

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

### **Section 1.**

- (a) GGCs may adopt a Manual of Rules and Regulations which shall not conflict with the laws of the SGC. (See SOP-GGC-7 and B-GGC Art. XVII Sec. 1.4)
- (b) GGCs may adopt a Book of Ceremonies which shall not conflict with the laws of the SGC. (See SOP-GGC-2 and B-GGC Art. XVII Sec. 1.5)
- (MI-c) The GGC of Michigan formally approved the formation of a Grand Bethel by adopting a Manual of Rules and Regulations at the 1952 GGC Session.  
Grand Bethel Rules and Regulations have been adopted and are included in the Manual of Rules and Regulations.
- (d) GGCs shall obtain their supplies from the SGC.
- (e) GGCs may delegate authority to Grand Guardians to administer certain penalties and fines. (See SOP-GGC-9)
- (f) GGCs may approve the formation of an Alumni Association (See B-GGC Art. XVII Sec. 1.29) which shall not conflict with the laws of the SGC.

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

### **Section 1.**

- (a) The powers of the Executive GGC shall be limited to action on appeals as provided under the laws of the SGC. (See SOP-SGC-1)
- (b) The members may act in an advisory capacity on other matters when requested to do so by the Grand Guardian.

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

### **Section 1. Rulings**

- (a) Rulings of a Grand Guardian not contrary to existing law shall be in effect until the next Annual Session. Such decisions shall not become law unless presented in the form of an amendment and adopted as provided in the laws of the GGC.

### **Section 2. The Grand Guardian shall:**

- (a) Preside at all regular and special meetings of the GGC and the Executive GGC.
- (b) See that the laws of the SGC and GGC are enforced.
- (c) Promote the welfare and growth of the Order.
- (d) Appoint the members of the BGCs. Appointees working with JDI in the USA, Canada and Australia shall be on the current list of CAVs provided by the Executive Manager.
- (e) Issue dispensations and charters in the name of the GGC.
  - (1) When a Bethel changes location a Charter Amendment shall be issued, under seal, to be attached to the Bethel Charter indicating the new location. This Charter Amendment shall be dated and bear the signature of the Grand Guardian and attested by the Grand Secretary. (See C-Bethel, Art. XIII, Sec. 3)
- (f) Issue special dispensations upon request and when required to comply with SOP-Bethel-18.
- (g) Convene any Bethel or BGC for the purpose of settling disputes, to make inspection, or to require obedience to the laws and rules of the Order.
- (h) Appoint committees as necessary for the transaction of the business of the GGC. Appointees working with JDI in the USA, Canada and Australia shall be on the current list of CAVs provided by the Executive Manager.

- (i) Serve as a member ex officio on all committees and the Board of Trustees, in Grand Jurisdictions where such a Board exists, with the right to discuss and vote on all questions except the Appeals and Grievances Committee.
- (j) Submit a written report at the Annual Session on the condition of the organization.
- (k) Appoint Grand Deputies and Deputy Grand Guardians, when required. Appointees working with JDI in the USA, Canada and Australia shall be on the current list of CAVs provided by the Executive Manager.
- (l) Submit a report on Form 120 at the Annual Session of the SGC about the work of the GGC jurisdiction, which shall be limited to activities of benefit to other GGCs, JGCs and Bethels. The Executive Manager shall mail Form 120 to each Grand Guardian sixty (60) days prior to the Annual Session of the SGC.
- (m) Issue a waiver of jurisdiction, under seal, to allow a resident in the jurisdiction to be initiated into a Bethel in another jurisdiction. The waiver shall be sent to the Supreme Deputy, Grand Guardian or Jurisdictional Guardian of the other jurisdiction. (See C-Bethel, Art. IV, Sec. 2 (a))
- (n) Appoint inspecting officer for instituting, reinstating and chartering a Bethel.
- (MI-o) Appoint Grand Counselors when required.
- (MI-p) Officially visit each Bethel in this Grand Jurisdiction once during her term for official visits or school of instructions.
- (MI-q) Be the custodian of the charter of the Grand Guardian Council.
- (MI-r) Serve on the Publication Committee of Proceedings for the Grand Session during her term of office.
- (MI-s) Deliver all property belonging to the Grand Guardian Council to her successor in office within ten (10) days following completion of her term.
- (MI-t) Approve Uniform Code of Bethel Bylaws under this Grand Jurisdiction upon the recommendation of the Jurisprudence Committee.
- (MI-u) Suspend the function of any Bethel for good and sufficient reasons.
- (MI-v) Approve or disapprove all communications before they are sent, except those of the Grand Secretary, pertaining to the business of the Grand Guardian Council or that of the Grand Bethel, including communications for Grand Officers, Committees and Boards. Said communications must state her approval thereof.

