

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

**SOP-JGC-1**

**APPEALS**

**Section 1.**

- (a) JGC Members who are dissatisfied with any act or decision of the Jurisdictional Guardian which might abrogate any rights and privileges specifically guaranteed them by the Constitution, Bylaws and Standard Operating Procedures of the SGC may appeal in a manner provided in the Law of Appeals and Grievances. (See SOP-SGC-1).

**SOP-JGC-2**

**BOOK OF CEREMONIES**

**Section 1.**

- (a) The Book of Ceremonies adopted by the SGC shall be used as the Official Book of Ceremonies.

**SOP-JGC-3**

**COMMITTEES**

- (a) Duties of appointed committees will be specified in the Manual of Rules and Regulations of the JGC

## SOP-JGC-4

**DISCIPLINE AND REMOVAL FROM OFFICE****Section 1. Discipline**

- (a) Any JGC 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 innocence or guilt of the accused. If the charges are sustained, the Executive SGC shall have the power to reprimand, remove from office, suspend or expel such JGC Officer.
- (b) A Jurisdictional Guardian 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) Upon recommendation of the Jurisdictional Guardian, the Supreme Guardian may remove or direct the Supreme Deputy 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 complete information concerning the law of Appeals and Grievance (See 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 JGC until reinstated by the Executive JGC.

**SOP-JGC-5**

**DUTIES AND POWERS OF A JURISDICTIONAL GUARDIAN COUNCIL**

**Section 1.**

- (a) A JGC shall obtain their supplies from the SGC.
- (b) The Supreme Guardian shall authorize all penalties and fines.

**SOP-JGC-6**

**EDUCATIONAL AND PROMOTIONAL FUNDS**

**Section 1.**

- (a) The method of raising such funds shall be left to the discretion of each JGC.
- (b) Interest from the Educational Fund may be used for scholarship awards.

## SOP-JGC-7

## FINANCES

**Section 1. Receipts/Revenue**

- (a) All monies collected in the name of the JGC shall be received by the Jurisdictional Secretary and accounted for as shown under her/his duties.
- (b) There may be a coin march held at each meeting which shall be divided into projects.
- (c) The JGC may sponsor fundraising projects, requesting Bethel participation in same. These funds may be used to help finance the Jurisdictional Rally, Miss \_\_\_\_\_ Job's Daughter, awards, etc.

**Section 2. Fees**

- (a) The JGC may fix and collect from each of its members Annual Dues (SOP-JGC-7) and/or registration fee and such other fees as deemed necessary (SOP-SGC-11). These fees may include, but are not limited to fees for Rallies, Pageants, Workshop/Leadership Training, and Annual Meetings of the JGC.
  - (1) Fees so collected shall be used primarily to defray the expenses incidental to the event.
  - (2) Members of the JGC shall be suspended for nonpayment of membership fee.

**Section 3. Exemption**

- (a) A JGC shall be exempt from payment of fees as specified in SOP-Bethel-2 for members residing in Masonic Homes or homes sponsored by an organization based on Masonic membership or relationship.

**Section 4. Disbursements**

- (a) All checks shall be countersigned by the Jurisdictional Treasurer or other authorized Executive Members of the JGC. All checks shall have two (2) signatures. When the checks have been issued the warrant shall be signed by the Jurisdictional Treasurer.
- (b) If this organization is disbanded and no GGC is formed:
  - (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 JGC shall be distributed among the remaining Bethels that were operating under the JGC, prorated according to membership.
  - (4) If there are no remaining Bethels then all other funds shall become the property of the SGC.
- (c) Should this organization be disbanded due to formation of a GGC, all property and funds shall become the property of the GGC of \_\_\_\_\_.

**Section 5.**

- (a) No indebtedness shall be incurred by the JGC in excess of the funds in its treasury.

**SOP-JGC-8**

**FINES**

**Section 1. Fines**

- (a) Failure to file reports and forms by the deadline dates, as required by law, will necessitate the payment of a penalty as noted in SOP-SGC-11 5 (c)



**SOP-JGC-9**

**FORMAT FOR CONSTITUTION OF A  
JURISDICTIONAL GUARDIAN COUNCIL  
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I  
NAME**

The name of this organization shall be the Jurisdictional Guardian Council (JGC) of \_\_\_\_\_ of Job's Daughters International.  
(State, Province or Country)

**ARTICLE II  
OBJECT**

**Section 1.**

- (a) The object of the JGC is to provide leadership for combined functions of the Bethels, and to promote and build Job's Daughters within their jurisdiction.
- (b) At the request of the Supreme Guardian, to provide assistance to the Bethels within their jurisdiction.
- (c) To provide representation at State, Province, or Territorial level for Job's Daughters as a recognizable body or organization.

