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 up building, 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 JDI is the HIKE Fund.

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, which are not chartered.
- (7) Countries or territories licensed by the Board of Trustees and the Executive Members of the Supreme Guardian Council.

(b) Job's Daughters International shall be governed by Rules and Regulations consisting of:
- (1) The Ritual Book as approved by the SGC for the governance of Bethel meetings.
  - [a] Due to legislated time frames for the revision of the Ritual, changes to Bethel Bylaws and Standard Operating Procedures may supersede the Ritual until the next revision.
- (2) Policy Documents issued by the Board of Trustees for governance of the business.
- (3) Constitutions.
- (4) Bylaws.
- (5) Standard Operating Procedures (SOPs).

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 (Art II, Sec. 2 (a) (2-6)).

(b) These organizations listed in Art II Sec. 2 (a) (2-5) may adopt Rules and Regulations that are consistent with the Rules and Regulations of the SGC.

(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 consisting of Bylaws and Standard Operating Procedures for that group.

(d) All changes to Constitutions, Bylaws and Standard Operating Procedures require approval of the appropriate Jurisprudence Committee before they become effective.

Section 2. Jurisdiction

(a) The authority to create or recognize foreign Supreme Guardian Councils or any other independent organization empowered to conduct Job's Daughters' operations is reserved to the Executive Members of the SGC and the Board of Trustees of Job's Daughters International.

(b) The jurisdiction of Job's Daughters International includes all territories where the United States of America exercises powers of government, countries where it has established Bethels over which no other organization has been granted Job's Daughters jurisdiction, and countries where there are no Bethels.

(c) Job's Daughters International may give or receive jurisdiction over a Bethel located outside of the United States of America to or from a regular Supreme Guardian Council or such other Job's Daughters organizations as it may deem appropriate.

(d) Job's Daughters International may permit a regular Supreme Guardian Council or such other Job's Daughters organization as it may deem appropriate to act on its behalf outside of the United States of America, for the time and with the limitations it sets.

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 B-SGC, Art. XXVI Sec. 1 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 POL-BOT-2). Women must have attained the age of twenty (20) years and have the required Masonic relationship (See SOP-Bethel-12-1 3 (a)).

(b) All elected and appointed officers and all members of the Board of Trustees shall be members of the SGC and 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.

(i) No two (2) members of the SGC, related by blood or marriage, shall be eligible to serve on the Board of Trustees at the same time.

ARTICLE VII
ELECTION, VOTING PRIVILEGES, AND PROXY

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

(a) (**See B-SGC Art. XXII, Sec. 1 (a))**

(b)-(c) (See SOP-SGC-8)

(d)-(e) (See B-SGC Art. XXII, Sec. 1 (d)-(e))

Section 2. Election of New Members of the Board of Trustees (See B-SGC, Art. VI, Sec.1 (b))

(a) **(See B-SGC Art. XXII, Sec. 2 (a))**

(b) (See SOP-SGC-8)

(c)-(d) (See B-SGC Art. XXII, Sec. 2 (c)-(d))

Section 3. Voting Privileges. (See B-SGC Art. XXII, Sec. 3 (a) – (b))

Section 4. Proxy. (See B-SGC Art. XXII, Sec. 4)

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. (See B-SGC Art. XXIII, Sec. 1)

ARTICLE XI
VACANCIES

Section 1. Elected Officers. (See B-SGC Art. XXIV, Sec. 1)

Section 2. The Board of Trustees. (See B-SGC Art. XXIV, Sec. 2)

ARTICLE XII
MEETINGS

Section 1. Frequency . (See B-SGC Art. XXV Sec. 1)

Section 2. Opening. (See B-SGC Art. XXV Sec. 2)

Section 3. Business Session. (See B-SGC Art. XXV, Sec. 3)

Section 4. Reports. (See SOP-SGC-13)

ARTICLE XIII
DUTIES AND POWERS OF THE SUPREME GUARDIAN COUNCIL

Section 1. Duties and Powers

(a) – (i) **(See B-SGC Art. 1 Sec. 1 (a-i))**

(j) See that all those authorized to sign checks and/or those who have access to the securities of the SGC are bonded by an acceptable surety company in such amount as may be required by the Finance Committee but not less than the amount of funds or securities in their charge at the close of the fiscal year. The premium for said bond shall be paid from the funds of the SGC. Said bond shall be approved by the Supreme Guardian and the Associate Supreme Guardian and shall be in the custody of the Board.

(k) – (l) **(See SOP-SGC-5)**

ARTICLE XIV
THE BOARD OF TRUSTEES

Section 1. General

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

(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 (See B-SGC Art. VI Sec. 3)

Section 4. Duties of the Executive Manager (See B-SGC Art. VI Sec. 4)

Section 5. Meetings (See SOP-SGC-13)

ARTICLE XV
SUPREME DEPUTIES AND ASSISTING SUPREME DEPUTIES

Section 1. Eligibility/Appointment

(a) Supreme Deputies need not be members of the SGC but must be a PBG or PABG. 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 (See B-SGC Art. VII Sec. 2)

Section 3. Expenses (See SOP-SGC-18)

Section 4. Supplies (See SOP-SGC-18)

BYLAWS OF THE SUPREME GUARDIAN COUNCIL JOB'S DAUGHTERS INTERNATIONAL

ARTICLE I
DUTIES AND POWERS OF THE SUPREME GUARDIAN COUNCIL

Section 1. Duties and Powers

(a) Adopt and amend Constitutions and Bylaws governing the powers and duties of officers and members of the SGC and all subordinate organizations of the Order.
(b) Provide general direction and guidance regarding the affairs of the entire organization.
(c) Act upon all matters arising in jurisdictions wherein no GGC exists.
(d) Issue charters and dispensations in jurisdictions wherein no GGC exists.
(e) Decide all questions of law and procedure which may arise under the Constitution and Bylaws of the organization.
(f) Vote on recommendations for location of the Annual Session.
(g) Prescribe by two thirds (2/3) vote of the members present and voting at the designated Annual Session of the SGC a Ritual and Music Ritual for opening and closing of Bethels, conferring the epochs and other ceremonies which shall be copyrighted in the name of the SGC, all of which shall remain the property of the SGC. The next adoption of a revised Ritual and Music Ritual shall take place at the 2021 Annual Session and every ten (10) years thereafter. Proposed additions, deletions and changes in the Ritual shall be submitted to the Revision Committee. (B-SGC Art. XI Sec. 6).
(h) Prescribe by two thirds (2/3rds) vote of the members present and voting at the designated Annual Session of the SGC (other than the year of the adoption of the revised Ritual and Music Ritual) the official Book of Ceremonies of the SGC to be used by the SGC, GGCs, JGCs, and Bethels under Supreme. Proposed additions, deletions and changes in the Book of Ceremonies shall be submitted to the Revision Committee (Art. XI Sec. 11).
(i) Adopt and approve changes to Rules and Regulations for:
    a. Supreme Bethel;
    b. Miss International Job's Daughter Pageant; and
    c. Degree of Royal Purple.
(j) **(See C-SGC Art. XIII Sec. 1)**
(k) (k)-(l) **(See SOP-SGC-5)**

ARTICLE II
DUTIES OF THE EXECUTIVE SUPREME GUARDIAN COUNCIL

Section 1. Duties

(a) The Executive SGC shall perform such duties and exercise only those powers assigned to it by the law.
(b) In conjunction with the Board of Trustees, approve the licensing of countries and territories to operate under the name of Job's Daughters International.

Section 2. Meetings

(a) A meeting of the Executive SGC may be called by the Supreme Guardian, or shall be called upon the request of six (6) members of the Executive SGC. All members must have at least thirty (30) days notice in writing of such meeting.

Section 3. Quorum

(a) A majority of the members of the Executive SGC shall constitute a quorum; however, a majority vote of the members of the Executive SGC shall be necessary to decide any question. At least one (1) of the first four (4) officers named in C SGC Art. V, Sec. 1 (a), must be present and preside.

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. Appointees working with JDI in the USA, Canada or Australia shall be on the current list of CAVs provided by the Executive manager.

(b) Members to all committees and designate chairman. All committee appointees working with JDI in the USA, Canada or Australia 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 SOP-JGC-10) 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 SOP-Bethel-12)

(11) Issue special dispensations to Bethels under Supreme. (See SOP-Bethel-18)

(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, reinstituting 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 Art. VII Sec. 2 (a) (9)). 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 B-SGC Art. XXIV Sec. 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 B-SGC 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 B-SGC Art. XXIV Sec. 1 (b))
(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) **(See SOP-SGC-4)**

ARTICLE VI
THE BOARD OF TRUSTEES

Section 1. General

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

(b) **(See C-SGC Art. XIV Sec. 1 (b))**

Section 2. Members (See C-SGC Art. XIV, Sec. 2)

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 POL-BOT-4..

