

New Pages: Constitution of the SGC

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**CONSTITUTION OF THE
JOB'S DAUGHTERS INTERNATIONAL
SUPREME GUARDIAN COUNCIL**

**ARTICLE I
NAME**

Section 1. Name

- (a) The name of this organization is Job's Daughters International, also known as the Supreme Guardian Council of the International Order of Job's Daughters, a non-profit organization designated tax exempt under Sec. 501(c)(3) of the Internal Revenue Code of 2000, United States Treasury Department.

Section 2. Headquarters

- (a) The headquarters of the SGC shall be at a location selected by the Board of Trustees and approved by the SGC.
 (b) Keys to the office of the SGC shall be entrusted to the Executive Manager and the Chairman of the Board of Trustees.

**ARTICLE II
OBJECT AND SCOPE**

Section 1.

- (a) The object of the SGC is to have jurisdiction over JDI and to band together girls for spiritual and moral upbuilding, to develop leadership, to seek knowledge, to teach love of God, love of Country, respect for its Flag, love of home and family, and reverence for the teachings of the Holy Scriptures.
 (b) The official philanthropic project of the IOJD is the HIKE Funds.

Section 2. Scope

- (a) Job's Daughters International is international in scope and is composed of:
- (1) The Supreme Guardian Council
 - (2) Grand Guardian Councils
 - (3) Jurisdictional Guardian Councils
 - (4) Bethel Guardian Councils
 - (5) Bethels
 - (6) Such other groups as may be approved by the Supreme Guardian Council

**ARTICLE III
AUTHORITY**

Section 1.

- (a) The SGC is vested with the power to legislate for and on behalf of the Order. All subordinate bodies and groups derive their power from it. The SGC does not control, manage or operate the day-to-day decisions and activities of the subordinate bodies and groups.
 (b) These organizations listed in Art II Sec. 2 (a) (1-4) may adopt RULES and REGULATIONS that are consistent with the RULES and REGULATIONS of the SGC of the IOJD, that contain law pertaining to two or more of these organizations.
 (c) Instructions for the government of such other groups approved under Art. II, Sec. 2(a)(6) are included in a separate set of RULES and REGULATIONS.

**ARTICLE IV
MEMBERSHIP**

Section 1.

- (a) The SGC consists of the SGC Officers, Grand Guardians, Associate Grand Guardians, Vice Grand Guardians, Vice Associate Grand Guardians, Past Grand Guardians, Past Associate Grand Guardians, Jurisdictional Guardians, Associate Jurisdictional Guardians, Past Jurisdictional Guardians and Past Associate Jurisdictional Guardians who are in good standing in their respective GGC/JGC jurisdictions.

- (b) See SI 13 concerning loss of membership on the SGC.

ARTICLE V OFFICERS AND THE BOARD OF TRUSTEES

Section 1. Officers

- (a) Elective Officers: The elective officers shall be the Supreme Guardian, Associate Supreme Guardian, Vice Supreme Guardian, Vice Associate Supreme Guardian, Supreme Guide, Supreme Marshal, Supreme Inner Guard, and Supreme Outer Guard.
- (b) Appointive Officers: May be any of the following: Supreme Secretary, Supreme Treasurer, Supreme Chaplain, Supreme Librarian, Supreme Director of Music, Supreme First Messenger, Supreme Second Messenger, Supreme Third Messenger, Supreme Fourth Messenger, Supreme Fifth Messenger, Supreme Senior Custodian and Supreme Junior Custodian.
- (c) Executive Officer: The Supreme Guardian shall be the Executive Officer of the SGC.
- (d) Executive SGC: The Executive SGC shall consist of the elective officers of the SGC.

Section 2. The Board of Trustees

- (a) The Board of Trustees shall consist of nine (9) members.

Section 3. Executive Manager

- (a) The Executive Manager shall be an appointee of the Board of Trustees.

ARTICLE VI ELIGIBILITY

Section 1. General

- (a) To be eligible to serve as an officer of the SGC or as a member of the Board, men holding the office of Associate Supreme Guardian, Vice Associate Supreme Guardian, Supreme Inner Guard, Supreme Outer Guard, or any other office, must be Master Masons (See SI 2). Women must have attained the age of twenty (20) years and have the required Masonic relationship (See SI 10, para. 3a).
- (b) All elected and appointed officers and all members of the Board of Trustees shall be members of the SGC and by 8/7/2010 all elected and appointed officers and members of the Board of Trustees shall be CAVs.

Section 2. Additional Requirements

- (a) No person shall be eligible to the office of Supreme Guardian or Associate Supreme Guardian who has not served, or who is not completing service, as an elective officer of the Executive SGC for a period of one (1) term.
- (b) No person shall be eligible to the office of Supreme Guardian or Associate Supreme Guardian who has not previously served a full term in the office of Grand Guardian or Associate Grand Guardian of a GGC.
- (c) Past Bethel Guardians and Past Associate Bethel Guardians for Bethels under Supreme who are voting delegates may be eligible to serve as appointed officers in the Supreme Guardian Council. No more than three (3) appointed offices shall be appointed from Bethels under Supreme Jurisdictions.
- (d) No Supreme Guardian or Associate Supreme Guardian shall be eligible for reelection.
- (e) No member of the SGC shall hold two (2) offices in the SGC at the same time.
- (f) No more than three (3) members of the Board of Trustees may be Past Supreme Guardians and/or Past Associate Supreme Guardians.
- (g) Any member of the Board of Trustees, having served the term for which she/he was elected, or who resigns from that office for any reason, shall be ineligible for election or reelection to the Board of Trustees until one (1) year after her/his term has expired. This does not apply to members appointed by the Supreme Guardian to fill vacancies.
- (h) A member of the SGC serving as a member of the Board of Trustees shall not be eligible for an elective office of the SGC until she/he has completed, or is completing, the term for which she/he was elected.

**ARTICLE VII
ELECTION, VOTING PRIVILEGES, AND PROXY**

Section 1. Election of Elective Officers (C-SGC, Art V, Sec 1 (a))

- (a) The annual election of officers of the SGC shall be held on the day preceding the final day of the Annual Session beginning at 9:00 A.M. and shall continue until election is completed.
- (b)
 - (1) Those wishing to file a “Letter of Intent” to aspire to the office of Supreme Marshal or Supreme Outer Guard may send a letter to the Executive Manager on or before June 15.
 - (2) The “Letter of Intent” shall be limited to a maximum of five hundred (500) words and should outline the interested parties’ skills and abilities, stating a reason why she/he would like to be elected as an officer of the Supreme Guardian Council. This will be the only opportunity a candidate will have to give this background to the body.
 - (3) Those choosing not to file a “Letter of Intent”, or those who miss the deadline, shall still be eligible to aspire to the position on the day of elections.
 - (4) Any “Letter of Intent” received by the deadline shall be printed alphabetically by last name of the interested party and distributed to the Voting Delegates at the Annual Session of the SGC.
- (c) Candidates aspiring to an elective office shall be requested to rise and state their name and jurisdiction.
- (d) The election shall be by majority vote without nomination. If only one (1) person is aspiring to an office, the vote may be viva voce and majority vote of those present and voting shall elect. If more than one (1) person aspires to an office, there shall be a ballot.
- (e) Election shall be from members present, except in case of sickness or other unavoidable circumstance, when candidates may be excused by a majority vote of the members present.

Section 2. Election of New Members of the Board of Trustees

See B-SGC, Art VI, Sec.1 (b)

- (a) The annual election of new members of the Board of Trustees shall be held on the day preceding the final day of the Annual Session beginning at the conclusion of the election of Elective Officers of the SGC and shall continue until election is completed.
- (b) Candidates aspiring to the Board of Trustees shall be requested to rise and state their name and jurisdiction.
 - (1) Those wishing to file a “Letter of Intent” to aspire to the Board of Trustees may send a letter to the Executive Manager on or before June 15.
 - (2) The “Letter of Intent” shall be limited to a maximum of five hundred (500) words and should outline the interested parties’ skills and abilities, stating a reason why she/he would like to be elected as a member of the Board of Trustees. This will be the only opportunity a candidate will have to give this background to the body.
 - (3) Those choosing not to file a “Letter of Intent”, or those who miss the deadline, will still be eligible to aspire to the position on the day of elections.
 - (4) Any “Letter of Intent” received by the deadline will be printed alphabetically by last name of the interested party and distributed to the Voting Delegates at the Annual Session of the SGC.
- (c) The election shall be by majority vote without nomination. If only one (1) person is aspiring to a position, the vote may be viva voce and a majority vote of those present and voting shall elect. If more than one (1) person aspires to a position, there shall be a ballot.
- (d) Election shall be from members present, except in case of sickness or other unavoidable circumstance, when candidates may be excused by a majority vote of the members present.

Section 2. Voting Privileges

- (a) Members:
 - (1) All members of the SGC who have registered and received voting credentials shall have the privilege of voting and taking part in discussions.
 - (2) Each member, when present at a meeting, shall be entitled to one (1) vote.
 - (3) No member shall cast more than one (1) ballot.
- (b) Bethels under Supreme Jurisdiction:
 - (1) The Executive members of the BGC shall elect a delegate from their membership as the duly authorized voting delegate for each Annual Session of the SGC.

- (2) Each BGC shall be entitled to one (1) vote at the annual election of officers of the SGC and the Board of Trustees.
- (3) Each BGC shall be entitled to one (1) vote on any legislation pertaining to Bethels under Supreme. This shall not be construed to grant any of the other privileges now reserved for members of the SGC, except as otherwise provided in this Section.
- (4) Past Bethel Guardians and Past Associate Bethel Guardians who have registered and received voting credentials shall have the privilege of voting at the annual election of officers of the SGC, Board of Trustees and on any legislation pertaining to Bethels under Supreme.

Section 3. Proxy

- (a) No member may have his/her vote cast by proxy except as follows:
 - (1) If a Grand Guardian or Jurisdictional Guardian cannot attend the Annual Session she may appoint the Vice Grand Guardian or Vice Jurisdictional Guardian, respectively, to represent her as her proxy at that session.
 - (2) If an Associate Grand Guardian or Associate Jurisdictional Guardian cannot attend the Annual Session he may appoint the Vice Associate Grand Guardian or Vice Associate Jurisdictional Guardian, respectively, to represent him as his proxy at that session.
 - (3) A Proxy shall have one vote and be accorded all the rights and privileges of the regular member of the SGC being represented for the particular Annual Session only.

ARTICLE VIII APPOINTMENTS

Section 1.

- (a) Appointive officers shall be appointed by the incoming Supreme Guardian and announced at the Annual Session.

ARTICLE IX TERM

Section 1.

- (a) All officers shall be elected or appointed for a term of one (1) year, or until the close of the next Annual Session. They shall continue to perform the duties of their office until their successors have been installed.
- (b) New members(s) of the Board shall be elected to serve for three (3) years or to fill vacancies.

ARTICLE X INSTALLATION

Section 1.

- (a) Officers who are present shall be installed before the close of the Annual Session.

ARTICLE XI VACANCIES

Section 1. Elected Officers

- (a) If the office of Supreme Guardian becomes vacant, the Vice Supreme Guardian shall assume all duties and prerogatives pertaining to that office and shall be known as the Acting Supreme Guardian until and during the next Annual Session.
- (b) If the office of Associate Supreme Guardian becomes vacant, the Vice Associate Supreme Guardian shall assume all duties and prerogatives pertaining to that office and shall be known as the Acting Associate Supreme Guardian until and during the next Annual Session.
- (c) In the event of a vacancy in any other elective office (except a member of the Board) the Supreme Guardian shall appoint a Past Supreme Guardian or Past Associate Supreme Guardian to fill the vacancy.

Section 2. The Board of Trustees

- (a) The Supreme Guardian shall be empowered to fill vacancies on the Board of Trustees between Annual Sessions. Such appointments shall terminate at the close of the next Annual Session.

**ARTICLE XII
MEETINGS****Section 1. Frequency**

- (a) The SGC shall meet in Annual Session not to exceed four (4) consecutive days at such time during the month of August as may be designated by the Supreme Guardian. She shall make such designation on or before January 1 following the preceding Annual Session.
- (b) In the event of an emergency, the Supreme Guardian, with the written consent of a majority of the members of the Executive SGC, may postpone, change the place of meeting, or cancel the Annual Session. Notice of the proposed action shall be sent immediately to the members of the Board, Jurisprudence Committee, and Finance Committee.
- (c) In the event that convention and housing facilities are not available to hold the Annual Session in the month of August, permission may be given by the members of the SGC to meet during the month of July.

Section 2. Opening

- (a) Formal opening of the Annual Session shall be held on Wednesday evening of each Annual Session.

