

**BYLAWS OF THE GRAND GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL
STATE OF COLORADO**

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

Section 1.

- (a) GGCs may adopt a Manual of Rules and Regulations which shall not conflict with the laws of the SGC. (See SOP-GGC-7 and B-GGC Art. XVII Sec. 1.4)
- (b) GGCs may adopt a Book of Ceremonies which shall not conflict with the laws of the SGC. (See SOP-GGC-2 and B-GGC Art. XVII Sec. 1.5)
- (c) GGCs may approve the formation of a Grand Bethel. (See B-GGC Art. XVII Sec. 1.6). In the event a Grand Bethel is formed by a GGC, Grand Bethel Rules and Regulations shall be adopted by the GGC and be included in the Manual of Rules and Regulations.
- (d) GGCs shall obtain their supplies from the SGC.
- (e) GGCs may delegate authority to Grand Guardians to administer certain penalties and fines. (See SOP-GGC-9)
- (f) GGCs may approve the formation of an Alumni Association (See B-GGC Art. XVII Sec. 1.29) which shall not conflict with the laws of the SGC.

**ARTICLE II
POWERS OF THE EXECUTIVE GRAND GUARDIAN COUNCIL**

Section 1.

- (a) The powers of the Executive GGC shall be limited to action on appeals as provided under the laws of the SGC. (See SOP-SGC-1)
- (b) The members may act in an advisory capacity on other matters when requested to do so by the Grand Guardian.

**ARTICLE III
DUTIES OF THE GRAND GUARDIAN COUNCIL OFFICERS**

Section 1. Rulings

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

Section 2. The Grand Guardian shall:

- (a) Preside at all regular and special meetings of the GGC and the Executive GGC.
- (b) See that the laws of the SGC and GGC are enforced.
- (c) Promote the welfare and growth of the Order.
- (d) Appoint the members of the BGCs. Appointees working with JDI in the USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.
- (e) Issue dispensations and charters in the name of the GGC.
 - (1) When a Bethel changes location a Charter Amendment shall be issued, under seal, to be attached to the Bethel Charter indicating the new location. This Charter Amendment shall be dated and bear the signature of the Grand Guardian and attested by the Grand Secretary. (See C-Bethel Art. XIII Sec. 3)
- (f) Issue special dispensations upon request and when required to comply with SOP-Bethel-18.
- (g) Convene any Bethel or BGC for the purpose of settling disputes, to make inspection, or to require obedience to the laws and rules of the Order.
- (h) Appoint committees as necessary for the transaction of the business of the GGC. Appointees working with JDI in the USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.
 - CO (1) Before the close of each Annual Session appoint and announce the Standing Committees. At the same time the Grand Guardian shall designate one (1) member of each Committee to be the Chairperson.

CO (2) After each Annual Session appoint such other Committees as are necessary for the transaction for the Grand Guardian Council business for the ensuing year.

- (i) Serve as a member ex officio on all committees and the Board of Trustees, in Grand Jurisdictions where such a Board exists, with the right to discuss and vote on all questions except the Appeals and Grievances Committee.
- (j) Submit a written report at the Annual Session on the condition of the organization.
- (k) Appoint Grand Deputies and Deputy Grand Guardians, when required. Appointees working with JDI in the USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager. Submit a report on Form 120 at the Annual Session of the SGC about the work of the GGC jurisdiction, which shall be limited to activities of benefit to other GGCs, JGCs and Bethels. The Executive Manager shall mail Form 120 to each Grand Guardian sixty (60) days prior to the Annual Session of the SGC.
- (l) Issue a waiver of jurisdiction, under seal, to allow a resident in the jurisdiction to be initiated into a Bethel in another jurisdiction. The waiver shall be sent to the Supreme Deputy, Grand Guardian or Jurisdictional Guardian of the other jurisdiction. (See C-Bethel Art. IV Sec. 2 (a))
- (m) Appoint inspecting officer for instituting, reinstating and chartering a Bethel.

