

**JOB'S DAUGHTERS INTERNATIONAL
BYLAWS OF
SUPREME GUARDIAN COUNCIL**

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

Section 1. Duties and Powers

- (a) Adopt and amend Constitutions, Bylaws, and Standard Operating Procedures governing the powers and duties of officers and members of the SGC and all subordinate organizations of the Order.
- (b) Provide general direction and guidance regarding the affairs of the entire organization.
- (c) Act upon all matters arising in jurisdictions wherein no GGC exists.
- (d) Issue charters and dispensations in jurisdictions wherein no GGC exists.
- (e) Decide all questions of law and procedure which may arise under the Constitutions, Bylaws, and Standard Operating Procedures of the organization.
- (f) Adopt revisions to the Ritual, Music Ritual and Proficiency Lessons by two thirds (2/3) vote of the members voting at an Annual Session or via virtual voting platform prior to the Annual Session of the SGC. Revisions to the Ritual, Music Ritual and Proficiency Lessons which result from changes to the Constitution, Bylaws, and SOPs shall be considered at any Annual Session. All other revisions to the Ritual, Music Ritual and Proficiency Lessons will only be considered in the year 2034 and every ten (10) years thereafter. Proposed additions, deletions and changes in the above documents shall be submitted to the Revision Committee in the preferred format. All of these documents shall remain the property of the SGC (B-SGC Art. XI Sec. 5).
- (g) Adopt revisions to the official Book of Ceremonies (used by the SGC, GGCs, JGCs and Bethels under Supreme) by two-thirds (2/3) vote of the members voting at an Annual Session or via virtual voting platform prior to the Annual Session of the SGC. Revisions to the official Book of Ceremonies may be considered at any Annual Session. Proposed additions, deletions and changes in the Book of Ceremonies shall be submitted to the Revision Committee in the preferred format (B-SGC Art. XI Sec. 5).
- (h) Adopt and approve changes to Rules and Regulations for:
 - (1) Supreme Bethel;
 - (2) Miss International Job's Daughter Pageant;
 - (3) Degree of Royal Purple;
 - (4) Lily of the Valley Award; and
 - (5) Distinguished Order of Job's Daughters.

**ARTICLE II
DUTIES OF THE EXECUTIVE SUPREME GUARDIAN COUNCIL**

Section 1. Duties

- (a) The Executive SGC shall perform such duties and exercise only those powers assigned to it by the law.
- (b) In conjunction with the Board of Trustees implement, maintain and enforce guidelines for the expansion of Job's Daughters International into other countries and territories.
- (c) Pay a fee equal to the cost of their yearly background check.
- (d) Pay a fee equal to one half (1/2) of the yearly Directors and Officers insurance.

Section 2. Meetings

- (a) A meeting of the Executive SGC may be called by the Supreme Guardian or shall be called upon the request of six (6) members of the Executive SGC. All members must have at least five (5) days' notice in writing or through electronic means of such meeting.
- (b) A member of the Executive SGC shall not miss more than one (1) meeting without good and sufficient reason as approved by the Executive SGC. Failure will result in removal from office.

Section 3. Quorum

- (a) A majority of the members of the Executive SGC shall constitute a quorum; however, a majority vote of the

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

ARTICLE III DUTIES OF THE SUPREME GUARDIAN

Section 1. General

- (a) The Supreme Guardian is vested with the general powers of an executive officer, the following specific duties, and such other duties assigned by the Constitution, Bylaws, and Standard Operating Procedures;
- (1) Call special meetings of the Executive SGC or the SGC.
 - (2) Preside at all meetings of the Executive SGC or the SGC.
 - (3) Serve as a member of the Board of Trustees.
 - (4) Serve as a member ex officio of all committees with the right to discuss and vote on all questions. This does not include the Appeals and Grievances Committee.
 - (5) Announce, as soon as practicable after convening the Annual Session, the names of persons substituting on standing committees and such other committees as are necessary for the transaction of business during the Annual Session.
 - (6) To appoint
 - [a] Deputies and Assisting Deputies. Appointees working with JDI in the USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.
 - [b] Members of all committees and designate chairmen. All committee appointees working with JDI in the USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.
 - (7) Convene any Bethel under Supreme, any GGC, or the SGC for the purpose of settling disputes, inspecting the proceedings, or requiring obedience to the Constitution, Bylaws, and Standard Operating Procedures of the SGC.
 - (8) Suspend the function and/or the Charter of any JGC and the function of any Bethel under Supreme for good and sufficient reasons.
 - (9) Suspend or revoke the Charter of any GGC for good and sufficient reasons.
 - [a] An affirmative vote of not less than six (6) members of the Executive SGC shall be required for such action.
 - [b] The Jurisprudence Committee shall notify the Supreme Guardian within sixty (60) days after her request concerning the legality of any contemplated action before that action is taken.
 - [c] Failure of the Jurisprudence Committee to comply shall immediately empower the Executive SGC to institute action on its own volition.
 - [d] If a GGC becomes inactive or its Charter is revoked or withdrawn, its paraphernalia and other property shall become the property of the SGC. The Supreme Guardian shall take any necessary action to secure the same. In the event a JGC is formed (See SOP-JGC-10) its paraphernalia and other property shall become the property of the JGC which shall be accountable for same.
 - (10) Issue dispensations to form new Bethels in jurisdictions wherein no GGC exists. (See SOP-Bethel-11)
 - (11) Issue special dispensations to Bethels under Supreme. (See SOP-Bethel-17)
 - (12) Serve as custodian of the Official Seal of the SGC.
 - (13) Review all requests from Bethels, either Grand, Jurisdictional or under Supreme, requesting that they be allowed to become a Bethel under another jurisdiction. If the geographic location is such that it allows a Bethel to participate in a more active manner in another location, the Supreme Guardian may, after advising with the Executive Members of the SGC, of the GGCs and/or JGCs involved, authorize the jurisdiction to expand its authority over the Bethel(s) making this request.
 - (14) Place a Bethel under Reorganization in any of the following circumstances with the approval of a majority vote of the ESGC:
 - [a] At the request of the BGC,
 - [b] At the request of the Supreme Deputy,
 - [c] When serious issues are identified within the Bethel or the BGC.

Section 2. Institution, Reinstitution of Bethels

- (a) The Supreme Guardian shall personally institute/reinstitute a new Bethel under Supreme, unless she deems it advisable to delegate a Supreme Deputy to institute/reinstitute for her.
- (b) Appoint inspecting officer for instituting, reinstituting and chartering a Bethel.

