

**JOB'S DAUGHTERS INTERNATIONAL  
STANDARD OPERATING PROCEDURES  
SUPREME GUARDIAN COUNCIL**

**SOP-SGC-1  
APPEALS AND GRIEVANCES**

**I. GENERAL**

**(a) Introduction**

- (1) Discipline of all types should be considered very carefully as the outcome and consequences will affect Daughters, adults, Bethels, Jurisdictional Guardian Councils, Grand Guardian Councils, the Supreme Guardian Council, and all those who become aware of the action.

**(b) General Information**

- (1) The purpose of our Order is to teach. It is vital that conflicts be resolved with fairness and justice, making disciplinary action a last effort, used only after all other methods have failed.
- (2) A Bethel Guardian, Grand Guardian, or the Supreme Guardian shall not delegate to anyone the responsibility of handling a grievance. However, the Supreme Guardian may appoint a Special Deputy to conduct an investigation for her.
- (3) A complete investigation shall be made for each grievance received. In all matters, the following steps shall be included in the process:
- [a] Discussion with the person(s) filing the grievance.
  - [b] Discussion with the person(s) the grievance is filed against.
  - [c] Discussion with any other individual(s) named in the grievance.
  - [d] Consideration of all statements given by those individuals interviewed should be given in the determination of resolution of the grievance.
- (4) The right to appeal is lost if not initiated within sixty (60) days after the date of action or decision on the grievance.
- (5) The decision of the Executive GGC or the Executive SGC is final. In the case of a tie, this final decision shall go to the SGC Appeals and Grievance Committee to determine the final decision.
- (6) Appeals and Grievances and action on same are not reported to or acted upon at any Annual Session of a GGC or the SGC.
- (7) Where charges are preferred, or complaints made, such charges or complaints shall not be accepted unless they are specifically set forth in writing and signed by the person making the charges or complaints.
- (8) Charges or complaints complying with item 7 above shall be investigated by a Bethel Guardian, Grand Guardian or the Supreme Guardian within thirty (30) days after she receives same. She shall expend her best efforts to adjust and settle the matter without necessity of further procedures.

**II. SPECIFIC PROCEDURES**

If a Bethel Member or Bethel/Jurisdictional/Grand/Supreme Guardian Council Member feels her/his rights have been abused, she/he may file a written grievance provided they fit into one (1) of the six (6) categories listed below:

**Category 1: Bethel Member(s) vs. Executive Member(s) of Bethel Guardian Council**

- (a) The Bethel Member(s) shall file a written grievance with the Supreme/Grand Guardian

**Category 2: Bethel Guardian Council Member(s) vs. another Bethel Guardian Council Member(s)**

- (a) The Bethel Guardian Council Member(s) shall file a written grievance with the Supreme/Grand Guardian.

**Category 3: Bethel Member(s) or Bethel Guardian Council Member(s) vs. Supreme/Grand Guardian**

- (a) The aggrieved person(s) shall file a written grievance with the Appeals and Grievances Committee of the Supreme/Grand Guardian Council.

**Category 4: Jurisdictional Guardian Council Member(s) vs. another Jurisdictional Guardian Council Member(s).**

- (a) The Jurisdictional Guardian Council Member(s) shall file a written grievance with the Supreme Guardian.

**Category 5: Grand Guardian Council Member(s) vs. another Grand Guardian Council Member(s)**

- (a) The Grand Guardian Council Member(s) shall file a written grievance with the Supreme/Grand Guardian.

**Category 6: Supreme Guardian Council Member(s) vs. Executive Member(s) of Grand Guardian Council**

- (a) The Supreme Guardian Council Member(s) will file a written grievance with the Supreme Guardian.

**Category 7: Supreme Guardian Council Member(s) vs. Another Supreme Guardian Council Member(s)**

- (a) The Supreme Guardian Council Member(s) will file a written grievance with the Appeals and Grievance Committee of the SGC

**II. SPECIFIC PROCEDURES (For Categories 1, 2, 4, 5 & 6):**

In addition to the Officer specified in the above Categories, the aggrieved person(s) will send a copy of the grievance to the member(s) against whom the charges have been filed, stating specifically the nature of the alleged offense.

**1. Investigation of Grievance**

- (a) In Categories where the grievance is filed with the Grand Guardian, the Grand Guardian shall investigate and render her written decision to the member(s) involved within thirty (30) days after the receipt of the grievance.
- (b) In Categories where the grievance is filed with the Supreme Guardian, the Supreme Guardian or Special Deputy appointed by the Supreme Guardian, shall investigate and render her written decision to the member(s) involved within thirty (30) days after the receipt of the grievance.
2. If the decision of the Supreme/Grand Guardian is considered unsatisfactory, or the Supreme/Grand Guardian fails to act within the prescribed period, an appeal may be sent to the Chairman of the Appeals and Grievances Committee of the Supreme/Grand Guardian Council within sixty (60) days after the receipt of the decision of the Supreme/Grand Guardian or her failure to act on the grievance. The Bethel member(s) or Bethel/Grand/Supreme Guardian Council Member(s) shall:
- (a) prepare at least six (6) copies of the appeal, including the decision of the Supreme/Grand Guardian;
- (b) send three (3) copies to the Chairman, Appeals and Grievances Committee of the SGC/GGC;
- (c) send one (1) copy to the Supreme/Grand Guardian;
- (d) send one (1) copy to the Executive Manager/ Grand Secretary;
- (e) send one (1) copy to each member against whom the charge has been filed.
3. The Appeals and Grievances Committee shall investigate and render its written recommendation to the Executive SGC/GGC within sixty (60) days after receipt of the appeal. Such recommendation shall be sent to the Executive Manager/Grand Secretary.
4. The Executive SGC/GGC shall meet within thirty (30) days, in person, by conference call, or via electronic mail to vote to uphold or deny the recommendation of that committee. A majority vote of the members of the Executive SGC/GGC shall be necessary to make a final decision.
5. Within ten (10) days the written decision shall be sent by the Executive Manager/Grand Secretary to the member(s) involved.

6. The decision of the Executive GGC or the Executive SGC is final. In the case of a tie, this final decision shall go to the SGC Appeals and Grievance Committee to determine the final decision.

**II. SPECIFIC PROCEDURES (For Category 3):**

In addition to the Appeals and Grievances Committee of the SGC/GGC specified in Category 3 above, the aggrieved person(s), other than a Bethel Member, will send a copy of the grievance to the member(s) against whom the charges have been filed, stating specifically the nature of the alleged offense. The aggrieved person shall:

- (a) prepare at least five (5) copies of the grievance;
- (b) send three (3) copies to the Chairman of the Appeals and Grievances Committee of the SGC/GGC
- (c) send one (1) copy to the Supreme/Grand Guardian
- (d) send one (1) copy to the Executive Manager/Grand Secretary

If the aggrieved is a Bethel Member, she shall:

- (a) prepare five (5) copies of the grievance specifically stating the nature of the alleged offense
- (b) send four (4) copies to the Chairman of the Appeals and Grievances Committee, who shall send a copy of the grievance to the Supreme/Grand Guardian against whom the charges have been filed
- (c) send one (1) copy to the Executive Manager/Grand Secretary

**Investigation of Grievance**

1. The Appeals and Grievances Committee of the SGC/GGC shall investigate and render its written recommendation to the Executive SGC/GGC within thirty (30) days after receipt of the grievance. Such recommendation shall be sent to the Executive Manager/Grand Secretary.
2. The Executive SGC/GGC shall meet within thirty (30) days in person, by conference call, or via electronic mail to vote to uphold or deny the recommendation of that Committee. A majority vote of the Executive Members shall be necessary to make a final decision.
3. Within ten (10) days the written decision shall be sent by the Executive Manager/ Grand Secretary to the members involved.
4. The decision of the Executive SGC/ GGC is final.

**SPECIFIC PROCEDURES (For Category 7)**

In addition to the Appeals and Grievances Committee of the SGC specified in Category 7 above, the aggrieved person(s) will send a copy of the grievance to the member(s) against whom the charges have been filed, stating specifically the nature of the alleged offense. The aggrieved person shall:

- (a) prepare at least five (5) copies of the grievance;
- (b) send three (3) copies to the chairman of the Appeals and Grievances Committee of the SGC
- (c) send one (1) copy to the Executive Manager
1. The Appeals and Grievances Committee of the SGC shall investigate and render its written recommendation to the Executive SGC within thirty (30) days after receipt of the grievance. Such recommendation shall be sent to the Executive Manager.
2. The Executive SGC shall meet within thirty (30) days in person, by conference call, or via electronic mail to vote to uphold or deny the recommendation of that Committee. A majority vote of the Executive Members shall be necessary to make a final decision.
3. Within ten (10) days the written decision shall be sent by the Executive Manager to the members involved.
4. The decision of the Executive SGC is final.

