplain, Librarian, Musician, First Messenger, Second Messenger, Third Messenger, Fourth Messenger, Fifth Messenger, Senior Custodian, Junior Custodian, Inner Guard, and Outer Guard.

Section 3. Substitute

- (a) The Honored Queen, with the approval of the Executive members of the BGC, may appoint substitute officers to learn the ritualistic work of the offices to which they are appointed to pro tem for absentee officers. (See SI 14.17)
- (b) In the absence of both a regular and the substitute officer, a member requested to serve pro tem may read the work.

ARTICLE VI ELIGIBILITY

Section 1.

- (a) To be eligible for election to any elective office, a Daughter shall have satisfactorily passed the Proficiency Test, current edition of the Ritual, and except in case of a new Bethel, she must have been a member of the Bethel and in regular attendance during the entire term in which the election is held.
- (b) Regular attendance shall be interpreted to mean present at all regular meetings of the Bethel unless excused by the Executive members of the BGC for good and sufficient reasons.

ARTICLE VII ELECTION

Section 1.

- (a) The election of officers shall be held at the second meeting in the months of May and November. Bethels under Supreme and Grand may hold election at another time by amendment to their Bylaws. (See SI 14.18)
- (b) The election shall be by ballot without nomination. A majority vote shall elect.
- (c) The method of balloting shall be:
- (1) secret ballot
 - (2) viva voce
- (d) Each GGC shall determine the method to be used in its jurisdiction and it shall be the only method used in the jurisdiction.
- (e) Bethels under Supreme shall use the method specified in their Bethel Bylaws.
- (f) Detailed procedure to be followed in conducting the election shall be as determined by Executive members of the BGC.
- (g) Election shall be from members present, except in case of sickness or other unavoidable absence. The Executive members of the BGC present shall decide upon and announce the eligibility of the absentee.
- (h) All members shall be entitled to vote until the end of the term even though they become twenty (20) years of age before the next election.
- (i) See SI 6 for information on special dispensations.

ARTICLE VIII APPOINTMENTS

Section 1.

- (a) Appointive officers shall be appointed by the Honored Queen-elect with the approval of the Executive members of the BGC.

**ARTICLE IX
TERM OF OFFICE**

Section 1.

- (a) The term of office shall be six (6) months. If the Bethel's Uniform Code for Bethels provides for a vacation period, the remaining months may be divided into two equal terms affording each Honored Queen the same number of meetings.
- (b) All officers shall serve the term of office to which they were elected or appointed even though they become twenty (20) years of age before the next election.

**ARTICLE X
INSTALLATION**

Section 1. General

- (a) The installation shall take place during the months of June and December. The first or second meeting in June and December may be for the purpose of installation without formal opening and closing. Bethels under Supreme may install at another time by amendment to their Uniform Code for Bethels (See SI 14.18)
- (b) An officer, elected or appointed, not present at the time the officers were installed, shall be installed at the next regular meeting of the Bethel unless excused by the Executive members of the BGC.
- (c) A Daughter shall not be installed into office unless her dues are paid to the end of the ensuing term.
- (d) No officer shall be installed by proxy.
- (e) There shall be no open flame equipment used, such as candles and/or candelabra, at any Bethel installation. Electrified candles and candelabra may be used.
- (f) Bethels under Supreme shall allow open installations and permit the taking of pictures if it does not in any way detract from the ceremony. (See SI 14.19)
- (g) See SI 6 for information on special dispensations.

Section 2. Installing Officers

- (a) The Installing Officer of a Bethel shall be its own retiring Honored Queen.
- (b) The other installing officers shall be Past Honored Queens of the Bethel. Where Past Honored Queens cannot serve, Majority Members may be asked to act as installing officers.
- (c) The Executive members of the BGC shall approve the selection of all other installing officers.
- (d) If an Honored Queen-elect has a special relative or friend who is a Past Honored Queen or Majority Member of another Bethel, she may, with the approval of the Executive members of the BGC, invite not more than one (1) such person to serve as one of the installing officers, but not the Installing Officer.
- (e) Where there are not enough Past Honored Queens or Majority Members of a Bethel to act as installing officers, Honored Queens and Past Honored Queens of other Bethels may be asked to serve.
- (f) When it is impossible to fill the station of Installing Musician according to the above requirements, a musician without these qualifications may serve.
- (g) Whenever possible assisting installing officers, i.e., Hostess, Flag Bearer, Narrator, Bible Escort, etc., shall be members of the IOJD. Adults with proper Masonic relationship may be used as Master and Mistress of Ceremonies, or as Host and Hostess.

