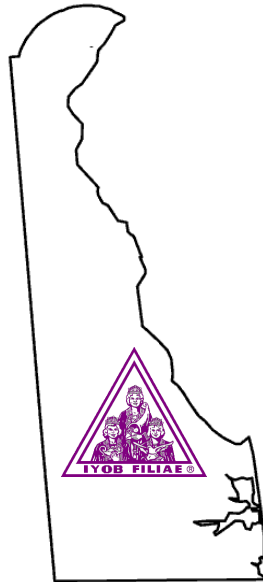


**Manual of Rules and Regulations
of the
Jurisdictional Guardian Council of Delaware
Job's Daughters International**



**Approved by the
SGC Jurisprudence Committee
February, 2004**

**CONSTITUTION OF A
JURISDICTIONAL GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
NAME**

Section 1:

- (a) The name of this organization is the Jurisdictional Guardian Council (JGC) of Delaware of Job's Daughters International.

Section 2:

- (a) The Official Emblem of the Jurisdictional Guardian Council of Delaware is the Official Job's Daughter International Trademark inside an outline of the State of Delaware.

**ARTICLE II
OBJECT**

Section 1:

- (a) The object of the JGC is to provide leadership for combined functions of the Bethels, and to promote Job's Daughters within their jurisdiction.
- (b) At the request of the Supreme Guardian to provide assistance to the Bethels within their jurisdiction.
- (c) To provide representation at a State, Province, or Territorial level for Job's Daughters as a recognizable body or organization.

**ARTICLE III
AUTHORITY**

Section 1:

- (a) This JGC operates under the authority of a charter granted by the SGC and dated June 6, 2003. The jurisdiction of this Guardian Council shall be limited to the State of Delaware.
- (b) The Manual of Rules and Regulations of the JGC shall include Art. I, II, and III Sec. 1 (a) in same.

**ARTICLE IV
MEMBERSHIP**

Section 1:

- (a) A JGC shall consist of the JGC Officers, Past Bethel Guardians and Past Associate Bethel Guardians of Bethels in this Jurisdiction, Past Bethel Guardians and Past Associate Bethel Guardians of other jurisdictions residing in this jurisdiction, the five (5) Executive members of the BGC, chartered or under dispensation.
- (b) See SI-13 concerning loss of membership in the JGC.

ARTICLE V OFFICERS

Section 1: Officers

- (a) The officers of a JGC 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.

Section 2: Executive Officer

- (a) The Jurisdictional Guardian shall be the Executive Officer of the JGC.

Section 3: Executive JGC

- (a) The Executive JGC shall be composed of the officers of the JGC. (The Supreme Guardian may appoint a designated representative as an additional member.)

ARTICLE VI ELIGIBILITY

Section 1:

- (a) No person shall be eligible for an office in a JGC unless she/he is a voting delegate thereof.
- (c) After the first appointment of the JGC Officers, no person shall be eligible to serve as a JGC Officer, except as Jurisdictional Secretary or Jurisdictional Treasurer, who has not served at least one (1) term as a Bethel Guardian or Associate Bethel Guardian of a chartered Bethel.
 - (1) Bethel Guardians and Associate Bethel Guardians who are completing their first term in said office at the time of the Annual Meeting of a JGC shall be eligible to serve as an officer of the JGC.
- (d) No member shall be eligible for the office of Jurisdictional Guardian or Associate Jurisdictional Guardian who has not served, or who is not completing service, as an officer of the same JGC for a period of one (1) term.
- (e) A Jurisdictional Guardian or Associate Jurisdictional Guardian may serve two consecutive terms in office.
- (f) An elected SGC officer shall not hold an office in the JGC.

**ARTICLE VII
APPOINTMENT, VOTING PRIVILEGES AND PROXY**

Section 1: Appointment

- (a) Officers of the JGC shall be elected for recommendation at the Annual Meeting of the JGC from eligible members in attendance, unless unavoidably absent. The name(s) of all recommended officers shall be forwarded to the Vice Supreme Guardian sixty (60) days prior to her installation for approval and appointment.
- (b) Recommendation shall be by ballot or viva voce, if one aspirant without nomination.
- (c) A majority vote of those present and voting shall recommend.