Section 3. Official Visit

- (a) The Supreme Guardian shall endeavor to officially visit in person or virtually all JGCs and Bethels under Supreme except Bethels which have been instituted less than three (3) months prior to the end of her term.
- (b) An official visit is defined as the period or periods of time scheduled for the Supreme Guardian to conduct official business with the Bethel members, Bethel Guardian and the BGC. An official visit shall include an appropriate ceremony or other activity that has the aim of promoting communications between the Supreme Guardian and the Bethel members.
- (c) If not already accomplished by the Supreme Deputy or Assisting Supreme Deputy immediately prior to the official visit, the Supreme Guardian shall inspect the minutes of the BGC meetings, Bethel books, records, and annual reports (See B-SGC Art. VII Sec. 1 (a) (9)). After being satisfied that the books are in order the Supreme Guardian shall attest to their condition to the BGC, Vice Supreme Guardian and Executive Manager in writing within thirty (30) days of the visit.
- (d) The Supreme Guardian, with the Bethel Guardian, shall meet in-person or virtually with the BGC.
- (e) The Supreme Guardian, or her representative, shall meet in-person or virtually with members of a JGC and review their progress in promoting the Order in their Jurisdiction. She also shall visit at least one Bethel to inspect the work and the condition of the Bethel.

Section 4. Written Report

- (a) At each Annual Session, the Supreme Guardian shall submit a written report on the condition of the Order. She shall also make recommendations for the good of the Order as she deems necessary. An itemized expense account covering transportation and lodging shall be included in her report.

Section 5. Rulings

- (a) Rulings of the Supreme Guardian not contrary to existing law shall be in effect until the next Annual Session. Such rulings shall not become law unless presented in the form of an amendment and adopted as provided in the Constitution, Bylaws, and Standard Operating Procedures.

Section 6. Official Seal and Records

- (a) Immediately after the installation, the retiring Supreme Guardian shall turn over to her successor the Official Seal, all financial reports, business records and Bethel, GGC and JGC Bylaws which are in her possession.

ARTICLE IV

DUTIES OF OTHER ELECTED OFFICERS

Section 1. Reports

- (a) The following Supreme Officers shall make a brief report of her/his activities during the term at the Annual Session and filed with the Executive Manager before the close of the Annual Session.

Section 2. The Associate Supreme Guardian shall:

- (a) Assist the Supreme Guardian in the performance of the duties of her office.
- (b) Preside at meetings in the absence of the Supreme Guardian and the Vice Supreme Guardian, and at other times when requested to do so.
- (c) Serve as a member of the Board of Trustees.
- (d) Become familiar with the Constitutions, Bylaws, and Standard Operating Procedures of the Order.
- (e) Establish a connection with the Supreme bodies of other Masonic organizations:
 - (1) Advising the Supreme Guardian on all matters pertaining to subjects bearing on the relationship of the Order to Freemasonry.
 - (2) Seeking opportunities for the expansion of JDI and promoting shared understanding between the

- Order and other Masonic organizations
- (3) Leading the AGGs, AJGs and ABGs of Bethels under Supreme in promoting interaction with other Masonic organizations and educating Bethel members about Freemasonry
- (f) Assist the Supreme Guardian in the supervision and work of all committees of the SGC with the exception of the Appeals and Grievances Committee.

Section 3. The Vice Supreme Guardian shall:

- (a) Assist the Supreme Guardian in the performance of her duties.
- (b) Assume the duties of Supreme Guardian in case of her incapacitation or during absences where regular communication is significantly disrupted or is not possible.
- (c) In the event of the death or permanent disability of the Supreme Guardian, the Vice Supreme Guardian shall become the Acting Supreme Guardian until the next election. (See B-SGC Art. XVII Sec. 1 (a)).
- (d) Serve as a member of the Board of Trustees.
- (e) Prepare Certificates of Appointment (Form 191) for distribution to Supreme Deputies, Assisting Supreme Deputies and SGC Committee members to be sent no later than October 1 following her installation as Supreme Guardian.
- (f) As newly installed Supreme Guardian, announce Chairman/Chairmen of SGC standing committees at the Annual Session (see B-SGC Art. X).
- (g) Submit to the Supreme Guardian the name of a voting delegate of the SGC who will serve as Chairman of the Session Arrangements Committee when she is installed as Supreme Guardian. This shall be done within fifteen (15) days after her installation as Vice Supreme Guardian.
- (h) Partner with the Supreme Jurisprudence Committee to review and sign amendments to the Constitutions, Bylaws, Standard Operating Procedures and Manuals or Rules and Regulations for subordinate bodies adopted by Bethels under Supreme, JGCs and GGCs since the previous Annual Session.

Section 4. The Vice Associate Supreme Guardian shall:

- (a) Assist the Associate Supreme Guardian in the performance of his duties.
- (b) Assume the duties of Associate Supreme Guardian in case of his incapacitation or during absences where regular communication is significantly disrupted or is not possible.
- (c) In the event of the death or permanent disability of the Associate Supreme Guardian, the Vice Associate Supreme Guardian shall become the Acting Associate Supreme Guardian until the close of the next election. (See B-SGC Art. XVII Sec. 1 (b))
- (d) Serve as a member of the Board of Trustees.
- (e) Partner with Committees of the SGC to promote the growth and expansion of the Order, providing a report of his findings and recommendations at the Annual Session.

Section 5. The Supreme Guide shall:

- (a) Bring such matters before the SGC as may promote the expansion and growth of the Order. At the Annual Session, she shall make a detailed report of her findings to the proper committee(s) for final action.
- (b) Submit to the Supreme Guardian the name of a voting delegate of the SGC who will serve as Chairman of the Session Arrangements Committee when she is installed as Supreme Guardian. This shall be done within fifteen (15) days after her installation as Supreme Guide.
- (c) Serve as a member of the Board of Trustees.

Section 6. The Supreme Marshal shall:

- (a) Assist the Supreme Guide.
- (b) Present National Emblems at the opening of the Annual Session.
- (c) Present at the Annual Session such patriotic ceremonies as requested by the Supreme Guardian.
- (d) Give suggestions and advice relative to special patriotic programs to Bethels under Supreme when requested by them and to GGCs when requested by the Grand Guardian.
- (e) Perform such other duties as may be assigned to her by the Supreme Guardian.

Section 7. The Supreme Inner and Supreme Outer Guards shall:

- (a) Guard the doors of the SGC room.
- (b) See that the SGC is not unduly interrupted while in session.

- (c) Assist the Supreme Marshal with the Flag Ceremony.
- (d) Perform such other duties as may be assigned to them by the Supreme Guardian.
- (e) Contact and keep in touch with the Officers and members of the Masonic Fraternity and its appendant/related organizations and endeavor to interest them in organizing Bethel.
- (f) Educate other Masonic related bodies about Job's Daughters.
- (g) Protect the interest of the Order.
- (h) The Supreme Inner Guard shall serve as a member of the Board of Trustees.

ARTICLE V DUTIES OF APPOINTED OFFICERS

Section 1. The Supreme Chaplain shall:

- (a) Prepare and present to the SGC a suitable memorial service for departed members of the SGC, JGCs, BGCs and Bethel members under Supreme.