Section 3. Business Session

- (a) The business session shall open Wednesday at 9:00 A.M. and shall close the following Saturday, not later than 12:00 noon, except for the Ceremony of Installation.
- (b) See SI 1 for Rules of Order and Parliamentary Procedures.

Section 4. Reports

- (a) The time allowed for reading of the report of any officer shall not exceed five (5) minutes, except for the report of the Supreme Guardian, Associate Supreme Guardian and the Executive Manager, who shall be allowed one-half hour each. Detailed reports shall be printed in the Proceedings.
- (b) The report of the Jurisprudence Committee concerning proposed amendments to the Constitution and Bylaws shall be the first order of business after the reports of the Supreme Guardian, Associate Supreme Guardian and the Finance Committee.
- (c) No items requiring action or motions within reports shall become effective unless placed at the end of the report for easy identification and voted on separately by the members.

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**ARTICLE III
DUTIES OF THE SUPREME GUARDIAN**

Section 1. General

- (a) The Supreme Guardian is vested with the general powers of an executive officer, the following specific duties, and such other duties assigned by the Constitution and Bylaws;
- (1) Call special meetings of the Executive SGC or the SGC.
 - (2) Preside at all meetings of the Executive SGC or the SGC.
 - (3) Serve as a member of the Board of Trustees.
 - (4) Serve as a member ex officio of all committees with the right to discuss and vote on all questions. This does not include the Appeals and Grievances Committee.
 - (5) Announce, as soon as practicable after convening the Annual Session, the names of persons substituting on standing committees and such other committees as are necessary for the transaction of business during the Annual Session.
 - (6) To appoint
 - (a) Deputies and Assisting Deputies. By 8/7/2010, appointees working with JDI in the USA shall be on the current list of CAVs provided by the Executive manager. By 7/31/2011, appointees working with JDI in Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.
 - (b) Members to all committees and designate chairman. By 8/7/2010, all committee appointees working with JDI in the USA shall be on the current list of CAVs provided by the Executive Manager.
 - (7) Convene any Bethel under Supreme, any GGC, or the SGC for the purpose of settling disputes, inspecting the proceedings, or requiring obedience to the Constitution and Bylaws of the SGC.
 - (8) Suspend the function and/or the Charter of any JGC and the function of any Bethel under Supreme for good and sufficient reasons.
 - (9) Suspend or revoke the Charter of any GGC for good and sufficient reasons.
 - (a) An affirmative vote of not less than six (6) members of the Executive SGC shall be required for such action.
 - (b) The Jurisprudence Committee shall notify the Supreme Guardian within sixty (60) days after her request concerning the legality of any contemplated action before that action is taken.
 - (c) Failure of the Jurisprudence Committee to comply shall immediately empower the Executive SGC to institute action on its own volition.
 - (d) If a GGC becomes inactive or its Charter is revoked or withdrawn, its paraphernalia and other property shall become the property of the SGC. The Supreme Guardian shall take any necessary action to secure the same. In the event a JGC is formed (See SI 20.2) its paraphernalia and other property shall become the property of the JGC which shall be accountable for same.
 - (10) Issue dispensations to form new Bethels in jurisdictions wherein no GGC exists. (See SI 10)
 - (11) Issue special dispensations to Bethels under Supreme. (See SI 6)
 - (12) Serve as custodian of the Official Seal of the SGC.
 - (13) Review all requests from Bethels, either Grand, Jurisdictional or under Supreme, requesting that they be allowed to become a Bethel under another jurisdiction. If the geographic location is such that it allows a Bethel to participate in a more active manner in another location, the Supreme Guardian may, after advising with the Executive members of the SGC, of the GGCs and/or JGCs involved, authorize the jurisdiction to expand its authority over the Bethel(s) making this request.

Section 2. Institution, Reinstitution of Bethels

- (a) The Supreme Guardian shall personally institute/reinstitute a new Bethel under Supreme, unless she deems it advisable to delegate a Supreme Deputy to institute/reinstitute for her.
- (b) Appoint inspecting officer for instituting, reinstating and chartering a Bethel.

Section 3. Official Visit

- (a) The Supreme Guardian shall visit officially all JGCs and Bethels under Supreme except Bethels which have been instituted less than three (3) months prior to the end of her term.

- (b) An official visit is defined as the period or periods of time scheduled for the Supreme Guardian to conduct official business with the Bethel members, Bethel Guardian and the BGC. An official visit shall include an appropriate ceremony or other activity that has the aim of promoting communications between the Supreme Guardian and the Bethel members.
- (c) If not already accomplished by the Supreme Deputy or Assisting Supreme Deputy immediately prior to the official visit, the Supreme Guardian shall inspect the minutes of the BGC meetings, Bethel books, records, and annual reports (See B-SGC 9, Sec 2(a)(8)). After being satisfied that the books are in order the Supreme Guardian shall sign attesting to their condition.
- (d) The Supreme Guardian, with the Bethel Guardian, shall meet with the BGC.
- (e) The Supreme Guardian, or her representative, shall meet with members of a JGC and review their progress in promoting the Order in their Jurisdiction. She also shall visit at least one Bethel to inspect the work and the condition of the Bethel.

Section 4. Written Report

- (a) At each Annual Session, the Supreme Guardian shall submit a written report on the condition of the Order. She shall also make recommendations for the good of the Order as she deems necessary. An itemized expense account covering transportation and lodging shall be included in her report. This report shall be referred to the Distribution Committee.

Section 5. Rulings

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

Section 6. Official Seal and Records

- (a) Immediately after the installation, the retiring Supreme Guardian shall turn over to her successor the Official Seal, all financial reports, business records and Bethel, GGC and JGC Bylaws which are in her possession.

ARTICLE IV DUTIES OF OTHER ELECTED OFFICERS

Section 1. Reports

- (a) At the Annual Session, the following Supreme Officers shall make a brief report of her/his activities during the term.

Section 2. The Associate Supreme Guardian shall:

- (a) Assist the Supreme Guardian in the performance of the duties of her office.
- (b) Preside at meetings in the absence of the Supreme Guardian and the Vice Supreme Guardian, and at other times when requested to do so.
- (c) Advise the Supreme Guardian on all matters pertaining to the Order and subjects bearing on the relationship of the Order to Freemasonry.
- (d) Make himself thoroughly familiar with all laws pertaining to the Order.
- (e) Serve as a member of the Board of Trustees.
- (f) Serve as a member ex officio of all committees with the right to discuss and vote on all questions. This does not include the Appeals and Grievances Committee.

Section 3. The Vice Supreme Guardian shall:

- (a) Assist the Supreme Guardian and assume her duties during her disability or absence from the United States and Canada. In the event of death or permanent disability of the Supreme Guardian, the Vice Supreme Guardian shall become the acting Supreme Guardian until the close of the next Annual Session. (See C-SGC, Art. XI Sect 1 (a))
- (b) Prepare Certificates of Appointment (Form 191). After installation as Supreme Guardian, return prepared certificates to the Executive Manager with instructions for mailing originals.
- (c) Approve the Manual and any amendments thereto adopted by any GGC before they become effective, when recommended by the Jurisprudence Committee.

- (d) Approve the Uniform Code for Bethels, and any amendments thereto, for Bethels under Supreme when recommended by the Jurisprudence Committee before they become effective.
- (e) Approve the Rules and Regulations for Mothers', Fathers', or Parents' Clubs, and any amendments thereto, for Bethels under Supreme when recommended by the Jurisprudence Committee before they become effective.
- (f) Before the close of the Annual Session, as newly installed Supreme Guardian, appoint and announce the standing committees listed in Art. X below.
- (g) Immediately after the installation, the retiring Vice Supreme Guardian shall turn over to her successor all Bethel and GGC Bylaws which are in her possession.
- (h) Serve as a member of the Board of Trustees.

Section 4. The Vice Associate Supreme Guardian shall:

- (a) Assist the Associate Supreme Guardian and assume his duties during his disability or absence from the United States and Canada. In the event of death or permanent disability of the Associate Supreme Guardian, the Vice Associate Supreme Guardian shall become the Acting Associate Supreme Guardian until the close of the next Annual Session. (See C-SGC Art XI)
- (b) Serve as a member of the Board of Trustees.

Section 5. The Supreme Guide shall:

- (a) Bring such matters before the SGC as may promote the expansion and growth of the Order. At the Annual Session, she shall make a detailed report of her findings to the proper committee(s) for final action.
- (b) Submit to the Supreme Guardian the name of a voting delegate of the SGC who will serve as Chairman of the Session Arrangements Committee when she is installed as Supreme Guardian. This shall be done within fifteen (15) days after her installation as Supreme Guide.

Section 6. The Supreme Marshal shall:

- (a) Assist the Supreme Guide.
- (b) Present National Emblems at the opening of the Annual Session.
- (c) Present at the Annual Session such patriotic ceremonies as requested by the Supreme Guardian.
- (d) Give suggestions and advice relative to special patriotic programs to Bethels under Supreme when requested by them and to GGCs when requested by the Grand Guardian.
- (e) Perform such other duties as may be assigned to her by the Supreme Guardian.

Section 7. The Supreme Inner and Supreme Outer Guards shall:

- (a) Guard the doors of the SGC room.
- (b) See that the SGC is not unduly interrupted while in session.
- (c) Assist the Supreme Marshal with the Flag Ceremony.
- (d) Perform such other duties as may be assigned to them by the Supreme Guardian.
- (e) Contact and keep in touch with the Officers and members of the Masonic Fraternity and its appendant/related organizations and endeavor to interest them in organizing Bethel.
- (f) Educate other Masonic related bodies about Job's Daughters.
- (g) Protect the interest of the Order.

**ARTICLE V
DUTIES OF APPOINTED OFFICERS**

Section 1. The Supreme Chaplain shall:

- (a) Prepare and present to the SGC a suitable memorial service for departed members of the SGC, JGCs, BGCs and Bethel members under Supreme.
- (b) Contact Grand Secretaries, Jurisdictional Secretaries and Guardian Secretaries of Bethels under Supreme to obtain this information.

**ARTICLE VI
THE BOARD OF TRUSTEES**

Section 1. General

- (a) The Board shall conduct the business affairs of the SGC not otherwise delegated.

- (b) At each Annual Session a member or members other than the Supreme Guardian, Associate Supreme Guardian, Vice Supreme Guardian, or Vice Associate Supreme Guardian shall be elected to serve for three (3) years, or to fill vacancies.

Section 2. Members

- (a) The Board shall consist of the Supreme Guardian, Associate Supreme Guardian, Vice Supreme Guardian, Vice Associate Supreme Guardian, and five (5) elected members. (See C-SGC 3, Art VI, Sec 2 (e)).
- (b) The Executive Manager shall serve as the Secretary to the Board.

Section 3. Responsibilities and Duties of the Board

- (a) It is also the responsibility of the Board to hire an Executive Manager and to assure that additional staff support is available to perform the work of the Order in an effective, efficient and timely manner.
- (b) The duties of the Board are as follows:
- (1) Establish the business procedures and supervise the operation of the International Center.
 - (2) Determine the successful bidders for all purchases of the SGC.
 - (3) Approve the selection of a Federally insured bank(s) to handle the financial affairs of the Order. Insure that a safe deposit box(es) is obtained to keep all securities, surety bonds, patents and copyright records and a complete file on all editions of the Ritual and other valuable documents. Access to the same shall be granted to the Executive Manager, a member of the Board and one other Officer or member of the SGC appointed by the Supreme Guardian.
 - (4) With the advice of the Finance Committee invest any surplus funds of the Order in United States Government Bonds, Treasury Notes, Treasury Bills, Federally Insured Savings Banks, Building and Loan Associations or investments recommended by the brokerage firm used by the SGC.
 - (5) With the advice of the Finance Committee approve the selling and assignment of the securities of the SGC.
 - (6) Engage a Certified Public or Chartered Accountant to perform an audit or review of all books and accounts of the Executive Manager. A detailed report of this audit shall be delivered to each member of the Board of Trustees and Finance Committee, three (3) days prior to the Annual Session of the SGC.
 - (7) Maintain control of all existing and future patents, trademarks and copyrights of the IOJD/JDI. Approve or disapprove use of the trademark for commercial use. Engage legal counsel to prosecute those using the trademark without written approval.
 - (a) The Board may assess a fee to any GGC, JGC, Bethel, committee or individual who wishes to use any one of the trademarks for items ordered from any entity other than an Official Supplier.
 - (b) Use of a trademark for promotional items may be considered exempt from any fee as well as those items listed in SI-3.
 - (c) In the event items are produced using a trademark without prior approval being granted, the Board may assess the individual or group a fine for unauthorized use of a trademark.
 - (8) Supervise and administer the Ethel T. Wead Mick Fund with approval of the Finance Committee.
 - (9) Maintain control of the manufacturing and distribution of the Official jewelry and Supreme Merit awards. Approve all supplier contracts.
 - (10) Review annually all contracts and agreements with the SGC, including the copyright renewal, and report at the Annual Session of the SGC.
 - (11) Engage an insurance carrier(s) to provide proper insurance for the Order. Review all insurance on an annual basis and adjust accordingly.
 - (12) To monitor communications of the official SGC website.
 - (13) Appoint a Curator to preserve and manage the historical properties of the Order, working under the guidelines as approved by the Board of Trustees.
 - (14) Elect a Chairman and Vice Chairman from the five (5) elected members of the Board.
 - (15) Implement, maintain and enforce a Youth Protection Program and Policy for JDI in the USA, Canada and Australia
 - (a) The Board of Trustees shall establish an advisory council composed of a minimum of four (4) professionals specializing in areas relevant to youth protection and two (2) members of the Board of Trustees to develop Youth Protection Program guidelines that can be implemented in each jurisdiction in the USA, Canada, and Australia.