Section 2: Voting Privileges

- (a) Members of the JGC shall be entitled to one (1) vote each when present at a special meeting or Annual Meeting of the JGC.

Section 3: Proxy

- (a) No member may have her/his vote cast by proxy except as follows:
 - (1) A proxy shall be issued to an Associate member of a BGC only if the Associate member has Masonic status or affiliation for eligibility to become an Executive member of a BGC.
 - (2) A proxy shall be limited to the particular Annual Meeting of the JGC for which it is issued and shall be duly certified by the Executive members of the BGC.
 - (3) No person shall have a proxy for more than one (1) office or be entitled to more than one (1) vote.

**ARTICLE VIII
TERM**

Section 1:

- (a) The term of office is one (1) year. No officer shall be recommended for more than two (2) consecutive terms with the exception of the Jurisdictional Secretary, Jurisdictional Treasurer or Jurisdictional Secretary/Treasurer who may be recommended for four (4) consecutive terms.

Section 2:

All officers shall continue to perform the duties of their office until their successors have been installed.

**ARTICLE IX
INSTALLATION**

Section 1:

- (a) Officers present shall be installed according to the Supreme Book of Ceremonies.
- (b) The Installation shall be held in September but 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.
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.

**ARTICLE X
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) In the event of a vacancy in any other office, Vice Jurisdictional Guardian, Vice Associate Jurisdictional Guardian, Jurisdictional Secretary or Jurisdictional Treasurer (Jurisdictional Secretary/Treasurer), the Jurisdictional Guardian will call a Special Meeting of the JGC to elect for recommendation from eligible members in attendance, unless unavoidably absent. The name(s) of all recommended officers shall be forwarded to the Supreme Guardian immediately for approval and appointment.
 - (1) Recommendation shall be by ballot or viva voce, if one aspirant, without nomination.
 - (2) A majority vote of those present and voting shall recommend.

**ARTICLE XI
MEETINGS**

Section 1:

- (a) The Annual Meeting of the JGC shall be held on the 4th Saturday in April. The time and place of the Annual Meeting of the JGC shall be determined by each JGC and shall be announced in writing at least 60 days prior to the meeting. In the event that the meeting can not be held the 4th Saturday of April the Annual Meeting can be schedule no more than 14 days prior or 14 days following the established date.
- (b) Meetings shall be conducted according to Rules of Order and Parliamentary Authority (See SI-1).

Section 2:

- (a) Special Meetings of the JGC can be called by the Jurisdictional Guardian or a majority of the members of the executive Jurisdictional Officers. The members of the JGC will be notified in writing 30 days prior to a special meeting.

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

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

Section 1:

- (a) A JGC may adopt a Manual of Rules and Regulations which shall be consistent with the laws of the SGC. (See Art IX and SI-23.3)
- (b) A JGC may approve the formation of a Jurisdictional Bethel (See SI-22.1). In the event a Jurisdictional Bethel is formed by a JGC, Jurisdictional Bethel Rules and Regulations shall be adopted by the JGC and be included in the Manual of Rules and Regulations.
- (c) A JGC shall obtain their supplies from the SGC.
- (d) The Supreme Guardian shall authorize all penalties and fines.
- (e) JGCs may approve the formation of an Alumni Association (See SI-23.8) which shall not conflict with the laws of the SGC.

**ARTICLE II
DUTIES OF THE JURISDICTIONAL GUARDIAN COUNCIL**

Section 1: Rulings

Rulings of a Jurisdictional Guardian, not contrary to existing law, shall be in effect until their 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 JGC.

