

**CONSTITUTION OF A
GRAND GUARDIAN COUNCIL
OF
WISCONSIN
OF
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
NAME**

Section 1.

(WI - a) The name of this organization is Job’s Daughters International, Grand Guardian Council of Wisconsin.

**ARTICLE II
OBJECT**

Section 1.

(WI - a) The object of the Grand Guardian Council and its Grand Guardian as the executive officer thereof is to be supreme in its territorial jurisdiction in all matters pertaining to the Bethels, Bethel Guardian Councils and its own affairs subject to the provisions of the laws of the Supreme Guardian Council.

**ARTICLE III
AUTHORITY**

Section 1.

- (WI - a) This Grand Guardian Council operates under authority of a Charter granted by the Supreme Guardian Council and dated August 31, 1929. The jurisdiction of this Grand Guardian Council shall be limited to the State of Wisconsin.
- (b) Manuals of Rules and Regulations of GGCs shall include Art. I, II, and III, Sec. 1(a) in same. The format for the Manual, and subsequent amendments thereto, shall follow the same sequence as that of this Constitution, Bylaws and Standard Operating Procedures of a GGC. (See B-GGC Art. XVII Sec. 1) for prerogatives extended to GGCs)
- (c) All amendments to Rules and Regulations and Book of Ceremonies for a GGC require approval by Supreme Jurisprudence.

**ARTICLE IV
MEMBERSHIP**

Section 1.

- (a) A GGC shall consist of the GGC Officers, Past Bethel Guardians and Past Associate Bethel Guardians of Bethels in the jurisdiction, the five (5) Executive members of the BGC, chartered and under dispensation, and all members of the SGC residing in such GGC jurisdiction who have been elected to membership in such GGC.
- (b) See B-GGC Art. XVII Sec. 1 concerning loss of membership in the GGC.
- (WI - c) A member is one who shall have paid Membership fee for the year that ends with the final Business meeting at the Annual Session of the GGC. (See WI-SOP-GGC 4)

**ARTICLE V
OFFICERS**

Section 1. Elective Officers

(WI - a) The elective officers of this Grand Guardian Council shall be: Grand Guardian (a woman), Associate Grand Guardian (a Master Mason, POL-BOT-2), Vice Grand Guardian (a woman), Vice Associate Grand Guardian (a Master Mason), Grand Guide (a woman), Grand Marshal (a woman), Grand Secretary, and Grand Treasurer, Grand Inner Guard (a Master Mason) and Grand Outer Guard (a Master Mason). No officer shall hold more than one office at one and the same time; however, this shall not prevent the officer from being a member of a Grand Guardian Council committee.

Section 2. Appointive Officers

(WI – a) The ten (10) appointive officers shall be the Grand Chaplain, Grand Librarian, Grand Director of Music, Grand First Messenger, Grand Second Messenger, Grand Third Messenger, Grand Fourth Messenger, Grand Fifth Messenger, Grand Senior Custodian, and Grand Junior Custodian.

Section 3. Executive Officer

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

Section 4. Executive GGC

(a) The Executive GGC shall be composed of the Elective Officers of the GGC.

ARTICLE VI ELIGIBILITY

Section 1.

- (a) No person shall be eligible for election or appointment to office of a GGC unless she/he is a voting delegate thereof. If the GGC is in the USA, Canada or Australia, the delegate shall be on the current list of CAVs provided by the Executive Manager.
- (b) In jurisdictions where Masons are prohibited from serving as Associate Grand Guardians or Vice Associate Grand Guardians, the Grand Guardian, with the advice and consent of the Executive GGC, may authorize election and installation of eligible women to serve in these offices.
- (c) After the first election of the GGC officers, no person shall be eligible to serve as an elective GGC officer, except as Grand Secretary or Grand Treasurer, who has not served at least one (1) term as a Bethel Guardian or Associate Bethel Guardian of a chartered Bethel.
- (1) Bethel Guardians and Associate Bethel Guardians who are completing their first full term in said office at the time of a GGC election shall be eligible to serve as an elective officer of the GGC.
- (d) No member shall be eligible for the office of Grand Guardian or Associate Grand Guardian who has not served, or who is not completing service, as an elective officer of the same GGC for a period of one (1) term.
- (WI - e) No Grand Guardian or Associate Grand Guardian shall succeed herself/himself in office or be elected to the office of Grand Guardian or Associate Grand Guardian a second time in the same GGC. A Past Grand Guardian or Past Associate Grand Guardian may be elected to an elective line office. (2016) (See B-GGC, Art. XVII Sec. 1.30)
- (f) A SGC Officer may hold an office in a GGC.
- (WI - g) The Associate Grand Guardian, Vice Associate Grand Guardian, Grand Inner Guard, Grand Outer Guard and any other man holding office, shall be a Master Mason in good standing in the Masonic Jurisdiction under which he holds membership.

ARTICLE VII COMMITTEES

Section 1. Eligibility

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

Section 2. Restrictions

- (a) The spouses of the Grand Guardian or the Associate Grand Guardian shall not serve on either the Appeals and Grievances Committee or the Jurisprudence Committee.
- (b) No spouses, family members, or members of the Jurisprudence Committee shall serve on the Appeals and Grievances Committee
- (WI - c) A member of Jurisprudence Committee shall not serve on the Appeals and Grievances Committee
- (WI - d) No voting member shall serve as chairman of more than one (1) standing committee of the Grand Guardian Council except for Committee of Publications

WI - Section 3. Appointment & Duties of Standing Committees.

See WI-B-GGC Art. IV Sec. 3

WI - Section 4. Appointment and Duties of Other Committees.

See WI-B-GGC Art. IV Sec. 4

**ARTICLE VIII
DEPUTIES**

Section 1. Grand Deputy

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

Section 2. Deputy Grand Guardian

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

**BYLAWS OF THE
GRAND GUARDIAN COUNCIL
OF
WISCONSIN
OF
JOB'S DAUGHTERS INTERNATIONAL**

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

Section 1.

- (a) GGCs may adopt a Manual of Rules and Regulations which shall not conflict with the laws of the SGC. (See SOP-GGC-7 and B-GGC Art. XVII Sec. 1.4)
- (b) GGCs may adopt a Book of Ceremonies which shall not conflict with the laws of the SGC. (See SOP-GGC-2 and B-GGC Art. XVII Sec. 1.5)
- (WI - c) A Grand Bethel of the State of Wisconsin has been approved and formed within the jurisdiction of this Grand Guardian Council of Wisconsin. Grand Bethel Bylaws have been adopted by the Grand Bethel, approved and adopted by the Grand Guardian Council of Wisconsin, and also approved by the Supreme Guardian Council. [See Grand Bethel Bylaws.]
- (d) GGCs shall obtain their supplies from the SGC.
- (e) GGCs may delegate authority to Grand Guardians to administer certain penalties and fines. (See SOP-GGC-9)
- (f) GGCs may approve the formation of an Alumni Association (See B-GGC Art. XVII Sec. 1.29) which shall not conflict with the laws of the SGC.

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

Section 1.

- (a) The powers of the Executive GGC shall be limited to action on appeals as provided under the laws of the SGC. (See SOP-SGC-1)
- (b) The members may act in an advisory capacity on other matters when requested to do so by the Grand Guardian.

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

Section 1. Rulings

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

Section 2. The Grand Guardian shall:

- (a) Preside at all regular and special meetings of the GGC and the Executive GGC.
- (b) See that the laws of the SGC and GGC are enforced.
- (c) Promote the welfare and growth of the Order.
- (d) Appoint the members of the BGCs. Appointees working with JDI in the USA, Canada and Australia shall be on the current list of CAVs provided by the Executive Manager.
- (WI - e) Issue dispensations upon request of new Bethel Guardian Councils; and when satisfied of the proficiency of the Bethels shall grant charters. (See B-GGC Art. III Sec. 2 (e) (1))
- (f) Issue special dispensations upon request and when required to comply with SOP-Bethel-18.
- (g) Convene any Bethel or BGC for the purpose of settling disputes, to make inspection, or to require obedience to the laws and rules of the Order.
- (h) Appoint committees as necessary for the transaction of the business of the GGC. Appointees working with JDI in the USA, Canada and Australia shall be on the current list of CAVs provided by the Executive Manager.

