

**STANDARD OPERATING PROCEDURES OF THE  
JURISDICTIONAL GUARDIAN COUNCIL OF QUEENSLAND  
JOB'S DAUGHTERS INTERNATIONAL**

**SOP-JGC-1  
APPEALS**

**Section 1.**

- (a) JGC members who are dissatisfied with any act or decision of the Jurisdictional Guardian which might abrogate any rights and privileges specifically guaranteed them by the Constitution and Bylaws of the SGC may appeal in a manner provided in the Law of Appeals and Grievances. (See SOP-SGC-1).

**SOP-JGC-2  
BOOK OF CEREMONIES**

**Section 1.**

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

**SOP-JGC-3  
COMMITTEES**

**Section 1.**

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

**SOP-JGC-4  
DISCIPLINE AND REMOVAL FROM OFFICE**

**Section 1. Discipline**

- (a) Any JGC officer may be cited by the Executive SGC to appear, at a designated time and place within her/his jurisdiction, before a committee appointed by the Supreme Guardian for that purpose, to show cause why she/he should not be reprimanded, removed from office, suspended, or expelled from the Order for violation of the laws of the Order, or for conduct unbecoming a member of the Order. The citation shall state specifically the charges preferred. At the time and place stated in the citation, the committee appointed for that purpose shall hear the evidence offered against and on behalf of the accused, and shall make findings of fact thereon and report its findings to the Executive SGC within thirty (30) days from the date of the hearing. Upon receipt of the report of said committee, the Executive SGC shall determine the innocence or guilt of the accused. If the charges are sustained, the Executive SGC shall have the power to reprimand, remove from office, suspend or expel such JGC Officer.
- (b) A Jurisdictional Guardian may be suspended for cause by the Supreme Guardian but shall have the right of appeal to the Executive SGC. (See SOP-SGC-1)

**Section 2. Removal from Office**

- (a) Upon recommendation of the Jurisdictional Guardian, the Supreme Guardian may remove or direct the Supreme Deputy to remove from office any BGC officer for cause, insubordination, misconduct, or unlawful withholding or retention of any property of a Bethel. Notice of such removal shall be given in writing, stating the cause of the removal and complete information concerning the law of Appeals and Grievance (See SOP-SGC-1). This does not deny anyone removed the right of appeal.
- (b) Any present or past officer or Executive member of a BGC losing her/his standing therein by suspension or expulsion shall automatically lose her/his standing in the JGC until reinstated by the Executive JGC.

**SOP-JGC-5  
DUTIES AND POWERS OF A JURISDICTIONAL GUARDIAN COUNCIL**

**Section 1.**

- (a) A JGC shall obtain their supplies from the SGC.
- (b) The Supreme Guardian shall authorize all penalties and fines.

**SOP-JGC-6**  
**EDUCATIONAL AND PROMOTIONAL FUNDS**

**Section 1.**

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

**SOP-JGC-7**  
**FINANCES**

**Section 1. Receipts**

- (a) All monies collected in the name of the JGC shall be received by the Jurisdictional Secretary and accounted for as shown under her/his duties.
- (b) There may be a coin march held at each meeting which shall be divided into projects.
- (c) The JGC may sponsor fundraising projects, requesting Bethel participation in same. These funds may be used to help finance the Jurisdictional Rally, Miss Queensland Job's Daughter, awards, etc.

**Section 2. Dues/Fees**

- (a) The JGC may fix and collect from each of its members Annual Dues (SOP-JGC-7) and/or registration fee and such other fees as deemed necessary (SOP-SGC-11). These fees may include, but are not limited to fees for Rallies, Pageants, Workshop/Leadership Training, and Annual Meetings of the JGC.
  - (1) The amount of the Annual Dues shall be determined at each Annual Meeting of the JGC;
  - (2) Fees/dues so collected shall be used primarily to defray the expenses incidental to the event.
  - (3) Members of the JGC shall be suspended for non payment of membership fee.

**Section 3. Exemption**

- (a) A JGC shall be exempt from payment of fees as specified in SOP-Bethel-2 for members residing in Masonic Homes or homes sponsored by an organization based on Masonic membership or relationship.

