

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

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

Section 1.

(a)-(c) See B-JGC Art. I Sec 1 (a)-(c).

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

Section 1. The Jurisdictional Guardian shall:

(a)-(j) See B-JGC Art II Sec 1 (a)-(j).

Section 2. The Associate Jurisdictional Guardian shall:

(a)-(f) See B-JGC Art II Sec 2 (a)-(f)

Section 3. The Vice Jurisdictional Guardian shall:

(a)-(b) See B-JGC Art II Sec 3 (a)-(b).

Section 4. The Vice Associate Jurisdictional Guardian shall:

(a)-(b) See B-JGC Art II Sec 4 (a)-(b)

Section 5. The Jurisdictional Secretary shall:

(a)-(g) See B-JGC Art II Sec 5 (a)-(g).

(h) Create and distribute a JGC directory with information regarding Bethel Guardian Councils within forty-five (45) days after the close of the Annual Session of the JGC.

(i) Serve as the Masonic Village Liaison.

Section 6. The Jurisdictional Treasurer shall:

(a)-(d) See B-JGC Art II Sec 6 (a)-(d).

**ARTICLE III
COMMITTEES**

Section 1. Committees

(a) See B-JGC Art. III Sec. 1 (a)

Section 2. Finance Committee

(a)-(b) See C-JGC Art. II Sec. 2 (a)-(b).

Section 3. Promotion Committee

- (a) The duties of this Committee are as follows:
- (1) Assist the Bethels in promoting the Order and increasing membership.
 - (2) Promote the programs offered by the SGC Promotion Committee.
 - (3) Initiate, develop and promote programs that will assist in the retention of the present membership and aid in the reinstatement of Bethels.
 - (4) Coordinate with the Fraternal Relations Committee by communicating with the Chairman of pending promotional events.
 - [a] A formal report shall be given outlining the activities of the committee for the current year to the Jurisdictional Secretary.
 - (5) Work in conjunction with the VJG to develop a membership incentive program for the JGC year.
 - (6) Promotional Masonic activity (luncheons, banquets, etc.) where Miss Job's Daughters or another Daughter representative attends the CAV chaperone's cost of the meal and lodging, approved by the Jurisdictional Guardian will be paid.
 - (7) Social Media
 - [a] To maintain and follow the established guidelines by the JGC for the PA Job's Daughter website
 - [b] To maintain and follow the established guidelines by the JGC for the PA Job's Daughter Social Media.
 - (8) New Bethel Development
 - [a] Assist the Jurisdictional Guardian in organizing Bethels
 - [b] To work in conjunction with the EJGC for any leads to new areas for Bethel development
 - (9) Publicity
 - [a] To work in conjunction with the Jurisdictional Guardian for articles in the PA Freemason and the PA Masonic Youth Minutes meeting all deadlines established by those publications..

Section 4. Fraternal Relations Committee

- (a) The duties of this Committee are as follows:
- (1) See B-JGC Art. II Section 4(a)
 - (2) Contact fraternal organizations where Bethels do not exist and endeavor to interest them in organizing or reinstating Bethels in their communities.
 - (3) Coordinate with the Promotion Committee in areas where promotion is needed
 - (4) The Chairman shall keep a permanent file of activities and turn it over to her/his successor.

Section 5. Jurisdictional Rally Committee

- (a) This committee will be appointed by the Jurisdictional Guardian
- (b) One person shall serve as the committee chairman or two people shall be co-chairs.
- (c) This committee will be composed of at least three (3) members of the JGC.
- (d) The location of the Rally will be approved by JG.
- (e) The duties of this Committee are as follows:
 - (1) Make arrangements for the Jurisdictional Rally to be held during the month of August.
 - (2) The installation of the Jurisdictional Bethel Officers and Representatives will be held during the Rally.
 - (3) The installation of the Jurisdictional Officers of the JGC will be held during the Rally.

- (4) The Chairman shall keep a permanent file of activities and turn it over to her/his successor.

Section 6. Miss PA Job’s Daughter Pageant Committee

- (a) See B-JGC Art. III Sec 7
- (b) See PA-JGC-Pageant
- (c) See PA-SOP-JGC-Pageant

Section 7. Audit Committee

- (a) The Audit Committee is composed of three (3) members. No member of the Finance Committee shall serve on this committee. It shall be the duty of the Audit Committee to:
 - (1) This committee will be supervised by the Supreme Deputy.
 - (2) Audit the books of the Jurisdictional Secretary and the Jurisdictional Treasurer within forty-five (45) days of the close of the Jurisdictional Rally.
 - (3) Audit the Jurisdiction Bethel books within forty-five (45) days of the close of the Jurisdictional Rally.
 - (4) Audit any other books kept by the members of the JGC or as requested by the Jurisdiction Guardian or the Supreme Deputy.

Section 8. Daughter Competitions Committee

- (a) Shall be comprised of any or all of the following committees: Ritual, Service, Sports, Award,
- (b) Each committee shall be composed of at least one (1) member of the JGC.
- (c) Guidelines and rules for all competitions shall be established each year in conjunction with the JGC and distributed by October 31.
- (d) Awards (See PA-SOP-JGC-100 Awards).