Section 3. The Associate Grand Guardian shall:

- (a) Assist the Grand Guardian in the performance of her duties.
 - (b) Preside at the meetings in the absence of the Grand Guardian and the Vice Grand Guardian, and at other times when requested to do so.
 - (c) Advise the Grand 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 and the Board of Trustees, in Grand Jurisdictions where such a Board exists, with the right to discuss and vote on all questions except the Appeals and Grievances Committee.
- CO (f) Serve as a member of the administrative committee for the Scholarship Fund.

Section 4. The Vice Grand Guardian shall:

- (a) Assist the Grand Guardian.
 - (b) Assume the Grand Guardian's duties during her disability.
- CO (c) Be Chairman of the Promotion Committee and bring to the attention of the Grand Guardian such matters as will warrant investigation or promote progress and growth of the Organization.
- CO (d) Serve as a member of the Degree of Royal Purple Committee.

Section 5. The Vice Associate Grand Guardian shall:

- (a) Assist the Grand Guardian.
- (b) Assume the Grand Guardian's duties during her disability.

Section 6. The Grand Secretary shall:

- (a) Attend all meetings of the Executive GGC and GGC.
- (b) Keep a record of all proceedings of the GGC.
- (c) Conduct correspondence and affix the seal of the organization when necessary.
- (d) Maintain a mailing list of all voting delegates.
 - CO (1) Strike from the mailing list annually the names of members of the Grand Guardian Council who have not registered at the Grand Guardian Council Session within the past three (3) years. This action shall not deprive such voting members of membership in the Grand Guardian Council nor the right to vote in any Grand Guardian Council meeting which they may attend. Any interested voting member who shall apply to the Grand Secretary in writing for retention or reinstatement on the mailing list by stating his or her interest but inability to attend the Session shall be reinstated.
- (e) Receive all monies due the GGC, turning same over to the Grand Treasurer, taking receipt therefore.
- (f) Submit a written report at the Annual Session.
- (g) Make an annual summary on Form 123 of the reports of the Bethels in the GGC, showing the membership record and other information as set forth in Form 110 or 111. A copy of Form 110 or 111 of each Bethel, an update of the Membership list provided by the Executive Manager, together with a copy of Form 123 shall be sent to the Executive Manager and shall be accompanied by remittance of fees specified in SOP-SGC-15.

- (h) Issue demits and receipts for dues to members of Bethels whose Dispensations or Charters have been revoked. (See SOP-Bethel-14)
- (i) Ensure that the latest amended copy of the Manual of Rules and Regulations is on file with the Executive Manager and the Chairman of the Jurisprudence Committee of the SGC.
- (j) Report to the appropriate Grand Secretary or Jurisdictional Secretary and the Executive Manager the names and addresses of:
 - (1) All new Majority Members,
 - (2) Majority Members who have moved,
 - (3) Members and adult workers who have moved outside the jurisdiction.
- CO (k) Keep a complete record of the reports of all Bethel Guardian Councils and Bethels.
- CO (l) Send a financial statement of the balance on hand, receipts and disbursements semi-annually to the chairman of the Finance Committee, so that the Finance Committee can intelligently cooperate with the Grand Guardian Council in the allowance of expenditures.
- CO (m) Issue notices of all meetings properly authorized.
- CO (n) Refer reports to proper committees for examination.
- CO (o) Obtain supplies for the Colorado Bethels from the Supreme Guardian Council.
- CO (p) Receive all orders for supplies from Bethels and send same as requested, when accompanied by check covering said order or orders and the postage.
- CO (q) Furnish price lists semi-annually to all Bethels in the state covering supplies issued from the Grand Secretary's Office.
- CO (r) Distribute to all Guardian Secretaries annual reports, records, blanks, etc.
- CO (s) Have custody of the Flags and other property belonging to the Grand Guardian Council.
- CO (t) Furnish all Grand Guardian Council officers and members of Committees a certificate, under the seal of the Grand Guardian Council, authorizing them to perform their respective duties under the laws of the organization.
- CO (u) Furnish all Bethel Guardian Council members a Certificate of appointment, signed by the Grand Guardian under the seal of the Grand Guardian Council, authorizing them to perform their duties under the laws of the organization.
- CO (v) Prepare Credentials for voting at the Annual Session for all voting members.
Receive all proposed amendments to the Manual of Rules and Regulations, sent to her sixty (60) days prior to the Grand Guardian Council Annual Session, and forward a copy of same to the Chairman of the Jurisprudence Committee and to each voting member at least thirty (30) days prior to the Grand Guardian Council Annual Session.
- CO (w) Draw warrants for postage and incidental expenses pertaining to her office, presenting them to the Grand Guardian who shall sign such warrants and authorize the Grand Treasurer to issue checks covering amounts, which shall be immediately paid to the Grand Secretary.
- CO (x) Assist the Publication of Proceedings Committee in publishing the annual Proceedings by furnishing them a copy of all reports received by her and all statistical and other information pertaining to the Grand Guardian Council Annual Session. After receiving the proceedings from the Publications of Proceedings Committee she shall distribute them to all eligible members.
- CO (y) Shall immediately upon the expiration of her term of office transfer all properties and records belonging to the Grand Guardian Council to her successor, as soon as her books are closed and not later than two (2) weeks after the close of the Grand Guardian Council Annual Session.
- CO (z) Act as Secretary to the Board of Educational Trustees.
- CO (aa) Serve as a member of the administrative committee for the Scholarship Fund.