**ARTICLE III  
AUTHORITY**

**Section 1.**

- (a) This JGC operates under the authority of a charter granted by the SGC and dated \_\_\_\_\_. The jurisdiction of this JGC shall be limited to the State/Province/Territory/Region/Country of \_\_\_\_\_.
- (b) The Manual of Rules and Regulations of the JGC shall include Art. I, II, and III Section 1 (a) in same. The format for the Manual, and subsequent amendments thereto, shall follow the same sequence as that of the Constitution of a JGC, Bylaws of a JGC and SOP-JGC-9 and SOP-JGC-10. (See B-JGC Art. XV for prerogatives extended to JGCs)
- (c) All amendments to the Rules and Regulations for a JGC require approval by Supreme Jurisprudence.
- (d) This JGC shall function under the jurisdiction of the SGC.

**ARTICLE IV  
MEMBERSHIP**

**Section 1.**

- (a) A JGC shall consist of the JGC Officers, Past Bethel Guardians and Past Associate Bethel Guardians of Bethels in this Jurisdiction, Past Bethel Guardians and Past Associate Bethel Guardians of other jurisdictions residing in this jurisdiction, the five (5) Executive Members of the BGC, chartered or under dispensation.
- (b) See B-SGC Art. XXVI Sec. 1 (a-c) concerning loss of membership in the JGC.

**Section 2. Dues (optional)**

- (a) The dues shall be \_\_\_\_\_, per year, per person, payable in advance. Prior to suspension from membership, the Jurisdictional Secretary shall send notices to all members who have not paid for a period of one (1) year.

**ARTICLE V  
OFFICERS**

**Section 1. Officers**

(a) The officers of a JGC shall be: Jurisdictional Guardian (a woman), Associate Jurisdictional Guardian (a Master Mason, (See POL-BOT-2)), Vice Jurisdictional Guardian (a woman), Vice Associate Jurisdictional Guardian (a Master Mason, (See POL-BOT-2)), Jurisdictional Secretary and Jurisdictional Treasurer or Jurisdictional Secretary/Treasurer.

**Section 2. Executive Officer**

(a) The Jurisdictional Guardian shall be the Executive Officer of the JGC.

**Section 3. Executive JGC**

(a) The Executive JGC shall be composed of the officers of the JGC. (The Supreme Guardian may appoint a designated representative as an additional member.)

**ARTICLE VI  
(Unassigned)**

**ARTICLE VII  
(Unassigned)**

**ARTICLE VIII  
(Unassigned)**

**ARTICLE IX  
(Unassigned)**

**ARTICLE X  
(Unassigned)**

**ARTICLE XI  
(Unassigned)**

**ARTICLE XII  
COMMITTEES**

**Section 1. Eligibility**

(a) No person shall be eligible to serve on any committee of the JGC unless she/he is a voting delegate.

**APPROVED - JURISPRUDENCE COMMITTEE**

Chairman \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Vice Supreme Guardian \_\_\_\_\_ Date \_\_\_\_\_

## SOP-JGC-10

**FORMAT FOR BYLAWS OF A  
JURISDICTIONAL GUARDIAN COUNCIL  
JOB'S DAUGHTERS INTERNATIONAL**

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

**Section 1.**

- (a) A JGC may adopt a Manual of Rules and Regulations which shall be consistent with the laws of the SGC. (See SOP-JGC-13 and B-JGC Art. XV Sec. 1 (a))
- (b) A JGC may approve the formation of a Jurisdictional Bethel (See SOP-JGC-12 Art. I Sec. 1 (a) and B-JGC Art. XV Sec. 1 (a) (3)). In the event a Jurisdictional Bethel is formed by a JGC, Jurisdictional Bethel Rules and Regulations shall be adopted by the JGC and be included in the Manual of Rules and Regulations.
- (c)-(d) (Unassigned)
- (e) JGCs may approve the formation of an Alumni Association (See B-JGC Art. XV Sec. 1 (a) (8)) which shall not conflict with the laws of the SGC.