Section 4. Duties of the Executive Manager

- (a) Maintain a priced inventory of all supplies on hand and report same to the Board of Trustees at the Annual Meeting.
- (b) Secure competitive bids from suppliers for all printing, supplies and equipment that require approval by the Board of Trustees. Present these bids to the Finance Committee for recommendations to the Board of Trustees.
- (c) Provide a method of taking accurate records of the proceedings at the Annual Session of the SGC.
- (d) See that supplies necessary and desirable for the use of the Order and its members are available through the Supreme Office, that books and forms for use and for sale are properly designed for the convenience of those using them and that the books and forms comply with the law.
- (e) Maintain an accurate record of all the transactions of the Order and report the same to the Board of Trustees.
- (f) Maintain complete files of all correspondence, responding and distributing same as required and necessary.
- (g) Maintain an accurate record of the membership of the Order and all necessary information, required by law, pertaining to the same.
- (h) Provide all other administrative support as may be required by the Board of Trustees.
- (i) Prepare the Annual Proceedings of the SGC as defined in the "Guidelines for Production of the Supreme Proceedings" as approved by the Board of Trustees.
- (j) The Executive Manager shall be responsible for the distribution, grading, record keeping, collection of fees, and printing of the IOJD Knowledge Courses. It shall be the duty of the Executive Manager to:
 - (1) Keep a supply of Correspondence Courses and answer sheets on file.
 - (2) Fill requests for enrollment.
 - (3) Receive fees, keep accurate accounts thereof, and deposit same in the Promotional Fund.
 - (4) Submit a quarterly financial statement to the Supreme Guardian, Chairman of the Board and Chairman of the Finance and Promotion Committees.
 - (5) Receive completed answer sheets from participants including adults, score and return grade with next lesson sheet.
 - (6) Send certificate upon satisfactory completion of the Course.
 - (7) Review Course consistently as to number of participants, questions answered properly and improperly.
- (k) Fees for Course kept in the Promotional Fund shall be disbursed:
 - (1) When an expense account is submitted to, and approved by, the Supreme Guardian and the Chairman of the Promotion Committee.
 - (2) For cost of printing of Course material.
 - (3) For postage incidental to the program.
- (l) IOJD Knowledge Courses must be approved by the Jurisprudence Committee.
- (m) Participation in these Courses shall be voluntary.
- (n) Administer the JDI Youth Protection Program and Policy and collect all fees designated in the Program.
 - (1) Receive notices of CAV Training and the annually signed and completed CAV Application or CAV form from each person desiring to be a CAV in the USA with JDI.
 - (2) Issue a list of CAVs for each jurisdiction in the USA.
 - (3) Provide each CAV with a CAV card.
 - (4) Immediately notify the Supreme/Grand/Jurisdictional Guardian of any reported violation of the JDI Youth Protection Program.

Section 5. Meetings

- (a) There shall be at least two (2) meetings per year. One (1), three (3) days prior to the Annual Session of the SGC and one (1) held during the months of February or March. The latter will be called the mid-year meeting, and shall not exceed three (3) days.
- (b) The Chairman of the Board of Trustees and/or the Supreme Guardian may call emergency or additional meetings as necessary.
- (c) The Chairman of the Board of Trustees and/or the Supreme Guardian may invite others to attend the meetings as necessary to report on activities for which they are responsible.

**ARTICLE VII
SUPREME DEPUTIES AND ASSISTING SUPREME DEPUTIES**

Section 1. Eligibility/Appointment

- (a) Supreme Deputies shall be members of the SGC. An officer of the SGC may be appointed as a Supreme Deputy.
- (b) Assisting Supreme Deputies need not be members of the SGC but must possess the eligibility required for a member of a BGC. Assisting Supreme Deputies shall not be entitled to vote at the Annual Session by reason of such appointments.
- (c) Appointment of Supreme Deputies and/or Assisting Supreme Deputies shall be for one (1) year, but they are eligible for reappointment. All interim appointments shall terminate at the close of the next Annual Session.

Section 2. Duties

- (a) The duties of Supreme Deputies and Assisting Supreme Deputies are as follows:
 - (1) Promote Bethels in jurisdictions where no Bethel exists.
 - (2) Promote additional Bethels in jurisdictions where one or more Bethels exist.
 - (3) Promote, in conformity with Supreme law, the organization of a GGC in jurisdictions when qualified.
 - (4) Promote, in conformity with Supreme law, the formation of a JGC in jurisdictions where two (2) or more Chartered Bethels exist
 - (5) Institute Bethels when requested to do so by the Supreme Guardian.
 - (6) Install members of BGCs.
 - (7) Instruct Bethels after institution.
 - (8) Present Charters.
 - (9) Inspect the minutes of the BGC meetings, Bethel books, records, and Annual Reports immediately prior to the official visit of the Supreme Guardian. Sufficient time shall be allocated for the inspection so that guidance and assistance may be rendered and correction be made, if necessary. After being satisfied that the books are in order, the Supreme Deputy or Assisting Supreme Deputy, except where the Assisting Supreme Deputy is PBG or PABG of the Bethel being inspected, shall sign attesting to their condition. The results of the inspection shall be presented to the Supreme Guardian during the official visit.
- (b) When authorized by the Supreme Guardian, Supreme Deputies or Assisting Supreme Deputies may grant special dispensations on short notice when necessary and report such action immediately to the Supreme Guardian. Fees collected shall be sent to the Executive Manager. (See SI 6)
- (c) Supreme Deputies shall report their activities and the condition of Bethels under their supervision. Such reports shall be made within thirty days (30) of visitation.
 - (1) A copy of the expense report shall be sent to the Chairman of the Finance Committee.
 - (2) Copies of both reports shall be sent to the Supreme Guardian, Associate Supreme Guardian, Vice Supreme Guardian, Supreme Guide and Supreme Marshal.
 - (3) A report shall be made by November 1st and May 1st to those listed paragraph (2) above if no visitation has been made.
- (d) Supreme Deputies or Assisting Supreme Deputies shall:
 - (1) Review annually the Uniform Code for Bethels;
 - (2) Within two (2) weeks of this review the Report on Uniform Code for Bethels shall be sent to the Chairman of Jurisprudence.
- (e) Assisting Supreme Deputies shall report their activities in the same manner as described in (c) above, sending said report to the Supreme Deputy on October 1st and April 1st.
- (f) When Assisting Supreme Deputies have assumed the duties of Supreme Deputies, she/he shall forward the reports to those listed in (c) above.
- (g) Arrange, with permission of the Supreme Guardian and approval of the Chairman of the Finance Committee, an organizational meeting to ascertain and report in detail on:
 - (1) A census of potential Bethel members.
 - (2) The availability of a suitable meeting place.
 - (3) Adequate and proper adult supervision.
 - (4) Support from Masonic Lodges and Masonically related organizations. (Job's Daughters does not require sponsorship from these bodies.)

Section 3. Expenses

- (a) Transportation expenses for Supreme Deputies and Assisting Supreme Deputies will be paid as follows: by train, actual fare for most direct route; by auto, twenty cents (\$.20) per mile for most direct route; by air, actual air-coach fare.
- (b) Lodging and meals for Supreme Deputies and Assisting Supreme Deputies will be allowed not to exceed thirty dollars (\$30.00) per day for the actual number of days.
- (c) If above expenses are not otherwise provided for, they shall be paid from the Promotional Fund of the SGC in the manner provided by law.

Section 4. Supplies

- (a) Supreme Deputies and Assisting Supreme Deputies shall order supplies necessary to the performance of their duties from the Supreme Office.

**ARTICLE VIII
ELIGIBILITY/RESTRICTIONS FOR COMMITTEE APPOINTMENTS**

Section 1.

- (a) A voting member shall not serve on more than one (1) standing committee unless specifically stated by law.
- (b) The Supreme Guardian shall not appoint more than one (1) member from any GGC or JGC on any one standing committee.
- (c) Any member of the Jurisprudence Committee, having served the term to which she/he was appointed, or who resigns from that appointment or reappointment for any reason, shall not be eligible for appointment or reappointment to the Jurisprudence Committee until one (1) year after her/his term has expired. This does not apply to members appointed by the Supreme Guardian to fill vacancies.
- (d) Any member of the Finance Committee, having served the term to which she/he was appointed, or who resigns from that appointment or reappointment for any reason shall not be eligible for appointment or reappointment to the Finance Committee until one (1) year after her/his term has expired. This does not apply to members appointed by the Supreme Guardian to fill vacancies.
- (e) An elective officer of the SGC shall not serve on the Appeals and Grievances Committee.
- (f) Except for those specified in Sections (j), (k) and (l), no person shall be eligible to serve on a committee unless a member of the SGC.
- (g) Except for the Supreme Marshal and the Supreme Outer Guard, no officer of the SGC shall be eligible for appointment to any standing committee.
- (h) The spouses of the Supreme Guardian and the Associate Supreme Guardian shall not serve on the Appeals and Grievances, Jurisprudence, or Finance Committees.
- (i) The Chairman of the Session Arrangements Committee shall not be a member of any other committee of the SGC.
- (j) There are no eligibility requirements for appointment to the Session Arrangements Committee, except the Chairman who shall be a Voting Delegate of the SGC.
- (k) Executive BGC members of Bethels under Supreme and Grand Guardian Councils and Past Bethel Guardians and Past Associate Bethel Guardians under Supreme and Grand Guardian Councils are eligible to serve on other committees as listed in Art. XI, unless specifically excluded. The Chairman of Committees specified in Art. XI, shall be a Voting Delegate of the SGC.
- (l) Any Past Bethel Guardian or Past Associate Bethel Guardian may serve in any capacity on the Courtesy Committee.
- (m) Persons eligible to serve on a BGC, but not a Past Bethel Guardian or Past Associate Bethel Guardian, may be appointed as an "Ad Hoc" member of Special Committees appointed by the Supreme Guardian.
 - (1) There shall be no more than one (1) "Ad Hoc" member on any Special Committee.

**ARTICLE IX
VACANCY ON A COMMITTEE**

Section 1.

- (a) Should a vacancy occur on a committee during the year, the Supreme Guardian shall appoint an eligible member to fill the vacancy.

**ARTICLE X
APPOINTMENT AND DUTIES OF STANDING COMMITTEES**

Section 1. Appeals and Grievances Committee

- (a) The committee shall be composed of three (3) members.
- (b) The duty of this committee is to investigate all appeals, complaints or grievances which may be lawfully filed with it and report its recommendations to the Executive SGC within sixty (60) days after receipt. (See SI 15)
- (c) No report shall be made by this committee at the Annual Session.

Section 2. Educational Scholarships Committee

- (a) The committee shall be composed of three (3) members. At each Annual Session, one new member shall be appointed for a term of three (3) years.
- (b) The duties of this committee are set forth in Art. XIV and XV below.
- (c) The chairman shall keep a permanent file which shall be turned over to her/his successor.