[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. To implement, maintain, and enforce guidelines for all websites created in the name of Job's Daughters, "IYOB FILIAE", "Daughters of Job", "International Order of Job's Daughters", "IOJD", "JDI" and "JD International".

(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.

(16) To implement, maintain, and enforce guidelines for the Supreme Session Arrangements Committee.

(17) In conjunction with the Board of Trustees, approve the licensing of countries and territories to operate under the name of Job's Daughters International.

(18) Request authorization from the SGC to pursue a Policy to address an issue of concern for the operation of the business of Job's Daughters International. Upon approval, research and propose a Policy to address the issue. Upon a satisfactory review of the proposed Policy against existing Rules and Regulations by Supreme Jurisprudence, assuring that there are no conflicts, publish the policy.

(c) The Board of Trustees may remove any member of the Board of Trustees for cause with the exception of the Supreme Guardian, Associate Supreme Guardian, Vice Supreme Guardian, Vice Associate Supreme Guardian by a two-thirds (2/3) vote of all members of the Board. Any member removed would have the right to appeal. (See SOP-SGC-1, Category 7)

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 issuing of completion certificates for the voluntary JDI Knowledge Course.

(k) 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 (See SOP-SGC-13)

ARTICLE VII
SUPREME DEPUTIES AND ASSISTING SUPREME DEPUTIES

Section 1. Eligibility/Appointment (See C-SGC Art. XV Sec. 1)

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 four (4) or more Chartered Bethels exist
- (5) Institute Bethels when requested to do so by the Supreme Guardian.
- (6) Ensure that members of BGCs are installed in accordance with the Constitution and Bylaws of the Order, the Manual of Rules and Regulations and Books of Ceremonies of Supreme/Jurisdiction and the Bylaws of the Bethel.
- (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 SOP-Bethel-18)

(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 Masonic related organizations. (Job's Daughters does not require sponsorship from these bodies.)

(h) Upon approval from the Supreme Guardian, the Supreme Deputy may appoint a committee to coordinate events within the jurisdiction. This committee may administer funds of the jurisdiction through a separate bank account as per standard requirements for any Bethel account. The bank account name shall include "Job's Daughters International" and the jurisdiction name. The Supreme Deputy and/or an Assisting Supreme Deputy will be one of the bank account signers. The Supreme Deputy shall provide for an audit of this account annually and report findings to the Supreme Guardian and the Executive Manager. In the United States, an EIN number is required and must be on file with the Executive Manager. A form 990 must be filed annually with the Internal Revenue Service.

Section 3. Expenses (See SOP-SGC-18)

Section 4. Supplies (See SOP-SGC-18)

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 SOP-SGC-1)

(c) No report shall be made by this committee at the Annual Session.

Section 2 . 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 (SOP-SGC-18, Sec. 2 and SOP-SGC-3 Sec. 11), 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 3. 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, Bylaws and Standard Operating Procedures of the SGC, Degree of Royal Purple, Miss International Job's Daughter Pageant, Supreme Bethel Rules and Regulations, Alumni Association, Mothers', Fathers' and Parents' Clubs and Prospective Members Clubs. 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 original Rules and Regulations for Mothers', Fathers', or Parents' Clubs and Prospective Member 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, Alumni Associations, Mothers', Fathers' and Parents Clubs and Prospective Member Clubs) of GGCs

[b] Uniform Code for Bethels for Bethels under Supreme
[c] Mothers', Fathers', and Parents' Clubs and Prospective Member 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

(9) Approve all updates to the JDI Knowledge Course.

(10) Review proposed Board of Trustees Policies for potential conflict with existing Rules and Regulations.

(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 4 . 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 B-SGC Art. XXII, and SOP-SGC-8)
  (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 outstanding and 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 B-SGC 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.

(c) The committee shall adhere to the current edition of the Guidelines and Suggestions for the SAC Committee document as approved by the Board of Trustees.

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.

Section 12. Educational Scholarships Committee

(a) The committee shall be composed of three (3) members. At each Annual Session, one (1) new member shall be appointed for a term of three (3) years.

(b) The duties of this committee are set forth in SOP-SGC-6 and SOP-SGC-17.

(c) The chairman shall keep a permanent file which shall be turned over to her/his successor.

Section 13. Promotion Committee

(a) The duties of this Committee are as follows:
  (1) 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.
  (2) Accept all inquiries and/or requests for new or additional promotion in any jurisdiction under Supreme and immediately confer with the Supreme Guardian.
  (3) Initiate, promote and develop programs that will assist the growth of the membership of the Order.
  (4) Initiate, promote and develop programs that will assist the retention of present membership.

(5) Send suggested membership promotional programs to GGCs, JGCs and Bethels under Supreme for their consideration and use.

(6) Provide Bethels under Supreme an incentive program (membership) as accepted by the Supreme Guardian and with expenses approved by the Finance Committee.

(b) 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.

ARTICLE XII
REVENUE

Section 1 – 4. **(See SOP-SGC-15)**

ARTICLE XIII
DISBURSEMENTS

Section 1 – 17. **(See SOP-SGC-3)**

ARTICLE XIV
EDUCATIONAL FUND

Section 1. **(See SOP-SGC-6)**

ARTICLE XV
SCHOLARSHIPS

Section 1 - 3. **(See SOP-SGC-17)**

ARTICLE XVI
EDUCATIONAL AND PROMOTIONAL FUNDS PROJECT

Section 1 - 2. **(See SOP-SGC-7)**

ARTICLE XVII
ETHEL T. WEAD MICK FUND

Section 1 - 7. **(See SOP-SGC-9)**

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 SOP-JGC-10), 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. **(See SOP-SGC-14)**

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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.

(c) The Executive SGC shall, at a time and place designated, hear all evidence offered against and on behalf of the accused, and all arguments, and shall then determine the guilt or innocence of the accused. If the accused shall be found guilty of the charge(s), the Executive SGC shall fix the penalty. Both decisions shall require a majority vote.

Section 2. GGC Officers

(a) The Executive SGC shall have the power to cite any Grand Guardian or any GGC officer to show cause why she/he should not be disciplined as provided in the Bylaws for GGCs.

Section 3. Appeal

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

ARTICLE XXII
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)-(c) **(See SOP-SGC-8)**

(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) Letter of intent **(See SOP-SGC-8)**

(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 3. 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 with the exception of legislation pertaining to Grand Guardian Councils.

(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 with the exception of legislation pertaining to Grand Guardian Councils.

Section 4. Proxy

(a) No member may have his/her vote cast by proxy except as follows:

(1) If a Jurisdictional Guardian cannot attend the Annual Session she may appoint the Vice Jurisdictional Guardian to represent her as her proxy at that Session.

(2) If an Associate Jurisdictional Guardian cannot attend the Annual Session he may appoint the Vice Associate Jurisdictional Guardian to represent him as his proxy at that Session.

ARTICLE XXIII
INSTALLATION

Section 1.

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

ARTICLE XXIV
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 XXV
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 SOP-SGC-16 for Rules of Order and Parliamentary Authority.

Section 4. Reports (See SOP-SGC-13)

ARTICLE XXVI
LOSS OF COUNCIL MEMBERSHIP

Section 1.

(a) Except in the case of disciplinary action, a woman who is a PSG, PGG or PBG (or a man who is a PAGG or PABG if applicable) shall retain membership in the SGC, GGC or BGC. She/he shall also be eligible for appointment as an Executive Member of a BGC, if she/he meets the eligibility requirements of the JDI Youth Protection Program. (C-BGC Art. VI Sec. 1 (a)).

(b) Any other member of the SGC, a GGC, or a BGC who loses eligibility for membership on a BGC, with the exception of the eligibility requirements of the JDI Youth Protection Program, shall be automatically suspended from membership in the SGC, GGC or BGC, subject to appeal as provided in Law of Appeals and Grievances. (See SOP-SGC-1)

(c) The above (b) shall apply to a Master Mason who has become a non-affiliate. (See POL-BOT-2)

STANDARD OPERATING PROCEDURES
OF SUPREME GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL

SOP-SGC-1

APPEALS AND GRIEVANCES

I. GENERAL

(A) Introduction

1. Discipline of all types should be considered very carefully as the outcome and consequences will affect Daughters, adults, Bethels, Jurisdictional Guardians Councils, Grand Guardian Councils, the Supreme Guardian Council, and all those who become aware of the action.