**Section 4. Disbursements**

- (a) All checks shall be countersigned by the Jurisdictional Treasurer or other authorized Executive members of the JGC. All checks shall have two (2) signatures. When the checks have been issued the warrant shall be signed by the Jurisdictional Treasurer.
- (b) If this organization is disbanded and no GGC is formed:
  - (1) All funds designated as Educational Funds shall become part of the SGC Educational Fund.
  - (2) All Funds designated as Promotional Funds shall become part of the SGC Promotional Fund.
  - (3) All other funds from the JGC shall be distributed among the remaining Bethels that were operating under the JGC, prorated according to membership.
  - (4) If there are no remaining Bethels then all other funds shall become the property of the SGC.
- (c) Should this organization be disbanded due to formation of a GGC, all property and funds shall become the property of the GGC of Queensland.

**Section 5.**

- (a) No indebtedness shall be incurred by the JGC in excess of the funds in its treasury.
- (b) Letters of donation requests from Bethels and individual members shall be approved by the Executive Jurisdictional Guardian Council and prepared by the Jurisdictional Secretary.

**SOP-JGC-8**  
**FINES**

**Section 1. Fines**

- (a) Failure to file reports and forms by the deadline dates, as required by law, will necessitate the payment of a penalty as noted in SOP-SGC-11 5 (c)

**SOP-JGC-9**  
**FORMAT FOR CONSTITUTION OF A JURISDICTIONAL GUARDIAN COUNCIL JOB'S DAUGHTERS**  
**INTERNATIONAL**  
(Deleted by Amendment)

**SOP-JGC-10**  
**FORMAT FOR BYLAWS OF A JURISDICTIONAL GUARDIAN COUNCIL JOB'S DAUGHTERS**  
**INTERNATIONAL**  
(Deleted by Amendment)

**SOP-JGC-11**  
**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.

**SOP-JGC-12**  
**JURISDICTIONAL BETHEL**  
**ARTICLE I**  
**AUTHORITY**

**Section 1.**

- (a) Authority to form a Jurisdictional Bethel is given in B-JGC, Art I, Sect 1 (b).
- (b) The Jurisdiction shall appoint a committee of not less than three (3) persons, one (1) of whom must be a Mason, to guide and counsel the Officers of the Jurisdictional Bethel.
- (c) The name of this organization shall be a Jurisdictional Bethel of JDI.

**ARTICLE II**  
**OBJECT**

**Section 1.**

- (a) The object of this organization is to band together all the Job's Daughters of a jurisdiction which has a JGC for the purpose of developing leadership, promoting the interest, welfare, and growth of the Order and bringing the Daughters into closer relationship with the JGC.
- (b) To provide an organization which will assist in promoting Job's Daughters by representing the Order with the concordant Masonic and Masonic affiliated organizations. To assist with public relations within the various communities through participation in local events, when asked to do so.
- (c) To assist in instituting new Bethels within the Jurisdiction and other Jurisdictions when requested to do so. Assist small Bethels in the Ceremony of Initiation when requested to do so.

**ARTICLE III**  
**OFFICERS AND MEMBERS**

**Section 1.**

- (a) All active members of the Jurisdiction shall be members of the Jurisdictional Bethel.
- (b) The Officers of the Jurisdictional Bethel shall consist of the Jurisdictional Bethel Honoured Queen, Jurisdictional Bethel Senior and Junior Princesses, Jurisdictional Bethel Guide, Jurisdictional Bethel Marshal, Jurisdictional Bethel Chaplain, Jurisdictional Bethel Recorder, Jurisdictional Bethel Treasurer, Jurisdictional Bethel Librarian, Jurisdictional Bethel Musician, Jurisdictional Bethel Messengers (1st through 5th), Jurisdictional Bethel Senior Custodian, Jurisdictional Bethel Junior Custodian, Jurisdictional Bethel Inner Guard and Jurisdictional Bethel Outer Guard.
- (c) A Choir and Jurisdictional Bethel Representatives may be selected.

