

**JOB’S DAUGHTERS INTERNATIONAL
CONSTITUTION OF
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.

**ARTICLE II
OBJECT AND SCOPE**

Section 1. Object

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

Section 2. Scope

- (a) Job’s Daughters International is international in scope and is composed of:
- (1) The Supreme Guardian Council
 - (2) Grand Guardian Councils
 - (3) Jurisdictional Guardian Councils
 - (4) Bethel Guardian Councils
 - (5) Bethels
 - (6) Such other groups as may be approved by the Supreme Guardian Council, which are not chartered.
- (b) Job’s Daughters International shall be governed by Rules and Regulations consisting of:
- (1) The Ritual Book as approved by the SGC for the governance of Bethel meetings.
 - [a] Due to legislated time frames for the revision of the Ritual, changes to Bethel Bylaws and Standard Operating Procedures may supersede the Ritual until the next revision.
 - (2) Policy Documents issued by the Board of Trustees for governance of the business.
 - (3) Constitutions.
 - (4) Bylaws.
 - (5) Standard Operating Procedures (SOPs).

**ARTICLE III
AUTHORITY**

Section 1.

- (a) The SGC is vested with the power to legislate for and on behalf of the Order. All subordinate bodies and groups derive their power from it. The SGC does not control, manage or operate the day-to-day decisions and activities of the subordinate bodies and groups (Art II, Sec. 2 (a) (2)-(6)).
- (b) These organizations listed in Art II Sec. 2 (a) (2)-(5) may adopt Rules and Regulations that are consistent with the Rules and Regulations of the SGC.
- (c) Instructions for the government of such other groups approved under Art. II, Sec. 2 (a) (6) are included in a separate set of Rules and Regulations consisting of Bylaws and Standard Operating Procedures for that group.

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

ARTICLE IV MEMBERSHIP

Section 1.

- (a) The SGC consists of the SGC Officers, Grand Guardians, Associate Grand Guardians, Vice Grand Guardians, Vice Associate Grand Guardians, Past Grand Guardians, Past Associate Grand Guardians, Jurisdictional Guardians, Associate Jurisdictional Guardians, Past Jurisdictional Guardians and Past Associate Jurisdictional Guardians who are in good standing in their respective GGC/JGC jurisdictions.
- (b) See B-SGC, Art. XIX Sec. 1 (b) concerning loss of membership in 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 and Supreme Beekeeper.
- (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 thirteen (13) 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) Elected and appointed officers of the SGC and members of the Board of Trustees must be members of the SGC and meet the following criteria:
- (1) Men must be Master Masons (See POL-BOT-2).
 - (2) Women must have attained the age of twenty (20) years and have the required Masonic relationship (See C-BGC Art. VI Sec. 1 (a) and (b) (2)).
 - (3) Elected officers of the SGC and members of the Board of Trustees must be CAVs.
 - (4) Appointed officers of the SGC working with JDI in the USA, Canada and Australia must be CAVs.
 - (5) Elected and appointed officers of the SGC and members of the Board of Trustees must be registered as a voting delegate at Supreme Session.
- (b) All elected and appointed officers and all members of the Board of Trustees shall be members of the SGC.
- (c) All elected officers and members of the Board of Trustees shall be CAVs.
- (d) Appointive officers working with JDI in the USA, Canada or Australia shall be CAVs.
- (e) Elected and appointed officers of the SGC and members of the Board of Trustees must be registered as a voting delegate at Supreme Session.

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. or Jurisdictional Guardian or Associate Jurisdictional Guardian of a JGC.
- (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 SGC. At least three (3) appointed offices shall be appointed from Bethels under Supreme Jurisdictions.
- (d) Past Supreme Guardians and Past Associate Supreme Guardians shall be eligible for reelection only in the case of vacancy in the office of Supreme Guardian and/or Associate Supreme Guardian.
- (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 year after her/his term has expired. This does not apply to members appointed by the Supreme Guardian to fill vacancies.
- (h) A member of the SGC serving as a member of the Board of Trustees shall not be eligible for an elective office of the SGC until she/he has completed, or is completing, the term for which she/he was elected.
- (i) No two (2) members of the SGC, related by blood or marriage, shall be eligible to serve on the Board of Trustees at the same time.
- (j) The Executive Supreme Guardian Council Officers and the members of the Board of Trustees shall file a signed non-disclosure agreement with the Executive Manager each year.

**ARTICLE VII
APPOINTMENTS**

Section 1.

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

**ARTICLE VIII
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 four (4) years or to fill vacancies.
 - (1) No person may serve more than two (2) terms as an elected member of the Board of Trustees.
 - (a) Eligible members of the SGC, regardless of time served on the Board of Trustees, may be appointed to fill a vacancy.
 - (2) Members who have been elected or appointed to fill vacancies shall still be eligible to serve up to two (2) full terms.
 - (3) Members of the Board of Trustees having served prior to the establishment of term limits shall also be limited to a maximum of two (2) full terms as an elected member of the Board of Trustees.

**ARTICLE IX
DUTIES AND POWERS OF THE SUPREME GUARDIAN COUNCIL**

Section 1. Duties and Powers

- (a) See that all those authorized to sign checks and/or those who have access to the securities of the SGC are bonded by an acceptable surety company in such amount as may be required by the Finance Committee but not less than the amount of funds or securities in their charge at the close of the fiscal year. The premium for

said bond shall be paid from the funds of the SGC. Said bond shall be approved by the Supreme Guardian and the Associate Supreme Guardian and shall be in the custody of the Board.

ARTICLE X THE BOARD OF TRUSTEES

Section 1. General

- (a) At each Annual Session a member or members other than the Supreme Guardian, Associate Supreme Guardian, Vice Supreme Guardian, Vice Associate Supreme Guardian, Supreme Guide, or Supreme Inner Guard shall be elected to serve four (4) years, or to fill vacancies.

Section 2. Members

- (a) The Board shall consist of the Supreme Guardian, Associate Supreme Guardian, Vice Supreme Guardian, Vice Associate Supreme Guardian, Supreme Guide, Supreme Inner Guard and seven (7) elected members. (See C-SGC 3, Art VI, Sec 2 (e)).
- (b) The Executive Manager shall serve as the Secretary to the Board.

ARTICLE XI SUPREME DEPUTIES AND ASSISTING SUPREME DEPUTIES

Section 1. Eligibility/Appointment

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