Section 3. Finance Committee

- (a) The committee shall be composed of three (3) members. At each Annual Session, one (1) member shall be appointed for three (3) years.
- (b) The duties of this committee are as follows:
 - (1) Approve or disapprove, prior to obligation, any accounts which are to be presented as claims against the SGC, except those specifically authorized in these Bylaws. Invoices for supplies may be approved by the Chairman alone when necessary for prompt payment or for discount. Such invoices shall be handled in accordance with procedures agreed upon by the Board of Trustees and the Finance Committee. All accounts, invoices, and vouchers shall be returned to the Supreme Office for filing.
 - (2) Carefully investigate and report to the SGC, or if between Annual Sessions, to the Supreme Guardian and the Associate Supreme Guardian, on all proposed matters concerning disbursement of SGC funds before the same can be put in operation.
 - (3) Confer with the Supreme Guardian, Associate Supreme Guardian and the Board relative to the transfer of necessary funds from the General Fund to the Promotional Fund when in the judgment of the Finance Committee, the best interests of the Order will be served. The Finance Committee shall order the transfer when approved by a majority of those named.
 - (4) Call one (1) special meeting between annual sessions which shall not exceed three (3) days, when necessary and advisable. The Chairman, with the approval of the Supreme Guardian, shall call such meeting. This does not eliminate a special meeting prior to the Annual Session.
 - (5) Prepare and submit a budget of estimated income and disbursements for the ensuing year of the SGC. Copies of said budget shall be mailed to each Voting Delegate thirty (30) days prior to the Annual Session for adoption.
- (c) The Chairman shall receive Promotional Expense Accounts from the Supreme Deputies and/or Assisting Supreme Deputies and after a check of the activities according to law (Art. VII, Sec. 3 and Art. XIII, Sec. 13), shall authorize payment.
- (d) The Chairman shall keep a permanent file which shall be turned over to her/his successor.
- (e) Consult with and advise the Board of Trustees on the investment of available funds and the selling of any investment.

Section 4. Jurisprudence Committee

- (a) The Committee shall be composed of five (5) members. New appointments shall be for a term of three (3) years.
- (b) The duties of this Committee are as follows:
 - (1) Give careful consideration to all properly submitted proposed amendments to the Constitution and Bylaws of the SGC, Supplemental Instructions, Degree of Royal Purple, Miss International Job's Daughter Pageant and Supreme Bethel Rules and Regulations, discuss such amendments with the proposers when possible, and make a detailed report with recommendations for action by the SGC at the Annual Session.
 - (2) File a copy of decisions of the SGC on amendments adopted or rejected with the Executive Manager at the close of the Annual Session for her/his use in compiling new amendments for distribution. This shall be the duty of the retiring Chairman.

- (3) Receive and take action on all original Uniform Code for Bethels submitted by Bethels under Supreme, all Rules and Regulations for Mothers', Fathers', or Parents' Clubs under Supreme, and original Manuals submitted by GGCs.
 - (4) Receive and take action on all amendments to:
 - [a] Manuals (including Rules and Regulations for Grand Bethel, Miss Job's Daughter and Degree of Royal Purple) of GGCs
 - [b] Uniform Code for Bethels for Bethels under Supreme
 - [c] Mothers', Fathers', and Parents' Clubs under Supreme
 - (5) Approve or disapprove amendments submitted where such amendments are not covered by Supreme Bylaws until such amendments are subsequently covered by SGC Bylaws. Amendments modified by the Committee need not be adopted by the GGCs unless accepted by the GGC at its next Annual Session.
 - (6) Return all amendments, approved or disapproved by the committee and Vice Supreme Guardian, to the GGCs or JGCs not later than ninety (90) days following receipt of the amendments, with specific reference to the page, article and section number supporting any adverse action. If no action is taken within the specified time, the amendments will be considered legally approved as submitted by the GGC or JGC.
 - (7) Advise the Supreme Guardian, at her request, concerning the legality of any action or ruling contemplated by her. (See B-SGC, Art III, Sec 5)
 - (8) Approve or disapprove all GGC's Books of Ceremonies and/or any changes thereto which have not been previously approved.
- (c) The Committee shall not give opinions relating to the Ritual except where there is a conflict with the Law.
 - (d) The Chairman shall keep a permanent file which shall be turned over to her/his successor.
 - (e) Any decision relating to any portion of the Manual of any GGC or JGC, having once been rendered by this committee, shall not be subject to any subsequent adverse decision by a subsequent committee except when the law governing the particular subject has been changed by amendment or revision to the Constitution and Bylaws of the SGC.
 - (f) All Committee members shall keep permanent files which shall be turned over to their successors.

Section 5. Promotion Committee

- (a) The Committee shall be composed of five (5) members. At each Annual Session the new member(s) shall be appointed for a term not to exceed three (3) years.
- (b) The duties of this Committee are as follows:
 - (1) Coordinate the activities of the Fraternal Relations Committee by communicating with the Chairman before the close of business of the Annual Session.
 - (2) Review existing and proposed promotional material. Update, withdraw, and produce new material, with the approval of the Supreme Guardian, the Board of Trustees, and the Finance Committee.
 - (3) Accept all inquiries and/or requests for new or additional promotion in any jurisdiction under Supreme and immediately confer with the Supreme Guardian.
 - (4) Initiate, promote and develop programs that will assist the growth of the membership of the Order.
 - (5) Initiate, promote and develop programs that will assist the retention of present membership.
 - (6) Send suggested membership promotional programs to GGCs, JGCs and Bethels under Supreme for their consideration and use.
 - (7) Provide Bethels under Supreme an incentive program (membership) as accepted by the Supreme Guardian and with expenses approved by the Finance Committee.
- (c) The duties of the Chairman of this committee are as follows:
 - (1) Convene, organize, and assign duties to each member of this Committee before the close of the Annual Session. Absent members shall be notified of their duties within two (2) weeks.
 - (2) Appoint a member of the Committee as Vice Chairman who will assume the duties of the Chairman in her/his absence or disability.

Section 6. Leadership Committee

- (a) The committee shall be composed of at least five (5) members. Terms shall be designated as follows; two (2) members shall be appointed for three (3) years, two (2) members shall be appointed for two (2) years and all others for one (1) year. At each Annual Session the new member(s) shall be appointed for a term not to exceed three (3) years.

- (b) The duties of the Committee are as follows:
- (1) Initiate, promote and develop a Leadership Program that will enhance the Order's objective of the development of leadership in our membership and adult workers.
 - (2) Offer effective workshops to train those who are interested in Leadership Development in our Order.
 - (3) Present workshops and seminars that can be duplicated at regional, state/province and local levels within our Order.
 - (4) Develop a "Training Team" of individuals in our Order who possess a level of talents and skills and are willing to present effective Leadership Programs for the Order.
 - (5) Offer speakers, workshops and/or seminars at the Annual Session of the SGC.
 - (6) Assist the GGCs and JGCs in the development of state, province, territory or region Leadership Programs.
 - (7) Be responsible for the development of Leadership Programs in Supreme areas.
 - (8) Prepare a Leadership Development Program for the next SGC year consisting of goals, objectives, implementation plans and budget. This program shall be forwarded to the Supreme Guardian, the Finance Committee and the Board of Trustees at least thirty (30) days prior to the mid-year Board meeting.

ARTICLE XI APPOINTMENT AND DUTIES OF OTHER COMMITTEES

Section 1. Appointment

- (a) Following election at each Annual Session, the newly elected Supreme Guardian shall appoint the following committees, and such other committees as are necessary, for transaction of business for the ensuing year.

Section 2. Courtesy Committee

- (a) The Committee shall be composed of three (3) Past Bethel Guardians or Past Associate Bethel Guardian.
- (b) The duties of this Committee are as follows:
- (1) Assist in extending courtesy to visitors and members in attendance at the Annual Session and other times when occasion permits.
 - (2) At the Annual Session report on courtesies extended.

Section 3. Credentials Committee

- (a) The Committee shall be composed of three (3) members.
- (b) The duties of this Committee are as follows:
- (1) Examine carefully and pass upon the credentials of all persons claiming membership in the SGC or the right to vote therein. (See C-SGC, Art. IV and VII)
 - (2) Prepare a complete list of all delegates present and entitled to vote and file same with the Executive Manager as soon as practicable after the Annual Session convenes.

Section 4. Degree of Royal Purple Committee

- (a) The Committee shall be composed of five (5) members. New appointments shall be for a term of three (3) years.
- (b) The duties of this Committee are as follows:
- (1) Provide each Supreme Deputy full particulars regarding the Degree and enclose an application.
 - (2) Receive recommendations from the Executive members of JGCs and/or BGCs under Supreme.
 - (3) Determine the recipients of this award in accordance with the Rules and Regulations for the Degree.
- (c) The award shall be made in recognition of continuous dedicated service to the Order.
- (d) The Chairman shall keep a permanent file which shall be turned over to her/his successor.

Section 5. Miss International Job's Daughter Pageant Committee

- (a) The Committee shall be composed of at least five (5) members. Terms shall be designated as follows: two (2) members shall be appointed for three (3) years each; two (2) members to be appointed for two (2) years; and all others for one (1) year. At each Annual Session thereafter, the new member(s) shall be appointed for a term not to exceed three (3) years. The Chairman shall have served at least one (1) year on this Committee.

- (b) The duty of this Committee is to perform all functions and assume all responsibilities delegated to it in the Rules and Regulations of the Miss International Job's Daughter Pageant.
- (c) The Chairman shall keep a permanent file which shall be turned over to her/his successor.

Section 6. Revision Committee

- (a) The Committee shall be composed of at least three (3) members. Two (2) additional members may be appointed to serve on this Committee in the year preceding and the year of the Ritual Revision.
- (b) The duties of this Committee are as follows:
 - (1) Receive and assemble each year all proposed changes to the Ritual, Music Ritual and SGC Book of Ceremonies.
 - (2) Revise and present, when appropriate, said revision to the SGC for consideration. (See Art I, Sec 1 (g)(h))
 - (3) Pass on to their successors all work in progress.
- (c) By September of the year preceding the year of revision, the Committee shall send official notice to all Bethels, SGC members and all other GGC and JGC members outlining the proper procedures and deadlines established for submission of suggested revisions.
- (d) A copy of all proposed changes in the Ritual or the instructions contained therein shall be posted on the JDI website not less than one hundred twenty (120) days prior to the Annual Session at which they are to be considered. Printed copies will be mailed to individual voting members of the SGC upon request and payment of the cost of copying and postage as determined by the Executive Manager.
- (e) Follow same procedures for the Music Ritual as provided in (c) & (d) above.
- (f) Refer all proposed changes to the SGC Book of Ceremonies to the Jurisprudence Committee.
- (g) Submit proposed changes in the Book of Ceremonies, in writing, to the Executive Manager at least ninety (90) days prior to the Annual Session. A copy of the proposed changes shall be sent to each voting member not less than thirty (30) days prior to the Annual Session at which they are to be considered.

Section 7. Session Arrangements Committee

- (a) The Committee shall be composed of at least four (4) members.
 - (1) The Chairman shall be a Voting Delegate of the SGC.
- (b) The duties of the Chairman of this Committee are as follows:
 - (1) Appoint such subcommittees as may be necessary to make arrangements for the Annual Session.
 - (2) Coordinate all contacts with SGC officers and other committees of the SGC. Chairmen of subcommittees or members of this Committee shall send all requests for information through the Chairman of this Committee.
 - (3) Obtain financial guidelines on expenses incidental to the Annual Session from the Finance Committee. Prior approval of anticipated expenditures exceeding the guidelines must be obtained from the Finance Committee to insure payment. Expenditures not approved by the Finance Committee shall be paid by the Session Arrangements Committee.
 - (4) Receive the registration fee for the current Annual Session.

Section 8. Session Location Committee

- (a) The Committee shall consist of the newly elected Supreme Marshal and her Chairman (Chairmen) of Session Location.
- (b) The duties of this Committee are as follows:
 - (1) Read their report at the next Annual Session.
 - (2) Make a presentation in support of their recommendation before the delegates take action.

Section 9. Supreme Bethel Committee

- (a) The Committee shall be composed of at least five (5) members who are members of the SGC. The Chairman, a woman, known as the Supreme Bethel Guardian, shall have served at least one (1) year on this Committee. At least one (1) committee member shall be a Master Mason and will be the Associate Supreme Bethel Guardian.
- (b) The duty of this Committee is to perform all functions and assume all responsibilities delegated to it in the Rules and Regulations of the Supreme Bethel.
- (c) The Chairman shall keep a permanent file which shall be turned over to her successor.

Section 10. Special Committee

- (a) The Supreme Guardian shall appoint committees of three (3) members each in GGCs, JGCs and for Bethels under Supreme in jurisdictions that are prohibited because of monetary regulations from paying for supplies and sending fees due the SGC. These committees shall be directed to have printed all forms necessary for use in their jurisdiction. Such forms shall be exact duplicates of forms supplied through the Supreme Office.
- (b) Such Committee shall report annually to the Executive Manager concerning its activities.

Section 11. Special Committee: Revision of the Constitution and Bylaws

- (a) Appointment of a special committee on a complete revision of this Constitution and Bylaws shall be made only upon approval by a majority vote of the delegates present and voting at an Annual Session.

**ARTICLE XII
REVENUE**

Section 1. Fiscal Year

- (a) The fiscal year of the SGC shall be from June 1 to May 31 inclusive.

Section 2. Receipts

- (a) All money collected in the name of the SGC shall be received by the Executive Manager in US dollars and accounted for as directed by the Board of Trustees.

