

**LINE
OFFICERS
HANDBOOK**

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Index of Abbreviations:

SGC - Supreme Guardian Council

GGC - Grand Guardian Council

EGGC - Executive Grand Guardian Council

GG - Grand Guardian

AGG - Associate Grand Guardian

VGG - Vice Grand Guardian

VAGG - Vice Associate Grand Guardian

GGuide - Grand Guide

GIG - Grand Inner Guard

GM - Grand Marshal

GOG - Grand Outer Guard

GO - Grand Guardian Council Officer

GB - Grand Bethel

GBHQ - Grand Bethel Honored Queen

GBSP - Grand Bethel Senior Princess

GBJP - Grand Bethel Junior Princess

GBO - Grand Bethel Officer

Introduction:

1. The purpose of this book is to provide information to assist those elected to the Grand Line in knowing what to do to prepare for their service to the Job's Daughters of Oregon.
2. Check your duties and look ahead to future years. This should be used in addition to the SGC Constitution and Bylaws, Oregon Manual of Rules and Regulations.
3. Remember to be a successful GGC you must work as a TEAM with those ahead and behind you.
4. Remember that you are in charge as GG and that without a GGC there would be NO Grand Bethel. We are here for the Daughters, but they are not to run the GGC. Work together as a team.
5. Expected Dress Code: Always take time to put on your formal attire for receptions honoring members of the Masonic Family. Other Bethel meetings: business attire, dresses for ladies and suits (slacks & sport coat) for men.
6. You will need to give 100% of yourself, time, etc.
7. Closing of the Bible - As long as the ceremony is in good taste the Bible is not to be closed for a ceremony during the Bethel Meeting. This makes people think they can take pictures or that is an open meeting.
8. NO PICTURES are taken during a Bethel Meeting. Once the doors are closed and until the HQ directs the Inner Guard to notify the Outer Guard that the Bethel is closed there are to be no pictures taken. It is up to each Grand Officer to stop anyone taking pictures when you see it being done.
9. You are not to make changes to this book, but please make a list of any suggestions that you have and submit to the Jurisprudence Committee.

Grand Secretary

Duties per law

- B-GGC 3, Section 6
- SI, 14.7

Duties not defined in law

- Attend all EGGC meetings
- Know and adhere to proper protocol (See protocol section)
- Oversee the production and distribution of the Annual Directory of the Grand Guardian Council, including but not limited to Grand Guardian Council Officers, Grand Bethel Officers, Miss Oregon Job's Daughters, Council Members, and Line Officers of each active Bethel, Past Grand Guardian, Past Grand Bethel Honored Queens and Past Miss Oregon Job's Daughters.
- Oversee all printing of the Grand Guardian Council, including but not limited to Proceedings, Directory, Grand Session packets, proposed amendments, and budget.
- Oversee the purchase, sale and distribution of all supplies. Notify Bethels and individuals who may have invoices past due to the Grand Guardian Council.
- Perform any duties which keep the Grand Guardian Council functioning in a professional manner.
- Receive all requests for payment on proper vouchers of the GGC with receipts attached and process through finance committee for approval.
- Prepare a report of 5 year members/10 year members for the Grand Guardian's presentation at Grand Session.
- Keep an inventory of the 5/10 year membership, and Oregon Rose Award pins on hand for presentation in storage.
- Work with the Youth Committee to order the PGBHQ and PMOJD Pins three months in advance of the presentation.
- Upon receiving all proposed amendments for the manual of rules and regulation they will be sent to the Jurisprudence committee for processing. Amendments approved for distribution from the Jurisprudence Committee are returned to the Grand Secretary. (Refer to B-GGC3, Section 6, 1).
- GGC property to be received by the Grand Secretary upon the 1st day of the Annual Session of the Grand Guardian Council to be redistributed to the successors during the Annual Session. Proper accounting of the property for check in and check out is expected.
- Prepare reports 30 days prior to Grand Session, for your Grand office and any Committee Chair assignments. Prepare to share verbally with the GGC at Grand Session at the conclusion of your term.
- Arrange a time with the banks (US Bank/Key Bank) for the new signers to meet and fill out the paperwork needed for updating all the accounts. This should be done after the audit has been completed and before September of each year. Supply copy on official letterhead of the formal minutes of the Grand Guardian Council Election results to the bank(s) for their records.

Expectations

- Read, tab and learn how to use the LAWBOOK, RITUAL, BOOK OF CEREMONIES. These should be printed from the web site and also the updates which are listed for each year.
- Work and meet with the Grand Treasurer on a regular basis to assure completion of shared duties.

Grand Treasurer

Duties per law

- B-GGC III, Section 7

Duties not defined in law

- Attend all EGGC meetings
- Know and adhere to proper protocol (See protocol section)
- To complete the filing of Form CT-12 for each Bethel, by auditing their books, from the previous year.
- To furnish financial information for the CPA in preparation of the CT-12 and 990 for the GGC fiscal year. By the First of September the following information will be sent to the Accountant for the preparation of filing the 990 and CT-12:
 - Final copy of the Balance Sheet and Profit and Loss reports.
 - A list of those receiving scholarships at Grand Session.
 - The attendance of adults/daughters for Leadership Camp and Grand Session.
 - A list of the EGGC officers, including address and phone numbers.
- Work with the Grand Secretary and Audit Committee after Grand Session and before September to set a date for the audit of the books at the end of this fiscal year.
- Present the books of the Grand Treasurer to the Audit Committee within thirty (30) days following the close of the GGC year. The report of the Audit Committee shall be forwarded to the office of the Grand Secretary for distribution.
- Financial Statements will be sent out each month to all EGGC Officers, Finance Committee and members of the Youth Committee.
- Work with the Budget/Finance Committee in compiling up-to-date actual figures for the Budget meeting, held after the first of the year and for the final copy to the Grand Secretary for distribution to the delegates.
- One month before the Budget meeting send out updated current figures on the budget proposal to the EGGC, Finance/Budget Committee, Youth Committee, Promotion Committee, and Grand Session Arrangements.
- Prepare reports and submit to the Grand Secretary 30 days prior to Grand Session, for your Grand office and any Committee Chair assignments. Prepare to share verbally with the GGC at Grand Session at the conclusion of your term.
- Arrange a time with the banks (US Bank/Key Bank) for the new signers to meet and fill out the paperwork needed for updating all the accounts. This should be done after the audit has been completed and before September of each year. Supply copy on official letterhead of the formal minutes of the Grand Guardian Council Election results to the bank(s) for their records.