Section 2. The Supreme Beekeeper shall:

- (a) Oversee the programming, and promotion of the "Beehive" program for interested girls who have not yet reached the age for Job's Daughters membership (also known as a Jobie-to-Bee, JD-to-Bee, or Bee).
- (b) Plan and carry out a Supreme Beehive for all Jobie(s)-to-Bee in attendance at the Annual Session of the Supreme Guardian Council.
- (c) Perform such duties as may be assigned to them by the Supreme Guardian.

ARTICLE VI THE BOARD OF TRUSTEES

Section 1. General

- (a) The Board shall conduct the business affairs of the SGC not otherwise delegated.
- (b) A state of emergency for JDI may be declared by a majority vote of the Board of Trustees, Executive Supreme Guardian Council and Supreme Jurisprudence Committee. This action may be for all or part of JDI and may include a suspension of the applicable parts of JDI law and policies. Such an emergency shall be communicated to all Bethels, JGCs, and GGCs, affected as soon as possible and by a method deemed most practical by the Executive Manager.

Section 2. Responsibilities and Duties of the Board

- (a) It is the responsibility of the Board to hire an Executive Manager and to ensure that additional staff support is available to perform the work of the Order in an effective, efficient and timely manner.
- (b) The duties of the Board are as follows:
 - (1) Establish the business procedures and supervise the operation of the International Center.
 - (2) Determine the successful bidders for all purchases of the SGC.
 - (3) Approve the selection of a Federally insured bank(s) to handle the financial affairs of the Order. Ensure that a safe deposit box(es) is obtained to keep all securities, surety bonds, patents and copyright records and a complete file on all editions of the Ritual and other valuable documents. Access to the same shall be granted to the Executive Manager, a member of the Board and one other Officer or member of the SGC appointed by the Supreme Guardian.
 - (4) With the advice of the Finance Committee, invest any surplus funds of the Order in United States Government Bonds, Treasury Notes, Treasury Bills, Federally Insured Savings Banks, Building and Loan Associations or investments recommended by the brokerage firm used by the SGC.
 - (5) With the advice of the Finance Committee, approve the selling and assignment of the securities of the SGC.
 - (6) Engage the Finance Committee to perform an audit or review of all books and accounts of the Executive Manager. A detailed report of this audit shall be delivered to each member of the Board of Trustees, at least three (3) days prior to the Annual Session of the SGC.
 - (7) Maintain control of all existing and future patents, trademarks and copyrights of the IOJD/JDI. Approve or disapprove use of the trademark for commercial use. Engage legal counsel to

prosecute those using the trademark without written approval.

- [a] The Board may assess a fee to any GGC, JGC, Bethel, committee or individual who wishes to use any one of the trademarks for items ordered from any entity other than an Official Supplier.
- [b] Use of a trademark for promotional items may be considered exempt from any fee as well as those items listed in POL-BOT-4.
- [c] In the event items are produced using a trademark without prior approval being granted, the Board may assess the individual or group a fine for unauthorized use of a trademark.
- (8) Supervise and administer the Ethel T. Wead Mick Fund with approval of the Finance Committee.
- (9) Maintain control of the manufacturing and distribution of the Official jewelry and Supreme Merit awards. Approve all supplier contracts.
- (10) Review annually all contracts and agreements with the SGC, including the copyright renewal, and report at the Annual Session of the SGC.
- (11) Engage an insurance carrier(s) to provide proper insurance for the Order. Review all insurance on an annual basis and adjust accordingly.
- (12) To monitor communications of the official SGC website. To implement, maintain, and enforce guidelines for all websites created in the name of Job's Daughters, "IYOB FILIAE", "Daughters Job", "International Order of Job's Daughters", "IOJD", "JDI" and "JD International", and "Filhas de Jó."
- (13) Appoint a Curator to preserve and manage the historical properties of the Order, and to produce a JDI History Book at regular intervals. The Curator shall work under the Curator Guidelines as approved by the Board of Trustees.
- (14) Elect a Chairman and Vice Chairman from the seven (7) elected members of the Board.
- (15) Maintain a Position Profile and Training Module to provide all aspiring applicants with expectations of duties and requirements to serve as a Board Member. Training module to be completed within 30 days following election.
- (16) Implement, maintain and enforce a Youth Protection Program and Policy for JDI in the USA, Canada, Australia, and/or Jurisdictions required by the Board of Trustees
 - [a] The Board of Trustees shall establish an advisory council composed of a minimum of four (4) professionals specializing in areas relevant to youth protection and two (2) members of the Board of Trustees to develop Youth Protection Program guidelines that can be implemented in each jurisdiction in the USA, Canada, and Australia.
- (17) To implement, maintain, and enforce guidelines for the Supreme Session Arrangements Committee.
- (18) To implement, maintain and enforce, in conjunction with the Executive Supreme Guardian Council, guidelines for the expansion of Job's Daughters International into other countries and territories.
- (19) Request authorization from the SGC to pursue a Policy to address an issue of concern for the operation of the business of Job's Daughters International. Upon approval, research and propose a Policy to address the issue. Upon a satisfactory review of the proposed Policy against existing Rules and Regulations by Supreme Jurisprudence, ensuring that there are no conflicts, publish the policy.
- (20) Pay a fee equal to the cost of their yearly background check.
- (21) Pay a fee equal to one half (1/2) of the yearly Directors and Officers insurance.
- (c) The Board of Trustees may remove any member of the Board of Trustees for cause with the exception of the Supreme Guardian, Associate Supreme Guardian, Vice Supreme Guardian, Vice Associate Supreme Guardian, Supreme Guide, and Supreme Inner Guard by a two-thirds (2/3) vote of all members of the Board. Any member removed would have the right to appeal. (See SOP-SGC-1, Sec 5, Category 7)

Section 3. Duties of the Executive Manager

- (a) Provide a method of taking accurate records of the proceedings at the Annual Session of the SGC.
- (b) See that supplies necessary and desirable for the use of the Order and its members are available through the Supreme Office, that books and forms for use and for sale are properly designed for the convenience of those using them and that the books and forms comply with the law.
- (c) Maintain an accurate record of all the transactions of the Order and report the same to the Board of Trustees.
- (d) Maintain complete files of all correspondence, responding and distributing the same as required and necessary.
- (e) Maintain an accurate record of the membership of the Order and all necessary information, required by law, pertaining to the same.
- (f) Provide all other administrative support as may be required by the Board of Trustees.
- (g) Prepare the Annual Proceedings of the SGC as defined in the "Guidelines for Production of the Supreme Proceedings" as approved by the Board of Trustees.
- (h) Issue a list of CAVs for each jurisdiction in the USA and for all jurisdictions required by the Board of Trustees.
- (i) Credential Validation for Annual Session.
 - 1. Examine carefully and pass upon the credentials of all persons claiming membership in the SGC or the right to vote therein at the Annual Session. (See C-SGC Art. IV and B-SGC Art. XV, and SOP-SGC-8)
 - 2. Prepare a complete list of all delegates present and entitled to vote and provide the information to the Session Arrangements Committee.
 - 3. If voting is conducted virtually, the Committee shall consult with the Executive Manager as to what duties she requires them to fulfill to assist in verifying voting eligibility.