Section 3. Sources: The SGC shall derive its revenue from the following:

- (a) a fee for each dispensation to form a new Bethel under Supreme. (See SI 10)
- (b) a fee for each charter issued to a Bethel under Supreme. (See SI 10)
- (c) a fee for each charter issued to a new GGC (See Art XVIII, Sec 1(c)) and each JGC (See Art XIX, Sec 2 (b)).
- (d) fees for dispensations and charters from GGC and JGC as specified on Form 123.
- (e) a fee for each dispensation granting a special privilege to Bethels under Supreme. (See SI 6)
- (f) initiation fees and annual fees from all Bethels. (See SI 7)
- (g) a fine of twenty dollars (\$20.00) paid by the Executive members of BGCs under Supreme who fail to file Annual Report Form 112, or 113 and remit fees by January 31. Extension of time may be given at the discretion of the Executive Manager.
- (h) a fine paid by each GGC which fails to submit its required fees so that they are received no later than March 1 at the Supreme Office. The fine shall be a percentage of the total amount due:
 - (1) two percent (2%) for one (1) through thirty (30) days overdue, or
 - (2) five percent (5%) for thirty-one (31) through sixty (60) days overdue or
 - (3) seven and one half percent (7.5%) for any period over sixty (60) days.
- (i) Annual membership fee of thirty dollars (\$30.00) from each voting delegate of the SGC paid at the time of registration with the Session Arrangements Committee. The membership fee will provide eligibility to register with the Credentials Committee at the Annual Session, to vote at that session, to maintain active status for one (1) year on the distribution list of the SGC, and to receive the annual directory of the SGC.
 - (1) Receive the membership fees for the ensuing SGC year, forwarding them to the Supreme Office no later than thirty (30) days after the close of the Annual Session of the SGC.
- (j) Registration fee of two dollars (\$2.00) shall be paid to the Session Arrangements Committee by all those attending the Annual Session, except those under the age of ten (10).
- (k) Gifts, donations and contributions accepted by the SGC for promotional use (which includes the defraying of travel costs) for either Miss International Job's Daughter or the Supreme Bethel Honored Queen or for both. The Executive Manager shall report the status of these funds to the Chairman of the Promotion Committee, the Supreme Guardian and the recipients within ten (10) days after the close of the Annual Session. These funds are separate from and are accounted for separately than the allowances specified in Art. XIII, Sec. 15 and 16.

Section 4. Contributions

- (a) Contributions to expenses of Miss International Job's Daughter
 - (1) All monies solicited and received for the purpose of paying travel expenses of the Miss International Job's Daughters shall be sent directly to the Executive Manager. The monies received by the Executive Manager shall detail the source of the contribution.

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Section 5. Distribution of Interest

- (a) The interest accumulated from the invested securities shall be used to support the following activities which are in order of priority: Rent and maintain the Ethel T. Wead Mick Memorial Room in Nebraska, improve and maintain the grave site of our Founder in Nebraska, assist in the maintenance of the exterior and grounds of the International Center for Job's Daughters in Nebraska, assist in providing leadership training, assist in providing scientific and other programs to perpetuate the Order, assist in providing scholarships in addition to those from other sources and provide a yearly donation to the George Washington Masonic National Memorial.

Section 6. Use of Capital

- (a) The Capital in excess of one hundred thousand dollars (\$100,000.00) may be used if urgent major renovations are required for the International Center for Job's Daughters and there are insufficient funds elsewhere in the accounts of the SGC.

Section 7. Funds and Minimum Balance

- (a) The money and securities held in the Fund may be used in such manner as determined by the Supreme Guardian, the Board of Trustees, and the Finance Committee. A minimum balance of one hundred thousand dollars (\$100,000.00) shall be maintained in this fund.

**ARTICLE XVIII
ORGANIZATION OF A GRAND GUARDIAN COUNCIL**

Section 1. Minimum Bethels/Members Required

- (a) When there is a total of one hundred and forty (140) or more Bethel members in a jurisdiction, the Supreme Guardian may call a meeting and organize a GGC. If she deems it advisable, she may delegate this authority to a Supreme Deputy.
- (b) Upon a written request presented by a majority of the Executive members of the BGCs affected in a jurisdiction where there are at least five (5) active chartered Bethels with a total of one hundred and forty (140) or more members, a GGC may be formed on approval by a majority of the members of the Executive SGC.
- (c) A fee of twelve dollars (\$12.00) shall accompany the request for the Charter of a GGC.

Section 2. Charter

- (a) When the Executive Manager has received all fees for each member in the jurisdiction as prescribed by the law and there are no unpaid accounts of the Bethels comprising the GGC jurisdiction, the Supreme Guardian shall authorize the Executive Manager to issue a Charter authorizing the GGC to function and perform such duties as are permissible under the laws, rules, and regulations of the SGC.
- (b) Such newly formed GGC shall be reimbursed by the SGC the amount paid by its Bethels to the SGC during the last term prior to the issuance of the Charter at the rate of twenty-five cents (\$.25) per member and seventy-five cents (\$.75) for each member initiated during that time.
- (c) After an affirmative vote of not less than six (6) members of the Executive SGC, a GGC operating with seventy (70) Bethel members or less shall have their Charter withdrawn.
- (d) If a GGC becomes inactive, and its Charter is revoked or withdrawn, the remaining Bethels from that GGC will report directly to Supreme. In the event, a Jurisdictional Guardian Council (JGC) is formed from the remaining Bethels (See SI-20.2), all property and money shall become the property of the JGC. If a JGC is not formed or is formed and later discontinued, funds shall be distributed as follows:
- (1) All funds designated as Educational Funds shall become part of the SGC Educational Fund.
 - (2) All funds designated as Promotional Funds shall become part of the SGC Promotional Fund.
 - (3) All other funds from the GGC/JGC will be distributed among the remaining Bethels that were operating under that GGC/JGC, prorated according to membership. If there are no remaining Bethels, then the funds shall become the property of the SGC.

**ARTICLE XIX
ORGANIZATION OF A JURISDICTIONAL GUARDIAN COUNCIL**

Section 1. Minimum Bethels/Members Required

- (a) When there are four (4) or more Chartered Bethels in a jurisdiction, the Supreme Guardian may call a meeting to organize a JGC. The object of the JGC will be to provide leadership for combined functions of the Bethels, assist in the promotion, retention of Bethel members, reinstitute Bethels and build Job's Daughters within their jurisdiction. This JGC shall function as a jurisdiction under Supreme until such time as the Executive Members of the SGC decide that it may be granted the status of a GGC.
- (b) When the membership of a Grand Jurisdiction declines to less than seventy (70) Bethel members (See B-SGC, Art. XVIII. Sec. 2 (c)), the Jurisdiction has four (4) or more Bethels and at the discretion of the Supreme Guardian, a JGC may be formed. The object of the JGC will be to provide leadership for combined functions of the Bethels, assist in the promotion, retention of Bethel members, reinstitute Bethels and build Job's Daughters within their jurisdiction to enable them to again become a GGC.
 - (1) As soon as the Annual Report (Form 123) is filed and the jurisdiction meets the criteria stated above in paragraph (b), they immediately shall set a date to hold a meeting and recommend, by ballots, the Officers for a JGC. These recommendations shall be sent to the Vice Supreme Guardian no later than sixty (60) days prior to the Annual Session of the SGC of the current year.
 - (2) The presiding Grand Guardian, Associate Grand Guardian and all the elected and appointed officers and committee chairmen shall continue to serve until the new officers are installed.

Section 2. Charter

- (a) When the Executive Manager has received all fees for each member in the jurisdiction as prescribed by law and there are no unpaid accounts of the Bethels comprising the JGC jurisdiction, the Supreme Guardian shall authorize the Executive Manager to issue a Charter authorizing the JGC to function and perform such duties as are permissible under the laws, rules, and regulations of the SGC.
- (b) A fee of fifteen dollars (\$15.00) shall accompany the request for the Charter of each JGC.

Section 3. JGC Officers

- (a) The Executive members of the SGC shall have the power to cite any Jurisdictional Guardian or any JGC Officer to show cause why she/he should not be disciplined.

Section 4. Appeal

- (a) The decisions of the Executive SGC on matters pertaining to Sections 1, 2 and 3 above are final.

**ARTICLE XX
PUBLICATIONS**

Section 1.

- (a) All publications, other than the Proceedings, issued in the name of the SGC shall first be approved by the Supreme Guardian, Associate Supreme Guardian and the Finance Committee.

**ARTICLE XXI
DISCIPLINE**

Section 1. SGC Members

- (a) Any member of the SGC may be cited by the Supreme Guardian, or the Executive Manager if the latter is requested to do so by two (2) or more members of the Executive SGC. Member(s) so cited shall appear before a called session of the Executive SGC to show cause why she/he should not be reprimanded, removed from office, suspended, or expelled for a violation of the laws of the Order, or for conduct unbecoming an adult leader of the Order.
- (b) The citation shall be issued only after receipt of written charge(s) filed with the Supreme Guardian or Executive Manager stating specifically the nature of the charge(s). A copy of the charge(s) shall accompany the citation.

New Pages: Constitution of a GGC

C-GGC 2

C-GGC 3

Section 3. Executive Officer

- (a) The Grand Guardian shall be the executive officer of the GGC.

Section 4. Executive GGC

- (a) The Executive GGC shall be composed of the elective officers of the GGC.

**ARTICLE VI
ELIGIBILITY**

Section 1.

- (a) No person shall be eligible for election or appointment to office of a GGC unless she/he is a voting delegate thereof. By 8/7/2010 and in conjunction with the YPP implementation schedule, if the GGC is in the USA the delegate 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, if the GGC is in Canada or Australia the delegate shall be on the current list of CAVs provided by the Executive Manager.
- (b) In jurisdictions where Masons are prohibited from serving as Associate Grand Guardians or Vice Associate Grand Guardians, the Grand Guardian, with the advice and consent of the Executive GGC, may authorize election and installation of eligible women to serve in these offices.
- (c) After the first election of the GGC officers, no person shall be eligible to serve as an elective GGC officer, except as Grand Secretary or Grand Treasurer, who has not served at least one (1) term as a Bethel Guardian or Associate Bethel Guardian of a chartered Bethel.
- (1) Bethel Guardians and Associate Bethel Guardians who are completing their first full term in said office at the time of a GGC election shall be eligible to serve as an elective officer of the GGC.
- (d) No member shall be eligible for the office of Grand Guardian or Associate Grand Guardian who has not served, or who is not completing service, as an elective officer of the same GGC for a period of one (1) term.
- (e) No Grand Guardian or Associate Grand Guardian shall succeed herself/himself in office or be elected to the office of Grand Guardian or Associate Grand Guardian a second time in the same GGC.
- (f) A SGC officer may hold an office in a GGC.

**ARTICLE VII
ELECTION, VOTING PRIVILEGES, AND PROXY**

Section 1. Election

- (a) Elective officers of the GGC shall be elected at the Annual Session from eligible members in attendance, unless unavoidably absent.
- (b) Election shall be by ballot without nomination. (See SI 14.2)
- (c) A majority vote of those present and voting shall elect.

Section 2. Voting Privileges

- (a) Members of the GGC shall be entitled to one (1) vote each when present at a special meeting or Annual Session.

Section 3. Proxy

- (a) No member may have her/his vote cast by proxy except as follows: (See SI 14.3)
- (1) A proxy shall be issued to an Associate member of a BGC as follows:
- [a] For the office of either BG or ABG, a proxy shall be issued only if the Associate Member, if a woman, has Masonic status or affiliation for eligibility to be appointed as BG or, if a man, is a Master Mason.
- [b] For any of the remaining Executive members of a BGC, a proxy may be issued to any Associate Member of the BGC.
- (2) A proxy shall be limited to the particular Annual Session for which it is issued and shall be duly certified by the Executive members of the BGC.
- (3) No person shall have a proxy for more than one (1) office or be entitled to more than one (1) vote.

ARTICLE VIII APPOINTMENTS

Section 1.

- (a) Appointive Officers shall be appointed by the incoming Grand Guardian at the Annual Session. By 8/7/2010 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.

ARTICLE IX TERM

Section 1.

- (a) All officers shall be elected or appointed for a term of one (1) year, or until the close of the next Annual Session, but shall continue to perform the duties of their office until their successors have been installed.

ARTICLE X INSTALLATION

Section 1.

- (a) Officers present shall be installed before the close of the Annual Session.
- (b) No person shall be installed in the office of Grand Guardian, Associate Grand Guardian, Vice Grand Guardian, Vice Associate Grand Guardian who is an Executive member of a BGC.
- (c) Members of the SGC shall install the officers of a GGC. Members of the GGC may be appointed to assist in the ceremony.

ARTICLE XI VACANCIES

Section 1.

