

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

**PA-SOP-GGC-101
APPEALS**

Section 1. See SOP-GGC 1, 1 Sec. 1 (a)

**PA-SOP-GGC-102
BOOK OF CEREMONIES**

Section 1. See SOP-GGC 2, Sec. 1 (a)-(d)

PA-SOP-GGC-103
EDUCATIONAL AND PROMOTIONAL FUNDS

Section 1. See SOP-GGC 3, Sec.1 (a)-(b)

PA-SOP-GGC-104
FINANCES

Section 1. Receipts/Revenues: See SOP-GGC 4, Sec. 1

Section 2. Fees: See SOP-GGC 4, Sec. 2 (a)-(b)

PA (c) Fees for PA GGC Members

- (1) Each member of the GGC shall pay an annual membership fee of twenty-five dollars (\$25.00), in advance, or at the Grand Session of the GGC. Upon receipt, a wallet-size membership card will be issued as evidence of payment.
- (2) The annual membership fee is not paid by the Fall Meeting; a five dollar (\$5.00) late penalty fee will be in effect.
- (3) The session registration fee shall be used primarily to defray the expenses incidental to the Grand Session of the GGC.
- (4) Any excess funds of the Grand Session Committee shall be turned over to the next year's Grand Session Committee, after an audit, to be completed by the Fall Meeting. The GGC shall pay any deficit.

Section 3. Exemption: See SOP-GGC 4, Sec. 3 (a)

PA Section 4. Disbursements

- (a) The Vice Grand Guardian shall receive the sum of three hundred dollars (\$300.00) for her expenses in preparing for her term as Grand Guardian. This amount shall be paid in January of the year in which she is serving as Vice Grand Guardian. If the Vice Grand Guardian does not become Grand Guardian, she will return the three hundred dollars (\$300.00) at the close of the current Grand Session of the GGC. The three hundred dollars (\$300.00) will then be paid to the person in the position of Grand Guardian.
- (b) The Grand Guardian shall have her SGC Session registration paid as the official representative at the Annual Session of the SGC. She shall receive her fare to the Annual Session of the SGC by the most reasonable airfare and the most direct route from her home and return, provided she attends all the business meetings of the Annual Session of the SGC. However, she may travel by any mode that is most convenient to her.
- (c) The Associate Grand Guardian shall be allowed one thousand five hundred dollars (\$1500.00) for expenses in visiting Bethels, Masonic Lodges, and any other Masonic related organizations as requested during his term of office.
- (d) The honorarium for the Grand Secretary shall be three hundred dollars (\$300.00) per annum and also have their meals and lodging to be paid at their choice of either Grand Session or Annual meeting or any combination of the two events, not to exceed \$300 total. The Grand Secretary shall receive traveling expenses for Institution and Chartering of Bethels in the Commonwealth.
- (e) The honorarium for the Grand Treasurer shall be two hundred dollars (\$200.00) per annum and also have their meals and lodging to be paid at their choice of either Grand Session or Annual meeting or any combination of the two events, not to exceed \$300 total.
- (f) The Chairperson of the Promotion Committee shall submit a signed written request to the Grand Secretary to authorize drawing a warrant for payment of monies for those promotion concerns listed requiring expenditures of funds from the Promotional Fund. If not a budgeted item, the Promotional Chairperson must get all expenses exceeding \$100. approved by the Grand Guardian, VGG, and the Finance Committee prior to submitting a warrant request.
 - (1) Assume one-half (1/2) of the lodging expenses, not to exceed two (2) nights, for the Daughter(s) requested by SGC or one-half (1/2) of a Quad package for other jurisdictions to display our Pennsylvania Flag representing our GGC.
 - (2) Bus transportation, if necessary, for Bethel(s) being requested by a Masonic organization or for an organization basing their relationship on Masonic fraternity to do ritualistic work. Cost of transportation not to exceed three hundred dollars (\$300.00) in any one (1) year.

