

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

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

Section 1. See B-GGC, Art. I, Sec.1 (a)-(f)

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

Section 1. See B-GGC, Art. I, Sec.1 (a)-(b)

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

Section 1. Rulings See B-GGC, Art. III, Sec. 1 (a)

Section 2. The Grand Guardian shall: See B-GGC, Art. III, Sec. 2 (a)-(n)

PA (o) Suspend the functions of any Bethels or BGCs for good and sufficient reasons.

PA (p) Countersign all GGC checks in the absence of either the Grand Secretary or Grand Treasurer.

Section 3. The Associate Grand Guardian shall: See B-GGC, Art. III, Sec. 3 (a)-(e)

Section 4. The Vice Grand Guardian shall: See B-GGC, Art. III, Sec. 4 (a)-(b)

Section 5. The Vice Associate Grand Guardian shall: See B-GGC, Art. III, Sec. 5 (a)-(b)

Section 6. The Grand Secretary shall: See B-GGC, Art. III, Sec. 6 (a)-(j)

PA (k) Include proposed amendments to the Manual of Rules and Regulations in the minutes of the Annual Meeting of the GGC of Pennsylvania, and note whether they were adopted or rejected.

PA (l) Notify all members that have requested such, all changes and amendments to the Manual of Rules and Regulations of the GGC, after approval has been received from the Chairperson of the Supreme Jurisprudence Committee.

PA (m) When the amended Supreme Constitution and Bylaws are made available on the Supreme website, notify each Bethel and GGC member.

PA (n) Remove from the mailing list any member who has not paid the current membership fee for a period of two (2) years. Notice will be sent to the member thirty (30) days before the Annual Meeting of the GGC with removal to follow the Grand Session. This action shall not deprive any such member of the right to vote in a GGC meeting provided the member has paid the current membership fee. The member's name shall be returned to the current mailing list upon payment of current membership fee.

PA (o) SGC forms are available on the SGC website and should be downloaded and printed. If the form is not available on the SGC website, contact the Grand Secretary to obtain the form(s).

PA (p) Issue notices of all meetings properly called.

PA (q) Keep a detailed report of all receipts and disbursements of the GGC and membership of the Bethels.

PA (r) Buy, sell, and have charge of all supplies, attend to all printing, and furnish supplies to the Bethels as requested by them.

PA (s) Be custodian of all records and reports, and transfer them, together with all property of the GGC in her possession, to her successor, fifteen (15) days after the GGC installation. Expenses are to be paid by the GGC.

PA (t) Draw warrants for payment by the Grand Treasurer of the GGC, for bills and obligations, with the exception of: petty cash for the Grand Secretary per budget; supplies from the Supreme Headquarters; disbursements per bylaws, budget, and vote of the body. All other bills shall be attached to the warrant and passed to the Finance Committee Chairperson, then to each member of the Finance Committee, and the

- Grand Guardian, for their signatures and for approval or disapproval. Copies of all warrants shall be sent to the Finance Chairperson, the Grand Guardian, and the Vice Grand Guardian.
- PA (u) Receive all proposed amendments to the Manual within sixty (60) days prior to the Annual Meeting of the GGC and forward a copy of the same, either electronically or by mail to those who do not have email, to each voting member on the mailing list at least thirty (30) days prior to the Annual Meeting.
- PA (v) Mail credentials to the voting members on the mailing list at least thirty (30) days prior to the Annual Meeting.
- PA (w) Countersign and send all checks.
- PA (x) Order jewels for the retiring Grand Guardian and retiring Associate Grand Guardian as follows:
- (1) A jewel (Catalog No. J-81P) for the Grand Guardian. If this retiring officer wishes, she may have a more expensive PGG jewel selected from the official jewelry catalog, providing she pays the monetary difference.
 - (2) A solid gold button (Catalog No. 87P), for the AGG. If this retiring officer wishes, he may have a more expensive PAGG pin, selected from the official jewelry catalog, providing he pays the monetary difference.
 - (3) The jewels for the officers of this GGC shall be returned to the Grand Secretary at the close of each GGC year. Presentation of the jewels will be at the Installation of Officers.
- PA (y) Include the Auditor's Report in the minutes of the Grand Session of the GGC of Pennsylvania.
- PA (z) All materials for the Directory shall be in the hands of the Grand Secretary within ten (10) days after the close of the Grand Session of the GGC. Within forty-five (45) days after the close of the Grand Session of the GGC, a GGC Directory with information regarding the Council, including all names, addresses, telephone numbers, and zip codes, shall be distributed to all current dues paying members of the GGC as of the Grand Session, Supreme Guardian, Executive Manager, Grand Guardians, Vice Grand Guardians, and Grand Secretaries of other jurisdictions bordering our GGC.
- PA (aa) Distribute the minutes of the Annual Meeting, Grand Session, and Fall Meeting to each GGC member who has paid the current membership fee and has paid an additional fee of ten dollars (\$10.00). The additional fee must be paid by the close of the Grand Session.
- (1) Each Elected Grand Officer shall receive one (1) set for their records at no charge.