**Section 3. The Associate Grand Guardian shall:**

- (a) Assist the Grand Guardian in the performance of her duties.
- (b) Preside at the meetings in the absence of the Grand Guardian and the Vice Grand Guardian, and at other times when requested to do so.
- (c) Advise the Grand 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 and the Board of Trustees, in Grand Jurisdictions where such a Board exists, with the right to discuss and vote on all questions except the Appeals and Grievances Committee.
- (MI-f) See that the books are audited and a report presented at the Grand Guardian Council Session. See that the books of the Grand Session Committee are audited and closed within sixty (60) days after the close of Grand Session. Both the books of the Grand Guardian Council and those of the Grand Session Committee are to be signed by the Associate Grand Guardian and the members of the respective audit committee(s) at the time of the audit.
- (MI-g) See that the Grand Inner Guard and Grand Outer Guard provide proper security at the doors of all Grand Council Session functions.

**Section 4. The Vice Grand Guardian shall:**

- (a) Assist the Grand Guardian.
- (b) Assume the Grand Guardian's duties during her disability.
- (MI-c) Be responsible for formations at the Annual Session as directed by the Grand Guardian.
- (MI-d) Work with the Vice Associate Grand Guardian, and under the supervision of the Grand Guardian, arrange all Schools of Instruction within District Three.

**Section 5. The Vice Associate Grand Guardian shall:**

- (a) Assist the Associate Grand Guardian.
- (b) Assume the Associate Grand Guardian's duties during his disability.
- (MI-c) Work with the Vice Grand Guardian, and under the supervision of the Grand Guardian, arrange all Schools of Instruction within District Three.

**Section 6. The Grand Secretary shall:** (See B-GGC Art. XVII Sec. 1.7)

- (a) Attend all meetings of the Executive GGC and GGC.
- (b) Keep a record of all proceedings of the GGC.
- (c) Conduct correspondence and affix the seal of the organization when necessary.
- (d) Maintain a mailing list of all voting delegates.
- (e) Receive all monies due the GGC, turning same over to the Grand Treasurer, taking receipt therefore.
- (f) Submit a written report at the Annual Session.
- (g) Make an annual summary on Form 123 of the reports of the Bethels in the GGC, showing the membership record and other information as set forth in Form 110 or 111. A copy of Form 110 or 111 of each Bethel, an update of the Membership list provided by the Executive Manager, together with a copy of Form 123 shall be sent to the Executive Manager and shall be accompanied by remittance of fees specified in SOP-SGC-15.
- (h) Issue demits and receipts for dues to members of Bethels whose Dispensations or Charters have been revoked. (See SOP-Bethel-14)
- (i) Ensure that the latest amended copy of the Manual is on file with the Executive Manager and the Chairman of the Jurisprudence Committee of the SGC.
- (j) Report to the appropriate Grand Secretary or Jurisdictional Secretary and the Executive Manager the names and addresses of:
  - (1) All new Majority Members,
  - (2) Majority Members who have moved,
  - (3) Members and adult workers who have moved outside the jurisdiction.
- (MI-k) Receive all proposed amendments to the Manual sent to her/him ninety (90) days before the Annual Session of the Grand Guardian Council and forward a copy of the same to the Chairman of the Jurisprudence Committee and each active voting member of the Grand Guardian Council at least thirty (30) days before the Annual Session.
- (MI-l) Compile the minutes and report of the Annual Session, the proceedings of the Annual Meeting of the Grand Guardian Council and forward the material of all publications to the retiring Grand Guardian who is chairman of the Publication Committee for the Annual Proceedings.
- (MI-m) Be custodian of all reports. Transfer all properties, and records belonging to the Grand Guardian Council to her/his successor within thirty (30) days upon expiration of her/his term of office.
- (MI-n) Always have in the office at least one (1) complete outfit of Bethel equipment and supplies.

