

**BYLAWS OF A
GRAND GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
DUTIES AND POWERS OF A GRAND GUARDIAN COUNCIL**

Section 1.

- (a) GGCs may adopt a Manual of Rules and Regulations which shall not conflict with the laws of the SGC. (See SOP-GGC-7 and B-GGC Art. XVII Sec. 1.4)
- (b) GGCs may adopt a Book of Ceremonies which shall not conflict with the laws of the SGC. (See SOP-GGC-2 and B-GGC Art. XVII Sec. 1.5)
- (c) GGCs may approve the formation of a Grand Bethel. (See B-GGC Art. XVII Sec. 1.6). In the event a Grand Bethel is formed by a GGC, Grand Bethel Rules and Regulations shall be adopted by the GGC and be included in the Manual of Rules and Regulations.
- (d) GGCs shall obtain their supplies from the SGC.
- (e) GGCs may delegate authority to Grand Guardians to administer certain penalties and fines. (See SOP-GGC-9)
- (f) GGCs may approve the formation of an Alumni Association (See B-GGC Art. XVII Sec. 1.29) which shall not conflict with the laws of the SGC.

**ARTICLE II
POWERS OF THE EXECUTIVE GRAND GUARDIAN COUNCIL**

Section 1.

- (a) The powers of the Executive GGC shall be limited to action on appeals as provided under the laws of the SGC. (See SOP-SGC-1)
- (b) The members may act in an advisory capacity on other matters when requested to do so by the Grand Guardian.

**ARTICLE III
DUTIES OF THE GRAND GUARDIAN COUNCIL OFFICERS**

Section 1. Rulings

- (a) Rulings of a Grand Guardian not contrary to existing law shall be in effect until the next Annual Session. Such decisions shall not become law unless presented in the form of an amendment and adopted as provided in the laws of the GGC.

Section 2. The Grand Guardian shall:

- (a) Preside at all regular and special meetings of the GGC and the Executive GGC.
- (b) See that the laws of the SGC and GGC are enforced.
- (c) Promote the welfare and growth of the Order.
- (d) Appoint the members of the BGCs. Appointees working with JDI in the USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.
- (e) Issue dispensations and charters in the name of the GGC.
 - (1) When a Bethel changes location a Charter Amendment shall be issued, under seal, to be attached to the Bethel Charter indicating the new location. This Charter Amendment shall be dated and bear the signature of the Grand Guardian and attested by the Grand Secretary. (See C-Bethel Art. XIII Sec. 3)
- (f) Issue special dispensations upon request and when required to comply with SOP-Bethel-18.
- (g) Convene any Bethel or BGC for the purpose of settling disputes, to make inspection, or to require obedience to the laws and rules of the Order.
- (h) Appoint committees as necessary for the transaction of the business of the GGC. Appointees working with JDI in the USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.

- (i) Serve as a member ex officio on all committees and the Board of Trustees, in Grand Jurisdictions where such a Board exists, with the right to discuss and vote on all questions except the Appeals and Grievances Committee.
- (j) Submit a written report at the Annual Session on the condition of the organization.
- (k) Appoint Grand Deputies and Deputy Grand Guardians, when required. Appointees working with JDI in the USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.
- (l) Submit a report on Form 120 at the Annual Session of the SGC about the work of the GGC jurisdiction, which shall be limited to activities of benefit to other GGCs, JGCs and Bethels. The Executive Manager shall mail Form 120 to each Grand Guardian sixty (60) days prior to the Annual Session of the SGC.
- (m) Issue a waiver of jurisdiction, under seal, to allow a resident in the jurisdiction to be initiated into a Bethel in another jurisdiction. The waiver shall be sent to the Supreme Deputy, Grand Guardian or Jurisdictional Guardian of the other jurisdiction. (See C-Bethel Art. IV Sec. 2 (a))
- (n) Appoint inspecting officer for instituting, reinstating and chartering a Bethel.

Section 3. The Associate Grand Guardian shall:

- (a) Assist the Grand Guardian in the performance of her duties.
- (b) Preside at the meetings in the absence of the Grand Guardian and the Vice Grand Guardian, and at other times when requested to do so.
- (c) Advise the Grand Guardian on all matters pertaining to her duties and act as liaison for the Order on subjects relating to the Masonic Fraternity.
- (d) Make himself thoroughly familiar with all laws pertaining to the Order.
- (e) Serve as a member ex officio on all committees and the Board of Trustees, in Grand Jurisdictions where such a Board exists, with the right to discuss and vote on all questions except the Appeals and Grievances Committee.

