

**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 Art IX and SI 23.3)
- (b) A JGC may approve the formation of a Jurisdictional Bethel (See SI 22.1). 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) A JGC shall obtain their supplies from the SGC.
- (d) The Supreme Guardian shall authorize all penalties and fines.
- (e) JGCs may approve the formation of an Alumni Association (See SI 23.8) 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. By 8/7/2010, appointees working with JDI in the USA 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) Inform the Chairman of the SGC Fraternal Relations Committee, all special activities with other Fraternal organizations prior to occurrence.
- (g) 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 Guardians 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

Section 1. Eligibility

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

Section 2. 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.
- (b) Duties of appointed committees will be specified in the Manual of Rules and Regulations of the JGC.

ARTICLE IV FINANCE

Section 1. Receipts

- (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.

Section 2. Fees

- (a) The JGC may fix and collect from each of its members an annual membership fee and/or registration fee and such other fees as deemed necessary (See SI 7). These fees may include, but are not limited to fees for Rallies, Pageants, Workshop/Leadership Training, and Annual Meetings.
- (b) Fees so collected shall be used primarily to defray the expenses incidental to the event.
- (c) Members of the JGC shall be suspended for non payment of membership fee.

Section 3. Exemption

- (a) A JGC shall be exempt from payment of fees as specified in B-Bethel, Art IV Sec 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 Member 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 money in the Educational and/or Promotional Funds shall become the property of the SGC and be distributed to the SGC Educational and Promotional Funds respectively.
 - (2) All other money shall be distributed among the remaining Bethels that were operating under the JGC, prorated according to membership.
 - (3) If there are no remaining Bethels then all other funds shall become the property of the SGC.

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

ARTICLE VI 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 SI-15)

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 SI-15). 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.

ARTICLE VII 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 SI-7 5 (c)

**ARTICLE VIII
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 and Bylaws of the SGC may appeal in a manner provided in the Law of Appeals and Grievances. (See SI-15).

**ARTICLE IX
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:
- (1) One (1) copy of the law being amended as it appears in the Manual and the newly adopted amendments to the Vice Supreme Guardian.
 - (2) One (1) copy of the law being amended as it appears in the Manual and three (3) copies of the newly adopted amendments shall be sent to the Chairman of the Jurisprudence Committee of the SGC.
 - (3) One (1) copy of the law being amended as it appears in the Manual and two (2) copies of the newly adopted amendment shall be sent to each member of the Jurisprudence Committee of the SGC.
- (c) These copies may be sent by registered or certified mail with a return receipt requested, or by first class mail accompanied by a prepaid self-addressed card or envelope for the recipient's acknowledgement.
- (d) Following the approval of amendments to the JGC Manual, the Jurisdictional Secretary shall send one (1) set of the reprinted pages of the Manual, which includes said amendments, to each member of the Jurisprudence Committee of the SGC, the Supreme Guardian, the Vice Supreme Guardian, and the Executive Manager.
- (e) The adoption by the SGC of new laws or amendments to existing laws affecting any Manual automatically amends same.

**ARTICLE X
BOOK OF CEREMONIES**

Section 1.

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