

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

**ARTICLE I
NAME**

Section 1. Name

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

Section 2. Headquarters

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

**ARTICLE II
OBJECT AND SCOPE**

Section 1.

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

Section 2. Scope

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

**ARTICLE III
AUTHORITY**

Section 1.

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

**ARTICLE IV
MEMBERSHIP**

Section 1.

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

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

ARTICLE V OFFICERS AND THE BOARD OF TRUSTEES

Section 1. Officers

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

Section 2. The Board of Trustees

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

Section 3. Executive Manager

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

ARTICLE VI ELIGIBILITY

Section 1. General

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

Section 2. Additional Requirements

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

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

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

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

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

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

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

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

Section 4. Proxy

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

**ARTICLE VIII
APPOINTMENTS**

Section 1.

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

**ARTICLE IX
TERM**

Section 1.

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

**ARTICLE X
INSTALLATION**

Section 1.

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

**ARTICLE XI
VACANCIES**

Section 1. Elected Officers

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

Section 2. The Board of Trustees

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

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

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

Section 2. Opening

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

Section 3. Business Session

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

Section 4. Reports

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