

**STANDARD OPERATING PROCEDURES
OF THE GRAND GUARDIAN COUNCIL
OF COLORADO JOB'S DAUGHTERS INTERNATIONAL**

**CO-SOP-GGC-1
APPEALS**

Section 1.

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

CO-SOP-GGC-2
BOOK OF CEREMONIES

Section 1.

- (a) The Book of Ceremonies adopted by the SGC shall be used as the official Book of Ceremonies. (See B-GGC Art. XVII Sec. 1.5)
- (b) A Book of Ceremonies adopted by a GGC shall be approved by the voting delegates at an Annual Session. All changes to existing ceremonies and any subsequent ceremonies shall be adopted in the same manner. All ceremonies and changes shall be submitted to the Jurisprudence Committee of the SGC for approval.
- (c) The adoption by the SGC of new laws or amendments to existing laws affecting any Book of Ceremonies automatically amends same.
- (d) GGCs having Books of Ceremonies which have not been approved within the past ten (10) years shall submit same for approval to the Jurisprudence Committee of the SGC.

CO-SOP-GGC-3 EDUCATIONAL AND PROMOTIONAL FUNDS

Section 1.

- (a) The method of raising such funds shall be left to the discretion of each GGC.
- (b) Interest from the Educational Fund may be used for scholarship awards. (See B-GGC Art. XVII Sec. 1.10)
- CO (c) Money for the Education and Promotional funds shall come from programs presented by the Bethels and twothirds (2/3) of the of monies received semiannually are to be sent into the Grand Secretary.
- CO (d) The Monies for the Education and Promotional funds are acquired by donations from the Bethels.
- CO (e) The Fund shall be used for Scholarships in the amount of not less than five hundred dollars (\$500) nor more than two thousand five hundred dollars (\$2,500) awarded to deserving Daughters, provided that at no time shall the balance in the Fund be less than five thousand dollars (\$5,000) as the result of said awards. **2019**
- CO (f) The Educational Fund shall be administered by a Board of Trustees which shall be responsible to the Grand Guardian Council and subject to such rules and regulations as may now or hereafter be set forth in the Manual of Rules and Regulations of the Grand Guardian Council.
- CO (g) The Board shall consist of three (3) members who shall be elected for a term of three (3) years by the Grand Guardian Council from its membership. At the election first creating the Board, three (3) members shall be elected, one (1) to serve three (3) years, one (1) to serve two (2) years, and one (1) to serve one (1) year. Thereafter, at each regular Grand Guardian Council Annual Session, one (1) shall be elected to fill the regularly occurring vacancy. If at any Annual Session there is an unusual vacancy on the Board, such vacancy shall also be filled by election and the elected member thereto shall serve the balance of the unexpired term.
- CO (h) The Grand Secretary and the Grand Treasurer shall act as Secretary and Treasurer respectively for the Board and their duties as such shall be hereinafter defined. In so far as administration of the Fund is concerned, neither the Grand Secretary nor the Grand Treasurer shall be held responsible, except for the proper duties herein assigned.
- CO (i) Should a vacancy occur during the year, the Grand Guardian shall appoint an eligible member to fill the vacancy.
- CO (j) The duties of the Board of Educational Trustees are as follows:
 - (1) To administer the Educational Fund in strict accordance with the Manual of Rules and Regulations of the Grand Guardian Council, and with its best deliberative judgment.
 - (2) To assemble at the call of the Chairman or the Grand Guardian and transact such business as may come before it.
 - (3) Individually to perform such duties as may be allotted by action of the Board, or assigned by the chairman, and notify the chairman promptly if unable to continue in active service.
 - (4) To investigate all requests for loans, see that all requirements have been properly fulfilled before approving any loan, require payments of loans when due and whenever necessary and advisable, enforce the payment of loans by whatever just means may be deemed most suitable.
 - (5) The Grand Secretary shall keep a complete and accurate record of each individual loan with all payments, cancellations or rejections, recorded up-to-date, and she or he shall pass the complete report on to her or his successor.