Section 9. Masonic Conference Center Arrangements Committee

- (a) Shall be composed of at least two (2) members with one member to be designated as the Masonic Village Liaison, which would be the Jurisdictional Secretary and the other the Patton Coordinator. It shall be the duty of the MV Liaison to:
 - (1) Facilitate the use of the Masonic Conference Center and Masonic Village facilities with the Masonic Villages event staff by Bethels and Job’s Daughters groups wishing to utilize the facilities for overnight lodging, meals, and/or special events, and to supervise the use of the facility, in accordance with the rules and regulations. All calls to reserve the facilities and finalize arrangements shall be made through the Liaison.
 - (2) Ensure the Patton Coordinator shall be the onsite volunteer for each event, monitoring equipment, housekeeping, and any other needs associated with the stay on campus.
 - (3) Report any problems or conflicts to the Jurisdictional Guardian for resolution.
 - (4) See that a NON-REFUNDABLE registration fee in addition to the current PMYF fee, if applicable, shall be collected per person with each reservation when a meal or snack is to be served.
 - [a] Registration fees and PMYF fees are non-refundable.
 - [b] Registration fees are NOT to exceed the expenses for the event. All funds left over from an event shall be donated to PMYF to defray expenses.
 - [c] PMYF fees for out-of-state guests shall include an additional amount to cover the full cost of meals included in the reservation.
 - [d] A cancellation fee will be charged for all cancellations that are past the reservation deadline. This fee will be the cost of the non-refundable registration fee and PMYF fees for the event. If for some reason the registration fee was not collected before the reservation deadline, the cancellation fee must be charged.

- (e) Bethel Guardians should postmark reservations BY DUE DATE.
- (f) The Masonic Conference Arrangements Committee Liaison will contact each Bethel Guardian if overflow occurs. LATE RESERVATIONS WILL NOT BE ACCEPTED!
- (g) Pennsylvania member reservations will be accepted before any out of state guests.
 - (1) If the position of Jurisdictional Secretary and Jurisdictional Treasurer is fulfilled by the same person, the Jurisdictional Guardian will appoint another member of the JGC to fill the position of Masonic Village Liaison.

Section 10. Jurisdictional Bethel Committee

- (a) The Jurisdictional Bethel Committee will be appointed by the Jurisdictional Guardian. This committee shall consist of six (6) members. Those eligible shall be at least twenty (20) years of age and on the current list of CAVs provided by the Executive Manager. The Jurisdictional Bethel Guardian and the Associate Jurisdictional Bethel Guardian shall be permanent members of the JGC.
- (b) The remaining four (4) members of the Jurisdictional Bethel Committee shall be Jurisdictional Bethel Committee Secretary, Jurisdictional Bethel Committee Treasurer, Jurisdictional Bethel Committee Musician, and Jurisdictional Director of Ceremony.
- (c) The Jurisdictional Bethel Committee must be appointed by the end of the Annual meeting of the JGC, and their term shall correspond with the term of the Jurisdictional Bethel Officers.

**ARTICLE IV
EDUCATIONAL AND PROMOTIONAL FUNDS**

Section 1.

- (a) Each JGC shall provide a Promotional Fund.
- (b) Each JGC may provide for an Educational Fund and adopt regulations concerning loans and/or awards from that fund. Loans and/or scholarship awards shall be at the discretion of the JGC.
- (c)-(d) (See SOP-JGC-6)

**ARTICLE V
ELIGIBILITY**

Section 1.

- (a)-(f) See B-JGC Art V. Sec. 1 (a)-(f).

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

Section 1. Appointment

- (a)-(c) See B-JGC Art. VI Sec. 1(a)-(b).

Section 2. Election and Approval with Incorporation Requirements

- (a) See B-JGC Art VI Sec. 2(a).

Section 3. Voting Privileges

- (a) See B-JGC Art. VI Sec. 3(a).

Section 4. Proxy

- (a) See B-JGC Art. VI Sec. 4(a).

**ARTICLE VII
TERM**

Section 1.

- (a) See B-JGC Art. VII Sec. 1(a)

Section 2.

- (a) See B-JGC Art. VII Sec. 1(b).

**ARTICLE VIII
MEETINGS**

Section 1.

- (a) The Annual Meeting of the JGC shall be held in the month of May. The time and place of the Annual Meeting of the JGC shall be determined by each JG.

**ARTICLE IX
PREROGATIVES EXTENDED TO JGC**

Section 1.

- (a) JGC's may provide for changes to portions of the Supreme Law in their Manual of Rules and Regulations. Areas which may be changed are identified below.

- (1) See B-JGC Art. XI Sec. 1(a)(1).
- (2) Adopt a Manual of Rules and Regulations. (See B-JGC Art. I Sec. 1(a))
 - [a] Adopted a Manual of Rules and Regulations upon approval of the Supreme Jurisprudence Committee approval originally dated January 8, 2022.
- (3) Approve the formation of a Jurisdictional Bethel. (See B-JGC Art. I Sec. (b))
 - [a] Approved the Formation of a Jurisdictional Bethel of PA on January 8, 2022.
 - [b] Adopted a Manual of Rules and Regulations for the Jurisdictional Bethel of PA upon approval of the Supreme Jurisprudence Committee approval originally dated January 8, 2022.
- (4) Fix and collect annual membership, registration, and other fees. (See SOP-JGC-7)
- (5)-(6) See B-JGC Art. XI Section 1(a)(5)-(6).
 - (b) Provide for selection of daughters to be Additional Voting Members of the SGC for the Annual Session. (see B-SGC, Article XV, Section 2 (c))

ARTICLE X
UNAUTHORIZED NEWSLETTER, LETTER, PUBLICATION, ETC.

Section 1.

- (a) No officer(s) or member(s) of the JGC of Pennsylvania JDI, shall issue, circulate, write, print, or publish any bulletin, letter, newsletter, or publication, whatsoever, pertaining to the affairs and events of the JGC of Pennsylvania, Inc. JDI, without the authorization and prior approval, in writing, of the Jurisdictional Guardian.