Section 7. The Grand Treasurer shall: See B-GGC, Art. III, Sec. 7 (a)-(d)

- PA (e) Deposit all monies in a bank approved by the Finance Committee. The bank account shall be in the name of the GGC of Pennsylvania, Inc. Job's Daughters International.

Section 8. The Grand Guide and Grand Marshal shall: See B-GGC, Art. III, Sec. 8 (a)-(b)

- PA (c) The Grand Guide shall:
- (1) Prepare the room, with the assistance of the Grand Marshal, for the Grand Session of the GGC and shall have charge of all Paraphernalia used at the Grand Session.
 - (2) Be the Chairperson of the Miss Job's Daughter of Pennsylvania Scholarship Pageant.
- PA (d) The Grand Marshal shall:
- (1) Serve as Chairman and see that the bylaw committee integrates the SGC Amendment changes as well as any approved amendments to the Pennsylvania Manual of Rules and Regulations.
 - (2) Serve as a member of the Miss Job's Daughter of Pennsylvania Scholarship Pageant Committee.
 - (3) Direct the Flag Ceremony, if one is held at Grand Session.
- PA(e) Serve as members of the Strategic Planning Committee.

Section 9. The Grand Inner Guard and Grand Outer Guard shall: See B-GGC, Art. III, Sec. 9 (a)-(b)

PA Section 10. Other Grand Officers shall:

- (a) Perform such duties as may be assigned to them by the Grand Guardian.
- (b) The Grand Librarian shall:
 - (1) Be in charge of all Arts and Crafts Competitions to be held at a time during the year as established between the Grand Guardian and the Grand Librarian.

- (2) Establish and distribute the rules of this competition to each Bethel giving the Daughters enough time to pre-register their entries prior to competition.
- (c) The Grand Chaplain shall:
 - (1) Prepare a suitable memorial service to be given during the Grand Session of the GGC

ARTICLE IV COMMITTEES

Section 1. (Unassigned)

Section 2. (Unassigned)

Section 3. Standing Committees

PA The Grand Guardian shall appoint the following committees before the close of the Grand Session of the GGC. These committee members shall not be members of the Executive Line. The Chairperson of each of these committees shall present a properly signed report at each Annual Meeting of the GGC and shall see that a permanent file is turned over to her/his successor.

PA (a) **APPEALS AND GRIEVANCES COMMITTEE**

PA (1) The Appeals and Grievances Committee shall be composed of three (3) members. At each Grand Session one (1) member shall be appointed for three (3) years.

PA (2) It shall be the duty of the Appeals and Grievances Committee to:

PA [a] Consider and report on all appeals in the manner provided in SOP-SGC-1.

PA (b) **EDUCATIONAL SCHOLARSHIPS COMMITTEE**

PA (1) The Educational Scholarship Committee shall be composed of three (3) or more members. One (1) member appointed for one (1) year, one (1) member for two (2) years, one (1) member appointed for three (3) years.

PA (2) It shall be the duty of the Educational Scholarships Committee to:

PA [a] Send copies of the application form for the Order of Eastern Star Scholarship and the GGC Scholarships to the Bethels no later than December 1 of each year.

PA [b] Receive applications for scholarships, carefully investigate, and award monies at the Grand Session of the GGC.

PA [c] See that no member of the Educational Scholarships Committee writes a letter of recommendation for any Daughter applying for a scholarship.

PA [d] See that no parent, grandparent, or guardian of any Daughter applying for a scholarship serves on the Educational Scholarships Committee.

PA [e] Determine the number and amount of scholarships from the Miss Job's Daughter Scholarship Pageant in accordance with the quality of the applications and the proceeds available from the Pageant.

PA (c) **FINANCE COMMITTEE**

PA (1) The Finance Committee shall be composed of three (3) members. One (1) member appointed for one (1) year, one (1) member appointed for two (2) years, and one (1) member appointed for three (3) years. Thereafter, at each Grand Session one (1) member shall be appointed for three (3) years.

PA (2) It shall be the duty of the Finance Committee to:

PA [a] To investigate and report on all matters which may affect the finances of the GGC.