(B) General Information

1. The purpose of our Order is to teach. It is vital that conflicts be resolved with fairness and justice, making disciplinary action a last effort, used only after all other methods have failed.
2. A Bethel Guardian, Grand Guardian, or the Supreme Guardian shall not delegate to anyone the responsibility of handling a grievance. However, the Supreme Guardian may appoint a Special Deputy to conduct an investigation for her.
3. A complete investigation shall be made for each grievance received. In all matters, the following steps shall be included in the process:
   (a) Discussion with the person(s) filing the grievance.
   (b) Discussion with the person(s) the grievance is filed against.
   (c) Discussion with any other individual(s) named in the grievance**.**

   (d) Consideration on all statements given by those individuals interviewed should be given in the determination of resolution of the grievance.
4. The right to appeal is lost if not initiated within sixty (60) days after the date of action or decision on the grievance.
5. The decision of the Executive GGC or the Executive SGC is final. In the case of a tie, this final decision shall go to the SGC Appeals and Grievance Committee to determine the final decision.
6. Appeals and Grievances and action on same are not reported to or acted upon at any Annual Session of a GGC or the SGC.
7. Where charges are preferred or complaints made, such charges or complaints shall not be accepted unless they are specifically set forth in writing and signed by the person making the charges or complaints.
8. Charges or complaints complying with item 7 above shall be investigated by a Bethel Guardian, Grand Guardian or the Supreme Guardian within thirty (30) days after she receives same. She shall expend her best efforts to adjust and settle the matter without necessity of further procedures.

II. SPECIFIC PROCEDURES

If a Bethel Member or Bethel/Jurisdictional/Grand/Supreme Guardian Council Member feels her/his rights have been abused, she/he may file a written grievance provided they fit into one (1) of the six (6) categories listed below:

Category 1: Bethel Member(s) vs. Executive Member(s) of Bethel Guardian Council

(a) The Bethel Member(s) shall file a written grievance with the Supreme/Grand Guardian

Category 2: Bethel Guardian Council Member(s) vs. another Bethel Guardian Council Member(s)

(a) The Bethel Guardian Council Member(s) shall file a written grievance with the Supreme/Grand Guardian.

Category 3: Bethel Member(s) or Bethel Guardian Council Member(s) vs. Supreme/Grand Guardian

(a) The aggrieved person(s) shall file a written grievance with the Appeals and Grievances Committee of the Supreme/Grand Guardian Council.

Category 4: Jurisdictional Guardian Council Member(s) vs. another Jurisdictional Guardian Council Member(s).

(a) The Jurisdictional Guardian Council Member(s) shall file a written grievance with the Supreme Guardian.

Category 5: Grand Guardian Council Member(s) vs. another Grand Guardian Council Member(s)

(a) The Grand Guardian Council Member(s) shall file a written grievance with the Supreme/Grand Guardian.

Category 6: Supreme Guardian Council Member(s) vs. Executive Member(s) of Grand Guardian Council

(a) The Supreme Guardian Council Member(s) will file a written grievance with the Supreme Guardian.

Category 7: Supreme Guardian Council Member(s) vs. Another Supreme Guardian Council Member(s)

(a) The Supreme Guardian Council Member(s) will file a written grievance with the Appeals and Grievance Committee of the SGC

SPECIFIC PROCEDURES (For Categories 1, 2, 4, 5 & 6):

In addition to the Officer specified in the above Categories, the aggrieved person(s) will send a copy of the grievance to the member(s) against whom the charges have been filed, stating specifically the nature of the alleged offense**.**

1. Investigation of Grievance
   (a) In Categories where the grievance is filed with the Grand Guardian, the Grand Guardian shall investigate and render her written decision to the member(s) involved within thirty (30) days after the receipt of the grievance.
   (b) In Categories where the grievance is filed with the Supreme Guardian, the Supreme Guardian or Special Deputy appointed by the Supreme Guardian, shall investigate and render her written decision to the member(s) involved within thirty (30) days after the receipt of the grievance.
2. If the decision of the Supreme/Grand Guardian is considered unsatisfactory , or the Supreme/Grand Guardian fails to act within the prescribed period, an appeal may be sent to the Chairman of the Appeals and Grievances Committee of the Supreme/Grand Guardian Council within sixty (60) days after the receipt of the decision of the Supreme/Grand Guardian or her failure to act on the grievance. The Bethel member(s) or Bethel/Grand/Supreme Guardian Council Member(s) shall:
   (a) prepare at least six (6) copies of the appeal, including the decision of the Supreme/Grand Guardian;
   (b) send three (3) copies to the Chairman, Appeals and Grievances Committee of the SGC/GGC;
   (c) send one (1) copy to the Supreme/Grand Guardian;
   (d) send one (1) copy to the Executive Manager/ Grand Secretary;
   (e) send one (1) copy to each member against whom the charge has been filed.
3. The Appeals and Grievances Committee shall investigate and render its written recommendation to the Executive SGC/GGC within sixty (60) days after receipt of the appeal. Such recommendation shall be sent to the Executive Manager/Grand Secretary.

4. The Executive SGC/GGC shall meet within thirty (30) days, in person, by conference call, or via electronic mail to vote to uphold or deny the recommendation of that committee. A majority vote of the members of the Executive SGC/GGC shall be necessary to make a final decision.
5. Within ten (10) days the written decision shall be sent by the Executive Manager/Grand Secretary to the member(s) involved.
6. The decision of the Executive GGC or the Executive SGC is final. In the case of a tie, this final decision shall go to the SGC Appeals and Grievance Committee to determine the final decision.

SPECIFIC PROCEDURES (For Category 3):

In addition to the Appeals and Grievances Committee of the SGC/GGC specified in Category 3 above, the aggrieved person(s), other than a Bethel Member, will send a copy of the grievance to the member(s) against whom the charges have been filed, stating specifically the nature of the alleged offense**.** The aggrieved person shall:

(a) prepare at least five (5) copies of the grievance;
(b) send three (3) copies to the Chairman of the Appeals and Grievances Committee of the SGC/GGC
(c) send one (1) copy to the Supreme/Grand Guardian
(d) send one (1) copy to the Executive Manager/Grand Secretary

If the aggrieved is a Bethel Member, she shall:

(a) prepare five (5) copies of the grievance specifically stating the nature of the alleged offense
(b) send four (4) copies to the Chairman of the Appeals and Grievances Committee, who shall send a copy of the grievance to the Supreme/Grand Guardian against whom the charges have been filed
(c) send one (1) copy to the Executive Manager/Grand Secretary

1. Investigation of Grievance
   (a) The Appeals and Grievances Committee of the SGC/GGC shall investigate and render its written recommendation to the Executive SGC/GGC within thirty (30) days after receipt of the grievance. Such recommendation shall be sent to the Executive Manager/Grand Secretary.
2. The Executive SGC/GGC shall meet within thirty (30) days in person, by conference call, or via electronic mail to vote to uphold or deny the recommendation of that Committee. A majority vote of the Executive Members shall be necessary to make a final decision.
3. Within ten (10) days the written decision shall be sent by the Executive Manager/ Grand Secretary to the members involved.
4. The decision of the Executive SGC/ GGC is final.

SPECIFIC PROCEDURES (For Category 7)

In addition to the Appeals and Grievances Committee of the SGC specified in Category 7 above, the aggrieved person(s) will send a copy of the grievance to the member(s) against whom the charges have been filed, stating specifically the nature of the alleged offense. The aggrieved person shall:

(a) prepare at least five (5) copies of the grievance;
(b) send three (3) copies to the chairman of the Appeals and Grievances Committee of the SGC
(c) send one (1) copy to the Executive Manager

1. The Appeals and Grievances Committee of the SGC shall investigate and render its written recommendation to the Executive SGC within thirty (30) days after receipt of the grievance. Such recommendation shall be sent to the Executive Manager.
2. The Executive SGC shall meet within thirty (30) days in person, by conference call, or via electronic mail to vote to uphold or deny the recommendation of that Committee. A majority vote of the Executive Members shall be necessary to make a final decision.
3. Within ten (10) days the written decision shall be sent by the Executive Manager to the members involved.
4. The decision of the Executive SGC is final.

SOP-SGC-2

DESCRIPTIVE INDEX OF FORMS AND PROMOTIONAL MATERIAL

Forms may be ordered from the Supreme Office by Bethels under Supreme, the Jurisdictional Secretary of a JGC or the Grand Secretary of a GGC. A price list or sample of any form will be furnished upon request. The use of many of these forms is OPTIONAL and not required by Supreme Law. In such cases, their use is regulated by Manuals of Regulations of GGCs or customs. For example, Petition Forms 130 and 131; Dues Receipts, Form 141 and Demit Forms 210 and 211; and some others are specified for use by Supreme Law. Forms such as 134, 140, 142, 150, 174 and 212 are made available for the convenience of GGCs and Bethels desiring to use them.