Section 7. The Grand Treasurer shall:

- (a) Receive all monies from the Grand Secretary giving a receipt therefore.
- (b) Have custody of all funds and securities belonging to the GGC.
- (c) Pay out monies on warrants as directed by the GGC.
- (d) Keep a complete record of all receipts and disbursements and report same at the Annual Session.
- CO (e) Have custody of all funds, securities and vouchers belonging to the Grand Guardian Council and all funds shall be deposited in a National or State Bank.
- CO (f) Have charge of all funds of the Grand Guardian Council which shall be kept in three (3) separate accounts: namely Educational, Promotional and General and shall pay them out only on warrants authorized by proper authority.

- CO (g) Immediately upon the expiration of his or her term of office transfer all properties and records belonging to the Grand Guardian Council to his or her successor, as soon as his or her books are closed and not later than two (2) weeks after the close of the Grand Guardian Council Annual Session.
- CO (h) Act as treasurer for the Board of Educational Trustees of the Educational Fund and Scholarship Funds.
- CO (i) Serve as a member of the administrative committee for the Scholarship Fund.
- CO (j) Deposit the scholarship funds only in banks approved by the Finance Committee, and from such banks said funds may then be transferred, invested and reinvested in obligations of the United States of America, or in funds or securities guaranteed or insured by the United States of America, or in funds or securities consistent with the Standards for Investments under the Colorado Prudent Investor Act, Colorado Revised Statutes 15-1-304.1 and 15-1.1-101 et seq., as the same may from time to time be amended, upon recommendations of the Finance Committee.
- CO (k) Report on the financial transactions of the organization. This report is to be made monthly. It is to include: the period which the report covers, the cash balance at the beginning of the period, the income received during the period, the expenses paid during the period, the cash balance at the end of the period, the signature of the Grand Treasurer.

Section 8. The Grand Guide and Grand Marshal shall:

- (a)-(b) See B-GGC Art. III Sec 8 (a) – (b)
- CO (c) The Grand Guide shall:
 - (1) Be the chairman of the Miss Colorado Job's Daughter Pageant Committee.
 - (2) Serve as a member of the Degree of Royal Purple Committee.
- CO (d) The Grand Marshal shall:
 - (1) Prepare and present the Flag Ceremony at the opening of Grand Session.
 - (2) Serve as a member of the Degree of Royal Purple Committee.

Section 9. The Grand Inner Guard and Grand Outer Guard shall:

- (a) Guard the doors of the GGC room.
- (b) Perform such other duties as may be assigned to them by the Grand Guardian and/or the Associate Grand Guardian.
- CO (c) See that the Paraphernalia of the Grand Guardian Council is on hand at the meeting place of the Grand Guardian Council and supervise the preparation of the chairs and seating arrangement at the Grand Guardian Council Annual Session.
- CO (d) Serve as members of the Miss Colorado Job's Daughter Pageant Committee.

Section 10. The Other Grand Officers shall:

- (a) Perform such duties as may be assigned to them by the Grand Guardian.
- CO (b) The Grand Chaplain shall prepare and present the Bible Ceremony at the opening of the Grand Guardian Council Annual Session.