**ARTICLE II  
DUTIES OF THE JURISDICTIONAL GUARDIAN COUNCIL**

**Section 1. The Jurisdictional Guardian shall:**

- (a) Preside at all regular and special meetings of the JGC and the Executive JGC.
- (b) See that the laws of the SGC and JGC are enforced.
- (c) Promote the welfare and growth of the Order.
- (d) Submit recommendation of members for the JGC for appointment to the Vice Supreme Guardian.
- (e) Appoint committees as necessary for the transaction of business of the JGC. Appointees working with the JDI in the USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.
- (f) Serve as a member ex-officio on all committees with right to discuss and vote on all questions.
- (g) Submit a written report semi-annually to the Supreme Guardian on the condition of the JGC.
- (h) Submit a written report at the Annual Session on the condition of the jurisdiction.
- (i) Submit a report on Form 120 at the Annual Session of SGC about the work of the JGC and Bethels. The Executive Manager shall mail Form 120 to each Jurisdictional Guardian sixty (60) days prior to the Annual Session of the SGC.
- (j) Shall appoint a parliamentarian.

**Section 2. The Associate Jurisdictional Guardian shall:**

- (a) Assist the Jurisdictional Guardian in the performances of her duties.
- (b) Preside at all meetings in the absence of the Jurisdictional Guardian and the Vice Jurisdictional Guardian, and at other times when requested to do so.
- (c) Advise the Jurisdictional 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 with the right to discuss and vote on all questions.
- (f) Submit an annual report of the past year's activities sixty (60) days prior to the Annual Meeting of the JGC.

**Section 3. The Vice Jurisdictional Guardian shall:**

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

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

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

**Section 5. The Jurisdictional Secretary shall:**

- (a) Attend all meetings of the Executive JGC and JGC.
- (b) Keep minutes of all meetings of the Executive JGC and JGC, sending a copy of same to the Supreme Guardian, Vice Supreme Guardian, and Supreme Deputy if one is appointed.
- (c) Conduct correspondence and affix the seal.
- (d) Maintain a mailing list of all voting members.
- (e) Receive all monies due the JGC, turning same over to the Jurisdictional Guardian Treasurer, taking a receipt therefore.
- (f) Submit a written report at the Annual Session.
- (g) Ensure that the latest amended copy of the Manual of Rules and Regulations is on file with the Executive Manager and all members of the Jurisprudence Committee of the SGC.

**Section 6. The Jurisdictional Treasurer shall:**

- (a) Receive all monies from the Jurisdictional Secretary giving a receipt therefore.
- (b) Have custody of all funds and securities belonging to the JGC.
- (c) Pay out monies on warrants as directed by the Executive Members of the JGC.
- (d) Keep a complete record of all receipts and disbursements and report to the Supreme Guardian on a semi-annual basis and annually at the Annual Session of JGC.

### ARTICLE III COMMITTEES

*Do not renumber these sections. Add any new sections starting with Section 11. If your JGC does not have a particular committee, state "NONE".*

**Section 1. Committees**

- (a) The JGC shall have committees for Finance, Promotion and Fraternal Relations. Additional committees may include, but are not limited to: Rally, Jurisdictional Bethel, Miss JD Pageant, Educational Scholarships, Leadership and Philanthropic.

**Section 2. Finance Committee**

- (a) The committee shall be composed of three (3) members.
- (b) The duties of this Committee are as follows:
  - (1) Assist in preparing a budget for the upcoming term, such budget to be approved at the Annual Meeting.
  - (2) Approve or disapprove any disbursements in excess of budget appropriations.
  - (3) Audit the books at the close of each term.
    - [a] Prepare an Audit Report to be submitted at the Annual Meeting of the JGC.
    - [b] Send a copy of the Audit Report to the Supreme Guardian, Supreme Deputy and/or Assisting Supreme Deputy.

**Section 3. Promotion Committee**

- (a) The duties of this Committee are as follows:
  - (1) Assist the Bethels in promoting the Order and increasing membership.
  - (2) Promote the programs offered by the SGC Promotion Committee.
  - (3) Initiate, develop and promote programs that will assist in the retention of the present membership and aid in the reinstatement of Bethels. Co-ordinate with the Fraternal Relations Committee by communicating with the Chairman of pending promotional events.
    - [a] The Chairman shall keep a permanent file of activities and turn it over to her/his successor.

**Section 4. Fraternal Relations Committee**

- (a) The duties of this Committee are as follows:
  - (1) Contact and keep in touch with the officers and members of the Masonic Fraternity and its appendant/related organizations.
  - (2) Educate other Masonically related bodies about Job's Daughters.

