

- \*In all law corrected Executive and Associate SGC/JGC/BGC member (s) to Member(s)**  
**\*\*Due to Amendment No. 25 Glossary, corrected in all law and Book of Ceremonies:  
 Petition(s) to Application(s), and Petitioner(s) to Applicant(s)**  
**\*\*\*Reformatted all Rules and Regulations to match format in Const., Bylaws, and SOPs**

**INDEX**

**All sections:** updated and corrected

**BYLAWS - SGC**

- B-SGC Art. 1, Sec. 1 (a) and (e):** corrected to "Constitutions, Bylaws, and Standard Operating Procedures"
- B-SGC Art. I Sec. 1 (i) a.-c.:** corrected to (1)-(3)
- B-SGC Art. III Sec. 1 (a) (6) (a) (b):** corrected to [a] [b]; (a) (6) [a] capitalize word "Manager"; (a) (6) [b] corrected "Members of all committees and designate chairmen".
- B-SGC Art. III, Sec. 1 (a) (7) and Sec. 5 (a):** corrected to "Constitution, Bylaws, and Standard Operating Procedures"
- B-SGC Art. III Sec. 4 (a):** Deleted last sentence. No longer have a Distribution Committee
- B-SGC Art. VI Sec. 3 (a):** first line corrected ~~insure~~ to ensure
- B-SGC Art. VI Sec. 3 (b) (7) [b]:** deleted extra period at end of sentence.
- B-SGC Art. VI Sec. 3 (b) (17):** corrected to "In conjunction with the Executive Members of the SGC, approve..." to match C-SGC Art. III Sec. 2 (a)
- B-SGC Art. VI Sec. 3 (b) (18):** last line corrected ~~insuring~~ to ensuring
- B-SGC Art. VII Sec. 2 (a) (4):** inserted period at end of sentence.
- B-SGC Art. VII Sec. 2 (a) (9):** corrected to read "...may be rendered, and correction made if necessary." (deleted second word "be")

**B-SGC (cont.)**

- B-SGC Art. VII Sec. 2 (c) (3):** corrected to read "to those listed in paragraph (2) ..."
- B-SGC Art. VII Sec. 2 (f):** corrected "she/he" to "they"
- B-SGC Art. VIII Sec. 1 (k):** in line 2 corrected to "Past Associate Bethel Guardians of Bethels under Supreme ..."
- B-SGC Art. VIII Sec. 1 (m):** corrected "ad hoc" to lower case
- B-SGC Art. X Sec. 2 (b) (3):** added comma following "... Promotional fund when,"
- B-SGC Art. X Sec. 2 (c):** added comma following "and/or Assisting Supreme Deputies and,"
- B-SGC Art. X Sec. 3 (b) (4) [a]:** corrected Parents; 3 (b) (8) added period to end of sentence.
- B-SGC Art. X, Sec. 3 (e):** corrected to "Constitutions, Bylaws, and Standard Operating Procedures"
- B-SGC Art. XI Sec. 2 (a):** Past Bethel Guardians
- B-SGC Article XI Sec. 9 (a):** added (See POL-BOT-2), **Sec. 11** corrected to Constitution, Bylaws, and Standard Operating Procedures

**SOP-SGC**

- SOP-SGC-1 Sec. 1. (A) 1:** second line Jurisdictional Guardian vs. Guardians; **(B) 3.** closed gap between (c) and (d); **(B) 3 (d)** corrected to "Consideration of all statements..." **(B) 7.** first line added comma between "preferred, or"

SOP-SGC (cont.)