**ARTICLE IV
COMMITTEES**

Section 1. (Unassigned)

Section 2. (Unassigned)

CO Section 3. Standing Committees

(a) Appeals and Grievance Committee:

- (1) The Committee shall be composed of three (3) members. New appointments shall be made for one (1) year.
- (2) The duties of this Committee are as follows:
 - [a] To investigate all appeals, complaints or grievances which may be lawfully filed with it and report its recommendations to the Executive Grand Guardian Council within sixty (60) days after receipt.
 - [b] No report shall be made by this Committee at the Annual Session.

(b) Finance Committee

- (1) The Committee shall be composed of three (3) members. Any member of the Finance Committee having served the term for which he or she was appointed shall not be eligible for appointment or reappointment to the Finance Committee or the Jurisprudence Committee until one (1) year after his or her term has expired. At each Grand Guardian Council Annual Session one (1) member shall be appointed for three (3) years.
- (2) The duties of this Committee are as follows:
 - [a] To approve or disapprove, prior to obligation, any accounts not included or that exceed the Budget, which are to be presented as claims against the Grand Guardian Council, except those specifically authorized in this Manual of Rules and Regulations. Invoices for supplies may be approved by the Chairman of the Finance Committee alone when necessary for prompt payment or to earn cash discounts. All accounts, invoices and vouchers shall be returned to the office of the Grand Secretary for filing.
 - [b] To carefully investigate and present for approval at Grand Session the Annual Budget (income and expenses) prepared by the Vice Grand Guardian, the Vice Associate Grand Guardian and the Grand Secretary. Said budget shall be reviewed in April by the Executive Grand Guardian Council. Line items in Budget need no approval by Finance Committee for disbursement.
 - [c] Whenever the finances of the Grand Guardian Council are in condition to permit, and in the judgment of the Finance Committee, the best interest of the Order will be served by so doing, the Finance Committee may in its discretion, after conferring with the Grand Guardian and the Associate Grand Guardian, order any amount transferred from the General Fund to the Promotional Fund to be used in promotion work.

(c) Jurisprudence Committee

- (1) The Committee shall be composed of five (5) members. New appointments shall be made for a term of three (3) years. Any member of the Jurisprudence Committee having served the term to which he or she was appointed or who resigns from that appointment for any reason whatsoever, shall not be eligible for appointment to the Jurisprudence Committee or Finance Committee or election to the Board of Educational Trustees until one (1) year after his or her term has expired. The Chairman of the Committee shall be appointed by the Grand Guardian.
- (2) The duties of this Committee are as follows:
 - [a] To give careful consideration to all properly submitted proposed Amendments to the Manual of Rules and Regulations of the Grand Guardian Council, discuss such amendments with the proposer when possible and make a detailed report with recommendations for action by the Grand Guardian Council.
 - [b] To file a copy of decisions of the Grand Guardian Council on amendments adopted or rejected with the Grand Secretary at the close of the Grand Guardian Council Annual Session for his or her use in compiling new amendments for printing and mailing. This shall be the duty of the retiring chairman of the Jurisprudence Committee. Amendments modified by the Jurisprudence Committee need not be adopted by the Grand Guardian Council unless accepted by the Grand Guardian Council at its next regular session.
 - [c] Advise the Grand Guardian, at her request, concerning the legality of any action or ruling contemplated by her.
 - [d] The Chairman shall keep a permanent file and turn same over to his or her successor.

(d) Promotion Committee:

- The Committee shall be composed of five (5) members. New appointments shall be made for one (1) year.
- (1) The duties of this Committee are as follows:
 - [a] To promote the growth of the Order. **2020**

- [b] The Chairman of the Promotion Committee shall act as coordinator of all Promotional activities. He/she shall keep close contact with the Chairman of the Fraternal Relations Committee.
- [c] The Chairman shall keep a file of reports and other promotional material to be passed on to the Chairman of the Promotion Committee for the following year.