- (a) If the office of the Grand Guardian becomes vacant, the Vice Grand Guardian shall assume all the duties and prerogatives pertaining to that office and shall be known as the Acting Grand Guardian until and during the next Annual Session.
- (b) Such resignation and any information relative to the vacancy shall be directed to the Grand Secretary who shall notify the Supreme Guardian, Executive Manager, all GGC officers, Executive members of the BGCs, and the chairmen of all GGC committees, affixing the seal of the GGC thereto.
- (c) The same procedure shall apply to the Vice Associate Grand Guardian should the office of the Associate Grand Guardian become vacant.
- (d) In the event of a vacancy in any other elective office, except that of the Grand Secretary or Grand Treasurer, the Grand Guardian shall appoint a Past Grand Guardian or a Past Associate Grand Guardian to fill the vacancy. A Past Bethel Guardian or Past Associate Bethel Guardian may be appointed by the Grand Guardian to fill a vacancy in the offices of Grand Secretary or Grand Treasurer.

ARTICLE XII MEETINGS

Section 1.

- (a) The time and place of the Annual Session shall be determined by each GGC.
- (b) See SI 1 for Rules of Order and Parliamentary Authority.

New Pages: Bylaws of a GGC

B-GGC 1

B-GGC 2

B-GGC 3*

B-GGC 4*

B-GGC 5*

B-GGC 6*

**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.

New Pages: Constitution of a JGC

C-JGC 2

C-JGC 3*

Section 3. Executive JGC

- (a) The Executive JGC shall be composed of the officers of the JGC. (The Supreme Guardian may appoint a designated representative as an additional member.)

**ARTICLE VI
ELIGIBILITY**

Section 1.

- (a) No person shall be eligible for an office in a JGC unless she/he is a voting delegate thereof. By 8/7/2010 and in conjunction with the YPP implementation schedule, if the JGC is in the USA the delegate 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, if the JGC is in Canada or Australia the delegate shall be on the current list of CAVs provided by the Executive Manager.
- (b) In jurisdictions where Masons are prohibited from serving as Associate Jurisdictional Guardians or Vice Associate Jurisdictional Guardians, the Supreme Guardian may authorize the installation of eligible women to serve in those offices.
- (c) After the first appointment of the JGC Officers, no person shall be eligible to serve as a JGC Officer, except as Jurisdictional Secretary or Jurisdictional Treasurer, who has not served at least one (1) term as a Bethel Guardian or Associate Bethel Guardian of a chartered Bethel.
- (1) Bethel Guardians and Associate Bethel Guardians who are completing their first term in said office at the time of the Annual Meeting of a JGC shall be eligible to serve as an officer of the JGC.
- (d) No member shall be eligible for the office of Jurisdictional Guardian or Associate Jurisdictional Guardian who has not served, or who is not completing service, as an officer of the same JGC for a period of one (1) term.
- (e) A Jurisdictional Guardian, Associate Jurisdictional Guardian, Vice Jurisdictional Guardian and Vice Associate Jurisdictional Guardian may serve two (2) consecutive terms. A Jurisdictional Secretary, Jurisdictional Treasurer or Jurisdictional Secretary/Treasurer may serve for four (4) consecutive terms.
- (f) An elected SGC officer shall not hold an office in the JGC.

**ARTICLE VII
APPOINTMENT, VOTING PRIVILEGES AND PROXY**

Section 1. Appointment

- (a) Officers of the JGC shall be elected for recommendation at the Annual Meeting of the JGC from eligible members in attendance, unless unavoidably absent. The name(s) of all recommended officers shall be forwarded to the Vice Supreme Guardian sixty (60) days prior to her installation for approval and appointment.
- (b) Recommendation shall be by ballot without nomination.
- (c) A majority vote of those present and voting shall recommend.

Section 2. Election and Approval with Incorporation Requirements

- (a) In jurisdictions where incorporation is mandated by governmental laws, officers of the JGC shall be elected and approved as follows:
- (1) Officers of the JGC shall be elected at the Annual Meeting of the JGC from eligible members in attendance, unless unavoidably absent. The name(s) of all elected officers shall be forwarded to the Vice Supreme Guardian sixty (60) days prior to her installation for approval.
- (2) Election shall be by ballot without nomination.
- (3) A majority vote of those present and voting shall elect.

Section 3. Voting Privileges

- (a) Members of the JGC shall be entitled to one (1) vote each when present at a special meeting or Annual Meeting of the JGC.

Section 4. Proxy

- (a) No member may have her/his vote cast by proxy except as follows:
- (1) A proxy shall be issued to an Associate member of a BGC only if the Associate member has Masonic status or affiliation for eligibility to become an Executive member of a BGC.

- (2) A proxy shall be limited to the particular Annual Session of the JGC for which it is issued and shall be duly certified by the Executive members of the BGC.
- (3) No person shall have a proxy for more than one (1) office or be entitled to more than one (1) vote.

ARTICLE VIII TERM

Section 1.

- (a) The term of office is one (1) year.

Section 2.

- (a) All officers shall continue to perform the duties of their office until their successors have been installed.

ARTICLE IX INSTALLATION

Section 1.

- (a) Officers present shall be installed according to the Supreme Book of Ceremonies.
- (b) The Installation shall be held no later than October 31.
- (c) No person who is an Executive member of a BGC shall be installed into the office of Jurisdictional Guardian, Associate Jurisdictional Guardian, Vice Jurisdictional Guardian or Vice Associate Jurisdictional Guardian unless approved by the Supreme Guardian.
- (d) Members of the SGC, or a designated representative appointed by the Supreme Guardian, shall install the officers of a JGC. Members of the JGC may be appointed to assist in the ceremony.

ARTICLE X VACANCIES

Section 1.

- (a) If the office of Jurisdictional Guardian becomes vacant, the Vice Jurisdictional Guardian shall assume all the duties and prerogatives pertaining to that office and shall be known as the Acting Jurisdictional Guardian until the close of the next Annual Session of the SGC.
- (b) Information relative to the vacancy shall be directed to the Jurisdictional Secretary who shall notify the Supreme Guardian and Executive Manager, affixing the seal of the JGC thereto.
- (c) The same procedure shall apply to the Vice Associate Jurisdictional Guardian should the office of the Associate Jurisdictional Guardian become vacant.
- (d) When a vacancy occurs in any office, or if deemed advisable by the Supreme Guardian, a special meeting shall be held to recommend name(s) to fill the vacancy.

ARTICLE XI MEETINGS

Section 1.

- (a) The Annual Meeting of the JGC shall be held in the month of May. The time and place of the Annual Meeting of the JGC shall be determined by each JGC.
- (b) Meetings shall be conducted according to Rules of Order and Parliamentary Authority (See SI 1)

New Pages: Bylaws of a JGC

B-JGC 1

B-JGC 2*

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

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

Section 1.

- (a) A JGC may adopt a Manual of Rules and Regulations which shall be consistent with the laws of the SGC. (See Art IX and SI 23.3)
- (b) A JGC may approve the formation of a Jurisdictional Bethel (See SI 22.1). In the event a Jurisdictional Bethel is formed by a JGC, Jurisdictional Bethel Rules and Regulations shall be adopted by the JGC and be included in the Manual of Rules and Regulations.
- (c) A JGC shall obtain their supplies from the SGC.
- (d) The Supreme Guardian shall authorize all penalties and fines.
- (e) JGCs may approve the formation of an Alumni Association (See SI 23.8) which shall not conflict with the laws of the SGC.

**ARTICLE II
DUTIES OF THE JURISDICTIONAL GUARDIAN COUNCIL**

Section 1. The Jurisdictional Guardian shall:

- (a) Preside at all regular and special meetings of the JGC and the Executive JGC.
- (b) See that the laws of the SGC and JGC are enforced.
- (c) Promote the welfare and growth of the Order.
- (d) Submit recommendation of members for the JGC for appointment to the Vice Supreme Guardian.
- (e) Appoint committees as necessary for the transaction of business of the JGC. By 8/7/2010 and in conjunction with the YPP implementation schedule, appointees working with the JDI in the USA shall be on the current list of CAV's 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.
- (f) Serve as a member ex-officio on all committees with right to discuss and vote on all questions.
- (g) Submit a written report semi annually to the Supreme Guardian on the condition of the JGC.
- (h) Submit a written report at the Annual Session on the condition of the jurisdiction.
- (i) Submit a report on Form 120 at the Annual Session of SGC about the work of the JGC and Bethels. The Executive Manager shall mail Form 120 to each Jurisdictional Guardian sixty (60) days prior to the Annual Session of the SGC.
- (j) Shall appoint a parliamentarian.

Section 2. The Associate Jurisdictional Guardian shall:

- (a) Assist the Jurisdictional Guardian in the performances of her duties.
- (b) Preside at all meetings in the absence of the Jurisdictional Guardian and the Vice Jurisdictional Guardian, and at other times when requested to do so.
- (c) Advise the Jurisdictional 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 with the right to discuss and vote on all questions.
- (f) Inform the Chairman of the SGC Fraternal Relations Committee, all special activities with other Fraternal organizations prior to occurrence.
- (g) Submit an annual report of the past year's activities sixty (60) days prior to the annual meeting of the JGC.

Section 3. The Vice Jurisdictional Guardian shall:

- (a) Assist the Jurisdictional Guardian
- (b) Assume the Jurisdictional Guardians duties during her absence or disability.

Section 4. The Vice Associate Jurisdictional Guardian shall:

- (a) Assist the Associate Jurisdictional Guardian.

- (b) Assume the Associate Jurisdictional Guardian's duties during his absence or disability.

Section 5. The Jurisdictional Secretary shall:

- (a) Attend all meetings of the Executive JGC and JGC.
- (b) Keep minutes of all meetings of the Executive JGC and JGC, sending a copy of same to the Supreme Guardian, Vice Supreme Guardian, and Supreme Deputy if one is appointed.
- (c) Conduct correspondence and affix the seal.
- (d) Maintain a mailing list of all voting members.
- (e) Receive all monies due the JGC, turning same over to the Jurisdictional Guardian Treasurer, taking a receipt therefore.
- (f) Submit a written report at the Annual Session.
- (g) Ensure that the latest amended copy of the Manual of Rules and Regulations is on file with the Executive Manager and all members of the Jurisprudence Committee of the SGC.

Section 6. The Jurisdictional Treasurer shall:

- (a) Receive all monies from the Jurisdictional Secretary giving a receipt therefore.
- (b) Have custody of all funds and securities belonging to the JGC.
- (c) Pay out monies on warrants as directed by the Executive members of the JGC.
- (d) Keep a complete record of all receipts and disbursements and report to the Supreme Guardian on a semi annual basis and annually at the Annual Session of JGC.

ARTICLE III COMMITTEES

Section 1. Eligibility

- (a) No person shall be eligible to serve on any committee of the JGC unless she/he is a voting delegate.

Section 2. Committees

- (a) The JGC shall have committees for Finance, Promotion and Fraternal Relations. Additional committees may include, but are not limited to: Rally, Jurisdictional Bethel, Miss JD Pageant, Educational Scholarships, Leadership and Philanthropic.
- (b) Duties of appointed committees will be specified in the Manual of Rules and Regulations of the JGC.

ARTICLE IV FINANCE

Section 1. Receipts

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

Section 2. Fees

- (a) The JGC may fix and collect from each of its members an annual membership fee and/or registration fee and such other fees as deemed necessary (See SI 7). These fees may include, but are not limited to fees for Rallies, Pageants, Workshop/Leadership Training, and Annual Meetings.
- (b) Fees so collected shall be used primarily to defray the expenses incidental to the event.
- (c) Members of the JGC shall be suspended for non payment of membership fee.

Section 3. Exemption

- (a) A JGC shall be exempt from payment of fees as specified in B-Bethel, Art IV Sec 2 for members residing in Masonic Homes or homes sponsored by an organization based on Masonic membership or relationship.

Section 4. Disbursements

- (a) All checks shall be countersigned by the Jurisdictional Treasurer or other authorized Executive Member of the JGC. All checks shall have two (2) signatures. When the checks have been issued the warrant shall be signed by the Jurisdictional Treasurer.

New Pages: Constitution of a BGC

C- BGC 2

ARTICLE VI ELIGIBILITY

Section 1. Regular

- (a) Those eligible for appointment to a BGC shall be a least twenty (20) years of age. 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.
- (b) The Associate Bethel Guardian shall be a Master Mason in good standing in his Lodge.
- (c) The Bethel Guardian shall be:
 - (1) a direct descendant of a Master Mason or the wife, daughter, granddaughter, great-granddaughter, adopted daughter by law, mother, grandmother, sister, half-sister, step-sister, niece, grand niece, daughter-in-law, step-daughter, step-granddaughter, sister-in-law, first or second cousin or widow of a Master Mason or
 - (2) members of an organization basing its membership requirement on Masonic relationship or
 - (3) Past Bethel Guardians or
 - (4) Majority Members of JDI.
- (d) Adults having the above eligibility or who are the parent, grandparent, stepparent or guardian of a member of the Bethel are eligible for appointment as Executive Members, other than Bethel Guardian and Associate Bethel Guardian, or as an Associate member of the BGC.
- (e) Executive members of a BGC who are delinquent in paying fines shall be ineligible for reappointment. (See B-BGC, Art VII, Sec 1(b)).
- (f) A Grand Guardian, Associate Grand Guardian, Vice Grand Guardian or Vice Associate Grand Guardian shall not serve as an Executive Member of a BGC.