ARTICLE VII
SUPREME DEPUTIES AND ASSISTING SUPREME DEPUTIES

Section 1. Duties

- (a) The duties of Supreme Deputies and Assisting Supreme Deputies are as follows:
 - (1) Promote Bethels in jurisdictions where no Bethel exists.
 - (2) Promote additional Bethels in jurisdictions where one or more Bethels exist.
 - (3) Promote, in conformity with Supreme law, the organization of a GGC in jurisdictions when qualified.
 - (4) Promote, in conformity with Supreme law, the formation of a JGC in jurisdictions where four (4) or more Chartered Bethels exist.
 - (5) Institute Bethels when requested to do so by the Supreme Guardian.
 - (6) Ensure that members of BGCs are installed in accordance with the Constitution and Bylaws of the Order, the Manual of Rules and Regulations and Books of Ceremonies of Supreme/Jurisdiction and the Bylaws of the Bethel.
 - (7) Instruct Bethels after institution.
 - (8) Present Charters.
 - (9) Inspect the minutes of the BGC meetings, Bethel books, records, and Annual Reports immediately prior to the official visit of the Supreme Guardian. Sufficient time shall be allocated for the inspection so that guidance and assistance may be rendered, and correction made if necessary. After being satisfied that the books are in order, the Supreme Deputy or Assisting Supreme Deputy, except where the Assisting Supreme Deputy is PBG or PABG of the Bethel being inspected, shall sign attesting to their condition. The results of the inspection shall be presented to the Supreme Guardian during the official visit.
- (b) When authorized by the Supreme Guardian, Supreme Deputies or Assisting Supreme Deputies may grant special dispensations on short notice when necessary and report such action immediately to the Supreme Guardian. Fees collected shall be sent to the Executive Manager. (See SOP-Bethel-17)
- (c) Supreme Deputies shall report their activities and the condition of Bethels under their supervision. Such reports shall be made within thirty days (30) of visitation.
 - (1) A copy of the expense report shall be sent to the Chairman of the Finance Committee.

- (2) Copies of both reports shall be sent to the Supreme Guardian, Associate Supreme Guardian, Vice Supreme Guardian, Supreme Guide and Supreme Marshal.
- (3) A report shall be made by November 1st and May 1st to those listed in paragraph (2) above if no visitation has been made.
- (d) Supreme Deputies or Assisting Supreme Deputies shall:
 - (1) Review annually the Uniform Code for Bethels;
 - (2) Within two (2) weeks of this review the Report on Uniform Code for Bethels shall be sent to the Chairman of Jurisprudence.
- (e) Assisting Supreme Deputies shall report their activities in the same manner as described in (c) above, sending said report to the Supreme Deputy on October 1st and April 1st.
- (f) When Assisting Supreme Deputies have assumed the duties of Supreme Deputies, they shall forward the reports to those listed in (c) above.
- (g) Arrange, with permission of the Supreme Guardian and approval of the Chairman of the Finance Committee, an organizational meeting to ascertain and report in detail on:
 - (1) A census of potential Bethel members.
 - (2) The availability of a suitable meeting place.
 - (3) Adequate and proper adult supervision.
 - (4) Support from Masonic Lodges and Masonic related organizations. (Job's Daughters do not require sponsorship from these bodies.)
- (h) Upon approval from the Supreme Guardian, the Supreme Deputy may appoint a committee or committees to coordinate events or special projects within the jurisdiction.
 - (1) Committee(s) may administer funds of the jurisdiction through a separate bank account as per standard requirements for any Bethel account.
 - (2) The bank account name shall include "Job's Daughters International" and the jurisdiction name.
 - (3) The Supreme Deputy and/or an Assisting Supreme Deputy will be one of the bank account signers.
 - (4) The Supreme Deputy shall provide for an audit of this account annually and report findings to the Supreme Guardian and the Executive Manager.
 - (5) In the United States, an EIN number for the account must be created with the Internal Revenue Service and placed on file with the Executive Manager. A form 990 reporting must be filed annually.
 - (6) In BUS jurisdictions, persons eligible to serve on a BGC may be appointed as members of committees.
 - (7) Bank accounts created outside of the United States shall follow local nonprofit and tax regulations.
- (i) Upon approval from the Supreme Guardian, the Supreme Deputy may appoint appropriate Committees, creating Manuals of Guidelines and Rules for selection within the state, province, territory, region, or country under Supreme Jurisdiction for:
 - (1) Miss [Jurisdiction] Job's Daughter,
 - (2) Junior Miss [Jurisdiction] Job's Daughter,
 - (3) Miss [Jurisdiction] Job's Daughter Congeniality,
 - (4) [Jurisdiction] Job's Daughters HIKE Coordinator, [Jurisdiction] Job's Daughters Charity Coordinator, or [Jurisdiction] Job's Daughters Philanthropic Coordinator.

ARTICLE VIII ELIGIBILITY/RESTRICTIONS FOR COMMITTEE APPOINTMENTS

Section 1. General Guidelines

- (a) All committee appointees shall be on the current list of CAVs provided by the Executive Manager.

Section 2. Standing Committees: Appeals and Grievances, Auditing, Finance, Jurisprudence

- (a) Members serving on Standing Committees shall be members of the SGC.
- (b) No person shall serve on more than one (1) Standing Committee at any time.

- (c) The Supreme Guardian shall not appoint more than one (1) member from any GGC or JGC on any Standing Committee.
- (d) No elected member of the SGC may serve on a Standing Committee.
- (e) The spouse / partner of the Supreme Guardian and the Associate Supreme Guardian shall not serve on any Standing Committee.
- (f) Additional restrictions for appointment on a Standing Committee
 - (1) Any member of the Finance Committee, having served the term to which she/he was appointed, or who resigns from that appointment or reappointment for any reason shall not be eligible for appointment or reappointment to the Finance Committee until one (1) year after her/his term has expired. This does not apply to members appointed by the Supreme Guardian to fill vacancies.
 - (2) Any member of the Jurisprudence Committee, having served the term to which she/he was appointed, or who resigns from that appointment or reappointment for any reason, shall not be eligible for appointment or reappointment to the Jurisprudence Committee until one (1) year after her/his term has expired. This does not apply to members appointed by the Supreme Guardian to fill vacancies.
 - (3) Any member of the Auditing Committee, having served the term to which she/he was appointed, or who resigns from that appointment or reappointment for any reason shall not be eligible for appointment or reappointment to the Auditing Committee until one (1) year after her/his term has expired. This does not apply to members appointed by the Supreme Guardian to fill vacancies.

