

New Pages: Bylaws of the SGC (1)

B-SGC 2

B-SGC 3

B-SGC 4

B-SGC 5

B-SGC 6*

B-SGC 7*

B-SGC 8*

B-SGC 9

B-SGC 10

B-SGC 11

B-SGC 12

B-SGC 13

**ARTICLE III
DUTIES OF THE SUPREME GUARDIAN**

Section 1. General

- (a) The Supreme Guardian is vested with the general powers of an executive officer, the following specific duties, and such other duties assigned by the Constitution and Bylaws;
- (1) Call special meetings of the Executive SGC or the SGC.
 - (2) Preside at all meetings of the Executive SGC or the SGC.
 - (3) Serve as a member of the Board of Trustees.
 - (4) Serve as a member ex officio of all committees with the right to discuss and vote on all questions. This does not include the Appeals and Grievances Committee.
 - (5) Announce, as soon as practicable after convening the Annual Session, the names of persons substituting on standing committees and such other committees as are necessary for the transaction of business during the Annual Session.
 - (6) To appoint
 - (a) Deputies and Assisting Deputies. By 8/7/2010, appointees working with JDI in the USA shall be on the current list of CAVs provided by the Executive manager. By 7/31/2011, appointees working with JDI in Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.
 - (b) Members to all committees and designate chairman. By 8/7/2010, all committee appointees working with JDI in the USA shall be on the current list of CAVs provided by the Executive Manager.
 - (7) Convene any Bethel under Supreme, any GGC, or the SGC for the purpose of settling disputes, inspecting the proceedings, or requiring obedience to the Constitution and Bylaws of the SGC.
 - (8) Suspend the function and/or the Charter of any JGC and the function of any Bethel under Supreme for good and sufficient reasons.
 - (9) Suspend or revoke the Charter of any GGC for good and sufficient reasons.
 - (a) An affirmative vote of not less than six (6) members of the Executive SGC shall be required for such action.
 - (b) The Jurisprudence Committee shall notify the Supreme Guardian within sixty (60) days after her request concerning the legality of any contemplated action before that action is taken.
 - (c) Failure of the Jurisprudence Committee to comply shall immediately empower the Executive SGC to institute action on its own volition.
 - (d) If a GGC becomes inactive or its Charter is revoked or withdrawn, its paraphernalia and other property shall become the property of the SGC. The Supreme Guardian shall take any necessary action to secure the same. In the event a JGC is formed (See SI 20.2) its paraphernalia and other property shall become the property of the JGC which shall be accountable for same.
 - (10) Issue dispensations to form new Bethels in jurisdictions wherein no GGC exists. (See SI 10)
 - (11) Issue special dispensations to Bethels under Supreme. (See SI 6)
 - (12) Serve as custodian of the Official Seal of the SGC.
 - (13) Review all requests from Bethels, either Grand, Jurisdictional or under Supreme, requesting that they be allowed to become a Bethel under another jurisdiction. If the geographic location is such that it allows a Bethel to participate in a more active manner in another location, the Supreme Guardian may, after advising with the Executive members of the SGC, of the GGCs and/or JGCs involved, authorize the jurisdiction to expand its authority over the Bethel(s) making this request.

Section 2. Institution, Reinstitution of Bethels

- (a) The Supreme Guardian shall personally institute/reinstitute a new Bethel under Supreme, unless she deems it advisable to delegate a Supreme Deputy to institute/reinstitute for her.
- (b) Appoint inspecting officer for instituting, reinstating and chartering a Bethel.

Section 3. Official Visit

- (a) The Supreme Guardian shall visit officially all JGCs and Bethels under Supreme except Bethels which have been instituted less than three (3) months prior to the end of her term.

- (b) An official visit is defined as the period or periods of time scheduled for the Supreme Guardian to conduct official business with the Bethel members, Bethel Guardian and the BGC. An official visit shall include an appropriate ceremony or other activity that has the aim of promoting communications between the Supreme Guardian and the Bethel members.
- (c) If not already accomplished by the Supreme Deputy or Assisting Supreme Deputy immediately prior to the official visit, the Supreme Guardian shall inspect the minutes of the BGC meetings, Bethel books, records, and annual reports (See B-SGC 9, Sec 2(a)(8)). After being satisfied that the books are in order the Supreme Guardian shall sign attesting to their condition.
- (d) The Supreme Guardian, with the Bethel Guardian, shall meet with the BGC.
- (e) The Supreme Guardian, or her representative, shall meet with members of a JGC and review their progress in promoting the Order in their Jurisdiction. She also shall visit at least one Bethel to inspect the work and the condition of the Bethel.

Section 4. Written Report

- (a) At each Annual Session, the Supreme Guardian shall submit a written report on the condition of the Order. She shall also make recommendations for the good of the Order as she deems necessary. An itemized expense account covering transportation and lodging shall be included in her report. This report shall be referred to the Distribution Committee.

Section 5. Rulings

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

Section 6. Official Seal and Records

- (a) Immediately after the installation, the retiring Supreme Guardian shall turn over to her successor the Official Seal, all financial reports, business records and Bethel, GGC and JGC Bylaws which are in her possession.

