

SUPPLEMENTAL INSTRUCTION NUMBER 20.2

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

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

Section 1.

- (a) A JGC shall adopt a Manual of Rules and Regulations which shall be consistent with the laws of the SGC. (B-JGC Art IX and SI-23.2)
- (b) A JGC may approve the formation of a Jurisdictional Bethel (See SI-23). In the event a Jurisdictional Bethel is formed by a JGC, Jurisdictional Bethel Rules and Regulations shall be adopted by the JGC and be included in the Manual of Rules and Regulations.
- (c) A JGC shall obtain their supplies from the SGC.
- (d) The Supreme Guardian shall authorize all penalties and fines.
- (e) JGCs may approve the formation of an Alumni Association (See SI-23.8) which shall not conflict with the laws of the SGC.

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

Section 1. Jurisdictional Guardian shall:

- (a) Preside at all regular and special meetings of the JGC and the Executive JGC.
- (b) See that the laws of the SGC and JGC are enforced.
- (c) Promote the welfare and growth of the Order.
- (d) Submit recommendation of members for the JGC for appointment to the Vice Supreme Guardian.
- (e) Appoint committees necessary for the transaction of business of the JGC.
- (f) Serve as a member ex-officio on all committees with right to discuss and vote on all questions.
- (g) Submit a written report semi annually to the Supreme Guardian on the condition of the JGC.
- (h) Submit a written report at the Annual Meeting on the condition of the jurisdiction.
- (i) Submit a report on Form 120 at the Annual Session of SGC about the work of the JGC and Bethels. The Executive Manager shall mail Form 120 to each Jurisdictional Guardian sixty (60) days prior to the Annual Session of the SGC.
- (j) Shall appoint a Parliamentarian.

Section 2. The Associate Jurisdictional Guardian shall:

- (a) Assist the Jurisdictional Guardian in the performances of her duties.
- (b) Preside at all meetings in the absence of the Jurisdictional Guardian and the Vice Jurisdictional Guardian, and at other times when requested to do so.
- (c) Advise the Jurisdictional Guardian on all matters pertaining to her duties and act as liaison for the Order on subjects relating to the Masonic Fraternity.
- (d) Make himself thoroughly familiar with all laws pertaining to the Order.
- (e) Report to the Chairman of the SGC Fraternal Relations Committee, all special activities with other Fraternal organizations prior to occurrence.
- (f) Submit an annual report of the past year's activities sixty (60) days prior to the Annual meeting of the JGC.
- (g) Serve as a member ex-officio on all committees with the right to discuss and vote on all questions.

Section 3. The Vice Jurisdictional Guardian shall:

- (a) Assist the Jurisdictional Guardian.
- (b) Assume the Jurisdictional Guardian's duties during her absence or disability.
- (c) Be in charge of publicity for the JGC.

Section 4. The Vice Associate Jurisdictional Guardian shall:

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

Section 5. The Jurisdictional Secretary shall:

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

Section 6. Jurisdictional Treasurer shall:

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

ARTICLE III COMMITTEES

Do not renumber these sections. Add any new sections starting with Section 11. If your JGC does not have a particular committee, state "NONE".

Section 1. Eligibility

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

Section 2. Finance Committee

- (a) The committee shall be composed of three (3) members.
- (b) The duties of this Committee are as follows:
 - (1) Assist in preparing a budget for the upcoming term, such budget to be approved at the Annual Meeting.
 - (2) Approve or disapprove any disbursements in excess of budget appropriations.
 - (3) Audit the books at the close of each term.
 - [a] Prepare an Audit Report to be submitted at the Annual Meeting of the JGC.
 - [b] Send a copy of the Audit Report to the Supreme Guardian, Supreme Deputy and/or Assisting Supreme Deputy.

Section 3. Promotion Committee

- (a) The duties of this Committee are as follows:
 - (1) Assist the Bethels in promoting the Order and increasing membership.
 - (2) Promote the programs offered by the SGC Promotion Committee.
 - (3) Initiate, develop and promote programs that will assist in the retention of the present membership and aid in the reinstatement of Bethels. Co-ordinate with the Fraternal Relations Committee by communicating with the Chairman of pending promotional events.
 - [a] The Chairman shall keep a permanent file of activities and turn it over to her/his successor.