**SOP-SGC-2 page 1:** in introductory paragraph added **Rules and before Regulations**; added **Form No. 285** on page 3

**SOP-SGC-3 Sec. 1 (d):** corrected one (1),

**SOP-SGC-3 Sec. 11 (b) (4):** added right parenthesis to (30)

**SOP-SGC-3 Sec. 13 (a) (2):** corrected ~~insure~~ to ensure

**SOP-SGC-3 Sec. 13 (b):** corrected to (\$20) to be consistent with SOP-SGC-18

**SOP-SGC-3 Sec. 14 (a) (2):** corrected ~~insure~~ to ensure

**SOP-SGC-3 Sec. 14 (a) (4):** added a comma after "original receipts."

**SOP-SGC-3 Sec. 14 (b):** corrected to (\$20)

**SOP-SGC-7:** first line corrected ~~insure~~ to ensure

**SOP-SGC-8 Sec. 1 (a) (2):** corrected ~~parties~~ to party's; **Sec. 2 (a) (2)** corrected ~~parties~~ to party's

**SOP-SGC-10, 10.4:** deleted apostrophe after Daughters

**SOP-SGC-10, 10.14:** corrected ~~lays~~ to lay, unbolded "lay" and "to a",

**Escort 10.20:** corrected ref. (see 10.4)

**Escort 10.22:** corrected ref. (see 10.5)

**SOP-SGC-10, 10.50:** added comma after "entry."

**SOP-SGC-11 5. (c):** overdue vs. over due

**SOP-SGC-12, 10:** corrected ~~Set~~ to Sec.

**SOP-SGC-13 Sec. 1 (b):** corrected to "Constitutions, Bylaws, and Standard Operating Procedures"

**SOP-SGC-15 Sec. 4 (a) (1):** corrected Miss International Job's Daughter

SOP-SGC (cont.)

**SOP-SGC-16 Rules of Order 2:** corrected One (1), Two (2), Three (3)

**SOP-SGC-16 Parliamentary Authority 2:** Corrected ref. See B-GGC Art. XVII 1.26; added comma before and after "and action by"

**SOP-SGC-16 Parliamentary Authority 3:** Amendments shall be submitted in writing to the Executive Manager/Grand Secretary and must be received on or before April 1... (GGC submittal date per their Rules and Regulations) ...; in line 9 deleted comma after June 1

**SOP-SGC-16 Parliamentary Authority 4:** corrected to "SGC/GGC by the Executive Manager/Grand Secretary" and "by a member of the SGC/GGC and signed..."

**SOP-SGC-16 Parliamentary Authority 6:** corrected to "SGC/GGC"

**SOP-SGC-16 Parliamentary Authority 8:** added "All amendments to Manual of Rules and Regulations and Book of Ceremonies for a GGC require approval by the Supreme Jurisprudence Committee (SJC) and shall become effective after approval by the SJC and upon distribution by the GGC".

**SOP-SGC-16 Parliamentary Authority 9:** corrected "...automatically amends GGC Manuals of Rules and Regulations for the GGCs or BGCs."

**SOP-SGC-16 Parliamentary Authority 10:** corrected "...amends GGC Manuals..."

**SOP-SGC-16 Parliamentary Authority 11:** corrected to "SGC/GGC"

**SOP-SGC-16 Parliamentary Authority 13:** corrected reference; corrected ~~respectfully~~ to respectively

**SOP-SGC-17 Sec. 2 (c):** corrected one (1) in two places

**SOP-SGC-19 Sec. 1 (a):** corrected "during the month of February or March."

**POLICIES-BOT**

**POL-BOT-1, 1. (b):** added comma in (\$5,000.00);  
**2.** Deleted comma after “above”

**POL-BOT-2, 4. And 5.:** corrected ~~demits~~ to demitted; corrected name and address of printing company

**POL-BOT-4:** corrected page numbers and some format issues

**CONSTITUTION – GGC**

**C-GGC Art. V Sec. 1 (a):** ref. (POL-BOT-2)

**BYLAWS – GGC**

**B-GGC Art. III Sec. 2 (k):** corrected red "r" in “required” to black

**B-GGC Art. IV COMMITTEES:** added back **Sec. 3 Standing Committees and Sec. 4 Other Committees**

**B-GGC Art. XIII Sec. 3 (a) (1) [a]:** added reference (See POL-BOT-2)

**B-GGC Art. XVII Sec. 1 (a):** added reference (both Master Masons, see POL-BOT-2); corrected word "designate" to "designated"

**B-GGC Art. XVII Sec. 1 (b):** corrected parties to “party’s”

**B-GGC Art. XVII Sec. 1.18:** removed period after word "Constitution"; corrected references (SOP-Bethel-4 Sec. (a) and SOP-Bethel-21 Art. VI Sec. 2 (a), B-Bethel Art. XIV Sec. 1 (a), and SOP-Bethel-21 Art. VIII Sec. 1 (a))

**B-GGC Art. XVII Sec. 1.20:** corrected to ...at a regular Bethel meeting... (as stated in B-Bethel, Art. II Sec. 1 (b)).