## SOP-SGC-2

## DESCRIPTIVE INDEX OF FORMS AND PROMOTIONAL MATERIAL

Forms may be ordered from the Supreme Office by Bethels under Supreme, the Jurisdictional Secretary of a JGC or the Grand Secretary of a GGC. A price list or sample of any form will be furnished upon request. The use of many of these forms is OPTIONAL and not required by Supreme Law. In such cases, their use is regulated by Manuals of Rules and Regulations of GGCs or customs. For example, Application Forms 130 and 131; Dues Receipts, Form 141 and Demit Forms 210 and 211; and some others are specified for use by Supreme Law. Forms such as 134, 140, 142, 150, 174 and 212 are made available for the convenience of GGCs and Bethels desiring to use them.

**Please Note: The majority of the forms may now be downloaded from the JDI website at no charge.**

Form No.	Description
101	Application for Dispensation to form a new Bethel
102	Dispensation for Bethel U.D., issued by Supreme or Grand Guardian to new Bethel prior to chartering
103	Application for Bethel Charter after operating under dispensation
104	Charter issued by SGC to Bethels under Supreme
105	Charter, same as Form 104 but issued by GGC
106	Charter issued by SGC to GGCs
110	Annual Return for Bethels covered by SGC insurance, furnished by the Executive Manager or the Grand Secretary to each Bethel annually to report on membership and remittance of fees.
120	Grand Guardian/Jurisdictional Guardian's Report furnished by the Executive Manager to Grand Guardians and Jurisdictional Guardians for their annual report of activities of the Order in their GGC/JGC jurisdiction.
121	Confidential Report used by Supreme/Assisting Supreme Deputies after inspecting Bethels where appointed.
122	Used for requesting approval for proposed amendments to Bethel Bylaws.
123	Annual Report of GGC/JGC consisting of three sheets, A, B, and C, furnished annually, without charge, by Executive Manager to Grand Secretaries.
130	Application for Membership used by an applicant who has never been a member of a Bethel.
131	Application for Membership by Affiliation used by a member when applying for membership in another Bethel. Must be accompanied by a Demit.
131d	Request for Dual Membership
132	Report of Visitation Committee, used by members appointed to visit applicants, filled out individually by them and returned to the Bethel Guardian.
133	Notice to appear for initiation, a postcard which is mailed to applicants who have been elected to membership by Executive Members of the BGC.
134	Request for information on Masonic Relationship, used by an Associate Bethel Guardian to check the relationship of an applicant and the standing of a Master Mason.
140	Notice of dues mailed to Bethel members whose dues are unpaid.
141	Official Receipt for Dues. This receipt, properly signed and stamped with the Bethel Seal, must be presented by a member desiring to attend another Bethel, a GGC/SGC Session.
142	Record of Dues, loose-leaf ledger sheet for recording dues paid by each Bethel member.
150	Memo of Receipts & Warrants and Order for Treasurer, and cash received. A multi-page form which provides copies for Recorder, Bethel Treasurer, Guardian Secretary and Guardian Treasurer to assist in keeping books in balance.
151	Bethel Treasurer's Report read at each regular meeting by Bethel Treasurer as report of receipts and disbursements.
161	Certificate of Majority Membership, 8x10, issued to members upon becoming twenty (20) years of age or married or pregnant under that age.
162	Certificate of Majority Membership, wallet size for same purpose as Form 161.
163	Certificate of Majority Membership, size 4x6 inches for same purpose as Form 161.
170	Member of Honor Certificate, size 4x6 inches, issued by Bethels to adults who have been elected Members of Honor in recognition of service to the Order.
172	Past Honored Queen's Certificate, wallet size.

- 173 Parent's Card, similar to Form 141 issued to parents on first visit to the Bethel, indicating they are eligible to visit other Bethels
- 174 Proficiency Certificate, given to Bethel members who have passed the Proficiency Lessons Examination.
- 175 JDI Knowledge Certificate, issued to those have passed the SGC Knowledge Course
- 176 Royal Purple Degree Certificate
- 177 Lily of the Valley Certificate
- 180 Credentials, issued to officers and members of the SGC, GGCs and JGCs entitled to vote at an Annual Session.
- 190 Certificate issued to elective and appointive SGC and GGC officers and members of committees.
- 191 Certificate of appointment to serve as members of BGCs in SGC and GGCs.
- 200 Request for a Special Dispensation
- 201 Special Dispensation, used by those authorized, in granting a special privilege as defined in Bylaws.
- 210 Demit, issued upon a member's request when desiring to transfer membership to another Bethel, or desiring to resign from membership.
- 211 Report on applying member who has demitted from another Bethel and now wishes to affiliate.
- 212 Notice of Suspension sent to Bethel members suspended for non-payment of dues.
- 220 Report on Ballot, the list of applicants to be read by the Recorder, who have been voted upon by the Executive Members of the BGC to become members.
- 221 Ballot for Executive and Associate Members of the BGC, used by Bethel members to recommend for appointment, Executive and Associate Members of the BGC. May be used BGC members for their recommendations.
- 222 Report of Recommendations for BGC, used in connection with Form 221 at annual meeting of BGC.
- 230 Ritual, the ritualistic work of the Order
- 231 Large Print Ritual
- 232 Proficiency Lessons, the confidential lesson of the Order
- 233 Music Ritual, the musical portion of the ritualistic work with levels of different skills for the Musician
- 234 Song Card, a list of words for all Bethel music
- 235 Book of Ceremonies
- 236 Constitution, Bylaws, and SOPs of JDI
- 237 Mothers', Fathers' and Guardians' prayer card
- 240 Minute/Roll Call Book
- 241 BGC Minute Book pages
- 243 Attendance Record Book
- 246 Financial Record Book
- 249 Permanent Record Book
- 250 Initiatory Card
- 251 Order Forms for ordering supplies from SGC
- 252 Record of Payment to SGC
- 258 Birthday Cards, different cards for each month (limited)
- 262 Librarian's Report and assortment of symbolic information that may be used by the Bethel Librarian
- 265 History of Job's Daughters – Volume 1
- 280 Trademark Application (see POL BOT 4)
- 281 Expense Claim (Deputies and Assisting Deputies only), used for authorized expenses
- 282 Expense Claim used for authorized expenses
- 283 Educational Scholarship Certificate

## PROMOTIONAL MATERIAL

(see JDI website)

**SOP-SGC-3****DISBURSEMENTS****Section 1. General**

- (a) All itemized expense accounts for the current year must be given to the Chairman of the Finance Committee for approval within thirty (30) days after the close of the Annual Session.
- (b) Disbursements shall be by check of the SGC and, when accompanied by vouchers approved by a majority of the Finance Committee, shall be signed by the Executive Manager and the Chairman of the Finance Committee.
- (c) For the purpose of prompt payment and earning discounts, invoices for supplies shall be handled in accordance with procedure agreed upon by the Board and the Finance Committee.
- (d) No business involving expenditure of SGC monies shall be conducted at the Annual Session unless at least one (1) member of the Board of Trustees and at least one (1) member of the Finance Committee are in the SGC room.

**Section 2. Allowance for Supreme Guardian**

- (a) Promptly after installation, the Supreme Guardian shall receive the sum of six thousand dollars (\$6,000.00) paid from the General Fund. This appropriation is intended to cover all expenses incurred during her term of office except as specified in this Sec. and Sec. 3. A report of all expenditures from this allowance shall be filed for information with the Finance Committee at the end of the term.
- (b) Travel expense to jurisdictions outside the continental US shall be allowed separately after estimates have been approved by the Finance Committee.
- (c) The expense of reorganization of weak Bethels and organization of new Bethels along the regular line of travel of the Supreme Guardian shall be paid from the appropriations provided in Sec. 2 (a) of this Article.
- (d) A need for the Supreme Guardian to retrace her steps to handle an emergency shall be paid from the Promotional Fund when an expense account is submitted and approved by the Finance Committee.
- (e) Additional funds shall be provided to cover expenses for instituting the first Bethel in a jurisdiction or for chartering a new GGC. A statement of estimated expenses shall be filed in triplicate with the Chairman of the Finance Committee.
- (f) All itemized expense accounts for the current year must be given to the Chairman of the Finance Committee for approval within thirty (30) days after the close of the Annual Session. Per diem allowances shall not exceed thirty dollars (\$30.00) per day, no matter where incurred.
- (g) The sum of three hundred dollars (\$300.00) per month shall be allowed for secretarial, telephone and postal expenses. Reimbursements shall be for actual expenses, with receipts, and shall not exceed three hundred dollars (\$300.00) per month.