CO Section 2. Loans

- CO (a) Active or Majority members of Job's Daughters, not over twenty-five (25) years of age, under the jurisdiction of the Grand Guardian Council of Colorado shall be eligible to receive loans from the fund.
- CO (b) The loan, not to exceed five hundred dollars (\$500), shall be used for educational purposes for no longer than four years, and shall be paid directly to the school, individual or corporation furnishing the education or training and shall be granted for professional, vocational or academic educational purposes. The Board shall judge for what type of vocational training the loans may be made. The school or recipient shall furnish the board with a regular confidential report of the progress of the student while in attendance.
- CO (c) No loan shall be made for a period of longer than four (4) years and all loans shall be repaid at the rate of not less than fifteen dollars (\$15) per month. The first payment shall be due and payable ninety (90) days after maturity of the loan.
- CO (d) Applications in acceptable form shall be promptly considered in the order received and accepted, and the

applicant notified of the action of the Board within sixty (60) days after the acceptance of the application. Loans shall be made and money advanced as per agreement within twenty-one (21) days after receipt by the Board of the applicant's acceptance of conditions and required security furnished by the applicant.

- CO (e) It shall be the duty of the Daughter procuring a loan to have two (2) adult co-signers on the note who have credit association rating acceptable to the Board of Educational Trustees, as well as the signature of her parents or guardian.
- CO (f) No application shall be considered unless signed by the Bethel Guardian of the Bethel of which the applicant is a member.
- CO (g) Applications for loans and all correspondence pertaining thereto shall be mailed to the Grand Secretary who, in turn, shall forward the same to the Chairman of the Board of Educational Trustees.
- CO (h) The Board shall not accept or consider applications submitted less than sixty (60) days or more than four (4) months prior to the date the loan is desired.
- CO (i) The Board will furnish three (3) copies of the contract to the applicant, two copies of the completed contract filed with the above-mentioned note with the Board, the third copy to be retained by the applicant.
- CO (j) The names of Job's Daughters making application for a loan, or securing such a loan, shall not be disclosed outside of the Trustees of the Educational Fund, the Grand Guardian, the Associate Grand Guardian, the Grand Secretary and the Grand Treasurer and their successors in office.
- CO (k) Upon completion of repayment of loan, the Bethel Guardian and, if possible, the Bethel Guardian whose signature appeared on the application of the loan, shall be notified.
- CO (l) The note shall bear six percent (6%) interest per annum after delinquency as set forth in CO-SOP-GGC3 Sec. 3 (e).
- CO (m) Quarterly statements of the borrower's account shall be sent to her and the co-signers and non-protest shall be deemed as acceptance of its correctness.
- CO (n) The Associate Bethel Guardian of the Bethel, a member of which received an Educational Loan, shall assist in the collection of the loan.
- CO (o) The Board is empowered to obtain such legal advice as may be necessary to aid or advise in the preparation of any legal forms as needed in order that the Fund and the Grand Guardian Council may be best protected, and to pay the fee for such services from the Educational Fund.
- CO (p) When, in the opinion of the Board, such action is warranted, it may and is hereby empowered to use just means as may be best suitable to enforce payment of loans.
- CO (q) Correspondence, stationery, postage, special forms, etc., for use solely in connection with the Educational Fund, shall be paid for from the Educational Fund.

CO Section 3. Loan Contracts

- CO (a) Either party prior to actual advancement of any money may cancel all negotiations by the Board.
- CO (b) The Borrower agrees to pursue stated course of studies regularly, and that discontinuance, except in case of sickness, shall relieve the Board of further obligation, and all money advanced by the Board to or for the borrower shall become due and payable.
- CO (c) Immediately upon receipt of the final payment due the Board from the borrower, the Board shall return the duly cancelled note to the borrower.
- CO (d) Any costs incurred in the collection of monies due the Board shall become the obligation of the borrower.
- CO (e) The date when payments by the borrower shall commence, the amount due monthly thenceforth, and the provision that should any payment become thirty (30) days overdue, the whole amount of the obligation then unpaid may, at the option of the Board, become due and payable, must all be included in the contract.

CO Section 4. Scholarship Awards

- CO (a) The purpose of the scholarship award is to promote, encourage and assist members of Job's Daughters International of Colorado to obtain advanced education in Arts and Sciences or Vocational Education, preferably in Colorado Schools but not limited thereto.