Expectations

- Read, tab and learn how to use the LAWBOOK, RITUAL, BOOK OF CEREMONIES. These should be printed from the web site and also the updates which are listed for each year.
- Work and meet with the Grand Secretary on a regular basis to assure completion of shared duties.
- All GGC property, including this handbook, to be turned into the Grand Secretary upon the 1st day of the Annual Session of the Grand Guardian Council to be redistributed to the successors during the Annual Session.

Grand Outer Guard

Duties per law

- B-GGC 3 Article III Section 9
- OREGON, B-GGC 3 Article III Section 9

Duties not defined in law

- Attend all EGGC meetings
- Know and adhere to proper protocol (See protocol section)
- Conduct Official Visits as directed by the Grand Guardian.
- Work with the Grand Marshal, as she is your counterpart for the upcoming years.
- Prepare reports and submit to the Grand Secretary 30 days prior to Grand Session, for your Grand office and any Committee Chair assignments. Prepare to share verbally with the GGC at Grand Session at the conclusion of your term.
- Plan and execute fundraiser during the year.

Expectations

- Read, tab and learn how to use the LAWBOOK, RITUAL, BOOK OF CEREMONIES. These should be printed from the web site and also the updates which are listed for each year.
- Attend Supreme Session and begin learning what happens at the Supreme level. Make contact with your Supreme counterpart.
- Visit all the Bethels
 - Get to know the adults and daughters
 - The needs of the Bethels
- Continue to get to know your counterparts in the other Masonic Organizations. Establish a working relationship with them. Attend receptions and annual conventions as requested.
- Attend receptions and annual conventions
- Start planning your year the Grand Marshal.
 - Select a mentor
 - Theme, color, motto, dress code, etc.
 - Plan and carry out fundraising projects for the next four years.

Grand Marshal

Duties per law

- B-GGC 1 Article I
- B-GGC 1 Article II
- B-GGC 3 Article III Section 8
- OREGON, B-GGC 3 Article III Section 8
- OREGON, B-GGC 6, Article XIII Section 2
- SI-21

Duties not defined in law

- Attend all EGGC meetings
- Know and adhere to proper protocol (See protocol section)
- Conduct Official Visits as directed by the Grand Guardian.
- Work with the Grand Outer Guard, as he is your counterpart for the upcoming years.
- Grand Marshal is in charge of Planning the Flag Ceremony at Grand Session
 - Know and adhere to proper flag protocol (see protocol sheet)
 - Plan flag ceremony for Grand Session
 - Flags to be presented
 - American Flag
 - Canadian Flag
 - Christian Flag
 - Australian Flag
 - Philippines Flag
 - Brazilian Flag
 - United Nations Flag
 - Oregon Flag
 - Bethel Flag
- Recommendations of Standing Committee appointments
 - Lawbook: B-GGC 3, Article IV Committees, Section 1 - 4; Michigan B-GGC 3, Article IV Committees, Section 1 - 4
 - These people will serve the Grand Council for 3 years - these names must be to the VGG by January 1
 - Audit - 1 person to serve 3 years (should be your chairman)
 - Finance - 1 person to serve 3 years (should be your chairman)
 - Jurisprudence - 1 or 2 people to serve 3 years (one of whom should be your chairman) Check to see if you have 1 or 2 appointments
 - Leadership Development - 2 to serve 3 years (one of whom should be your chairman)
 - Grand Session Committee - If you are going to want someone different, then you need to discuss with the current committee and make an appointment so that they can be prepared for your year.
- Make sure there is an American Flag in the GGC Business Meeting at Grand Session.
- Prepare reports and submit to the Grand Secretary 30 days prior to Grand Session, for your Grand office and any Committee Chair assignments. Prepare to share verbally with the GGC at Grand Session at the conclusion of your term.
- Plan and execute fundraiser during the year.

Expectations

- Read, tab and learn how to use the LAWBOOK, RITUAL, BOOK OF CEREMONIES. These should be printed from the web site and also the updates which are listed for each year.
- Attend Supreme Session and begin learning what happens at the Supreme level. Make contact with your Supreme counterpart. Attend Supreme Session Business Meetings to learn what happens at a Supreme level and to keep up to date on the new legislation and elections.
- As Grand Marshal you are a part of the Grand Guide's Leadership Camp team and you will work with the committee in completing format for the fall camp. Use this time to learn how to organize the camp as you will be chairman as Grand Guide.
- Leadership Camp: As chairman when you are Grand Guide, you need to confer with the VGG on her wants and goals for camp starting by May.
- Visit all the Bethels
 - Get to know the adults and daughters
 - The needs of the Bethels
 - Start making a list of potential adults for future appointments
- Start considering locations for Leadership camp, Grand Session, workshops, etc.
 - Prepare to give a presentation on potential sites for Grand Session for your Grand Guardian year at the GGC Business Session.
 - Start considering locations for Leadership Camp.
- Continue to get to know your counterparts in the other Masonic Organizations. Establish a working relationship with them. Attend receptions and annual conventions as requested.
- Attend receptions and annual conventions
- Start planning your year.
 - Select a mentor
 - Theme, color, motto, dress, etc.
 - Plan and carry out fundraising projects for the next four years.

Grand Inner Guard

Duties per law

- B-GGC 3 Article III Section 9
- OREGON, B-GGC 3 Article III Section 9

Duties not defined in law

- Attend all EGGC meetings
- Know and adhere to proper protocol (See protocol section)
- Conduct Official Visits as directed by the Grand Guardian.
- Work with the Grand Guide, as she is your counterpart for the upcoming years.
- Prepare reports and submit to the Grand Secretary 30 days prior to Grand Session, for your Grand office and any Committee Chair assignments. Prepare to share verbally with the GGC at Grand Session at the conclusion of your term.
- Plan and execute fundraiser during the year.

Expectations

- Read, tab and learn how to use the LAWBOOK, RITUAL, BOOK OF CEREMONIES. These should be printed from the web site and also the updates which are listed for each year.
- Attend Supreme Session and begin learning what happens at the Supreme level. Make contact with your Supreme counterpart.
- Visit all the Bethels
 - Get to know the adults and daughters
 - The needs of the Bethels
- Continue to get to know your counterparts in the other Masonic Organizations. Establish a working relationship with them. Attend receptions and annual conventions as requested.
- Attend receptions and annual conventions
- Start planning your year the Grand Guide.
 - Select a mentor
 - Theme, color, motto, dress code, etc.
 - Plan and carry out fundraising projects for the next four years.