Section 4. The Vice Grand Guardian shall:

- (a) Assist the Grand Guardian.
- (b) Assume the Grand Guardian's duties during her disability.

Section 5. The Vice Associate Grand Guardian shall:

- (a) Assist the Associate Grand Guardian.
- (b) Assume the Associate Grand Guardian's duties during his disability.

Section 6. The Grand Secretary shall: (See B-GGC Art. XVII Sec. 1.7)

- (a) Attend all meetings of the Executive GGC and GGC.
- (b) Keep a record of all proceedings of the GGC.
- (c) Conduct correspondence and affix the seal of the organization when necessary.
- (d) Maintain a mailing list of all voting delegates.
- (e) Receive all monies due the GGC, turning same over to the Grand Treasurer, taking receipt therefore.
- (f) Submit a written report at the Annual Session.
- (g) Make an annual summary on Form 123 of the reports of the Bethels in the GGC, showing the membership record and other information as set forth in Form 110 or 111. A copy of Form 110 or 111 of each Bethel, an update of the Membership list provided by the Executive Manager, together with a copy of Form 123 shall be sent to the Executive Manager and shall be accompanied by remittance of fees specified in SOP-SGC-15.
- (h) Issue demits and receipts for dues to members of Bethels whose Dispensations or Charters have been revoked. (See SOP-Bethel-14)
- (i) Ensure that the latest amended copy of the Manual of Rules and Regulations is on file with the Executive Manager and the Chairman of the Jurisprudence Committee of the SGC.
- (j) Report to the appropriate Grand Secretary or Jurisdictional Secretary and the Executive Manager the names and addresses of:
 - (1) All new Majority Members,
 - (2) Majority Members who have moved,
 - (3) Members and adult workers who have moved outside the jurisdiction.

Section 7. The Grand Treasurer shall:

- (a) Receive all monies from the Grand Secretary giving a receipt therefore.
- (b) Have custody of all funds and securities belonging to the GGC.
- (c) Pay out monies on warrants as directed by the GGC.
- (d) Keep a complete record of all receipts and disbursements and report same at the Annual Session.

Section 8. The Grand Guide and Grand Marshal shall:

- (a) Escort all distinguished visitors.
- (b) Assist the Grand Guardian in such duties as she may assign to them.

Section 9. The Grand Inner Guard and Grand Outer Guard shall:

- (a) Guard the doors of the GGC room.
- (b) Perform such other duties as may be assigned to them by the Grand Guardian and/or the Associate Grand Guardian.

Section 10. Other Grand Officers shall:

- (a) Perform such duties as may be assigned to them by the Grand Guardian.

**ARTICLE IV
COMMITTEES**

Section 1. (Unassigned)**Section 2. (Unassigned)****Section 3. Standing Committees****Section 4. Other Committees**

**ARTICLE V
(Unassigned)**

**ARTICLE VI
FINANCES**

Section 1. Receipts/Revenue

- (a) All monies collected in the name of the GGC shall be received by the Grand Secretary and accounted for as shown under her/his duties.

Section 2. Fees

- (a) A GGC may fix and collect from each of its members an annual membership fee and/or registration fee, and such other fees as may be deemed necessary. (See B-GGC Art XVII Sec 1.8)

**ARTICLE VII
PENALTIES AND FINES**

Section 1. Penalties: When authorized by a GGC, a Grand Guardian may: (See B-GGC Art XVII Sec 1.9)

- (a) Impose such fines as may be prescribed by law.
- (b) Recall credentials issued by her.
- (c) Expel a member of the GGC.
- (d) Impose the same penalties as those imposed by the Executive Members of a BGC.

**ARTICLE VIII
EDUCATIONAL AND PROMOTIONAL FUNDS**

Section 1.

- (a) Each GGC shall provide for an Educational Fund and adopt regulations concerning loans and/or scholarship awards from that fund. Loans and/or scholarship awards shall be at the discretion of the GGC.
- (b) Each GGC shall provide for a Promotional Fund.