CO Section 5. Scholarship Award Qualifications

- CO (a) To qualify for participation in the Scholarship Award an applicant must be a member in good standing of a Bethel of Job's Daughters in the State of Colorado for at least two (2) years prior to the date of her application. A member will remain eligible to receive a Scholarship Award during the term she reaches the age of twenty five (25) years if she is still active in/with a Bethel of Job's Daughters in the State of Colorado. **2019**
- CO (b) An applicant is not eligible for a Scholarship Award if she receives an award or scholarship in the amount of

ten thousand dollars (\$10,000) or more per year from one (1) single source.

- CO (c) A Job's Daughter is eligible to receive a yearly scholarship from the Grand Guardian Council. **2019**

CO Section 6. Scholarship Application

- CO (a) Members of Job's Daughters to qualify for the scholarship awards shall make application on the regular Grand Guardian Council scholarship application form to the Board of Educational Trustees of the Grand Guardian Council of Colorado, Job's Daughters International, prior to March 1st (first) of each year.
- CO (b) Applicants shall be finally judged and the Scholarship awarded by the Board of Educational Trustees prior to May 15th (fifteenth) of each year. The BOT may extend the announcement date for any scholarship other than the Lindsey Scholarship(s). **2019**
- CO (c) The factors to be evaluated and judged by the Board of Educational Trustees in awarding the scholarships shall be:
- (1) Job's Daughters Activities..... five hundred (500) Points
 - (2) Scholastic Record.....two hundred and fifty (250) Points
 - (3) Church, Clubs, Civic Achievements, Work, etc.....one hundred and fifty (150) Points
 - (4) In addition to the above point ratings, consideration shall be given to the need of the applicant.....one hundred (100) Points
- CO (d) Applications must be accompanied by recommendations from at least three (3) of the five (5) Executive members of the Bethel Guardian Council, from a teacher or administrator of a school attended and at least one (1) other character reference, i.e.; from a minister, employer or friend of the family, etc.

CO Section 7. Payment of Scholarship Awards

- CO (a) Payment shall be made jointly to the recipient and the school of each Daughter's choice, prior to registration. If a recipient does not register for the following school term, her right to the scholarship will be forfeited, and the funds shall be retained in the appropriate account.
- CO (b) If a recipient does not use her scholarship, the first alternate as designated by the Board of Educational Trustees shall receive the award, providing that she shall register for the following school term and shall meet all other requirements.
- CO (c) In the event the first alternate is unable to avail herself of the scholarship, a second alternate, determined by the Board of Educational Trustees shall be named and shall receive said scholarship upon the same terms and conditions as set forth herein.
- CO (d) In the event no one of the above applicants qualify, the Board of Educational Trustees shall have the right to declare that no scholarship shall be awarded that year and award two (2) scholarships for the following year if they so desire.

CO Section 8. Scholarship Administrative Committee

- CO (a) The administrative committee for the Scholarship Fund shall consist of the members of the Board of Educational Trustees, the Grand Guardian, the Associate Grand Guardian, the Grand Secretary and the Grand Treasurer of the Grand Guardian Council of Colorado, Job's Daughters International.
- CO (b) This committee shall be entrusted with the responsibility of judging the final contestants or applicants and making the Scholarship Award prior to May fifteenth (15th) of each year, and their decisions in the matter shall be final.

CO Section 9. Creation of Scholarship Awards

- CO (a) There is hereby created the George W. and Susan M. Lindsay Scholarship Award to be administered by the Grand Guardian Council of Colorado for the purpose of awarding one (1) school scholarship for educational purposes to members of Job's Daughters under the Grand Guardian Council, Job's Daughters International. This fund shall be non-profit and shall be used for no other purpose, nor shall any expenses of administration of this fund be taken out of same but shall be used fully for educational purposes. The bequest of George W. and Susan M. Lindsay to the Grand Guardian Council in the amount of ninety-one thousand, three hundred thirty-three dollars (\$91,333.00) plus all donations in their memory shall be invested by the Grand Treasurer and Grand Secretary as outlined in CO-B-GGC Art. III Sec. 6 CO (bb) and CO-B-GGC Art. III Sec. 7 CO (j). The interest from this investment shall be used each year for one (1) annual scholarship to a worthy Job's Daughter selected by the Administrative Committee for the Scholarship Fund. Qualifications for the GEORGE W. and SUSAN M. LINDSAY SCHOLARSHIP AWARD shall be the same as set forth in CO Section 5 Qualifications.