ARTICLE IV DUTIES OF OTHER ELECTED OFFICERS

Section 1. Reports

- (a) At the Annual Session, the following Supreme Officers shall make a brief report of her/his activities during the term.

Section 2. The Associate Supreme Guardian shall:

- (a) Assist the Supreme Guardian in the performance of the duties of her office.
- (b) Preside at meetings in the absence of the Supreme Guardian and the Vice Supreme Guardian, and at other times when requested to do so.
- (c) Advise the Supreme Guardian on all matters pertaining to the Order and subjects bearing on the relationship of the Order to Freemasonry.
- (d) Make himself thoroughly familiar with all laws pertaining to the Order.
- (e) Serve as a member of the Board of Trustees.
- (f) Serve as a member ex officio of all committees with the right to discuss and vote on all questions. This does not include the Appeals and Grievances Committee.

Section 3. The Vice Supreme Guardian shall:

- (a) Assist the Supreme Guardian and assume her duties during her disability or absence from the United States and Canada. In the event of death or permanent disability of the Supreme Guardian, the Vice Supreme Guardian shall become the acting Supreme Guardian until the close of the next Annual Session. (See C-SGC, Art. XI Sect 1 (a))
- (b) Prepare Certificates of Appointment (Form 191). After installation as Supreme Guardian, return prepared certificates to the Executive Manager with instructions for mailing originals.
- (c) Approve the Manual and any amendments thereto adopted by any GGC before they become effective, when recommended by the Jurisprudence Committee.

- (d) Approve the Uniform Code for Bethels, and any amendments thereto, for Bethels under Supreme when recommended by the Jurisprudence Committee before they become effective.
- (e) Approve the Rules and Regulations for Mothers', Fathers', or Parents' Clubs, and any amendments thereto, for Bethels under Supreme when recommended by the Jurisprudence Committee before they become effective.
- (f) Before the close of the Annual Session, as newly installed Supreme Guardian, appoint and announce the standing committees listed in Art. X below.
- (g) Immediately after the installation, the retiring Vice Supreme Guardian shall turn over to her successor all Bethel and GGC Bylaws which are in her possession.
- (h) Serve as a member of the Board of Trustees.

Section 4. The Vice Associate Supreme Guardian shall:

- (a) Assist the Associate Supreme Guardian and assume his duties during his disability or absence from the United States and Canada. In the event of death or permanent disability of the Associate Supreme Guardian, the Vice Associate Supreme Guardian shall become the Acting Associate Supreme Guardian until the close of the next Annual Session. (See C-SGC Art XI)
- (b) Serve as a member of the Board of Trustees.

Section 5. The Supreme Guide shall:

- (a) Bring such matters before the SGC as may promote the expansion and growth of the Order. At the Annual Session, she shall make a detailed report of her findings to the proper committee(s) for final action.
- (b) Submit to the Supreme Guardian the name of a voting delegate of the SGC who will serve as Chairman of the Session Arrangements Committee when she is installed as Supreme Guardian. This shall be done within fifteen (15) days after her installation as Supreme Guide.

Section 6. The Supreme Marshal shall:

- (a) Assist the Supreme Guide.
- (b) Present National Emblems at the opening of the Annual Session.
- (c) Present at the Annual Session such patriotic ceremonies as requested by the Supreme Guardian.
- (d) Give suggestions and advice relative to special patriotic programs to Bethels under Supreme when requested by them and to GGCs when requested by the Grand Guardian.
- (e) Perform such other duties as may be assigned to her by the Supreme Guardian.

Section 7. The Supreme Inner and Supreme Outer Guards shall:

- (a) Guard the doors of the SGC room.
- (b) See that the SGC is not unduly interrupted while in session.
- (c) Assist the Supreme Marshal with the Flag Ceremony.
- (d) Perform such other duties as may be assigned to them by the Supreme Guardian.
- (e) Contact and keep in touch with the Officers and members of the Masonic Fraternity and its appendant/related organizations and endeavor to interest them in organizing Bethel.
- (f) Educate other Masonic related bodies about Job's Daughters.
- (g) Protect the interest of the Order.

**ARTICLE V
DUTIES OF APPOINTED OFFICERS**

Section 1. The Supreme Chaplain shall:

- (a) Prepare and present to the SGC a suitable memorial service for departed members of the SGC, JGCs, BGCs and Bethel members under Supreme.
- (b) Contact Grand Secretaries, Jurisdictional Secretaries and Guardian Secretaries of Bethels under Supreme to obtain this information.

**ARTICLE VI
THE BOARD OF TRUSTEES**

Section 1. General

- (a) The Board shall conduct the business affairs of the SGC not otherwise delegated.

- (b) At each Annual Session a member or members other than the Supreme Guardian, Associate Supreme Guardian, Vice Supreme Guardian, or Vice Associate Supreme Guardian shall be elected to serve for three (3) years, or to fill vacancies.

Section 2. Members

- (a) The Board shall consist of the Supreme Guardian, Associate Supreme Guardian, Vice Supreme Guardian, Vice Associate Supreme Guardian, and five (5) elected members. (See C-SGC 3, Art VI, Sec 2 (e)).
- (b) The Executive Manager shall serve as the Secretary to the Board.