**ARTICLE IX
DISCIPLINE AND REMOVAL FROM OFFICE**

Section 1. Discipline

- (a) Any GGC officer may be cited by the Executive SGC to appear, at a designated time and place within her/his jurisdiction, before a committee appointed by the Supreme Guardian for that purpose, to show cause why she/he should not be reprimanded, removed from office, suspended, or expelled from the Order for violation of the laws of the Order, or for conduct unbecoming a member of the Order. The citation shall state specifically the charges preferred. At the time and place stated in the citation, the committee appointed for that purpose shall hear the evidence offered against and on behalf of the accused and shall make findings of fact thereon and report its findings to the Executive SGC within thirty (30) days from the date of the hearing. Upon receipt of the report of said committee, the Executive SGC shall determine the guilt or innocence of the accused. If the charges are sustained, the Executive SGC shall have the power to reprimand, remove from office, suspend, or expel such GGC Officer.
- (b) Grand Guardians may be suspended for cause by the Supreme Guardian but shall have the right of appeal to the Executive SGC. (See SOP-SGC-1)

Section 2. Removal from Office:

- (a) The Grand Guardian shall have the power to remove from office any BGC officer for cause, insubordination, misconduct, or unlawful withholding or retention of any property of a Bethel. Notice of such removal shall be given in writing, stating the cause of the removal, and giving complete information concerning the Law of Appeals and Grievances (SOP-SGC-1). This does not deny anyone removed the right of appeal.
- (b) Any present or past officer or Executive Member of a BGC losing her/his standing therein by suspension or expulsion shall automatically lose her/his standing in the GGC or SGC until reinstated by the Executive GGC or Executive SGC.

**ARTICLE X
(Unassigned)**

**ARTICLE XI
(Unassigned)**

**ARTICLE XII
(Unassigned)**

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

Section 1. Election

- (a) Elective officers of the GGC shall be elected at the Annual Session from eligible members in attendance, unless unavoidably absent.
- (b) Election shall be by ballot without nomination. (See B-GGC Art. XVII Sec. 1.2)
- (c) A majority vote of those present and voting shall elect.

Section 2. Voting Privileges

- (a) Members of the GGC shall be entitled to one (1) vote each when present at a special meeting or Annual Session.

Section 3. Proxy

- (a) No member may have her/his vote cast by proxy except as follows: (See B-GGC Art XVII Sec 1.3)
 - (1) A proxy shall be issued to an Associate Member of a BGC as follows:
 - [a] For the office of either BG or ABG, a proxy shall be issued only if the Associate Member, if a woman, has Masonic status or affiliation for eligibility to be appointed as BG or, if a man, is a Master Mason. (See POL-BOT-2)

- [b] For any of the remaining Executive Members of a BGC, a proxy may be issued to any Associate Member of the BGC.
- (2) A proxy shall be limited to the particular Annual Session for which it is issued and shall be duly certified by the Executive Members of the BGC.
- (3) No person shall have a proxy for more than one (1) office or be entitled to more than one (1) vote.

ARTICLE XIV APPOINTMENTS

Section 1.

- (a) Appointive Officers shall be appointed by the incoming Grand Guardian at the Annual Session. Appointees working with JDI in the USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.

ARTICLE XV 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, but shall continue to perform the duties of their office until their successors have been installed.

ARTICLE XVI INSTALLATION

Section 1.

- (a) (Unassigned)
- (b) No person shall be installed in the office of Grand Guardian, Associate Grand Guardian, Vice Grand Guardian, Vice Associate Grand Guardian who is an Executive Member of a BGC.
- (c) (Unassigned)

ARTICLE XVII PREROGATIVES EXTENDED TO A GGC

GGCs may provide for changes to portions of the Supreme Law in their Manuals of Rules and Regulations. Areas which may be changed are identified below.

Section 1.

- 1** (a) Provide for the election of a Grand Inner Guard and a Grand Outer Guard (both Master Masons, POL-BOT-2) and, if elected, shall be designated as members of the Executive GGC. (See C-GGC Art. V Sec. 1)
- (b) Prescribe a procedure for those wishing to aspire to any elective office of the Grand Guardian Council by submitting a "Letter of Intent" that outlines the interested parties' skills and abilities and say she/he would like to be elected as an officer of the GGC.
- 2** Provide for election of GGC officers other than by ballot without nomination. (See B-GGC Art. XIII Sec. 1 (b))
- 3** Provide for an Executive Member of the BGC, unable to attend the Annual Session of the GGC, to appoint an Associate Member of the BGC as her/his proxy at that Annual Session. (B-GGC Art. XIII Sec. 3)
- 3.1** Make provisions for filling Elected Officer vacancies. (SOP-GGC-10)
- 4** Adopt a Manual of Rules and Regulations. (See B-GGC Art. I Sec. 1(a))