**ARTICLE XI
VACANCIES**

Section 1. Elective Office

- (a) Should the Honored Queen's station become vacant during the term of office, the Executive members of the BGC shall appoint a substitute in the office. A Past Honored Queen, or if no Past Honored Queen is available, a Majority Member, neither of whom has been married or pregnant, shall be appointed to fill the vacancy.
- (b) However, when a vacancy occurs in any elective office, and if deemed advisable by the Executive members of the BGC, a special election may be held to fill such vacancy.
- (c) Notice of a special election shall be mailed to all members of the Bethel at least one week prior to the date thereof.
- (d) Officers who have been newly elected shall be installed not later than the first meeting following the election. (See SI 6)

Section 2. Appointive Office

- (a) A vacancy in an appointive office shall be filled by a member appointed by the Honored Queen and approved by the Executive members of the BGC.
- (b) Any officer so appointed shall be installed at the next regular meeting of the Bethel by the Honored Queen.

**ARTICLE XII
MEETINGS**

Section 1. Regular

- (a) There shall be two (2) regular meetings a month except during vacation period.
- (b) Special meetings may be held by dispensation granted by the Supreme or Grand Guardian. (See SI 6)
- (c) A Bethel cannot be opened unless there be present seven (7) members of the Bethel including one (1) of the first three (3) officers, at least one (1) Executive member of the BGC, or the Deputy, or an officer of the SGC or GGC, and the Dispensation or Bethel Charter.
- (d) In the event a Bethel's membership has declined to the point where the required seven (7) members are not available, a meeting may be held for the purpose of reading petitions, initiating, processing affiliates, voting to move or merge, installing members of the BGC and conducting the necessary business of the Bethel. Present at the meeting must be:
 - (1) at least one (1) of the first three (3) officers;
 - (2) at least one (1) Executive member of the BGC, or the Deputy, or an officer of the SGC or the GGC;
 - (3) the Dispensation or Charter.
- (e) In the event a Bethel's membership has declined to a point where the Bethel is unable to hold three (3) consecutive meetings, the Bethel shall be placed under reorganization by the Supreme or Grand Guardian. The following procedure shall be used:
 - (1) The initial period of reorganization shall not exceed two (2) years.
 - (2) The Supreme or Grand Guardian shall issue a dispensation to place a Bethel under reorganization for a period not to exceed her term of office.
 - (3) Subsequent Supreme or Grand Guardians shall issue, if necessary, further dispensations to allow the Bethel to operate for additional periods up to the total of two (2) years.
 - (4) Bethel meetings shall be held according to the Constitution and Bylaws and the Ritual of JDI.
 - (5) The Bethel members shall dress in official regalia at least one (1) meeting a month.
 - (6) A Deputy or Assisting Deputy shall be appointed to monitor and assist the Bethel.
 - (7) Vacant stations in the Bethel may be filled by Majority Members and visiting members.
 - (8) A Bethel under reorganization shall not hold election of officers. Should a vacancy occur in a line office, the Executive members of the BGC may appoint a substitute officer. Should a vacancy occur in an appointive office, it may be filled by a member recommended by the Honored Queen and approved by the Executive members of the BGC.
 - (9) Honored Queens appointed by the Executive members of the BGC shall be eligible for a PHQ's jewel as outlined in B-Bethel, Art VIII provided they have served for at least six (6) months.
 - (10)
 - [a] If a Bethel under Supreme has been under reorganization for the two (2) year period, at least six (6) Executive members of the SGC shall by an affirmative vote, determine if the Charter should be revoked or another dispensation issued. (B-SGC, Art II)
 - [b] If a Bethel under GGC jurisdiction has been under reorganization for a two (2) year period, the Grand Guardian after advising with at least six (6) members of the Executive GGC, shall determine if the Charter should be revoked or another dispensation issued. (See B-GGC, Art II, Sec 1 (b), SI-6 2 No. 7, SI 14.28 and SI-18)
 - (11) Removal from Reorganization
 - [a] Guidelines shall be followed as outlined in SI 18.2
- (f) At regular meetings the ritualistic work is confidential until the Honored Queen instructs the Inner Guard to inform the Outer Guard that the Bethel is closed. The doors are then opened and anyone may see the Cross, Square and Compass or Triangle Formation.
- (g) Supreme, Grand, or Bethel Honors and other proficiency work shall be given by Bethel Daughters only at a closed Bethel meeting or exemplification of ritualistic work.
- (h) The Honored Queen shall preside during the regular meetings of the Bethel. In case of emergency, the position of Honored Queen may be filled by an active Past Honored Queen. In the event there is no active Past Honored Queen present, the succession of officers shall be Senior Princess, Junior Princess, Guide, and Marshal.