Form No.	Description
101	Application for Dispensation to form a new Bethel
102	Dispensation for Bethel U.D., issued by Supreme or Grand Guardian to new Bethel prior to chartering
103	Application for Bethel Charter after operating under dispensation
104	Charter issued by SGC to Bethels under Supreme
105	Charter, same as Form 104 but issued by GGC
106	Charter issued by SGC to GGCs
110	Annual Return for GGC Bethels covered by SGC insurance, furnished by Grand Secretary to each Bethel annually to report on membership and remittance of fees.
111	Same as Form 110 but issued to GGC Bethels covered by a GGC insurance.
112	Same as Form 110 but furnished by the Executive Manager to Bethels under Supreme covered by SGC insurance.
113	Same as Form 112 but issued to Bethels under Supreme with self insurance.
120	Grand Guardian/Jurisdictional Guardian's Report, furnished by the Executive Manager to Grand Guardians and Jurisdictional Guardians for their annual report of activities of the Order in their GGC/JGC jurisdiction.
121	Confidential Report, used by Supreme/Assisting Supreme Deputies after inspecting Bethels where appointed.
122	Used for requesting approval for proposed amendments to Bethel Bylaws.
123	Annual Report of GGC/JGC consisting of three sheets, A, B, and C, furnished annually, without charge, by Executive Manager to Grand Secretaries.
130	Petition for Membership, used by an applicant who has never been a member of a Bethel.
131	Petition for Membership by Affiliation, used by a member when applying for membership in another Bethel. Must be accompanied by a Demit.
131d	Request for Dual Membership
132	Report of Investigating Committee, used by members appointed to investigate petitioners, filled out individually by them and returned to the Bethel Guardian.
133	Notice to appear for initiation, a postcard which is mailed to petitioners who have been elected to membership by Executive Members of the BGC.
134	Request for information on Masonic Relationship, used by an Associate Bethel Guardian to check the relationship of a petitioner and the standing of a Master Mason.
140	Notice of dues, mailed to Bethel members whose dues are unpaid.
141	Official Receipt for Dues. This receipt, properly signed and stamped with the Bethel Seal, must be presented by a member desiring to attend another Bethel, a GGC/SGC Session.
142	Record of Dues, loose leaf ledger sheet for recording dues paid by each Bethel member.
150	Memo of Receipts & Warrants and Order for Treasurer, and cash received. A multi-page form which provides copies for Recorder, Bethel Treasurer, Guardian Secretary and Guardian Treasurer to assist in keeping books in balance.

Form No.	Description
151	Bethel Treasurer's Report, read at each regular meeting by Bethel Treasurer as report of receipts and disbursements.
161	Certificate of Majority Membership, 8x10, issued to members upon becoming twenty (20) years of age or married under that age.
162	Certificate of Majority Membership, wallet size for same purpose as Form 161.
163	Certificate of Majority Membership, size 4x6 inches for same purpose as Form 161.
170	Member of Honor Certificate, size 4x6 inches, issued by Bethels to adults who have been elected Members of Honor in recognition of service to the Order.
172	Past Honored Queen's Certificate, wallet size.
173	Parent's Card, similar to Form 141, issued to parents on first visit to the Bethel, indicating they are eligible to visit other Bethels.
174	Proficiency Certificate, given to Bethel members who have passed the Proficiency Lessons Examination.
175	JDI Knowledge Certificate, issued to those having passed the SGC Knowledge Course.
176	Royal Purple Degree Certificate
180	Credentials, issued to officers and members of the SGC, GGCs and JGCs entitled to vote at an Annual Session.
190	Certificate, issued to elective and appointive SGC and GGC officers and members of committees.
191	Certificate of appointment to serve as members of BGCs in SGC and GGCs.
200	Request for a Special Dispensation
201	Special Dispensation, used by those authorized, in granting a special privilege as defined in Bylaws.
210	Demit, issued upon a member's request when desiring to transfer membership to another Bethel, or desiring to resign from membership.
211	Report on petitioning member who has demitted from another Bethel and now wishes to affiliate.
212	Notice of Suspension, sent to a Bethel member suspended for non-payment of dues.
220	Report on Ballot, the list of petitioners to be read by the Recorder, who have been voted upon by the Executive Members of the BGC to become members.
221	Ballot for Executive members of the BGC, used by Bethel members to recommend for appointment, Executive Members of the BGC. May be used by BGC members for their recommendations.
222	Report of Recommendations for BGC, used in connection with Form 221 at annual meeting of BGC.
230	Ritual, The ritualistic work of the Order
231	Large Print Ritual
232	Proficiency Lessons, the confidential lessons of the Order
233	Music Ritual, the musical portion of the ritualistic work with levels of different skills of Musician.
234	Song Card, a list of words for all Bethel music
235	Book of Ceremonies
236	Constitution and Bylaws of JDI
237	Mothers', Fathers', and Guardians' Prayer Card
240	Minute/Roll Call Book
241	BGC Minute Book pages, three hole punched
243	Attendance Record Book
246	Financial Record Book
249	Permanent Record Book
250	Initiatory Card
251	Order Forms, for ordering supplies from SGC
252	Record of Payments to SGC
253	Bible, small - Imitation Leather
256	Honored Queen signature sheets for Altar Bible
258	Birthday Cards, different cards for each month

Form No.	Description
260	Binder for Constitution and Bylaws
262	Librarian's Report, an assortment of symbolic information that may be used by the Bethel Librarian
264	Book of Job, 4.5x2.5
265	History of Job's Daughters - volume 1
280	Trademark Application, used to obtain permission to use the Official Trademark. Permission is granted for one year only.
281	Expense Claim (Deputies and Assisting Deputies ONLY), used for authorized expenses
282	Expense Claim, used for authorized expenses
283	Educational Scholarship Certificate

Form No.	Description

PROMOTIONAL MATERIAL

302	Attention Masons, a poster for display wherever Masons meet.
303	Support the Masonic Fraternity, a sheet seeking sponsorship of new members into the Order.
304	Parents Brochure, an information pamphlet that is personalized by a Bethel for the parents, guardians, or grandparents of its members.
305	What Job's Daughters IS and IS NOT, a folded card of information with space for a contact name.
306	Information Brochure, comprehensive general information about the Order.
307	Recruitment Brochure, color brochure for prospective members
308	JD Bookmark, information on what a Daughter learns from the Order and what Masonry is.
310	Promotion folder for inserting materials

Form #401 Roll Card
Guardian Secretary fills out individual card for every new member and sends to Grand Secretary [Grand Secretary's Membership Record]

Form #405 Request for Special Dispensation
Used by Bethel Guardian to request dispensation from the Grand Guardian.

Form #407 Guardian's Report
Report on condition of Bethel, used in printing Grand Council Proceedings. (This report need not be ordered. It is sent automatically by the Grand Secretary.)

Form #411 Proxy Form

Application for Scholarship
These forms are on file with the CHAIRMAN of the EDUCATIONAL SCHOLARSHIP COMMITTEE, whose name and address can be found in the Grand Council Roster. Application consists of questionnaires for (1) students, (2) parents, (3) Guardian Council, and (4) High school record.

SOP-SGC-3

DISBURSEMENTS

Section 1. General

(a) All itemized expense accounts for the current year must be given to the Chairman of the Finance Committee for approval within thirty (30) days after the close of the Annual Session.

(b) Disbursements shall be by check of the SGC and, when accompanied by vouchers approved by a majority of the Finance Committee, shall be signed by the Executive Manager and the Chairman of the Finance Committee.

(c) For the purpose of prompt payment and earning discounts, invoices for supplies shall be handled in accordance with procedure agreed upon by the Board and the Finance Committee.

(d) No business involving expenditure of SGC monies shall be conducted at the Annual Session unless at least one member of the Board of Trustees and at least one (1) member of the Finance Committee are in the SGC room.

Section 2. Allowance for Supreme Guardian

(a) Promptly after installation, the Supreme Guardian shall receive the sum of six thousand dollars ($6,000.00) paid from the General Fund. This appropriation is intended to cover all expenses incurred during her term of office except as specified in this Sec. and Sec. 3. A report of all expenditures from this allowance shall be filed for information with the Finance Committee at the end of the term.

(b) Travel expense to jurisdictions outside the continental US shall be allowed separately after estimates have been approved by the Finance Committee.

(c) The expense of reorganization of weak Bethels and organization of new Bethels along the regular line of travel of the Supreme Guardian shall be paid from the appropriations provided in Sec. 2 (a) of this Art.

(d) A need for the Supreme Guardian to retrace her steps to handle an emergency shall be paid from the Promotional Fund when an expense account is submitted and approved by the Finance Committee.

(e) Additional funds shall be provided to cover expenses for instituting the first Bethel in a jurisdiction or for chartering a new GGC. A statement of estimated expenses shall be filed in triplicate with the Chairman of the Finance Committee.

(f) All itemized expense accounts for the current year must be given to the Chairman of the Finance Committee for approval within thirty (30) days after the close of the Annual Session. Per diem allowances shall not exceed thirty dollars ($30.00) per day, no matter where incurred.

(g) The sum of three hundred dollars ($300.00) per month shall be allowed for secretarial, telephone and postal expenses.