- (WI - i) Serve as a member ex officio of all committees with the right to discuss and vote on all questions except the Appeals and Grievances Committee and the Jurisprudence Committee.
- (WI - j) Submit a written report on the condition of the organization at the Annual Session of the Grand Guardian Council, at the close of her term. If such report contains recommendations, same shall be submitted to the Jurisprudence Committee at least ten (10) days prior to the Annual Session.
- (k) Appoint Grand Deputies and Deputy Grand Guardians, when required. Appointees working with JDI in the USA, Canada and Australia shall be on the current list of CAVs provided by the Executive Manager.
- (l) Submit a report on Form 120 at the Annual Session of the SGC about the work of the GGC jurisdiction, which shall be limited to activities of benefit to other GGCs, JGCs and Bethels. The Executive Manager shall mail Form 120 to each Grand Guardian sixty (60) days prior to the Annual Session of the SGC.
- (m) Issue a waiver of jurisdiction, under seal, to allow a resident in the jurisdiction to be initiated into a Bethel in another jurisdiction. The waiver shall be sent to the Supreme Deputy, Grand Guardian or Jurisdictional Guardian of the other jurisdiction. (See C-Bethel, Art. IV, Sec. 2 (a))
- (n) Appoint inspecting officer for instituting, reinstating and chartering a Bethel.
- (WI - o) Suspend the function of any Bethel or any Bethel Guardian Council for good and sufficient cause and report same to the next Grand Guardian Council Session for final disposition.
- (WI - p) Revoke the charter of any Bethel for good and sufficient reason. An affirmative vote of not less than six (6) members of the Executive Grand Guardian Council shall be required for such action.
- (WI - q) Issue special dispensations for special privileges when satisfied that the proof warrants the same.
- (WI - r) At each Grand Guardian Council Session, as soon as practicable after convening, announce the names of persons substituting on committees.
- (WI - s) Call special meetings.
- (WI - t) Call schools of instruction, round tables and/or a Leadership Development program.
- (WI - u) Be custodian of the Charter of the Grand Guardian Council.
- (WI - v) Pay at least one (1) official visit during her term to each Bethel in the State, either in person or by deputizing other elected Grand Guardian Council Officers or a Past Grand Guardian or a Past Associate Grand Guardian (who are active members of the Grand Guardian Council).
- (WI - w) Cause to be audited all books and accounts of the Grand Secretary and Grand Treasurer, the expenses of the same to be paid by the Grand Guardian Council. A detailed report of such audit shall be made at the Annual Session of the Grand Guardian Council.
- (WI - x) May appoint a Parliamentarian for the Session.
- (WI - y) Appoint a Historian, whose duty it shall be to compile a record of all historical events during her/his year. Such history shall be submitted to the Publication Committee for printing at five year intervals format to be designed to be an extension of the historical record known as “THIS IS THE RECORD”.
- (WI - z) At any time call meetings of the Executive Grand Guardian Council.
- (WI - aa) Turn over to her successor immediately after the installation all financial reports, business records of the organization in her possession, as well as the official seal.

Section 3. The Associate Grand Guardian shall:

- (a) Assist the Grand Guardian in the performance of her duties.
- (b) Preside at the meetings in the absence of the Grand Guardian and the Vice Grand Guardian, and at other times when requested to do so.
- (c) Advise the Grand Guardian on all matters pertaining to her duties and act as liaison for the Order on subjects relating to the Masonic Fraternity.
- (d) Make himself thoroughly familiar with all laws pertaining to the Order.
- (WI - e) Serve as a member ex officio of all committees with the right to discuss and vote on all questions except the Appeals and Grievances Committee and the Jurisprudence Committee.
- (WI - f) At each Grand Guardian Council Annual Session submit a written report. If, in his annual report he desires to make any recommendations, the same shall be submitted to the Jurisprudence Committee at least ten (10) days prior to the Annual Session.

Section 4. The Vice Grand Guardian shall:

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

Section 5. The Vice Associate Grand Guardian shall:

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

Section 6. The Grand Secretary shall: (See B-GGC Art. XVII Sec. 1.7)

- (a) Attend all meetings of the Executive GGC and GGC.
- (b) Keep a record of all proceedings of the GGC.
- (c) Conduct correspondence and affix the seal of the organization when necessary.
- (d) Maintain a mailing list of all voting delegates.
- (e) Receive all monies due the GGC, turning same over to the Grand Treasurer, taking receipt therefore.
- (WI - f) Submit a written financial report at the Annual Session.
- (g) Make an annual summary on Form 123 of the reports of the Bethels in the GGC, showing the membership record and other information as set forth in Form 110 or 111. A copy of Form 110 or 111 of each Bethel, an update of the Membership list provided by the Executive Manager, together with a copy of Form 123 shall be sent to the Executive Manager and shall be accompanied by remittance of fees specified in SOP-SGC-15.
- (h) Issue demits and receipts for dues to members of Bethels whose Dispensations or Charters have been revoked. (See SOP-Bethel-14)
- (i) Ensure that the latest amended copy of the Manual is on file with the Executive Manager and the Chairman of the Jurisprudence Committee of the SGC.
- (j) Report to the appropriate Grand Secretary or Jurisdictional Secretary and the Executive Manager the names and addresses of:
 - (1) All new Majority Members,
 - (2) Majority Members who have moved,
 - (3) Members and adult workers who have moved outside the jurisdiction.
- (WI - k) Be listed as an authorized signer for all Wisconsin Grand Guardian Council financial accounts. Accounts shall be defined as and include bank accounts and investments accounts.
- (WI - l) Receive all claims/requests for payment that are submitted.
- (WI - m) Immediately notify the Manual of Rules and Regulations Committee upon receipt of advice from Supreme Jurisprudence Committee regarding their action on our amendments to this Manual. To distribute approved and printed Manual amendments to all members of the Grand Guardian Council on the current mailing list and four copies to each Bethel.
- (WI - n) Keep a complete record of all Bethel Guardian Councils and Bethels and an up-to-date roster of all members; and record all transactions of the Grand Guardian Council.
- (WI - o) Advise the Grand Guardian when a Bethel becomes delinquent in submitting dues or fees, as defined in SOP-GGC-9
- (WI - p) Have custody of properties belonging to the Grand Guardian Council not designated to the custody of other officers of the Grand Guardian Council.
- (WI - q) Issue notice of all meetings when properly authorized.
- (WI - r) Strike from the mailing list annually the names of members of the Grand Guardian Council who have not registered at the Grand Guardian Session within the past three (3) years. This action shall not deprive such voting members of membership in the Grand Guardian Council nor the right to vote in any Grand Guardian Council meeting which the member shall attend. Any interested voting member who shall apply to the Grand Secretary in writing for retention or reinstatement on the mailing list by stating his or her interest, but inability to attend the Session shall be accordingly reinstated.
- (WI - s) Refer reports to proper committees for examination.
- (WI - t) Compile the minutes and reports of the Annual Grand Session and to send the transcript of minutes of Grand Session to all Executive Grand Guardian Council Officers, the Chairman of the Publication Committee, and the Historian within sixty (60) days after the Annual Grand Session. Copies of all reports shall also be made available to the Historian within the same time limit.
- (WI - u) Mail credentials for the Annual Session to active members of the Grand Guardian Council at least thirty (30) days prior to the Annual Session.

- (WI - v) Immediately notify the Grand Bethel Committee in writing when the amendments to the Grand Bethel Bylaws have been approved by the Jurisprudence Committee of the Supreme Guardian Council.
- (WI - w) Close the books of the Grand Secretary April 30 of each term.
- (WI - x) Mail to all members in this Grand Guardian Council jurisdiction copies of the legislation enacted at the Supreme Session immediately upon its receipt from the Supreme Secretary, and four copies to each Bethel.
- (WI - y) Immediately upon the expiration of his/her term of office, transfer all properties and records belonging to the Grand Guardian Council to his/her successor, as soon as his/her books are closed and not later than two (2) weeks after the close of the Grand Session.
- (WI - z) Provide a current membership list to the Credentials Committee and to the Arrangements Committee prior to the Annual Session.

