

**STANDARD OPERATING PROCEDURES
OF A GRAND GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL**

SOP-GGC-1

APPEALS

Section 1.

- (a) GGC members who are dissatisfied with any act or decision of the Grand Guardian which might abrogate any rights and privileges specifically guaranteed them by the Constitution and Bylaws of the Order may appeal in manner provided in Law of Appeals and Grievances. (See SOP-SGC-1)

SOP-GGC-2

BOOK OF CEREMONIES

Section 1.

- (a) The Book of Ceremonies adopted by the SGC shall be used as the official Book of Ceremonies. (See B-GGC Art. XVII Sec. 1.5)
- (b) A Book of Ceremonies adopted by a GGC shall be approved by the voting delegates at an Annual Session. All changes to existing ceremonies and any subsequent ceremonies shall be adopted in the same manner. All ceremonies and changes shall be submitted to the Jurisprudence Committee of the SGC for approval.
- (c) The adoption by the SGC of new laws or amendments to existing laws affecting any Book of Ceremonies automatically amends same.
- (d) GGCs having Books of Ceremonies which have not been approved within the past ten (10) years shall submit same for approval to the Jurisprudence Committee of the SGC.

SOP-GGC-3

EDUCATIONAL AND PROMOTIONAL FUNDS

Section 1.

- (a) The method of raising such funds shall be left to the discretion of each GGC.
- (b) Interest from the Educational Fund may be used for scholarship awards. (See B-GGC Art. XVII Sec. 1.10)

SOP-GGC-4

FINANCES

Section 1. Fees

- (a) Fees so collected shall be used primarily to defray the expenses incidental to Annual Sessions
- (b) A GGC may make the payment of an annual membership and/or registration fee a necessary condition to vote at any meeting of the GGC, including the Annual Session. (See B-GGC Art. XVII Sec. 1.8)

Section 2. Exemption

- (a) GGCs shall be exempt from the payment of fees as specified in SOP-SGC-11 for members residing in Masonic Homes or homes sponsored by an organization based on Masonic membership or relationship.

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Section 4. Disbursements

SOP-GGC-5

GRAND BETHEL

1. **Regalia for Grand Bethel Officers, Representatives and Choir members**
 - (a) For the Grand Bethel meetings and installation, a jurisdiction may approve and provide:
 - [1] Crowns and capes (other than official regalia) to be worn by the Grand Bethel Honored Queen, Grand Bethel Senior Princess and Grand Bethel Junior Princess.
 - [2] Robes (other than official regalia) to be worn by all Grand Bethel Officers, Representatives and Choir members. If such robes are not approved and provided, approved dresses shall be worn
 - [3] Robes (official regalia) to be worn with crowns and capes as listed in (1) above.
 - [4] Official regalia of the Order. (See SOP-Bethel-11)
 - (b) When making Bethel visits and attending other functions, a jurisdiction may approve the wearing of regalia as listed in (a).
 - (c) When exemplifying Ritual work of the Order or when assisting with the institution of new Bethels, the official regalia of the Order shall be worn. (See SOP-Bethel-11)
2. **Medallions and pins for Grand Bethel Officers, Representatives and Choir members**
 - (a) A jurisdiction may approve the wearing of medallions and pins, and may approve the means of providing same.
3. Each jurisdiction shall include laws concerning regalia in the Grand Bethel Bylaws.

SOP-GGC-6

INSTALLATION

Section 1.

- (a) Officers present shall be installed before the close of the Annual Session.
- (b) Members of the SGC shall install the officers of a GGC. Members of the GGC may be appointed to assist in the ceremony.

SOP-GGC-7**MANUAL OF RULES AND REGULATIONS****Section 1. Amendments**

- (a) Amendments to the Manual of Rules and Regulations of a GGC shall be submitted to the Jurisprudence Committee of the SGC for approval or disapproval following adoption at the Annual Session of the GGC.
- (b) Amendments to the Manual of Rules and Regulations of the GGC shall be adopted by the GGC at the Annual Session. Within thirty (30) days after the close of the session, the Grand Secretary shall send one (1) electronic copy of the newly adopted amendment(s) to the Vice Supreme Guardian and the Chairman of the Supreme Jurisprudence Committee.
- (c) Following the approval of amendment(s) to the GGC Manual, the Grand Secretary shall electronically send the updated Manual, which includes said amendment(s), to the Chairman of Jurisprudence of the SGC, the Supreme Guardian, the Vice Supreme Guardian, and the Executive Manager.
- (d) The adoption by the SGC of new laws or amendments to existing laws affecting any Manual automatically amends same.

SOP-GGC-8

MEETINGS

Section 1.

- (a) The time and place of the Annual Session shall be determined by each GGC.
- (b) See SOP-SGC-16 for Rules of Order and Parliamentary Authority.

SOP-GGC-9

PENALTIES AND FINES

Section 1. Fines shall be levied for:

- (a) Failure to file annual report of Bethel conditions (Form 110 or 111) as required by law.
- (b) Failure to file Form 222 on time.
- (c) Failure to perform properly such other acts as may be specifically required of Executive members of the BGC.

SOP-GGC-10

VACANCIES

Section 1.

- (a) If the office of the Grand Guardian becomes vacant, the Vice Grand Guardian shall assume all the duties and prerogatives pertaining to that office and shall be known as the Acting Grand Guardian until and during the next Annual Session.
- (b) Such resignation and any information relative to the vacancy shall be directed to the Grand Secretary who shall notify the Supreme Guardian, Executive Manager, all GGC officers, Executive members of the BGCs, and the chairmen of all GGC committees, affixing the seal of the GGC thereto.
- (c) The same procedure shall apply to the Vice Associate Grand Guardian should the office of the Associate Grand Guardian become vacant.
- (d) In the event of a vacancy in any other elective office, except that of the Grand Secretary or Grand Treasurer, the Grand Guardian shall appoint a Past Grand Guardian or a Past Associate Grand Guardian to fill the vacancy. A Past Bethel Guardian or Past Associate Bethel Guardian may be appointed by the Grand Guardian to fill a vacancy in the offices of Grand Secretary or Grand Treasurer.