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**RULES OF
THE JURISDICTIONAL GUARDIAN COUNCIL OF
QUEENSLAND (INC.) OF JOB'S DAUGHTERS INTERNATIONAL**

1. Interpretation

1. for these rules –

Act means the *Association Incorporation Act 1981*.

present –

- a. at an Executive Committee meeting, see rule 19; or
b. at a general meeting, see rule 20.

Associations Incorporation Act 1981

Registered on

- 6 MAY 2022

Delegate of the Director-General

2. A word or expression that is not defined in these model rules, but is defined in the Act has, if the context permits, the meaning given by the Act.
3. Secretary means the Jurisdictional Secretary.
4. Treasurer means the Jurisdictional Treasurer.

2. Name

The name of the incorporated Association is The Jurisdictional Guardian Council of Queensland of Job's Daughters International Inc. (**the Association**).

3. Objects

The objects of the Association are –

1. To band together girls for spiritual and moral upbringing, to develop leadership, to seek knowledge, to teach love of God, love of Country and respect for its Flag, love of home and family, and reverence for the teachings of the Holy Scriptures.
2. To be supreme within Queensland in all matters pertaining to the Bethels, Bethel Guardian Councils and its own affairs subject to the Constitution, By-Laws and Rules and Regulations of Job's Daughters International.

4. Authority

The Association operates under authority of a Charter granted by the Supreme Guardian Council of Job's Daughters International and dated the 7th May 2010. The jurisdiction of the Association shall be limited to Queensland.

5. Powers

1. The Association has the powers of an individual.

2. The Association may, for example –
 - a. enter into contracts; and
 - b. acquire, hold, deal with and dispose of property; and
 - c. make charges for services and facilities it supplies; and
 - d. do other things necessary or convenient to be done in carrying out its affairs.
3. The Association may also issue secured and unsecured notes, debentures and debenture stock for the Association.

6. Membership

The membership of the Association shall consist of the Jurisdictional Guardian Council Officers, Past Bethel Guardians and Past Associate Bethel Guardians of Bethels in Queensland, Past Bethel Guardians and Past Associate Bethel Guardians of other jurisdictions residing in Queensland and the Executive members of each Bethel Guardian Council chartered or under dispensation within the jurisdiction all of whom shall be ordinary members.

7. Membership Fees

The membership fees shall be the amount decided by the members from time to time at a general meeting and is payable when, and in the way, the Executive Committee decides.

8. When Membership Ends

1. A member may resign from the Association by giving a written notice of resignation to the secretary.
2. The resignation takes effect at –
 - i. the time the notice is received by the secretary; or
 - ii. if a later time is stated in the notice – the later time.
3. If a member –
 - i. is convicted of an indictable offence; or
 - ii. does not comply with any of the provisions of these rules; or
 - iii. has membership fees in arrears for at least twelve (12) months; or
 - iv. conducts himself or herself in a way considered to be injurious or prejudicial to the character or interest of the Association

the member must be dealt with in accordance with the Constitution, By-Laws and Rules and Regulations of Job's Daughters International.

4. Before the Executive Committee terminates a member's membership, the Committee must give the member a full and fair opportunity to show why the membership should not be terminated.

5. If, after considering all representations made by the member, the Executive Committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.
6. The date of termination shall be the date indicated in the written notice of the decision.

9. Appeal Against Rejection or Termination of Membership

A person whose membership has been terminated may appeal in the manner provided in the Law of Appeals and Grievances of Job's Daughters International.

10. Register of Members

1. The Executive Committee must keep a register of members of the Association.
2. The register must include the following particulars for each member –
 - i. the full name of the member;
 - ii. the postal or residential address of the member;
 - iii. the date of admission as a member;
 - iv. the date of death or resignation of the member;
 - v. details about the termination or reinstatement of membership;
 - vi. any other particulars the Executive Committee or the members at a general meeting decide.
3. The register must be open for inspection by members of the Association at all reasonable times.
4. A member must contact the secretary to arrange an inspection of the register.
5. However, the Executive Committee may, on the application of a member of the Association, withhold information about the member (other than the member's full name) from the register available for inspection if the Executive Committee has reasonable grounds for believing the disclosure of the information would put the member at risk or harm.