Section 7. The Grand Treasurer shall:

- (a) Receive all monies from the Grand Secretary giving a receipt therefore.
- (b) Have custody of all funds and securities belonging to the GGC.
- (c) Pay out monies on warrants as directed by the GGC.
- (d) Keep a complete record of all receipts and disbursements and report same at the Annual Session.
- (WI - e) Be listed as an authorized signer for all Wisconsin Grand Guardian Council financial accounts. Accounts shall be defined as and include bank accounts and investments accounts.
- (WI - f) Have in charge the funds and securities of the Grand Guardian Council which shall be kept in three (3) separate accounts, namely: Education, Promotion and General. They shall be paid out only on warrants from the Grand Secretary which have been authorized by the Grand Guardian and the Finance Committee.
 - (1) All funds and securities shall be invested with the approval of the Executive Grand Guardian Council.
 - (2) All money will be invested in federally insured institutions and accounts, except for funds already secured.
 - (3) The Grand Treasurer will maintain a list of investments which will include: the account number, name of the institution/broker and address, contact name and phone number, type of account, approximate value of account, date of purchase and maturity date. Copies shall be distributed biannually to the Grand Secretary and the Grand Guardian.
- (WI - g) Not change or transfer monies from one fund to another nor issue any check properly chargeable against any fund in excess of the balance in that fund unless authorized to do so by action of the Grand Guardian Council except that in an emergency either may be done upon the authorization for such action by the combined approval of the Grand Guardian, Associate Grand Guardian and the Chairman of the Finance Committee.
- (WI - h) Make a monthly report on or before the fifth (5th) day of each month to the Grand Guardian, Associate Grand Guardian, Vice Grand Guardian, Vice Associate Grand Guardian, Grand Secretary, members of Finance Committee, Chairmen of the Educational Scholarship Awards and Chairman of Promotion Committee. This report shall include the amount of the bank checking account, balance in each fund at the beginning of the preceding month, the amount of the savings account balance in each fund at the beginning of the preceding month, the total amounts of disbursements and receipts for each fund during the month, warrant and receipt numbers inclusive used during the month and the balance remaining in each checking account fund and savings account fund at the end of the preceding month.
- (WI - i) Immediately upon the expiration of his/her term of office transfer all properties and records belonging to the Grand Guardian Council to his or her successor.
- (WI - j) Close the books of the Grand Treasurer April 30 of each term.

Section 8. The Grand Guide and Grand Marshal shall:

- (a) Escort all distinguished visitors.
- (b) Assist the Grand Guardian in such duties as she may assign to them.
- (WI - c) Have custody of the flags and stands of the Grand Guardian Council and shall be in charge of the flag presentation at the Annual Session of the Grand Guardian Council.

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

- (a) Guard the doors of the GGC room.
- (b) Perform such other duties as may be assigned to them by the Grand Guardian and/or the Associate Grand Guardian.
- (WI - c) See that all present are properly qualified and pledged before entering the Grand Guardian Council Room and that the Grand Guardian Council is not unduly interrupted while in session.

(WI - d) Supervise the preparation of the chairs and seating arrangements at the Annual Session.

Section 10. Other Grand Officers shall:

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

WI - Section 11. The Grand Chaplain shall:

(WI - a) Officiate at all devotional services of the Grand Guardian Council and perform such other duties as may be assigned to that officer.

(WI - b) Prepare and present the Bible Ceremony at the opening of the Annual Session.

(WI - c) Have custody of the Altar, Altar cloth, and Holy Bible of the Grand Guardian Council.

WI - Section 12. The Grand Director of Music shall:

(WI - a) Provide suitable music and entertainment for the Session of the Grand Guardian Council.

(WI - b) Offer advice when necessary or when requested by Bethel Guardian Directors of Music in order to harmonize the work of the choirs and to stimulate interest in the Music Ritual.

(WI - c) Direct the Grand Bethel choir.

WI - Section 13. The Grand Librarian shall:

(WI - a) Exercise a general supervision over all the Bethel Librarians and in that respect that officer shall cooperate with the Bethel Guardian Treasurers in the selection and recommendations of proper materials for Bethel Librarians' reports.

**ARTICLE IV
COMMITTEES**

Section 1. Standing Committees

Section 2. Other Committees

WI - Section 3. Appointment & Duties of Standing Committees

Before the close of the Annual Session the newly elected and installed Grand Guardian shall appoint and announce the following Standing Committees:

- (a) **APPEALS AND GRIEVANCES COMMITTEE** composed of three (3) members.
- (1) It shall be the duty of the Appeals and Grievances Committee to investigate all appeals and grievances which may be lawfully filed with the Grand Guardian Council and to recommend disposition thereof to the Executive Grand Guardian Council within sixty (60) days of receipt.
 - (2) The chairman shall keep a permanent file and turn same over to his or her successor.
- (b) **JURISPRUDENCE COMMITTEE** composed of five (5) members.
- The first year the Grand Guardian shall appoint one (1) member for three (3) years, two (2) members for two (2) years and two (2) members for one (1) year. Thereafter the term shall be for a period of three (3) years.
- (1) It shall be the duty of the Jurisprudence Committee to give careful consideration to all properly submitted, proposed amendments to the Manual of Rules and Regulations of the Grand Guardian Council and make a detailed report with recommendations for action by the Grand Guardian Council at the Annual Session
 - (2) To give careful consideration to the Bethel Uniform Code or Amendments thereto, which may be submitted and report findings to the Grand Guardian for her approval or disapproval. After being approved or disapproved by the Grand Guardian and Jurisprudence Committee they shall be returned to the Bethel submitting them within sixty (60) days after receipt of same.
 - (3) To assist in the revision of the Supplement to the Uniform Code for Bethels when requested to do so.
 - (4) To advise the Grand Guardian, at her request, concerning the legality of any action or ruling contemplated by her.
 - (5) To review all Grand Guardian Council forms annually to be sure that they conform to the Constitution and Bylaws of the Supreme Guardian Council and the Manual of Rules and

Regulations, and to further see that they are revised and reprinted if and when necessary to meet this requirement.

- (6) The Chairman shall keep a permanent file and turn same over to his or her successor.
- (c) **FINANCE COMMITTEE** composed of three (3) members but shall not include any member representing the same Bethel with which the Grand Guardian is affiliated. Each succeeding year one (1) member shall be appointed to serve for three (3) years. The member longest in service on the committee shall be the Chairman. No member shall be eligible for the position of chairman who has not served, or who is not completing service on this committee for a period of one (1) year. (2016)
- (1) To approve or disapprove all contracts or proposed expenditures amounting to more than fifty dollars (\$50.00) before the debt is incurred, and that all bills be approved by a majority of the members of said committee and warrants are to be signed by the chairman after their approval.
 - (2) All contracts (purchases) involving expenditures of more than one hundred fifty dollars (\$150.00) shall require at least two bids and be submitted to the Finance Committee for approval before purchases are made.
 - (3) To approve or disapprove any accounts presented as claim against the Grand Guardian Council upon receipt of warrants from the Grand Secretary and to authorize payments by Grand Treasurer after approval of the Grand Guardian.
 - (4) The Committee shall prepare a Proposed Budget of estimated income and disbursements for the ensuing Grand Council fiscal year, same to be in the hands of the Grand Secretary at least forty-five (45) days prior to the Annual Session. The Grand Secretary shall send this proposed Budget to each voting member together with the proposed Amendments thirty (30) days prior to the Annual Session. The Budget shall be adopted by a majority vote of the delegates at the Annual Session and shall govern the decisions of this Committee on those expenditures not otherwise specified in the law. Adopted Budget shall also serve as guide to special project committees and the Grand Guardian in planning sources of revenue for the Grand Guardian Council.
 - (5) The chairman shall keep a permanent file and turn same over to his or her successor.
- (d) **AUDITING COMMITTEE** composed of three (3) members.
No member shall be eligible for the position of chairman who has not served, or who is not completing service on this committee for a period of one (1) year. (2016)
- (1) It shall be the duty of the Auditing Committee to audit all books and accounts of the Grand Secretary and the Grand Treasurer, to audit all books and accounts of the Educational Scholarships Committee, to audit the books and accounts of any Bethel Guardian Council when requested to do so by the Grand Guardian, and to make a detailed report of such audits at the Annual Session
 - (2) The chairman shall keep a permanent file and turn over same to his or her successor.
- (e) **PROMOTION COMMITTEE** shall be composed of Vice Grand Guardian, Vice Associate Grand Guardian, Grand Guide, and Grand Marshal and at least three (3) additional Members.
- (1) To promote membership growth in all Bethels by means of annual projects approved and/or proposed by the Grand Guardian and Associate Grand Guardian. Also, to submit to voting Delegates in Annual Session a full report of membership statistics.
 - (2) To promote the growth of the Order by:
Working with Bethels of membership below charter strength in the development of activities to promote increased membership. By following up any reported interest in development of new Bethels and/or stimulating such an interest in areas without Bethels where there is a reasonable potential.
 - (3) To record all contacts and keep copies of all correspondence relating to promotion.
 - (4) To have custody of the Grand Guardian Council's audio-visual equipment and library of slides and tapes, keeping the Grand Secretary informed of any additions or changes for purposes of annual inventory listing and insurance.
 - (5) At least sixty (60) days before the Annual Session submit to the Chairman of Finance Committee a proposed Budget for Promotional Funds, to become a part of the Budget presented to the Annual Session