- (3) Assist, when requested by the Bethels, in arranging for exemplification of the ritualistic ceremonies before Masonic bodies and affiliated organizations.
- (4) Report activities to Associate Jurisdictional Guardian of the JGC.
- (5) Contact Fraternal Organizations where Bethels do not exist and endeavor to interest them in organizing or reinstating Bethels in their communities.
- (6) Co-ordinate with the Promotion Committee in areas where promotion is needed.
- (7) The Chairman shall keep a permanent file of activities and turn it over to her/his successor.

**Section 5. Jurisdictional Rally Committee (optional)**

- (a) The duties of this Committee are as follows:
  - (1) Perform all functions and assume all responsibilities delegated to it in the Rules and Regulations of the Jurisdictional Rally.

**Section 6. Jurisdictional Bethel Committee (optional)**

- (a) The duties of this Committee are as follows:
  - (1) Perform all functions and assume all responsibilities delegated to it in the Rules and Regulations of the Jurisdictional Bethel.

**Section 7. Miss \_\_\_\_\_ Job's Daughter Pageant Committee (optional)**

- (a) The duties of this Committee are as follows:
  - (1) Perform all functions and assume all responsibilities delegated to it in the Rules and Regulations of the Miss \_\_\_\_\_ Job's Daughter Pageant.

**Section 8. JDI Knowledge Committee (optional)**

- (a) The duties of this Committee are as follows:
  - (1) Encourage participation in the SGC JDI Knowledge Course.

**Section 9. Workshop Committee (optional)**

- (a) The duties of this Committee are as follows:
  - (1) Perform all functions and assume all responsibilities of conducting a workshop for the purpose of instructing Daughters and Council members or arrange same through the SGC.

**Section 10. Philanthropic Committee (optional)**

- (a) The duties of this Committee are as follows:
  - (1) To promote the philanthropic project of JDI.

**ARTICLE IV  
(Unassigned)**

**ARTICLE V  
EDUCATIONAL AND PROMOTIONAL FUNDS**

**Section 1.**

- (a) Each JGC shall provide for a Promotional Fund.
- (b) Each JGC may 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 JGC.

**ARTICLE VI  
(Unassigned)**

**ARTICLE VII  
(Unassigned)**

**ARTICLE VIII  
(Unassigned)**

**ARTICLE IX  
(Unassigned)**

**ARTICLE X  
(Unassigned)**

**ARTICLE XI  
ELIGIBILITY**

**Section 1.**

- (a) No person shall be eligible for an office in a JGC unless she/he is a voting delegate thereof. If the JGC is in the USA, Canada or Australia the delegate shall be on the current list of CAVs provided by the Executive Manager.
- (b) In jurisdictions where Masons are prohibited from serving as Associate Jurisdictional Guardians or Vice Associate Jurisdictional Guardians, the Supreme Guardian may authorize the installation of eligible women to serve in those offices.
- (c) After the first appointment of the JGC Officers, no person shall be eligible to serve as a JGC Officer, except as Jurisdictional Secretary or Jurisdictional Treasurer, who has not served at least one (1) term as a Bethel Guardian or Associate Bethel Guardian of a chartered Bethel.
  - (1) Bethel Guardians and Associate Bethel Guardians who are completing their first term in said office at the time of the Annual Meeting of a JGC shall be eligible to serve as an officer of the JGC.
- (d) No member shall be eligible for the office of Jurisdictional Guardian or Associate Jurisdictional Guardian who has not served, or who is not completing service, as an officer of the same JGC for a period of one (1) term.
- (e) A Jurisdictional Guardian, Associate Jurisdictional Guardian, Vice Jurisdictional Guardian and Vice Associate Jurisdictional Guardian may serve two (2) consecutive terms. A Jurisdictional Secretary, Jurisdictional Treasurer or Jurisdictional Secretary/Treasurer may serve for four (4) consecutive terms.
- (f) An elected SGC officer shall not hold an office in the JGC.

**ARTICLE XII  
APPOINTMENT, VOTING PRIVILEGES AND PROXY**

**Section 1. Appointment**

- (a) Officers of the JGC shall be elected for recommendation at the Annual Meeting of the JGC from eligible members in attendance, unless unavoidably absent. The name(s) of all recommended officers shall be forwarded to the Vice Supreme Guardian sixty (60) days prior to her installation for approval and appointment.
- (b) Recommendation shall be by ballot without nomination.
- (c) A majority vote of those present and voting shall recommend.

