

**JOB'S DAUGHTERS INTERNATIONAL
STANDARD OPERATING PROCEDURES OF A
JURISDICTIONAL GUARDIAN COUNCIL OF PENNSYLVANIA**

**PA-SOP-JGC-1
APPEALS**

See SOP-JGC-1.

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

See SOP-JGC-2

**PA-SOP-JGC-3
COMMITTEES**

See SOP-JGC-3

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

See SOP-JGC-4

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

Section 1.

(a)-(b) See SOP-JGC-5

(c) The Jurisdictional Secretary is responsible for ordering the supplies from the SGC.

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

Section 1.

(a)-(b) See SOP-JGC-6 Sec. 1 (a)-(b).

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

Section 1. Receipts/Revenue

(a)-(c) See SOP-JGC-7 Sec 1 (a)-(c).

(d) An annual membership fee of twenty-five dollars (\$25.00) shall be collected from each member of the JGC.

Section 2. Fees

(a) See SOP-JGC-7 Sec. 2.

(1) See SOP-JGC-7 Sec 2 (a)(1)

(2) Members of the JGC who haven't paid their dues will not be eligible to vote at the Annual Meeting of the JGC. Payment of one year is required to become a current member.

Section 3. Exemption

(a) See SOP-JGC-7 Sec.3 (a)

Section 4. Disbursements

(a)-(c) See SOP-JGC-7 Sec. 4(a)-(c).

- (d) Jurisdictional Guardian shall have the following fees paid for the Annual Session of the SGC
provided she attends all the business meetings of the Annual Session of the SGC.
 - (1) Registration fee
 - (2) Air fare not to exceed the most reasonable and direct route from her home and return. She may travel by any mode that is most convenient to her.
- (e) A yearly honorarium of three hundred dollars (\$300.00) will be paid to the Jurisdictional Secretary.
- (f) The Jurisdictional Secretary will be paid up to three hundred dollars (\$300.00) to cover meals and lodging at either the Annual Session or the Annual Meeting. Expenses at both events may be combined but cannot exceed the \$300 limit.
- (g) A yearly honorarium of two hundred dollars (\$200.00) will be paid to the Jurisdictional Treasurer.
- (h) The Jurisdictional Treasurer will be paid up to three hundred dollars (\$300.00) to cover meals and lodging at either the Annual Session or the Annual Meeting. Expenses at both events may be combined but cannot exceed the \$300 limit.
- (i) Assume the cost of the lodging expenses, not to exceed two (2) nights, for the Daughter(s) requested by SGC, JG, or by other jurisdictions to serve as a representative from our jurisdiction to display our Pennsylvania Flag.
- (j) Approved expenses for the required clothing, lodging, and meals will be paid to the PA Job's Daughter representative when requested to provide a Page for the Order of the Eastern Star Grand Chapter.
- (k) The Daughter Hike Chairperson shall receive up to five hundred dollars (\$500.00) for postage, phone calls, and in state travel expenses, when JGC approved expenses are submitted.
- (l) Miss Congeniality shall receive up to two hundred fifty dollars (\$250.00) for expenses incurred traveling within the Jurisdiction during her year as approved by the JG.
- (m) This Miss Junior Jobie shall receive up to one hundred fifty dollars (\$150.00) for expenses incurred traveling within the Jurisdiction during her year as approved by the JG
- (n) Daughter Competition awards shall be paid to the respective chair upon submission of receipts and approval of same by JG. (see PA-SOP-JGC-3 Awards)
- (o) Daughter representative participating in the MIJD Pageant at the Annual Session of the SGC shall have the following expenses paid:
 - (1) Annual Session Registration Fee
 - (2) Pageant Registration Fee
- (p) The Jurisdictional Bethel Honored Queen shall receive up to five hundred dollars (\$500.00) for postage, phone calls, and both in and out of state travel expenses, when JGC approved expenses are submitted.
- (q) The JGC shall purchase a new tiara each year for Miss Job's Daughter of PA and Miss Junior Jobie of PA.

Section 5.

- (a) See SOP-JGC-7 Sec. 5 (a).

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

See SOP-JGC-8.

**PA- SOP-JGC-9
FORMAT FOR CONSTITUTION OF A JURISDICTIONAL GUARDIAN COUNCIL JOB'S
DAUGHTERS INTERNATIONAL**

See SOP-JGC-9.

**PA-SOP-JGC-10
INSTALLATION**

See SOP-JGC-11.

**PA-SOP-JGC-12
JURISDICTIONAL BETHEL**

See R&R-Jurisdictional Bethel-PA

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

See SOP-JGC-13.

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

See SOP-JGC-14.

**PA-SOP-JGC-15
VACANCIES**

See SOP-JGC-15.

**PA-SOP-JGC-100
AWARDS**

Section 1.

No cash or check are to be given as awards, except as listed in (c) and (d) below.

- (a) Awards shall be ribbons, medallions, trophies, or gift cards, not to exceed \$25.00.
- (b) Membership awards will be given to each Bethel based on the period from January 1 to December 31 of the previous year. The colored streamers shall bear the year and will be placed on the staff of the Bethel flag during the Annual Rally of the JGC as follows:
 - 1. Purple streamer- Bethel has initiated eight (8) or more Daughters
 - 2. White streamer- Bethel has initiated five (5) to seven (7) Daughters
 - 3. Blue streamer- Bethel has initiated two (2) to four (4) Daughters
 - 4. Green streamer- Bethel has initiated one (1) Daughter.
- (c) Service awards may be given by the PMYF office.
- (d) Librarian's contest.

Section 2.

Masonic Conference Center Reservation Policy for Jurisdictional Bethel Weekends:

- (a) Jurisdictional Bethel Officers and Representatives
- (b) Jurisdictional Bethel Guardian, Jurisdictional Bethel Associate Guardian, Jurisdictional Guardian, Associate Jurisdictional Guardian, one (1) Masonic Conference Center Arrangements Committee Member/Liaison, and one (1) representative being the Nurse for the weekend. These adults WILL NOT COUNT as official Bethel chaperones.