- (6) Work with the Grand Guardian in directing the activities of Miss Wisconsin Job's Daughter, using the Promotional Budget adopted at the Annual Session as a guideline for approval of expenses of such activities.
- (7) Hold quarterly committee meetings
- (8) The Chairman shall keep a permanent file and turn same over to his or her successor.

(f) **MANUAL OF RULES AND REGULATION COMMITTEE** composed of three (3) members. One member shall serve on this committee for the term of three (3) years and any additional members made necessary by a vacancy among the other two (2) members who were selected during the two (2) terms. The member longest in service on the Committee shall be the Chairman.

- (1) It shall be the duty of the Manual of Rules and Regulations Committee to codify the Rules and Regulations of the Grand Guardian Council so as to include any changes made in certain laws after each Supreme Guardian Council Annual Session, and Rules and Regulations after each Grand Guardian Council Annual Session and to see that such changes (after approval by the Supreme Jurisprudence Committee) are promptly distributed among the members of the Grand Guardian Council. Upon codification they shall be forwarded to the Grand Secretary for mailing.
- (2) The Chairman shall keep a permanent file and turn same over to his or her successor.

(g) **PUBLICATION COMMITTEE** composed of three (3) members. The Chairman shall be a member of the Grand Guardian Council preferably experienced in the field of printing. Other members of the committee shall be the immediate-past Grand Guardian and the immediate-past Associate Grand Guardian.

- (1) It shall be the duty of the Publications Committee to see that the Proceedings of each term of the Grand Guardian Council shall be printed and distributed after the successful bidder on printing has been determined by the Finance Committee. It shall be the responsibility of the chairman of this Committee to obtain and submit the required bids to the Finance Committee. The Proceedings shall be printed and ready for distribution at the earliest possible date from the last date of the Annual Session of the Grand Guardian Council, and not later than November 1st, in accordance with the mailing list containing only names of those persons who have ordered and paid a fee within thirty (30) days after the close of the Annual Grand Session, such fee to be established by the Publication Committee, with the approval of the Finance Committee. Order forms stating the amount of this fee are to be included with the mailing of credentials by the Grand Secretary. The Committee shall also distribute to each Bethel one (1) gratis copy. The number of additional copies printed for courtesy distribution purposes shall be left to the discretion of the Chairman of this Committee with the approval of the Finance Committee.
- (2) It shall be the duty of the Publication Committee to have the report of the Historian printed at five (5) year intervals. The number of copies printed and distributed shall be determined from the subscription forms with fees submitted within thirty (30) days after the close of every fifth Annual Grand Session.

(h) **EDUCATIONAL SCHOLARSHIPS COMMITTEE** composed of three (3) members. One (1) member shall serve for a term of one (1) year, one (1) for a term of two (2) years and one (1) for a term of three (3) years. Each succeeding year one member shall be appointed to serve for the term of three (3) years. The member longest in service on the Committee shall be the Chairman. The Grand Guardian shall be empowered to fill a vacancy on the Committee between Annual Sessions. The Chairman of this Committee shall act as its Secretary.

- (1) It shall be the duty of the Educational Scholarship Committee to approve scholarships from Educational Funds upon the approval of at least two (2) members. They shall be allowed at least sixty (60) days in which to investigate and approve applications for scholarships from Educational funds. Refer to Article VIII for further information.
- (2) They shall submit a full and detailed report of their acts and the condition of the fund to the Grand Guardian Council at each Annual Session. Scholarships shall be awarded at this time.
- (3) The books of the Committee shall be closed April 30 of each term for auditing purposes.

At each Annual Session of the GGC the new members shall be appointed for a term not to exceed three (3) years.

- (1) The duties of the Committee are as follows:
 - (a) Initiate, promote and develop a Leadership Development Program.
 - (b) Present effective workshops/seminars annually to train adult workers.
 - (c) Prepare a budget for the next Grand Guardian Council year.

WI - Section 4. Appointment & Duties of Other Committees. (See WI-C-GGC Art. XIII Sec. 4)

Before the close of the Annual Session, the newly elected and installed Grand Guardian shall appoint the following committees, and such other committees as are necessary for the transaction of business for the ensuing year.

- (a) **CREDENTIALS COMMITTEE** composed of three (3) members.
 - (1) It shall be the duty of the Credentials Committee to carefully examine and pass upon the credentials of all persons claiming the right of membership in the Grand Guardian Council
 - (2) To prepare a complete list of all duly authorized members present and entitled to vote and file same with the Grand Secretary as soon as practicable after the Annual Meeting convenes. Final registration and tabulation is to be presented to the delegates on call of the Grand Guardian and immediately before election.
- (b) **NECROLOGY COMMITTEE** composed of three (3) members.
 - (1) It shall be the duty of the Necrology Committee to prepare suitable memorial services and present same at the Annual Session of the Grand Guardian Council.
- (c) **COURTESY COMMITTEE** composed of the Grand Guide, Grand Marshal, Grand Inner Guard and Grand Outer Guard.
 - (1) It shall be the duty of the Courtesy Committee to assist in extending courtesy to visitors and members in attendance at the Grand Guardian Council Session and at other times when occasion permits. The Committee should also report on courtesies received at the Grand Guardian Council Session.
- (d) **DEGREE OF ROYAL PURPLE COMMITTEE** composed of five (5) members.
New appointments shall be for a term of three (3) years. The first committee appointed shall have one (1), one (1) year member; one (1) two (2) year member and one (1) three (3) year member. The member longest in service on the Committee shall be chairman.
 - (1) It shall be the duty of the Degree of Royal Purple Committee:
 - (a) To notify each Bethel annually of full particulars regarding the Degree following the guidelines determined by the Supreme Guardian Council.
 - (b) To receive recommendations from the Executive Members of the Bethel Guardian Council or Executive Members of the Grand Guardian Council.
 - (c) To determine the recipients of this award in Accordance with the rules and regulations as adopted by the voting delegates of the Grand Guardian Council.
 - (2) The award shall be made in recognition of outstanding and dedicated service by a Majority Member to the JDI, a Majority Member who has given to the Order in a capacity above and beyond the normal call of duty, and outstanding contributor to the organization.
 - (3) Maintain a permanent file, including an up-to-date roster of recipients, showing change of name and/or address, which the chairman shall turn over to his/her successor.
- (e) **MISS WISCONSIN JOB'S DAUGHTER COMMITTEE** composed of at least three (3) members and the Chairman of Promotion Committee.
 - (1) It shall be the duty of the Miss Wisconsin Job's Daughter Committee:

- (a) To notify each Bethel annually of full particulars regarding a Miss Wisconsin Job's Daughter Competition.
 - (b) To plan and supervise a Miss Wisconsin Job's Daughter Competition to be held annually.
 - (c) To provide a Miss Wisconsin Job's Daughter banner for the winner and any other suitable awards and/or certificates upon the approval of the Grand Guardian and Finance Committee. The crown and cape shall remain the property of the Grand Guardian Council and shall be used each year by the new Miss Wisconsin Job's Daughter.
 - (2) The final winner shall be determined by a majority vote of a secret ballot. Each Bethel present at the Competition shall have one collective vote
 - (3) Miss Wisconsin Job's Daughter shall be sent to the Miss Job's Daughter International Competition during her year upon approval of, and in a manner decided upon by, the Grand Guardian, Chairman of the Promotion Committee and Chairman of the Finance Committee
 - (4) The Chairman shall keep a permanent file and turn same over to his or her successor.
 - (a) All bills and receipts of this Committee must be cleared within ninety (90) days after the date of the Pageant.
- (f) **HIKE COMMITTEE** composed of three (3) members. (PENDING 2021)
- One (1) member shall serve for a term of one (1) year, one (1) for a term of two (2) years and one (1) for a term of three (3) years. Each succeeding year one member shall be appointed to serve for the term of three years. The member longest in service on the Committee shall be the Chairman
- (1) It shall be the duty of the Hike Committee:
 - (a) To assist in the public awareness of the HIKE foundation.
 - (b) To assist with the philanthropic (HIKE) endeavors of Wisconsin Job's Daughters.
 - (c) To assist with the planning and supervision of all philanthropic activities of the Youth HIKE Coordinator.
 - (d) To notify each Bethel annually of the particulars regarding applying for Youth Hike Coordinator.
 - (e) To coordinate HIKE Presentation(s) with the Youth HIKE Coordinator and Grand Guardian.
 - (2) The committee will keep a true and accurate accounting of all bills and receipts regarding the state-wide philanthropic activities. The proceeds will be turned over to the Grand Secretary to be sent to the HIKE Foundation in the name of the Youth HIKE Coordinator and the Jurisdiction of Wisconsin.
 - (3) To approve expenses of state-wide philanthropic activities and submit them to be paid by the Grand Guardian Council through use of the regular voucher form issued through the Grand Secretary and sent to the Finance Committee
 - (4) The Chairman shall keep a permanent file of all activities, presentations, and funds turning them over to her or his successor.

ARTICLE V FINANCES

Section 1. Receipts/Revenue

- (a) All monies collected in the name of the GGC shall be received by the Grand Secretary and accounted for as shown under her/his duties. (See WI-SOP-GGC-4 Sec. 1)
- (WI-b) From special projects of committees which the Grand Guardian shall appoint to plan and promote sources of revenue for the Grand Guardian Council. Such projects shall be subject to the approval of the Finance committee. (See SOP-GGC-4)

Section 2. Fees

- (a) A GGC may fix and collect from each of its members an annual membership fee and/or registration fee, and such other fees as may be deemed necessary. (See B-GGC Art. XVII Sec. 1.8)
- (b)-(c) See WI-SOP-GGC-4 Sec. 2

Section 3. Exemption

See WI-SOP-GGC-4 Sec. 3

Section 4. Disbursements

See WI-SOP-GGC-4 Sec. 4

**ARTICLE VI
PENALTIES AND FINES**

Section 1. Penalties: When authorized by a GGC, a Grand Guardian may: (See B-GGC Art XVII Sec 1.9).

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

Section 2. Fines shall be levied for:

- (a)-(c) See WI-SOP-GGC-9

**ARTICLE VII
EDUCATIONAL AND PROMOTIONAL FUNDS**

Section 1.Each GGC shall provide for an Educational Fund and adopt regulations concerning loans and/or scholarship awards from that fund. Loans and/or scholarship awards shall be at the discretion of the GGC.

- (a) Each GGC shall provide for a Promotional Fund.
- (c)-(d) See WI-SOP-GGC-3

WI - Section 2. Name:

This Fund shall be known as the Educational Scholarship Fund of the Grand Guardian Council of Wisconsin, Job's Daughters International.

**ARTICLE XVIII
DISCIPLINE AND REMOVAL FROM OFFICE**

Section 1. Discipline

- (a) Any GGC officer may be cited by the Executive SGC to appear, at a designated time and place within her/his jurisdiction, before a committee appointed by the Supreme Guardian for that purpose, to show cause why she/he should not be reprimanded, removed from office, suspended, or expelled from the Order for violation of the laws of the Order, or for conduct unbecoming a member of the Order. The citation shall state specifically the charges preferred. At the time and place stated in the citation, the committee appointed for that purpose shall hear the evidence offered against and on behalf of the accused, and shall make findings of fact thereon and report its findings to the Executive SGC within thirty (30) days from the date of the hearing. Upon receipt of the report of said committee, the Executive SGC shall determine the guilt or innocence of the accused. If the charges are sustained, the Executive SGC shall have the power to reprimand, remove from office, suspend, or expel such GGC Officer.
- (b) Grand Guardians may be suspended for cause by the Supreme Guardian but shall have the right of appeal to the Executive SGC. (See SOP-SGC-1)

Section 2. Removal from Office:

- (a) The Grand Guardian shall have the power to remove from office any BGC officer for cause, insubordination, misconduct, or unlawful withholding or retention of any property of a Bethel. Notice of such removal shall be given in writing, stating the cause of the removal and giving complete information concerning the Law of Appeals and Grievances (SOP-SGC-1). This does not deny anyone removed the right of appeal.
- (b) Any present or past officer or Executive member of a BGC losing her/his standing therein by suspension or expulsion shall automatically lose her/his standing in the GGC or SGC until reinstated by the Executive GGC or Executive SGC.

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

Section 1. Election

- (a) Elective officers of the GGC shall be elected at the Annual Session from eligible members in attendance, unless unavoidably absent.
- (b) Election shall be by ballot with nomination. (See B-GGC Art. XVII Sec. 1.2)
 - (WI-1) If only one (1) person is nominated 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 written ballot.
 - (WI-2) Following completion and reporting of the initial ballot, or any subsequent ballot, anyone receiving votes may decline to be included in future ballots.
- (c) A majority vote of those present and voting shall elect.
- (WI - d) Election shall be held on the second day of the Annual Session beginning at 10:00 A.M.

Section 2. Voting Privileges

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

Section 3. Proxy

- (a) No member may have her/his vote cast by proxy except as follows: (See B-GGC Art. XVII Sec. 1.3)
 - (1) A proxy shall be issued to an Associate member of a BGC as follows:
 - [b] For any of the remaining Executive members of a BGC, a proxy may be issued to any Associate Member of the BGC.
 - (2) A proxy shall be limited to the particular Annual Session for which it is issued and shall be duly certified by the Executive members of the BGC.
 - (3) No person shall have a proxy for more than one (1) office or be entitled to more than one (1) vote.

**ARTICLE X
APPOINTMENTS**

WI - Section 1.

- (WI - a) Appointive officers of the Grand Guardian Council shall be appointed by the incoming Grand Guardian at the Annual Session from eligible members in attendance unless unavoidably absent. Appointees working with JDI in the USA, Canada and Australia shall be on the current list of CAV's provided by the Executive Manager.

**ARTICLE XI
TERM**

Section 1.

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

**ARTICLE XII
INSTALLATION**

Section 1.

- (a) See SOP-GGC-6
- (WI - b) No officer shall be installed in more than one office at one and the same time; however, this shall not prevent the officer from holding an office on a Bethel Guardian Council or being a member of a Grand Guardian Council Committee.
- (c) See SOP-GGC-6

**ARTICLE XIII
PREROGATIVES EXTENDED TO A GGC**

GGCs may provide for changes to portions of the Supreme Law in their Manuals of Rules and Regulations. Areas which may be changed are identified below.

Section 1.