Section 3. Responsibilities and Duties of the Board

- (a) It is also the responsibility of the Board to hire an Executive Manager and to assure that additional staff support is available to perform the work of the Order in an effective, efficient and timely manner.
- (b) The duties of the Board are as follows:
- (1) Establish the business procedures and supervise the operation of the International Center.
 - (2) Determine the successful bidders for all purchases of the SGC.
 - (3) Approve the selection of a Federally insured bank(s) to handle the financial affairs of the Order. Insure that a safe deposit box(es) is obtained to keep all securities, surety bonds, patents and copyright records and a complete file on all editions of the Ritual and other valuable documents. Access to the same shall be granted to the Executive Manager, a member of the Board and one other Officer or member of the SGC appointed by the Supreme Guardian.
 - (4) With the advice of the Finance Committee invest any surplus funds of the Order in United States Government Bonds, Treasury Notes, Treasury Bills, Federally Insured Savings Banks, Building and Loan Associations or investments recommended by the brokerage firm used by the SGC.
 - (5) With the advice of the Finance Committee approve the selling and assignment of the securities of the SGC.
 - (6) Engage a Certified Public or Chartered Accountant to perform an audit or review of all books and accounts of the Executive Manager. A detailed report of this audit shall be delivered to each member of the Board of Trustees and Finance Committee, three (3) days prior to the Annual Session of the SGC.
 - (7) Maintain control of all existing and future patents, trademarks and copyrights of the IOJD/JDI. Approve or disapprove use of the trademark for commercial use. Engage legal counsel to prosecute those using the trademark without written approval.
 - (a) The Board may assess a fee to any GGC, JGC, Bethel, committee or individual who wishes to use any one of the trademarks for items ordered from any entity other than an Official Supplier.
 - (b) Use of a trademark for promotional items may be considered exempt from any fee as well as those items listed in SI-3.
 - (c) In the event items are produced using a trademark without prior approval being granted, the Board may assess the individual or group a fine for unauthorized use of a trademark.
 - (8) Supervise and administer the Ethel T. Wead Mick Fund with approval of the Finance Committee.
 - (9) Maintain control of the manufacturing and distribution of the Official jewelry and Supreme Merit awards. Approve all supplier contracts.
 - (10) Review annually all contracts and agreements with the SGC, including the copyright renewal, and report at the Annual Session of the SGC.
 - (11) Engage an insurance carrier(s) to provide proper insurance for the Order. Review all insurance on an annual basis and adjust accordingly.
 - (12) To monitor communications of the official SGC website.
 - (13) Appoint a Curator to preserve and manage the historical properties of the Order, working under the guidelines as approved by the Board of Trustees.
 - (14) Elect a Chairman and Vice Chairman from the five (5) elected members of the Board.
 - (15) Implement, maintain and enforce a Youth Protection Program and Policy for JDI in the USA, Canada and Australia
 - (a) The Board of Trustees shall establish an advisory council composed of a minimum of four (4) professionals specializing in areas relevant to youth protection and two (2) members of the Board of Trustees to develop Youth Protection Program guidelines that can be implemented in each jurisdiction in the USA, Canada, and Australia.

Section 4. Duties of the Executive Manager

- (a) Maintain a priced inventory of all supplies on hand and report same to the Board of Trustees at the Annual Meeting.
- (b) Secure competitive bids from suppliers for all printing, supplies and equipment that require approval by the Board of Trustees. Present these bids to the Finance Committee for recommendations to the Board of Trustees.
- (c) Provide a method of taking accurate records of the proceedings at the Annual Session of the SGC.
- (d) See that supplies necessary and desirable for the use of the Order and its members are available through the Supreme Office, that books and forms for use and for sale are properly designed for the convenience of those using them and that the books and forms comply with the law.
- (e) Maintain an accurate record of all the transactions of the Order and report the same to the Board of Trustees.
- (f) Maintain complete files of all correspondence, responding and distributing same as required and necessary.
- (g) Maintain an accurate record of the membership of the Order and all necessary information, required by law, pertaining to the same.
- (h) Provide all other administrative support as may be required by the Board of Trustees.
- (i) Prepare the Annual Proceedings of the SGC as defined in the "Guidelines for Production of the Supreme Proceedings" as approved by the Board of Trustees.
- (j) The Executive Manager shall be responsible for the distribution, grading, record keeping, collection of fees, and printing of the IOJD Knowledge Courses. It shall be the duty of the Executive Manager to:
 - (1) Keep a supply of Correspondence Courses and answer sheets on file.
 - (2) Fill requests for enrollment.
 - (3) Receive fees, keep accurate accounts thereof, and deposit same in the Promotional Fund.
 - (4) Submit a quarterly financial statement to the Supreme Guardian, Chairman of the Board and Chairman of the Finance and Promotion Committees.
 - (5) Receive completed answer sheets from participants including adults, score and return grade with next lesson sheet.
 - (6) Send certificate upon satisfactory completion of the Course.
 - (7) Review Course consistently as to number of participants, questions answered properly and improperly.
- (k) Fees for Course kept in the Promotional Fund shall be disbursed:
 - (1) When an expense account is submitted to, and approved by, the Supreme Guardian and the Chairman of the Promotion Committee.
 - (2) For cost of printing of Course material.
 - (3) For postage incidental to the program.
- (l) IOJD Knowledge Courses must be approved by the Jurisprudence Committee.
- (m) Participation in these Courses shall be voluntary.
- (n) Administer the JDI Youth Protection Program and Policy and collect all fees designated in the Program.
 - (1) Receive notices of CAV Training and the annually signed and completed CAV Application or CAV form from each person desiring to be a CAV in the USA with JDI.
 - (2) Issue a list of CAVs for each jurisdiction in the USA.
 - (3) Provide each CAV with a CAV card.
 - (4) Immediately notify the Supreme/Grand/Jurisdictional Guardian of any reported violation of the JDI Youth Protection Program.

