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**BYLAWS OF A
GRAND GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
DUTIES AND POWERS OF A GRAND GUARDIAN COUNCIL**

Section 1.

- (a) GGCs may adopt a Manual of Rules and Regulations which shall not conflict with the laws of the SGC. (See Art XI below and SI 14.4)
- (b) GGCs may adopt a Book of Ceremonies which shall not conflict with the laws of the SGC. (See Art XII below and SI 14.5)
- (c) GGCs may approve the formation of a Grand Bethel. (See SI 14.6) In the event a Grand Bethel is formed by a GGC, Grand Bethel Rules and Regulations shall be adopted by the GGC and be included in the Manual of Rules and Regulations.
- (d) GGCs shall obtain their supplies from the SGC.
- (e) GGCs may delegate authority to Grand Guardians to administer certain penalties and fines. (See Art VII)
- (f) GGCs may approve the formation of an Alumni Association (See SI 14.29) which shall not conflict with the laws of the SGC.

**ARTICLE II
POWERS OF THE EXECUTIVE GRAND GUARDIAN COUNCIL**

Section 1.

- (a) The powers of the Executive GGC shall be limited to action on appeals as provided under the laws of the SGC. (See SI 15)
- (b) The members may act in an advisory capacity on other matters when requested to do so by the Grand Guardian.

**ARTICLE III
DUTIES OF THE GRAND GUARDIAN COUNCIL OFFICERS**

Section 1. Rulings

- (a) Rulings of a Grand Guardian not contrary to existing law shall be in effect until the next Annual Session. Such decisions shall not become law unless presented in the form of an amendment and adopted as provided in the laws of the GGC.

Section 2. The Grand Guardian shall:

- (a) Preside at all regular and special meetings of the GGC and the Executive GGC.
- (b) See that the laws of the SGC and GGC are enforced.
- (c) Promote the welfare and growth of the Order.
- (d) Appoint the members of the BGCs. By 8/7/2010 and in conjunction with the YPP implementation schedule, appointees working with JDI in the USA shall be on the current list of CAVs provided by the Executive Manager. By 7/31/2011 and in conjunction with the YPP implementation schedule, appointees working with JDI in Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.
- (e) Issue dispensations and charters in the name of the GGC.
 - (1) When a Bethel changes location a Charter Amendment shall be issued, under seal, to be attached to the Bethel Charter indicating the new location. This Charter Amendment shall be dated and bear the signature of the Grand Guardian and attested by the Grand Secretary. (See B-Bethel, Art 1, Sec 3)
- (f) Issue special dispensations upon request and when required to comply with SI 6.
- (g) Convene any Bethel or BGC for the purpose of settling disputes, to make inspection, or to require obedience to the laws and rules of the Order.

- (h) Appoint committees as necessary for the transaction of the business of the GGC. By 8/7/2010 and in conjunction with the YPP implementation schedule, appointees working with JDI in the USA shall be on the current list of CAVs provided by the Executive Manager. By 7/31/2011 and in conjunction with the YPP implementation schedule, appointees working with JDI in Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.
- (i) Serve as a member ex officio on all committees and the Board of Trustees, in Grand Jurisdictions where such a Board exists, with the right to discuss and vote on all questions except the Appeals and Grievances Committee.
- (j) Submit a written report at the Annual Session on the condition of the organization.
- (k) Appoint Grand Deputies and Deputy Grand Guardians, when required. By 8/7/2010 and in conjunction with the YPP implementation schedule, appointees working with JDI in the USA shall be on the current list of CAVs provided by the Executive Manager. By 7/31/2011 and in conjunction with the YPP implementation schedule, appointees working with JDI in Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.
- (l) Submit a report on Form 120 at the Annual Session of the SGC about the work of the GGC jurisdiction, which shall be limited to activities of benefit to other GGCs, JGCs and Bethels. The Executive Manager shall mail Form 120 to each Grand Guardian sixty (60) days prior to the Annual Session of the SGC.
- (m) Issue a waiver of jurisdiction, under seal, to allow a resident in the jurisdiction to be initiated into a Bethel in another jurisdiction. The waiver shall be sent to the Supreme Deputy, Grand Guardian or Jurisdictional Guardian of the other jurisdiction. (See C-Bethel, Art IV, Sec 2 (a))
- (n) Appoint inspecting officer for instituting, reinstating and chartering a Bethel.

Section 3. The Associate Grand Guardian shall:

- (a) Assist the Grand Guardian in the performance of her duties.
- (b) Preside at the meetings in the absence of the Grand Guardian and the Vice Grand Guardian, and at other times when requested to do so.
- (c) Advise the Grand Guardian on all matters pertaining to her duties and act as liaison for the Order on subjects relating to the Masonic Fraternity.
- (d) Make himself thoroughly familiar with all laws pertaining to the Order.
- (e) Serve as a member ex officio on all committees and the Board of Trustees, in Grand Jurisdictions where such a Board exists, with the right to discuss and vote on all questions except the Appeals and Grievances Committee.