Section 3. Special Conference Expenses

(a) The Supreme Guardian shall be allowed her expenses, paid from the General Fund, for necessary conferences which shall be held in the Supreme Office when the presence of the Executive Manager is required.

Section 4. Allowance for the Associate Supreme Guardian

(a) The Associate Supreme Guardian shall be allowed the sum of five hundred dollars ($500.00) annually from the Promotional Fund and five hundred dollars ($500.00) annually from the General Fund for expenses incurred in the performance of his duties.

(b) Travel expense to jurisdictions outside the US and Canada shall be allowed separately after these estimates have been approved by the Finance Committee.

Section 5. Allowance for the Vice Supreme Guardian

(a) The Vice Supreme Guardian shall be allowed the sum of one thousand dollars ($1,000.00) annually from the General Fund to assist in defraying the expense of her office and to acquaint herself with Bethels under Supreme. At the end of her term, a report of all expenditures from this allowance shall be filed with the Finance Committee for information.

Section 6. Allowance for the Supreme Guide

(a) The Supreme Guide shall be allowed three hundred dollars ($300.00) annually to assist in defraying the expense of her office and to acquaint herself with Bethels under Supreme. At the end of her term a report of all expenditures from this allowance shall be filed with the Finance Committee for information.

Section 7. Allowance for the Supreme Marshal

(a) The Supreme Marshal shall be allowed three hundred dollars ($300.00) annually to assist in defraying the expense of her office and to acquaint herself with Bethels under Supreme. At the end of her term a report of all expenditures from this allowance shall be filed with the Finance Committee for information.

Section 8. Executive Manager

(a) The Executive Manager shall receive such salary as may be agreed upon by the Board of Trustees and the Finance Committee. Such salary shall be subject to all Federal, State, and local tax deductions.

(b) The salary of the assistants shall be set by the Executive Manager with the approval of the Board of Trustees and the Finance Committee.

(c) The Executive Manager and other full time employees in the Supreme Office shall be allowed two (2) weeks vacation, with salary, after one (1) year of continuous service. The Board of Trustees shall approve said vacation period. The Board of Trustees and the Finance Committee shall approve additional vacation time based on length of service. No vacation with pay is to be given temporary or part-time employees.

Section 9. Revolving Fund of the Executive Manager

(a) The Executive Manager shall have a revolving fund of five thousand dollars ($5,000.00) to meet the emergency needs of her office, carried in such depository as may be designated by the Finance Committee. Total amount of monthly receipts and disbursements of the revolving fund shall be shown on the monthly summary as specified in the duties of the Executive Manager. An adequate balance shall be maintained in this fund at all times by periodic reimbursement as required.

Section 10. Expense of the Annual Session

(a) The registration fee paid to the Session Arrangements Committee shall be used by the Committee to help defray expenses of the Annual Session.

(b) The Chairman of the Session Arrangements Committee shall clear through the Finance Committee all activities of the Annual Session which require expenditure of SGC funds not specifically provided for in these Bylaws/SOPs.

Section 11. Promotional Expenses

(a) When a new Bethel is instituted:

(1) The necessary expenses incurred in promoting and instituting a new Bethel under Supreme shall not exceed fifteen hundred dollars ($1,500.00) and shall be paid from the Promotional Fund.

(2) Said expenses shall include those of a Supreme Deputy, or other eligible persons deputized by the Supreme Guardian, and a corps of officers to exemplify the ritualistic work of the Order. An itemized statement of expense shall be submitted to the Chairman of the Finance Committee within thirty (30) days of the institution.

(3) Necessary authorized supplies for a new Bethel under Supreme shall be furnished gratis. (See SOP-Bethel-20)

(b) When a new GGC or JGC is to be chartered:

(1) The new GGC or JGC shall be allowed one hundred fifty dollars ($150.00) from the Promotional Fund of the SGC toward expense of chartering.

(2) The Supreme Guardian shall be allowed her travel and hotel expenses if a special trip is necessary to charter the new GGC or JGC.

(3) If it is impossible for the Supreme Guardian to act in person, she may appoint any member of the SGC in her stead. The same allowance shall be paid from the Promotional Fund to such member.

(4) An itemized statement of such expenses shall be submitted to the Chairman of the Finance Committee within thirty (30 days. Such funds may be advanced when authorized by the Chairman of the Finance Committee and upon approval of the Supreme Guardian. Funds advanced and not spent shall be returned to the Promotional Fund.

(c) Growth of the Order:

(1) Expenses for use only in promotion of the growth of the Order shall be approved by the Chairman of the Promotion Committee and the Supreme Guardian. These approved expenses shall be submitted in detail to the Chairman of the Finance Committee for approval and prompt payment.

(2) Expenses of Miss IJD and the SBHQ be approved by the Finance Committee. Funds for these expenses shall be from revenue specified in SOP-SGC-15, which shall be allocated on a share and share alike basis, and allowances authorized in SOP-SGC-3. These expenses are not to be considered as expenses of the Supreme Bethel or the Miss IJD Pageant.

Section 12. Jewels

(a) An official Past Supreme Guardian's jewel shall be purchased, to be presented to each Supreme Guardian at the conclusion of her term.

(b) An official Past Associate Supreme Guardian's jewel shall be purchased, to be presented to each Associate Supreme Guardian at the conclusion of his term.

Section 13. Allowance for Miss International Job's Daughter (Miss IJD)

(a) Miss IJD shall be allowed the sum of one thousand dollars ($1,000.00) annually from the Promotional Fund for travel expenses incurred in the performance of her duties. This allowance to be issued within thirty (30) days following the annual Supreme Session.

(1) Any portion of these funds not expended for travel shall be returned to the Promotional Fund.

(2) The Chairman of the Miss IJD Pageant Committee will approve all travel plans and insure responsible supervision during the travels of the Miss IJD. The Supreme Guardian and the Executive Manager shall be advised of her itinerary.

(3) Miss IJD shall submit a cumulative report by the tenth (10^{th}) day of each month beginning in September and at the end of her term listing the amount and source of all monies received and all expenditures for this travel accompanied by receipts. This report to be filed with the Executive Manager.

(4) For reimbursement of contributions for travel expenses (SOP-SGC-15), the Miss IJD shall submit a monthly expenditure report, accompanied by original receipts to the Executive Manager. Copies of this report shall also be sent to the Chairman of both the Pageant and Finance Committees.

(b) Travel by the Miss IJD to the Annual Session of the SGC shall be allowed via the most economical airfare available or, if less expensive and desirable, by automobile by the most direct route at the rate of twenty cents (.20) per mile.

(c) The Miss IJD shall be allowed per diem at the rate of twenty dollars ($20.00) per day for the four (4) days of the Annual Session if she does not receive complimentary lodging arranged by the Supreme Session Arrangements Committee.

(d) The SGC shall provide a crown designed by the official jeweler for the Miss IJD. The crown shall be passed to her successor.

(e) Miss IJD shall receive a Past Miss IJD jewel (J-160) gold filled (as shown in the official jewelry catalog) upon completion of her term provided she has met all the requirements as outlined in the Rules and Regulations to the satisfaction of the Miss IJD Committee.

(f) Provide suitable name badge for Miss IJD to use during her year.

Section 14. Allowance for Supreme Bethel Honored Queen (SBHQ)

(a) The SBHQ shall be allowed the sum of one thousand dollars ($1,000.00) annually from the Promotional Fund for travel expense incurred in the performance of her duties. This allowance to be issued within thirty (30) days following the Annual Session of the SGC.

(1) Any portion of these funds not expended for travel shall be returned to the Promotional Fund.

(2) The Supreme Bethel Guardian shall approve all travel plans and insure responsible supervision during travels of the Supreme Bethel Honored Queen. The Supreme Guardian and the Executive Manager shall be advised of her itinerary.

(3) The SBHQ shall submit a cumulative report by the tenth (10^{th}) day of each month beginning in September and at the end of her term listing the amount and source of all monies received and all expenditures for this travel accompanied by receipts. This report to be filed with the Executive Manager.

(4) For reimbursement of contributions for travel expenses (SOP-SGC-15), 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 Chairman of both the Supreme Bethel and Finance Committees.

(b) Travel by the SBHQ to the Annual Session of the SGC shall be allowed via the most economical airfare available or, if less expensive and desirable, by automobile by the most direct route at the rate of twenty cents (.20) per mile.

(c) The SBHQ shall be allowed per diem at the rate of twenty dollars ($20.00) per day for the four (4) days of the Annual Session if she does not receive complimentary lodging arranged by the Supreme Session Arrangements Committee.