PA [b] Approve or disapprove any accounts or claims presented against the GGC and to sign warrants for such items when approved and forwarded to the Grand Guardian for her approval.

PA [c] Meet with the Grand Secretary and Grand Treasurer before the Annual Meeting and immediately after the close of the Grand Session to approve all bills presented against the GGC.

PA [d] Prepare and present a budget of estimated receipts and disbursements for the ensuing year of the GGC, copies of the budget to be distributed to each voting delegate thirty (30) days prior to the Annual Meeting of the GGC for consideration at the Annual Meeting.

PA (d) **JURISPRUDENCE COMMITTEE**

PA (1) The Jurisprudence Committee is composed of three (3) members. At each Grand Session one (1) member shall be appointed for three (3) years.

PA (2) It shall be the duty of the Jurisprudence Committee to:

PA [a] Consider all questions pertaining to the Manual of Rules and Regulations and procedure which may be referred to it and report on them at the next Annual Meeting.

PA [b] Consider and report on all proposed amendments to this Manual.

PA [c] Approve or disapprove all Bethel Uniform Codes and amendments.

PA (e) **PROMOTION COMMITTEE**

PA (1) The Promotion Committee is composed of five (5) members with one (1) member to be designated Chairperson. The promotion committee shall present a report at the Fall meeting of activities in process and a planned promotion program for the ensuing year. The Chairman shall give a final report at the Annual meeting incorporating the work of all subcommittees and file any financial reports incurred during the GGC year.

PA (2) The committee shall be broken into the following subcommittees:

PA [a] Membership subcommittee is responsible to:

PA [1] To maintain the monthly database of membership statistics

PA [2] To work in conjunction with the VGG to develop a membership incentive program for the GGC year

PA [3] To award membership awards in the form of colored ribbons that will be given to each Bethel based on the time period from January 1 to December 31 of the previous year. Results will be compiled and awards given at the Grand Session of the GGC as follows: for initiating 8 or more Daughters, a Purple Streamer; 5 to 7 Daughters, a White Streamer; 2 to 4 Daughters, a Blue Streamer; and a Green Streamer for 1 Daughter. The streamers shall bear the year and will be placed on the staff of the Bethel flag

PA(b) New Bethel Development is responsible to:

PA[1] Assist the Grand Guardian in organizing Bethels.

PA[2] To work in conjunction with the EGGC for any leads to new areas for Bethel development

PA (c) Publicity subcommittee is responsible to:

PA [1] Submit timely articles to other Masonic groups for publication in their newsletters at least two (2) times a year.

PA [2] To work in conjunction with the Grand Guardian for articles in the PA Freemason magazine and the PA Masonic Youth Minutes meeting all deadlines established by those publications.

PA[3] Create a JD Connection and publish it on the website and Facebook page quarterly and send a copy to each adult leader in the Masonic Family at least twice a year.

Section 4. Other Committees

PA The Grand Guardian shall appoint the following committees before the close of the Grand Session of the GGC. These committee members shall not be members of the Executive Line. The Chairperson of each of these committees shall present a properly signed report at each Annual Meeting of the GGC and shall see that a permanent file is turned over to her/his successor.

PA(a) **AUDIT COMMITTEE**

- PA(1) The Audit committee is composed of three (3) members. No member on the Finance Committee shall serve on this committee. It shall be the duty of the Audit Committee to:
- PA(2) It shall be the duty of the Audit Committee to:
- PA[a] Audit the books of the Grand Secretary and the Grand Treasurer within forty-five (45) days of the close of the Grand Session of the GGC.
 - PA[b] Audit the books when there is a change in Grand Secretary or Grand Treasurer, prior to turning financial books over to the new Grand Officer. This is to be completed within twenty (20) days after the change in Officers.
 - PA[c] Audit the Annual Grand Session books at least fifteen (15) days prior to the Fall Meeting of the GGC.
 - PA[d] Audit the Grand Bethel books after the Installation of the new Grand Bethel members and committee before the books are turned over to the new GB Secretary and GB Treasurer.
 - PA[e] Audit any other books kept by members of the GGC or as requested by the Grand Guardian.
- PA (b) **BYLAW COMMITTEE**
- PA(1) The Bylaw Committee is composed of two (2) members which include the Grand Marshal as Chairman. (See PA B-GGC, Art. III., Sec 8)
- PA (2) It shall be the duty of the Bylaws committee to:
- PA[a] Work in conjunction with the Grand Secretary to coordinate the revisions to the Manual when amendments received by the Supreme Jurisprudence Committee have been approved.
 - PA[b] Maintain the Manual of Rules and Regulations and all dates of the changed pages and publish to the website with any new changes to the PA Manual of Rules and Regulations each year.
- PA(c) **CREDENTIALS COMMITTEE**
- PA(1) The Credentials Committee is composed of three (3) members.
- PA(2) It shall be the duty of the Credentials Committee to:
- PA[a] Examine all credentials at the time of registration during the Annual Meeting of the GGC and collect two (\$2.00) dollars from each voting member.
 - PA[b] Compile a list of voting members present and report the total before the time of election.
- PA(d) **MASONIC CONFERENCE CENTER ARRANGEMENTS COMMITTEE**
- PA(1) The Masonic Conference Center Arrangements Committee shall be composed of at least two (2) members to be designated as (1) the Chairman and Masonic Village Liaison and (2) the Patton Coordinator.
- PA (2) It shall be the duty of the MV Liaison to:
- PA[a] 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.
 - PA[b] 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.
 - PA[c] Report any problems or conflicts to the Grand Guardian for resolution.
 - PA[d] See that a NON-REFUNDABLE registration fee, in addition to the current PMYF (PA Masonic Youth Foundation) fee, if applicable, shall be collected per person with each reservation for overnight stay and/or when a meal or snack is to be served.
 - PA[e] Requirement of registration fees and PMYF fees.
 - PA(i) 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.