- (1) **Lindsay Scholarship Award:** Shall be given in the amount of three thousand dollars (\$3,000) per academic year. **2019**
 - (a) This is a four (4) year renewable scholarship. This award is renewable providing the recipient is in good academic standing. A grade report will be required at the end of each academic year to determine eligibility.
- (2) **Lindsay Scholarship Disbursement:**
 - (a) The scholarship award will be made payable to the University for the student with the following instructions.
 - (1) That funds will be made available for tuition, books, room and board and other direct educational expenses.
 - (2) That should a Daughter withdraw or for any reason not continue with her education, then any unspent funds shall be returned to the Grand Guardian Council, to be reinvested in the George W. and Susan M. Lindsay Scholarship Account.
 - (3) That should the allotted yearly scholarship amount exceed the educational expenses incurred by the daughter at her chosen University, the unspent funds shall be returned to the Grand Guardian Council to be re-invested in the **George W. and Susan M. Lindsay** Scholarship Account.

CO-SOP-GGC-4
FINANCES

Section 1. Receipts/Revenue**Section 2. Fees**

(a)-(b) See SOP-GGC-4 Sec. 2 (a)-(b)

CO (c) The Grand Guardian Council shall collect from each of its members an annual membership fee of fifteen dollars (\$15) beginning in 2013, with a three percent (3%) increase annually thereafter.

Section 3. Exemption

(a) GGCs shall be exempt from the payment of fees as specified in SOP-SGC-11 for members residing in Masonic Homes or homes sponsored by an organization based upon Masonic membership or relationship.

Section 4. Disbursements

CO (a) An acceptable surety company, the percentage being rated on the minimum of one thousand dollars (\$1,000), shall bond the Grand Secretary. The premium on the bond shall be paid from the funds of the Grand Guardian Council and shall be approved by the Grand Guardian, the Associate Grand Guardian and the Finance Committee.

CO (b) The Grand Secretary shall receive an allowance of One Thousand, Five Hundred Dollars (\$1,500) per year for services to the Grand Guardian Council.

CO (c) The Grand Treasurer shall receive an allowance of Eight Hundred Dollars (\$800) per year for services to the Grand Guardian Council.

CO (d) The Grand Guardian Council of Colorado shall send the Grand Guardian to the Supreme Guardian Council Annual Session as its representative and shall allow her fifty dollars (\$50.00) per day for expenses at the Supreme Session, (not to exceed a maximum of two hundred and fifty dollars (\$250.00), in addition to round trip coach air fare transportation, providing she is in actual attendance at all business sessions of the Supreme Guardian Council.

CO (e) The Associate Grand Guardian in the event of attendance at the Supreme Guardian Council Annual Session shall be allowed the sum of one (1) round trip coach airfare transportation.

CO (f) In the event the Vice Grand Guardian shall be in attendance at the Supreme Guardian Council Annual Session, she shall be allowed the sum of fifty dollars (\$50.00) to help cover her expenses.

CO (g) The Grand Guardian Council shall assume the expenses of the Grand Guardian Council Annual Session. If funds in the treasury of the Grand Guardian Council are insufficient to defray necessary expenses, all chartered Bethels within this jurisdiction shall pay their pro-rata share.

CO (h) All expenses incurred through the Grand Guardian Council Annual Session shall be submitted by the General Chairman to the Grand Guardian and the Finance Committee for their approval.

CO (i) An official stenographer, meeting eligibility requirements for attendance at Bethel meetings, shall be employed by the Grand Guardian Council to completely record the proceedings of each Grand Guardian Council Session and to return a typed transcript of the minutes to the Grand Secretary within thirty (30) days after the close of the Annual Grand Session. A fair wage, as determined by the Finance Committee, shall be allowed for the official stenographer to record and return a typed transcript of the minutes of the Annual Grand Session.