Grand Guide

Duties per law

- B-GGC 1 Article I
- B-GGC 1 Article II
- B-GGC 3 Article III Section 8

Duties not defined in law

- Attend all EGGC meetings
- Know and adhere to proper protocol (See protocol section)
- Grand Guide will act as the chairman for Leadership Camp, chairman for Scholarship Committee, and serve as a member of Degree of Royal Purple Committee.
- Conduct Official Visits as directed by the Grand Guardian.
- Work with the Grand Inner Guard, as he is your counterpart for the upcoming years.
- Grand Session
 - As newly elected VGG, Collect money from the other Grand Officers at Installation practice to purchase the gifts for the newly installed GG, and AGG. Suggest amount \$20.00 from each officer.
 - Grand Guide is in charge of planning the Opening Ceremony.
- Prepare reports and submit to the Grand Secretary 30 days prior to Grand Session, for your Grand office and any Committee Chair assignments. Prepare to share verbally with the GGC at Grand Session at the conclusion of your term.

Expectations

- Read, tab and learn how to use the LAWBOOK, RITUAL, BOOK OF CEREMONIES. These should be printed from the web site and also the updates which are listed for each year.
- Attend Supreme Session and learn what happens at Supreme level. Make contact with your Supreme counterpart and start working on a date for her visit to Oregon. Attend Supreme Session Business Meetings to learn what happens at a Supreme level and to keep up to date on the new legislation and elections.
- Visit all the Bethels
 - Get to know the adults and daughters
 - The needs of the Bethels
 - Continue making a list of potential adults for appointments
- Continue to get to know your counterparts in the other Masonic Organizations. Establish a working relationship with them. Attend receptions and annual conventions as requested.
- Attend the June Leadership Team Meeting with the VGG and VAGG at the Grand Lodge Session.
- Know the schedule of the other Masonic Organization to avoid conflicts.
- Continue planning your year, theme, motto, dresses, color, etc.
- Plan and Execute fund raising projects, and research grants that may be available for Leadership Camp.
- Leadership Camp: As chairman when you are Grand Guide, you need to finalize with the Grand Guardian, her wants and goals for camp. Work with the committee in completing format for the fall camp.

- Philanthropic Project (Charity) - should be HIKE. HIKE is the philanthropic project of our Order. We need to promote it. Continue thinking of a daughter and adult coordinator to work on HIKE.
- Establish a calendar - Continue planning where you want to have workshops and leadership camp.
- Continue selecting Installing Officers
- Continue working with the Leadership/Camp Committees on what you want for your Leadership weekend, workshops, etc.
- Start planning budget - contact Finance Committee
- Plan and execute fundraiser during the year.

Vice Associate Grand Guardian

Duties per law

- B-GGC 1 Article I
- B-GGC 1 Article II
- B-GGC 2 Article III Section 5
- OREGON, B-GGC 2 Article III Section 5
- OREGON, B-GGC 3a Article IV Section 4

Duties not defined in law

- Attend all EGGC meetings.
- Know and adhere to proper protocol (See protocol section)
- Conduct Official Visits as directed by the Grand Guardian.
- Assist the VGG in her duties not defined in law in any way you can.
- Procure awards for the competitions at Grand Sessions. Keep an inventory of the awards to turn in at the end of Grand Session along with the remaining awards.
- Review Supreme Book of Ceremonies with Vice Grand Guardian. Decide which form of Installation you are going to use and decide who you want to run your practice.
- Study the Election procedure Oregon SI 1
- Prepare reports and submit to the Grand Secretary 30 days prior to Grand Session, for your Grand office and any Committee Chair assignments. Prepare to share verbally with the GGC at Grand Session at the conclusion of your term.

Expectations

- Read, tab and learn how to use the LAWBOOK, RITUAL, BOOK OF CEREMONIES. These should be printed from the web site and also the updates which are listed for each year.
- Attend Supreme Session and learn what happens at Supreme level. Make contact with your Supreme counterpart. Attend Supreme Session Business Meetings to learn what happens at a Supreme level and to keep up to date on the new legislation and elections.
- Visit all the Bethels
 - Get to know the adults and daughters
 - The needs of the Bethels
 - Develop a list of potential adults for appointments
- Get to know your counterparts in the other Masonic Organizations. Establish a working relationship with them.
- To the extent possible attend with the Vice Grand Guardian and the Grand Bethel Honored Queen-elect, the Installations of the Grand Court of Amaranth, Grand Lodge, Grand Chapter of Eastern Star, Grand Assembly, Conclave and other Masonic Organizations. These will be your counter-parts in the other Masonic Organizations for the ensuing year.
- Attend the Leadership Team Meetings at the Grand Lodge. Know the schedule of the other Masonic Organizations to avoid conflicts.
- Finalize plans for the year with the VGG.
- Decide on vest or what the men are to wear for formal attire and for travel (if you are going to have travel attire).
- Plan and execute fundraiser during the year.

Vice Grand Guardian

Duties per law

- B-GGC 1 Article I
- B-GGC 1 Article II
- B-GGC 2 Article III Section 4
- OREGON, B-GGC 3 Article III Section 4
- OREGON, B-GGC 3a Article IV Section 4

Duties not defined in law

- Attend all EGGC meetings.
- Conduct Official Visits as directed by the Grand Guardian.
- Know eligibility for appointments as officers
 - C-GGC 2, Article VI Eligibility; OREGON C-GGC 2 Article VI Eligibility
- As soon as you are elected VGG you may start asking people to serve as officers for you.
- Letters confirming the appointments including information for the year (dates, dress information, donations toward gifts, etc.), should follow their acceptance.
- Know eligibility for appointments to committees –
 - Law book: B-GGC 3, Article IV Committees, Section 1 & 2; Oregon B-GGC 2 – 3b, Article IV Committees, Section 1-4
- Send out Committee appointment letters (and Grand Deputies if you are having them) by January 15.
- Review Supreme Book of Ceremonies. Decide which form of Installation you are going to use and decide who you want to run your practice.
- Installing officers may be asked anytime (even as Grand Marshal). Confirm in writing and give them information as to color, and practice/installation details.
- As incoming VGG, Collect money at Installation practice for the gifts to be presented at the installation and receptions for the GG, and AGG. Suggest amount \$20.00 from each officer.
- Work with the Finance Committee on the budget in preparation for your year as Grand Guardian.
 - Fund Raisers
 - Expenses
- You will need to submit two daughters' names to carry the Oregon Flag and Bethel Flag at Formal Opening for Supreme Session. If you do not get the letter from the Supreme Marshal, check with the GG and keep checking.
 - TRADITION: GBHQ and the MOJD are given the courtesy of being asked first to carry/escort the flags.
- BGC appointments
 - Council recommendations you should receive by May 1
 - Recommendations from the daughters should be received by May 1 - SI 8-1, Oregon B-Bethel 3
 - If you have not received one of the recommendations you need to contact the Bethel.
 - If there is a problem and you need to investigate - request a letter from the GG allowing you to meet with the daughters and council to resolve the dispute. As all appointments are to be made 30 days after you are installed per law.