Section 15. Advance for the Chairman of the Supreme Bethel Committee

(a) The Chairman of the Supreme Bethel Committee, on request, shall be advanced the sum of five hundred dollars ($500.00) for Committee expenditures. This advance is to be issued within thirty (30) days of the request. Any portion of these funds not expended shall be returned to the Supreme Office within thirty (30) days following the succeeding Annual Session. A report shall be made at the succeeding Annual Session listing all expenditures against this advance as well as all additional subsequently approved expenditures.

Section 16. Advance for the Chairman of the Miss IJD Pageant Committee

(a) The Chairman of the Miss IJD Pageant Committee, on request, shall be advanced the sum of five hundred dollars ($500.00) for Committee expenditures. This advance is to be issued within thirty (30) days of the request. Any portion of these funds not expended shall be returned to the Supreme Office within thirty (30) days following the succeeding Annual Session. A report shall be made at the succeeding Annual Session listing all expenditures against this advance as well as all additional subsequently approved expenditures.

Section 17. Advance for the Chairman of the Educational Scholarships Committee

(a) The Chairman of the Educational Scholarships Committee, on request, shall be advanced the sum of three hundred fifty dollars ($350.00) for Committee expenditures. This advance is to be issued within thirty (30) days of the request. Any portion of these funds not expended shall be returned to the Supreme Office within thirty (30) days following the succeeding Annual Session. A report shall be made at the succeeding Annual Session listing all expenditures against this advance as well as all additional subsequently approved expenditures.

SOP-SGC-4

DUTIES OF APPOINTED OFFICERS

Section 1. The Supreme Chaplain shall:

(a) Contact Grand Secretaries, Jurisdictional Secretaries and Guardian Secretaries of Bethels under Supreme to obtain information on departed members of the SGC, JGCs, BGCs and Bethel members under Supreme.

SOP-SGC-5

DUTIES AND POWERS OF THE SUPREME GUARDIAN COUNCIL

(a) Present the official Past Supreme Guardian's jewel to each Supreme Guardian upon completion of her term of office.

(b) Present the official Past Associate Supreme Guardian's jewel to each Associate Supreme Guardian upon completion of his term of office.

SOP-SGC-6

EDUCATIONAL FUND

Section 1.

(a) The fund shall be known as the SGC Educational Fund.

(b) The fund shall consist of money and bills receivable now on hand and all money, donations, bequests, and interest that may accumulate from said fund, including interest accumulated in excess of that required to meet expenses outlined in SOP-SGC-9, Ethel T. Wead Mick Fund.

(c) The fund shall be used for Educational Scholarships upon approval of the Finance Committee.

(d) This fund shall be administered by the Educational Scholarships Committee.

(e) The Educational Fund shall be maintained at a minimum of two thousand five hundred dollars ($2,500.00).

SOP-SGC-7

EDUCATIONAL AND PROMOTIONAL FUNDS PROJECT

Section 1. Fund-raising Project

(a) The Executive members of the BGC for each Bethel under Supreme shall insure that a fund-raising project for the benefit of the Educational and Promotional Funds is conducted during each Honored Queen's term. Monies raised shall be distributed as designated in SOP-Bethel-2.

Section 2. Unused Funds

(a) Upon formation of a GGC or JGC, unused funds previously contributed by Bethels within that jurisdiction shall be transferred to the new GGC or JGC.

SOP-SGC-8

ELECTION, VOTING PRIVILEGES, AND PROXY

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

(a) Letter of Intent

(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.

(b) Candidates aspiring to an elective office shall be requested to rise and state their name and jurisdiction.

Section 2. Election of New Members of the Board of Trustees (See B-SGC Art. VI Sec..1 (b))

(a) 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.

SOP-SGC-9

ETHEL T. WEAD MICK FUND

Section 1. Name

(a) The fund shall be known as the Ethel T. Wead Mick Fund.

(b) The fund shall consist of money and securities on hand and all money, donations, bequests, and interest that may accumulate from said fund.

Section 2. Objectives

(a) To establish a Fund whereby members and supporters of the Order may make financial contributions, either as a donation or by providing for the same as a bequest in a Will, to JDI.

(b) The interest from this Fund shall be used as hereafter provided to maintain the Memorial Room, site and grave of Ethel T. Wead Mick in Nebraska; to assist in providing leadership training within the Order, scientific and other programs to perpetuate the Order; and the provision of scholarships in addition to those from other sources.

Section 3. Investment of Funds

(a) All money on hand and received shall be invested in a manner similar to that for other funds of the SGC, under the direction of the Board of Trustees.

Section 4. Operation

(a) The Board of Trustees shall establish and approve programs as necessary to implement and foster the Fund.

(b) It shall be a duty of the Supreme Guardian and the Associate Supreme Guardian to promote and encourage contributions to the Fund.

(c) The goal shall be to increase donations to two hundred and fifty thousand dollars ($250,000.00), or a higher amount, so that interest shall be sufficient to cover disbursements.

(d) Each person or group contributing at least one hundred dollars ($100.00) or, in the case of individuals including a bequest in her/his Will for that amount or more, shall receive a special certificate, suitable for framing.

(e) Persons and groups may make donations to the Fund of any amount in memory of someone. Receipts shall be sent to the contributor with a card of appreciation. An appropriate card shall be sent to all persons honored and an appropriate card shall be sent to the next of kin for "in memory" contributions.

(f) Provisions shall be made for the names of contributors of sums in excess of one hundred dollars ($100.00) to be recorded in a permanent record book to be kept in the Ethel T. Wead Mick Memorial Room.

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.

SOP-SGC-10

FLAG PROTOCOL

GENERAL

10.1 The minimum number of flags to be displayed at a Bethel meeting shall be two (2). They shall be the National Emblem of the host country and the Bethel Flag.

10.2 When flags of two (2) or more nations are displayed, they shall be flown from separate staffs of the same height and shall be of the same approximate size.

10.3 At no time shall the flag be allowed to touch the floor, the Altar, the Bible or any other piece of furniture.

10.4 The nation's order of longevity in the Job's Daughters' world is as follows: the United States, Canada, Australia, the Philippines, Brazil.

10.5 Other flags (Masonic, Christian, etc.) may be displayed as determined by the governing jurisdiction. Their placement shall be to the left of the Junior Princess and to the right of the Bethel and State, Province or Territory flags.

10.6 All flags shall be presented and displayed following correct protocol and affording respect to their meaning.

10.7 The National Emblem of the host country is presented at least two steps ahead of all other flags.

FLAG PROTOCOL FOR CARRYING

10.10 United States and Possessions – The flag is carried at a sixty (60) degree angle by holding the right hand around the staff with the thumb pointing upward toward the Flag. The right hand is placed on the staff at a height of and on a level with the left shoulder, elbow relaxed. The left hand is at the waistline, hand around the staff, with the base of the hand resting against the left hip. The Flag should never be allowed to touch anything beneath it. The eagle at the top of the staff shall face forward, including when placed in the flag holder in the East.

10.11 Canada – The flag is carried by holding the left hand around the outside of the staff, the thumb pointing upward towards the flag, at the height of and against the right shoulder. The right hand is at the waistline with the base of the hand resting against the right hip. The staff is always carried in an upright position.

10.12 Australia – For JDI meetings, the flag protocol for the Australian flag is very similar to the USA flag. The flag is carried/held in exactly the same way. Everyone rises as the flag enters the room and stands with hands at the side (not on the heart). The Marshal does not sing. There is no Pledge of Allegiance. The flag is not retired at any time during the meeting. The flag should not be decorated or added to in any way - no fringing or decorations on the flag stand or flag pole.

10.13 Philippines – The flag is carried at a sixty (60) degree angle by holding the right hand around the staff with the thumb pointing upward toward the Flag. The right hand is placed on the staff at a height of and on a level with the left shoulder, elbow relaxed. The left hand is at the waistline, hand around the staff, with the base of the hand resting against the left hip. (Same as US) Everyone rises as the flag enters the room and stands with hands at the side. There is no Pledge of Allegiance.

10.14 Brazil - The National Flag must be the first to be escorted in all ceremonies, as per Ritual. When in the Preparation Room, the Marshal holds and suspends the staff vertically, with her right hand at shoulder level, with the upper edge of the flag held by the right thumb. Then holds the staff with the left hand below the right hand, thumbs along the staff. Using both hands, **lays** the flag over her right shoulder, at a forty five (45) degree angle, projecting the left elbow, keeping it parallel to the ground. Upon completion, the cloth, secure in the chest level, will naturally fall to the side covering the right arm, leaving the spotlight on the blue celestial sphere. Hold the cloth in order to not let it touch the floor. When at the west of the Altar, the Marshal, using both hands, moves the flag **to a** vertical position, suspended in front and center of her body, keeping the left hand at the same position, left elbow relaxed, right hand at shoulder level. The Marshal releases the upper edge of the flag keeping the heels together, looking forward. The bottom of the staff never touches the floor. To escort the flag to the East, the Marshal will proceed the same way she did at the Preparation Room remembering to never let the staff or the cloth touch the floor.