Section 5. Meetings

- (a) There shall be at least two (2) meetings per year. One (1), three (3) days prior to the Annual Session of the SGC and one (1) held during the months of February or March. The latter will be called the mid-year meeting, and shall not exceed three (3) days.
- (b) The Chairman of the Board of Trustees and/or the Supreme Guardian may call emergency or additional meetings as necessary.
- (c) The Chairman of the Board of Trustees and/or the Supreme Guardian may invite others to attend the meetings as necessary to report on activities for which they are responsible.

**ARTICLE VII
SUPREME DEPUTIES AND ASSISTING SUPREME DEPUTIES**

Section 1. Eligibility/Appointment

- (a) Supreme Deputies shall be members of the SGC. An officer of the SGC may be appointed as a Supreme Deputy.
- (b) Assisting Supreme Deputies need not be members of the SGC but must possess the eligibility required for a member of a BGC. Assisting Supreme Deputies shall not be entitled to vote at the Annual Session by reason of such appointments.
- (c) Appointment of Supreme Deputies and/or Assisting Supreme Deputies shall be for one (1) year, but they are eligible for reappointment. All interim appointments shall terminate at the close of the next Annual Session.

Section 2. Duties

- (a) The duties of Supreme Deputies and Assisting Supreme Deputies are as follows:
 - (1) Promote Bethels in jurisdictions where no Bethel exists.
 - (2) Promote additional Bethels in jurisdictions where one or more Bethels exist.
 - (3) Promote, in conformity with Supreme law, the organization of a GGC in jurisdictions when qualified.
 - (4) Promote, in conformity with Supreme law, the formation of a JGC in jurisdictions where two (2) or more Chartered Bethels exist
 - (5) Institute Bethels when requested to do so by the Supreme Guardian.
 - (6) Install members of BGCs.
 - (7) Instruct Bethels after institution.
 - (8) Present Charters.
 - (9) Inspect the minutes of the BGC meetings, Bethel books, records, and Annual Reports immediately prior to the official visit of the Supreme Guardian. Sufficient time shall be allocated for the inspection so that guidance and assistance may be rendered and correction be made, if necessary. After being satisfied that the books are in order, the Supreme Deputy or Assisting Supreme Deputy, except where the Assisting Supreme Deputy is PBG or PABG of the Bethel being inspected, shall sign attesting to their condition. The results of the inspection shall be presented to the Supreme Guardian during the official visit.
- (b) When authorized by the Supreme Guardian, Supreme Deputies or Assisting Supreme Deputies may grant special dispensations on short notice when necessary and report such action immediately to the Supreme Guardian. Fees collected shall be sent to the Executive Manager. (See SI 6)
- (c) Supreme Deputies shall report their activities and the condition of Bethels under their supervision. Such reports shall be made within thirty days (30) of visitation.
 - (1) A copy of the expense report shall be sent to the Chairman of the Finance Committee.
 - (2) Copies of both reports shall be sent to the Supreme Guardian, Associate Supreme Guardian, Vice Supreme Guardian, Supreme Guide and Supreme Marshal.
 - (3) A report shall be made by November 1st and May 1st to those listed paragraph (2) above if no visitation has been made.
- (d) Supreme Deputies or Assisting Supreme Deputies shall:
 - (1) Review annually the Uniform Code for Bethels;
 - (2) Within two (2) weeks of this review the Report on Uniform Code for Bethels shall be sent to the Chairman of Jurisprudence.
- (e) Assisting Supreme Deputies shall report their activities in the same manner as described in (c) above, sending said report to the Supreme Deputy on October 1st and April 1st.
- (f) When Assisting Supreme Deputies have assumed the duties of Supreme Deputies, she/he shall forward the reports to those listed in (c) above.
- (g) Arrange, with permission of the Supreme Guardian and approval of the Chairman of the Finance Committee, an organizational meeting to ascertain and report in detail on:
 - (1) A census of potential Bethel members.
 - (2) The availability of a suitable meeting place.
 - (3) Adequate and proper adult supervision.
 - (4) Support from Masonic Lodges and Masonically related organizations. (Job's Daughters does not require sponsorship from these bodies.)

