

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

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

Section 1.

- (a) A JGC shall adopt a Manual of Rules and Regulations which is consistent with the laws of the SGC. (B-JGC Art IX and SI-23.2)
- (b) The JGC shall approve the formation of a Jurisdictional Bethel (See SI-23) and shall include its Rules and Regulations in the Manual of Rules and Regulations.
- (c) The JGC shall obtain its supplies from the SGC or another agent so approved by the SGC.
- (d) The Jurisdictional Guardian shall authorize all penalties and fines and shall notify the Supreme Guardian.
- (e) The JGC 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. 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 the names of the Officers so elected by the membership of the JGC at the Annual Meeting to the Vice Supreme Guardian for approval.
- (e) Appoint committees necessary for the transaction of business of the JGC.
 - (1) All Officers of the JGC working with Job's Daughters shall comply with all relevant Child Safety and Risk Management legislation and have the appropriate forms registered with the Jurisdictional Secretary.
- (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 Meeting 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) Present a verbal report at the Annual Meeting of the JGC on the condition of the jurisdiction.

Section 2. 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 Chairman of the SGC Fraternal Relations Committee, all special activities with other Fraternal organizations prior to occurrence.
- (g) Submit an annual report of the past year's activities sixty (60) days prior to the Annual meeting of the JGC.

Section 3. The Vice Jurisdictional Guardian shall:

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

Section 4. 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 5. The Jurisdictional Secretary shall:

- (a) Attend all meetings of the Executive JGC and special or Annual Meetings of the JGC unless prevented by a reasonable excuse.
- (b) Keep minutes of all meetings of the Executive JGC and JGC, sending a copy of same to the Supreme Guardian, Vice Supreme Guardian, Supreme Deputy if one is appointed/elected, (Assisting Supreme Deputy), and the officers of the JGC.
- (c) Conduct correspondence and affix the seal, when required.
- (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 Meeting of the JGC.
- (g) Ensure that the latest amended copy of the Manual of Rules and Regulations is on file with the Executive Manager and all members of the Jurisprudence Committee of the SGC.
- (h) Be the Custodian of all property of the JGC. Maintain an inventory of all non-financial assets and valuable documentation and have a copy made available to the officers of the JGC upon request. Keep all non-financial assets and valuable documentation in a secure manner.
- (i) Notify all members of all changes and amendments to the Manual of Rules and Regulations of the JGC after approval has been received from the Supreme Guardian and the Jurisprudence Committee of the SGC.
- (j) Issue notice of all meetings, properly called.

Section 6. Jurisdictional Treasurer shall:

- (a) Receive all monies from the Jurisdictional Secretary and give a receipt.
- (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.
 - (1) Report to the Supreme Guardian on a semi annual basis and annually at the Annual Meeting of JGC
 - (2) Present a financial report at all meetings and annually at the Annual Meeting of the JGC in a format acceptable to the requirements of the officers of the JGC and the Chair of Finance.
- (g) Assume the emergent duties of the Jurisdictional Secretary, when necessary.
- (h) Arrange for the audit of the financial books of the JGC at the close of the financial year.
- (i) Submit the Auditor's Report to the Annual Meeting of the JGC,
- (j) Send a copy of the Auditor's Report to the Supreme Guardian, Supreme Deputy (and Assisting SD).

**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 thereof.
 - (i) All Committee Members of the JGC working with Job's Daughters shall comply with all relevant Child Safety and Risk Management legislation and have the appropriate forms registered with the Jurisdictional Secretary.
- (b) The JGC shall have committees for Finance, Promotion, Fraternal Relations, and Education & Bursaries. Additional committees may include, but are not limited to: Fundraising, State Bethel of Queensland, Miss JD Pageant, Leadership, Credentials, Competition Committee(s) and Events Committee(s).