Section 3. Other Committees

- (a) Session Arrangements Committee
 - (1) The Chairman of the Session Arrangements Committee shall not be a member of any Other Committee of the SGC.
- (b) All other committees
 - (1) Persons who have served on a BGC shall be eligible to serve as member(s) of Other Committees of the SGC. (Exceptions apply: B-SGC Art XI Sections 4 & 7)
 - (2) Provide for Daughters and Majority Members to be appointed and participate as members of Other 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.

Section 4. Special Committees

- (a) Persons who have served on a BGC shall be eligible to serve as member(s) of Special Committees of the SGC.

ARTICLE IX VACANCY ON A COMMITTEE

Section 1.

- (a) Should a vacancy occur on a committee during the year, the Supreme Guardian shall appoint an eligible member to fill the vacancy.

ARTICLE X APPOINTMENT AND DUTIES OF STANDING COMMITTEES

Section 1. Appeals and Grievances Committee

- (a) The committee shall be composed of three (3) members.
- (b) The duty of this committee is to investigate all appeals, complaints or grievances which may be lawfully filed with it and report its recommendations to the Executive SGC within sixty (60) days after receipt. (See SOP-SGC-1)
- (c) No report shall be made by this committee at the Annual Session.

Section 2. Auditing Committee

- (a) The Committee shall be composed of three (3) members.
- (b) The duty of this committee is to perform an audit or review of all books and accounts of the Executive Manager.
- (c) A detailed report of this audit shall be delivered to each member of the Board of trustees at least three (3) days prior to the Annual Session of the SGC.

Section 3. Finance Committee

- (a) The committee shall be composed of three (3) members. At each Annual Session, one (1) member shall be appointed for three (3) years.
- (b) The duties of this committee are as follows:
 - (1) Approve or disapprove, prior to obligation, any accounts which are to be presented as claims against the SGC, except those specifically authorized in these Bylaws. Invoices for supplies may be approved by the Chairman alone when necessary for prompt payment or for discount. Such invoices shall be handled in accordance with procedures agreed upon by the Board of Trustees and the Finance Committee. All accounts, invoices, and vouchers shall be returned to the Supreme Office for filing.
 - (2) Carefully investigate and report to the SGC, or if between Annual Sessions, to the Supreme Guardian and the Associate Supreme Guardian, on all proposed matters concerning disbursement of SGC funds before the same can be put in operation.
 - (3) Confer with the Supreme Guardian, Associate Supreme Guardian and the Board of Trustees relative to the transfer of necessary funds from the General Fund to the Promotional Fund when, in the judgment of the Finance Committee, the best interests of the Order will be served. The Finance Committee shall order the transfer when approved by a majority of those named.
 - (4) Call one (1) special meeting between annual sessions which shall not exceed three (3) days, when necessary and advisable. The Chairman, with the approval of the Supreme Guardian, shall call such a meeting. This does not eliminate a special meeting prior to the Annual Session.
 - (5) Prepare and submit a budget of estimated income and disbursements for the ensuing year of the SGC. Copies of said budget shall be mailed to each Voting Delegate thirty (30) days prior to the Annual Session for adoption.
- (c) The Chairman shall receive Promotional Expense Accounts from the Supreme Deputies and/or Assisting Supreme Deputies and, after a check of the activities according to law (SOP-SGC-18, Sec. 2 and SOP-SGC-3 Sec. 11), shall authorize payment.
- (d) The Chairman shall keep a permanent file which shall be turned over to her/his successor.
- (e) Consult with and advise the Board of Trustees on the investment of available funds and the selling of any investment.

Section 4. Jurisprudence Committee

- (a) The Committee shall be composed of six (6) members. The Chairman shall have served at least one (1) year on this Committee.
- (b) The duties of this Committee are as follows:
 - (1) Give careful consideration to all properly submitted proposed amendments to the Constitution, Bylaws and Standard Operating Procedures of the SGC, Degree of Royal Purple, Lily of the Valley Award, Distinguished Order of Job's Daughters, Miss International Job's Daughter Pageant, Supreme Bethel Rules and Regulations, Alumni Association, Parents' and Guardians' Clubs and Prospective Members Clubs. Discuss such amendments with the proposers when possible and make a detailed report with recommendations for action by the SGC at the Annual Session.
 - (2) File a copy of decisions of the SGC on amendments adopted or rejected with the Executive Manager at the close of the Annual Session for her/his use in compiling new amendments for distribution. This shall be the duty of the retiring Chairman.
 - (3) Receive and take action on all original Uniform Code for Bethels submitted by Bethels under Supreme, all original Rules and Regulations for Parents' and Guardians' Clubs Clubs and Prospective Member Clubs under Supreme, and original Manuals submitted by GGCs.

- (4) Receive and take action on all amendments to:
 - [a] Manuals (including Rules and Regulations) for:
 - [1] Grand Bethel,
 - [2] Jurisdictional Bethel,
 - [3] Miss [Jurisdiction] Job's Daughter,
 - [4] Jr. Miss [Jurisdiction] Job's Daughter
 - [5] Miss [Jurisdiction] Congeniality Job's Daughter
 - [6] Jr. Miss [Jurisdiction] Job's Daughter,
 - [7] [Jurisdiction] Job's Daughters HIKE Coordinator, or [Jurisdiction] Job's Daughters Charity Coordinator or [Jurisdiction] Job's Daughters Philanthropy Coordinator
 - [8] Degree of Royal Purple,
 - [9] Lily of the Valley Award,
 - [10] Distinguished Order of Job's Daughters,
 - [11] Alumni Associations,
 - [12] Parents' and Guardian' Clubs,
 - [13] Prospective Member Clubs) of GGCs,
 - [14] Beehive, and
 - [15] other jurisdiction awards and recognitions.
 - [b] Uniform Code for Bethels for Bethels under Supreme.
 - [c] Parents' and Guardians' Clubs and Prospective Member Clubs under Supreme.
- (5) Approve or disapprove amendments submitted where such amendments are not covered by Supreme Bylaws until such amendments are subsequently covered by SGC Bylaws. Amendments modified by the Committee need not be adopted by the GGCs unless accepted by the GGC at Its next Annual Session.
- (6) Return all amendments, approved or disapproved by the committee and Vice Supreme Guardian, to the GGCs or JGCs not later than ninety (90) days following receipt of the amendments, with specific reference to the page, article and section number supporting any adverse action. If no action is taken within the specified time, the amendments will be considered legally approved as submitted by the GGC or JGC.
- (7) Advise the Supreme Guardian, at her request, concerning the legality of any action or ruling contemplated by her. (See B-SGC Art. III Sec. 5)
- (8) Approve or disapprove all GGC's Books of Ceremonies and/or any changes thereto which have not been previously approved.
- (9) Review proposed Board of Trustees Policies for potential conflict with existing Rules and Regulations.
- (c) The Committee shall not give opinions relating to the Ritual except where there is a conflict with the Law.
- (d) The Chairman shall keep a permanent file which shall be turned over to her/his successor.
- (e) Any decision relating to any portion of the Manual of any GGC or JGC, having once been rendered by this committee, shall not be subject to any subsequent adverse decision by a subsequent committee except when the law governing the particular subject has been changed by amendment or revision to the Constitutions, Bylaws and Standard Operating Procedures of the SGC.
- (f) All Committee members shall keep permanent files which shall be turned over to their successors.

