

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

**ARTICLE I
NAME**

Section 1. Name

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

Section 2. Headquarters

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

**ARTICLE II
OBJECT AND SCOPE**

Section 1.

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

Section 2. Scope

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

**ARTICLE III
AUTHORITY**

Section 1.

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

Section 2. Jurisdiction

- (a) The authority to create or recognize foreign Supreme Guardian Councils or any other independent organization empowered to conduct Job's Daughters' operations is reserved to the Executive Members of the SGC and the Board of Trustees of Job's Daughters International.
- (b) The jurisdiction of Job's Daughters International includes all territories where the United States of America exercises powers of government, countries where it has established Bethels over which no other organization has been granted Job's Daughters jurisdiction, and countries where there are no Bethels.
- (c) Job's Daughters International may give or receive jurisdiction over a Bethel located outside of the United States of America to or from a regular Supreme Guardian Council or such other Job's Daughters organizations as it may deem appropriate.
- (d) Job's Daughters International may permit a regular Supreme Guardian Council or such other Job's Daughters organization as it may deem appropriate to act on its behalf outside of the United States of America, for the time and with the limitations it sets.

**ARTICLE IV
MEMBERSHIP**

Section 1.

- (a) The SGC consists of the SGC Officers, Grand Guardians, Associate Grand Guardians, Vice Grand Guardians, Vice Associate Grand Guardians, Past Grand Guardians, Past Associate Grand Guardians, Jurisdictional Guardians, Associate Jurisdictional Guardians, Past Jurisdictional Guardians and Past Associate Jurisdictional Guardians who are in good standing in their respective GGC/JGC jurisdictions.
- (b) See B-SGC, Art. XXVI Sec. 1 concerning loss of membership on the SGC.

**ARTICLE V
OFFICERS AND THE BOARD OF TRUSTEES**

Section 1. Officers

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

Section 2. The Board of Trustees

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

Section 3. Executive Manager

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

**ARTICLE VI
ELIGIBILITY**

Section 1. General

- (a) To be eligible to serve as an officer of the SGC or as a member of the Board, men holding the office of Associate Supreme Guardian, Vice Associate Supreme Guardian, Supreme Inner Guard, Supreme Outer Guard, or any other office, must be Master Masons (See POL-BOT-2). Women must have attained the age of twenty (20) years and have the required Masonic relationship (See SOP-Bethel-12-1 3 (a)).

- (b) All elected and appointed officers and all members of the Board of Trustees shall be members of the SGC and all elected and appointed officers and members of the Board of Trustees shall be CAVs.

Section 2. Additional Requirements

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

ARTICLE VII ELECTION, VOTING PRIVILEGES, AND PROXY

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

- (a) **(See B-SGC Art. XXII, Sec. 1 (a))**
- (b)-(c) **(See SOP-SGC-8)**
- (d)-(e) **(See B-SGC Art. XXII, Sec. 1 (d)-(e))**

Section 2. Election of New Members of the Board of Trustees (See B-SGC, Art. VI, Sec.1 (b))

- (a) **(See B-SGC Art. XXII, Sec. 2 (a))**
- (b) **(See SOP-SGC-8)**
- (c)-(d) **(See B-SGC Art. XXII, Sec. 2 (c)-(d))**

Section 3. Voting Privileges. **(See B-SGC Art. XXII, Sec. 3 (a) – (b))**

Section 4. Proxy. **(See B-SGC Art. XXII, Sec. 4)**

ARTICLE VIII APPOINTMENTS

Section 1.

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

ARTICLE IX TERM

Section 1.

- (a) All officers shall be elected or appointed for a term of one (1) year, or until the close of the next Annual Session. They shall continue to perform the duties of their office until their successors have been installed.

- (b) New members(s) of the Board shall be elected to serve for three (3) years or to fill vacancies.

ARTICLE X INSTALLATION

Section 1. (See B-SGC Art. XXIII, Sec. 1)

ARTICLE XI VACANCIES

Section 1. Elected Officers. (See B-SGC Art. XXIV, Sec. 1)

Section 2. The Board of Trustees. (See B-SGC Art. XXIV, Sec. 2)

ARTICLE XII MEETINGS

Section 1. Frequency . (See B-SGC Art. XXV Sec. 1)

Section 2. Opening. (See B-SGC Art. XXV Sec. 2)

Section 3. Business Session. (See B-SGC Art. XXV, Sec. 3)

Section 4. Reports. (See SOP-SGC-13)

ARTICLE XIII DUTIES AND POWERS OF THE SUPREME GUARDIAN COUNCIL

Section 1. Duties and Powers

(a) – (i) (See B-SGC Art. 1 Sec. 1 (a-i))

- (j) See that all those authorized to sign checks and/or those who have access to the securities of the SGC are bonded by an acceptable surety company in such amount as may be required by the Finance Committee but not less than the amount of funds or securities in their charge at the close of the fiscal year. The premium for said bond shall be paid from the funds of the SGC. Said bond shall be approved by the Supreme Guardian and the Associate Supreme Guardian and shall be in the custody of the Board.

(k) – (l) (See SOP-SGC-5)

ARTICLE XIV THE BOARD OF TRUSTEES

Section 1. General

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

- (b) At each Annual Session a member or members other than the Supreme Guardian, Associate Supreme Guardian, Vice Supreme Guardian, or Vice Associate Supreme Guardian shall be elected to serve for three (3) years, or to fill vacancies.

Section 2. Members.

- (a) The Board shall consist of the Supreme Guardian, Associate Supreme Guardian, Vice Supreme Guardian, Vice Associate Supreme Guardian, and five (5) elected members. (See C-SGC 3, Art VI, Sec 2 (e)).
- (b) The Executive Manager shall serve as the Secretary to the Board.

Section 3. Responsibilities and Duties of the Board (See B-SGC Art. VI Sec. 3)

Section 4. Duties of the Executive Manager (See B-SGC Art. VI Sec. 4)

Section 5. Meetings (See SOP-SGC-13)

**ARTICLE XV
SUPREME DEPUTIES AND ASSISTING SUPREME DEPUTIES**

Section 1. Eligibility/Appointment

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

Section 2. Duties (See B-SGC Art. VII Sec. 2)

Section 3. Expenses (See SOP-SGC-18)

Section 4. Supplies (See SOP-SGC-18)