Section 3. Expenses

- (a) Transportation expenses for Supreme Deputies and Assisting Supreme Deputies will be paid as follows: by train, actual fare for most direct route; by auto, twenty cents (\$.20) per mile for most direct route; by air, actual air-coach fare.
- (b) Lodging and meals for Supreme Deputies and Assisting Supreme Deputies will be allowed not to exceed thirty dollars (\$30.00) per day for the actual number of days.
- (c) If above expenses are not otherwise provided for, they shall be paid from the Promotional Fund of the SGC in the manner provided by law.

Section 4. Supplies

- (a) Supreme Deputies and Assisting Supreme Deputies shall order supplies necessary to the performance of their duties from the Supreme Office.

**ARTICLE VIII
ELIGIBILITY/RESTRICTIONS FOR COMMITTEE APPOINTMENTS**

Section 1.

- (a) A voting member shall not serve on more than one (1) standing committee unless specifically stated by law.
- (b) The Supreme Guardian shall not appoint more than one (1) member from any GGC or JGC on any one standing committee.
- (c) Any member of the Jurisprudence Committee, having served the term to which she/he was appointed, or who resigns from that appointment or reappointment for any reason, shall not be eligible for appointment or reappointment to the Jurisprudence Committee until one (1) year after her/his term has expired. This does not apply to members appointed by the Supreme Guardian to fill vacancies.
- (d) Any member of the Finance Committee, having served the term to which she/he was appointed, or who resigns from that appointment or reappointment for any reason shall not be eligible for appointment or reappointment to the Finance Committee until one (1) year after her/his term has expired. This does not apply to members appointed by the Supreme Guardian to fill vacancies.
- (e) An elective officer of the SGC shall not serve on the Appeals and Grievances Committee.
- (f) Except for those specified in Sections (j), (k) and (l), no person shall be eligible to serve on a committee unless a member of the SGC.
- (g) Except for the Supreme Marshal and the Supreme Outer Guard, no officer of the SGC shall be eligible for appointment to any standing committee.
- (h) The spouses of the Supreme Guardian and the Associate Supreme Guardian shall not serve on the Appeals and Grievances, Jurisprudence, or Finance Committees.
- (i) The Chairman of the Session Arrangements Committee shall not be a member of any other committee of the SGC.
- (j) There are no eligibility requirements for appointment to the Session Arrangements Committee, except the Chairman who shall be a Voting Delegate of the SGC.
- (k) Executive BGC members of Bethels under Supreme and Grand Guardian Councils and Past Bethel Guardians and Past Associate Bethel Guardians under Supreme and Grand Guardian Councils are eligible to serve on other committees as listed in Art. XI, unless specifically excluded. The Chairman of Committees specified in Art. XI, shall be a Voting Delegate of the SGC.
- (l) Any Past Bethel Guardian or Past Associate Bethel Guardian may serve in any capacity on the Courtesy Committee.
- (m) Persons eligible to serve on a BGC, but not a Past Bethel Guardian or Past Associate Bethel Guardian, may be appointed as an "Ad Hoc" member of Special Committees appointed by the Supreme Guardian.
 - (1) There shall be no more than one (1) "Ad Hoc" member on any Special Committee.

**ARTICLE IX
VACANCY ON A COMMITTEE**

Section 1.

- (a) Should a vacancy occur on a committee during the year, the Supreme Guardian shall appoint an eligible member to fill the vacancy.

**ARTICLE X
APPOINTMENT AND DUTIES OF STANDING COMMITTEES**

Section 1. Appeals and Grievances Committee

- (a) The committee shall be composed of three (3) members.
- (b) The duty of this committee is to investigate all appeals, complaints or grievances which may be lawfully filed with it and report its recommendations to the Executive SGC within sixty (60) days after receipt. (See SI 15)
- (c) No report shall be made by this committee at the Annual Session.

Section 2. Educational Scholarships Committee

- (a) The committee shall be composed of three (3) members. At each Annual Session, one new member shall be appointed for a term of three (3) years.
- (b) The duties of this committee are set forth in Art. XIV and XV below.
- (c) The chairman shall keep a permanent file which shall be turned over to her/his successor.

Section 3. Finance Committee

- (a) The committee shall be composed of three (3) members. At each Annual Session, one (1) member shall be appointed for three (3) years.
- (b) The duties of this committee are as follows:
 - (1) Approve or disapprove, prior to obligation, any accounts which are to be presented as claims against the SGC, except those specifically authorized in these Bylaws. Invoices for supplies may be approved by the Chairman alone when necessary for prompt payment or for discount. Such invoices shall be handled in accordance with procedures agreed upon by the Board of Trustees and the Finance Committee. All accounts, invoices, and vouchers shall be returned to the Supreme Office for filing.
 - (2) Carefully investigate and report to the SGC, or if between Annual Sessions, to the Supreme Guardian and the Associate Supreme Guardian, on all proposed matters concerning disbursement of SGC funds before the same can be put in operation.
 - (3) Confer with the Supreme Guardian, Associate Supreme Guardian and the Board relative to the transfer of necessary funds from the General Fund to the Promotional Fund when in the judgment of the Finance Committee, the best interests of the Order will be served. The Finance Committee shall order the transfer when approved by a majority of those named.
 - (4) Call one (1) special meeting between annual sessions which shall not exceed three (3) days, when necessary and advisable. The Chairman, with the approval of the Supreme Guardian, shall call such meeting. This does not eliminate a special meeting prior to the Annual Session.
 - (5) Prepare and submit a budget of estimated income and disbursements for the ensuing year of the SGC. Copies of said budget shall be mailed to each Voting Delegate thirty (30) days prior to the Annual Session for adoption.
- (c) The Chairman shall receive Promotional Expense Accounts from the Supreme Deputies and/or Assisting Supreme Deputies and after a check of the activities according to law (Art. VII, Sec. 3 and Art. XIII, Sec. 13), shall authorize payment.
- (d) The Chairman shall keep a permanent file which shall be turned over to her/his successor.
- (e) Consult with and advise the Board of Trustees on the investment of available funds and the selling of any investment.