ARTICLE XI

APPOINTMENT AND DUTIES OF OTHER COMMITTEES

Section 1. Appointment

- (a) Following election at each Annual Session, the newly elected Supreme Guardian shall appoint the following committees, and such other committees as are necessary, for transaction of business for the ensuing year.

Section 2. Courtesy Committee

- (a) The Committee shall be composed of three (3) Past Bethel Guardians or Past Associate Bethel Guardians.
- (b) The duties of this Committee are as follows:
 - (1) Assist in extending courtesy to visitors and members in attendance at the Annual Session and other times when occasion permits.
- (c) At the Annual Session report on courtesies extended.

Section 3. Degree of Royal Purple Committee

- (a) The Committee shall be composed of six (6) members. The Chairman shall have served at least one (1) year on this Committee.
- (b) The duties of this Committee are as follows:
 - (1) Provide each Supreme Deputy full particulars regarding the Degree and enclose an application.
 - (2) Receive recommendations from the Executive Members of JGCs and/or BGCs under Supreme.
 - (3) Determine the recipients of this award in accordance with the Rules and Regulations for the Degree.
- (c) The award shall be made in recognition of outstanding and continuous dedicated service to the Order.
- (d) The Chairman shall keep a permanent file which shall be turned over to her/his successor.

Section 4. Miss International Job's Daughter Pageant Committee

- (a) The Committee shall be composed of at least six (6) members. The Chairman shall have served at least one (1) year on this Committee and must be a member of the SGC.
- (b) The duty of this Committee is to perform all functions and assume all responsibilities delegated to it in the Rules and Regulations of the Miss International Job's Daughter Pageant.
- (c) The Chairman shall keep a permanent file which shall be turned over to her/his successor.

Section 5. Revision Committee

- (a) The Committee shall be composed of at least one member from each country where Job's Daughters has been established for at least three years.
 - (1) Committee Members are appointed for a three-year term and may be re-appointed.
 - (2) Additional Committee Members may be appointed by the Supreme Guardian.
 - (3) Committee members shall be from a country that has been a member of the SGC for three (3) years prior to appointment. As countries are added to JDI the committee will consult with them.
- (b) The duties of this Committee are as follows:
 - (1) In each year leading up to a full revision, the Committee shall review amendments that have been adopted by the SGC since the last full revision. The Committee will make revisions to the Ritual, Music Ritual and Proficiency Lessons as a result of those amendments.
 - (2) Receive and assemble each year all proposed changes to the Ritual, Music Ritual, Proficiency Lessons and SGC Book of Ceremonies.
 - (3) Revise and present, when appropriate, said revision to the SGC for consideration. (See B-SGC Art I, Sec. 1 (f)-(g))
 - (4) Create a preferred format for receiving suggested changes to the Ritual, Music Ritual, Proficiency Lessons, and SGC Book of Ceremonies.
 - (5) Pass on to their successors all work in progress.
- (c) By September 1st of each year, the Committee shall make available to all Bethels, SGC members and all other GGC and JGC members the proper procedures and deadlines established for submission of suggested revisions.
- (d) A copy of all proposed changes in the Ritual or the instructions contained therein shall be posted on the JDI website not fewer than one hundred twenty (120) days prior to the Annual Session at which they are to be considered. Printed copies will be mailed to individual voting members of the SGC upon request and payment of the cost of copying and postage as determined by the Executive Manager.
- (e) Follow the same procedures for the Music Ritual as provided in (c) & (d) above.
- (f) Refer all proposed changes to the SGC Book of Ceremonies to the Jurisprudence Committee.
- (g) Submit proposed changes in the Book of Ceremonies, in writing, to the Executive Manager at least ninety

(90) days prior to the Annual Session. A copy of the proposed changes shall be made available to each voting member not fewer than thirty (30) days prior to the Annual Session at which they are to be considered.

Section 6. Session Arrangements Committee

- (a) The Committee shall be composed of at least four (4) members.
 - (1) The Chairman shall be a Voting Delegate of the SGC.
- (b) The duties of the Chairman of this Committee are as follows:
 - (1) Appoint such subcommittees as may be necessary to make arrangements for the Annual Session.
 - (2) Coordinate all contacts with SGC officers and other committees of the SGC regarding the Session. Chairman of subcommittees or members of this Committee shall send all requests for information through the Chairman of this Committee.
 - (3) Obtain financial guidelines on expenses incidental to the Annual Session from the Board of Trustees and the Finance Committee. Prior approval of anticipated expenditures exceeding the guides must be obtained from the Board of Trustees and the Finance Committee to insure payment. Expenditures not approved by the Board of Trustees and the Finance Committee shall be paid by the Session Arrangements Committee.
- (c) The committee shall adhere to the current edition of the Guidelines and Suggestions for the SAC Committee document as approved by the Board of Trustees.

Section 7. Supreme Bethel Committee

- (a) The Committee shall be composed of at least six (6) members who are members of the SGC. The Chairman, a woman, known as the Supreme Bethel Guardian, shall have served at least one (1) year on this Committee. At least one (1) committee member shall be a Master Mason and will be the Associate Supreme Bethel Guardian. (See POL-BOT-2)
- (b) The duty of this Committee is to perform all functions and assume all responsibilities delegated to it in Rules and Regulations of the Supreme Bethel.
- (c) The Chairman shall keep a permanent file which shall be turned over to her successor.

Section 8. Special Committee

- (a) The Supreme Guardian shall appoint committees of three (3) members each in GGCs, JGCs and for Bethels under Supreme in jurisdictions that are prohibited because of monetary regulations from paying for supplies and sending fees due the SGC. These committees shall be directed to have printed all forms necessary for use in their jurisdiction. Such forms shall be exact duplicates of forms supplied through the Supreme Office.
- (b) Such Committee shall report annually to the Executive Manager concerning its activities.

Section 9. Special Committee: Revision of the Constitution, Bylaws and Standard Operating Procedures

- (a) Appointment of a special committee on a complete revision of this Constitution, Bylaws and Standard Operating Procedures shall be made only upon approval by a majority vote of the delegates present and voting at an Annual Session.

Section 10. Educational Scholarships Committee

- (a) The committee shall be composed of three (3) members. At each Annual Session, one (1) new member shall be appointed for a term of three (3) years.
- (b) The duties of this committee are set forth in SOP-SGC-6 and SOP-SGC-17.
- (c) The chairman shall keep a permanent file which shall be turned over to her/his successor.