- NEVER GO ALONE - suggest that you take a member of the Jurisprudence Committee with you
- Certificates of appointments are received from the Grand Secretary - make sure you have plenty.
- Complete certificates for Officers and Committee members
- Prepare Bethel Packets
 - Write Special Dispensations for Bethels that are to continue on Reorganization - See SI 18 1 - include in packets
 - If more than two years review with EGGC at your first meeting
- Set up line officers meetings (this may be just the women, or women and men)
 - Consider inviting committee chairman to explain their duties. i.e.: Grand Session Committee, Finance Committee, Jurisprudence, Leadership Development, etc.
- Know and adhere to proper protocol (See protocol section)
- Attend Supreme Session and learn what happens at Supreme level. Make contact with your Supreme counterpart and ask when she will visit Oregon. Attend Supreme Session Business Meetings to learn what happens at a Supreme level and to keep up to date on the new legislation and elections.
- Supreme Kick off
 - Execute as planned.
 - Gifts for the Oregon Delegation: MOJD, GBHQ, GG, AGG, Supreme and Supreme Bethel Officers/Representative, and Supreme Ritual Team. Collect money from these gifts from those going to Supreme.
- Responsibilities at Supreme Session
 - Host an Oregon Delegation Dinner get together. A Dinner location will need to be reserved.
 - Presentations are: Appropriate Supreme Session City Souvenir to GG, AGG, GBHQ, MOJD.
 - Corsages/Boutonnieres to be presented to the GG and AGG for formal opening and can be worn for Supreme Installation.
 - Appropriate small gift presented to newly drawn Supreme Bethel Officers/Representatives.
 - Corsage/Boutonnieres to elective/appointive Supreme Officers at Supreme Installation.
 - Placing the daily Ads for the Newsletters on behalf of the GGC, with the monies collected from the Supreme Session attendee funds. Watch for electronic submission in the Supreme Session registration packet otherwise the booth will need to be sought out on Sunday of Supreme Session. Call the Supreme Session Chairman who is in charge of newsletters to find out how the Newsletters will be ordered.
 - Bring a gift for the newly chosen Supreme Representative to Oregon. Suggest a package containing a GBHQ T-shirt, GBHQ and MOJD Pins, and GG/AGG Pin for the gift along with a directory from Oregon, and a small Oregon tourist gift.
- Leadership Camp
 - Request a contract for the camp that has been selected for your GG year.
 - Contract goes to the current GG for the contract to go through the proper channels for approval and signatures, and insurance approval.

- Communicate with the Grand Marshal your wants and goals for Leadership Camp for your Grand Guardian year.
- Prepare reports and submit to the Grand Secretary 30 days prior to Grand Session, for your Grand office and any Committee Chair assignments. Prepare to share verbally with the GGC at Grand Session at the conclusion of your term.

Expectations

- Read, tab and learn how to use the LAWBOOK, RITUAL, BOOK OF CEREMONIES. These should be printed from the web site and also the updates which are listed for each year.
- Continue developing a working relationship with your counterparts.
- To the extent possible attend with the Vice Associate Grand Guardian and the Grand Bethel Honored Queen-elect, the Installations of the Grand Court of Amaranth, Grand Lodge, Grand Chapter of Eastern Star, Grand Assembly, Conclave and other Masonic Organizations. These will be your counter-parts in the other Masonic Organizations for the ensuing year.
- Visit all the Bethels.
 - Get to know the adults and daughters.
 - The needs of the Bethels.
 - Continue a list of potential adults for appointments
- Attend the Leadership Team Meetings at the Grand Lodge. Know the schedule of the other Masonic Organizations to avoid conflicts.
- Finalize plans for the year
- Complete the calendar
 - Plan EGGC Meetings (4) Four dates for coming year
 - Confirm in writing to the Bethels any Official Visits, or events that you would like for them to host.
- Work with Grand Session Committee - a detailed list will be provided by the Committee
 - Meeting schedule
 - Invitation to Installation
 - Order form for Merchandise with your logo (if you use the official trademarks, you need approval from Supreme).
 - Program Information
 - Start working on your Grand Session plans with the Committee - detailed list provided by Committee
- Plan and execute fundraiser during the year.

Associate Grand Guardian

Duties per law

- B-GGC 1 Article I
- B-GGC 1 Article II
- B-GGC 1 Article III, Section 3
- OREGON, B-GGC 2 Article III Section 3

Duties not defined in law

- Attend all EGGC meetings
- Know and adhere to proper protocol (See protocol section)
- Study the Election procedure (Oregon SI 1) and preside over the elections of the Grand Guardian Council of the Annual Session.
- Responsibility at Supreme Session
 - Attend all meetings
 - As the newly installed Associate Grand Guardian, you take part in the Formal Opening and the Supreme Council Installation. Check the schedule for practice times and locations.
 - Make contact with your Supreme counterpart. Attend Supreme Session Business Meetings to learn what happens at a Supreme level and to keep up to date on the new legislation and elections.
- Return this handbook, and any other GGC property to the Grand Secretary upon the 1st day of the Annual Session of the Grand Guardian Council.
- Mentor the VAGG during his term.
- Prepare reports and submit to the Grand Secretary 30 days prior to Grand Session, for your Grand office and any Committee Chair assignments. Prepare to share verbally with the GGC at Grand Session at the conclusion of your term.

Expectations

- Know the LAWBOOK, RITUAL, BOOK OF CEREMONIES - look for the answers to any questions.
- Work with the Grand Guardian, do not let disagreements show.
- Know your counterparts in the other Masonic Organizations. Attend receptions, annual conventions, and leadership team meetings.
- Assist the Grand Guardian in writing the letter for the Monthly Mailing.
- Plan and execute fundraiser during the year.