CO Section 4. Other Committees

(a) Auditing Committee

- (1) The Committee shall be composed of three (3) members. New appointments shall be made for one (1) year.
- (2) The duties of this Committee are as follows:
 - [a] To audit all books and accounts of the Grand Secretary, Grand Treasurer, and Grand Guardian and make a detailed report of the result of such audit at the Grand Guardian Council Annual Session.
 - [b] To audit the books and accounts of any Officer when requested to do so by the Grand Guardian.

(b) Credentials Committee

- (1) The Committee shall be composed of three (3) members. New appointments shall be made for one (1) year.
- (2) The duties of this Committee are as follows:
 - [a] To examine carefully and pass upon the credentials of all persons claiming membership in the Grand Guardian Council or the right to vote therein and to collect the registration fee to be turned over to the Grand Secretary.
 - [b] To prepare a complete list of all delegates present and entitled to vote and file the same with the Grand Secretary as soon as possible after the Grand Guardian Council Annual Session convenes.

(c) Degree of Royal Purple Committee

- (1) The Degree of Royal Purple Committee is appointed by the Grand Guardian.
- (2) The Committee shall consist of five (5) members: the Vice Grand Guardian, the Grand Guide, and three (3) adults on the current CAV list provided by the Executive Manager, appointed by the Grand Guardian to serve for a term of three (3) years each.
 - [a] Two (2) Daughters selected from any Bethel to serve as advisors only, shall be selected by the Grand Guardian.
- (3) Chairperson of the Degree of Royal Purple Committee will be the adult who is in the third (3rd) year of serving on the committee.
- (4) Duties of the Committee
See CO-R&R Royal Purple Art. VII Sec. 2 (a) (1) - (8)

(d) Fraternal Relations Committee:

- (1) The Committee shall be composed of three (3) members. New appointments shall be made for one (1) year.
- (2) The duties of this Committee are as follows:
 - [a] To contact and keep in touch with the officers and members of the Masonic Fraternity and its appendant and related organizations in the state.
 - [b] To assist the Promotion Committee in its efforts to institute Bethels where permission for the use of a Masonic Temple is essential.
 - [c] The Chairman shall keep a permanent file and turn same over to his or her successor.
 - [d] To visit Fraternal Orders and encourage the Daughters to exemplify their work for these orders.

(e) The Grand Bethel Committee

- (1) The Grand Bethel shall be under the supervision of this Committee in all things pertaining to rules, regulations and finances, with the approval of the Grand Guardian.

- (2) The Grand Bethel Committee shall consist of five (5) members of which two (2) shall be the outgoing Grand Guardian and the outgoing Associate Grand Guardian who shall serve as the Grand Bethel Guardian and Grand Bethel Associate Guardian, three (3) permanent members of the Grand Guardian Council of Colorado shall be appointed by the Grand Guardian to serve as Secretary, Treasurer, and Director of Epochs of the Grand Bethel Committee.
- [a] Three advisors to the Committee shall be the Grand Bethel Honored Queen, the Grand Bethel Senior Princess and the Grand Bethel Junior Princess.
- (3) The duty of the Grand Bethel Committee is to supervise the activities, meetings and programs of the Grand Bethel, as set forth in these By-Laws, and perform such duties as may be for the welfare of the Grand Bethel, and specifically:
- [a] Make a report to the Grand Guardian Council at the Grand Guardian Council Annual Session.
- [b] Prepare a record of the Grand Bethel Annual Meeting.
- [c] Assist the Grand Bethel Honored Queen and other Grand Bethel Officers in perfecting and executing plans for the Grand Bethel Annual Meeting and such special meetings of the Grand Bethel Officers or members as may be deemed advisable.
- [d] Attend the Annual Meeting of the Grand Bethel Committee at such place and date as approved by a majority of said committee, and other such meetings as may be called by the majority of members of the committee.
- [e] Four (4) members of the Committee will constitute a quorum.

