

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

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

**Section 1. Duties and Powers**

- (a) Adopt and amend Constitutions and Bylaws 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 Constitution and Bylaws of the organization.
- (f) Vote on recommendations for location of the Annual Session.
- (g) Prescribe by two thirds (2/3) vote of the members present and voting at the designated Annual Session of the SGC a Ritual and Music Ritual for opening and closing of Bethels, conferring the epochs and other ceremonies which shall be copyrighted in the name of the SGC, all of which shall remain the property of the SGC. The next adoption of a revised Ritual and Music Ritual shall take place at the 2011 Annual Session and every fifteen (15) years thereafter. Proposed additions, deletions and changes in the Ritual shall be submitted to the Revision Committee. (B-SGC Art. XI Sec. 7).
- (h) Prescribe by two thirds (2/3rds) vote of the members present and voting at the designated Annual Session of the SGC (other than the year of the adoption of the revised Ritual and Music Ritual) the official Book of Ceremonies of the SGC to be used by the SGC, GGCs, JGCs, and Bethels under Supreme. Proposed additions, deletions and changes in the Book of Ceremonies shall be submitted to the Revision Committee (Art. XI Sec. 11).
- (i) Adopt and approve changes to Rules and Regulations for:
  - (1) Supreme Bethel;
  - (2) Miss International Job's Daughter Pageant; and
  - (3) Degree of Royal Purple.
- (j) **(See C-SGC Art. XIII Sec. 1)**
- (k)-(l) **(See SOP-SGC-5)**

**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, approve the licensing of countries and territories to operate under the name of Job's Daughters International.

**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 thirty (30) days notice in writing of such meeting.

**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 and Bylaws;
- (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 to all committees and designate chairman. 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 and Bylaws 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-12)
  - (11) Issue special dispensations to Bethels under Supreme. (See SOP-Bethel-18)
  - (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.

**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 visit officially 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. 2 (a) (9)). After being satisfied that the books are in order the Supreme Guardian shall sign attesting to their condition.
- (d) The Supreme Guardian, with the Bethel Guardian, shall meet with the BGC.
- (e) The Supreme Guardian, or her representative, shall meet 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. This report shall be referred to the Distribution Committee.

#### **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 and Bylaws.

#### **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) At the Annual Session, the following Supreme Officers shall make a brief report of her/his activities during the term.

#### **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) Advise the Supreme Guardian on all matters pertaining to the Order and subjects bearing on the relationship of the Order to Freemasonry.
- (d) Make himself thoroughly familiar with all laws pertaining to the Order.
- (e) Serve as a member of the Board of Trustees.
- (f) 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.

#### **Section 3. The Vice Supreme Guardian shall:**

- (a) Assist the Supreme Guardian and assume her duties during her disability or absence from the United States and Canada. In the event of death or permanent disability of the Supreme Guardian, the Vice Supreme Guardian shall become the acting Supreme Guardian until the close of the next Annual Session. (See B-SGC Art. XXIV Sec. 1 (a)).
- (b) Prepare Certificates of Appointment (Form 191). After installation as Supreme Guardian, return prepared certificates to the Executive Manager with instructions for mailing originals.

- (c) Approve the Manual and any amendments thereto adopted by any GGC before they become effective, when recommended by the Jurisprudence Committee.
- (d) Approve the Uniform Code for Bethels, and any amendments thereto, for Bethels under Supreme when recommended by the Jurisprudence Committee before they become effective.
- (e) Approve the Rules and Regulations for Mothers', Fathers', or Parents' Clubs, and any amendments thereto, for Bethels under Supreme when recommended by the Jurisprudence Committee before they become effective.
- (f) Before the close of the Annual Session, as newly installed Supreme Guardian, appoint and announce the standing committees listed in B-SGC Art. X below.
- (g) Immediately after the installation, the retiring Vice Supreme Guardian shall turn over to her successor all Bethel and GGC Bylaws which are in her possession.
- (h) Serve as a member of the Board of Trustees.

**Section 4. The Vice Associate Supreme Guardian shall:**

- (a) Assist the Associate Supreme Guardian and assume his duties during his disability or absence from the United States and Canada. In the event of 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 Annual Session. (See B-SGC Art. XXIV Sec. 1 (b))
- (b) Serve as a member of the Board of Trustees.