## **ARTICLE IV OFFICER SELECTION**

### **Section 1.**

- (a) Methods of selection shall be recommended by the Jurisdiction and approved by the Jurisprudence Committee of the SGC.
- (b) If it is determined by the Jurisdictional Guardian that any active member of the Jurisdictional Bethel is not able to perform her duties for reasons related to personal conduct, the Jurisdictional Guardian with the consent of the Executive officers of the JGC shall remove the Daughter's name from consideration.

## **ARTICLE V TERM OF OFFICE**

### **Section 1.**

- (a) The term of office shall be one (1) year and begins at the Annual Meeting of the Jurisdictional Bethel.

## **ARTICLE VI MEETINGS**

### **Section 1.**

- (a) There shall be at least one (1) meeting of the Jurisdictional Bethel per year.

## **ARTICLE VII CEREMONIES**

### **Section 1.**

- (a) Each Jurisdiction may develop its own Ceremonies, based on the latest version of the Job's Daughters Ritual, the Supreme Bethel Business Meeting (see R&R - Supreme Bethel), and the Supreme Book of Ceremonies. All ceremonies shall be approved by the Jurisprudence Committee of the SGC.

## **ARTICLE VIII REGALIA**

### **Section 1.**

- (a) For the Jurisdictional Bethel meetings and installation, a Jurisdiction may approve and provide:
  - (1) Crowns and capes (other than official regalia) to be worn by the Jurisdictional Bethel Honoured Queen and the Jurisdictional Bethel Senior and Junior Princesses.
  - (2) Robes (other than official regalia) to be worn by all Jurisdictional Bethel Officers. If such robes are not approved and provided, approved dresses shall be worn.
  - (3) Robes (official regalia) to be worn with crowns and capes as listed in (1) above.
- (b) For making Bethel visits and attending other functions, a JGC may approve the wearing of regalia as listed in (a).
- (c) For exemplifying Ritual work of the Order or when assisting with the instituting of new Bethels, the official regalia of the Order shall be worn. (See SOP-Bethel-11)

### **Section 2.**

- (a) Each Jurisdiction shall include laws concerning regalia in the Jurisdictional Bethel Bylaws.

## **ARTICLE IX MEDALLIONS AND PINS**

### **Section 1.**

- (a) A Jurisdiction may approve the wearing of medallions and pins, and may approve the means of providing the same.

**SOP-JGC-13**  
**MANUAL OF RULES AND REGULATIONS**

**Section 1. Amendments**

- (a) These Rules and Regulations may be amended at the Annual Meeting of the JGC by a two-thirds (2/3) affirmative vote of the members present and voting.
  - (1) Proposed Amendments shall be submitted in writing to the Jurisdictional Secretary by the 1st June of the year of the Annual Meeting of the JGC.
  - (2) A copy of the Proposed Amendments shall be distributed to all Bethels, members of the JGC, Supreme Deputy, (Assisting Supreme Deputy), Supreme Guardian, and Vice Supreme Guardian by the 1st of July of the year of the Annual Meeting of the JGC.
- (b) Amendments to the Manual of Rules and Regulations of the JGC shall be adopted by the JGC at the Annual Session. Within thirty (30) days after the close of the Session, the Jurisdictional Secretary shall send one (1) electronic copy of the newly adopted amendment(s) to the Vice Supreme Guardian and the Chairman of the Supreme Jurisprudence Committee.
- (c) Following the approval of amendments to the JGC Manual, the Jurisdictional Secretary shall electronically send the updated Manual, which includes said amendments, to the Chairman of the Jurisprudence Committee of the SGC, the Supreme Guardian, the Vice Supreme Guardian and the Executive Manager.
- (d) The adoption by the SGC of new laws or amendments to existing laws affecting any Manual automatically amends same.

**SOP-JGC-14**  
**MEETINGS**

**Section 1.**

- (a) Meetings shall be conducted according to Rules of Order and Parliamentary Authority (See SOP-SGC16)
- (b) Special meetings may be called on the request in writing by the Jurisdictional Guardian or not less than a majority of the remaining Executive JGC.

**SOP-JGC-15**  
**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 until the close of the next Annual Session of the SGC.
- (b) Information relative to the vacancy shall be directed to the Jurisdictional Secretary who shall notify the Supreme Guardian and Executive Manager, affixing the seal of the JGC thereto.
- (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.