Grand Guardian

Duties per Law

- B-GGC 1 Article I
- B-GGC 1 Article II
- B-GGC 1 Article III, Section 1 & 2
- B-GGC 6 Article IX, Section 1 & 2
- OREGON, B-GGC 2 Article III Section 2

Duties Not Defined in Law

- Call and preside over all EGGC meetings – All members of the Executive Grand Guardian Council, and those whose attendance is deemed necessary, shall have, whenever possible, at least ten (10) days notice, in writing (which includes email notification) of said meeting. Oregon, C-GGC 3 Article XII Meetings, Section 1 (e). There shall be at least four EGGC meetings completed during the Term of office.
- Know and adhere to proper protocol (See protocol section)
- Approve all communications that are sent out to the Bethels. All communication should be via US Mail/electronic through the Grand Secretary's Office.
- All Contracts will be signed/approved by the Grand Guardian.
- **Responsibility at Supreme Session**
 - Attend all meetings
 - As the newly installed Grand Guardian, you take part in the Formal Opening and the Supreme Council Installation. Check the schedule for practice times and locations.
 - Pick up any competition forms, etc. for Oregon as requested.
 - Make sure the daughters have the flags for the Opening Ceremony
 - Flags and poles for the flag ceremony presented by the daughters are located at the storage unit and you are responsible to make sure they arrive at Supreme session.
 - **Make contact with your Supreme counterpart. Attend Supreme Session Business Meetings to learn what happens at a Supreme level and to keep up to date on the new legislation and elections.**
- Fund Raisers are to be approved by the EGGC.
- Return this handbook, P.O. Box Key, Storage key and code, GG Seal, Dispensation book, file box, GG flash drive, GGC Charter, and any other GGC property to the Grand Secretary upon the 1st day of the Annual Session of the Grand Guardian Council.
- You are required to report to the Supreme Guardian and the Supreme Guardian Council on the present status of Job's Daughters in Oregon. You should do this in June. This is form 120 and is found on line on the website for Job's Daughters: www.jobsdaughtersinternational.org This form is mailed to the Supreme Office in Papillion, NE. This report is placed in the

Annual Book of Proceeding of the SGC. Check deadline on form and be PROMPT. DO NOT EMBARRASS OREGON.

- Prepare reports and submit to the Grand Secretary 30 days prior to Grand Session, for your Grand office and any Committee Chair assignments. Prepare to share verbally with the GGC at Grand Session at the conclusion of your term.

Expectations

- Know the LAWBOOK, RITUAL, BOOK OF CEREMONIES - look for the answers to any questions. To support your answers be able to quote from one or more of these books.
- Know how to run a meeting
- Know how amendments are to be handled (see procedure in this book)
- Obtain a Robert Rules of Order and work with your Parliamentarian
- Work with the Associate Grand Guardian, do not let disagreements show.
- Know your counterparts in the other Masonic Organizations. Attend receptions, annual conventions, and leadership team meetings.
- Write an letter for the Monthly Mailing.
- **As Grand Guardian - share invitations to all Masonic receptions and conventions that you receive. If you want your officers to travel then they need the information.**
- Plan and execute fundraiser during the year.

STANDING COMMITTEES

Appeals and Grievance Committee

Duties of the Chairperson:

- See OREGON, B-GGC Article IV, Section 3a, and 4a

- **Expectations of the Chairperson:**
 - Communicate with the other members of the committee preparing them for the upcoming years as they will eventually move up into the Chairperson position.
 - Maintain a permanent file which shall be turned over to the Grand Secretary upon the 1st day of the Annual Session of the Grand Guardian Council.

- **Expectations of the Committee members:**
 - To communicate and participate in committee meetings in preparation for being Chairperson

Audit Committee

Duties of the Chairperson:

- See OREGON, B-GGC Article IV, Section 3a, and 4b

- **Expectations of the Chairperson:**
 - Work with the Grand Secretary and the Grand Treasurer after Grand Session and before September to set a date for the audit of the books at the end of this fiscal year.
 - Communicate with the other members of the committee preparing them for the upcoming years as they will eventually move up into the Chairperson position.
 - Maintain a permanent file which shall be turned over to the Grand Secretary upon the 1st day of the Annual Session of the Grand Guardian Council.

- **Expectations of the Committee members:**
 - To communicate and participate in committee meetings in preparation for being Chairperson

Educational Scholarship Committee

Duties of the Chairperson:

- See OREGON, B-GGC Article IV, Section 3a, and 4c

- **Expectations of the Chairperson:**
 - Create official letters of notification:
 - Notice to daughter for acceptance
 - Notice to High School, if applicable, of scholarship of award

- Work with the Grand Secretary in preparing the letters to the college for scholarship notification.
 - Work with the Grand Treasurer in selecting the appropriate scholarship and the contact information for the potential person to present the award at Grand Session.
 - Contact representatives for scholarships to present the awards at Grand Session.
 - Communicate with the other members of the committee preparing them for the upcoming years as they will eventually move up into the Chairperson position.
 - Maintain a permanent file which shall be turned over to the Grand Secretary upon the 1st day of the Annual Session of the Grand Guardian Council.
- **Expectations of the Committee members:**
- To communicate and participate in committee meetings in preparation for being Chairperson

Budget/Finance Committee

Duties of the Chairperson:

- See OREGON, B-GGC Article IV, Section 3a, and 4d

Expectations of the Chairperson:

- Work with the Grand Treasurer in compiling up-to-date actual figures for the Budget meeting, held after the first of the year and for the final copy to the Grand Secretary for distribution to the delegates.
- Communicate with the other members of the committee preparing them for the upcoming years as they will eventually move up into the Chairperson position.
- Maintain a permanent file which shall be turned over to the Grand Secretary upon the 1st day of the Annual Session of the Grand Guardian Council.

Expectations of the Committee members:

- To communicate and participate in committee meetings in preparation for being Chairperson.

Budget Committee Meeting:

- Chairman of Budget Committee should send out the invitation on behalf of the Committee for all Budget Committee meetings. The chair may ask the Grand Secretary to make the invitation on his/her behalf.
- Those to invite to the meeting:
 - Budget Committee members
 - Grand Secretary – to take minutes of the meeting
 - Grand Treasurer - to record the budget items as recommended and ultimately approved by the Committee for submittal to the GGC at Grand Session.
 - Grand Guardian – May be invited to provide information relating to expenses for the current year and make recommendations for the upcoming year.

- Grand Session Arrangements Chair (to seek approval for upcoming Grand Session registration fees prior to send out Grand Session information)
- Promotion Chair (recommendations for continuing efforts)
- Scholarship Chair (share recommendations with VGG)
- AGG
- VGG – Presents the following budgets, With the assistance of the next year’s chair for Promotion, scholarship and Grand Session Arrangements
 - General Fund
 - Grand Session
 - Scholarship
 - Education
 - Promotion
- VAGG
 - Masonic Heritage Day Plans
- Youth Committee Chair – Presents the following budgets with the assistance of GB Guardian and/or GBSP, MOJD Coordinator and/or MOJD
 - Grand Bethel
 - Miss Oregon Job’s Daughter Program
- Others as invited or approved by the Budget Committee Chair

Jurisprudence Committee

Duties of the Chairperson:

- See OREGON, B-GGC Article IV, Section 3a, and 4e
- Receive from the Grand Secretary all proposed Amendments of the Manuals of Rules and Regulations for processing with the members of the committee.
- Upon approval of the proposed Amendments, they will be returned back to the Grand Secretary for Distribution.
- At the completion of the Grand Guardian Council Session those approved amendments are compiled in appropriate format to be submitted to each member of the Supreme Jurisprudence Committee.