**Section 2. Election and Approval with Incorporation Requirements**

- (a) In jurisdictions where incorporation is mandated by governmental laws, officers of the JGC shall be elected and approved as follows:
  - (1) Officers of the JGC shall be elected at the Annual Meeting of the JGC from eligible members in attendance, unless unavoidably absent. The name(s) of all elected officers shall be forwarded to the Vice Supreme Guardian sixty (60) days prior to her installation for approval.
  - (2) Election shall be by ballot without nomination.
  - (3) A majority vote of those present and voting shall elect.

**Section 3. Voting Privileges**

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

**Section 4. Proxy**

- (a) No member may have her/his vote cast by proxy except as follows:
  - (1) A proxy shall be issued to an Associate Member of a BGC only if the Associate member has Masonic status or affiliation for eligibility to become an Executive member of a BGC.

- (2) A proxy shall be limited to the particular Annual Session of the JGC 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 XIII  
TERM**

**Section 1.**

- (a) The term of office is one (1) year.

**Section 2.**

- (a) All officers shall continue to perform the duties of their office until their successors have been installed.

**ARTICLE XIV  
MEETINGS**

**Section 1.**

- (a) The Annual Meeting of the JGC shall be held in the month of May. The time and place of the Annual Meeting of the JGC shall be determined by each JGC.

**ARTICLE XV  
PREROGATIVES EXTENDED TO JGC**

**Section 1.**

- (a) JGCs may provide for changes to portions of the Supreme Law in their Manual of Rules and Regulations. Areas which may be changed are identified below.
  - (1) Provide for an Executive Member of the BGC, unable to attend the Annual Session of the JGC to appoint an Associate Member of the BGC as her/his proxy at that Annual Session. (See B-JGC Art. XII Sec. 3 (a))
  - (2) Adopt a Manual of Rules and Regulations. (See B-JGC Art. I Sec. 1(a))
  - (3) Approve the formation of a Jurisdictional Bethel. (See B-JGC Art. I Sec. (b))
    - [a] Determine the maximum age for members of the Jurisdictional Bethel.
  - (4) Fix and collect annual membership, registration and other fees. (See SOP-JGC-7)
  - (5) (Unassigned)
  - (6) (Unassigned)
  - (7) (Unassigned)
  - (8) Approve the formation of an Alumni Association which shall not conflict with the R&R of the AAJDI.
  - (9) Provide for dual membership within the jurisdiction. (See B-Bethel Art. II Sec. 3)

**APPROVED - JURISPRUDENCE COMMITTEE**

Chairman

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Vice Supreme Guardian \_\_\_\_\_ Date \_\_\_\_\_

**SOP-JGC-11  
INSTALLATION**

**Section 1.**

- (a) Officers present shall be installed according to the Supreme Book of Ceremonies.
- (b) The Installation shall be held no later than October 31.
- (c) No person who is an Executive Member of a BGC shall be installed into the office of Jurisdictional Guardian, Associate Jurisdictional Guardian, Vice Jurisdictional Guardian or Vice Associate Jurisdictional Guardian unless approved by the Supreme Guardian.
- (d) Members of the SGC, or a designated representative appointed by the Supreme Guardian, shall install the officers of a JGC. Members of the JGC may be appointed to assist in the ceremony.



**SOP-JGC-12****JURISDICTIONAL BETHELS****ARTICLE I  
AUTHORITY****Section 1.**

- (a) Authority to form a Jurisdictional Bethel is given in B-JGC, Art I, Sect 1 (b).
- (b) The Jurisdiction shall appoint a committee of not less than three (3) persons, one (1) of whom must be a Mason, to guide and counsel the Officers of the Jurisdictional Bethel. (See POL-BOT-2)
- (c) The name of this organization shall be a Jurisdictional Bethel of JDI.

**ARTICLE II  
OBJECT****Section 1.**

- (a) The object of this organization is to band together all the Job's Daughters of a jurisdiction which has a JGC for the purpose of developing leadership, promoting the interest, welfare, and growth of the Order and bringing the Daughters into closer relationship with the JGC.
- (b) To provide an organization which will assist in promoting Job's Daughters by representing the Order with the concordant Masonic and Masonically affiliated organizations. To assist with public relations within the various communities through participation in local events, when asked to do so.
- (c) To assist in instituting new Bethels within the Jurisdiction and other Jurisdictions when requested to do so. Assist small Bethels in the Ceremony of Initiation when requested to do so.