**Section 3. Special Conference Expenses**

- (a) The Supreme Guardian shall be allowed her expenses, paid from the General Fund, for necessary conferences which shall be held in the Supreme Office when the presence of the Executive Manager is required.

**Section 4. Allowance for the Associate Supreme Guardian**

- (a) The Associate Supreme Guardian shall be allowed the sum of five hundred dollars (\$500.00) annually from the Promotional Fund and five hundred dollars (\$500.00) annually from the General Fund for expenses incurred in the performance of his duties.
- (b) Travel expense to jurisdictions outside the continental US shall be allowed separately after these estimates have been approved by the Finance Committee.

**Section 5. Allowance for the Vice Supreme Guardian**

- (a) The Vice Supreme Guardian shall be allowed the sum of one thousand dollars (\$1,000.00) annually from the General Fund to assist in defraying the expense of her office and to acquaint herself with Bethels under Supreme. At the end of her term, a report of all expenditures from this allowance shall be filed with the Finance Committee for information.

**Section 6. Allowance for the Supreme Guide**

- (a) The Supreme Guide shall be allowed three hundred dollars (\$300.00) annually to assist in defraying the expense of her office and to acquaint herself with Bethels under Supreme. At the end of her term a report of all expenditures from this allowance shall be filed with the Finance Committee for information.

**Section 7. Allowance for the Supreme Marshal**

- (a) The Supreme Marshal shall be allowed three hundred dollars (\$300.00) annually to assist in defraying the expense of her office and to acquaint herself with Bethels under Supreme. At the end of her term a report of all expenditures from this allowance shall be filed with the Finance Committee for information.

**Section 8. Executive Manager**

- (a) The Executive Manager shall receive such salary as may be agreed upon by the Board of Trustees and the Finance Committee. Such salary shall be subject to all Federal, State, and local tax deductions.
- (b) The salary of the assistants shall be set by the Executive Manager with the approval of the Board of Trustees and the Finance Committee.
- (c) The Executive Manager and other full-time employees in the Supreme Office shall be allowed two (2) weeks' vacation, with salary, after one (1) year of continuous service. The Board of Trustees shall approve said vacation period. The Board of Trustees and the Finance Committee shall approve additional vacation time based on length of service. No vacation with pay is to be given temporary or part-time employees.

**Section 9. Revolving Fund of the Executive Manager**

- (a) The Executive Manager shall have a revolving fund of five thousand dollars (\$5,000.00) to meet the emergency needs of her office, carried in such depository as may be designated by the Finance Committee. Total amount of monthly receipts and disbursements of the revolving fund shall be shown on the monthly summary as specified in the duties of the Executive Manager. An adequate balance shall be maintained in this fund at all times by periodic reimbursement as required.

**Section 10. Expense of the Annual Session**

- (a) The registration fee paid to the Session Arrangements Committee shall be used by the Committee to help defray expenses of the Annual Session.
- (b) The Chairman of the Session Arrangements Committee shall clear through the Finance Committee all activities of the Annual Session which require expenditure of SGC funds not specifically provided for in these Bylaws/SOPs.

**Section 11. Promotional Expenses**

- (a) When a new Bethel is instituted:
  - (1) The necessary expenses incurred in promoting and instituting a new Bethel under Supreme shall not exceed fifteen hundred dollars (\$1,500.00) and shall be paid from the Promotional Fund.
  - (2) Said expenses shall include those of a Supreme Deputy, or other eligible persons deputized by the Supreme Guardian, and a corps of officers to exemplify the ritualistic work of the Order. An itemized statement of expense shall be submitted to the Chairman of the Finance Committee within thirty (30) days of the institution.
  - (3) Necessary authorized supplies for a new Bethel under Supreme shall be furnished gratis. (See SOP-Bethel-20)
- (b) When a new GGC or JGC is to be chartered:
  - (1) The new GGC or JGC shall be allowed one hundred fifty dollars (\$150.00) from the Promotional Fund of the SGC toward expense of chartering.
  - (2) The Supreme Guardian shall be allowed her travel and hotel expenses if a special trip is necessary to charter the new GGC or JGC.
  - (3) If it is impossible for the Supreme Guardian to act in person, she may appoint any member of the SGC in her stead. The same allowance shall be paid from the Promotional Fund to such member.

- (4) An itemized statement of such expenses shall be submitted to the Chairman of the Finance Committee within thirty (30) days. Such funds may be advanced when authorized by the Chairman of the Finance Committee and upon approval of the Supreme Guardian. Funds advanced and not spent shall be returned to the Promotional Fund.
- (c) Growth of the Order:
  - (1) Expenses for use only in promotion of the growth of the Order shall be approved by the Chairman of the Promotion Committee and the Supreme Guardian. These approved expenses shall be submitted in detail to the Chairman of the Finance Committee for approval and prompt payment.
  - (2) Expenses of Miss IJD and the SBHQ be approved by the Finance Committee. Funds for these expenses shall be from revenue specified in SOP-SGC-15, which shall be allocated on a share and share alike basis, and allowances authorized in SOP-SGC-3. These expenses are not to be considered as expenses of the Supreme Bethel or the Miss IJD Pageant.

### **Section 12. Jewels**

- (a) An official Past Supreme Guardian's jewel shall be purchased, to be presented to each Supreme Guardian at the conclusion of her term.
- (b) An official Past Associate Supreme Guardian's jewel shall be purchased, to be presented to each Associate Supreme Guardian at the conclusion of his term.

### **Section 13. Allowance for Miss International Job's Daughter (Miss IJD)**

- (a) Miss IJD shall be allowed the sum of one thousand dollars (\$1,000.00) annually from the Promotional Fund for travel expenses incurred in the performance of her duties. This allowance to be issued within thirty (30) days following the annual Supreme Session.
  - (1) Any portion of these funds not expended for travel shall be returned to the Promotional Fund.
  - (2) The Chairman of the Miss IJD Pageant Committee will approve all travel plans and ensure responsible supervision during the travels of the Miss IJD. The Supreme Guardian and the Executive Manager shall be advised of her itinerary.
  - (3) Miss IJD shall submit a cumulative report by the tenth (10th) day of each month beginning in September and at the end of her term listing the amount and source of all monies received and all expenditures for this travel accompanied by receipts. This report to be filed with the Executive Manager.
  - (4) For reimbursement of contributions for travel expenses (SOP-SGC-15), the Miss IJD shall submit a monthly expenditure report, accompanied by original receipts to the Executive Manager. Copies of this report shall also be sent to the Chairman of both the Pageant and Finance Committees.
- (b) Travel by the Miss IJD to the Annual Session of the SGC shall be allowed via the most economical airfare available or, if less expensive and desirable, by automobile by the most direct route at the rate of twenty cents (\$.20) per mile.
- (c) The Miss IJD shall be allowed per diem at the rate of twenty dollars (\$20.00) per day for the four (4) days of the Annual Session if she does not receive complimentary lodging arranged by the Supreme Session Arrangements Committee.
- (d) The SGC shall provide a crown designed by the official jeweler for the Miss IJD. The crown shall be passed to her successor.
- (e) Miss IJD shall receive a Past Miss IJD jewel (J-160) gold filled (as shown in the official jewelry catalog) upon completion of her term provided she has met all the requirements as outlined in the Rules and Regulations to the satisfaction of the Miss IJD Committee.
- (f) Provide suitable name badge for Miss IJD to use during her year.

### **Section 14. Allowance for Supreme Bethel Honored Queen (SBHQ)**

- (a) The SBHQ shall be allowed the sum of one thousand dollars (\$1,000.00) annually from the Promotional Fund for travel expense incurred in the performance of her duties. This allowance to be issued within thirty (30) days following the Annual Session of the SGC.
  - (1) Any portion of these funds not expended for travel shall be returned to the Promotional Fund.