Expectations of the Chairperson:

- Communicate with the other members of the committee preparing them for the upcoming years as they will eventually move up into the Chairperson position.
- Maintain a permanent file which shall be turned over to the Grand Secretary upon the 1st day of the Annual Session of the Grand Guardian Council.

Expectations of the Committee members:

- To communicate and participate in committee meetings in preparation for being Chairperson.

Leadership Committee

Duties of the Chairperson:

- See OREGON, B-GGC Article IV, Section 3a, and 4f

Expectations of the Chairperson:

- Communicate with the other members of the committee preparing them for the upcoming years as they will eventually move up into the Chairperson position.
- Maintain a permanent file which shall be turned over to the Grand Secretary upon the 1st day of the Annual Session of the Grand Guardian Council.

Expectations of the Committee members:

- To communicate and participate in committee meetings in preparation for being Chairperson.

Promotion

Duties of the Chairperson:

- See OREGON, B-GGC Article IV, Section 3a, and 4g
- Receive the proper GGC voucher from the Bethel with receipts attached submitted for reimbursement and will forward to the other committee members for review.
- Upon approval of the voucher from the Committee it will be submitted to the Grand Secretary for processing.

Expectations of the Chairperson:

- Communicate with the other members of the committee preparing them for the upcoming years as they will eventually move up into the Chairperson position.
- Maintain a permanent file which shall be turned over to the Grand Secretary upon the 1st day of the Annual Session of the Grand Guardian Council.

Expectations of the Committee members:

- To communicate and participate in committee meetings in preparation for being Chairperson.

Other Committees

Arrangements Committee of the Annual Session of the GGC

- **See OREGON, B-GGC Article IV, Section 3b, and 5a**
- **Expectations of the Chairperson:**
 - Communicate with the other members of the committee preparing them for the upcoming years as they will eventually move up into the Chairperson position.
 - Maintain a permanent file which shall be turned over to the Grand Secretary upon the 1st day of the Annual Session of the Grand Guardian Council.
- **Expectations of the Committee members:**
 - To communicate and participate in committee meetings in preparation for being Chairperson

Degree of Royal Purple

- **See OREGON, B-GGC Article IV, Section 3b, and 5b**
- **Expectations of the Chairperson:**
 - Communicate with the other members of the committee preparing them for the upcoming years as they will eventually move up into the Chairperson position.
 - Maintain a permanent file which shall be turned over to the Grand Secretary upon the 1st day of the Annual Session of the Grand Guardian Council.
- **Expectations of the Committee members:**
 - To communicate and participate in committee meetings in preparation for being Chairperson.

Location Committee

- **See OREGON, B-GGC Article IV, Section 3b, and 5c**
- **Expectations of the Chairperson:**
 - Communicate with the other members of the committee preparing them for the upcoming years as they will eventually move up into the Chairperson position.
 - Maintain a permanent file which shall be turned over to the Grand Secretary upon the 1st day of the Annual Session of the Grand Guardian Council.
- **Expectations of the Committee members:**
 - To communicate and participate in committee meetings in preparation for being Chairperson.

OFFICIAL VISIT

Purpose:

The purpose of this Policy and Procedure document is to provide supplemental information for the Grand Guardian and Associate Grand Guardian or their Representatives more detailed information than the Manual of Rules and Regulations of the Grand Guardian Council of Oregon for the purpose of doing Official Visits of Bethels. See B-GGC 1 Art III Sec 2g and Oregon B-GGC 1 Art III Sec 2p

Procedure:

1. The Grand Guardian will determine a schedule for Official Visits as to what day in each term the Bethel will be visited for the purpose of auditing the financial books, record keeping, and examination of Bethel work and adherence to rules/regulations as outlined in the Constitution and Bylaws, and Manual of Rules and Regulations of the Grand Guardian Council of Oregon. The schedule for Official Visits is to be mutually agreed upon by both the Grand Guardian and the Bethel Guardian.
2. If the Grand Guardian is sending a Representative to conduct the Official Visit, then the Representative may schedule the date/time with the Bethel Guardian.
3. Letter to confirm Official Visit to include time of visit and time needed prior to the meeting/activity for books examination, as well as who should be present to meet with the Grand Guardian and Associate Grand Guardian or their Representatives.
4. Bethel Guardian to be sent a copy of the checklist to be examined for all bookwork as well as a list of what to make sure is readily available for the audit.
5. Grand Guardian or her Representative will bring the checklists to use for the auditing of the books, as well as writing utensils.
6. Plan for 1.5 to 2 hours for auditing the books. This amount of time allows for thorough review of the books, and allows for time to give 1:1 instruction to council members in need of instruction. If you have council members who are unable to arrive that early, encourage them to help you make arrangements to audit the books prior the Official Visit or plan the Official Visit for a date that will allow the council members to arrive in advance. Books may be taken after the meeting to finish audit if audit cannot be completed as scheduled.
7. Associate Grand Guardian or his Representative is to be in charge of the financial checklist portion of the audit. The Grand Guardian or her Representative is to be in charge of the Minutes checklist. In the absence of the AGG/Representative the Grand Guardian shall do both. Both shall work as a team to complete the audit assisting one another as needed.
8. Make sure you follow the checklists (exhibits A & B). Same expectations between each EGGC member will result in better follow through, and more uniform books in which anyone can pick up and help with in case of emergency.
9. Plan to take a small gift for the Honored Queen from the Grand Guardian and Associate Grand Guardian. If a Representative is being sent then the Grand Guardian will assure that the gift has been given to the Representative to take on their behalf.
10. Sign all financial and minutes books indicating that the books have been reviewed. Signature does not indicate that the books are in good condition, but that they were reviewed. There is a signature line on the back of the books for the Minutes book, Treasurer's and Secretary's books.

Sign in the inside of the books at the last date entry, as well as the back of the book. The Council Minute book to be signed by the Grand Guardian on the last page of the minutes taken.

11. Attend the meeting/event for the Bethel and give presentation and remarks as called upon. Be sure to keep the remarks positive. Girls and adults both like getting a little tidbit of education on something that they may not know. Keep remarks to a minimum so that meetings are not increased significantly in length. Be sure to thank the Bethel for their service and hard work.
12. The Grand Guardian or Representative is responsible for the Supervision of the GBHQ and MOJD at the Official Visit.
13. After you have completed the Official Visit: Take the checklist and write a summary of the findings. Give some positive in your follow-up letter as well as those things they need to work on between now and the next Official Visit. Send copy to the Bethel Guardian. If you are the representative for the Grand Guardian, send a copy to the Grand Guardian as well.
14. The Grand Guardian will keep a copy of each of the Official Visits on file to pass on to the next Grand Guardian.
15. If the books are found in question, all financial materials need to be collected at the time the Grand Guardian or Representative leaves the Official Visit. Grand Guardian will contact the audit chairman. All materials need to be turned over to the audit chairman for audit. Report to be given by the audit committee to the Grand Guardian. If further action is not required then the books will be returned in a timely manner.