- 1 (a) Provide for the election of a Grand Inner Guard and a Grand Outer Guard (both Master Masons, See POL-BOT-2) and, if elected, shall be designated as members of the Executive GGC. (See C-GGC Art. V Sec. 1)
- (b) Prescribe a procedure for those wishing to aspire to any elective office of the Grand Guardian Council by submitting a “Letter of Intent” that outlines the interested party’s skills and abilities and say she/he would like to be elected as an officer of the GGC.
- 2 Provide for election of GGC officers other than by ballot without nomination. (See B-GGC Art. IX Sec. 1 (b))
- 3 Provide for an Executive member of the BGC, unable to attend the Annual Session of the GGC, to appoint an Associate member of the BGC as her/his proxy at that Annual Session. (B-GGC Art. IX Sec. 3)
- 3.1 Make provisions for filling Elected Officer vacancies. (See SOP-GGC-10)
- 4 Adopt a Manual of Rules and Regulations. (See B-GGC Art. I Sec. 1 (a))
- 4.1 Adopt Jurisdictional (local) SOPs, which do not conflict with Supreme or Jurisdictional Law, for management of the Jurisdiction including business meeting(s), Session Activities, relationships with Masonic Organizations, Special Events, Honors, etc. Jurisdictional SOPs will be numbered 101 + (1-100 reserved for Supreme) for the categories of GGC, BGC and Bethel, as appropriate.
- 5 Have their own Book of Ceremonies, in addition to the Supreme Book of Ceremonies. (See B-GGC Art. I Sec. 1 (b))
- 6 Approve the formation of a Grand Bethel. (See B-GGC Art. I Sec. 1 (c))
- 7 Prescribe duties of the Grand Secretary. (See B-GGC Art. III Sec. 6)
- 8 Fix and collect annual membership, registration, and other fees. (See B-GGC Art. V Sec. 2 and SOP-GGC-4)
- 9 Delegate certain authorities to Grand Guardians. (See B-GGC Art. I Sec. 1 (e))
- 10 Provide for other use of interest from Educational Fund.(See SOP-GGC-3)
- 11 Provide for Daughters and Majority Members to be appointed and participate as members of GGC specified Committees with the understanding that they will conform to the Youth Protection Policies if they reach (or are) the age of twenty (20) while a member.

- 12 Prescribe additional instructions for BGC monthly meetings.
- 13 Prescribe a method for filling offices vacated by Executive members of a BGC. (See SOP-BGC-6)
- 14 Prescribe term of Executive Council members. (B-BGC Art. VI Sec. 1 (d))
- 15 Prescribe a method for automatic removal from office and for filling offices so vacated for:
 - (a) Executive members of the BGC (SOP-BGC-5)
 - (b) Associate members invited to attend all BGC meetings (SOP-BGC-5)
 - (c) Associate members not invited to attend all BGC meetings (SOP-BGC-5)
- 16 Provide instruction for appointment and duties for substitute officers. (See SOP-Bethel-19 and SOP-Bethel-21 Art. V Sec. 3)
- 17 Provide for election and installation of Bethel officers at a time other than that specified in the Constitution of a Bethel. (See SOP-Bethel-4, Sec. (a) and SOP-Bethel-21 Art. VI Sec. 2 (a) and B-Bethel Art. X Sec. 1(a) and SOP-Bethel-21 Art VIII, Sec 1(a))
- 18 Provide for open installations and taking of pictures. (See SOP-Bethel-8 and SOP-Bethel-21 Art. VIII Sec. 1 (f))
- 19 Provide other instructions for receiving a petition at a regular meeting held previous to the initiation meeting. (See B-Bethel Art. II Sec. 1 (b) and SOP-Bethel-21 Art. III Sec. 2 (b))
- 20 Provide other instructions regarding the affiliation fee for members holding a demit. (See B-Bethel Art II Sec 2 (b))
- 21 Provide other instructions pertaining to Bethel (See SOP-Bethel-2 and SOP-Bethel-21 Art. XI for (a)-(e))
 - (a) Fees - Initiation and affiliation (Sec. 1 (c))
 - (b) Annual dues (Sec. 1 (d))
 - (c) Exemption from fees (Sec. 2)
 - (d) Disbursements (Sec. 3 (a))
 - (e) Educational and Promotional Fund (Sec. 4)
 - (f) Special Privileges - fee (SOP-Bethel-18) - no fee (SOP-Bethel-18)
 - (g) Dispensations (SOP-Bethel-18)
 - (h) Election Procedure (SOP-Bethel-4 and SOP-BETHEL-21 Art. VI)
- 22 Provide for dual membership within the jurisdiction. (See B-Bethel Art. II Sec. 3)
- 23 Provide other instructions regarding wearing of jewelry with official regalia. (See SOP-Bethel-11 Sec. 2 (d) and SOP-Bethel-21 Art. XII Sec. 2 (d))
- 24 Provide other instructions for processing amendments to Uniform Code for Bethels. (See B-Bethel Art. IX and SOP-Bethel-21 Art. XV)
- 25 Provide for a larger quorum to conduct GGC business. (See SOP-SGC-16)
- 26 Provide other arrangements for Bethel members to submit recommendations for Executive members of the BGC. (See SOP-Bethel-15)
- 27 Provide other arrangements for the reorganization of Bethels. (See B-Bethel Art. XVI Sec. 1 (e), SOP-Bethel-9 Sec. 1 (a), SOP-Bethel-16 and SOP-Bethel-18 No. 7)
 - (a) Provide other procedural instruction to Merge, Close, Institute or Reinstitute Bethels as long as the intent of Supreme Law is not changed. (See SOP-Bethel-7, SOP-Bethel-12, SOP-Bethel-14 and SOP-Bethel-16)

- 28** May approve the formation of an Alumni Association which shall not conflict with the R&R of the AAJDI
- 29** Provide for the election of Past Grand Guardian or Past Associate Grand Guardian to elective line office.

**STANDARD OPERATING PROCEDURES
OF A GRAND GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL**

SOP-GGC-1

APPEALS

Section 1.

- (a) GGC members who are dissatisfied with any act or decision of the Grand Guardian which might abrogate any rights and privileges specifically guaranteed them by the Constitution, Bylaws, and Standard Operating Procedures of the Order may appeal in manner provided in Law of Appeals and Grievances. (See SOP-SGC-1)

SOP-GGC-2

BOOK OF CEREMONIES

Section 1.

- (a) The Book of Ceremonies adopted by the SGC shall be used as the official Book of Ceremonies. (See B-GGC Art. XVII Sec. 1.5)
- (b) A Book of Ceremonies adopted by a GGC shall be approved by the voting delegates at an Annual Session. All changes to existing ceremonies and any subsequent ceremonies shall be adopted in the same manner. All ceremonies and changes shall be submitted to the Jurisprudence Committee of the SGC for approval.
- (c) The adoption by the SGC of new laws or amendments to existing laws affecting any Book of Ceremonies automatically amends same.
- (d) GGCs having Books of Ceremonies which have not been approved within the past ten (10) years shall submit same for approval to the Jurisprudence Committee of the SGC.

SOP-GGC-3
WI –SOP-GGC-3

EDUCATIONAL AND PROMOTIONAL FUNDS

Section 1.

- (a) The method of raising such funds shall be left to the discretion of each GGC.
- (b) Interest from the Educational Fund may be used for scholarship awards. (See B-GGC Art. XVII Sec. 1.10)

WI - Section 2. Revenue:

- (a) This fund shall consist of all money, notes and accounts receivable now on hand and money donations, bequests and interest that may accumulate for said Fund, to be administered by the Educational Scholarship Committee.
- (b) The Executive Members of the Bethel Guardian Council shall mail to the Grand Secretary for the Educational Scholarship and Promotional Funds two thirds (2/3) of net proceeds of one (1) program presented by the members of the Bethel during **EACH TERM** of office or two (2) such programs a year. One-third (1/3) of the fund raised shall go to the Educational Scholarship Fund and one-third (1/3) to the Promotional Fund and one-third (1/3) shall go to the Bethel. Such proceeds for this Fund shall be mailed to the Grand Secretary **EACH TERM** and checks made out to the **GRAND GUARDIAN COUNCIL** and marked for the Educational Scholarship and Promotional Fund. These checks must be in the Grand Secretary's office before January 31st and July 31st. (See WI-SOP-Bethel 2 Sec. 4)
- (c) Contributions to the Educational Fund, other than those required from Bethels as prescribed by WI-SOP-GGC-3 Sec. 2 (b) above, shall be accumulated by the Grand Guardian Council. From these funds, the Educational Scholarship Committee shall award scholarships. The amount of the scholarships shall be at the discretion of the committee members.