**B-GGC Art. XVII Sec. 1.22:** corrected reference **a.** (Sec. 1 (c)), **b.** (Sec. (d))

**B-GGC Art. XVII Sec. 1.28:** corrected #7 to No. 7

**SOP-GGC**

**SOP-GGC-1, Sec. 1 (a):** corrected to "Constitution, Bylaws, and Standard Operating Procedures"

**SOP-GGC-4 Sec. 2 (a):** corrected Sessions to “Session”; added period. at end of sentence

**SOP-GGC-5 1. (a):** corrected [1]-[4] to (1)-(4); (2) added period. end of sentence; (3) corrected to (1) above

**SOP-GGC-5 add Sec. 4 Age Eligibility (a):** A Grand Bethel Daughter who is nineteen (19) years of age at the time of her election/selection for a Grand Bethel position may complete her term without being a CAV, although she may turn twenty (20) years of age during her term. A Grand Bethel Daughter twenty (20) years of age or older at the time of election/selection for a Grand Bethel position must be a CAV.

**CONSTITUTION-JGC**

**C-JGC Art. V Sec. 1 (a):** added (See POL-BOT-2) after both (Master Mason)

**BYLAWS-JGC**

**B-JGC Art. II Sec. 1 (e):** deleted apostrophe in “CAV’s”

**B-JGC Art. II Sec. 2 (f):** deleted, Supreme no longer has a Fraternal Relations Committee; **old (g)** is **new (f)**, Capitalize “Annual Meeting”

**B-JGC Art. II Sec. 3 (b):** corrected “Guardian’s”

**B-JGC Art. III Sec. 1:** added “Committees”

**B-JGC Art. III:** added **Sec. 2-10** from SOP-JGC-10

**B-JGC Art. XII Sec. 4 (a) (1):** added (POL-BOT-2)

**B-JGC Art. XV Sec. 1 (a) (1):** corrected reference to (See B-JGC Art. XII Sec. 4 (a))

**SOP-JGC**

**SOP-JGC-1 Sec. 1 (a):** corrected to “Constitution, Bylaws, and Standard Operating Procedures”

**SOP-JGC-9 Art. I:** moved “of Job’s Daughters International” up to previous line

**SOP-JGC-9 Art. V Sec. 1 (a):** added (See POL-BOT-2)

**SOP-JGC-10 Art. II Sec. 1 (e):** corrected “CAVs”

**SOP-JGC-10 Art. II Sec. 2 (f):** deleted, (Supreme no longer has a Fraternal Relations Committee); **old (g) is new (f)** Capitalize “Annual Meeting”

**SOP-SJC-10 Art. II Sec. 3 (b):** corrected word “Guardian’s”

**SOP-JGC-10 Art. III Sec. 4 (a) (5):** deleted, (No longer a Supreme Fraternal Relations Committee) Re-letter remaining

**SOP-JGC-10 Art. XV Sec. 1 (a) (1):** corrected reference (See B-JGC Art. XII Sec. 4)

**SOP-JGC-12 Art. I Sec. 1 (b):** added (See POL-BOT-2)

**CONSTITUTION-BGC**

**C-BGC Art. V Sec. 1 (a) (1):** added (See POL-BOT-2); corrected Guardian Director of Epochs

**C-BGC Art. VI Sec. 1 (b) (1):** added (See POL-BOT-2)

**BYLAWS-BGC**

**B-BGC Art. I Sec. 1:** bolded “Duties of the Executive Members of the BGC are as follows”

**B-BGC Art. II Sec. 1 (h) and (i):** Corrected to “Constitutions, Bylaws, and Standard Operating Procedures”

**BYLAWS-BGC (cont.)**

**B-BGC Art. II Sec. 1 (m):** corrected to read – “Ensure that the Executive Members of the BGC establish and provide to the Honored Queen...”