CO (j) There shall be paid annually to the Grand Guardian the sum of two hundred dollars (\$200) to be used by her for traveling expenses incurred by the said Grand Guardian in performing her official duties during her term of office. Said sum shall be paid equally from the General Fund and the Promotional Fund and shall be paid at the beginning of her term, or at any time during her term of office. Additional funds for her expenses in promotional work shall be paid from the Promotional Fund upon the approval of the Finance Committee.

CO (k) There shall be paid to the Associate Grand Guardian traveling expenses incurred by him in the performance of his official duties during his term of office, but not to exceed one hundred fifty dollars (\$150). Said sum shall be paid upon approval of said expense bill submitted to the Finance Committee. All of said bills shall be submitted to the Finance Committee before the end of his term of office.

**CO-SOP-GGC-5
GRAND BETHEL**

1. Regalia for Grand Bethel Officers, Representatives and Choir members

- (a) For the Grand Bethel meetings and installation, a jurisdiction may approve and provide:
 - (1) Crowns and capes (other than official regalia) to be worn by the Grand Bethel Honored Queen, Grand Bethel Senior Princess and Grand Bethel Junior Princess.
 - (2) Robes (other than official regalia) to be worn by all Grand Bethel Officers, Representatives and Choir members. 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.
 - (4) Official regalia of the Order. (See SOP-Bethel-11)
- (b) When making Bethel visits and attending other functions, a jurisdiction may approve the wearing of regalia as listed in (a).
- (c) When exemplifying Ritual work of the Order or when assisting with the institution of new Bethels, the official regalia of the Order shall be worn. (See SOP-Bethel-11)
- CO (d) At the Grand Bethel Meeting and Grand Bethel Installation, the Honored Queen and Princesses of the Grand Bethel shall wear the approved Grand Bethel capes and crowns designated by the Grand Bethel Committee (e.g. themed meetings). They shall provide their own Official Regalia of the Order. Other Grand Bethel Officers and Representatives shall provide their own Official Regalia of the Order.
- CO (e) The Grand Bethel Officers and Representatives may wear pins, sashes and/or medallions if provided when representing the Grand Bethel in formals.
- CO (f) If it is appropriate (determined by the Grand Bethel Committee) for the Honored Queen and Princesses of the Grand Bethel to wear their Official Regalia to represent the Order that shall wear the official purple capes, official crowns with their own Official Regalia of the Order.
- CO (g) When making Bethel Official Visits, attending Formal functions, or when authorized by the Grand Guardian or the Grand Bethel Guardian, the Honored Queen and Princesses shall wear their travel capes with a formal. The dress and shoes must be approved by the Grand Bethel Guardian and/or Grand Guardian.
- CO (h) The Grand Bethel Honored Queen and Grand Bethel Princesses shall only wear the approved Grand Bethel travel crowns with their travel capes or dress.
- CO (i) The Grand Bethel Honored Queen and Grand Bethel Princesses may wear their sashes while wearing their travel capes and crowns.
- CO (j) The Grand Bethel Honored Queen may provide her own traveling cape and crown.

2. Medallions and pins for Grand Bethel Officers, Representatives and Choir members

- (a) A jurisdiction may approve the wearing of medallions and pins and may approve the means of providing same.
- CO (b) The Grand Bethel Officers shall be provided official medallions by the official jeweler designating their offices for use during official Grand Bethel Meetings only and remain the property of Grand Bethel of Colorado.
- CO (c) Medallions, sashes and pins, may be provided by the Grand Bethel Committee for use during a term.

3. Each jurisdiction shall include laws concerning regalia in the Grand Bethel Bylaws.

4. Age Eligibility

- (a) A Grand Bethel Daughter who is nineteen (19) years of age at the time of her election/selection for a Grand Bethel position may complete her term without being a CAV, although she may turn twenty (20) years of age during her term. A Grand Bethel Daughter twenty (20) years of age or older at the time of election/selection for a Grand Bethel position must be a CAV.

**CO-SOP-GGC-6
INSTALLATION**

Section 1.

- (a) Officers present shall be installed before the close of the Annual Session.
- (b) Members of the SGC shall install the officers of a GGC. Members of the GGC may be appointed to assist in the ceremony.