WI - Section 3. Scholarship Awards

- (a) The Committee shall receive applications for Scholarships sixty (60) days before the Annual Session of the Grand Guardian Council on form approved by the Grand Guardian Council from active or majority members of Bethels under this Grand Guardian Council Jurisdiction, carefully investigate the same and recommend awards to be made at the next annual session of the Grand Guardian Council.
- (b) The recipient of the first award may, at the discretion of the committee, receive subsequently a total of one (1) additional annual award, provided application is made for the same and proof is submitted of her qualifications for the additional award.
- (c) Scholarships shall be granted only to girls who are high school graduates who are members, active or majority, of a Bethel in the Grand Guardian Council jurisdiction, and who are in good standing in the Order. Scholarships shall be limited to girls who qualify and who are unmarried and have not reached the age of twenty-five (25) years.
- (d) A copy of the Committee's recommendations shall be sent to the Grand Guardian, Vice Grand Guardian, Associate Grand Guardian, Vice Associate Grand Guardian, Grand Secretary and members of the Finance Committee prior to the Annual Session of the Grand Guardian Council.
- (e) Confidential information concerning applicants for scholarship awards shall not be disclosed to anyone other than those mentioned in paragraph (d) of this section.
- (f) Payment for scholarship awards shall be made from the Education Fund upon approval of the Finance Committee.
- (g) Scholarship awards given during the year, from funds accumulated from Bethel donations prescribed by WI-SOP-GGC-3 Sec. 2 (b) above, shall not exceed seven thousand dollars (\$7,000.00).

SOP-GGC-4
WI - SOP-GGC-4

FINANCES

Section 1. Receipts/Revenue

The Grand Guardian Council shall derive its revenue as follows:

- (a) By assessing a fee of twelve dollars (\$12.00) for each Dispensation issued to form a new Bethel.
- (b) By assessing a fee of twelve dollars (\$12.00) for each Charter to be issued.
- (c) By assessing an annual fifty-five cents (\$.55) for each new member reported by each chartered Bethel on December 31st. The fee shall be paid during the month of January.
- (d) In addition, an annual fee of one dollar and forty cents (\$1.40) for each active member reported by each chartered Bethel on December 31st. The fee shall be paid during the month of January. This fee shall be prorated from the date of chartering to the Bethels chartered prior to January 1st, except that Bethels chartered less than one (1) month prior to January 1 shall be exempt from this fee. These monies shall be used to defray operating expenses of the Grand Guardian Council and credited to the General Fund. In a year of financial plenty the Executive Committee of the GGC may waive this fee.
- (e) By assessing a fee of three dollars (\$3.00) for Dispensation granting special privileges to Bethels as outlined in SOP-BETHEL- 18 (1). (The fee shall accompany the request to the Grand Guardian, check to be made out to the Grand Guardian Council.)

Section 2. Fees

- (a) Annual Membership and/or registration fee.
 - (1) Fees so collected shall be used primarily to defray the expenses incidental to Annual Sessions
 - (2) A GGC may make the payment of an annual membership and/or registration fee a necessary condition to vote at any meeting of the GGC, including the Annual Session. (See B-GGC Art. XVII Sec. 1(a)(8).
 - (a) The Annual Membership fee of ten dollars (\$10.00) shall be collected annually from each voting member of the GGC. A membership card shall be issued. This membership fee shall provide eligibility to:
 - (1) register with the Credential Committee at the Annual Session of the GGC.
 - (2) vote at that Session.
 - (3) maintain active status on the Session mailing list, and
 - (4) receive the annual Directory of the GGC.
 - (b) A Registration Fee of five dollars (\$5.00) shall be collected from each adult, daughter, and/or visitor attending the Annual Session of the Grand Guardian Council.
 - (c) A Session Fee of twenty dollars (\$20.00) shall be collected from each adult or adult visitor by the Session Arrangements Committee to defray the cost of holding Grand Session. A report of receipts and disbursements shall be made to the Finance Committee within one month following the close of each Grand Session.

Section 3. Exemption

- (a) GGCs shall be exempt from the payment of fees as specified in SOP-SGC-11 for members residing in Masonic Homes or homes sponsored by an organization based on Masonic membership or relationship.
- (b) No fee shall be charged from dispensations as outlined in SOP-Bethel-18 (1), as well as:
 - (1) When meeting falls after 6:00 P.M. on Christmas Eve.
 - (2) To change meeting at the request of the Grand Guardian.
 - (3) When meeting falls on dates of Job's Daughters Jamboree and another date is substituted for that meeting.

Section 4. Disbursements

(a) Grand Guardian

- (1) The Grand Guardian Council shall send the Grand Guardian to the Annual Session of the Supreme Guardian Council. Her transportation, by the most direct route, and in a manner to be decided upon between the Grand Guardian and the Finance Committee; her hotel or motel rooms and board while in route and while in attendance at such Session, together with a per diem fee of not to exceed five dollars (\$5.00) for incidental expenses shall be paid by the Grand Guardian Council. An itemized accounting of all expenses shall be made by the Grand Guardian, within thirty (30) days after the Session to the Chairman of the Finance Committee.
- (2) The Grand Guardian Council shall send the Grand Guardian to the Annual Session of the Grand Guardian Council. Her transportation, by the most direct route, but not to exceed the allowance for automobile mileage, her hotel or motel rooms and board while en route to and while in attendance at such Session, together with a per diem for not to exceed five dollars (\$5.00) for incidental expenses shall be paid by the Grand Guardian Council. Itemized accounting of all expenses shall be made by the Grand Guardian, within thirty (30) days after the Session to the Chairman of the Finance Committee.
- (3) The Grand Guardian Council shall pay a newly installed Grand Guardian's necessary expenses from the place of Installation to her home. Such payment shall not exceed the automobile allowance by the most direct route.
- (4) The Grand Guardian or anyone deputized by her to make official visits shall be allowed his or her expenses for transportation by the most direct route, but not to exceed the automobile allowance, hotel or motel bills, and the cost of his or her meals during the performance of such duties. The sum allowed per mile for such travel shall be agreed upon by the Grand Guardian and the Finance Committee within thirty (30) days of the close of the Annual Session. Mileage rate shall not exceed \$.20 higher than the current IRS rate for nonprofit organizations.
- (5) Allow to the Grand Guardian, or her deputy, one (1) meal and mileage when invited and attends State Masonic or State Masonic affiliated functions as the official representative of our Grand Guardian Council. These expenses shall be charged to the Promotion Fund.
- (6) Allow from the General Fund to Grand Guardian, or her Session Arrangements Committee, those expenses necessary to the work of Grand Session; also those expenses necessary to extend courtesies to Job's Daughters International Supreme Officers and Grand presiding Officers of Masonry and its appendant and affiliated Orders: (i.e., invitations, flowers, etc.) but not including meals or lodging.
- (7) An allowance of two hundred fifty dollars (\$250.00) annually shall be payable to the Grand Guardian at the time of Installation to cover incidental expenses during her term.

(b) Associate Grand Guardian

- (1) The Grand Guardian Council shall send the Associate Grand Guardian to the Annual Session of the Supreme Guardian Council and the Annual Session of the Grand Guardian Council and pay his expenses on the same basis as those of the Grand Guardian, provided, however, that the Finance Committee and the Executive Grand Guardian Council may at its discretion, refuse to send the Associate Grand Guardian to the Annual Session of the Supreme Guardian Council at the expense of the Grand Guardian Council in any year when the financial condition of the Grand Guardian Council does not appear to warrant the estimated expense, but in such case the Associate Grand Guardian shall be notified of the action of the Finance Committee for attendance at the Annual Session of the Supreme Guardian council, ten (10) days after the Annual Session of the Grand Guardian Council. An itemized accounting of all expenses shall be made by the Associate Grand Guardian within thirty (30) days after the Session to the Chairman of the Finance Committee.
- (2) An allowance of two hundred dollars (\$200.00) annually shall be payable to the Associate Grand Guardian at the time of installation to cover incidental expenses during his term.

(c) Vice Grand Guardian

- (1) Allow from the General Fund to the Vice Grand Guardian the cost of postage to obtain officers and committee members for the coming year.
- (2) Allow from the General Fund to the Vice Grand Guardian the cost of the voting delegate registration fee for the Annual Session of the Supreme Guardian Council with the approval of the Finance Committee. In the event there are not sufficient funds to reimburse the Associate Grand Guardian, the Vice Grand Guardian's registration fee will not be reimbursed.
- (3) In the event there are not sufficient funds to reimburse the Vice Grand Guardian's registration fee, it will not be reimbursed. The Finance Committee shall notify the Vice Grand Guardian of this action within ten (10) days after the Annual Session of the Grand Guardian Council.