(f) Miss Colorado Job's Daughter Committee

- (1) The membership of this Committee shall consist of the Grand Guide (chairperson), Grand Marshal, Grand Inner Guard, and Grand Outer Guard. The reigning MCJD is an advisor to the committee. The Grand Marshal will become the chairperson of the committee immediately following the MCJD Pageant. If the Grand Marshal is appointed, she will become chairperson of the committee and will no longer be chairperson once a Grand Marshal and/or Grand Guide is installed into their respective office. However, she will remain on the Pageant Committee to assist until the completion of Pageant.
- (2) Duties of the Committee
- [a] See CO-R&R Pageant Art. X Sec. 2 (a)
- [b] See CO-R&R Pageant Art. X Sec. 2 (b) (1) – (18)

(g) Necrology Committee

- (1) The Committee shall be composed of three (3) members. New appointments shall be made for one (1) year.
- (2) The duties of this committee are as follows:
- [a] To prepare and present to the Grand Guardian Council a suitable memorial service for departed members of the Grand Guardian Council and members of the Bethel Guardian Councils and Bethel Members.
- [b] To obtain this information, the Chairman shall contact the Bethel Guardians.

(h) Publication of Proceedings Committee

- (1) The committee shall be comprised of three (3) members. At each Grand Guardian Council Annual Session, the newly installed Grand Guardian shall appoint a new member to serve for a period of three (3) years. The Junior Past Grand Guardian shall serve as a member ex-officio of the Committee for the purpose of assisting with the publishing of the proceedings.
- (2) The duties of the Committee are as follows:
- [a] To have the Proceedings printed, proof read, and delivered to the Grand Secretary for distribution within one hundred twenty (120) days after Grand Session after the successful bidder on printing has been determined by the Finance Committee.
- [b] All other publications issued in the name of the Grand Guardian Council shall first be approved by the Grand Guardian and the Finance Committee.
- [c] The Chairman shall keep a permanent file and turn same over to his or her successor.
- (3) Guidelines for Proceedings are:
- [a] Bible ceremonies shall be included with names of participants.

- [b] The official Trademark shall be used on the cover of all Annual Proceedings of the Grand Guardian Council.

CO Section 5. Vacancies

- (a) Should a vacancy occur on a Committee, the Grand Guardian shall appoint an eligible member to fill the vacancy. Said member shall serve for the balance of the year.

**ARTICLE V
(Unassigned)**

**ARTICLE VI
FINANCES**

Section 1. Receipts/Revenue

- (a) All monies collected in the name of the GGC shall be received by the Grand Secretary and accounted for as shown under her/his duties.

Section 2. Fees

- (a) A GGC may fix and collect from each of its members an annual membership fee and/or registration fee, and such other fees as may be deemed necessary. (See B-GGC Art XVII Sec 1.8)

**ARTICLE VII
PENALTIES AND FINES**

Section 1. Penalties: When authorized by a GGC, a Grand Guardian may: (See B-GGC Art XVII Sec 1.9)

- (a) Impose such fines as may be prescribed by law.
 (b) Recall credentials issued by her.
 (c) Expel a member of the GGC.
 (d) Impose the same penalties as those imposed by the Executive Members of a BGC.

**ARTICLE VIII
EDUCATIONAL AND PROMOTIONAL FUNDS**

Section 1. Educational Fund

- (a) Each GGC shall provide for an Educational Fund and adopt regulations concerning loans and/or scholarship awards from that fund. Loans and/or scholarship awards shall be at the discretion of the GGC.
 (b) Each GGC shall provide for a Promotional Fund.
 CO(c)-(d) (See CO-SOP-GGC-3)

**ARTICLE IX
DISCIPLINE AND REMOVAL FROM OFFICE**

Section 1. Discipline

- (a) Any GGC 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 guilt or innocence of the accused. If the charges are sustained, the Executive SGC shall have the power to reprimand, remove from office, suspend, or expel such GGC Officer.
 (b) Grand Guardians may be suspended for cause by the Supreme Guardian but shall have the right of appeal to the Executive SGC. (See SOP-SGC-1)
 CO (c) If any elected or appointed Grand Guardian Council Officer resigns, is removed from office and/or does not fulfill the duties of their office during the term of that office (see B-GGC Art. XV) they shall not be accorded

any honors, rights or privileges, present or future, associated with that office. Officer(s) would have the right to appeal. (See SOP-SGC-1)

Section 2. Removal from Office

- (a) The Grand Guardian shall have the power 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 giving complete information concerning the Law of Appeals and Grievances (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 GGC or SGC until reinstated by the Executive GGC or Executive SGC.