**B-BGC Art. II Sec. 2 (c):** Corrected to “Constitutions, Bylaws, and Standard Operating Procedures”

**SOP-BGC**

**SOP-BGC-1 Sec. 1 (a):** corrected to read – “...or if one or more members of the BGC are aggrieved by an act of the Supreme Guardian (for BGCs under Supreme) or the Grand Guardian (for BGCs under a GGC), the aggrieved parties may appeal...”

**SOP-BGC-2:** corrected title to “**COMMITTEE CHAIRMEN**”; **Sec. 1 (a):** corrected “Article III above” to B-BGC Article III

**SOP-BGC-3 Sec. 1 (a):** corrected “outline” to “outlining”

**SOP-BGC-5 Sec. 2 (a):** corrected one (1)

**BYLAWS-BETHEL**

**Art. I Sec. 4 (b):** capitalized “Local Rules of Operation”

**B-Bethel Art. III Sec. 1 (a):** corrected to read “A member in good standing and clear on the books” to match SOP-Bethel-21 Art. XIV (a)

**B-Bethel Art. VII:** title is “**COMMITTEES**”

**B-Bethel Art. XI Sec. 1 (a):** corrected to “Constitution, Bylaws, and Standard Operating Procedures of the SGC or the Manual of the GGC”

**B-Bethel Art. XIII Sec. 1 (b):** corrected to: Any officer becoming twenty (20) years of age after she has been elected or appointed to an office, shall complete her term of office but shall not be reelected or reappointed.

**SOP-BETHEL**

**SOP-Bethel-2 Sec. 1 (c) (1):** Last sentence in [b] made a [c]

**SOP-Bethel-2 Sec. 3 (a) (2):** removed - between “accounts” and “shall”

**SOP-Bethel-3 Sec. 3 (a):** corrected to "Constitution, Bylaws, and Standard Operating Procedures"

**SOP-Bethel-4 (i):** corrected to match **SOP-Bethel-21 Art. VI Sec. 2 (i)** By special dispensation given by the Supreme/Grand Guardian, the Bethel may elect officers at a time other than that prescribed in (a) of this SOP. Requests for Special Dispensations from Bethels under Supreme shall be submitted on Form 200 and sent to their Supreme Deputy. (See SOP-Bethel-18)

**SOP-Bethel-6:** reformatted

**SOP-Bethel-7, 3. and 3. (h), and 9:** corrected to "Constitution, Bylaws, and Standard Operating Procedures"

**SOP-BETHEL-7 3. (a)(b):** Protem to pro tem

**SOP-Bethel-9 Sec. 1 (a) (11) [a]:** corrected reference SOP-Bethel-17; (c) capitalized Proficiency Lessons

**SOP-Bethel-9 Sec. 1 (f):** corrected to match SOP-Bethel-21 Art. IV Sec. 2 (e) “Supreme/Grand Guardian Council”

**SOP-Bethel-9 Sec. 2 (a):** capitalized Proficiency Lessons

**SOP-Bethel-9 Sec. 4 (a) (1) [a]:** twenty (20); [b] corrected spelling of descendant

**SOP-Bethel-9 Sec. 4 (c) (2):** capitalized Proficiency Lessons

**SOP-Bethel-11 Sec. 2 (d):** one (1)

**SOP-Bethel-12 page 3, 10. (c):** fixed formatting

**SOP-BETHEL (cont.)**

**SOP-Bethel-14 Sec. 4 (b):** corrected to read “SOP-Bethel-12 Sections 2 through 9”

**SOP-Bethel-14 Sec. 4 (c):** corrected all to read SOP-Bethel-12 (plus corresponding number); corrected **12 10** to “Institution/Reinstitution and Installation”