Section 4. Jurisprudence Committee

- (a) The Committee shall be composed of five (5) members. New appointments shall be for a term of three (3) years.
- (b) The duties of this Committee are as follows:
 - (1) Give careful consideration to all properly submitted proposed amendments to the Constitution and Bylaws of the SGC, Supplemental Instructions, Degree of Royal Purple, Miss International Job's Daughter Pageant and Supreme Bethel Rules and Regulations, discuss such amendments with the proposers when possible, and make a detailed report with recommendations for action by the SGC at the Annual Session.
 - (2) File a copy of decisions of the SGC on amendments adopted or rejected with the Executive Manager at the close of the Annual Session for her/his use in compiling new amendments for distribution. This shall be the duty of the retiring Chairman.

- (3) Receive and take action on all original Uniform Code for Bethels submitted by Bethels under Supreme, all Rules and Regulations for Mothers', Fathers', or Parents' Clubs under Supreme, and original Manuals submitted by GGCs.
- (4) Receive and take action on all amendments to:
 - [a] Manuals (including Rules and Regulations for Grand Bethel, Miss Job's Daughter and Degree of Royal Purple) of GGCs
 - [b] Uniform Code for Bethels for Bethels under Supreme
 - [c] Mothers', Fathers', and Parents' Clubs under Supreme
- (5) Approve or disapprove amendments submitted where such amendments are not covered by Supreme Bylaws until such amendments are subsequently covered by SGC Bylaws. Amendments modified by the Committee need not be adopted by the GGCs unless accepted by the GGC at its next Annual Session.
- (6) Return all amendments, approved or disapproved by the committee and Vice Supreme Guardian, to the GGCs or JGCs not later than ninety (90) days following receipt of the amendments, with specific reference to the page, article and section number supporting any adverse action. If no action is taken within the specified time, the amendments will be considered legally approved as submitted by the GGC or JGC.
- (7) Advise the Supreme Guardian, at her request, concerning the legality of any action or ruling contemplated by her. (See B-SGC, Art III, Sec 5)
- (8) Approve or disapprove all GGC's Books of Ceremonies and/or any changes thereto which have not been previously approved.
- (c) The Committee shall not give opinions relating to the Ritual except where there is a conflict with the Law.
- (d) The Chairman shall keep a permanent file which shall be turned over to her/his successor.
- (e) Any decision relating to any portion of the Manual of any GGC or JGC, having once been rendered by this committee, shall not be subject to any subsequent adverse decision by a subsequent committee except when the law governing the particular subject has been changed by amendment or revision to the Constitution and Bylaws of the SGC.
- (f) All Committee members shall keep permanent files which shall be turned over to their successors.

Section 5. Promotion Committee

- (a) The Committee shall be composed of five (5) members. At each Annual Session the new member(s) shall be appointed for a term not to exceed three (3) years.
- (b) The duties of this Committee are as follows:
 - (1) Coordinate the activities of the Fraternal Relations Committee by communicating with the Chairman before the close of business of the Annual Session.
 - (2) Review existing and proposed promotional material. Update, withdraw, and produce new material, with the approval of the Supreme Guardian, the Board of Trustees, and the Finance Committee.
 - (3) Accept all inquiries and/or requests for new or additional promotion in any jurisdiction under Supreme and immediately confer with the Supreme Guardian.
 - (4) Initiate, promote and develop programs that will assist the growth of the membership of the Order.
 - (5) Initiate, promote and develop programs that will assist the retention of present membership.
 - (6) Send suggested membership promotional programs to GGCs, JGCs and Bethels under Supreme for their consideration and use.
 - (7) Provide Bethels under Supreme an incentive program (membership) as accepted by the Supreme Guardian and with expenses approved by the Finance Committee.
- (c) The duties of the Chairman of this committee are as follows:
 - (1) Convene, organize, and assign duties to each member of this Committee before the close of the Annual Session. Absent members shall be notified of their duties within two (2) weeks.
 - (2) Appoint a member of the Committee as Vice Chairman who will assume the duties of the Chairman in her/his absence or disability.

Section 6. Leadership Committee

- (a) The committee shall be composed of at least five (5) members. Terms shall be designated as follows; two (2) members shall be appointed for three (3) years, two (2) members shall be appointed for two (2) years and all others for one (1) year. At each Annual Session the new member(s) shall be appointed for a term not to exceed three (3) years.