**ARTICLE X
(Unassigned)**

**ARTICLE XI
(Unassigned)**

**ARTICLE XII
(Unassigned)**

**ARTICLE XIII
ELECTION, VOTING PRIVILEGES, AND PROXY**

Section 1. Election

- CO (a) Elective Officers of the Grand Guardian Council shall be elected at the Annual Session from eligible members in attendance, unless unavoidably absent. The election of Officers shall be held the second day of the Annual Session at nine (9:00) A.M.
- CO (b) Election shall be by a majority vote without nomination. If one (1) person aspires to an office the vote may be viva voce. If more than one (1) person aspires to an office, there shall be a ballot.
- (c) A majority vote of those present and voting shall elect.
- CO (d) Any person soliciting votes for an elective office in the Grand Guardian Council shall be subject to reprimand.
- CO (e) Grand Secretary and Grand Treasurer shall be elected annually at the Grand Guardian Council Annual Session.

Section 2. Voting Privileges

- CO (a) Members of this GGC, providing their membership fee has been paid, shall be entitled to one (1) vote each when present at a special or Annual Session.

Section 3. Proxy

- (a) No member may have her/his vote cast by proxy except as follows: (See B-GGC Art XVII Sec 1.3)
 - (1) A proxy shall be issued to an Associate Member of a BGC as follows:
 - [a] For the office of either BG or ABG, a proxy shall be issued only if the Associate Member, if a woman, has Masonic status or affiliation for eligibility to be appointed as BG or, if a man, is a Master Mason. (See POL-BOT-2)
 - [b] For any of the remaining Executive Members of a BGC, a proxy may be issued to any Associate Member of the BGC.
 - (2) A proxy shall be limited to the particular Annual Session 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 XIV
APPOINTMENTS**

Section 1.

- (a) Appointive Officers shall be appointed by the incoming Grand Guardian at the Annual Session. Appointees working with JDI in the USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.

**ARTICLE XV
TERM**

Section 1.

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

**ARTICLE XVI
INSTALLATION**

Section 1.

- (a) (Unassigned)
 (b) No person shall be installed in the office of Grand Guardian, Associate Grand Guardian, Vice Grand Guardian, Vice Associate Grand Guardian who is an Executive Member of a BGC.
 (c) (Unassigned)

**ARTICLE XVII
PREROGATIVES EXTENDED TO A GGC**

GGCs may provide for changes to portions of the Supreme Law in their Manuals of Rules and Regulations. Areas which may be changed are identified below.

Section 1.

- 1 (a) Provide for the election of a Grand Inner Guard and a Grand Outer Guard (both Master Masons, POL-BOT-2) and, if elected, shall be designated as members of the Executive GGC. (See C-GGC Art. V Sec. 1)
 (b) Prescribe a procedure for those wishing to aspire to any elective office of the Grand Guardian Council by submitting a "Letter of Intent" that outlines the interested parties' skills and abilities and say she/he would like to be elected as an officer of the GGC.
- 2 Provide for election of GGC officers other than by ballot without nomination. (See B-GGC Art. XIII Sec. 1 (b))
- 3 Provide for an Executive Member of the BGC, unable to attend the Annual Session of the GGC, to appoint an Associate Member of the BGC as her/his proxy at that Annual Session. (B-GGC Art. XIII Sec. 3)
- 3.1 Make provisions for filling Elected Officer vacancies. (SOP-GGC-10)
- 4 Adopt a Manual of Rules and Regulations. (See B-GGC Art. I Sec. 1(a))
- 4.1 Adopt Jurisdictional (local) SOPs, which do not conflict with Supreme or Jurisdictional Law, for management of the Jurisdiction including business meeting(s), Session Activities, relationships with Masonic Organizations, Special Events, Honors, etc. Jurisdictional SOPs will be numbered 101 + (1-100 reserved for Supreme) for the categories of GGC, BGC and Bethel, as appropriate.
- 5 Have their own Book of Ceremonies, in addition to the Supreme Book of Ceremonies. (See B-GGC Art. I Sec. 1(b))
- 6 Approve the formation of a Grand Bethel. (See B-GGC Art. I Sec. 1(c))
- 7 Prescribe duties of the Grand Secretary. (See B-GGC Art. III Sec. 6)
- 8 Fix and collect annual membership, registration, and other fees. (See B-GGC Art. VI Sec. 2 and SOP-GGC-4)
- 9 Delegate certain authorities to Grand Guardians. (See B-GGC Art. I Sec. 1(e))
- 10 Provide for other use of interest from Educational Fund. (See SOP-GGC-3 Sec. 1 (b))