Section 4. Fraternal Relations Committee

- (a) The duties of this Committee are as follows:
- (1) Contact and keep in touch with the officers and members of the Masonic Fraternity and its appendant/related organizations.
 - (2) Educate other Masonically related bodies about Job's Daughters.
 - (3) Assist, when requested by the Bethels, in arranging for exemplification of the ritualistic ceremonies before Masonic bodies and affiliated organizations.
 - (4) Report activities to Associate Jurisdictional Guardian of the JGC.
 - (5) Advise with the SGC Fraternal Relations Committee as necessary.
 - (6) Contact Fraternal Organizations where Bethels do not exist and endeavor to interest them in organizing or reinstating Bethels in their communities.
 - (7) Co-ordinate with the Promotion Committee in areas where promotion is needed.
 - (8) The Chairman shall keep a permanent file of activities and turn it over to her/his successor.

Section 5. Jurisdictional Rally Committee (optional)

- (a) The duties of this Committee are as follows:
- (1) Perform all functions and assume all responsibilities delegated to it in the Rules and Regulations of the Jurisdictional Rally.

Section 6. Jurisdictional Bethel Committee (optional)

- (a) The duties of this Committee are as follows:
- (1) Perform all functions and assume all responsibilities delegated to it in the Rules and Regulations of the Jurisdictional Bethel.

Section 7. Miss _____ Job's Daughter Pageant Committee (optional)

- (a) The duties of this Committee are as follows:
- (1) Perform all functions and assume all responsibilities delegated to it in the Rules and Regulations of the Miss _____ Job's Daughter Pageant.

Section 8. IOJD Knowledge Committee (optional)

- (a) The duties of this Committee are as follows:
- (1) Encourage participation in the SGC IOJD Knowledge Course.

Section 9. Workshop Committee (optional)

- (a) The duties of this Committee are as follows:
- (1) Perform all functions and assume all responsibilities of conducting a workshop for the purpose of instructing Daughters and Council members, or arrange same through the SGC.

Section 10. Philanthropic Committee (optional)

- (a) The duties of this Committee are as follows:
- (1) To promote the philanthropic project of JDI.

**ARTICLE IV
FINANCE**

Section 1. Receipts

- (a) All monies collected in the name of the JGC shall be received by the Jurisdictional Secretary and accounted for as shown under her/his duties.
- (b) There may be a coin march held at each meeting which shall be divided into projects.
- (c) The JGC may sponsor fundraising projects, requesting Bethel participation in same. These funds may be used to help finance the Jurisdictional Rally, Miss _____ Job's Daughter, awards, etc.

Section 2. Dues/Fees

- (a) The JGC may fix and collect from each of its members Annual Dues (B-JGC Art IV Section 2 (a)) and/or registration fee and such other fees as deemed necessary (SI-7). These fees may include, but are not limited to fees for Rallies, Pageants, Workshop/Leadership Training, and Annual Meetings of the JGC.

- (1) Fees so collected shall be used primarily to defray the expenses incidental to the event.
- (2) Members of the JGC shall be suspended for non payment of membership fee.

Section 3. Exemption

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

Section 4. Disbursements

- (a) All checks shall be countersigned by the Jurisdictional Treasurer or other authorized Executive members of the JGC. All checks shall have two (2) signatures. When the checks have been issued the warrant shall be signed by the Jurisdictional Treasurer.
- (b) If this organization is disbanded and no GGC is formed:
 - (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 JGC shall be distributed among the remaining Bethels that were operating under the JGC, prorated according to membership.
 - (4) If there are no remaining Bethels then all other funds shall become the property of the SGC.
- (c) Should this organization be disbanded due to formation of a GGC, all property and funds shall become the property of the GGC of _____.

Section 5.

- (a) No indebtedness shall be incurred by the JGC in excess of the funds in its treasury.

