

**BYLAWS OF THE JURISDICTIONAL GUARDIAN COUNCIL OF QUEENSLAND
JOB'S DAUGHTERS INTERNATIONAL**

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

Section 1.

- (a) The JGC shall 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) (See SOP-JGC-5)
- (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 the names of the Officers so elected by the membership of the JGC at the Annual Meeting to the Vice Supreme Guardian for approval.
- (e) Appoint committees necessary for the transaction of business of the JGC.
- (f) Appointees working with the JDI in Australia shall be on the current list of CAV's provided by the Executive Manager.
- (g) Serve as a member ex-officio on all committees with right to discuss and vote on all questions.
- (h) Submit a written report semi-annually to the Supreme Guardian on the condition of the JGC.
- (i) Submit a written report at the Annual Session on the condition of the jurisdiction.
- (j) 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.
- (k) Shall appoint a parliamentarian.
- (l) Present a verbal report at the Annual Meeting of the JGC on the condition of the jurisdiction.

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 special or Annual Meetings of the JGC unless prevented by a reasonable excuse.
- (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 (Assisting Supreme Deputy) and the officers of the JGC.
- (c) Conduct correspondence and affix the seal when required.
- (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 Meeting of the JGC.
- (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.
- (h) Be the Custodian of all property of the JGC. Maintain an inventory of all non-financial assets and valuable documentation and have a copy made available to the officers of the JGC upon request. Keep all non-financial assets and valuable documentation in a secure manner.
- (i) Notify all members of the changes and amendments to the Manual of Rules and Regulations of the JGC after approval has been received from the Jurisprudence Committee of the SGC.
- (j) Issue notice of all meetings, properly called.

Section 6. The Jurisdictional Treasurer shall:

- (a) Receive all monies from the Jurisdictional Secretary and give a receipt.
- (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.
- (1) Report to the Supreme Guardian on a semi-annual basis and annually at the Annual Session of JGC.
- (2) Present a financial report at all meetings and annually at the Annual Meeting of the JGC in a format acceptable to the requirements of the officers of the JGC and the Chair of Finance.
- (e) Assume the emergent duties of the Jurisdictional Secretary, when necessary.
- (f) Arrange for the audit of the financial books of the JGC at the close of the financial year.
- (g) Submit the Auditor's Report to the Annual Meeting of the JGC.
- (h) Send a copy of the Auditor's Report to the Supreme Guardian, Supreme Deputy (and Assisting SD).

ARTICLE III COMMITTEES

Section 1. Eligibility

- (a) (See C-JGC Art. XII Sec. 1 (a))

Section 2. Committees

- (a) The JGC shall have committees for YPP, Finance, Promotion, Fraternal Relations and Education & Bursaries. Additional committees may include, but are not limited to: Fundraising, Jurisdictional Bethel of Queensland, Miss Job's Daughter Pageant, Leadership, Credentials, Competition Committee(s) and Events Committee(s).

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 reinstitution 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 Masonic 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) Advise with the SGC Fraternal Relations Committee as necessary.
 - (6) Contact Fraternal Organizations where Bethels do not exist and endeavour to interest them in organizing or reinstituting Bethels in their communities.
 - (7) Co-ordinate with the Promotion Committee in areas where promotion is needed.
 - (8) The Chairman shall keep a permanent file of activities and turn it over to her/his successor.

Section 5. (Deleted by Amendment)

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 Queensland Job's Daughter Pageant Committee

- (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 Queensland 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. Leadership 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.

Section 11. Additional Committees

- (a) Additional committees may include, but are not limited to: Fundraising, Credentials, Competition Committee(s) and Events Committee(s).

ARTICLE IV FINANCE (Deleted by Amendment)

ARTICLE V
EDUCATIONAL AND PROMOTIONAL FUNDS

Section 1.

- (a) The JGC shall provide for a Promotional Fund.
- (b) The JGC may provide for an Educational Fund and adopt regulations concerning loans and/or bursaries from that fund. Loans and/or bursaries shall be at the discretion of the JGC.
- (c)-(d) (See SOP-JGC-6)

ARTICLE VI
DISCIPLINE AND REMOVAL FROM OFFICE
(Deleted by Amendment)

ARTICLE VII
FINES
(Deleted by Amendment)

ARTICLE VIII
APPEALS

Section 1.

- (a) (See SOP-JGC-1)

ARTICLE IX
MANUAL OF RULES AND REGULATIONS
(Deleted by Amendment)

ARTICLE X
BOOK OF CEREMONIES
(Deleted by Amendment)

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 August. 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))
- (4) Fix and collect annual membership, registration and other fees. (See SOP-JGC-7)
- (5) (Deleted by Amendment)
- (6) (Deleted by Amendment)
- (7) (Deleted by Amendment)
- (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)