ESCORT

10.20 The National Emblem of the host country shall be presented first, except Brazil, followed by any others in the order of longevity (See 21.4). Should the Supreme Guardian be present, the National Emblem of her country, if different from that of the host, shall be presented second.

10.21 Following National Emblems, the State, Provincial or Territorial flag of the host Bethel, if presented, shall be first. Flags of other States, Provinces or Territories may be presented as appropriate. Alphabetical order may be followed.

10.22 Then, as determined by the governing jurisdiction, other flags may be escorted (see 21.5).

10.23 The Bethel Flag is presented per Ritual.

HONORS

10.30 The National Anthem of the country shall be played after the flag is presented west of the Altar. Citizens pay respect to their National Emblem according to the custom of their Country. Those who are not citizens of the Country whose Flag is being presented stand at attention with hands at their sides. The flag then shall be escorted to the East.

10.31 Following placement in the East, in countries where there is a Pledge of Allegiance, the pledge may be given. Countries not having such a Pledge may use an inspirational pledge as determined by the governing jurisdiction.

10.32 Tributes may be given to the national or other flags while at the Altar or in the East during receptions and installations.

DISPLAY IN THE EAST

10.40 Flag stands shall be placed in the East prior to the meeting or event. They shall be in line with the Honored Queen and Princesses.

10.41 The stand for the National Flag of the host country shall be the farthest right of the Senior Princess.

10.42 The stand for the Bethel Flag shall be farthest left of the Junior Princess.

10.43 Other stands shall be placed and filled as per the order of flag escort.

10.44 National flags shall be placed to the right of the Senior Princess.

10.45 All other flags shall be placed at the left of the Junior Princess with the Bethel Flag farthest left.

RETIRING

10.50 In countries where the National Emblem is normally retired, only the Host Country's flag is retired. The Marshal shall retrieve the flag from the east, carrying the flag as it was carried on entry and retrace her steps to the Preparation Room for proper interim storage of the flag.

SOP-SGC-11

INITIATION AND ANNUAL FEES

1. Remittance by Bethels

(a) An initiation fee and an annual fee will be paid by all Bethels for members initiated and members on their rolls as specified in this Instruction.

(b) The fees shall accompany Form 112, 113 or 114 when submitted to the Executive Manager by Bethels under Supreme, and Form 110 or 111 when submitted to the Grand Secretary by Bethels under a GGC.

(c) An update of the Membership list provided by the Executive Manager shall accompany the Annual Report and fees.

2. Initiation Fee

(a) The initiation fee for each member when she joins the Order is:

(1) For Bethels under Supreme, ten (10.00) USD, CAD, AUD, PHP, BRL ...etc, and annually shall increase by two percent (2%) beginning January 1, 2004.

(2) For Bethels under a GGC, four (4.00) USD, CAD, AUD, PHP, BRL ...etc, and annually shall increase by two percent (2%) beginning January 1, 2004.

(b) This fee shall be paid by the Bethel during the month of January for all new members who joined the Order between January 1 and December 31 of the preceding year.

3. Annual Dues

(a) The annual dues shall be collected in the currency of the jurisdiction to which the member belongs

(b) The annual dues for each member reported by chartered Bethels on December 31, 2007 is ten point one two (10.12) USD, CAD, AUD, PHP or BRL ...etc, and annually shall increase by two percent (2%).

(c) These dues shall be paid during the month of January.

(d) The annual fee of Bethels chartered after July 1 shall be prorated from the date of chartering. Bethels chartered less than one (1) month prior to January 1, filing their first report, shall be exempt from this fee.

(e) The Bethels, GGCs and JGCs outside of the USA and Canada shall be exempt from remittance of fees to the Insurance Fund. (See SOP-SGC-11 4 (a)).

4. Insurance Fee

(a) The annual fee for each member of the Bethel for the payment of liability insurance shall be the latest actual premium paid, plus ten percent (10%), divided by the total membership in the USA and Canada as of the last Annual Report. This fee is to be paid with each Annual Report.

(b) The fee shall be prorated from the date of chartering for new Bethels chartered during a calendar year.

(c) The Bethels, GGCs, and JGCs, outside the United States of America and Canada shall be exempt from remittance of this fee.

5. Remittance by GGC

(a) GGCs shall collect the initiation fee and the annual dues as specified above and remit them in US dollars using the exchange rate as of December 31 to the Supreme Office so that they are received no later than March 1.

(b) The remittances shall be accompanied by an update of the Membership list as provided by the Executive Manager, and the Annual Reports on Form 123 A, B, and C as provided in B-GGC, Art III, Sec 6(g).

(c) The remittance shall be accompanied by a penalty if received in the Supreme Office after the deadline date of March 1. The fine to be a percentage of the total amount owed as follows: two (2) percent for one (1) through thirty (30) days over due, five (5) percent for thirty-one (31) through sixty (60) days overdue and seven and one half (7.5) percent for any period over sixty (60) days.

6. Allocation of Fees

(a) Fees from Bethels under Supreme including JGCs are allocated as follows:

(1) From the initiation fee:
Seventy-five percent (75%) to the General Fund
Twenty percent (20%) to the Educational Fund
Five percent (5%) to the Promotional Fund

(2) From the annual dues:
Seventy-five percent (75%) to the General Fund
Twenty percent (20%) to the Promotional Fund
Five percent (5%) to the Educational Fund

(b) Fees from GGCs are allocated as follows:

(1) From the initiation fee:
Twenty-five percent (25%) to the General Fund
Twelve percent (12%) to the Educational Fund
Thirty-eight percent (38%) to the Promotional Fund
Twenty-five percent (25%) to be retained by the GGC

(2) From the annual dues:
Fifty percent (50%) to the General Fund
Twelve percent (12%) to the Promotional Fund
Thirteen percent (13%) to the Educational Fund
Twenty-five percent (25%) to be retained by the GGC

SOP-SGC-12

MAJORITY MEMBERS

1. Each member in good standing shall become a Majority Member upon becoming twenty (20) years of age, or married under that age, and shall immediately receive gratis a certificate of Majority Membership, Form 162 at the end of the term if she becomes twenty (20) or immediately if marrying prior to the age of twenty (20).
2. She shall be entitled to receive the Majority Ceremony at such time as may be convenient. The Ceremony may be conferred at a regular or special meeting of the Bethel. A special meeting called for this purpose may be an open meeting and may be conducted without formal opening or closing.
3. She shall be entitled to all the right and privileges of a member except voting and holding office.
   (a) If she turns twenty (20) she shall be entitled to all the rights and privileges through the end of the term.
   (b) If she marries she shall be entitled to all the rights and privileges of a member except voting and holding office.
4. She may enter the Messenger's semicircle, give honors and assume the Attitude of Prayer. She will rise and sing the Bethel Flag song.
5. She shall be exempt from further payment of dues.
6. She shall keep her Bethel informed of any change in name or address.
7. A member who had demitted from the Order and has passed the age of twenty (20) years, or who has married before that age, may be reinstated as a Majority Member by applying in writing to the Executive members of the BGC of the Bethel of which she was a member; or if the Bethel has been closed, to the Executive Manager of the SGC or the Grand Secretary in her Jurisdiction, for consideration by the Executive members of the SGC or the Executive members of the GGC, respectively.
   (a) Application must be accompanied by her Demit (complete form), payment of dues from the date of the Demit to date of Majority and affiliation fee equal to one-half (1/2) the initiation fee. (See B-GGC Art. XVII Sec. 1.21)
   (b) It must be approved by a majority vote of the Executive members of the BGC.
   (c) She shall then become a Majority Member and shall be reinstated on the next annual report sent to the Executive Manager (Form 112, 113 or 114) or sent to the Grand Secretary (Form 110 or 111).
   (d) She shall receive gratis a Certificate of Majority Membership and shall be entitled to receive the Majority Ceremony.
8. As a Majority Member, even though married, she is privileged occasionally to fill an office for an absentee, or to act as an installing officer.
9. Each member in good standing shall become a Majority Member upon her death if under the age of twenty (20). Her parent(s) or guardian(s) shall immediately receive gratis her Certificate of Majority Membership, Form 162.
10. A deceased Daughter, under the age of twenty (20), who had demitted from the Order may be reinstated as a Majority Member if her parent(s) or guardian(s) follow the procedures outlined in SOP-SGC-12, Art 7, Sect (a) (b) and (c). Once accomplished, her parent(s) or guardian(s) shall receive gratis her Certificate of Majority Membership, Form 162.

SOP-SGC-13

MEETINGS

Section 1. 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.

SOP-SGC-14

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.