**ARTICLE III  
OFFICERS AND MEMBERS****Section 1.**

- (a) All active members of the Jurisdiction shall be members of the Jurisdictional Bethel.
- (b) The Officers of the Jurisdictional Bethel shall consist of the Jurisdictional Bethel Honored Queen, Jurisdictional Bethel Senior and Junior Princesses, Jurisdictional Bethel Guide, Jurisdictional Bethel Marshal, Jurisdictional Bethel Chaplain, Jurisdictional Bethel Recorder, Jurisdictional Bethel Treasurer, Jurisdictional Bethel Librarian, Jurisdictional Bethel Musician, Jurisdictional Bethel Messengers (1st through 5th), Jurisdictional Bethel Senior Custodian, Jurisdictional Bethel Junior Custodian, Jurisdictional Bethel Inner Guard and Jurisdictional Bethel Outer Guard.
- (c) A Choir and Jurisdictional Bethel Representatives may be selected.

**ARTICLE IV  
OFFICER SELECTION****Section 1.**

- (a) Methods of selection shall be recommended by the Jurisdiction and approved by the Jurisprudence Committee of the SGC.
- (b) If it is determined by the Jurisdictional Guardian that any active member of the Jurisdictional Bethel is not able to perform her duties for reasons related to personal conduct, the Jurisdictional Guardian with the consent of the Executive Officers of the JGC shall remove the Daughter's name from consideration.

**ARTICLE V  
TERM OF OFFICE**

**Section 1.**

- (a) The term of office shall be one (1) year and begins at the Annual Meeting of the Jurisdictional Bethel.

**ARTICLE VI  
MEETINGS**

**Section 1.**

- (a) There shall be at least one (1) meeting of the Jurisdictional Bethel per year.

**ARTICLE VII  
CEREMONIES**

**Section 1.**

- (a) Each Jurisdiction may develop its own Ceremonies, based on the latest version of the Job's Daughters Ritual, the Supreme Bethel Business Meeting (see R&R - Supreme Bethel), and the Supreme Book of Ceremonies. All ceremonies shall be approved by the Jurisprudence Committee of the SGC.

**ARTICLE VIII  
REGALIA**

**Section 1.**

- (a) For the Jurisdictional Bethel meetings and installation, a Jurisdiction may approve and provide:
- (1) Crowns and capes (other than official regalia) to be worn by the Jurisdictional Bethel Honored Queen and the Jurisdictional Bethel Senior and Junior Princesses.
  - (2) Robes (other than official regalia) to be worn by all Jurisdictional Bethel Officers. 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.
- (b) For making Bethel visits and attending other functions, a JGC may approve the wearing of regalia as listed in (a).
- (c) For exemplifying Ritual work of the Order or when assisting with the instituting of new Bethels, the official regalia of the Order shall be worn. (See SOP-Bethel-11)

**Section 2.**

- (a) Each Jurisdiction shall include laws concerning regalia in the Jurisdictional Bethel Bylaws.

**ARTICLE IX  
MEDALLIONS AND PINS**

**Section 1.**

- (a) A Jurisdiction may approve the wearing of medallions and pins, and may approve the means of providing the same.

## SOP-JGC-13

## MANUAL OF RULES AND REGULATIONS

**Section 1. Amendments**

- (a) Amendments to the Manual of a JGC shall be submitted to the Jurisprudence Committee of the SGC for approval or disapproval following adoption at the Annual Meeting of the JGC.
- (b) Amendments to the Manual of Rules and Regulations of the JGC shall be adopted by the JGC at the Annual Session. Within thirty (30) days after the close of the Session, the Jurisdictional 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 amendments to the JGC Manual, the Jurisdictional Secretary shall electronically send the updated Manual, which includes said amendments, to the Chairman of the Jurisprudence Committee 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-JGC-14**

**MEETINGS**

**Section 1.**

- (a) Meetings shall be conducted according to Rules of Order and Parliamentary Authority. (See SOP-SGC-16)

**SOP-JGC-15****VACANCIES****Section 1.**

- (a) If the office of Jurisdictional Guardian becomes vacant, the Vice Jurisdictional Guardian shall assume all the duties and prerogatives pertaining to that office and shall be known as the Acting Jurisdictional Guardian until the close of the next Annual Session of the SGC.
- (b) Information relative to the vacancy shall be directed to the Jurisdictional Secretary who shall notify the Supreme Guardian and Executive Manager, affixing the seal of the JGC thereto.
- (c) The same procedure shall apply to the Vice Associate Jurisdictional Guardian should the office of the Associate Jurisdictional Guardian become vacant.
- (d) When a vacancy occurs in any office, or if deemed advisable by the Supreme Guardian, a special meeting shall be held to recommend name(s) to fill the vacancy.