- PA(ii) PMYF fees for out of state guests shall include an additional amount to cover the full cost of meals included in the reservation. Contact PMYF for the exact amount to be charged to out of state guests.
- PA(iii) A cancellation fee will be charged for all cancellations that are past the reservation deadline. This fee will be the surrender of the non-refundable registration fee and PMYF fees for the event. If for some reason the registration fee was not collected before the registration deadline, the cancellation fee must be charged.
- PA(iv) All PMYF fees collected, including the additional amount to cover the full cost of meals for out of state guests, and any cancellation or excess registration fees will be turned over to the Grand Secretary for payment to PMYF.
- PA(v) Anyone serving in an official capacity during a weekend event, cannot be counted as a chaperone, ie: all GB committee adults, GG and AGG, etc. Bethel Guardians should be certain that their Bethel observes the appropriate adult to Daughter ratio.
- PA (vi) LATE RESERVATIONS WILL NOT BE ACCEPTED!
- PA(vii) Pennsylvania member reservations will be accepted before any out of state guests.

PA(e) **DAUGHTER COMPETITIONS COMMITTEE**

- PA(1) The Daughter Competitions Committees shall be comprised of any or all of the following committees: Participation, Ritual, Service, Sports, Spirit Award, Choir/Music
- PA(2) Each committee shall be composed of at least one (1) member of the GGC that is a CAV approved member.
- PA(3) Guidelines and rules of any and all competitions shall be established each year in conjunction with the GG and presented at the Fall Meeting of the GGC.

PA(f) **SESSION ARRANGEMENTS COMMITTEE**

- PA(1) The Session Arrangements Committee chair shall be appointed by the coordinating elected officer, and composed of at least four (4) members, for the year to which they have been assigned.
- PA(2) The duties of the Chairperson of this committee are to:
 - PA[a] Appoint subcommittees as may be necessary to make arrangements for the Grand Session.
 - PA[b] Work financially independently of the GGC.
 - PA[c] Sponsor Ways and Means projects. Items are not to be distributed to the Bethels.

PA(g) **STRATEGIC PLANNING COMMITTEE**

- PA(1) The Strategic Planning Committee shall be composed of two (2) or more members.
- PA(2) It shall be the duty of the Committee to:
 - PA[a] Administer the Strategic Plan for Job's Daughters in Pennsylvania and make any additions, changes, or deletions to the Plan, with the approval of the EGGC.
 - PA[b] Report to the Grand Guardian and the members of the EGGC on all issues affecting the Plan and to advise with the proper committee on its implementation.
 - PA[c] Report to the GGC at the Annual Meeting on the status of the Plan, identifying accomplishments, failures, and changes, since the last Annual Meeting, providing a current copy of the Plan to all Executive GGC members at the Annual Meeting.

PA(h) **WAYS AND MEANS COMMITTEE**

- PA(1) The Ways and Means Committee shall be composed of two (2) or more members.
- PA(2) It shall be the duty of the Chairperson of the committee to keep an itemized list of the expenses of the committee.

PA(3) The Grand Secretary and Grand Treasurer have the GGC's permission to pay invoices of the Ways and Means Committee as presented, these having been verified by the Committee Chairperson and approved for payment by the Grand Guardian. Upon payment, a notice of payment shall be sent to the Finance Committee in the normal manner.