- (2) The Supreme Bethel Guardian shall approve all travel plans and ensure responsible supervision during travels of the Supreme Bethel Honored Queen. The Supreme Guardian and the Executive Manager shall be advised of her itinerary.
  - (3) The SBHQ shall submit a cumulative report by the tenth (10th) day of each month beginning in September and at the end of her term listing the amount and source of all monies received and all expenditures for this travel accompanied by receipts. This report to be filed with the Executive Manager.
  - (4) For reimbursement of contributions for travel expenses (SOP-SGC-15), the SBHQ shall submit a monthly expenditure report, accompanied by original receipts, to the Executive Manager. Copies of this report shall also be sent to the Chairman of both the Supreme Bethel and Finance Committees.
- (b) Travel by the SBHQ to the Annual Session of the SGC shall be allowed via the most economical airfare available or, if less expensive and desirable, by automobile by the most direct route at the rate of twenty cents (\$.20) per mile.
- (c) The SBHQ shall be allowed per diem at the rate of twenty dollars (\$20.00) per day for the four (4) days of the Annual Session if she does not receive complimentary lodging arranged by the Supreme Session Arrangements Committee.

**Section 15. Advance for the Chairman of the Supreme Bethel Committee**

- (a) The Chairman of the Supreme Bethel Committee, on request, shall be advanced the sum of five hundred dollars (\$500.00) for Committee expenditures. This advance is to be issued within thirty (30) days of the request. Any portion of these funds not expended shall be returned to the Supreme Office within thirty (30) days following the succeeding Annual Session. A report shall be made at the succeeding Annual Session listing all expenditures against this advance as well as all additional subsequently approved expenditures.

**Section 16. Advance for the Chairman of the Miss IJD Pageant Committee**

- (a) The Chairman of the Miss IJD Pageant Committee, on request, shall be advanced the sum of five hundred dollars (\$500.00) for Committee expenditures. This advance is to be issued within thirty (30) days of the request. Any portion of these funds not expended shall be returned to the Supreme Office within thirty (30) days following the succeeding Annual Session. A report shall be made at the succeeding Annual Session listing all expenditures against this advance as well as all additional subsequently approved expenditures.

**Section 17. Advance for the Chairman of the Educational Scholarships Committee**

- (a) The Chairman of the Educational Scholarships Committee, on request, shall be advanced the sum of three hundred fifty dollars (\$350.00) for Committee expenditures. This advance is to be issued within thirty (30) days of the request. Any portion of these funds not expended shall be returned to the Supreme Office within thirty (30) days following the succeeding Annual Session. A report shall be made at the succeeding Annual Session listing all expenditures against this advance as well as all additional subsequently approved expenditures.

**SOP-SGC-4**

**DUTIES OF APPOINTED OFFICERS**

**Section 1. The Supreme Chaplain shall:**

- (a) Contact Grand Secretaries, Jurisdictional Secretaries and Guardian Secretaries of Bethels under Supreme to obtain information on departed members of the SGC, JGCs, BGCs and Bethel members under Supreme.

**SOP-SGC-5**

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

- (a) Present the official Past Supreme Guardian's jewel to each Supreme Guardian upon completion of her term of office.
- (b) Present the official Past Associate Supreme Guardian's jewel to each Associate Supreme Guardian upon completion of his term of office.

**SOP-SGC-6**

**EDUCATIONAL FUND**

**Section 1.**

- (a) The fund shall be known as the SGC Educational Fund.
- (b) The fund shall consist of money and bills receivable now on hand and all money, donations, bequests, and interest that may accumulate from said fund, including interest accumulated in excess of that required to meet expenses outlined in SOP-SGC-9, Ethel T. Wead Mick Fund.
- (c) The fund shall be used for Educational Scholarships upon approval of the Finance Committee.
- (d) This fund shall be administered by the Educational Scholarships Committee.
- (e) The Educational Fund shall be maintained at a minimum of two thousand five hundred dollars (\$2,500.00).

**SOP-SGC-7**

**EDUCATIONAL AND PROMOTIONAL FUNDS**

**Section 1. Fund-Raising Project**

- (a) The Executive members of the BGC for each Bethel under Supreme shall ensure that a fund-raising project for the benefit of the Educational and Promotional Funds is conducted during each Honored Queen's term. Monies raised shall be distributed as designated in SOP-Bethel-2.

**Section 2. Unused Funds**

- (a) Upon formation of a GGC or JGC, unused funds previously contributed by Bethels within that jurisdiction shall be transferred to the new GGC or JGC.

**SOP-SGC-8****ELECTION, VOTING PRIVILEGES, AND PROXY****Section 1. Election of Elective Officers (B-SGC Art. XV Sec. 1)**

- (a) Letter of Intent
  - (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 party’s 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.
- (b) Candidates aspiring to an elective office shall be requested to rise and state their name and jurisdiction.

**Section 2. Election of New Members of the Board of Trustees (B-SGC Art. XV Sec. 2)**

- (a) 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 party’s 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.

**SOP-SGC-9****ETHEL T. WEAD MICK FUND****Section 1. Name**

- (a) The fund shall be known as the Ethel T. Wead Mick Fund.
- (b) The fund shall consist of money and securities on hand and all money, donations, bequests, and interest that may accumulate from said fund.

**Section 2. Objectives**

- (a) To establish a Fund whereby members and supporters of the Order may make financial contributions, either as a donation or by providing for the same as a bequest in a Will, to JDI.
- (b) The interest from this Fund shall be used as hereafter provided to maintain the Memorial Room, site and grave of Ethel T. Wead Mick in Nebraska; to assist in providing leadership training within the Order, scientific and other programs to perpetuate the Order; and the provision of scholarships in addition to those from other sources.

**Section 3. Investment of Funds**

- (a) All money on hand and received shall be invested in a manner similar to that for other funds of the SGC, under the direction of the Board of Trustees.

**Section 4. Operation**

- (a) The Board of Trustees shall establish and approve programs as necessary to implement and foster the Fund.
- (b) It shall be a duty of the Supreme Guardian and the Associate Supreme Guardian to promote and encourage contributions to the Fund.
- (c) The goal shall be to increase donations to two hundred and fifty thousand dollars (\$250,000.00), or a higher amount, so that interest shall be sufficient to cover disbursements.
- (d) Each person or group contributing at least one hundred dollars (\$100.00) or, in the case of individuals including a bequest in her/his Will for that amount or more, shall receive a special certificate, suitable for framing.
- (e) Persons and groups may make donations to the Fund of any amount in memory of someone. Receipts shall be sent to the contributor with a card of appreciation. An appropriate card shall be sent to all persons honored and an appropriate card shall be sent to the next of kin for "in memory" contributions.
- (f) Provisions shall be made for the names of contributors of sums in excess of one hundred dollars (\$100.00) to be recorded in a permanent record book to be kept in the Ethel T. Wead Mick Memorial Room.

**Section 5. Distribution of Interest**

- (a) The interest accumulated from the invested securities shall be used to support the following activities which are in order of priority: Rent and maintain the Ethel T. Wead Mick Memorial Room in Nebraska, improve and maintain the grave site of our Founder in Nebraska, assist in the maintenance of the exterior and grounds of the International Center for Job's Daughters in Nebraska, assist in providing leadership training, assist in providing scientific and other programs to perpetuate the Order, assist in providing scholarships in addition to those from other sources and provide a yearly donation to the George Washington Masonic National Memorial.

**Section 6. Use of Capital**

- (a) The Capital in excess of one hundred thousand dollars (\$100,000.00) may be used if urgent major renovations are required for the International Center for Job's Daughters and there are insufficient funds elsewhere in the accounts of the SGC.

**Section 7. Funds and Minimum Balance**

- (a) The money and securities held in the Fund may be used in such manner as determined by the Supreme Guardian, the Board of Trustees, and the Finance Committee. A minimum balance of one hundred thousand dollars (\$100,000.00) shall be maintained in this fund.

## SOP-SGC-10

## FLAG PROTOCOL

## GENERAL

- 10.1 The minimum number of flags to be displayed at a Bethel meeting shall be two (2). They shall be the National Emblem of the host country and the Bethel Flag.
- 10.2 When flags of two (2) or more nations are displayed, they shall be flown from separate staffs of the same height and shall be of the same approximate size.
- 10.3 At no time shall the flag be allowed to touch the floor, the Altar, the Bible or any other piece of furniture.
- 10.4 The nation's order of longevity in the Job's Daughters world is as follows: The United States, Canada, Australia, the Philippines, Brazil.
- 10.5 Other flags (Masonic, Christian, etc.) may be displayed as determined by the governing jurisdiction. Their placement shall be to the left of the Junior Princess and to the right of the Bethel and State, Province or Territory flags.
- 10.6 All flags shall be presented and displayed following correct protocol and affording respect to their meaning.
- 10.7 The National Emblem of the host country is presented at least two steps ahead of all other flags.