CO-SOP-GGC-7
MANUAL OF RULES AND REGULATIONS

Section 1. Amendments

- (a) Amendments to the Manual of Rules and Regulations of a GGC shall be submitted to the Jurisprudence Committee of the SGC for approval or disapproval following adoption at the Annual Session of the GGC.
- (b) Amendments to the Manual of Rules and Regulations of the GGC shall be adopted by the GGC at the Annual Session. Within thirty (30) days after the close of the session, the Grand 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 amendment(s) to the GGC Manual, the Grand Secretary shall electronically send the updated Manual, which includes said amendment(s), to the Chairman of Jurisprudence 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.
- CO (e) Immediate Amendment: Action shall be taken by the Grand Guardian Council upon Amendments with a view to their becoming immediately operative in the following manner.
 - (1) The proposed amendment(s) shall be submitted in writing and signed by five (5) delegates representing five (5) different Bethels and submitted to the Presiding Officer to be read to the voting delegates. It shall then be referred to the Jurisprudence Committee for recommendation and action by the voting delegates. An immediate amendment requires a unanimous vote of those present and voting.
- CO (f) Amendments: Amendments to these Constitutions, Bylaws, and Standard Operating Procedures, shall be approved at the Grand Guardian Council Annual session by two-thirds (2/3) affirmative vote of the members present and voting. Amendments to the Standard Operating Procedures shall be approved at the Grand Guardian Council Annual Session by a majority affirmative vote of the members present and voting. All amendments shall have been sent in writing to the Grand Secretary at least sixty (60) days previous to the Grand Guardian Council Annual Session. A copy of the proposed amendments shall be sent to each voting member of the GGC at least thirty (30) days previous to the Annual Session.
- CO (g) The Grand Secretary will receive no Amendments unless submitted by bona fide members of the Grand Guardian Council.

**CO-SOP-GGC-8
MEETINGS**

Section 1.

- (a) The time and place of the Annual Session shall be determined by each GGC.
 - (b) See SOP-SGC-16 for Rules of Order and Parliamentary Authority.
- CO (c) This Grand Guardian Council shall meet in Annual Session in June: Such meeting to continue in session with suitable recesses until the meeting is adjourned.
- CO (d) A quorum for the transaction of business of the Grand Guardian Council shall consist of five (5) Grand Officers representing five (5) Bethels, the presiding officer to be one (1) of the Executive Members of the Grand Guardian Council.
- CO (e) The Grand Guardian Council session shall be primarily a business session.
- CO (d) At least one (1) hour of the Grand Guardian Council Session shall be set aside and known as Job's Daughters' Hour.
- CO (f) The Grand Guardian Council before end of Session shall designate the location and date of the succeeding Annual Session in the month of June.
- (1) In the event that the location and date designated are not available, the Executive Members of the Grand Guardian Council shall decide upon an available location and date.

**CO-SOP-GGC-9
PENALTIES AND FINES**

Section 1. Fines shall be levied for:

- (a) Failure to file annual report of Bethel conditions (Form 110 or 111) as required by law.
- (b) Failure to file Form 222 on time.
- (c) Failure to perform properly such other acts as may be specifically required of Executive Members of the BGC.

CO-SOP-GGC-10
VACANCIES

Section 1.

- (a) If the office of the Grand Guardian becomes vacant, the Vice Grand Guardian shall assume all the duties and prerogatives pertaining to that office and shall be known as the Acting Grand Guardian until and during the next Annual Session.
- (b) Such resignation and any information relative to the vacancy shall be directed to the Grand Secretary who shall notify the Supreme Guardian, Executive Manager, all GGC officers, Executive Members of the BGCs, and the chairmen of all GGC committees, affixing the seal of the GGC thereto.
- (c) The same procedure shall apply to the Vice Associate Grand Guardian should the office of the Associate Grand Guardian become vacant.
- (d) In the event of a vacancy in any other elective office, except that of the Grand Secretary or Grand Treasurer, the Grand Guardian shall appoint a Past Grand Guardian or a Past Associate Grand Guardian to fill the vacancy. A Past Bethel Guardian or Past Associate Bethel Guardian may be appointed by the Grand Guardian to fill a vacancy in the offices of Grand Secretary or Grand Treasurer.