SOP-SGC-15

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 SOP-Bethel-12)

(b) a fee for each charter issued to a Bethel under Supreme. (See SOP-Bethel-12)

(c) a fee for each charter issued to a new GGC (See B-SGC Art. XVIII Sec. 1 (c)) and each JGC (See B-SGC 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 SOP-Bethel-18)

(f) initiation fees and annual fees from all Bethels. (See SOP-SGC-11)

(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 forty dollars ($40.00) 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 SOP-SGC-3.

(l) Commencing with the 2012 Annual Session, one third (1/3) of the profit from each Supreme Session will be paid to the SGC. This profit is defined as the Total Receipts of the Session, less all normal expenses of the Session as outlined in the current edition of the Guidelines and Suggestions for the SAC Committee document as published by the Board of Trustees. Any donation to the SGC or elsewhere, for specific items such as computers, equipment, etc., shall come after the one third (1/3) has been paid to the SGC.

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.

(b) Contributions to expenses of Supreme Bethel Honored Queen

(1) All monies solicited and received for the purpose of paying travel expenses of the Supreme Bethel Honored Queen shall be sent directly to the Executive Manager. The monies received by the Executive Manager shall detail the source of the contribution.

SOP-SGC-16

RULES OF ORDER AND PARLIAMENTARY AUTHORITY

RULES OF ORDER

1. Quorum
   (a) A quorum for the transaction of business of the SGC shall consist of the representatives of at least ten (10) GGCs.
   ~~(b) A quorum for the transaction of business of the GGC shall consist of five (5) voting members representing five (5) different Bethels. (See B-GGC, Art. XVII Sec. 1.26)~~
   (WI-b) A quorum for the transaction of business of the GGC shall consist of the representatives of at least (10) ten different chartered Bethels. One (1) of the first three (3) named Grand Officers must be present and preside.

2. One rap of the gavel calls to order or seats the assembly. Two raps of the gavel calls up the officers. Three raps of the gavel calls up the entire assembly.

3. Members desiring to address the SGC or GGC shall rise, address the presiding officer, and after receiving recognition, state their name, name of the GGC/Bethel to which they belong, and then state the purpose for which they obtained the floor.

4. Unless permission is given by the assembly, no member shall speak longer than five (5) minutes, nor shall a member speak twice on any question until others who desire to speak have done so. No member shall speak more than twice on the same question except by permission.

5. Robert's Rules of Order, Revised (latest edition) shall govern this SGC and all its subordinate organizations where applicable and consistent with the Constitution, Bylaws and Standard Operating Procedures of JDI.

6. The ruling of the presiding officer shall be final, subject to The Law of Appeal.

7. The motion to adopt a proposed amendment to the Constitution, Bylaws and/or Standard Operating Procedures may be made by any voting member present. A negative motion shall not be made.

8. These rules of order may be amended or suspended at any time by a two-thirds (2/3) vote of those present and voting.

PARLIAMENTARY AUTHORITY

1. DEFINITION.
   a. Rules and Regulations are defined as containing the following:
      (1) Ritual Book
      (2) Policy statements issued by the BOT for governance of the Business.
      (3) Constitutions
      (4) Bylaws
      (5) Standard Operating Procedures (SOPs)
   b. All Rules and Regulations require approval by the appropriate Jurisprudence Committee and must be published (electronic or paper) in a format suitable for printing for access by the Daughters and adults.
2. IMMEDIATE AMENDMENT – An immediate amendment may be presented by a member of the SGC when signed by ten (10) delegates representing ten (10) GGCs and submitted to the Presiding Officer to be read to the voting delegates. (GGC – signed by five (5) delegates representing five (5) Bethels or as defined in GGC Rules and Regulations – See B-GGC 6, Art. XVII). It shall then be referred to the Jurisprudence Committee for recommendation to and action by the voting delegates. An immediate amendment requires unanimous vote of those present and voting.

3. AMENDMENTS – Amendments to these Constitutions and Bylaws or Policy Requests shall be approved at the Annual Session of the SGC/GGC by a two thirds (2/3) affirmative vote of the members present and voting. Amendments to Standard Operating Procedures shall be approved at the Annual Session of the SGC/GGC by a majority affirmative vote of the members present and voting. Only amendments affecting the revision of Ritual shall be acted on at the Annual Session where the Ritual is being considered. No other amendment shall be acted upon when there is a revision of the Ritual. Amendments shall be submitted in writing to the Executive Manager and must be received on or before April 1 of the year of the Annual Session when it is to be considered. A copy of proposed amendments shall be sent to each voting member on or before June 1, of the year of the Annual Session when it is to be considered (GGC amendments timing per their Rules and Regulations).
4. No proposed amendment shall be printed and mailed to the voting delegates of the SGC by the Executive Manager unless it has been submitted by a member of the SGC and signed by the proposer.
5. Proposed amendments shall be submitted in a form so as to show the wording of the entire paragraph as amended. Amendments which propose only to delete, insert, or substitute figures, letters, words, phrases or sentences will not be accepted by the Executive Manager.
6. Proposed amendments placed on the floor of the SGC must have the proposers, or a representative speaking on behalf of the proposer, present during the discussion.
7. The adoption of any amendment shall automatically amend all other sections referring to the same subject.
8. Legislation adopted at an Annual Session of the SGC shall become effective immediately upon distribution.
9. The adoption by the SGC of new laws pertaining to BGCs or GGCs, or the amendment of existing laws pertaining to them, automatically amends GGC's Manual of Rules and Regulations for the GGC or BGCs effective with notification of the publication on the SGC Website by the Grand Secretary.
10. The adoption by the SGC of new laws pertaining to Bethels, or the amendment of existing laws pertaining to them, automatically amends GGC's Manual of Rules and Regulations and Bethel laws on the same subject effective with notification of the publication on the SGC Website by the Grand Secretary, or Guardian Secretary of Bethels Under Supreme, unless specifically excepted by the Rules and Regulations of the SGC.
11. The Constitution, Bylaws, Standard Operating Procedures, and Policies (Rules and Regulations) of the SGC shall be printed or reprinted (or presented in a digital form suitable for printing) for use in loose leaf form for ring binders. Any changes made in the Rules and Regulations, shall be by distributing and renumbering of pages affected, as well as the index. Sticker shall not be permitted.
12. There should be a notation at the bottom of the page in bold type opposite the binding indicating an omission. There shall be a side bar printed against the lines where a change or addition has been made. Each replacement or additional page shall include the year of issue. These changes in the Constitution and Bylaws shall be accompanied by a dated check list showing the number of each page affected.
13. Variations to the Rules and Regulations for GGCs and JGCs shall be allowed, upon approval by Supreme Jurisprudence, according to the authorizations previously approved by the SGC as specified in B-GGC 6, Art. XVII and B-JGC 5, Art. XV respectfully.

SOP-SGC-17

SCHOLARSHIPS

Section 1. General

(a) The Educational Scholarship Committee shall receive applications for all scholarships on forms approved by the SGC from members of any Bethel in JDI, including unmarried Majority Members who have not reached the age of thirty (30) years, carefully investigate the same and recommend scholarships to be awarded at the next Annual Session.

(b) Scholarship applications shall be postmarked no later than April 30 of the year in which applying. All applications received with a postmark later than April 30 shall be disqualified. Applicants shall be notified of Chairman's receipt of application and date thereof.

(c) All applications shall be judged and scored by approved rules on file in the Supreme Office.

(d) All applicants shall be considered for all available scholarships unless specifically prohibited by the rules of any scholarship offered.

(e) Confidential information concerning applicants for scholarships shall not be disclosed to anyone other than those mentioned in paragraph (f) of this Sec.

(f) A copy of the Committee's recommendations shall be sent to the Supreme Guardian, Associate Supreme Guardian, Vice Supreme Guardian, Vice Associate Supreme Guardian, Executive Manager and Chairman of the Finance Committee prior to the Annual Session.

Section 2. Educational Fund Scholarships

(a) Scholarships awarded from monies in the Educational Fund shall be in the amount of seven hundred fifty dollars ($750.00).

(b) The recipient of a first scholarship may, at the discretion of the Committee, subsequently receive one (1) additional scholarship. Applications for renewal of scholarship shall be made on approved forms.

(c) No applicant shall receive more than one scholarship from this Fund in any one year.

Section 3. Other Scholarships

(a) Scholarships from monies collected for special area scholarships, bequests and/or monies from other sources that are designated for scholarships, shall be awarded according to the rules established for such special scholarships by the donors, or by the SGC.

SOP-SGC-18

SUPREME DEPUTIES AND ASSISTING SUPREME DEPUTIES

Section 1. 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 2. Supplies

(a) Supreme Deputies and Assisting Supreme Deputies shall order supplies, with the exception of promotional materials which shall be paid for by the Bethel/Jurisdiction, necessary to the performance of their duties from the Supreme Office.

SOP-SGC-19

THE BOARD OF TRUSTEES

Section 1. 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 that may be conducted by whatever technological means are deemed most efficient, or face to face.

(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.