## FLAG PROTOCOL FOR CARRYING

- 10.8 **United States and Possessions** – The flag is carried at a sixty (60) degree angle by holding the right hand around the staff with the thumb pointing upward toward the Flag. The right hand is placed on the staff at a height of and on a level with the left shoulder, elbow relaxed. The left hand is at the waistline, hand around the staff, with the base of the hand resting against the left hip. The Flag should never be allowed to touch anything beneath it. The eagle at the top of the staff shall face forward, including when placed in the flag holder in the East.
- 10.9 **Canada** – The flag is carried by holding the left hand around the outside of the staff, the thumb pointing upward towards the flag, at the height of and against the right shoulder. The right hand is at the waistline with the base of the hand resting against the right hip. The staff is always carried in an upright position.
- 10.10 **Australia** – For JDI meetings, the flag protocol for the Australian flag is very similar to the USA flag. The flag is carried/held in exactly the same way. Everyone rises as the flag enters the room and stands with hands at the side (not on the heart). The Marshal does not sing. There is no Pledge of Allegiance. The flag is not retired at any time during the meeting. The flag should not be decorated or added to in any way - no fringing or decorations on the flag stand or flagpole.
- 10.11 **Philippines** – The flag is carried at a sixty (60) degree angle by holding the right hand around the staff with the thumb pointing upward toward the Flag. The right hand is placed on the staff at a height of and on a level with the left shoulder, elbow relaxed. The left hand is at the waistline, hand around the staff, with the base of the hand resting against the left hip. (Same as US) Everyone rises as the flag enters the room and stands with hands at the side. There is no Pledge of Allegiance.



- 10.12 **Brazil** - The National Flag must be the first to be escorted in all ceremonies, as per Ritual. When in the Preparation Room, the Marshal holds and suspends the staff vertically, with her right hand at shoulder level, with the upper edge of the flag held by the right thumb.

Then holds the staff with the left hand below the right hand, thumbs along the staff. Using both hands, lay the flag over her right shoulder, at a forty-five (45) degree angle, projecting the left elbow, keeping it parallel to the ground. Upon completion, the cloth, secure at the chest level, will naturally fall to the side covering the right arm, leaving the spotlight on the blue celestial sphere. Hold the cloth in order to not let it touch the floor. When at the west of the Altar, the Marshal, using both hands, moves the flag to a vertical position, suspended in front and center of her body, keeping the left hand at the same position, left elbow relaxed, right hand at shoulder level. The Marshal releases the upper edge of the flag keeping the heels together, looking forward. The bottom of the staff never touches the floor. To escort the flag to the East, the Marshal will proceed the same way she did at the Preparation Room remembering to never let the staff or the cloth touch the floor.

### **ESCORT**

- 10.13 The National Emblem of the host country shall be presented first, except Brazil, followed by any others in the order of longevity (see 10.4). Should the Supreme Guardian be present, the National Emblem of her country, if different from that of the host, shall be presented second.
- 10.14 Following National Emblems, the State, Provincial or Territorial flag of the host Bethel, if presented, shall be first. Flags of other States, Provinces or Territories may be presented as appropriate. Alphabetical order may be followed.
- 10.15 Then, as determined by the governing jurisdiction, other flags may be escorted (see 10.5).
- 10.16 The Bethel Flag is presented per Ritual.

### **HONORS**

- 10.17 The National Anthem of the country shall be played after the flag is presented west of the Altar. Citizens pay respect to their National Emblem according to the custom of their Country. Those who are not citizens of the Country whose Flag is being presented stand at attention with hands at their sides. The flag then shall be escorted to the East.
- 10.18 Following placement in the East, in countries where there is a Pledge of Allegiance, the pledge may be given. Countries not having such a Pledge may use an inspirational pledge as determined by the governing jurisdiction.
- 10.19 Tributes may be given to the national or other flags while at the Altar or in the East during receptions and installations.

### **DISPLAY IN THE EAST**

- 10.20 Flag stands shall be placed in the East prior to the meeting or event. They shall be in line with the Honored Queen and Princesses.
- 10.21 The stand for the National Flag of the host country shall be the farthest right of the Senior Princess.
- 10.22 The stand for the Bethel Flag shall be farthest left of the Junior Princess.

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- 10.23 Other stands shall be placed and filled as per the order of flag escort.
- 10.24 National flags shall be placed to the right of the Senior Princess.
- 10.25 All other flags shall be placed at the left of the Junior Princess with the Bethel Flag farthest left.

**RETIRING**

- 10.26 In countries where the National Emblem is normally retired, only the host country's flag is retired. The Marshal shall retrieve the flag from the east, carrying the flag as it was carried on entry, and retrace her steps to the Preparation Room for proper interim storage of the flag.

## SOP-SGC-11

## APPLICATION AND ANNUAL FEES

**1. Remittance by Bethels**

- (a) An application fee and an annual fee will be paid by all Bethels for members initiated and members on their rolls as specified in this Instruction.
- (b) The fees shall accompany Form 110 when submitted to the Executive Manager by Bethels under Supreme or when submitted to the Grand Secretary by Bethels under a GGC.
- (c) An update of the Membership list provided by the Executive Manager shall accompany the Annual Report and fees.

**2. Application Fee**

- (a) The application fee for each member when she joins the Order is:
  - (1) For Bethels under Supreme, ten (10.00) USD, CAD, AUD, PHP, BRL ...etc., and annually shall increase by two percent (2%) beginning January 1, 2004.
  - (2) For Bethels under a GGC, four (4.00) USD, CAD, AUD, PHP, BRL ...etc., and annually shall increase by two percent (2%) beginning January 1, 2004.
- (b) This fee shall be paid by the Bethel during the month of January for all new members who joined the Order between January 1 and December 31 of the preceding year.

**3. Annual Dues**

- (a) The annual dues shall be collected in the currency of the jurisdiction to which the member belongs
- (b) The annual dues for each member reported by chartered Bethels on December 31, 2007 is ten point one two (10.12) USD, CAD, AUD, PHP or BRL ...etc. and annually shall increase by two percent (2%).
- (c) These dues shall be paid during the month of January.
- (d) The annual fee of Bethels chartered after July 1 shall be prorated from the date of chartering. Bethels chartered less than one (1) month prior to January 1, filing their first report, shall be exempt from this fee.
- (e) The Bethels, GGCs and JGCs outside of the USA and Canada shall be exempt from remittance of fees to the Insurance Fund. (See SOP-SGC-11 4 (a)).

**4. Insurance Fee**

- (a) The annual fee for each member of the Bethel for the payment of liability insurance shall be the latest actual premium paid, plus ten percent (10%), divided by the total membership in the USA and Canada as of the last Annual Report. This fee is to be paid with each Annual Report.
- (b) The fee shall be prorated from the date of chartering for new Bethels chartered during a calendar year.
- (c) The Bethels, GGCs, and JGCs, outside the United States of America and Canada shall be exempt from remittance of this fee.

**5. Remittance by GGC**

- (a) GGCs shall collect the application fee and the annual dues as specified above and remit them in US dollars using the exchange rate as of December 31 to the Supreme Office so that they are received no later than March 1.
- (b) The remittances shall be accompanied by an update of the Membership list as provided by the Executive Manager, and the Annual Reports on Form 123 A, B, and C as provided in B-GGC, Art III, Sec. 6 (g).
- (c) The remittance shall be accompanied by a penalty if received in the Supreme Office after the deadline date of March 1. The fine to be a percentage of the total amount owed as follows: two (2) percent for one (1) through thirty (30) days overdue, five (5) percent for thirty-one (31) through sixty (60) days overdue and seven and one half (7.5) percent for any period over sixty (60) days.