**SOP-Bethel-16 1. (d):** Corrected to "Constitution, Bylaws, Standard Operating Procedures,"

**SOP-Bethel-16 1. (h):** corrected (h) [1]-[2] to (1)-(2); and (j) [1] to (1)

**SOP-Bethel-17 1. (a)** corrected ...at least ten (10)

**SOP-Bethel-17 1. (c): (2)-(3)** corrected Pro-Tem to pro tem; (4) un-bolded “Committee”

**SOP-Bethel-17 1. (c) (9) and 17 1. (g):** corrected to “Constitution, Bylaws, and Standard Operating Procedures”; deleted ref. SOP-Bethel-9 in beginning of 17 1 (c)

**SOP-Bethel-17 (e):** corrected to “Inventory of all Bethel paraphernalia properly completed...”

**SOP-Bethel-18, Sec. 6. (b):** corrected to "Standard Operating Procedures and Bylaws of a Bethel"

**SOP-Bethel-20 1. and 2.:** Corrected to "Constitution, Bylaws, and Standard Operating Procedures"; corrected Bible (small) to 253 as in SOP-SGC-2

**SOP-Bethel-21 Art. III, Sec. 1 (b):** close gap between (Bethel and Guardian); (c) corrected formatting

**SOP-Bethel-21 Art. IV Sec. 1 (b):** added City before State; **Sec. 1 (I):** corrected to “This Bethel shall honor Mrs. Ethel T. Wead Mick, the founder of Job’s Daughters, with a suitable ceremony during March, the month of her birth.” (to match SOP-Bethel-9 Sec. 3 (b)).

SOP-BETHEL (cont.)

**SOP-Bethel-21 Art. IV Sec. 2 (b):** corrected to... Dispensation or Charter, (to match B-Bethel Art. XVI); and corrected “including one (1) of the first three (3) officers.”

**SOP-Bethel-21 Art. IV Sec. 2 (c):** capitalized Council; **(d)** moved parenthesis inside period at end of sentence; **(f)** inserted a period after “Closing Formations”.

**SOP-Bethel-21 Art. IV Sec. 3. (a) (1) [a]:** twenty (20); **[b]** descendant vs. ~~deseendent~~

**SOP-Bethel-21 Art. V Sec. 3 (a):** corrected to read as SOP-Bethel-19.

**SOP-Bethel-21 Art. VI Sec. 2:** corrected to read as SOP-Bethel-4

**SOP-Bethel-21 Art. VIII Sec. 1 (f):** corrected to read as SOP-Bethel-8 Sec. 1 (c)

**SOP-Bethel-21 Art. IX Sec. 1 (a):** capitalized Honored Queen

**SOP-Bethel-21 Art. X Sec. 1 (a):** A Past Honored Queen or, .... whom has been married...; **(c)** inserted a period. at end of sentence

**SOP-Bethel-21 Art. XI Sec. 5:** corrected to match content in SOP-Bethel-2 Sec. 3 (a)

**SOP-Bethel-21 Art. XI:** added a Section 6: Educational and Promotional Funds. Content from SOP-Bethel-2 Sec. 4

**SOP-Bethel-21 Art. XII Sec. 1 (b):** corrected word “cord” vs. “~~eords~~” in two places.

**SOP-Bethel-21 Art. XII Sec. 2 (b) (2):** inserted period at end of sentence, **(d)** corrected one (1)

**SOP-Bethel-21 Art. XIII Sec. 5 (a):** corrected to "Constitution, Bylaws, and Standard Operating Procedures"

**SOP-Bethel-21 Art. XV Sec. 1 (a):** corrected ref. SOP-SGC-16, 3.

SOP-BETHEL (cont.)