Section 2. Special

- (a) The Supreme Guardian, with the consent of the Executive SGC, may appoint five (5) eligible women to serve as Executive members of the BGC in jurisdictions where Masons are prohibited by Masonic law from being Associate Bethel Guardians.
- (b) When a GGC has been organized in such jurisdiction, the Grand Guardian may appoint five (5) eligible women as Executive members of the BGC.

ARTICLE VII ELECTION

Section 1. There is no election of members for the BGC.

ARTICLE VIII APPOINTMENTS

Section 1.

- (a) Members of BGCs shall be appointed by the newly elected Supreme or Grand Guardian following her election at the Annual Session of the SGC or GGC, or within thirty (30) days thereafter. Certificates for all BGC members shall be forwarded to the incoming Bethel Guardian.
- (b) Bethel members shall be privileged to recommend Executive members of the BGC. (See SI 8)
- (c) Instructions for newly organized Bethels are contained in SI 10.

ARTICLE IX TERM OF OFFICE

Section 1. Regular

- (a) The term of office for members of a BGC under Supreme shall run concurrently with the SGC year and shall terminate at the close of the Annual Session of the SGC.
- (b) The term of office for members of a BGC under GGC jurisdiction shall run concurrently with the GGC year and shall terminate at the close of the Annual Session of the GGC.
- (c) Members of BGCs shall continue to perform the duties of their office until their successors have been installed.

New Pages: Bylaws of a BGC

B-BGC 3

- (b) Supervise the care and appearance of the robes.

Section 3. The Promoter of Finance shall:

- (a) Guard carefully the financial condition of the Bethel.
- (b) Assist the Honored Queen, or the committee appointed by her, in planning and promoting such affairs as will add to the funds of the Bethel.
- (c) Assist in the audit of the Bethel books at the conclusion of each Honored Queen's term.

Section 4. The Director of Epochs or Guardian Director of Music shall:

(See B-BGC, Art II, Sec 5)

Section 5. The Promoter of Hospitality shall:

- (a) Assist the committee appointed by the Honored Queen to provide refreshments.
- (b) Assist Bethel members in extending hospitality to members and guests.

Section 6. The Director of Patrol shall:

- (a) Supervise the activities of the drill team.
- (b) Attend all drill team meetings.
- (c) Give a detailed report of such activities when requested to do so by the Executive members of the BGC.

Section 7. The Promoter of Youth Activities shall:

- (a) Counsel and advise the younger members of the Bethel as a social group.
- (b) Encourage and foster an interest in all Bethel affairs, thus aiding the Honored Queen in the performance of her duties.

Section 8. The Promoter of Good Will shall:

- (a) Remember those who may be sick or in need, impressing upon the members the fact that a kind word brings sunshine into the lives of the afflicted.

Section 9. The Promoter of Fraternal Relations shall:

- (a) Contact various Masonic organizations and make known to the members thereof the ideals and purposes of the Order.
- (b) Arrange for the Bethel officers to exemplify the ritualistic work before Masonic bodies and affiliated organizations.

Section 10. The Director of Promotion shall:

- (a) Assist the members and BGC in promoting increased interest in Bethel activities, especially increasing membership and advising parents and eligible adults that they may attend Bethel meetings.

**ARTICLE IV
COMMITTEE CHAIRMAN**

Section 1. Appointment

- (a) Immediately after members of the BGC are installed, they may appoint adult committees. Such committees may bear the same designation as listed in Article III above, which are not held by an Associate member of the BGC. The title of "Chairman" shall be used instead of "Promoter" or "Director."

Section 2. Eligibility

- (a) Those eligible for appointment as members of committees of a BGC shall have the same qualifications as for appointment to a BGC. 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. (See C-BGC, Art VI, Sec 1 (a,b) and SI 14.15)

New Pages: SI-10.1

SI 10.1 1

SI 10.1 2

SI 10.1 3

**SUPPLEMENTAL INSTRUCTION NUMBER 10.1
ORGANIZATION OF A BETHEL**

1. General

- (a) A Bethel is created by associating not less than fifteen (15) eligible young women. Investigation of Masonic relationship of all petitioners shall be completed by the Supreme/Grand Guardian or the person appointed to act on her behalf. The ages, primary home address, number of dual members and number of members applying by demit will be taken into consideration before the Dispensation is issued. The Application will be made on official Application for Dispensation Form, 101. This Application must be witnessed and approved by nine (9) adults, at least one of whom shall be a Master Mason. (See SI 2).
- (b) Form 101 may be ordered from the Grand Secretary if the Bethel is under a Grand Guardian Council (GGC) jurisdiction, otherwise, Form 101 may be ordered from the Executive Manager in the Office of the Supreme Guardian Council (SGC).

2. Eligibility for Bethel Membership

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

3. Eligibility for Appointment to Bethel Guardian Council (BGC)

Section 1. Regular

- (a) Those eligible for appointment to a Bethel Guardian Council shall be at least twenty (20) years of age. 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.
- (b) The Associate Bethel Guardian shall be a Master Mason in good standing in his Lodge.
- (c) The Bethel Guardian shall be:
 - (1) a direct descendant of a Master Mason or the wife, daughter, granddaughter, great-granddaughter, adopted daughter by law, mother, grandmother, sister, half-sister, step-sister, niece, grand niece, daughter-in-law, step-daughter, step-granddaughter, sister-in-law, first or second cousin or widow of a Master Mason or
 - (2) members of an organization basing its membership requirement on Masonic relationship or
 - (3) Past Bethel Guardians or
 - (4) Majority Members of the IOJD.
- (d) Adults having the above eligibility or who are the parent, grandparent, stepparent or guardian of a member of the Bethel are eligible for appointment as Executive Members, other than Bethel Guardian and Associate Bethel Guardian, or as an Associate member of the BGC.
- (e) Executive members of a BGC who are delinquent in paying fines shall be ineligible for reappointment. (See B-BGC, Art VII, Sec 1(b)).
- (f) A Grand Guardian, Associate Grand Guardian, Vice Grand Guardian or Vice Associate Grand Guardian shall not serve as an Executive Member of a BGC.

Section 2. Special

- (a) The Supreme Guardian, with the consent of the Executive SGC, may appoint five (5) eligible women to serve as Executive members of the BGC in jurisdictions where Masons are prohibited by Masonic law from being Associate Bethel Guardians.
- (b) When a GGC has been organized in such jurisdiction, the Grand Guardian may appoint five (5) eligible women as Executive members of the BGC.
- (c) These adults must agree in writing to serve actively on the BGC until the next Annual Session of the SGC or GGC or until their successors are appointed and installed except in case of removal.

4. Meeting Place

- (a) Each Bethel shall provide itself with a suitable meeting place, official paraphernalia and supplies to enable it to function properly.

5. Supplies

- (a) The Executive members of the BGC shall use the supplies and paraphernalia as prescribed by the SGC, the list of which shall be obtained from the Executive Manager or Grand Secretary.
- (b) To aid in instituting a Bethel under Supreme certain supplies shall be furnished gratis. (See SI 16)

6. Dispensation

- (a) The Application for Dispensation shall be forwarded to the Executive Manager or Grand Secretary accompanied by a payment of seventy five (75.00) USD, CAD, AUD, PHP, BRL...etc.
 - (1) For Bethels under Supreme the payment shall be forwarded with the application to the Executive Manager in US dollars.
 - (2) For Bethels under GGC the payment shall be forwarded with the application the Grand Secretary.
- (b) Upon approval of the Application by the Supreme Guardian and attested by the Executive Manager or the Grand Guardian and attested by the Grand Secretary, a Dispensation (Form 102) shall be issued.
- (c) The Dispensation to institute a Bethel shall bear the date the Bethel is instituted.
- (d) The Dispensation shall be surrendered when its Bethel Charter (Form 104 or 105) is presented. The Dispensation shall be filed in the Supreme Office or with the Grand Secretary.

7. Petition to Reinstitute

- (a) The Application for Petition to Reinstitute, Form 101a shall be forwarded to the Executive Manager or Grand Secretary accompanied by a payment of seventy five (75.00) USD, CAD, AUD, PHP, BRL...etc.
 - (1) For Bethels under Supreme the payment shall be forwarded with the application to the Executive Manager in US dollars.
 - (2) For Bethels under GGC the payment shall be forwarded with the application to the Grand Secretary.
- (b) Upon approval of the Application by the Supreme Guardian and attested by the Executive Manager or the Grand Guardian and attested by the Grand Secretary, the Petition for Reinstitution Form 102a shall be issued bearing the date the Bethel is reinstated.
- (c) The Petition for Reinstitution shall be surrendered when the original Charter is presented and shall be filed in the Supreme Office or with the Grand Secretary.

8. Appointment of Bethel Guardian Council

- (a) In jurisdictions having a GGC, the Grand Guardian or her appointed Deputy shall meet with the adults who requested the Dispensation. They shall recommend and the Grand Guardian shall appoint the BGC consisting of five (5) Executive members and four (4) Associate members. 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.
- (b) In jurisdictions not having a GGC, the Supreme Guardian or her appointed Deputy will follow the procedure outlined in 8(a) above and the Supreme Guardian shall appoint the members of the BGC.

9. Appointment of Bethel Officers

- (a) Officers shall bear the same title as those listed for chartered Bethels. The first corps of officers shall be appointed by the Executive members of the BGC, working with the Supreme or Grand Guardian and/or Deputy appointed by her, preference being given to older girls unless otherwise deemed advisable.
- (b) A Bethel Under Dispensation (Bethel UD) shall not hold election of officers. The original corps of officers in a Bethel UD shall continue to serve until the regular time for election after Charter is granted unless a vacancy shall occur. Should the vacancy be an elective office, the Executive members of the BGC may appoint a substitute in the vacancy. A vacancy in an appointive office shall be filled by a member appointed by the Honored Queen, subject to the approval of the Executive members of the BGC.

10. Institution / Reinstitution and Installation

- (a) The Supreme Guardian shall personally institute/reinstitute a new Bethel under Supreme unless she deems it advisable to delegate a Supreme Deputy to institute/reinstitute for her. (See B-SGC, Art III, Sec 2 (a))
- (b) When a Bethel is instituted/reinstituted, all members of the BGC shall be installed immediately after the institution/reinstitution and preceding the installation of Officers and Bethel Choir.
- (c) The Book of Ceremonies adopted by the SGC (and modified to reinstitute/reinstituting/reinstitution) shall be used by all Bethels under Supreme and by GGCs not having a Book of Ceremonies.

11. Charter

- (a) Following the “Guidelines for Bethel Inspection prior to Chartering” (See SI-10.2). The Inspecting Officer shall recommend the Charter be issued to a Bethel U.D. immediately. The Inspecting Officer shall recommend the original Charter be returned to the reinstated Bethel.
- (b) A fee of twenty five (25.00) USD, CAD, AUD, PHP, BRL,...etc for the Charter shall be paid to the Executive Manager or Grand Secretary.
 - (1) For Bethels under Supreme the payment in US dollars shall be paid to the Executive Manager.
 - (2) For Bethels under a GGC the payment shall be paid to the Grand Secretary.
- (c) The Charter of a Bethel shall bear the date the Charter is granted.
- (d) Chartered Bethels shall be numbered consecutively, beginning with the number one (1) in each jurisdiction and in no case shall a distinctive name be applied to any Bethel except for designation of location.
- (e) The Charter shall bear the names of the Daughters appearing on the Application for Dispensation and those initiated and affiliated before the Charter is granted.

12. Special Assistance

- (a) At the request of a GGC, the SGC may appoint a member of the SGC residing in a nearby jurisdiction, who has had experience in instituting Bethels, to assist Grand Officers in organizing and instituting/reinstituting new Bethels.
- (b) Expenses of the member performing this service shall be prorated between the GGC and the SGC on basis agreed upon by the Supreme Guardian and the Grand Guardian. The Finance Committee of the SGC shall be notified in advance as to the approximate expense involved.