Section 4. The Vice Grand Guardian shall:

- (a) Assist the Grand Guardian.
- (b) Assume the Grand Guardian's duties during her disability.

Section 5. The Vice Associate Grand Guardian shall:

- (a) Assist the Associate Grand Guardian.
- (b) Assume the Associate Grand Guardian's duties during his disability.

Section 6. The Grand Secretary shall: (See SI 14.7)

- (a) Attend all meetings of the Executive GGC and GGC.
- (b) Keep a record of all proceedings of the GGC.
- (c) Conduct correspondence and affix the seal of the organization when necessary.
- (d) Maintain a mailing list of all voting delegates.
- (e) Receive all monies due the GGC, turning same over to the Grand Treasurer, taking receipt therefore.
- (f) Submit a written report at the Annual Session.
- (g) Make an annual summary on Form 123 of the reports of the Bethels in the GGC, showing the membership record and other information as set forth in Form 110 or 111. A copy of Form 110 or 111 of each Bethel, an update of the Membership list provided by the Executive Manager, together with a copy of Form 123 shall be sent to the Executive Manager and shall be accompanied by remittance of fees specified in B-SGC, Art XII, Sec 3(f).
- (h) Issue demits and receipts for dues to members of Bethels whose Dispensations or Charters have been revoked. (See SI 12)
- (i) Ensure that the latest amended copy of the Manual is on file with the Executive Manager and the Chairman of the Jurisprudence Committee of the SGC.

- (j) Report to the appropriate Grand Secretary or Jurisdictional Secretary and the Executive Manager the names and addresses of:
 - (1) All new Majority Members,
 - (2) Majority Members who have moved,
 - (3) Members and adult workers who have moved outside the jurisdiction.

Section 7. The Grand Treasurer shall:

- (a) Receive all monies from the Grand Secretary giving a receipt therefore.
- (b) Have custody of all funds and securities belonging to the GGC.
- (c) Pay out monies on warrants as directed by the GGC.
- (d) Keep a complete record of all receipts and disbursements and report same at the Annual Session.

Section 8. The Grand Guide and Grand Marshal shall:

- (a) Escort all distinguished visitors.
- (b) Assist the Grand Guardian in such duties as she may assign to them.

Section 9. The Grand Inner Guard and Grand Outer Guard shall:

- (a) Guard the doors of the GGC room.
- (b) Perform such other duties as may be assigned to them by the Grand Guardian and/or the Associate Grand Guardian.

Section 10. Other Grand Officers shall:

- (a) Perform such duties as may be assigned to them by the Grand Guardian.

**ARTICLE IV
COMMITTEES**

Section 1. Eligibility

- (a) No person shall be eligible to serve on a standing committee of a GGC unless she/he is a voting delegate thereof.
 - (1) Persons who have served on a BGC shall be eligible to serve on other committees.
- (b) An elected GGC officer shall not serve on the Appeals and Grievances Committee.
- (c) An elected GGC officer shall not serve on the Jurisprudence Committee.

Section 2. Restrictions

- (a) The spouses of the Grand Guardian or the Associate Grand Guardian shall not serve on either the Appeals and Grievances Committee or the Jurisprudence Committee.
- (b) The spouses and/or other family members of the Jurisprudence Committee shall not serve on the Appeals and Grievances Committee.

**ARTICLE V
DEPUTIES**

Section 1. Grand Deputy

- (a) A Grand Deputy may be appointed to:
 - (1) Institute Bethels.
 - (2) Instruct and/or inspect Bethels.
 - (3) Assist Bethels which may require help.
- (b) A SGC officer may hold an office as a Grand Deputy.

Section 2. Deputy Grand Guardian

- (a) If deemed advisable for promotional purposes, the Grand Guardian may designate the title of Deputy Grand Guardian to a Grand Deputy.
- (b) An individual who makes an official inspection on behalf of a Grand Guardian shall be designated as a Deputy Grand Guardian.

ARTICLE VI FINANCES

Section 1. Receipts

- (a) All monies collected in the name of the GGC shall be received by the Grand Secretary and accounted for as shown under her/his duties.

Section 2. Fees

- (a) A GGC may fix and collect from each of its members an annual membership fee and/or registration fee, and such other fees as may be deemed necessary. (See SI 14.8)
- (b) Fees so collected shall be used primarily to defray the expenses incidental to Annual Sessions
- (c) A GGC may make the payment of an annual membership and/or registration fee a necessary condition to vote at any meeting of the GGC, including the Annual Session. (See B-GGC, Art VII, Sec 1)

Section 3. Exemption

- (a) GGCs shall be exempt from the payment of fees as specified in SI 7 for members residing in Masonic Homes or homes sponsored by an organization based on Masonic membership or relationship.

Section 4. Disbursements

ARTICLE VII PENALTIES AND FINES

Section 1. Penalties:

When authorized by a GGC, a Grand Guardian may: (See SI 14.9)

- (a) Impose such fines as may be prescribed by law.
- (b) Recall credentials issued by her.
- (c) Expel a member of the GGC.
- (d) Impose the same penalties as those imposed by the Executive members of a BGC.