Section 2. Finance Committee

- (a) The committee shall be composed of three (3) members.
- (b) The duties of this Committee are as follows:
 - (1) Assist in preparing a budget for the upcoming term, such budget to be approved at the Annual Meeting of the JGC.
 - (2) Approve or disapprove, prior to obligation, any disbursements in excess of budget appropriations any accounts which are to be presented as claims against the JGC except those:
 - [a] Specifically authorised in these Bylaws.
 - [b] Within the JGC approved Budget.
 - (3) Consult with the Executive JGC on any matters which may affect the finances of the JGC.

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 promote new membership growth and aid in the institution/reinstitution of Bethels. Co-ordinate with the Fraternal Relations Committee regarding promotional events.
- [b] The Chairman shall keep a permanent file of activities and turn it over to her/his successor.

Section 4. Fraternal Relations Committee

- (a) The Committee shall be comprised of:
 - (1) The Associate Jurisdictional Guardian (Chairman)
 - (2) The Associate Bethel Guardians of each Bethel
 - (3) The Promoter of Fraternal Relations or Chairman of the Fraternal Relations Committee of each Bethel.
- (b) The duties of this Committee are as follows:
 - (1) Contact and keep in touch with the officers and members of the Masonic Fraternity and its appendant/related organizations.
 - (2) Educate other Masonically related bodies about Job's Daughters.
 - (3) Assist, when requested by the Bethels, in arranging for exemplification of the ritualistic ceremonies before Masonic bodies and affiliated organizations.
 - (4) Advise with the SGC Fraternal Relations Committee as necessary.
 - (5) Contact Fraternal Organizations where Bethels do not exist and endeavor to interest them in organizing or reinstituting Bethels in their communities.
 - (6) Co-ordinate with the Promotion Committee in areas where promotion is needed.
- (c) The Chairman shall keep a permanent file of activities and turn it over to her/his successor.

Section 5. Education & Bursaries Committee

- (a) The duty of this committee is to award Bursaries as determined by the Executive JGC.

Section 6. Jurisdictional Rally Committee (optional)

- (a) The duties of this Committee are to perform all functions and assume all responsibilities delegated to it in the Rules and Regulations of the Jurisdictional Rally.

Section 7. Jurisdictional Bethel Committee (optional)

- (a) The membership and duties of this Committee are as stated in the Rules and Regulations of the Jurisdictional Bethel.

Section 8. Miss Queensland Job's Daughter Pageant Committee (optional)

- (a) The membership and duties of this Committee are as stated in the Rules and Regulations of Miss Queensland Job's Daughter.

Section 9. IOJD Knowledge Committee (optional)

- (a) The duty of this Committee is to encourage participation in the SGC IOJD Knowledge Course.

Section 10. Leadership Workshop Committee (optional)

- (a) The duty of this Committee is to organise appropriate leadership workshop/s for the purpose of instructing Daughters and Council members, or arrange same through the SGC.

Section 11. Philanthropic Committee (optional)

- (a) The duty of this Committee is to promote the philanthropic project of JDI.

Section 10. Fundraising Committee (optional)

- (a) The duty of this committee is to raise funds to assist in meeting the expenditure of the JGC.

Section 12. Credentials Committee (optional)

- (a) The duties of this Committee are as follows:
 - (1) Examine the credentials of all persons claiming voting membership in the JGC.
 - (2) Collect relevant voting and credentials Fee(s).

- (3) Report to the JGC as requested by the Executive JGC.

Section 13. Competition Committee(s) (optional)

- (a) The duty of this committee is to promote and administer inter-Bethel competition(s).

Section 14. Event Committee(s) (optional)

- (a) The duty of this committee is to promote and administer jurisdictional-wide activities.

**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. Dues/Fees

- (a) The following fees shall be determined at each Annual Meeting of the JGC and shall be applicable from that time:
 - (1) Membership of the JGC of Queensland Inc. (including Voting Credentials of the JGC).
 - (2) Other Membership fees.
 - (3) Levies for coverage as provided by Public Liability/Accident Insurance for activities outlined in the relevant policy statement.
 - (4) Levies to Bethels for coverage as provided by Public Liability/Accident Insurance for unusual activities, including caterings.
 - (5) Fees for the late submission of entry forms, statements and/or reports as required by the Executive JGC.
 - (6) Fees for the late payment of JGC invoices.
 - (7) Minimum Levies for the Education and Promotion Fund(s).
- (b) Members of the JGC shall be suspended for non payment of membership fee.