- [a] Should the Masonic body remunerate the Bethel exemplifying the ritualistic work, the remuneration should be deducted from the cost of transportation or other expense incurred.
- (3) Provide funds incurred in promoting, instituting, and chartering new Bethels.
 - [a] Provide supplies necessary for instituting a new Bethel as listed in the Supreme Law, SOP-BETHEL-20. SUPPLIES FURNISHED GRATIS TO INSTITUTE BETHELS.
 - [b] Provide bus transportation, if necessary, for Bethel Institution and Chartering.
- (4) Bethels in distress:
 - [a] Promote and finance activities to stimulate enthusiasm and to acquire new members.
- (5) Miss Job's Daughter of Pennsylvania shall be reimbursed for expenses incurred traveling within the Commonwealth during her year to organizations other than Job's Daughters, as approved by the Grand Guardian.
- (6) When requested to provide a Page for the Order of the Eastern Star Grand Chapter reimburse our representative for GGC approved expenses for the required clothing, lodging, and meals.
- (7) The Daughter Hike Chairperson shall receive up to five hundred dollars (\$500.00) for postage, phone calls, and in state travel expenses, when GGC approved expenses are submitted.
- (8) The Miss Congeniality shall receive up to two hundred fifty dollars (\$250.00) for expenses incurred traveling within the Commonwealth during her year as approved by the GG.
- (9) This Miss Junior Jobie shall receive up to one hundred fifty dollars (\$150.00) for expenses incurred traveling within the Commonwealth during her year as approved by the GG.
- (g) Finance Committee members shall be reimbursed for postage and stationery expenses incurred in the performance of their duties. A bill should be submitted to the Grand Secretary before the Annual Meeting of the GGC.
- (h) The GGC will help defray the cost of the JD Connection.
- (i) The Ways and Means Committee shall keep an itemized list of phone calls, postage, printing and all reasonable expenses, approved by the GGC. The Ways and Means Committee shall be reimbursed for these expenses, not to exceed fifty dollars (\$50.00) by the GGC, providing the itemized list of expenses is presented to the Grand Secretary no later than thirty (30) days prior to the Annual Meeting of the GGC.
 - (1) The Grand Secretary and Grand Treasurer may pay invoices of the Ways and Means Committee as presented, having been verified by the Committee Chairperson and approved for payment by the Grand Guardian. Upon payment, a notice of a payment shall be sent to the Finance Committee in the normal manner.
- (j) The Grand Guide (Pageant Chairperson) shall receive a working advance toward the Miss Job's Daughter Scholarship Pageant expenses.
- (k) Award Committee Chairperson shall be reimbursed for expenses incurred in the performance of his/her duties. Expenses shall consist of the cost of the awards presented. A bill to be submitted to the Grand Secretary prior to the Grand Session of the GGC. The selection of awards is to be coordinated with the appointed Awards General Chairperson.
- (l) The representative for the SGC Session Pageant shall have her registration paid.
- (m) The representative for the SGC Session Pageant shall have the Pageant registration fee paid.
- (n) The Grand Bethel Honored Queen shall receive up to five Hundred dollars (\$500.00) for postage, phone calls, and in and out of state travel expenses, when GGC approved expenses are submitted.
- (o) The GGC shall purchase a new tiara each year for the Miss Job's Daughter of PA.
- (p) Up to one thousand dollars (\$1000.00) will be budgeted each year for reimbursement to the Fraternal Relations Committee. These monies will be available for traveling expenses to Masonic Family Organizations within the Commonwealth of Pennsylvania. They will include gas, tolls and fees associate to events. An itemized voucher shall be submitted to the Grand Guardian, who will approve/disapprove expenses prior to payment.

**PA-SOP-GGC-105
GRAND BETHELS**

Section 1. Regalia for Grand Bethel Officers, Representatives and Choir Members

See SOP-GGC 5, Sec. 1(a)-(c)

Section 2. Medallions and pins for Grand Bethel Officers, Representatives and Choir Members

See SOP-GGC 5, Sec. 2 (a)

Section 3. Each jurisdiction shall include laws concerning regalia in the Grand Bethel Bylaws.

Section 4. Age Eligibility See SOP-GGC 5, Sec. 4 (a)

**PA-SOP-GGC-106
INSTALLATION**

Section 1. See SOP-GGC 6, Sec. 1 (a)-(b)

PA-SOP-GGC-107
MANUAL OF RULES AND REGULATIONS

Section 1. Amendments See SOP-GGC-7, Sec. 1 (a)-(d)

- PA (e) Amendments to this Manual of Rules and Regulations may be adopted at any Annual Meeting of the GGC by two-thirds (2/3) affirmative vote of the members voting , provided that such amendments have been sent in writing to the Grand Secretary at least sixty (60) days prior to the Annual Meeting. No amendment shall be received by the Grand Secretary unless submitted by a bona fide member of the GGC. A copy of all proposed amendments shall be sent to each member on the current mailing list of the GGC at least thirty (30) days previous to the Annual Meeting of the GGC.
- PA (f) No Manual of Rules and Regulations and/or Bylaws additions thereto or amendments thereof (including immediate amendments) shall become effective until approved by the Supreme Jurisprudence Committee.
- PA (g) The adoption and approval of any amendment(s) shall automatically amend all other sections referring to the same subject.

PA Section 2. Immediate Amendments

- (a) Immediate amendments may be submitted in writing if signed by delegates representing two-thirds (2/3) of legally chartered Bethels. Such amendments must have a unanimous vote of those present for adoption. Copies of immediate amendments and recommendations shall be placed on the Grand Secretary's desk and also given to the Chairperson of the Jurisprudence Committee by nine 9 AM Saturday morning of the Annual Meeting.

**PA-SOP-GGC-108
MEETINGS**

Section 1. See SOP-GGC-8, Sec. 1 (a)-(b)

**PA-SOP-GGC-109
PENALTIES AND FINES**

Section 1. Fines shall be levied for:
See SOP-GGC 9, Sec. 1 (a)-(c)

**PA-SOP-GGC-110
VACANCIES**

Section 1. See SOP-GGC-10 Sec. 1 (a)-(d)