(d) Vice Associate Grand Guardian

- (1) Allow from the General Fund to the Vice Associate Grand Guardian the cost of the voting delegate registration fee for the Annual Session of the Supreme Guardian Council with the approval of the Finance Committee. In the event there are not sufficient funds to reimburse the Associate Grand Guardian, the Vice Associate Grand Guardian's registration fee will not be reimbursed.
- (2) In the event there are not sufficient funds to reimburse the Vice Associate Grand Guardian's registration fee, it will not be reimbursed. The finance committee shall notify the Vice Associate Grand Guardian of this action within ten (10) days after the Annual Session of the Grand Guardian Council.

(e) Grand Secretary

- (1) The Grand Secretary shall receive an allowance of six hundred fifty (\$650.00) per year, payable at the time of the Annual Session.
- (2) The expenses of the Grand Secretary to the Annual Session of the Grand Guardian Council shall be paid on the same basis as those of the Grand Guardian.

(f) Grand Treasurer

- (1) The Grand Treasurer shall receive an allowance of two hundred fifty (\$250.00) per year, payable at the time of the Annual Session.
- (2) The expenses of the Grand Treasurer to the Annual Session of the Grand Guardian Council shall be paid on the same basis as those of the Grand Guardian.

(g) Miss Wisconsin Job's Daughter (See WI-B-GGC 9 (e)(3))

The Grand Guardian Council shall send the Miss Wisconsin Job's Daughter to the Annual Session of the Supreme Guardian Council. Her transportation, by the most direct route, and in a manner to be decided upon between the Promotional Chairman and the Finance Committee; her hotel or motel room and board while in attendance for five days at such Session, together with a per diem fee of not to exceed twenty dollars (\$20.00) for incidental expenses shall be paid by the Grand Guardian Council. An itemized accounting of all expenses shall be made by the Miss Wisconsin Job's Daughter, within thirty (30) days after the Session to the Chairman of the Promotional Committee.

Expenses while attending the Annual Session of the SGC are allowed for Daughter's portion only.

The Grand Guardian Council shall pay the registration fee for attending the Annual Session of the Supreme Guardian Council and Pageant entrance fee.

The Miss Wisconsin shall submit a cumulative report of expenses by the 25th day in the months of November, February, May, and August.

SOP-GGC-5

GRAND BETHELS

Section 1. Regalia for Grand Bethel Officers, Representatives and Choir Members

- (a) For the Grand Bethel meetings and installation, a jurisdiction may approve and provide:
- (1) Crowns and capes (other than official regalia) to be worn by the Grand Bethel Honored Queen, Grand Bethel Senior Princess and Grand Bethel Junior Princess.
 - (2) Robes (other than official regalia) to be worn by all Grand Bethel Officers, Representatives and Choir members. If such robes are not approved and provided, approved dresses shall be worn.
 - (3) Robes (official regalia) to be worn with crowns and capes as listed in (1) above.
 - (4) Official regalia of the Order. (See SOP-Bethel-11)
- (b) When making Bethel visits and attending other functions, a jurisdiction may approve the wearing of regalia as listed in (a).
- (c) When exemplifying Ritual work of the Order or when assisting with the institution of new Bethels, the official regalia of the Order shall be worn. (See SOP-Bethel-11)

Section 2. Medallions and pins for Grand Bethel Officers, Representatives and Choir members

- (a) A jurisdiction may approve the wearing of medallions and pins, and may approve the means of providing same.

Section 3.

Each jurisdiction shall include laws concerning regalia in the Grand Bethel Bylaws.

Section 4. Age Eligibility

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

SOP-GGC-6

INSTALLATION

Section 1.

- (a) Officers present shall be installed before the close of the Annual Session.
- (b) Members of the SGC shall install the officers of a GGC. Members of the GGC may be appointed to assist in the ceremony.

**SOP-GGC-7
WI-SOP-GGC-7**

MANUAL OF RULES AND REGULATIONS

Section 1. Amendments

- (a) Amendments to the Manual of Rules and Regulations of a GGC shall be submitted to the Jurisprudence Committee of the SGC for approval or disapproval following adoption at the Annual Session of the GGC.
- (b) Amendments to the Manual of Rules and Regulations of the GGC shall be adopted by the GGC at the Annual Session. Within thirty (30) days after the close of the session, the Grand Secretary shall send one (1) electronic copy of the newly adopted amendment(s) to the Vice Supreme Guardian and the Chairman of the Supreme Jurisprudence Committee.
- (c) Following the approval of amendment(s) to the GGC Manual, the Grand Secretary shall electronically send the updated Manual, which includes said amendment(s), to the Chairman of Jurisprudence of the SGC, the Supreme Guardian, the Vice Supreme Guardian, and the Executive Manager.
- (d) The adoption by the SGC of new laws or amendments to existing laws affecting any Manual automatically amends same.
- (WI - e) All amendments to the Constitution and By-laws of this Grand Guardian Council shall be made at any Annual Session of the Grand Guardian Council by a two-thirds (2/3) affirmative vote of the members present and voting; all amendments to Standard Operating Procedures shall be approved at any Annual Session of the Grand Guardian Council by a majority affirmative vote of the members present and voting; provided such amendment has been sent to the Grand Secretary by February 1st. The Grand Secretary will then compile and submit all amendments to the Jurisprudence committee for review prior to distribution by March 1st. All necessary changes to have amendments in proper form will be addressed by the Jurisprudence committee. Any change made to an amendment by the Jurisprudence Committee will be cleared with the maker of the amendment prior to returning the amendment to the Grand Secretary for distribution. The Grand Secretary shall send a copy, together with a copy of the proposed budget to each voting member at least thirty (30) days prior to the Annual Session. Action may be taken by the Grand Guardian Council upon amendments becoming immediately operative in the following manner: The proposed amendments shall be submitted in writing and if signed by fifteen (15) delegates representing fifteen (15) different Bethels in our Grand Jurisdiction may be adopted by a unanimous vote of the members present at the Annual Session. No amendments will be received by the Grand Secretary unless submitted by a bona fide member of the Grand Guardian Council. Such amendments shall be effective after approval by the Vice Supreme Guardian and the Jurisprudence Committee of the Supreme Guardian Council, and upon distribution.
- (WI - f) 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, printed or mailed by the Grand Secretary.
- (WI - g) The adoption of any amendment shall automatically amend other sections referring to the same subject.

WI - Section 2. Printing and Reprinting:

The Manual of Rules and Regulations of the Grand Guardian Council shall be printed or reprinted in loose leaf form with ring binders. Any changes in the Manual, when made, shall be by reprinting and renumbering, if necessary, of pages affected as well as the index. **STICKERS SHALL NOT BE PERMITTED.**

SOP-GGC-8
WI-SOP-GGC-8

MEETINGS

WI - Section 1.

- (a) This Grand Guardian Council shall meet in Annual Session on the third (3rd) Friday in May and the following day; provided however, that in the event of an emergency, the Grand Guardian with the consent of the members of the Executive Grand Guardian Council and the members of the Jurisprudence Committee and the Finance Committee, may postpone, change the place of meeting, or cancel the Annual Grand Guardian Council Session. In obtaining the consent of those designated the Grand Guardian must receive the written approval of not less than a majority of those named. In the event of a postponement or cancellation all officers, elective and appointive, shall continue to hold office until their successors shall be elected or appointed, legally qualified and installed.
- (b) A quorum for the transaction of business of the Grand Guardian Council shall consist of the representatives of at least ten (10), members of the Grand Guardian Council representing ten (10) different chartered Bethels. One (1) of the first three (3) named Grand Officers must be present and preside. (See SOP-SGC-16, See B-GGC Art. XVII (1) (26)
- (c) A majority vote of delegates present and voting at the Annual Session of the Grand Guardian Council shall approve the location for the succeeding Annual Session before adjournment.

WI - Section 2.

- (a) The Executive GGC shall meet quarterly and when necessary.

SOP-GGC-9
WI -SOP-GGC-9

PENALTIES AND FINES

Section 1. Fines shall be levied for:

- (WI – a) Failure to file Annual Report of Bethel conditions (Form 110, Form 110A, or 111) by January 31 as required by law: Fine of twenty dollars (\$20.00).
- (WI - b) Failure to file Report of Recommendations for Bethel Guardian Council (Form 222) as required by law. Fine of ten dollars (\$10.00).
- (c) Failure to perform properly such other acts as may be specifically required of Executive members of the BGC.

SOP-GGC-10

VACANCIES

Section 1.

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