11. Prohibition on Use of Information on Register of Members

1. A member of the Association must not –
 - i. use information obtained from the register of members of the Association to contact, or send material to, another member of the Association for the purpose of advertising for political, religious, charitable or commercial purposes; or

- ii. disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to another member of the Association for the purpose of advertising for political, religious, charitable or commercial purposes.
- 2. Sub rule 1 does not apply if the use or disclosure of the information is approved by the Association.

12. Officers

Elective Officers

The elective officers of the Association 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.

13. Eligibility

1. No person shall be eligible for election or appointment as an officer of the Association unless she/he is a voting delegate thereof;
2. No person shall be eligible to serve as an elective Association 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.
 - a. Bethel Guardians and Associate Bethel Guardians who are completing their first full term in said office at the time of a Jurisdictional Guardian Council election shall be eligible to serve as an elective officer of the Association.
3. 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 elective officer of the Association for a period of one (1) term.
4. A Jurisdictional Guardian, Associate Jurisdictional Guardian, Vice Jurisdictional Guardian and Vice Associate Jurisdictional Guardian may serve two (2) consecutive terms. A Jurisdictional Secretary or Jurisdictional Treasurer may serve four (4) consecutive terms.
5. An elected Supreme Guardian Council officer shall not hold an office in the Association.

14. Membership of Executive Committee

1. The Executive Committee of the Association shall consist of the elective officers of the Association.
2. Election of Officers shall be held during the Annual General Meeting of the Association.
 - a. The election shall be by secret ballot without nomination;
 - b. A majority vote of those present and voting shall elect;
 - b. Candidates aspiring to an office shall be requested to rise and state their name and Bethel;
 - c. Election of Officers shall be in the following order:

Jurisdictional Guardian,
Associate Jurisdictional Guardian,
Vice Jurisdictional Guardian,
Vice Associate Jurisdictional Guardian,
Jurisdictional Secretary; and
Jurisdictional Treasurer.
 - d. No person shall hold an office on a Bethel Guardian Council while holding the office of Jurisdictional Guardian or Associate Jurisdictional Guardian.

15. Term

All officers shall be elected or appointed for a term of one (1) year, or until the close of the next Annual General Meeting, but shall continue to perform the duties of their office until their successors have been installed.

16. Discipline and Removal from Office

1. Discipline
 - a. Any officer or member of the Association may be cited by the Jurisdictional Guardian to appear, at a designated time and place, 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.

The Executive Jurisdictional Guardian Council 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 Supreme Guardian Council within thirty (30) days from the date of the hearing.

The Executive Jurisdictional Guardian Council shall determine the innocence or guilt of the accused. If the charges are sustained, the Executive Jurisdictional Guardian Council shall have the power to reprimand, remove from office, suspend, or expel such Association officer or member.

- b. Jurisdictional Guardians may be suspended for cause by the Supreme Guardian but shall have the right of appeal to the Executive Supreme Guardian Council.

2. Removal from Office

- a. The Jurisdictional Guardian shall have the power to remove from office any Bethel Guardian Council 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 giving complete information concerning the Law of Appeals and Grievances. This does not deny anyone removed the right of Appeal.
- b. Any present or past officer or Executive member of a Bethel Guardian Council losing her/his standing therein by suspension or expulsion shall automatically lose her/his standing in the Association of Job's Daughters International until reinstated by the Association or Executive Supreme Guardian Council.

17. Vacancies on Executive Committee

- 1. If the office of the 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 and during the next Annual General Meeting.
- 2. Such resignation and any information relative to the vacancy shall be directed to the Jurisdictional Secretary who shall notify the Supreme Guardian, Executive Manager, all Association officers, Executive members of the Bethel Guardian Councils, and the chairman of all Association committees, affixing the seal of the Association thereto.
- 3. The same procedure shall apply to the Vice Associate Jurisdictional Guardian should the office of the Associate Jurisdictional Guardian become vacant.
- 4. In the event of a vacancy in any other elective office, The Jurisdictional Guardian shall chose either to allow the remaining Executive JGC to hold a vote to elect a replacement or to call a Special Meeting of the JGC so that all members of the JGC may hold a vote to elect a replacement to fill the vacancy until the next regular election. The usual qualifications to the vacant position shall apply.