Bethel#/ Location _____

Date: _____

YES		FINANCIAL RECORDS BOOK	COMMENTS
NO			
		Bethel Treasurer	Name:
		Guardian Treasurer	Name:
		Guardian Secretary	Name:
		Are the entries in ink?	
		Is the EIN written on first page of financial books?	EIN #
		Is the White Copy of Form 150 attached to Treasurer's book?	
		Is the Bethel Audit Committee signing bills AND Form 150?	
		Did the ABG/Bethel audit their finance books last term?	
		Did the Bethel use the audit page?	
		Who did the audit?	Name:
		Was the Bethel Audit reported to the Bethel at the first meeting of the next term?	Date:
		Who presented the report?	Name:
		Checking account balance Statement Date _____	\$
		Who is listed as signers at the bank?	Names:
		Who signs the checks?	Names:
		Savings account balance. Statement Date _____	\$
		Savings account balance. Statement Date _____	
		Other account (CDs, Bonds, etc.) balance. Date _____	\$
		Other account (CDs, Bonds, etc.) balance. Date _____	
		Was the bank statement reconciled with the finance books?	
		Are the books current and in balance?	

YES NO		OTHER FINANCES	COMMENTS
		\$\$ sent for Spring or Fall Promotion & Educational Fund. 2/3 proj	\$
		\$\$ sent for HIKE fund. Type of activity:	\$
		Other service projects:	\$
		Does the Bethel have a written budget?	
		Is there a copy in the Financial Book?	
		Does the Bethel have an Auditing Committee?	Names:

YES NO		BETHEL BYLAWS	COMMENTS
		Are there 5 copies (present at the Official Visit)?	
		Date of last review by Jurisprudence	Date:
		Were amendments filed with Bylaws?	
		Current Initiation Fee (as per the bylaws)?	\$
		Current Annual Dues Fee (as per the bylaw)?	\$

YES NO		OTHER BETHEL PROPERTY	COMMENTS
		Are there 4 copies of the Constitution & Bylaws?	
		When were the last updates inserted?	Date:
		Does the Bethel have 5 copies of Proficiency work?	
		Is there a checkout method for Proficiency work?	
		From whom?	Name:
		Where are the Bethel books kept from meeting to meeting?	
		Condition of Bethel room paraphernalia?	

Comments:

Signature of Financial Reviewer: _____

Revised 1/3/15

Bethel # _____

Official Visit Checklist

Date: _____

YES	NO	MINUTES AND ROLL CALL BOOK	COMMENTS
		Treasurer's Report written into minutes	
		Are all accounts included in Treasurer's Report?	
		Itemized Receipts/ Disbursements written into minutes	
		Communications listed	
		Report on Ballot stapled to correct page?	
		Petitions Read	
/	/	Date of last initiation / exemplification?	
		Names of Daughters initiated	
		Motion made includes first and last name of maker?	
		Special Dispensation stapled to correct page?	
		HQ & Recorder BOTH sign minute book?	
		Recorder using outline? (encourage to do so)	
		All entries in ink or computer generated?	
		Are minutes secured in book?	
		Roll Call section marked properly (using P, A, E)?	
		All members & Council on the roll call book. Those in offices installed?	
		# members on the roll this term? # usually present?	
		# members on the roll last term?	
		Inventory list attached in the Minute Book?	
YES	NO	DAUGHTER PROTECTION/TRAVEL	COMMENTS
		All Council Members CAV Cards checked?	
		Media Forms filled out	
		Medical Forms updated for daughters	
YES	NO	COUNCIL MINUTE BOOK	COMMENTS
		Items discussed/approved BEFORE going to Daughters' mtg?	
		Monthly meetings held?	
		Are minutes secured in book?	
		Guardian Secretary & Bethel Guardian sign minutes?	
		Minutes include business discussed AFTER the girls excused?	
YES	NO	PETITIONS FOR MEMBERSHIP (Follow one Daughter through)	COMMENTS
		Filled out properly?	
		Is the Masonic Verification attached?	
		Recorded with PRB #? Where is the # noted?	
		Investigated by Daughters? BGC minutes	
		Approved by EBGC and recorded in Council Minute Book?	
		PERMANENT RECORD BOOK	
		Front portion completed?	
		Names cross referenced to back of book?	
		Daughters Married with cross reference with married name in back?	
		# active Daughter matches # of Daughters in Dues Record book?	#
		Does the Bethel have standing rules in the front of the PRB?	
		Is there a copy with their Bethel Bylaws in the front of PRB?	
YES	NO	DUES RECORD BOOK	COMMENTS
		Top of form completed?	
		Dates and Dues amounts recorded?	
		Offices, GB Office /Rep, Committees, Honors recorded with dates?	
		Permanent Record Book member # posted on top of page?	
		Most current Annual report available?	
		Was a copy of 990 received from the Grand Secretary?	
		Where is Daughter records kept? (PRB/petitions/mins)	
Signature of Reviewer: _____			

Bethel Officer Election Procedure:

Bethels in Reorganization NO ELECTION TO BE HELD

As a reminder to those Bethel's in reorganization status amongst Oregon's Bethels, it is important to outline the procedure for designating officers for Oregon Bethels, including all Line Officers and all Floor Officers.

According to SI 18.1:

Section (h)

- [1] 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.
- [2] The Executive BGC of a Bethel under reorganization may appoint all Bethel Officers, including Line Officers, for the ensuing term. All Officers having been appointed shall be installed at a Bethel Installation at the time, date and place prescribed in the Bylaws of that Bethel. If the Honored Queen is serving consecutive terms, she shall be reinstalled by a PHQ of the Bethel or another PHQ.
 - (i) 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.

If you have further questions about this, please contact the Grand Guardian or the Chair of the Jurisprudence Committee. Thank you.

Election of Officers

(Items in **BOLD** to be read by Honored Queen)

We will now have election of Officers.

- a) Election of Bethel Officers shall be held at the last meeting in the months of April and November and shall be by ballot without nomination.
- b) A majority shall elect.
- c) The method of balloting shall be: (1) secret ballot, (2) viva voce.
- d) If Bethels so desire, when there is but one (1) member aspiring to an office, the rule requiring the election to be by ballot may be suspended, and the election to be by viva voce vote. The Honored Queen, Senior Princess, Junior Princess and Guide may be elected by viva voce vote. The Marshal shall be elected by secret ballot without nomination. A majority of the members present and voting shall elect.