**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.

**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.

**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.
- (b) **(See SOP-SGC-4)**

**ARTICLE VI  
THE BOARD OF TRUSTEES**

**Section 1. General**

- (a) The Board shall conduct the business affairs of the SGC not otherwise delegated.
- (b) **(See C-SGC Art. XIV Sec. 1 (b))**

**Section 2. Members (See C-SGC Art. XIV, Sec. 2)****Section 3. Responsibilities and Duties of the Board**

- (a) It is also the responsibility of the Board to hire an Executive Manager and to assure 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. Insure 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 a Certified Public or Chartered Accountant 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 and Finance Committee, 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 of Job", "International Order of Job's Daughters", "IOJD", "JDI" and "JD International".
  - (13) Appoint a Curator to preserve and manage the historical properties of the Order, working under the guidelines as approved by the Board of Trustees.
  - (14) Elect a Chairman and Vice Chairman from the five (5) elected members of the Board.

- (15) Implement, maintain and enforce a Youth Protection Program and Policy for JDI in the USA, Canada and Australia.
    - (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.
  - (16) To implement, maintain, and enforce guidelines for the Supreme Session Arrangements Committee.
  - (17) In conjunction with the Board of Trustees, approve the licensing of countries and territories to operate under the name of Job's Daughters International.
  - (18) 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, assuring that there are no conflicts, publish the policy.
- (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 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, Category 7)

#### **Section 4. Duties of the Executive Manager**

- (a) Maintain a priced inventory of all supplies on hand and report same to the Board of Trustees at the Annual Meeting.
- (b) Secure competitive bids from suppliers for all printing, supplies and equipment that require approval by the Board of Trustees. Present these bids to the Finance Committee for recommendations to the Board of Trustees.
- (c) Provide a method of taking accurate records of the proceedings at the Annual Session of the SGC.
- (d) 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.
- (e) Maintain an accurate record of all the transactions of the Order and report the same to the Board of Trustees.
- (f) Maintain complete files of all correspondence, responding and distributing same as required and necessary.
- (g) Maintain an accurate record of the membership of the Order and all necessary information, required by law, pertaining to the same.
- (h) Provide all other administrative support as may be required by the Board of Trustees.
- (i) 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.
- (j) The Executive Manager shall be responsible for the distribution, grading, record keeping, collection of fees, and issuing of completion certificates for the voluntary JDI Knowledge Course.
- (k) Administer the JDI Youth Protection Program and Policy and collect all fees designated in the Program.
  - (1) Receive notices of CAV Training and the annually signed and completed CAV Application or CAV form from each person desiring to be a CAV in the USA with JDI.
  - (2) Issue a list of CAVs for each jurisdiction in the USA.
  - (3) Provide each CAV with a CAV card.
  - (4) Immediately notify the Supreme/Grand/Jurisdictional Guardian of any reported violation of the JDI Youth Protection Program.

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

### **ARTICLE VII SUPREME DEPUTIES AND ASSISTING SUPREME DEPUTIES**

#### **Section 1. Eligibility/Appointment (See C-SGC Art. XV Sec. 1)**

**Section 2. 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 be 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-18)
- (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 1<sup>st</sup> and May 1<sup>st</sup> to those listed 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, she/he 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 does not require sponsorship from these bodies.)
- (h) Upon approval from the Supreme Guardian, the Supreme Deputy may appoint a committee to coordinate events within the jurisdiction. This committee may administer funds of the jurisdiction through a separate bank account as per standard requirements for any Bethel account. The bank account name shall include "Job's Daughters International" and the jurisdiction name. The Supreme Deputy and/or an Assisting Supreme Deputy will be one of the bank account signers. The Supreme Deputy shall provide for an audit of this account annually and report findings to the Supreme Guardian and the Executive Manager. In the United States, an EIN number is required and must be on file with the Executive Manager. A form 990 must be filed annually with the Internal Revenue Service.