**6. Allocation of Fees**

- (a) Fees from Bethels under Supreme including JGCs are allocated as follows:
  - (1) From the application fee:
    - Seventy-five percent (75%) to the General Fund
    - Twenty percent (20%) to the Educational Fund
    - Five percent (5%) to the Promotional Fund
  - (2) From the annual dues:
    - Seventy-five percent (75%) to the General Fund
    - Twenty percent (20%) to the Promotional Fund
    - Five percent (5%) to the Educational Fund
- (b) Fees from GGCs are allocated as follows:
  - (1) From the application fee:
    - Twenty-five percent (25%) to the General Fund
    - Twelve percent (12%) to the Educational Fund
    - Thirty-eight percent (38%) to the Promotional Fund
    - Twenty-five percent (25%) to be retained by the GGC
  - (2) From the annual dues:
    - Fifty percent (50%) to the General Fund
    - Twelve percent (12%) to the Promotional Fund
    - Thirteen percent (13%) to the Educational Fund
    - Twenty-five percent (25%) to be retained by the GGC

## SOP-SGC-12

## MAJORITY MEMBERS

1. Each member in good standing shall become a Majority Member upon becoming twenty (20) years of age, or married or pregnant under that age, and shall immediately receive gratis a certificate of Majority Membership, Form 162 at the end of the term she becomes twenty (20) or immediately if marrying or becoming pregnant prior to the age of twenty (20).
2. She shall be entitled to receive the Majority Ceremony at such time as may be convenient. The Ceremony may be conferred at a regular or special meeting of the Bethel. A special meeting called for this purpose may be an open meeting and may be conducted without formal opening or closing.
3. She shall be entitled to all the rights and privileges of a member except voting and holding office.
  - (a) If she turns twenty (20) she shall be entitled to all the rights and privileges through the end of the term.
  - (b) If she marries, she shall be entitled to all the rights and privileges of a member except voting and holding office.
  - (c) If she becomes pregnant, she shall be entitled to all the rights and privileges of a member except voting and holding office.
4. She may enter the Messenger's semicircle, give honors and assume the Attitude of Prayer. She will rise and sing the Bethel Flag song.
5. She shall be exempt from further payment of dues.
6. She shall keep her Bethel informed of any change in name or address.
7. A member who had demitted from the Order and has passed the age of twenty (20) years, or who has married before that age, may be reinstated as a Majority Member by applying in writing to the Executive members of the BGC of the Bethel of which she was a member; or if the Bethel has been closed, to the Executive Manager of the SGC or the Grand Secretary in her Jurisdiction, for consideration by the Executive members of the SGC or the Executive Members of the GGC, respectively.
  - (a) Application must be accompanied by her Demit (complete form), payment of dues from the date of the Demit to date of Majority and affiliation fee equal to one-half (1/2) the application fee. (See B-GGC Art. XIII Sec. 1.20)
  - (b) It must be approved by a majority vote of the Executive Members of the BGC.
  - (c) She shall then become a Majority Member and shall be reinstated on the next annual report sent to the Executive Manager or the Grand Secretary (Form 110).
  - (d) She shall receive gratis a Certificate of Majority Membership and shall be entitled to receive the Majority Ceremony.
8. As a Majority Member, even though married, she is privileged occasionally to fill an office for an absentee, or to act as an installing officer.
9. Each member in good standing shall become a Majority Member upon her death if under the age of twenty (20). Her parent(s) or guardian(s) shall immediately receive gratis her Certificate of Majority Membership, Form 162.
10. A deceased Daughter, under the age of twenty (20), who had demitted from the Order may be reinstated as a Majority Member if her parent(s) or guardian(s) follow the procedures outlined in SOP-SGC-12, Art 7, Sec. (a), (b) and (c). Once accomplished, her parent(s) or guardian(s) shall receive gratis her Certificate of Majority Membership, Form 162.

**SOP-SGC-13**

**MEETINGS**

**Section 1. 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 Constitutions, Bylaws, and Standard Operating Procedures 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.

**SOP-SGC-14**

**PUBLICATIONS**

**Section 1.**

- (a) All publications, other than the Proceedings, issued in the name of the SGC shall first be approved by the Supreme Guardian, Associate Supreme Guardian and the Finance Committee.

## SOP-SGC-15

## REVENUE

**Section 1. Fiscal Year**

- (a) The fiscal year of the SGC shall be from June 1 to May 31 inclusive.

**Section 2. Receipts**

- (a) All money collected in the name of the SGC shall be received by the Executive Manager in US dollars and accounted for as directed by the Board of Trustees.

**Section 3. Sources: The SGC shall derive its revenue from the following:**

- (a) a fee for each dispensation to form a new Bethel under Supreme. (See SOP-Bethel-12)
- (b) a fee for each charter issued to a Bethel under Supreme. (See SOP-Bethel-12)
- (c) a fee for each charter issued to a new GGC (See B-SGC Art. XII Sec. 1 (c)) and each JGC (See B-SGC Art. XIII Sec. 2 (b)).
- (d) fees for dispensations and charters from GGC and JGC as specified on Form 123.
- (e) a fee for each dispensation granting a special privilege to Bethels under Supreme. (See SOP-Bethel-18)
- (f) application fees and annual fees from all Bethels. (See SOP-SGC-11)
- (g) a fine of twenty dollars (\$20.00) paid by the Executive Members of BGCs under Supreme who fail to file Annual Report, Form 110, and remit fees by January 31. Extension of time may be given at the discretion of the Executive Manager.
- (h) a fine paid by each GGC which fails to submit its required fees so that they are received no later than March 1 at the Supreme Office. The fine shall be a percentage of the total amount due:
- (1) two percent (2%) for one (1) through thirty (30) days overdue, or
  - (2) five percent (5%) for thirty-one (31) through sixty (60) days overdue or
  - (3) seven and one-half percent (7.5%) for any period over sixty (60) days.
- (i) Annual membership fee of forty dollars (\$40.00) from each Voting Delegate of the SGC paid at the time of registration with the Session Arrangements Committee. The membership fee will provide eligibility to register with the Credentials Committee at the Annual Session, to vote at that session, to maintain active status for one year on the distribution list of the SGC, and to receive the annual directory of the SGC.
- (1) Receive the membership fees for the ensuing SGC year, forwarding them to the Supreme Office no later than thirty (30) days after the close of the Annual Session of the SGC.
- (j) Registration fee of two dollars (\$2.00) shall be paid to the Session Arrangements Committee by all those attending the Annual Session, except those under the age of ten (10).
- (k) Gifts, donations and contributions accepted by the SGC for promotional use (which includes the defraying of travel costs) for either Miss International Job's Daughter or the Supreme Bethel Honored Queen or for both. The Executive Manager shall report the status of these funds to the Chairman of the Promotion Committee, the Supreme Guardian and the recipients within ten (10) days after the close of the Annual Session. These funds are separate from and are accounted for separately than the allowances specified in SOP-SGC-3.
- (l) Commencing with the 2012 Annual Session, one third (1/3) of the profit from each Supreme Session will be paid to the SGC. This profit is defined as the Total Receipts of the Session, less all normal expenses of the Session as outlined in the current edition of the Guidelines and Suggestions for the SAC Committee document as published by the Board of Trustees. Any donation to the SGC or elsewhere, for specific items such as computers, equipment, etc., shall come after the one third (1/3) has been paid to the SGC.

**Section 4. Contributions**

- (a) Contributions to expenses of Miss International Job's Daughter
- (1) All monies solicited and received for the purpose of paying travel expenses of the Miss International Job's Daughter shall be sent directly to the Executive Manager. The monies received by the Executive Manager shall detail the source of the contribution.



- (b) Contributions to expenses of the Supreme Bethel Honored Queen
  - (1) All monies solicited and received for the purpose of paying travel expenses of the Supreme Bethel Honored Queen shall be sent directly to the Executive Manager. The monies received by the Executive Manager shall detail the source of the contribution.

## SOP-SGC-16

**RULES OF ORDER AND PARLIAMENTARY AUTHORITY****RULES OF ORDER**

1. Quorum
  - (a) A quorum for the transaction of business of the SGC shall consist of the representatives of at least ten (10) GGCs.
  - (b) A quorum for the transaction of business of the GGC shall consist of five (5) voting members representing five (5) different Bethels. (See B-GGC, Art. XIII Sec. 1.25)
2. One (1) rap of the gavel calls to order or seats the assembly. Two (2) raps of the gavel calls up the officers. Three (3) raps of the gavel calls up the entire assembly.
3. Members desiring to address the SGC or GGC shall rise, address the presiding officer, and after receiving recognition, state their name, name of the GGC/Bethel to which they belong, and then state the purpose for which they obtained the floor.
4. Unless permission is given by the assembly, no member shall speak longer than five (5) minutes, nor shall a member speak twice on any question until others who desire to speak have done so. No member shall speak more than twice on the same question except by permission.
5. Robert's Rules of Order revised (latest edition) shall govern this SGC and all its subordinate organizations where applicable and consistent with the Constitution, Bylaws and Standard Operating Procedures of JDI.
6. The ruling of the presiding officer shall be final, subject to The Law of Appeal.
7. These rules of order may be amended or suspended at any time by a two-thirds (2/3) vote of those present and voting.