Section 2: The Jurisdictional Guardian shall:

- (a) Preside at all regular and special meetings of the JGC and the Executive JGC.
- (b) See that the laws of the SGC and JGC are enforced.
- (c) Promote the welfare and growth of the Order.
- (d) Submit recommendation of members for the JGC for appointment to the Vice Supreme Guardian.
- (e) Appoint committees as necessary for the transaction of business of the JGC.
- (f) Serve as a member ex-officio on all committees with right to discuss and vote on all questions.
- (g) Submit a written report semi annually to the Supreme Guardian on the condition of the JGC.
- (h) Submit a written report at the Annual Session on the condition of the jurisdiction.
- (i) Submit a report on Form 120 at the Annual Session of SGC about the work of the JGC and Bethels. The Executive Manager shall mail Form 120 to each Jurisdictional Guardian sixty (60) days prior to the Annual Session of the SGC.
- (j) Shall appoint a parliamentarian.
- (k) Maintain regular communications with the members of the Jurisdictional Guardian Council.
- (l) Select an active Daughter to carry the Bethel Flag at the annual session of the SGC when requested to do so.
- (m) Select an active Daughter to carry the Delaware Flag at the annual session of the SGC when requested to do so.

Section 3: The Associate Jurisdictional Guardian shall:

- (a) Assist the Jurisdictional Guardian in the performances of her duties.
- (b) Preside at all meetings in the absence of the Jurisdictional Guardian and the Vice Jurisdictional Guardian, and at other times when requested to do so.
- (c) Advise the Jurisdictional Guardian on all matters pertaining to her duties and act as liaison for the Order on subjects relating to the Masonic Fraternity.
- (d) Make himself thoroughly familiar with all laws pertaining to the Order.
- (e) Serve as a member ex-officio on all committees with the right to discuss and vote on all questions.
- (f) Inform the Chairperson of the SGC Fraternal Relations Committee, all special activities with other Fraternal organizations.
- (g) Submit an annual report of the past year's activities sixty (60) days prior to the annual meeting of the JGC.

Section 4: The Vice Jurisdictional Guardian shall:

- (a) Assist the Jurisdictional Guardian.
- (b) Assume the Jurisdictional Guardians duties during her absence or disability.
- (c) Be responsible for all publicity for the JGC.

Section 5: The Vice Associate Jurisdictional Guardian shall:

- (a) Assist the Associate Jurisdictional Guardian.
- (b) Assume the Associate Jurisdictional Guardian's duties during his absence or disability.

Section 6: The Jurisdictional Secretary shall:

- (a) Attend all meetings of the Executive JGC and JGC.
- (b) Keep minutes of all meetings of the Executive JGC and JGC, sending a copy of same to the Supreme Guardian, Vice Supreme Guardian, and Supreme Deputy if one is appointed.
- (c) Conduct correspondence and affix the seal.
- (d) Maintain a mailing list of all voting members.
- (e) Receive all monies due the JGC, turning same over to the Jurisdictional Treasurer, taking a receipt therefore.
- (f) Submit a written report at the Annual Session.
- (g) Issue demits and receipts for dues to members of Bethels whose Dispensation or Charters have been revoked.
- (h) Ensure that the latest amended copy of the Manual of Rules and Regulations is on file with the Executive Manager and Chairperson of Jurisprudence.
- (i) Report to the appropriate Jurisdictional Secretary or Grand Secretary and the Executive Manager the names and address of:
 - (1) All new Majority Members.
 - (2) Majority Members who have moved.
 - (3) Members and adult workers who have moved outside the Jurisdiction.

Section 7: The Jurisdictional Treasurer shall:

- (a) Receive all monies from the Jurisdictional Secretary giving a receipt therefore.
- (b) Have custody of all funds and securities belonging to the JGC.
- (c) Pay out monies on warrants as directed by the Executive members of the JGC.
- (d) Keep a complete record of all receipts and disbursements and report to the Supreme Guardian on a semi annual basis and annually at the Annual Session of JGC.

ARTICLE III COMMITTEES

Section 1: Eligibility

- (a) No person shall be eligible to serve on any committee of the JGC unless she/he is a voting delegate.

Section 2: Committees

- (a) The JGC shall have committees for Finance, Promotion and Fraternal Relations. Additional committees may include, but are not limited to: Auditing, Rally, Jurisdictional Bethel, Miss JD Pageant, Scholarships, Leadership and Philanthropic.
- (b) Duties of appointed committees will be specified in the Manual of Rules and Regulations of the JGC.
- (c) A voting member can not serve on more than one Standing Committee.
- All committees shall be composed of at least three (3) members. The JG shall designate the chairperson.