**Section 3. Expenses (See SOP-SGC-18)****Section 4. Supplies (See SOP-SGC-18)**

**ARTICLE VIII  
ELIGIBILITY/RESTRICTIONS FOR COMMITTEE APPOINTMENTS**

**Section 1.**

- (a) A voting member shall not serve on more than one (1) standing committee unless specifically stated by law.
- (b) The Supreme Guardian shall not appoint more than one (1) member from any GGC or JGC on any one standing committee.
- (c) 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.
- (d) 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.
- (e) An elective officer of the SGC shall not serve on the Appeals and Grievances Committee.
- (f) Except for those specified in Sections (j), (k) and (l), no person shall be eligible to serve on a committee unless a member of the SGC.
- (g) Except for the Supreme Marshal and the Supreme Outer Guard, no officer of the SGC shall be eligible for appointment to any standing committee.
- (h) The spouses of the Supreme Guardian and the Associate Supreme Guardian shall not serve on the Appeals and Grievances, Jurisprudence, or Finance Committees.
- (i) The Chairman of the Session Arrangements Committee shall not be a member of any other committee of the SGC.
- (j) There are no eligibility requirements for appointment to the Session Arrangements Committee, except the Chairman who shall be a Voting Delegate of the SGC.
- (k) Executive BGC members of Bethels under Supreme and Grand Guardian Councils and Past Bethel Guardians and Past Associate Bethel Guardians under Supreme and Grand Guardian Councils are eligible to serve on other committees as listed in Art. XI, unless specifically excluded. The Chairman of Committees specified in Art. XI shall be a Voting Delegate of the SGC.
- (l) Any Past Bethel Guardian or Past Associate Bethel Guardian may serve in any capacity on the Courtesy Committee.
- (m) Persons eligible to serve on a BGC, but not a Past Bethel Guardian or Past Associate Bethel Guardian, may be appointed as an "Ad Hoc" member of Special Committees appointed by the Supreme Guardian.
  - (1) There shall be no more than one (1) "Ad Hoc" member on any Special Committee.

**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. Educational Scholarships Committee**

- (a) The committee shall be composed of three (3) members. At each Annual Session, one 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 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 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 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 five (5) members. New appointments shall be for a term of three (3) years.
- (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, Miss International Job's Daughter Pageant, Supreme Bethel Rules and Regulations, Alumni Association, Mothers', Fathers' and Parents' 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 Mothers', Fathers', or Parents' 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 Grand Bethel, Miss Job's Daughter and Degree of Royal Purple, Alumni Associations, Mothers', Fathers' and Parents Clubs and Prospective Member Clubs) of GGCs
  - [b] Uniform Code for Bethels for Bethels under Supreme
  - [c] Mothers', Fathers', and Parents' 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) Approve all updates to the JDI Knowledge Course.
- (10) 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 Constitution and Bylaws of the SGC.
- (f) All Committee members shall keep permanent files which shall be turned over to their successors.

#### **Section 5. Promotion Committee**

- (a) The duties of this Committee are as follows:
  - (1) Review existing and proposed promotional material. Update, withdraw, and produce new material, with the approval of the Supreme Guardian, the Board of Trustees, and the Finance Committee.
  - (2) Accept all inquiries and/or requests for new or additional promotion in any jurisdiction under Supreme and immediately confer with the Supreme Guardian.
  - (3) Initiate, promote and develop programs that will assist the growth of the membership of the Order.
  - (4) Initiate, promote and develop programs that will assist the retention of present membership.
  - (5) Send suggested membership promotional programs to GGCs, JGCs and Bethels under Supreme for their consideration and use.
  - (6) Provide Bethels under Supreme an incentive program (membership) as accepted by the Supreme Guardian and with expenses approved by the Finance Committee.
- (b) The duties of the Chairman of this committee are as follows:
  - (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 6. Leadership Committee**

- (a) The committee shall be composed of at least five (5) members. Terms shall be designated as follows; two (2) members shall be appointed for three (3) years, two (2) members shall be appointed for two (2) years and all others for one (1) year. At each Annual Session the new member(s) shall be appointed for a term not to exceed three (3) years.
- (b) The duties of the Committee are as follows:
  - (1) Initiate, promote and develop a Leadership Program that will enhance the Order's objective of the development of leadership in our membership and adult workers.