- 4.1** Adopt Jurisdictional (local) SOPs, which do not conflict with Supreme or Jurisdictional Law, for management of the Jurisdiction including business meeting(s), Session Activities, relationships with Masonic Organizations, Special Events, Honors, etc. Jurisdictional SOPs will be numbered 101 + (1-100 reserved for Supreme) for the categories of GGC, BGC and Bethel, as appropriate.
- 5** Have their own Book of Ceremonies, in addition to the Supreme Book of Ceremonies. (See B-GGC Art. I Sec. 1(b))
- 6** Approve the formation of a Grand Bethel. (See B-GGC Art. I Sec. 1(c))
- 7** Prescribe duties of the Grand Secretary. (See B-GGC Art. III Sec. 6)
- 8** Fix and collect annual membership, registration, and other fees. (See B-GGC Art. VI Sec. 2 and SOP-GGC-4)
- 9** Delegate certain authorities to Grand Guardians. (See B-GGC Art. I Sec. 1(e))
- 10** Provide for other use of interest from Educational Fund. (See SOP-GGC-3 Sec. 1 (b))
- 11** Provide for Daughters and Majority Members to be appointed and participate as members of GGC specified Committees with the understanding that they will conform to the Youth Protection Policies if they reach (or are) the age of twenty (20) while a member.
- 12** (blank)
- 13** Prescribe additional instructions for BGC monthly meetings.
- 14** Prescribe a method for filling offices vacated by Executive Members of a BGC. (See SOP-BGC-6)
- 15** Prescribe term of Executive Council Members. (B-BGC Art. XI Sec. 1 (d))
- 16** Prescribe a method for automatic removal from office and for filling offices so vacated for:
- (a) Executive Members of the BGC (SOP-BGC-5)
 - (b) Associate Members invited to attend all BGC meetings (SOP-BGC-5)
 - (c) Associate Members not invited to attend all BGC meetings (SOP-BGC-5)
- 17** Provide instruction for appointment and duties for substitute officers. (See SOP-Bethel-19 and SOP-Bethel-21 Art. V Sec. 3)
- 18** Provide for election and installation of Bethel officers at a time other than that specified in the Constitution of a Bethel. (See SOP-Bethel-4, Sec. (a) and SOP-Bethel-21 Art. VI Sec. 2 (a) and B-Bethel Art. XIV Sec. 1 (a) and SOP-Bethel-21 Art VIII, Sec 1(a))
- 19** Provide for open installations and taking of pictures. (See SOP-Bethel-8 and SOP-Bethel-21 Art. VIII Sec. 1 (f))
- 20** Provide other instructions for receiving an application at a regular Bethel meeting held previous to the initiation meeting. (See B-Bethel Art. II Sec. 1 (b), SOP-Bethel-21 Art. III Sec. 2 (b))
- 21** Provide other instructions regarding the affiliation fee for members holding a demit. (See B-Bethel Art. II Sec. 2(b))
- 22** Provide other instructions pertaining to Bethel (See SOP-Bethel-2 and SOP-Bethel-21 Art. XI for (a)-(e))
- (a) Fees - Initiation and affiliation (Sec 1 (c))
 - (b) Annual dues (Sec 1 (d))
 - (c) Exemption from fees (Sec 2 (a))
 - (d) Disbursements (Sec 3 (a))
 - (e) Educational and Promotional Fund (Sec 4)
 - (f) Special Privileges - fee (SOP-Bethel-18) - no fee (SOP-Bethel-18)
 - (g) Dispensations (SOP-Bethel-18)
 - (h) Election Procedure (SOP-Bethel-4 and SOP-Bethel-21 Art. VI)
- 25** Provide other instructions for processing amendments to Uniform Code for Bethels. (See B-Bethel Art. IX and SOP-Bethel-21 Art XV)

- 26** Provide for a larger quorum to conduct GGC business. (See SOP-SGC-16)
- 27** Provide other arrangements for Bethel members to submit recommendations for Executive Members of the BGC. (See SOP-Bethel-15)
- 28** Provide other arrangements for the reorganization of Bethels. (See B-Bethel Art. XVI Sec. 1 (e), SOP-Bethel-9 Sec. 1 (a), SOP-Bethel-16 and SOP-Bethel-18 No. 7)
- (a) Provide other procedural instruction to Merge, Close, Institute or Reinstitute Bethels as long as the intent of Supreme Law is not changed. (See SOP-Bethel-7, SOP-Bethel-12, SOP-Bethel-14 and SOP-Bethel-16)
- 29** May approve the formation of an Alumni Association which shall not conflict with the R&R of the AAJDI.
- 30** Provide for the election of Past Grand Guardian or Past Associate Grand Guardian to elective line office. (C-GGC Art. VI Sec. 1 (e))