Section 11. Promotion Committee

- (a) The Committee shall be composed of at least six (6) members. At each Annual Session of the SGC two (2) new members shall be appointed for a term of three (3) years.
- (b) The duties of this Committee are:
 - (1) With the approval of the Supreme Guardian, Board of Trustees, and the Finance Committee.

- [a] Review existing and proposed promotional material. Update, withdraw, and produce new material.
 - [b] Accept all inquiries and/or requests for new or additional promotion in any jurisdiction under Supreme.
 - [c] Initiate, promote and develop programs that will assist the growth of the membership of the Order.
 - [d] Initiate, promote and develop programs that will assist the retention of present membership.
 - [e] Send suggested membership promotional programs to GGCs, JGCs and Bethels under Supreme for their consideration and use.
 - [f] Provide Bethels under Supreme an incentive program (membership).
- (c) The duties of the Chairman of this committee are:
- (1) Convene, organize, and assign duties to each member of this Committee before the close of the Annual Session. Absent members shall be notified of their duties within two (2) weeks.
 - (2) Appoint a member of the Committee as Vice Chairman who will assume the duties of the Chairman in her/his absence or disability.

Section 12. Leadership Committee

- (a) The committee shall be composed of at least six (6) members. The Chairman shall have served at least one (1) year on this Committee.
- (b) The duties of this Committee are as follows:
 - (1) Work in conjunction with the Supreme Guardian, Board of Trustees and the Finance Committee to offer Leadership Development opportunities for the year.
 - (2) Offer speakers, workshops and/or seminars at the Annual Session of the SGC if requested to do so by the Supreme Guardian.

Section 13. Lily of the Valley Committee

- (a) The Committee shall be composed of six (6) members. The Chairman shall have served at least one (1) year on this Committee.
- (b) The duties of this Committee shall be to:
 - (1) Publicize the Lily of the Valley Award by distributing information to the Bethels under Supreme and the Supreme Deputies regarding the nomination process.
 - (2) Distribute nomination forms when requested.
 - (3) Receive nominations and recommendations from the Executive Members of JGCs/BGCs under Supreme.
 - (4) Determine the recipient(s) of the award in accordance with the eligibility as outlined in Lily of the Valley Award Articles III, IV, and V.
 - (5) Ensure the fee is submitted to the SGC Office.
 - (6) Make arrangements for the conferral of the award.
 - (7) Maintain a permanent file that the Chairman shall turn over to his/her successor.
 - (8) Destroy all nominations and recommendations following determination of the recipients

Section 14. Alumni Committee

- (a) This Committee shall consist of at least five (5) members.
 - (1) Three (3) members of the Alumni Committee shall be selected by the Supreme Guardian.
 - (2) Remaining members selected by appointment of the Board of Trustees.
- (b) The Chairman of the committee:
 - (1) Shall have been a member of this committee for at least 1 year
 - (2) a member of the association
 - (3) a member of the SGC
 - (4) chosen by a vote of the committee with notification sent to the Supreme Guardian, the Chair of the Board of Trustees and the Supreme Office.
- (c) Duties of this committee are as follows:
 - (1) Plan the annual reunion of the AAJDI.

- (2) Encourage communication of members of the AAJDI.
- (3) Provide assistance in creating Alumni Associations for GGCs and JGCs when requested.
- (4) Give a yearly report of the Committee's accomplishments to the Chairman of the Board and the Supreme Office no later than July 1. Such report to be published in the Annual Proceedings of the SGC.
- (5) Assist in the fundraising efforts of Job's Daughters International under the direction of the Board of Trustees and the Finance Committee.
- (6) Foster mentoring opportunities between association members and members of Job's Daughters.
- (7) Promote the association to increase its membership

Section 15. Distinguished Order of Job's Daughters Committee

- (a) The Committee shall be composed of six (6) members. The Chairman shall have served at least one (1) year on this committee
- (b) The duties of this Committee are as follows:
 - (1) Provide each Supreme Deputy full particulars regarding the Degree and enclose an application .
 - (2) Receive recommendations from the Executive Members of JGCs and/or BGCs under Supreme.
 - (3) Determine the recipients of this award in accordance with the Rules and Regulations for Distinguished Order of Job's Daughters.
- (c) The award shall be made in recognition of outstanding and dedicated service to the Order.
- (d) The Chairman shall keep a permanent file which shall be turned over to her/his successor.

ARTICLE XII ORGANIZATION OF A GRAND GUARDIAN COUNCIL

Section 1. Minimum Bethels/Members Required

- (a) When there is a total of one hundred and forty (140) or more Bethel members in a jurisdiction, the Supreme Guardian may call a meeting and organize a GGC. If she deems it advisable, she may delegate this authority to a Supreme Deputy.
- (b) Upon a written request presented by a majority of the Executive members of the BGCs affected in a jurisdiction where there are at least five (5) active chartered Bethels with a total of one hundred forty (140) or more members, a GGC may be formed on approval by a majority of the members of the Executive SGC.
- (c) A fee of twelve dollars (\$12.00) shall accompany the request for the Charter of a GGC.

Section 2. Charter

- (a) When the Executive Manager has received all fees for each member in the jurisdiction as prescribed by the law and there are no unpaid accounts of the Bethels comprising the GGC jurisdiction, the Supreme Guardian shall authorize the Executive Manager to issue a Charter authorizing the GGC to function and perform such duties as are permissible under the laws, rules, and regulations of the SGC.
- (b) Such newly formed GGC shall be reimbursed by the SGC the amount paid by its Bethels to the SGC during the last term prior to the issuance of the Charter at the rate of twenty-five cents (\$.25) per member and seventy-five cents (\$.75) for each member initiated during that time.
- (c) After an affirmative vote of not less than six (6) members of the Executive SGC, a GGC operating with sixty (60) Bethel members or less shall have their Charter withdrawn.
- (d) If a GGC becomes inactive, and its Charter is revoked or withdrawn, the remaining Bethels from that GGC will report directly to Supreme. In the event, a Jurisdictional Guardian Council (JGC) is formed from the remaining Bethels (See SOP-JGC-10), all property and money shall become the property of the JGC. If a JGC is not formed or is formed and later discontinued, funds shall be distributed as follows:
 - (1) All funds designated as Educational Funds shall become part of the SGC Educational Fund.
 - (2) All funds designated as Promotional Funds shall become part of the SGC Promotional Fund.

- (3) All other funds from the GGC/JGC will be distributed among the remaining Bethels that were operating under that GGC/JGC, prorated according to membership. If there are no remaining Bethels, then the funds shall become the property of the SGC.