- 11 Provide for Daughters and Majority Members to be appointed and participate as members of GGC specified Committees with the understanding that they will conform to the Youth Protection Policies if they reach (or are) the age of twenty (20) while a member.
- 12 (blank)
- 13 Prescribe additional instructions for BGC monthly meetings.
- 14 Prescribe a method for filling offices vacated by Executive Members of a BGC. (See SOP-BGC-6)
- 15 Prescribe term of Executive Council Members. (B-BGC Art. XI Sec. 1 (d))
- 16 Prescribe a method for automatic removal from office and for filling offices so vacated for:
- (a) Executive Members of the BGC (SOP-BGC-5)
 - (b) Associate Members invited to attend all BGC meetings (SOP-BGC-5)
 - (c) Associate Members not invited to attend all BGC meetings (SOP-BGC-5)
- 17 Provide instruction for appointment and duties for substitute officers. (See SOP-Bethel-19 and SOP-Bethel-21 Art. V Sec. 3)
- 18 Provide for election and installation of Bethel officers at a time other than that specified in the Constitution of a Bethel. (See SOP-Bethel-4, Sec. (a) and SOP-Bethel-21 Art. VI Sec. 2 (a) and B-Bethel Art. XIV Sec. 1 (a) and SOP-Bethel-21 Art VIII, Sec 1(a))
- 19 Provide for open installations and taking of pictures. (See SOP-Bethel-8 and SOP-Bethel-21 Art. VIII Sec. 1 (f))
- 20 Provide other instructions for receiving an application at a regular Bethel meeting held previous to the initiation meeting. (See B-Bethel Art. II Sec. 1 (b), SOP-Bethel-21 Art. III Sec. 2 (b))
- 21 Provide other instructions regarding the affiliation fee for members holding a demit. (See B-Bethel Art. II Sec. 2(b))
- 22 Provide other instructions pertaining to Bethel (See SOP-Bethel-2 and SOP-Bethel-21 Art. XI for (a)-(e))
- (a) Fees - Initiation and affiliation (Sec 1 (c))
 - (b) Annual dues (Sec 1 (d))
 - (c) Exemption from fees (Sec 2 (a))
 - (d) Disbursements (Sec 3 (a))
 - (e) Educational and Promotional Fund (Sec 4)
 - (f) Special Privileges - fee (SOP-Bethel-18) - no fee (SOP-Bethel-18)
 - (g) Dispensations (SOP-Bethel-18)
 - (h) Election Procedure (SOP-Bethel-4 and SOP-Bethel-21 Art. VI)
- 25 Provide other instructions for processing amendments to Uniform Code for Bethels. (See B-Bethel Art. IX and SOP-Bethel-21 Art XV)
- 26 Provide for a larger quorum to conduct GGC business. (See SOP-SGC-16)
- 27 Provide other arrangements for Bethel members to submit recommendations for Executive Members of the BGC. (See SOP-Bethel-15)
- 28 Provide other arrangements for the reorganization of Bethels. (See B-Bethel Art. XVI Sec. 1 (e), SOP-Bethel-9 Sec. 1 (a), SOP-Bethel-16 and SOP-Bethel-18 No. 7)
- (a) Provide other procedural instruction to Merge, Close, Institute or Reinstitute Bethels as long as the intent of Supreme Law is not changed. (See SOP-Bethel-7, SOP-Bethel-12, SOP-Bethel-14 and SOP-Bethel-16)
- 29 May approve the formation of an Alumni Association which shall not conflict with the R&R of the AAJDI.
- 30 Provide for the election of Past Grand Guardian or Past Associate Grand Guardian to elective line office. (C-GGC Art. VI Sec. 1 (e))