**PARLIAMENTARY AUTHORITY**

1. **DEFINITION**
  - (a) Rules and Regulations are defined as containing the following:
    - (1) Ritual Book
    - (2) Policy statements issued by the BOT for governance of the Business.
    - (3) Constitutions
    - (4) Bylaws
    - (5) Standard Operating Procedures (SOPs)
  - (b) All Rules and Regulations require approval by the appropriate Jurisprudence Committee and must be published (electronic or paper) in a format suitable for printing for access by the Daughters and adults.
2. **IMMEDIATE AMENDMENT** – An immediate amendment may be presented by a member of the SGC when signed by ten (10) delegates representing ten (10) GGCs and submitted to the Presiding Officer to be read to the voting delegates. (GGC – signed by five (5)) delegates representing five (5) Bethels or as defined in GGC Rules and Regulations (see B-GGC Art. XIII Sec. 1.25). It shall then be referred to the Jurisprudence Committee for recommendation to, and action by, the voting delegates. An immediate amendment requires a unanimous vote of those present and voting.

3. **AMENDMENTS** – Amendments to these Constitutions, Bylaws, or Policy Requests shall be approved at the Annual Session of the SGC/GGC by two thirds (2/3) affirmative vote of the members present and voting. Amendments to Standard Operating Procedures shall be approved at the Annual Session of the SGC/GGC by a majority affirmative vote of the members present and voting. Only amendments affecting the revision of Ritual shall be acted on at the Annual Session where the Ritual is being considered. No other amendment shall be acted upon when there is a revision of the Ritual. Amendments shall be submitted in writing to the Executive Manager/Grand Secretary and must be received on or before April 1 of the year of the Annual Session when it is to be considered (GGC submittal date per their Rules and Regulations). A copy of proposed amendments shall be sent to each voting member on or before June 1 of the year of the Annual Session when it is to be considered (GGC amendments timing per their Rules and Regulations).
4. No proposed amendment shall be printed and mailed to the voting delegates of the SGC/GGC by the Executive Manager/Grand Secretary unless it has been submitted by a member of the SGC/GGC and signed by the proposer.
5. Proposed amendments shall be submitted in a form so as to show the wording of the entire paragraph as amended. Amendments which propose only to delete, insert, or substitute figures, letters, words, phrases or sentences will not be accepted by the Executive Manager.
6. Proposed amendments placed on the floor of the SGC/GGC must have the proposers, or a representative speaking on behalf of the proposer, present during the discussion.
7. The adoption of any amendment shall automatically amend all other sections referring to the same subject.
8. Legislation adopted at an Annual Session of the SGC shall become effective immediately upon distribution. All amendments to Manual of Rules and Regulations and Book of Ceremonies for a GGC require approval by the Supreme Jurisprudence Committee (SJC) and shall become effective after approval by the SJC and upon distribution by the GGC.
9. The adoption by the SGC of new laws pertaining to BGCs or GGCs, or the amendment of existing laws pertaining to them, automatically amends GGC Manuals of Rules and Regulations for the GGCs or BGCs effective with notification of the publication on the SGC Website by the Grand Secretary.
10. The adoption by the SGC of new laws pertaining to Bethels, or the amendment of existing laws pertaining to them, automatically amends GGC Manuals of Rules and Regulations and Bethel laws on the same subject effective with notification of the publication on the SGC Website by the Grand Secretary, or Guardian Secretary of Bethels Under Supreme, unless specifically excepted by the Rules and Regulations of the SGC.
11. The Constitution, Bylaws, Standard Operating Procedures, and Policies (Rules and Regulations) of the SGC/GGC shall be printed or reprinted (or presented in a digital form suitable for printing) for use in loose leaf form for ring binders. Any changes made in the Rules and Regulations, shall be by distributing and renumbering of pages affected, as well as the index. Stickers shall not be permitted.
12. There should be a notation at the bottom of the page in bold type opposite the binding indicating an omission. There shall be a side bar printed against the lines where a change or addition has been made. Each replacement or additional page shall include the year of issue. These changes in the Constitution, Bylaws, and SOPs shall be accompanied by a dated check list showing the number of each page affected.
13. Variations to the Rules and Regulations for GGCs and JGCs shall be allowed, upon approval by Supreme Jurisprudence, according to the authorizations previously approved by the SGC as specified in B-GGC, Art. XIII and B-JGC, Art. IX respectively.

## SOP-SGC 17

## SCHOLARSHIPS

**Section 1. General**

- (a) The Educational Scholarship Committee shall receive applications for all scholarships on forms approved by the SGC from members of any Bethel in JDI, including unmarried Majority Members who have not reached the age of thirty (30) years, carefully investigate the same and recommend scholarships to be awarded at the next Annual Session.
- (b) Scholarship applications shall be postmarked no later than April 30 of the year in which applying. All applications received with a postmark later than April 30 shall be disqualified. Applicants shall be notified of Chairman's receipt of application and date thereof.
- (c) All applications shall be judged and scored by approved rules on file in the Supreme Office.
- (d) All applicants shall be considered for all available scholarships unless specifically prohibited by the rules of any scholarship offered.
- (e) Confidential information concerning applicants for scholarships shall not be disclosed to anyone other than those mentioned in paragraph (f) of this Sec.
- (f) A copy of the Committee's recommendations shall be sent to the Supreme Guardian, Associate Supreme Guardian, Vice Supreme Guardian, Vice Associate Supreme Guardian, Executive Manager and Chairman of the Finance Committee prior to the Annual Session.

**Section 2. Educational Fund Scholarships**

- (a) Scholarships awarded from monies in the Educational Fund shall be in the amount of seven hundred fifty dollars (\$750.00).
- (b) The recipient of a first scholarship may, at the discretion of the Committee, subsequently receive one (1) additional scholarship. Applications for renewal of scholarship shall be made on approved forms.
- (c) No applicant shall receive more than one (1) scholarship from this Fund in any one (1) year.

**Section 3. Other Scholarships**

- (a) Scholarships from monies collected for special area scholarships, bequests and/or monies from other sources that are designated for scholarships, shall be awarded according to the rules established for such special scholarships by the donors, or by the SGC.

**SOP-SGC-18****SUPREME DEPUTIES AND ASSISTING SUPREME DEPUTIES****Section 1. Expenses**

- (a) Transportation expenses for Supreme Deputies and Assisting Supreme Deputies will be paid as follows: by train, actual fare for most direct route; by auto, twenty cents (\$.20) per mile for most direct route; by air, actual air-coach fare.
- (b) Lodging and meals for Supreme Deputies and Assisting Supreme Deputies will be allowed not to exceed thirty dollars (\$30.00) per day for the actual number of days.
- (c) If above expenses are not otherwise provided for, they shall be paid from the Promotional Fund of the SGC in the manner provided by law.

**Section 2. Supplies**

- (a) Supreme Deputies and Assisting Supreme Deputies shall order supplies, with the exception of promotional materials which shall be paid for by the Bethel/Jurisdiction, necessary to the performance of their duties from the Supreme Office.

**SOP-SGC-19**

**THE BOARD OF TRUSTEES**

**Section 1. Meetings**

- (1) There shall be at least two (2) meetings per year. One (1), three (3) days prior to the Annual Session of the SGC and one (1) held during the month of February or March. The latter will be called the mid-year meeting and shall not exceed three (3) days.
- (2) The Chairman of the Board of Trustees and/or the Supreme Guardian may call emergency or additional meetings that may be conducted by whatever technological means are deemed most efficient, or face to face.
- (3) The Chairman of the Board of Trustees and/or the Supreme Guardian may invite others to attend the meetings as necessary to report on activities for which they are responsible.