ARTICLE XIII ORGANIZATION OF A JURISDICTIONAL GUARDIAN COUNCIL

Section 1. Minimum Bethels/Members Required

- (a) When there are four (4) or more Chartered Bethels in a jurisdiction, the Supreme Guardian may call a meeting to organize a JGC. The object of the JGC will be to provide leadership for combined functions of the Bethels, assist in the promotion, retention of Bethel members, reinstitute Bethels and build Job's Daughters within their jurisdiction. This JGC shall function as a jurisdiction under Supreme until such time as the Executive Members of the SGC decide that it may be granted the status of a GGC.
- (b) When the membership of a Grand Jurisdiction declines to less than sixty (60) Bethel members (See B-SGC Art. XII Sec. 2 (c)), the Jurisdiction has four (4) or more Bethels and at the discretion of the Supreme Guardian, a JGC may be formed. The object of the JGC will be to provide leadership for combined functions of the Bethels, assist in the promotion, retention of Bethel members, reinstitute Bethels and build Job's Daughters within their jurisdiction to enable them to again become a GGC.
 - (1) As soon as the Annual Report (Form 123) is filed and the jurisdiction meets the criteria stated above in paragraph (b), they immediately shall set a date to hold a meeting and recommend, by ballots, the Officers for a JGC. These recommendations shall be sent to the Vice Supreme Guardian no later than sixty (60) days prior to the Annual Session of the SGC of the current year.
 - (2) The presiding Grand Guardian, Associate Grand Guardian and all the elected and appointed officers and committee chairmen shall continue to serve until the new officers are installed.

Section 2. Charter

- (a) When the Executive Manager has received all fees for each member in the jurisdiction as prescribed by law and there are no unpaid accounts of the Bethels comprising the JGC jurisdiction, the Supreme Guardian shall authorize the Executive Manager to issue a Charter authorizing the JGC to function and perform such duties as are permissible under the laws, rules, and regulations of the SGC.
- (b) A fee of fifteen dollars (\$15.00) shall accompany the request for the Charter of each JGC.

Section 3. JGC Officers

- (a) The Executive Members of the SGC shall have the power to cite any Jurisdictional Guardian or any JGC Officer to show cause why she/he should not be disciplined.

Section 4. Appeal

- (a) The decisions of the Executive SGC on matters pertaining to Sections 1, 2 and 3 above are final.

ARTICLE XIV DISCIPLINE

Section 1. SGC Members

- (a) Any member of the SGC may be cited by the Supreme Guardian, or the Executive Manager if the latter is requested to do so by two (2) or more members of the Executive SGC. Member(s) so cited shall appear before a called session of the Executive SGC to show cause why she/he should not be reprimanded, removed from office, suspended, or expelled for a violation of the laws of the Order, or for conduct unbecoming an adult leader of the Order.
- (b) The citation shall be issued only after receipt of written charge(s) filed with the Supreme Guardian or Executive Manager stating specifically the nature of the charge(s). A copy of the charge(s) shall accompany the citation.
- (c) The Executive SGC shall, at a time and place designated, hear all evidence offered against and on behalf of the accused, and all arguments, and shall then determine the guilt or innocence of the accused. If the accused shall be found guilty of the charge(s), the Executive SGC shall fix the penalty. Both decisions shall require a majority vote.

Section 2. GGC Officers

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

Section 3. Appeal

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

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

Section 1. Election of Elective Officers and New Members of the Board of Trustees.

- (a) Annual election of officers of the SGC and new members of the Board of Trustees shall be held via virtual platform approved by the Board of Trustees.
- (b) The election shall be by majority vote without nomination.
- (c) Election shall be from members who have submitted a letter of intent.

Section 2. Voting Privileges

- (a) Members:
 - (1) All members of the SGC who have registered as a voting delegate and have voting credentials shall have the privilege of voting and taking part in discussions.
- (b) Bethels under Supreme Jurisdiction:
 - (1) Bethel Guardians, Past Bethel Guardians, Associate Bethel Guardians and Past Associate Bethel Guardians who have registered as a voting delegate and have voting credentials shall have the privilege of voting and taking part in discussions.
- (c) Additional Voting Members: (See POL-BOT-5)
 - (1) MIJD and SBHQ shall be voting delegates at their outgoing Supreme Session even if they reach the age of 20 by the opening date.
 - (2) Each Jurisdiction shall select two (2) active Daughters to be voting delegates at Supreme Session. Selection process will be determined by the Jurisdiction.
 - (3) The selected active Daughters shall be under the age of 20 by the opening date of the annual session and registered voting delegates per registration of the Annual Session
 - (4) The active Daughters will be allowed to speak as voting delegates in conformity with the laws of the SGC and Robert's Rules of Order Revised (latest edition)
 - (5) Names of Daughter Voting Delegates shall be forwarded to the Executive Manager by the Grand Secretary, Jurisdictional Secretary, and Supreme Deputies of all other Jurisdictions no later than June 15 prior to the Annual Session of the SGC.
- (d) Each voting delegate shall be entitled to only one (1) vote.

Section 3. Proxy

- (a) No member may have their vote cast by proxy except as follows:
 - (1) If a Grand Guardian cannot attend the Annual Session, she may appoint an elected member of her GGC to represent her as her proxy at that Session.
 - (2) If an Associate Grand Guardian cannot attend the Annual Session, he may appoint an elected member of his GGC to represent him as his proxy at that Session.
 - (3) If a Vice Grand Guardian cannot attend the Annual Session, she may appoint an elected member of her GGC to represent her as her proxy at that Session.
 - (4) If a Vice Associate Grand Guardian cannot attend the Annual Session, he may appoint an elected member of his GGC to represent him as his proxy at that Session.

ARTICLE XVI INSTALLATION

Section 1.

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

ARTICLE XVII 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 XVIII 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 July.
- (b) In the event of an emergency, Annual Session may be postponed, the place or method of meeting changed, or meeting canceled by a majority vote of the Board of Trustees and Executive Supreme Guardian Council. Notice of the 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 July, permission may be given by the Board of Trustees and Executive Supreme Guardian Council to meet during the month of August.

Section 2 Business Session

- (a) A business session shall be held during the Annual Session.
- (b) See SOP-SGC-16 for Rules of Order and Parliamentary Authority.

ARTICLE XIX LOSS OF COUNCIL MEMBERSHIP

Section 1.

- (a) Except in the case of disciplinary action, a woman who is a PSG, PGG or PBG (or a man who is a PAGG or PABG if applicable) shall retain membership in the SGC, GGC or BGC. She/he shall also be eligible for appointment as an Executive Member of a BGC, if she/he meets the eligibility requirements of the JDI Youth Protection Program. (C-BGC Art. VI Sec. 1 (a)).
- (b) Any other member of the SGC, a GGC, or a BGC who loses eligibility for membership on a BGC, with the exception of the eligibility requirements of the JDI Youth Protection Program, shall be automatically suspended from membership in the SGC, GGC or BGC, subject to appeal as provided in Law of Appeals and Grievances. (See SOP-SGC-1)
- (c) The above (b) shall apply to a Mason who has become a non-affiliate. (See POL-BOT-2)