- (2) Offer effective workshops to train those who are interested in Leadership Development in our Order.
- (3) Present workshops and seminars that can be duplicated at regional, state/province and local levels within our Order.
- (4) Develop a "Training Team" of individuals in our Order who possess a level of talents and skills and are willing to present effective Leadership Programs for the Order.
- (5) Offer speakers, workshops and/or seminars at the Annual Session of the SGC.
- (6) Assist the GGCs and JGCs in the development of state, province, territory or region Leadership Programs.
- (7) Be responsible for the development of Leadership Programs in Supreme areas.
- (8) Prepare a Leadership Development Program for the next SGC year consisting of goals, objectives, implementation plans and budget. This program shall be forwarded to the Supreme Guardian, the Finance Committee and the Board of Trustees at least thirty (30) days prior to the mid-year Board meeting.

## 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 Guardian.
- (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.
  - (2) At the Annual Session report on courtesies extended.

### Section 3. Credentials Committee

- (a) The Committee shall be composed of three (3) members.
- (b) The duties of this Committee are as follows:
  - (1) Examine carefully and pass upon the credentials of all persons claiming membership in the SGC or the right to vote therein. (See C-SGC Art. IV and B-SGC Art. XXII, and SOP-SGC-8)
  - (2) Prepare a complete list of all delegates present and entitled to vote and file same with the Executive Manager as soon as practicable after the Annual Session convenes.

### Section 4. Degree of Royal Purple Committee

- (a) The Committee shall be composed of five (5) members. New appointments shall be for a term of three (3) years.
- (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 5. Miss International Job's Daughter Pageant Committee

- (a) The Committee shall be composed of at least five (5) members. Terms shall be designated as follows: two (2) members shall be appointed for three (3) years each; two (2) members to be appointed for two (2) years; and all others for one (1) year. At each Annual Session thereafter, the new member(s) shall be appointed for a term not to exceed three (3) years. The Chairman shall have served at least one (1) year on this Committee.
- (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 6. Revision Committee**

- (a) The Committee shall be composed of at least three (3) members. Two (2) additional members may be appointed to serve on this Committee in the year preceding and the year of the Ritual Revision.
- (b) The duties of this Committee are as follows:
  - (1) Receive and assemble each year all proposed changes to the Ritual, Music Ritual and SGC Book of Ceremonies.
  - (2) Revise and present, when appropriate, said revision to the SGC for consideration. (See B-SGC Art I, Sec 1 (g)(h))
  - (3) Pass on to their successors all work in progress.
- (c) By September of the year preceding the year of revision, the Committee shall send official notice to all Bethels, SGC members and all other GGC and JGC members outlining 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 less 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 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 sent to each voting member not less than thirty (30) days prior to the Annual Session at which they are to be considered.

**Section 7. 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. Chairmen 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 Finance Committee. Prior approval of anticipated expenditures exceeding the guidelines must be obtained from the Finance Committee to insure payment. Expenditures not approved by the Finance Committee shall be paid by the Session Arrangements Committee.
  - (4) Receive the registration fee for the current Annual Session.
- (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 8. Session Location Committee**

- (a) The Committee shall consist of the newly elected Supreme Marshal and her Chairman (Chairmen) of Session Location.
- (b) The duties of this Committee are as follows:
  - (1) Read their report at the next Annual Session.
  - (2) Make a presentation in support of their recommendation before the delegates take action.

**Section 9. Supreme Bethel Committee**

- (a) The Committee shall be composed of at least five (5) 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.
- (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 Supreme Bethel.
- (c) The Chairman shall keep a permanent file which shall be turned over to her successor.

**Section 10. 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 11. Special Committee: Revision of the Constitution and Bylaws**

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

**ARTICLE XII  
REVENUE**

**Section 1 – 4. (See SOP-SGC-15)**

**ARTICLE XIII  
DISBURSEMENTS**

**Section 1 – 17. (See SOP-SGC-3)**

**ARTICLE XIV  
EDUCATIONAL FUND**

**Section 1. (See SOP-SGC-6)**

**ARTICLE XV  
SCHOLARSHIPS**

**Section 1 - 3. (See SOP-SGC-17)**

**ARTICLE XVI  
EDUCATIONAL AND PROMOTIONAL FUNDS PROJECT**

**Section 1 - 2. (See SOP-SGC-7)**

**ARTICLE XVII  
ETHEL T. WEAD MICK FUND**

**Section 1 - 7. (See SOP-SGC-9)**

**ARTICLE XVIII  
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 and 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 seventy (70) 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 XIX  
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 seventy (70) Bethel members (See B-SGC Art. XVIII 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 XX  
PUBLICATIONS**