ARTICLE V EDUCATIONAL AND PROMOTIONAL FUNDS

Section 1.

- (a) Each JGC shall provide for a Promotional Fund
- (b) Each JGC may 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 JGC.
- (c) The method of raising such funds shall be left to the discretion of each JGC.
- (d) Interest from the Educational Fund may be used for scholarship awards.

ARTICLE VI DISCIPLINE AND REMOVAL FROM OFFICE

Section 1. Discipline

- (a) Any JGC 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 innocence or guilt of the accused. If the charges are sustained, the Executive SGC shall have the power to reprimand, remove from office, suspend or expel such JGC Officer.
- (b) A Jurisdictional Guardian may be suspended for cause by the Supreme Guardian but shall have the right of appeal to the Executive SGC. (See SI-15).

Section 2. Removal from Office

- (a) Upon recommendation of the Jurisdictional Guardian, the Supreme Guardian may remove or direct the Supreme Deputy 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 complete information concerning the law of Appeals and Grievance (See SI-15). This does not deny anyone removed the right of appeal.
- (b) Any present or past officer or Executive member of a BGC losing her/his standing therein by suspension or expulsion shall automatically lose her/his standing in the JGC until reinstated by the Executive SGC.

**ARTICLE VII
FINES**

Section 1. Fines

- (a) Failure to file reports and forms by the deadline dates, as required by law, will necessitate the payment of a penalty as noted in B-JGC Art VII.

**ARTICLE VIII
APPEALS**

Section 1.

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

**ARTICLE IX
MANUAL OF RULES AND REGULATIONS**

Section 1. Amendments

- (a) These Rules and Regulations may be amended at the Annual Meeting of the JGC by a two-thirds (2/3) affirmative vote of the members present and voting.
 - (1) Proposed Amendments shall be submitted in writing to the Jurisdictional Secretary at least sixty (60) days prior to the Annual Meeting of the JGC.
 - (2) A copy of the Proposed Amendments shall be distributed to all Bethels, members of the JGC, Supreme Deputy, (Assisting Supreme Deputy), Supreme Guardian, and the Vice Supreme Guardian at least thirty (30) days prior to the Annual Meeting.
- (b) Amendments shall be submitted to the Jurisprudence Committee of the SGC for approval or disapproval following adoption at the Annual Meeting of the JGC.
 - (1) Within thirty (30) days after the close of the Annual Meeting the Jurisdictional Secretary shall send:
 - [a] One (1) copy of the law being amended as it appears in the Manual and the newly adopted amendments to the Vice Supreme Guardian.
 - [b] One (1) copy of the law being amended as it appears in the Manual and three (3) copies of the newly adopted amendments shall be sent to the Chairman of the Jurisprudence Committee of the SGC.
 - [c] One (1) copy of the law being amended as it appears in the Manual and two (2) copies of the newly adopted amendment shall be sent to each member of the Jurisprudence Committee of the SGC.
 - (2) These copies may be sent by registered or certified mail with a return receipt requested, or by first class mail accompanied by a prepaid self-addressed card or envelope for the recipient's acknowledgment.

- (c) Following the approval of amendments to the JGC Manual, the Jurisdictional Secretary shall send one (1) set of the reprinted pages of the Manual, which includes said amendments, to each member of the Jurisprudence Committee of the SGC, the Supreme Guardian, the Vice Supreme Guardian, and the Executive Manager.
 - (1) Amendments shall not become law until returned from SGC Jurisprudence Committee, printed and distributed.
- (d) The adoption by the SGC of new laws or amendments to existing laws affecting any Manual automatically amends same.

**ARTICLE X
BOOK OF CEREMONIES**

Section 1.

- (a) The Book of Ceremonies adopted by the SGC shall be used as the Official Book of Ceremonies.

APPROVED - JURISPRUDENCE COMMITTEE

Chairman _____	Date _____
_____	Date _____
_____	Date _____
_____	Date _____
_____	Date _____
Vice Supreme Guardian _____	Date _____