Section 3: Standing Committees

(a) Finance

- (1) The duties of this committee are:

- [a] Approve or disapprove all proposed expenditures, before debt is incurred, above the amount specified in the budget adopted at the Annual Meeting.
- [b] In consultation with the JGC prepare a proposed budget of estimated income and disbursements for the ensuing year.
- [c] Submit the proposed budget to the Jurisdictional Secretary forty-five (45) days prior to the Annual Meeting.
- [d] To see that an audit of the books of the Jurisdictional Secretary and the Jurisdictional Treasurer is completed within 30 days of the close of the term.
- [e] To prepare an audit report for inclusion in the proceedings of the Annual Meeting.
- [f] To keep a permanent file to be passed on to his/her successor.

(b) Promotion

- (1) The duties of this committee are:

- [a] Assist the Bethels in promoting the Order and increasing membership.
- [b] Support the programs offered by the SGC Promotion Committee.
- [c] Encourage the Jobie-To-Bee program.
- [d] Have Promotional materials on Job's Daughters and the Jobie-To-Bee program available for Bethels.
- [e] Provide a written report to the JGC at the Annual Meeting.
- [f] To keep a permanent file to be passed on to his/her successor.

(c) Fraternal Relations

- (1) The duties of this committee are:

- [a] Contact and maintain a dialogue with the officers and members of the Masonic Fraternity and its appendant/related organizations.
- [b] Inform other Masonic Family bodies about Job's Daughters.
- [c] When requested, assist Bethels in exemplifying the Ritualistic Ceremonies.
- [d] Inform the executive Jurisdictional Guardian Council of all activities.
- [e] Advise with the SGC Fraternal Relations Committee as necessary.
- [f] Provide a written report to the JGC at the Annual Meeting.
- [g] To keep a permanent file to be passed on to his/her successor.

Section 4: Other Committees

(a) Rally Committee

- (1) The duties of this committee are:
 - [a] To secure a location for the Annual Rally.
 - [b] To plan the Annual Rally, send out registration forms and collect all monies necessary.
 - [c] To coordinate all Annual Rally plans with the Executive Jurisdictional Guardian Council.

(b) Jurisdictional Bethel Committee

- (1) This committee shall consist of at least three (3) members. One (1) a woman will be designated as the Jurisdictional Bethel Guardian, one (1) a Master Mason will be designated as the Associate Jurisdictional Bethel Guardian.
- (2) The duties of this committee are:
 - [a] Attend all meetings of the Jurisdictional Bethel.
 - [b] Council with the Jurisdictional Bethel Officers.
 - [c] Coordinate with the Jurisdictional Guardian on ways the Jurisdictional Bethel may assist the Jurisdictional Guardian Council in promoting the growth and welfare of the Order.

(c) Miss Job's Daughter of Delaware Pageant Committee

- (1) The duties of this committee are:
 - [a] Have complete responsibility for the Miss Job's Daughter of Delaware Pageant. The JGC of DE Rules and Regulations shall be the guide.
 - [b] Collect all funds and pay all bills of the Miss Job's Daughter of Delaware Pageant.

(d) Scholarship Committee

- (1) The duties of this committee are:
 - [a] To receive applications for scholarships on forms approved by the JGC. Carefully review the applications and make recommendations for recipients.

(e) Philanthropic Committee

- (1) The duties of this committee are as follows:
 - [a] To promote the Hearing Impaired Kids Endowment (HIKE), the philanthropic project, of Job's Daughters.
 - [b] To coordinate all presentations of HIKE checks to recipients.

**ARTICLE IV
FINANCE**

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.

Section 2: Fees

- (a) The JGC may fix and collect from each of its members an annual membership fee and/or registration fee and such other fees as deemed necessary (See SI-7). These fees may include, but are not limited to fees for Rallies, Pageants, Workshop/Leadership Training, and Annual Meetings.
- (b) Fees so collected shall be used primarily to defray the expenses incidental to the event.
- (c) Members of the JGC shall be suspended for non payment of membership fee after a period of two (2) years.
- (d) The Annual membership fees to be established by the Finance Committee, are payable on or before the annual meeting in April each year.
- (e) A registration fee may be collected to cover the expenses of all workshops.
- (f) A registration fee may be collected to cover the expenses of the Annual Rally.

