

**SUPPLEMENTAL INSTRUCTION NUMBER 20.1**

**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 \_\_\_\_\_  
(State, Province or Country)  
of Job's Daughters International.

**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 SI-20.1 and SI-20.2.
- (c) 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 SI-13 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), Vice Jurisdictional Guardian (a woman), Vice Associate Jurisdictional Guardian (a Master Mason), 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 ELIGIBILITY

### Section 1.

- (a) No person shall be eligible for an office in a JGC unless she/he is a voting delegate thereof. By 8/7/2010 and in conjunction with the YPP implementation schedule, if the JGC is in the USA the delegate shall be on the current list of CAVs provided by the Executive Manager. By 7/31/2011 and in conjunction with the YPP implementation schedule, if the JGC is in Canada or Australia the delegate shall be one 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 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) After the first appointment of the JGC Officers, 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 four (4) consecutive terms.
- (f) An elected SGC officer shall not hold an office in the JGC.

## ARTICLE VII APPOINTMENT, VOTING PRIVILEGES AND PROXY

### Section 1. Appointment

- (a) Officers of the JGC shall be selected by ballot 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.
- (1) Recommendation shall be by secret ballot without nomination.
- (2) A majority vote of those present and voting shall recommend.
- (3) No person shall be recommended to the office of Jurisdictional Guardian, Associate Jurisdictional Guardian, Vice Jurisdictional Guardian or Vice Associate Jurisdictional Guardian who has not completed, or is completing, one (1) full term as Bethel Guardian or Associate Bethel Guardian.

**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 Meeting 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 VIII TERM

**Section 1.**

- (a) The term of office is one (1) year. No officer shall be recommended for more than two (2) consecutive terms with the exception of the Jurisdictional Secretary, Jurisdictional Treasurer or Jurisdictional Secretary/Treasurer who may be recommended for four (4) consecutive terms.

**Section 2.**

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

## ARTICLE IX 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.

## ARTICLE X 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.
- (b) Information relative to the vacancy shall be directed to the Jurisdictional Secretary who shall notify the Supreme Guardian and Executive Manager.

- (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.
  - (1) Notice of special meeting shall be sent to all Bethels, members of the JGC, Supreme Deputy, (Assisting Supreme Deputy), Supreme Guardian, and Vice Supreme Guardian at least thirty (30) days prior to the date thereof.

**ARTICLE XI  
MEETINGS**

**Section 1.**

- (a) The Annual Meeting of the JGC shall be held prior to May 31. The date and location of the Annual Meeting of the JGC shall be determined by each JGC and announced at the previous Annual Meeting.
- (b) Meetings shall be conducted according to Robert’s Rules of Order (Revised), latest edition and Parliamentary Authority. (SI-1)
  - (1) A Parliamentarian, who is familiar with Robert’s Rules of Order, shall be appointed by the Jurisdictional Guardian of the JGC.
- (c) Special meetings may be called by the Jurisdictional Guardian of the JGC whenever deemed necessary, providing the members have been notified.
- (d) Notice of the Annual or Special Meetings shall be sent to all Bethels, members of the JGC, Supreme Deputy, (Assisting Supreme Deputy), Supreme Guardian and Vice Supreme Guardian at least thirty (30) days prior to any meeting.

**APPROVED - JURISPRUDENCE COMMITTEE**

Chairman _____	Date _____
_____	Date _____
_____	Date _____
_____	Date _____
_____	Date _____
Vice Supreme Guardian _____	Date _____