**SOP-Bethel-21 Art. XV Sec. 2 (a) (1) - (6):** remove punctuation at end of lines; **(a) (2)** added period after Sec. 2. **(a) (5)** corrected to “annual dues”

**SOP-Bethel-21 Art. XX Sec. 1 (a):** first line, capitalize second “Local Rules of Operation”

R & R ALUMNI

**Art. I Sec. 1 (a):** deleted “the” before Job’s Daughters International

**Art. III Sec. 1 (a):** corrected to year vs. ~~years~~

**Art. IV Sec. 2 (c):** deleted (no longer an SNE), re-lettered remaining

**Art. VI Sec. 1 (a):** capitalized Annual

R & R DEGREE OF ROYAL PURPLE

**Art. IV Sec. 1 (b):** added comma after “nomination,”

**Art. VII Sec. 1 (a):** corrected ref. (B-SGC Art. XI Sec. 4)

R & R MIJD PAGEANT

**Art. III Sec. 1 (f):** corrected Pageant

**Art. V Sec. 1 (a) (2):** corrected to “Miss IJD Pageant”; **1 (c):** corrected Pageant

**Art. VI Sec. 1 (b):** corrected Pageant

**Art. VI Sec. 2 (a) (1):** deleted “the” before JDI

**Art. IX Sec. 3 (a):** corrected ref. SOP-SGC-3 Sec. 13 (a)

**Art. IX Sec. 3 (d) (6):** corrected Pageant

**Art. IX Sec. 3 (f):** corrected to “...expenses for (a) above...”

**Art. X Sec. 2 (a) (1):** corrected Pageant

**R & R MIJD (cont.)**

**Art. X Sec. 2 (a) (8) – (9):** corrected Pageant (4)

**Art. X Sec. 2 (a) (21) – (22):** corrected to “Ensure” vs. ~~Insure~~

**R & R PARENTS’ CLUB**

**Art. II Sec. 1 (a):** “The sole purpose of this organization is to be of service...”

**R & R PROSPECTIVE MEMBERS CLUB**

**Art. II Sec. 2 (b):** corrected to read “An application to form a Prospective Members Club (Form 285)”

**Art. IV Sec. 1 (a):** corrected (i) – (iv) to “(1) – (4)” to match format throughout Manual

**R & R SUPREME BETHEL**

**Art. VII Sec. 1 (b):** line 3 corrected “Daughter”

**Art. VIII Sec. 2 (c)-(d), (f):** corrected # to “No.”

**Art. VIII Sec. 2 (e):** corrected to read in line one- “...and SB Installing Officer positions...”

**Art. VIII Sec. 3 (b) (2) – (4):** corrected # to “No.”  
**(b) (3):** deleted word “select” from end of sentence

**Art. VIII Sec. 3 (c) (2) – (5), (7):** corrected # to “No.”

**Art. VIII Sec. 3 (d) (10):** corrected to “ensure” vs. assure; deleted comma after “Installation”

**Art. IX Sec. 3 (b):** added comma between “expenses, the”

**Art. IX Sec. 3 (g):** line 3 corrected “thirty (30)”

**Art. XIV Sec. 1 (f):** corrected “approved by the”

**Art. XVI Sec. 1 (a):** corrected & to “and”

**Art. XVIII Sec. 1 (a) (3), (11), (12):** corrected to “Ensure” vs. ~~Insure~~

**SUPREME BETHEL (cont.)**

**Art. XVIII Sec. 1 (a) (4) and (11):** added “SB” before “Representatives”

**SUPREME BETHEL BUSINESS MEETING**

**Page 9 previous-Page 10 current- SBHQ: Supreme Bethel First Messenger:** inserted 2 commas: “I represent the First Messengers of Our Order who, through the first message of Job’s life, teach...”

**Page 12 previous-Page 13 current, MOTHER’S, FATHERS’ AND GUARDIANS’ PRAYER’:** In instructions “All Daughters sing the Mothers’, Fathers’, and Guardians’ Prayer Song.” As written in Ritual

**GLOSSARY**

**Page 1:** “Direct descendant”

**Page 2:** corrected definition of “Tax Exempt” to “JDI (SGC, GGCs, JGCs, and Bethels) is exempt from payment of Federal income tax. It is not exempt from payment of sales tax. Form 990 is required to be completed by all GGCs, JGCs, and Bethels in the United States each year. Any GGCs, JGCs, and Bethels with gross receipts of \$50,000.00 or more file long Form 990. All GGCs, JGCs, Bethels, and subordinate clubs with gross receipts less than \$50,00000 file the easy Form 990EZ.”