PA(i) **FRATERNAL RELATIONS COMMITTEE**

PA(1) The Fraternal Relations Committee shall be composed of at least two (2) members. Their term of office will last a minimum of three (3) years. They will report to the Grand Guardian and advise the Chairman of Promotion of their activities. Team(s) will be appointed to each geographical region within the Commonwealth of Pennsylvania in which Job's Daughters does not have an active presence. Each team will be made up of one woman and one man (when possible.)

PA(2) It is responsible to:

PA[a] Advise the Grand Guardian of Masonic Family Organization events and activities within their areain which it might be of benefit to Job's Daughters to have a representative attend.

PA[b] Represent the Grand Guardian at Masonic Family Organization events and activities when requested by the Grand Guardian.

PA[c] Identify opportunities for exemplifications in areas currently not served by Job's Daughters Bethels with at least two (2) events each year and advise the Grand Guardian. Assist the Daughters/Bethels as needed.

PA[d] Advise the Grand Guardian and Chairperson of the Promotions Committee of opportunities for the creation of new Bethels.

**ARTICLE V
(Unassigned)**

**ARTICLE VI
FINANCES**

Section 1. Receipts/Revenue

Section 2. Fees See B-GGC, Art. VI, Sec. 1 (a) and PA SOP-GGC 104, Section 2 PA(c)

**ARTICLE VII
PENALTIES AND FINES**

Section 1. Penalties See B-GGC, Art. VII, Sec.1 (a)-(d)

PA(e) Each fine charged shall be five (\$5.00) dollars payable to the Grand Secretary

**ARTICLE VIII
EDUCATION AND PROMOTIONAL FUNDS**

Section 1. See B-GGC, Art, VIII Sec. 1 (a)-(b)

PA Section 2. Scholarships

PA(a) The GGC shall provide for a Scholarship Fund(s). This fund(s) shall consist of donations, bequests and 5% of net proceeds from the MJD Scholarship Pageant.

PA(b) The number and amount of scholarships awarded annually shall be in accordance with the amount of money available. At least one (1) scholarship of one hundred dollars (\$100.00) shall be awarded annually.

PA[1] Scholarships will be awarded from the three available funds managed by PMYF.

PA[a] The number and amount of Scholarships from the Miss Job's Daughter Scholarship Pageant shall be determined by the Educational Scholarships Committee in accordance with the quality of the applications received and the proceeds available from the Pageant.

PA[b] The Scholarship Committee will also award one scholarship from the Bert Brown Memorial Scholarship Fund, based on the applications received. The amount of the scholarship is based on the increase of the Fund during the year.

PA[c] The Scholarship Committee will also award one scholarship from the Mary Etta Wright Endowment Fund, based on the applications received. The amount of the scholarship is at the discretion of the Scholarship Committee..

PA(c) Scholarship(s) shall be awarded to Daughters who are active or Majority Members of the Order.

PA(d) The scholarship(s) shall be awarded at the Grand Session of the GGC.

PA (e) Any recipient of a Masonic related scholarship SHOULD NOT be excluded from receiving a GGC Scholarship (such as the Educational Savings, Memorial Savings, Special Saving and Pageant).

ARTICLE IX

DISCIPLINE AND REMOVAL FROM OFFICE

Section 1. Discipline See B-GGC, Art. IX Sec. (a)-(b)

Section 2. Removal from Office See B-GGC, Art. IX, Sec 2 (a)-(b)

ARTICLE X (Unassigned)

ARTICLE XI (Unassigned)

ARTICLE XII (Unassigned)

ARTICLE XIII

ELECTION, VOTING PRIVILEGES, AND PROXY

Section 1. Election See B-GGC, Art. XIII, Sec. 1 (a)-(c)

Section 2. Voting Privileges See B-GGC, Art. XIII, Sec. 2 (a)

Section 3. Proxy See B-GGC, Art. XIII, Sec 3 (a)

ARTICLE XIV APPOINTMENTS

Section 1. See B-GGC, Art. XIV, Sec. 1 (a)

ARTICLE XV TERM

Section 1. See B-GGC, Art. XV, Sec. 1 (a)

ARTICLE XVI INSTALLATION

Section 1. See B-GGC, Art. XVI, Sec. 1 (a)-(c)

**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.

Sections 1-30 See B-GGC, Art. XVII, Sec. 1 (1)-(30)

**PA ARTICLE XVIII
UNAUTHORIZED NEWSLETTER, LETTER, PUBLICATION, ETC.**

PA Section 1.

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