There are only two requirements to be eligible for election to the office of Marshal. A daughter must have passed the proficiency test (*Ritual pages 143-147*), and except in the case of new Bethels, she must have been a member of the Bethel and in regular attendance during the entire term in which the election is held. Regular attendance shall be interpreted as present at all meetings of the Bethel, unless excused by the Executive Members of the Bethel Guardian Council for good and sufficient reasons (*See Supreme C-Bethel II, Article VI, Section 1(a) and (b)*). Voting for elective offices is done by secret ballot or by viva voce vote. **NO ELECTIONEERING OR CAMPAIGNING IS ALLOWED. A GIRL MAY BE DISQUALIFIED IF SHE OR SOMEONE ELSE CAMPAIGNS FOR HER.** "Electioneering" is defined as saying or implying that a daughter should vote for a specific person or should not vote for a specific person for any elective office. This applies to both daughters AND adults. If you believe this has occurred in our Bethel, please speak with the Bethel Guardian.

When you vote for a Marshal, keep in mind the fact that in two years, she will likely be your next Honored Queen and will be a leader in your Bethel. She should be a girl who will work for the good of the Bethel, keeping in mind the high principles and ideals of Job's Daughters. She should be neat, friendly and a credit to the organization. It is preferable that once in the line, a daughter progresses in the normal order, unless she violates the obligation or bylaws or fails to support the Bethel and do her job to the best of her ability.

If election is desired by viva voce vote, a motion is required to suspend the rule of secret ballot and vote viva voce for Honored Queen, Sr. Princess, Jr. Princess and Guide. Marshal shall be elected by secret ballot without nomination. I would entertain a motion at this time. (*If no motion is offered, please continue*).

Members will now number off. *(Members rise when they say their number. HQ is 1, SP is 2. then backwards to confirm, and members sit down.)*

There are _____ members entitled to vote. A majority of votes cast for each office is necessary for election. Blanks are not counted as votes, however, there is no rule against casting a blank ballot or not voting if a member so desires.

Bethel Guardian, you will read an alphabetical list of the daughters who have qualified for elective office. *(BG reads list).*

Any daughter not desiring to hold an elective office may stand and withdraw her name from consideration at this time. If a daughter is elected to a position she does not wish to hold, she always has the right to decline that position and still be eligible for election to other offices.

Please appoint tellers prior to the meeting. Please attempt to select PHQ's or members who are not eligible for election. Majority Members may also be appointed as tellers if there are not enough daughters present: _____ and _____ will you please report to the Secretary's desk and assist the Bethel Recorder as tellers? (if you do not have a Recorder, please select a third teller).

The custodians (or tellers, if you don't have Custodians) will pass out the ballots and return to their stations. *(Wait until they return to stations to continue.)*

Are there any questions before we begin?

IF BY VIVA VOCE VOTE:

This term of office is drawing to a close and the station of Honored Queen (Sr. Princess, Jr. Princess, Guide) will soon be vacant. The Senior Princess (Jr. Princess, Guide, Marshal) is eligible. Are there others?

If not, all those in favor of electing the Senior Princess to the office of Honored Queen will vote by the voting sign of the order.

All opposed same sign.

_____ **has been elected to the office of Honored Queen (Sr. Princess, Jr. Princess, Guide). Do you accept?**

_____ **is your Honored Queen-elect (Sr. Princess-elect, Jr. Princess-elect, Guide-elect).**

(Use the same text for additional offices as needed: Jr. Princess to Sr. Princess, Guide to Jr. Princess, Marshal to Guide)

IF BY SECRET BALLOT

No ballot is to be cast until balloting is declared open. Write the full name of the person you wish to vote for legibly. Cast only one vote per ballot. Ballots are to be folded only once. Please only write names of eligible candidates. If you do not wish to vote for an eligible candidate, please leave your ballot blank—otherwise, the ballot may be disqualified.

You will now cast your ballot for the office of Honored Queen (*Sr. Princess, Jr. Princess, Guide, Marshal*). . . . VOTING. . .

The custodians will collect the ballots. (*Custodians collect ballots and take them to the Recorder's Desk*).

Have all ballots been cast? If so, I declare the ballot closed.

Tellers, you may count the ballots.

. . . TALLYING . . .

(*Read the Tally Sheet as follows. See attached Tally sheet, and have available for Tellers*).

Number of ballots cast: _____

Number of blanks: _____

Number of votes cast: _____

Necessary for Election: _____

Read each Daughter's name & the number of votes she received

(*If needed*) **** There is no majority, we will vote again... ****

If majority is reached

By your vote, you have elected _____ as Honored Queen (*Sr. Princess, Jr. Princess, Guide, Marshal*). **Do you accept?**

_____ **is your new Honored Queen-elect** (*Sr. Princess-elect, Jr. Princess-elect, Guide-elect, Marshal-elect*).

After all offices have been elected

I will now entertain a motion to destroy the ballots. (*Proceed with a routine motion.*)

This completes election of officers. (*1 rap*)

TELLER DUTIES

(Please give to the tellers in advance of Elections so they may understand their duties)

Three (3) members of the Bethel will serve during elections as tellers. Two (2) will collect the ballots when directed to do so by the Honored Queen and return them to the Tellers table. When the Honored Queen says "Tellers, you will count the ballots",

1. The first teller will open each ballot, one at a time, look at it and pass it to the second teller, without saying anything.
2. The second teller will read the name aloud without saying anything else.
3. The third teller will write the name (the first time read) and repeat the name and number of vote this is (example: Susie - one) as she strokes tallies on the Teller's report by each Daughter's name. When any one Daughter reaches 5, 10, 15, etc. the third teller will repeat the name and vote number as "Susie - tally".
4. When all votes have been counted, the third teller will complete the Teller's report by writing the number of stroke tallies beside each Daughter's name. She will show the report to the other two Teller's to make sure there are no mistakes, then take the Teller's report to the Honored Queen and return to her seat at the Tellers table. The Honored Queen will read the report.

If **ANY** teller has a question about any ballot received (can't be read, etc.) she should ask the Bethel Guardian / Associate Bethel Guardian or other Executive BGC member who is observing the counting about the eligibility of the ballot. The tellers do not decide among themselves about the eligibility of any ballot.

Teller's Report

Number of ballots cast: _____

Number of blanks: _____

Number of votes cast: _____

Necessary for Election: _____

Daughters Name	Tally	Total Count
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(If needed) **** There is no majority, we will vote again...****

If majority is reached

By your vote, you have elected _____ as _____.

Do you accept?

_____ is your new _____-elect.