Section 3: Exemption

- (a) A JGC member shall be exempt from payment of membership fees as specified in B-Bethel, Art IV Sec 2 for members residing in Masonic Homes or homes sponsored by an organization based on Masonic membership or relationship.
- (f) Persons elected to Life Membership by the Grand Guardian Council of Delaware shall be exempt from payment of membership fees.

Section 4. Disbursements

- (a) All checks shall be countersigned by the Jurisdictional Treasurer or other authorized Executive Member 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) Should a Jurisdiction fall below two Bethels, all funds of the JGC shall become the property of the SGC.
- (c) The Jurisdictional Guardian shall receive:
 - (1) Registration fee for voting at the annual session of the SGC, if in attendance.
- (d) The Associate Jurisdictional Guardian shall receive:
 - (1) Registration fee for voting at the annual session of the SGC, if in attendance.
- (e) The Jurisdictional Secretary shall receive:
 - (1) Reimbursement for monies spent for postage.
 - (2) Reimbursement for monies spent on paper and copies for official JGC mailings.
- (f) The Jurisdictional Treasurer shall receive:
 - (1) Reimbursement for monies spent for postage.
- (g) Miss Delaware Job's Daughter shall receive:
 - (1) All registration fees to participate in the Miss International Job's Daughter Pageant.
 - (2) Air Coach fare to and from the annual session of the SGC by the nearest route. In addition she shall be allowed room fees at the lowest rate obtainable at the Headquarters Hotel, for the day prior to and the day (s) of competition.
- (h) The Bethel flag bearer for the annual meeting of the SGC shall receive twenty-five dollars (\$25.00).
- (i) The Delaware flag bearer for the annual Session of the SGC or other jurisdictions shall receive twenty-five dollars (\$25.00).

**ARTICLE V
EDUCATIONAL AND PROMOTIONAL FUNDS**

Section 1:

- (a) Each JGC shall provide for a Promotional Fund.
- (b) Each JGC may provide for an Educational Fund and adopt regulations concerning scholarship awards from that fund. Scholarship awards shall be at the discretion of the JGC.
- (c) The method of raising such funds shall be left to the discretion of each JGC.
- (d) Interest from the Educational Fund may be used for scholarship awards.

**ARTICLE VI
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 SI-15)

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 SI-15). 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.

**ARTICLE VII
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 SI-7.5(c).

**ARTICLE VIII
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 SI-15).

**ARTICLE IX
MANUAL OF RULES AND REGULATIONS**

Section 1. Amendments

- (a) Amendments to the Manual of a JGC shall be submitted to the Jurisprudence Committee of the SGC for approval or disapproval following adoption at 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:
 - (1) One (1) copy of the law being amended as it appears in the Manual and the newly adopted amendments to the Vice Supreme Guardian.
 - (2) One (1) copy of the law being amended as it appears in the Manual and three (3) copies of the newly adopted amendments shall be sent to the Chairperson of the Jurisprudence Committee of the SGC.
 - (3) One (1) copy of the law being amended as it appears in the Manual and two (2) copies of the newly adopted amendment shall be sent to each member of the Jurisprudence Committee of the SGC.
- (c) These copies may be sent by registered or certified mail with a return receipt requested, or by first class mail accompanied by a prepaid self-addressed card or envelope for the recipient's acknowledgement.
- (d) Following the approval of amendments to the JGC Manual, the Jurisdictional Secretary shall send one (1) set of the reprinted pages of the Manual, which includes said amendments, to each member of the Jurisprudence Committee of the SGC, the Supreme Guardian, the Vice Supreme Guardian, and the Executive Manager.
- (e) The adoption by the SGC of new laws or amendments to existing laws affecting any Manual automatically amends same.

**ARTICLE X
BOOK OF CEREMONIES**

Section 1:

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