Section 3. Exemption

- (a) A JGC shall be exempt from payment of 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.

Section 4. Disbursements

- (a) Disbursements made by cheque must be signed by any two (2) of the following:
 - (1) The Jurisdictional Guardian;
 - (2) The Jurisdictional Secretary;
 - (3) The Jurisdictional Treasurer;
 - (4) Any one (1) of the three (3) other Executive members of the JGC who have been authorised by the Jurisdictional Guardian to sign cheques.
 - [a] However, one (1) of the persons who signs the cheque must be the Jurisdictional Guardian, the Jurisdictional Secretary or the Jurisdictional Treasurer.
- (b) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed "not negotiable".
- (c) A petty cash account must be kept on the imprest system, and the Executive Officers of the JGC must decide the amount of petty cash to be kept in the account.
- (d) All expenditure must be approved or ratified by the Executive Officers of the JGC.
- (e) If this organization is disbanded and no GGC is formed:
 - (1) The surplus assets must not be distributed among the members.
 - (2) The surplus assets must be given to another entity in Australia,
 - [a] having objects similar to Job's Daughters International and
 - [b] rules of which prohibit the distribution of the entity's income and assets to its members.
- (c) Should this organization be disbanded due to formation of a GGC, all property and funds shall become the property of the GGC of Queensland.

Section 5.

- (a) No indebtedness shall be incurred by the JGC in excess of the funds in its treasury.

**ARTICLE V
EDUCATION AND PROMOTIONAL FUNDS**

Section 1.

- (a) The JGC shall provide for a Promotional Fund
- (b) The JGC may provide for an Education Fund make regulations concerning loans and/or bursaries from that fund. Loans and/or bursaries 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 Education Fund may be used for scholarship awards.

**ARTICLE VI
DISCIPLINE AND REMOVAL FROM OFFICE**

Section 1. Discipline

- (a) Any JGC officer or member may be cited by the Jurisdictional Guardian to appear, at a designated time and place 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. The Executive JGC 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. The Executive JGC shall determine the innocence or guilt of the accused. If the charges are sustained, the Executive JGC shall have the power to reprimand, remove from office, suspend or expel such JGC Officer or member.
- (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) Deleted.
- (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 SGC.

**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) These Rules and Regulations may be amended at the Annual Meeting of the JGC by a two-thirds (2/3) affirmative vote of the members present and voting.
 - (1) Proposed Amendments shall be submitted in writing to the Jurisdictional Secretary by the 1st May of the year of the Annual Meeting of the JGC.
 - (2) A copy of the Proposed Amendments shall be distributed to all Bethels, members of the JGC, Supreme Deputy, (Assisting Supreme Deputy), Supreme Guardian, and Vice Supreme Guardian by the 1st of

- June of the year of the Annual Meeting of the JGC.
- (b) Amendments shall be submitted to the Jurisprudence Committee of the SGC for approval or disapproval following adoption at the Annual Meeting of the JGC.
 - (c) Within thirty (30) days after the close of the Annual Meeting 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 Chairman 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.
 - (2) 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 acknowledgment.
 - (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) Amendments shall not become law until returned from SGC Jurisprudence Committee, printed and distributed.
 - (d) The adoption by the SGC of new laws or amendments to existing laws affecting any Manual automatically amends same except where the new laws or amendments adopted by the SGC conflict with local, State or National Acts or Legislation.

**ARTICLE X
BOOK OF CEREMONIES**

Section 1.

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

APPROVED - JURISPRUDENCE COMMITTEE

Chairman _____	Date _____
_____	Date _____
_____	Date _____
_____	Date _____
_____	Date _____
_____	Date _____
Vice Supreme Guardian _____	Date _____