Section 2. Fines shall be levied for:

- (a) Failure to file annual report of Bethel conditions (Form 110 or 111) as required by law.
- (b) Failure to file Form 222 on time.
- (c) Failure to perform properly such other acts as may be specifically required of Executive members of the BGC.

ARTICLE VIII EDUCATIONAL AND PROMOTIONAL FUNDS

Section 1.

- (a) Each GGC shall provide for an Educational Fund and adopt regulations concerning loans and/or scholarship awards from that fund. Loans and/or scholarship awards shall be at the discretion of the GGC.
- (b) Each GGC shall provide for a Promotional Fund.
- (c) The method of raising such funds shall be left to the discretion of each GGC.
- (d) Interest from the Educational Fund may be used for scholarship awards. (See SI 14.10)

**ARTICLE IX
DISCIPLINE AND REMOVAL FROM OFFICE**

Section 1. Discipline

- (a) Any GGC officer may be cited by the Executive SGC to appear, at a designated time and place within her/his jurisdiction, before a committee appointed by the Supreme Guardian for that purpose, to show cause why she/he should not be reprimanded, removed from office, suspended, or expelled from the Order for violation of the laws of the Order, or for conduct unbecoming a member of the Order. The citation shall state specifically the charges preferred. At the time and place stated in the citation, the committee appointed for that purpose shall hear the evidence offered against and on behalf of the accused, and shall make findings of fact thereon and report its findings to the Executive SGC within thirty (30) days from the date of the hearing. Upon receipt of the report of said committee, the Executive SGC shall determine the guilt or innocence of the accused. If the charges are sustained, the Executive SGC shall have the power to reprimand, remove from office, suspend, or expel such GGC Officer.
- (b) Grand Guardians may be suspended for cause by the Supreme Guardian but shall have the right of appeal to the Executive SGC. (See SI 15)

Section 2. Removal from Office:

- (a) The Grand Guardian shall have the power to remove from office any BGC officer for cause, insubordination, misconduct, or unlawful withholding or retention of any property of a Bethel. Notice of such removal shall be given in writing, stating the cause of the removal and giving complete information concerning the Law of Appeals and Grievances (SI 15). This does not deny anyone removed the right of appeal.
- (b) Any present or past officer or Executive member of a BGC losing her/his standing therein by suspension or expulsion shall automatically lose her/his standing in the GGC or SGC until reinstated by the Executive GGC or Executive SGC.

**ARTICLE X
APPEALS**

Section 1.

- (a) GGC members who are dissatisfied with any act or decision of the Grand Guardian which might abrogate any rights and privileges specifically guaranteed them by the Constitution and Bylaws of the Order may appeal in manner provided in Law of Appeals and Grievances. (See SI 15)

**ARTICLE XI
MANUAL OF RULES AND REGULATIONS**

Section 1. Amendments

- (a) Amendments to the Manual of a GGC shall be submitted to the Jurisprudence Committee of the SGC for approval or disapproval following adoption at the Annual Session of the GGC.
- (b) Amendments to the Manual of the GGC shall be adopted by the GGC at the Annual Session. Within thirty (30) days after the close of the session, the Grand Secretary shall send:
 - (1) One (1) copy of the law being amended as it appears in the Manual and the newly adopted amendments to the Vice Supreme Guardian.
 - (2) One (1) copy of the law being amended as it appears in the Manual and three (3) copies of the newly adopted amendments shall be sent to the Chairman of the Jurisprudence Committee of the SGC.
 - (3) One (1) copy of the law being amended as it appears in the Manual and two (2) copies of the newly adopted amendments shall be sent to each member of the Jurisprudence Committee of the SGC.
- (c) These copies may be sent by registered or certified mail with a return receipt requested, or by first class mail accompanied by a prepaid self-addressed card or envelope for the recipient's acknowledgment.
- (d) Following the approval of amendments to a GGC Manual, the Grand Secretary shall send one (1) set of reprinted pages of the Manual, which includes said amendments, to each member of the Jurisprudence Committee of the SGC, the Supreme Guardian, the Vice Supreme Guardian, and the Executive Manager.

- (e) The adoption by the SGC of new laws or amendments to existing laws affecting any Manual automatically amends same.

ARTICLE XII
BOOK OF CEREMONIES

Section 1.

- (a) The Book of Ceremonies adopted by the SGC shall be used as the official Book of Ceremonies. (See SI 14.5)
- (b) A Book of Ceremonies adopted by a GGC shall be approved by the voting delegates at an Annual Session. All changes to existing ceremonies and any subsequent ceremonies shall be adopted in the same manner. All ceremonies and changes shall be submitted to the Jurisprudence Committee of the SGC for approval.
- (c) The adoption by the SGC of new laws or amendments to existing laws affecting any Book of Ceremonies automatically amends same.
- (d) GGCs having Books of Ceremonies which have not been approved within the past ten (10) years shall submit same for approval to the Jurisprudence Committee of the SGC.