- (b) The duties of the Committee are as follows:
- (1) Initiate, promote and develop a Leadership Program that will enhance the Order's objective of the development of leadership in our membership and adult workers.
 - (2) Offer effective workshops to train those who are interested in Leadership Development in our Order.
 - (3) Present workshops and seminars that can be duplicated at regional, state/province and local levels within our Order.
 - (4) Develop a "Training Team" of individuals in our Order who possess a level of talents and skills and are willing to present effective Leadership Programs for the Order.
 - (5) Offer speakers, workshops and/or seminars at the Annual Session of the SGC.
 - (6) Assist the GGCs and JGCs in the development of state, province, territory or region Leadership Programs.
 - (7) Be responsible for the development of Leadership Programs in Supreme areas.
 - (8) Prepare a Leadership Development Program for the next SGC year consisting of goals, objectives, implementation plans and budget. This program shall be forwarded to the Supreme Guardian, the Finance Committee and the Board of Trustees at least thirty (30) days prior to the mid-year Board meeting.

ARTICLE XI APPOINTMENT AND DUTIES OF OTHER COMMITTEES

Section 1. Appointment

- (a) Following election at each Annual Session, the newly elected Supreme Guardian shall appoint the following committees, and such other committees as are necessary, for transaction of business for the ensuing year.

Section 2. Courtesy Committee

- (a) The Committee shall be composed of three (3) Past Bethel Guardians or Past Associate Bethel Guardian.
- (b) The duties of this Committee are as follows:
- (1) Assist in extending courtesy to visitors and members in attendance at the Annual Session and other times when occasion permits.
 - (2) At the Annual Session report on courtesies extended.

Section 3. Credentials Committee

- (a) The Committee shall be composed of three (3) members.
- (b) The duties of this Committee are as follows:
- (1) Examine carefully and pass upon the credentials of all persons claiming membership in the SGC or the right to vote therein. (See C-SGC, Art. IV and VII)
 - (2) Prepare a complete list of all delegates present and entitled to vote and file same with the Executive Manager as soon as practicable after the Annual Session convenes.

Section 4. Degree of Royal Purple Committee

- (a) The Committee shall be composed of five (5) members. New appointments shall be for a term of three (3) years.
- (b) The duties of this Committee are as follows:
- (1) Provide each Supreme Deputy full particulars regarding the Degree and enclose an application.
 - (2) Receive recommendations from the Executive members of JGCs and/or BGCs under Supreme.
 - (3) Determine the recipients of this award in accordance with the Rules and Regulations for the Degree.
- (c) The award shall be made in recognition of continuous dedicated service to the Order.
- (d) The Chairman shall keep a permanent file which shall be turned over to her/his successor.

Section 5. Miss International Job's Daughter Pageant Committee

- (a) The Committee shall be composed of at least five (5) members. Terms shall be designated as follows: two (2) members shall be appointed for three (3) years each; two (2) members to be appointed for two (2) years; and all others for one (1) year. At each Annual Session thereafter, the new member(s) shall be appointed for a term not to exceed three (3) years. The Chairman shall have served at least one (1) year on this Committee.

- (b) The duty of this Committee is to perform all functions and assume all responsibilities delegated to it in the Rules and Regulations of the Miss International Job's Daughter Pageant.
- (c) The Chairman shall keep a permanent file which shall be turned over to her/his successor.

Section 6. Revision Committee

- (a) The Committee shall be composed of at least three (3) members. Two (2) additional members may be appointed to serve on this Committee in the year preceding and the year of the Ritual Revision.
- (b) The duties of this Committee are as follows:
 - (1) Receive and assemble each year all proposed changes to the Ritual, Music Ritual and SGC Book of Ceremonies.
 - (2) Revise and present, when appropriate, said revision to the SGC for consideration. (See Art I, Sec 1 (g)(h))
 - (3) Pass on to their successors all work in progress.
- (c) By September of the year preceding the year of revision, the Committee shall send official notice to all Bethels, SGC members and all other GGC and JGC members outlining the proper procedures and deadlines established for submission of suggested revisions.
- (d) A copy of all proposed changes in the Ritual or the instructions contained therein shall be posted on the JDI website not less than one hundred twenty (120) days prior to the Annual Session at which they are to be considered. Printed copies will be mailed to individual voting members of the SGC upon request and payment of the cost of copying and postage as determined by the Executive Manager.
- (e) Follow same procedures for the Music Ritual as provided in (c) & (d) above.
- (f) Refer all proposed changes to the SGC Book of Ceremonies to the Jurisprudence Committee.
- (g) Submit proposed changes in the Book of Ceremonies, in writing, to the Executive Manager at least ninety (90) days prior to the Annual Session. A copy of the proposed changes shall be sent to each voting member not less than thirty (30) days prior to the Annual Session at which they are to be considered.