- (i) The Ritual prescribed by the SGC shall be used without alteration for opening and closing each Bethel, for conferring the Epochs and for other ceremonies. No short form shall be used.
- (j) Bethel meetings shall be conducted in accordance with the Ritual of the Order and in conformity with the laws of the SGC and Robert's Rules of Order Revised (latest edition).
- (k) There shall be no pictures taken at a closed meeting.
- (l) The vacation period for a Bethel shall not exceed two (2) months.
- (m) Bethels may dispense with their meetings during the Annual Session of the SGC.
- (n) The Bethel shall exemplify the Initiation Ceremony at least one (1) time each term. If no candidate is available, a previously initiated Job's Daughter shall be used.
- (o) The Bethel shall perform the Majority Ceremony and/or the Obligation Ceremony at a regular (or special) meeting one (1) time during the year.
- (p) No more than one (1) Ritual should be open during a Bethel meeting.

Section 2. Open

- (a) At open meetings for installation or other purposes, the signs and other proficiency work of the Order shall not be used.
- (b) The Cross, Square and Compass or Triangle formation may be formed at an open meeting.

Section 3. General Items

- (a) Exemplification:
 - (1) Under a special dispensation to exemplify the ritualistic work of the Order for adult bodies, all business, Escort, Introductions, and Honors may be omitted at the discretion of the Executive members of the BGC and only Opening, Initiation and Closing Ceremonies exemplified. (See SI 6)
 - (2) The Majority Degree, Obligation Ceremony, or other appropriate ceremonies in keeping with the ideals of the Order, may be substituted for Initiation at the discretion of the Executive members of the BGC.
- (b) Every Bethel shall honor Mrs. Ethel T. Wead Mick, the founder of the International Order of Job's Daughters, with a suitable ceremony during March, the month of her birth.
- (c) There shall be an official Worship Service during each Bethel term. This service shall be held in an appropriate place of worship to be chosen by the Honored Queen and approved by the Executive members of the BGC.
- (d) There shall be no open flame equipment used, such as candles and/or candelabra, at any Bethel meeting. Electrified candles and candelabra may be used.

Section 4. Attendance

- (a) Attendance of adults:
 - (1) Every adult witnessing the ritualistic ceremony or attending a Bethel meeting must have the same eligibility requirements as a member of the BGC (C-BGC, Art VI, Sec 1(a) and (b)), or a woman under the age of twenty (20) who is a member of an organization basing its membership requirements on Masonic relationship, or if married, is eligible to membership in such an organization, or the husband of a Majority Member.
 - (2) Attendance of adults at Bethel meetings is a privilege which is given by and may be withdrawn by the Executive members of the BGC.
 - (3) An adult is not entitled to debate questions arising in a Bethel meeting unless an Executive member of the BGC or a Majority Member of the Bethel.
- (b) Pledge of Secrecy for Adults:
 - (1) Unobligated visitors shall assume the Pledge of Secrecy for Adults found in the Ritual. During a meeting, the Pledge is given by the Chaplain at the Altar with the Bible open. Late unobligated visitors shall be given the Pledge in the anteroom by a member of the Pledge Committee. A Bible shall be open for the Pledge. An Executive member of the BGC shall work with the Pledge Committee.
- (c) Bethel members shall:
 - (1) Enter the Messengers' semicircle when entering or retiring from a Bethel while it is in session.
 - (2) Give honors and other proficiency work only in closed Bethel meetings or exemplification of the ritualistic work.
 - (3) Assume the attitude of prayer while the Chaplain is at the Altar.
 - (4) Take part in the Purgings Ceremony.
 - (5) Show a receipt for dues and be examined when visiting another Bethel unless vouched for by a Bethel member, Majority Member, or a member of the SGC, GGC, or BGC.