**Section 1. (See SOP-SGC-14)**

**ARTICLE XXI  
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 XXII  
ELECTION, VOTING PRIVILEGES, AND PROXY**

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

- (a) The annual election of officers of the SGC shall be held on the day preceding the final day of the Annual Session beginning at 9:00 A.M. and shall continue until election is completed.
- (b)-(c) **(See SOP-SGC-8)**
- (d) The election shall be by majority vote without nomination. If only one (1) person is aspiring to an office, the vote may be viva voce and majority vote of those present and voting shall elect. If more than one (1) person aspires to an office, there shall be a ballot.
- (e) Election shall be from members present, except in case of sickness or other unavoidable circumstance, when candidates may be excused by a majority vote of the members present.

**Section 2. Election of New Members of the Board of Trustees**

**(See B-SGC Art. VI Sec.1 (b))**

- (a) The annual election of new members of the Board of Trustees shall be held on the day preceding the final day of the Annual Session beginning at the conclusion of the election of Elective Officers of the SGC and shall continue until election is completed.
- (b) Letter of intent **(See SOP-SGC-8)**

- (c) The election shall be by majority vote without nomination. If only one (1) person is aspiring to a position, the vote may be viva voce and a majority vote of those present and voting shall elect. If more than one (1) person aspires to a position, there shall be a ballot.
- (d) Election shall be from members present, except in case of sickness or other unavoidable circumstance, when candidates may be excused by a majority vote of the members present.

### Section 3. Voting Privileges

- (a) Members:
  - (1) All members of the SGC who have registered and received voting credentials shall have the privilege of voting and taking part in discussions.
  - (2) Each member, when present at a meeting, shall be entitled to one (1) vote.
  - (3) No member shall cast more than one (1) ballot.
- (b) Bethels under Supreme Jurisdiction:
  - (1) The Executive members of the BGC shall elect a delegate from their membership as the duly authorized voting delegate for each Annual Session of the SGC.
  - (2) Each BGC shall be entitled to one (1) vote at the annual election of officers of the SGC and the Board of Trustees.
  - (3) Each BGC shall be entitled to one (1) vote on any legislation pertaining with the exception of legislation pertaining to Grand Guardian Councils.
  - (4) Past Bethel Guardians and Past Associate Bethel Guardians who have registered and received voting credentials shall have the privilege of voting at the annual election of officers of the SGC, Board of Trustees and on any legislation with the exception of legislation pertaining to Grand Guardian Councils.

### Section 4. Proxy

- (a) No member may have his/her vote cast by proxy except as follows:
  - (1) If a Jurisdictional Guardian cannot attend the Annual Session she may appoint the Vice Jurisdictional Guardian to represent her as her proxy at that Session.
  - (2) If an Associate Jurisdictional Guardian cannot attend the Annual Session he may appoint the Vice Associate Jurisdictional Guardian to represent him as his proxy at that Session.

## ARTICLE XXIII INSTALLATION

### Section 1.

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

## ARTICLE XXIV 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 XXV  
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 August as may be designated by the Supreme Guardian. She shall make such designation on or before January 1 following the preceding Annual Session.
- (b) In the event of an emergency, the Supreme Guardian, with the written consent of a majority of the members of the Executive SGC, may postpone, change the place of meeting, or cancel the Annual Session. Notice of the proposed 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 August, permission may be given by the members of the SGC to meet during the month of July.

**Section 2. Opening**

- (a) Formal opening of the Annual Session shall be held on Wednesday evening of each Annual Session.

**Section 3. Business Session**

- (a) The business session shall open Wednesday at 9:00 A.M. and shall close the following Saturday, not later than 12:00 noon, except for the Ceremony of Installation.
- (b) See SOP-SGC-16 for Rules of Order and Parliamentary Authority.

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

**ARTICLE XXVI  
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 Master Mason who has become a non-affiliate. (See POL-BOT-2)