Section 7. Session Arrangements Committee

- (a) The Committee shall be composed of at least four (4) members.
 - (1) The Chairman shall be a Voting Delegate of the SGC.
- (b) The duties of the Chairman of this Committee are as follows:
 - (1) Appoint such subcommittees as may be necessary to make arrangements for the Annual Session.
 - (2) Coordinate all contacts with SGC officers and other committees of the SGC. Chairmen of subcommittees or members of this Committee shall send all requests for information through the Chairman of this Committee.
 - (3) Obtain financial guidelines on expenses incidental to the Annual Session from the Finance Committee. Prior approval of anticipated expenditures exceeding the guidelines must be obtained from the Finance Committee to insure payment. Expenditures not approved by the Finance Committee shall be paid by the Session Arrangements Committee.
 - (4) Receive the registration fee for the current Annual Session.

Section 8. Session Location Committee

- (a) The Committee shall consist of the newly elected Supreme Marshal and her Chairman (Chairmen) of Session Location.
- (b) The duties of this Committee are as follows:
 - (1) Read their report at the next Annual Session.
 - (2) Make a presentation in support of their recommendation before the delegates take action.

Section 9. Supreme Bethel Committee

- (a) The Committee shall be composed of at least five (5) members who are members of the SGC. The Chairman, a woman, known as the Supreme Bethel Guardian, shall have served at least one (1) year on this Committee. At least one (1) committee member shall be a Master Mason and will be the Associate Supreme Bethel Guardian.
- (b) The duty of this Committee is to perform all functions and assume all responsibilities delegated to it in the Rules and Regulations of the Supreme Bethel.
- (c) The Chairman shall keep a permanent file which shall be turned over to her successor.

Section 10. Special Committee

- (a) The Supreme Guardian shall appoint committees of three (3) members each in GGCs, JGCs and for Bethels under Supreme in jurisdictions that are prohibited because of monetary regulations from paying for supplies and sending fees due the SGC. These committees shall be directed to have printed all forms necessary for use in their jurisdiction. Such forms shall be exact duplicates of forms supplied through the Supreme Office.
- (b) Such Committee shall report annually to the Executive Manager concerning its activities.

Section 11. Special Committee: Revision of the Constitution and Bylaws

- (a) Appointment of a special committee on a complete revision of this Constitution and Bylaws shall be made only upon approval by a majority vote of the delegates present and voting at an Annual Session.

**ARTICLE XII
REVENUE**

Section 1. Fiscal Year

- (a) The fiscal year of the SGC shall be from June 1 to May 31 inclusive.

Section 2. Receipts

- (a) All money collected in the name of the SGC shall be received by the Executive Manager in US dollars and accounted for as directed by the Board of Trustees.

Section 3. Sources: The SGC shall derive its revenue from the following:

- (a) a fee for each dispensation to form a new Bethel under Supreme. (See SI 10)
- (b) a fee for each charter issued to a Bethel under Supreme. (See SI 10)
- (c) a fee for each charter issued to a new GGC (See Art XVIII, Sec 1(c)) and each JGC (See Art XIX, Sec 2 (b)).
- (d) fees for dispensations and charters from GGC and JGC as specified on Form 123.
- (e) a fee for each dispensation granting a special privilege to Bethels under Supreme. (See SI 6)
- (f) initiation fees and annual fees from all Bethels. (See SI 7)
- (g) a fine of twenty dollars (\$20.00) paid by the Executive members of BGCs under Supreme who fail to file Annual Report Form 112, or 113 and remit fees by January 31. Extension of time may be given at the discretion of the Executive Manager.
- (h) a fine paid by each GGC which fails to submit its required fees so that they are received no later than March 1 at the Supreme Office. The fine shall be a percentage of the total amount due:
 - (1) two percent (2%) for one (1) through thirty (30) days overdue, or
 - (2) five percent (5%) for thirty-one (31) through sixty (60) days overdue or
 - (3) seven and one half percent (7.5%) for any period over sixty (60) days.
- (i) Annual membership fee of thirty dollars (\$30.00) from each voting delegate of the SGC paid at the time of registration with the Session Arrangements Committee. The membership fee will provide eligibility to register with the Credentials Committee at the Annual Session, to vote at that session, to maintain active status for one (1) year on the distribution list of the SGC, and to receive the annual directory of the SGC.
 - (1) Receive the membership fees for the ensuing SGC year, forwarding them to the Supreme Office no later than thirty (30) days after the close of the Annual Session of the SGC.
- (j) Registration fee of two dollars (\$2.00) shall be paid to the Session Arrangements Committee by all those attending the Annual Session, except those under the age of ten (10).
- (k) Gifts, donations and contributions accepted by the SGC for promotional use (which includes the defraying of travel costs) for either Miss International Job's Daughter or the Supreme Bethel Honored Queen or for both. The Executive Manager shall report the status of these funds to the Chairman of the Promotion Committee, the Supreme Guardian and the recipients within ten (10) days after the close of the Annual Session. These funds are separate from and are accounted for separately than the allowances specified in Art. XIII, Sec. 15 and 16.

Section 4. Contributions

- (a) Contributions to expenses of Miss International Job's Daughter
 - (1) All monies solicited and received for the purpose of paying travel expenses of the Miss International Job's Daughters shall be sent directly to the Executive Manager. The monies received by the Executive Manager shall detail the source of the contribution.