New Pages: SI-20.1

SI 20.1 2

ARTICLE V OFFICERS

Section 1. Officers

- (a) The officers of a JGC shall be: Jurisdictional Guardian (a woman), Associate Jurisdictional Guardian (a Master Mason), Vice Jurisdictional Guardian (a woman), Vice Associate Jurisdictional Guardian (a Master Mason), Jurisdictional Secretary and Jurisdictional Treasurer or Jurisdictional Secretary/Treasurer.

Section 2. Executive Officer

- (a) The Jurisdictional Guardian shall be the Executive Officer of the JGC.

Section 3. Executive JGC

- (a) The Executive JGC shall be composed of the officers of the JGC. (The Supreme Guardian may appoint a designated representative as an additional member.)

ARTICLE VI ELIGIBILITY

Section 1.

- (a) No person shall be eligible for an office in a JGC unless she/he is a voting delegate thereof. By 8/7/2010 and in conjunction with the YPP implementation schedule, if the JGC is in the USA the delegate 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, if the JGC is in Canada or Australia the delegate shall be one the current list of CAVs provided by the Executive Manager.
- (b) In jurisdictions where Masons are prohibited from serving as Associate Jurisdictional Guardians, or Vice Associate Jurisdictional Guardians, the Supreme Guardian may authorize the installation of eligible women to serve in those offices.
- (c) After the first appointment of the JGC Officers, no person shall be eligible to serve as a JGC Officer, except as Jurisdictional Secretary or Jurisdictional Treasurer, who has not served at least one (1) term as Bethel Guardian or Associate Bethel Guardian of a chartered Bethel.
- (1) Bethel Guardians and Associate Bethel Guardians who are completing their first term in said office at the time of the Annual Meeting of a JGC shall be eligible to serve as an officer of the JGC.
- (d) After the first appointment of the JGC Officers, no member shall be eligible for the office of Jurisdictional Guardian or Associate Jurisdictional Guardian who has not served, or who is not completing service, as an officer of the same JGC for a period of one (1) term.
- (e) A Jurisdictional Guardian, Associate Jurisdictional Guardian, Vice Jurisdictional Guardian and Vice Associate Jurisdictional Guardian may serve two (2) consecutive terms. A Jurisdictional Secretary, Jurisdictional Treasurer or Jurisdictional Secretary/Treasurer may serve four (4) consecutive terms.
- (f) An elected SGC officer shall not hold an office in the JGC.

ARTICLE VII APPOINTMENT, VOTING PRIVILEGES AND PROXY

Section 1. Appointment

- (a) Officers of the JGC shall be selected by ballot for recommendation at the Annual Meeting of the JGC from eligible members in attendance, unless unavoidably absent. The name(s) of all recommended officers shall be forwarded to the Vice Supreme Guardian sixty (60) days prior to her installation for approval and appointment.
- (1) Recommendation shall be by secret ballot without nomination.
- (2) A majority vote of those present and voting shall recommend.
- (3) No person shall be recommended to the office of Jurisdictional Guardian, Associate Jurisdictional Guardian, Vice Jurisdictional Guardian or Vice Associate Jurisdictional Guardian who has not completed, or is completing, one (1) full term as Bethel Guardian or Associate Bethel Guardian.

New Pages: Pageant

Pageant 1

**RULES AND REGULATIONS
MISS INTERNATIONAL JOB'S DAUGHTER PAGEANT
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
TITLE**

Section 1.

- (a) The Daughter selected shall be known as MISS INTERNATIONAL JOB'S DAUGHTER (Miss IJD) of JDI.

**ARTICLE II
OBJECT**

Section 1.

- (a) Miss IJD is a representative of JDI for the purposes of promoting the interest, welfare, and growth of the Order; bringing the Daughters of all jurisdictions into a closer relationship with each other and the SGC; and serving as a Daughter public relations emissary to adult organizations of the Masonic family and the public in general.

**ARTICLE III
SUPERVISION**

Section 1.

- (a) When traveling, Miss IJD shall be accompanied where possible by a chaperone who shall be in charge of her care. If Miss IJD is under eighteen (18) years of age, she shall arrange for her chaperone in accordance with the JDI Youth Protection Program and Policy.
- (b) If this chaperone is not her parent(s) or legal guardian(s), a medical release form shall be provided listing the following:
- (1) All medical conditions
 - (2) All medication currently taken
 - (3) Authorization for the chaperone to arrange emergency medical treatment
 - (4) Name and policy number of health insurance
 - (5) Telephone number at which parent(s) or guardian(s) can be reached at all times
- This form or a copy shall be in the possession of the chaperone at all times.
- (c) The details of travel shall be arranged by the adult volunteers in JDI. At times the Daughter may be traveling alone, without a chaperone. Where practical, an adult shall provide transportation for the Daughter to and from an airport or other common carrier. By 8/7/2010 and in conjunction with the YPP implementation schedule, the adult providing transportation shall be a CAV, if in the USA. By 7/31/2011 and in conjunction with the YPP implementation schedule, the adult providing transportation shall be a CAV, if in Canada or Australia.
- (d) Her conduct shall be in accordance with the teachings and principles of our Order.
- (e) Miss IJD shall inform the Supreme Guardian, the Chairman of the Miss IJD Pageant Committee and the Executive Manager of her itinerary.
- (f) A copy of the Guidelines for supervision shall be signed by the Daughter and the Daughter's parent(s) or legal guardian(s) and placed on file with the Chairman of the Miss IJD Pageant, with a copy for the Supreme Guardian and the Executive Manager.

**ARTICLE IV
QUALIFICATIONS**

Section 1.

- (a) Miss IJD shall be a young woman who possesses a thorough knowledge of the Order, dignity, poise, charm, good manners and that intangible quality called personality. She must be able to meet the public, speak extemporaneously and represent the Order with dignity and youthful charm.

New Pages: Supreme Bethel

SB 5

**ARTICLE X
VACANCIES**

Section 1.

- (a) In the event that the SBHQ cannot fulfill her term, the SB Senior Princess will become the SBHQ. If the SB Senior Princess is unable to accept, selection shall be made in succession from the SB Junior Princess, SB Guide and SB Marshal. When she resigns her office, the SBHQ shall return all unexpended promotional funds to the Supreme Office within fifteen (15) days for redistribution to the next Daughter in succession for her use.

Section 2.

- (a) A SBHQ or other SB Officer or Representative who marries during her term of office shall forfeit her Supreme Bethel position.

**ARTICLE XI
DUTIES OF THE SUPREME BETHEL HONORED QUEEN**

Section 1.

- (a) The SBHQ shall:
- (1) Preside over all convocations of the Supreme Bethel and at other ceremonies when requested to do so by the Supreme Guardian and the SB Committee.
 - (2) Conduct the drawing for the selection of Officers and Representatives of the Supreme Bethel for the ensuing term, with the assistance of the SB Committee.
 - (3) Serve as the Installing Officer of the Supreme Bethel Installation.
 - (4) Submit a cumulative report by the tenth (10th) day of each month beginning in September and at the end of her term listing the amount and source of all monies received and expenditures from travel monies, attaching supporting receipts. This report shall be filed with the Executive Manager.
 - (5) Whenever possible visit Bethels to promote goodwill for the Order.
 - (6) Report to the SB Guardian concerning her travel arrangements and fund raising.
 - (7) For reimbursement of travel expenses, the SBHQ shall submit a monthly expenditure report, accompanied by original receipts to the Executive Manager. Copies of this report shall also be sent to the SB Guardian and the Chairman of the Finance Committee.

**ARTICLE XII
SUPERVISION**

Section 1.

- (a) When traveling, the SBHQ shall be accompanied where possible by a chaperone who shall be in charge of her care. If the SBHQ is under eighteen (18) years of age, she shall arrange for her chaperone in accordance with the JDI Youth Protection Program and Policy.
- (b) If this chaperone is not her parent(s) or legal guardian(s), a medical release form shall be provided listing the following:
- (1) All medical conditions
 - (2) All medication currently taken
 - (3) Authorization for the chaperone to arrange emergency medical treatment
 - (4) Name and policy number of health insurance
 - (5) Telephone number at which parent(s) or legal guardian(s) can be reached at all times
- This form or a copy shall be in the possession of the chaperone at all times.
- (c) The details of travel shall be arranged by the adult volunteers in JDI. At times the Daughter may be traveling alone, without a chaperone. Where practical, an adult shall provide transportation for the Daughter to and from an airport or other common carrier. By 8/7/2010 and in conjunction with the YPP implementation schedule, the adult providing transportation shall be a CAV, if in the USA. By 7/31/2011 and in conjunction with the YPP implementation schedule, the adult providing transportation shall be a CAV, if in Canada or Australia.
- (d) Her conduct shall be in accordance with the teachings and principles of our Order.

New Pages: Glossary

Glossary 1

GLOSSARY OF TERMS AND ABBREVIATIONS

<u>Term/Abbreviation</u>	<u>Explanation</u>
Annual Session	The annual business meeting of the Supreme or a Grand Guardian Council
Annual Meeting	The annual business meeting of the Supreme Bethel or JGC
Art.	Article
AUD	Australian dollars
Bethels under Supreme	all Bethels not located within a GGC or JGC jurisdiction Supreme
BGC	Bethel Guardian Council
Board	The Board of Trustees of the SGC
BRL	Brazilian Reais
Bylaws of a Bethel	A component part of the Supreme Constitution and Bylaws document applying to all Bethels
CAD	Canadian dollars
CAV	Certified Adult Volunteer. An adult who has completed the JDI Adult Volunteer Training Program and is registered through Job's Daughters International.
Const.	Constitution
daughter	a girl or woman as she is related to her parents
Daughter	a member of the Job's Daughters International
Direct descendent	a female descendant (in the case of a Job's Daughter) who is the daughter, granddaughter, great granddaughter, etc of a Master Mason
double knot	square knot
Executive Manager	Administrator of the Supreme Office
FILIAE	daughters (Latin)
GGC	Grand Guardian Council
Grand jurisdiction	A jurisdiction in which a GGC has been established
In good standing	owes no monies to the Order and is not under disciplinary action
IOJD	International Order of Job's Daughters
IYOB	Job (Greek)
JDI	Job's Daughters International
JGC	Jurisdictional Guardian Council
jurisdiction	A State, Province, Territory, Region or Country
Jurisdiction Under Supreme	A jurisdiction which has not attained the level of one hundred forty (140) members but has two (2) active and Chartered Bethels and has not established a GGC.
Manual	Manual of Rules and Regulations of a GGC
Master Mason	see SI 2
member	see Daughter
MIJD	Miss International Job's Daughter
Order	see IOJD / JDI

New Pages: Mothers/Fathers/Parents Club

MFP Club 2

Section 2. Dues

- (a) The dues shall be \$ _____ per year, payable in advance.

**ARTICLE IV
OFFICERS**

Section 1.

- (a) The elective officers of the organization shall consist of a President, Vice President, Secretary, and Treasurer. By 8/7/2010 and in conjunction with the YPP implementation schedule, if the club is in the USA the officer 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, if the club is in Canada or Australia the officer shall be on the current list of CAVs provided by the Executive Manager. These offices shall be held by members of this organization who are not Executive members of the BGC of Bethel No. _____. The term of office shall be _____ or until a successor has been elected to fill the vacancy. In addition to these elective officers, the Bethel Guardian shall be the Counselor to the Mothers' Club. The Associate Bethel Guardian shall be the Counselor to the Fathers' Club. The Bethel Guardian and the Associate Bethel Guardian shall be the Counselors to the Parents' Club.

**ARTICLE V
DUTIES OF OFFICERS**

Section 1. President

- (a) It shall be the duty of the President to preside at all meetings, to appoint standing committees and such other committees as may be deemed necessary, and to serve as member ex officio of all committees other than the nominating committee.

Section 2. Vice President

- (a) In the absence of the President, the Vice President shall preside and assume the duties of the President.

Section 3. Secretary

- (a) It shall be the duty of the Secretary to keep accurate account of all the meetings and be prepared to read on call the records of the previous meeting.

Section 4. Treasurer

- (a) It shall be the duty of the Treasurer to receive dues and all other monies for the Club and pay all outstanding bills when approved by the Auditing Committee and by a majority vote of the members present at the meeting.

**ARTICLE VI
MEETINGS**

Section 1.

- (a) Business meetings shall be held on the ____ of each month at _____ o'clock (July and/or August excepted) unless members are otherwise notified fifteen (15) days before said meeting date. The place of the meeting shall be determined by the members present at each previous meeting.
- (b) No meeting shall be held while a regular meeting of the Bethel is in session.

Section 2.

- (a) A quorum shall consist of _____ members.

**ARTICLE VII
NOMINATIONS AND ELECTIONS**

Section 1.

- (a) In _____ of each year a nominating committee of three (3) members shall be elected by the members present who will make their report in _____. Following the report of the nominating committee, nominations may be made from the floor, provided the consent of the nominee has been obtained.

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