18. Functions of the Executive Committee

1. Except as otherwise provided by these Rules and subject to the Constitution, By-Laws and Rules and Regulations of Job's Daughters International, the Jurisdictional Guardian –
 - a. Shall have the general control and management of the administration of the affairs, property and funds of the Association; and
 - b. Shall have authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent.
2. The Jurisdictional Guardian may exercise all the powers of the Association –
 - a. To borrow or raise or secure the payment of money in such manner as the members of the Association may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future, and to purchase, redeem or pay off any such securities;
 - b. To borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off any such securities; and
 - c. To invest in such manner as the members of the Association may from time to time determine.
3. The powers of the Executive Committee shall be limited to action on appeals as provided under the laws of Job's Daughters International and advising on matters when requested to do so by the Jurisdictional Guardian.

19. Meetings of Executive Committee

1. The Executive Committee shall meet at least once every calendar month (except during the months of December and January) to exercise its functions or at the direction of the Jurisdictional Guardian.
2. A special meeting of the Executive Committee shall be convened by the Jurisdictional Secretary on a requisition in writing signed by the Jurisdictional Guardian or not less than a majority of the members of the Executive Committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.

3. A quorum shall consist of more than fifty percent (50%) of the members.
4. Subject as previously provided in this rule, the Executive Committee may meet together and regulate its proceedings as it thinks fit: Provided that questions arising at any meeting of the Executive Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative, however the Chairman may at her/his discretion cast a deciding vote.
5. A member of the Executive Committee shall not vote in respect of any contract or proposed contract with the Association in which she/he is interested, or any matter arising thereout, and if she/he does so vote her/his vote shall not be counted.
6. Not less than fourteen (14) days notice shall be given by the Jurisdictional Secretary to members of the Executive Committee of any special meeting of the Executive Committee. Such notice shall clearly state the nature of the business to be discussed thereat.
7. The Jurisdictional Guardian shall preside as Chairman at every meeting of the Executive Committee, or if there is no Jurisdictional Guardian, or if at any meeting she is not present within ten minutes after the time appointed for holding the meeting, the Vice Jurisdictional Guardian shall be Chairman or if the Vice Jurisdictional Guardian is not present at the meeting then the Associate Jurisdictional Guardian shall be Chairman.
8. All acts done by any meeting of the Executive Committee or of a sub-committee or by any person acting as a member of the Executive Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Executive Committee or person acting as aforesaid, or that the members of the Executive Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Executive Committee.
9. A resolution in writing signed by all the members of the Executive Committee for the time being entitled to receive notice of a meeting of the Executive Committee shall be as valid and effectual as if it has been passed at a meeting of the Executive Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Executive Committee.

20. Annual or Special General Meeting

1. The Annual General Meeting shall be held on a date and in a city/town determined by the Association.

2. The venue and dates of the Annual General Meeting shall be recommended by the Jurisdictional Guardian elect at the close of the annual meeting.
3. The business to be transacted at every Annual General Meeting shall include –
 - a. Receiving of the Executive Committee's Report.
 - b. Receiving the Association's financial statement and audit report for the last reportable financial year.
 - c. Presenting the financial statement and audit report to the meeting for adoption.
 - d. The election of members of the Executive Committee.
 - e. Appointing an auditor or an accountant to audit the accounts of the Association for the present financial year.
4. The Jurisdictional Secretary shall convene a Special General Meeting when directed by the Jurisdictional Guardian.
5. At any Annual/Special General Meeting the number of members required to constitute a quorum shall consist of twice the number of Executive positions plus one (1) and representing not less than seventy-five (75) percent of the number of active Bethels at the time of the meeting and at least one (1) of the first four (4) elective officers of the Jurisdictional Guardian Council.
6. No business shall be transacted at any Annual/Special General Meeting unless a quorum of members is present at the time when the meeting proceeds to business.
7. If within half an hour from the time appointed for the commencement of a Annual/Special General Meeting a quorum is not present the meeting shall stand adjourned to the same day in the next week at the same time and place or to such other day and such other place as the Jurisdictional Guardian may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the members present shall be a quorum.
8. The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
9. The Jurisdictional Secretary shall convene all Annual/Special General Meetings of the Association by giving not less than thirty (30) days notice of any such meeting to the members of the Association.