**POLICIES OF THE  
BOARD OF TRUSTEES  
JOB'S DAUGHTERS INTERNATIONAL**

**POL-BOT-1  
INSURANCE**

1. All GGCs, JGCs and Bethels under their respective jurisdictions and Bethels under Supreme located in the United States of America and Canada shall be covered under a nation-wide program of insurance outlined as follows:
  - (a) Comprehensive Public Liability for a single limit of two million dollars (\$2,000,000.00), Bodily Injury and Property Damage.
  - (b) Medical Payments for limits of five thousand dollars (\$5,000.00) per person, ten thousand dollars (\$10,000.00) aggregate per accident.
  - (c) Fidelity Bond and Depositors Forgery for a limit of ten thousand dollars (\$10,000.00).
  - (d) Sexual Misconduct Liability Insurance.
2. The insurances listed in paragraph 1. (a) (b) (c) and (d) above are to be written in a Master Contract. Each jurisdiction and Bethel shall receive a self-explanatory Memorandum of Insurance.
3. See SOP-SGC-11 for method of payment.
4. All Bethels of JDI not located in the United States of America or Canada and not covered by the National Insurance program adopted by the SGC may carry insurance coverage approved by the Board of Trustees of the SGC. This coverage must be limited to those items applicable in each Country. Copies of such policies shall be on file in the office of the Executive Manager.

**POL-BOT-2**  
**MASTER MASON**

1. Whenever the words MASTER MASON or MASON are used in these Constitutions and Bylaws, it shall be interpreted to refer to a man who is a member in good standing, or who was in good standing at the time of his death, in a Regular Lodge operating under the jurisdiction of a Grand Lodge which is:
  - (a) recognized by the Grand Lodge of the State, Province or Territory in which Job's Daughters has been established or is being promoted, or
  - (b) recognized by any Grand Lodge that recognizes the Grand Lodge of the State, Province or Territory in which Job's Daughters has been established or is being promoted.
2. MASONIC is an adjective used to describe an organization, principle, or object related or pertaining to Freemasonry, a fraternity of Masons.
3. GOOD STANDING (in Masonry) is a technical term indicating that the Mason owes no money to the lodge; that he is not under charges; that he has not been censored, suspended, or expelled; and, in the case of an unaffiliated Mason, that he is still a member of the Fraternity although he belongs to no Masonic Lodge.
4. An UNAFFILIATED Mason is one who has been granted a demit from a lodge(s) and has yet to affiliate with another lodge within the time limit specified by the Grand Lodge law governing the Blue Lodge from which he demitted.
5. A NON-AFFILIATE is a Mason who, having been a member in good standing of a lodge(s), has been granted a demit from such lodge(s) and who fails to obtain membership in another lodge within the time specified by the Grand Lodge law governing the Blue Lodge from which he demitted.

NOTE: The above definitions are generalized; exact definitions should be verified with the appropriate Grand Lodge.

Copy of the LIST OF LODGES (Masonic) may be obtained with fee from Pantagraph Printing & Stationery Co., PO Box 1406, Bloomington, Illinois 61702, and may be used as a source of information.



**POL-BOT-3  
OFFICIAL JEWELRY**

1. Members of the SGC, GGC, JGC, BGC, or Bethels of JDI shall buy official Job's Daughters Jewelry available online through the official jeweler. The purchase of unofficial jewelry and other items bearing an imitation of our official Trademark is not allowed or authorized. (See POL-BOT-4)
2. Jewelry sold in any other manner is unauthorized jewelry and shall not be purchased.

**POL-BOT-4  
OFFICIAL TRADEMARK AND ITS USE**

**Section 1: Registered Trademarks**



- (a) The **Three Point Emblem**: This Trademark consists of a double triangle enclosing a replica of three girls wearing robes, capes, and crowns holding a cornucopia, dove, and urn within the inner triangle, and the words "IYOB FILIAE" at the base between the inner and outer triangle. This is a registered trademark of Job's Daughters International. Its use is mainly found on jewelry and official documents.



Variations of the **Three Point Emblem** include this Trademark superimposed on a background that has SEVEN POINTS which attach the Trademark to a circular band inscribed Supreme Guardian Council JDI. The use of this mark is restricted to stationery and other printed matter distributed by the SGC or as directed by the Trademark Liaison of the Board of Trustees or the Executive Manager.



The second variation of the **Three Point Emblem** includes this Trademark superimposed on a background that has FIVE POINTS which attach the Trademark to a circular band inscribed Grand Guardian Council. The use of this mark is restricted to stationery and other printed matter distributed by the GGC or sanctioned by the Grand Guardian.



- (b) The **JD International Trademark** consists of a double triangle enclosing the letters J and D and the word "International" at the base of the triangle. This is a registered trademark of Job's Daughters International.
- (c) The name "**Job's Daughters International** ®" is a registered Trademark of Job's Daughters International.



Variations of the words "**Job's Daughters International**" include the brand adopted in 2017. When the word "**International**" is combined with this mark it is considered registered. When the mark is used with the three Daughters and the words "**Job's Daughter**" it is not a registered mark.

**Instructions for Usage of Registered Trademarks (a) (b) and (c) above:**

1. Committees of the SGC, GGCs, JGCs and Bethels may use the **Registered Trademarks** listed in (a), (b) and (c) above without requesting permission on stationery, programs, invitations, napkins, Bylaws, forms, promotion banners, event flyers, business cards, web and social media pages.
2. To use the **Registered Trademarks** on any item, other than those listed in the above paragraph, requires permission from the Trademark Liaison of the Board of Trustees. Request for Use of the Trademark, Form 280, may be found on the JDI website.
3. If requesting permission to use the **Registered Marks** on jewelry items or items already produced by Doc Morgan Inc (DMI), you must give DMI first right of refusal by requesting a bid from them.
4. If the GGC, JGCs and Bethels wish to use the **Registered Trademarks** on items that will be sold for profit, they will pay a \$35.00 usage fee to the SGC, unless these items are ordered through Doc Morgan Inc. (DMI). If the items are simply being used to promote Job's Daughters, you will still need to use Form 280 to request permission, however the \$35.00 fee will be waived.
5. When you use DMI for your items, you will not need to seek permission from the Trademark Liaison for the Board of Trustees.
6. Once permission is received and the usage fee has been paid, the GGC, JGC or Bethel may contract with a Vendor to produce the items. Please note: the Vendor is limited to that usage only! Trademark usage is granted for one year from the date of approval. Reapplication may be made from year to year.
7. Usage of the three (3) **registered marks** must contain the ® symbol.
8. No individual or outside group may use the 3 registered trademarks without written permission from the Trademark Liaison of the Board of Trustees or the Executive Manager.

**Section 2: Nonregistered Trademarks**

- (a) **Nonregistered Trademarks:** "Job's Daughters", "IYOB FILIAE", "Daughters of Job", "International Order of Job's Daughters", "IOJD", "JDI" and "JD International" are all trademarks of Job's Daughters International.

Besides the names listed in (d) above, variations of **Nonregistered Trademarks** include:

**Instructions for Usage of the Unregistered Trademarks:**

1. Committees of the SGC, GGCs, JGCs and Bethels may use the seven **Nonregistered Trademarks**, listed in (a) above, without requesting permission.

2. GGCs, JGCs or Bethels may contract with a Vendor to produce items with the seven Nonregistered Trademarks, however that vendor is limited to that usage only.
3. No individual or outside group may use any of the 7 unregistered trademarks without SPECIFIC permission from the Trademark Liaison of the Board of Trustees or the Executive Manager.
4. Supreme Session Arrangement Committees (SACs) may use the Registered or **Nonregistered Trademarks** of Job's Daughters International without requesting permission.
5. *No individual or outside group may use the Registered or Nonregistered Trademarks without specific permission from the Trademark Liaison of the Board of Trustees or the Executive Manager.*

### Section 3. On Line Sales

1. Items bearing **Registered** or **Nonregistered Trademarks** may not be sold online (website, social media, auction sites) unless authorized by the Board of Trustees. The SGC, DMI and SACs are the only exception to this rule.
2. Authorization/approval to sell these items online must be requested from the Board of Trustees via letter or email, and is contingent on the establishment of a controlled online website that meets the following criteria:
  - (a) Website must be a secure site with controlled access (i.e. password controlled) for Job's Daughters, parents of Job's Daughters and/or current CAV adults assigned leadership/support positions in the specific organization (i.e. JGC, GGC, Bethel)
  - (b) Access must be requested and granted to the site only after verifying that the Daughter (s) and/or adults applying for access are in fact Job's Daughters, parents of members and/or CAV qualified adults.
  - (c) Website access must be granted to the Executive Manager and the Trademark Liaison on the Board of Trustees for periodic reviews.
  - (d) The payment mechanism for selling items on the secure site must be an established/secure payment system (i.e. Credit Card, PayPal).