10. The manner by which such notice shall be given shall be determined by the Executive Committee: Provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of her/his membership by the Executive Committee, shall be given in writing. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.
11. The Jurisdictional Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Executive Committee meeting and Annual/Special General Meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Jurisdictional Secretary for that inspection.
12. For the purpose of ensuring the accuracy of the recording of such minutes, the minutes of every Executive Committee meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding Executive Committee meeting verifying their accuracy.
13. Similarly, the minutes of every Annual/Special General Meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding Annual/Special General Meeting whichever occurs first.
14. A Financial member may appoint a proxy, as follows:
A proxy shall be issued to an Associate member of their BGC only if the Associate member has for the same eligibility as that required to become an Executive member of a BGC.
A proxy shall be limited to the particular special meeting or Annual Meeting of the JGC for which it is issued and shall be duly certified by all Executive members of the BGC of the Executive Member giving the proxy.
No person shall have more than one proxy or be entitled to more than one (1) vote.

21. By –Laws

The Association may from time to time make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the Association and no such by-law, amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Job's Daughters International.

22. Alteration of Rules

1. Subject to the Act, these rules may be amended, replaced or added to by a special resolution carried at an Annual/Special General Meeting: Provided that no such amendments, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by Job's Daughters International.

2. However an amendment, repeal or addition is valid only if it is registered by the Secretary.

23. Common Seal

1. The Executive Committee must ensure the Association has a common seal.
2. The common seal must be –
 - a. kept securely by the Executive Committee; and
 - b. used only under the authority of the Executive Committee.
3. Each instrument to which the seal is attached must be signed by a member of the Executive Committee and countersigned by –
 - a. the secretary; or
 - b. another member of the Executive Committee; or
 - c. someone authorised by the Executive Committee.

24. Funds and Accounts

1. The funds of the Association must be kept in an account in the name of the Association in an Australian-based financial institution decided by the Executive Committee.
2. Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Association.
3. All amounts must be deposited in the financial institution account as soon as practicable after receipt.
4. A payment by the Association of one hundred dollars (\$100.00) or more must be made by cheque or electronic funds transfer.
5. If a payment of one hundred dollars (\$100.00) or more is made by cheque, the cheque must be signed by any two (2) of the following –
 - a. the Jurisdictional Guardian;
 - b. the Jurisdictional Secretary;
 - c. the Jurisdictional Treasurer;
 - d. any one(1)of three (3) other members of the Association who have been authorised by the Jurisdictional Guardian to sign cheques issued by the Association.
 1. However, one (1) of the persons who signs the cheque must be the Jurisdictional Guardian, the Jurisdictional Secretary or the Jurisdictional Treasurer.
 2. Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.

3. A petty cash account must be kept on the imprest system, and the Executive Committee must decide the amount of petty cash to be kept in the account.
4. All expenditure must be approved or ratified by the Executive Committee.

25. General Financial Matters

1. On behalf of the Executive Committee, the Jurisdictional Treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared which shall consist of a Balance Sheet and Profit and Loss Statement, at a minimum
2. The income and property of the Association must be used solely in promoting the Association's objects and exercising the Association's powers.

26. Documents

The Executive Committee must ensure the safe custody of books, documents, instruments of title and securities of the Association.

27. Financial Year

The end date of the Association's financial year is 30th of June in each year.

28. Distribution of Surplus Assets to Another Entity

1. This rule applies if the Association –
 - a. is wound-up under part 10 of the Act; and
 - b. has surplus assets.
2. The surplus assets must not be distributed among the members of the Association.
3. The surplus assets must be given to another entity –
 - a. having objects similar to the Association's objects; and
 - b. the rules of which prohibit the distribution of the entity's income and assets to its members.
4. In this rule – **surplus assets** see section 92(3) of the Act.