**Section 7. The Grand Treasurer shall:**

- (a) Receive all monies from the Grand Secretary giving a receipt therefore.
- (b) Have custody of all funds and securities belonging to the GGC.
- (c) Pay out monies on warrants as directed by the GGC.
- (d) Keep a complete record of all receipts and disbursements and report same at the Annual Session.
- (MI-e) Advise the Grand Guardian and Chairman of the Finance Committee on or before the fifteenth (15) day of each month the amount of the bank balance in each of the different funds at the close of the preceding month.
- (MI-f) Transfer all properties and records belonging to the Grand Guardian Council to her/his successor within thirty (30) days upon the expiration of her/his term of office.

- (MI-g) Submit quarterly reports of revenue and expenditures, with budget comparisons, to the Executive Grand Guardian Council and the Finance Committee.

**Section 8. The Grand Guide and Grand Marshal shall:**

- (a) Escort all distinguished visitors.  
 (b) Assist the Grand Guardian in such duties as she may assign to them.  
 (MI-c) Be responsible for formations at the Annual Session as directed by the Grand Guardian.  
 (MI-d) Work with the Grand Inner Guard, and Grand Outer Guard, and under the supervision of the Grand Guardian, arrange all Schools of Instruction within District Two and One, respectively.

**Section 9. The Grand Inner Guard and Grand Outer Guard shall:**

- (a) Guard the doors of the GGC room.  
 (b) Perform such other duties as may be assigned to them by the Grand Guardian and/or the Associate Grand Guardian.  
 (MI-c) Work with the Grand Guide, and Grand Marshal, and under the supervision of the Grand Guardian, arrange all Schools of Instruction within District Two and One, respectively.

**Section 10. Other Grand Officers shall:**

- (a) Perform such duties as may be assigned to them by the Grand Guardian.  
 (MI-b) The Grand Director of Music shall provide suitable music for the Session of the Grand Guardian Council.  
 (MI-c) The Grand Chaplain shall officiate at all devotional services of the Grand Guardian Council.  
 (MI-d) The Grand Librarian shall exercise a general supervision over the Grand Bethel Librarian and in the selection and recommendation of proper material for her Librarian reports. The Grand Librarian shall be in charge of the Annual Librarians Award, which is awarded at Grand Session.  
 (MI-e) Each appointive Grand Officer who is a PBG or PABG will give School(s) of Instruction each term.

**ARTICLE IV COMMITTEES**

**Section 1. Eligibility**

- (a)-(c) **(See C-GGC Art. XIII Sec. 1 (a-c))**

**Section 2. Restrictions**

- (a)-(b) **(See C-GGC Art. XIII Sec. 2 (a-b))**  
**(See MI C-GGC Art. XIII Sec. 2 (c-e))**

**(MI) Section 3. Standing Committees**

- (MI-a) The standing committees of the Grand Guardian Council of Michigan shall be:  
 Appeals/Grievances  
 Audit  
 Book of Ceremonies  
 Credentials  
 Education – Elected  
 Finance

Fraternal Relations  
 Grand Session  
 Jurisprudence  
 Leadership Development  
 Promotion  
 Registration

**(MI) Section 4. Other Committees**

Other committees are but are not limited to:

Courtesy  
 Coy Honor Award  
 Decorations  
 Fraternal Sunshine  
 Invitation  
 Masonic Pathways  
 Necrology

**(MI) Section 5. Committees and Duties**

**(a) Appeals and Grievance**

- (1) The committee shall be composed of three (3) members.
- (2) The duty of this committee shall be to investigate all appeals and grievances which may be lawfully filed with the Grand Guardian Council and to recommend disposition thereof to the Executive Grand Guardian Council.

**(b) Audit**

- (1) The committee shall be composed of three (3) members. One (1) new member shall be appointed for a three (3) year term each year. The Chairman shall have served on the committee for one (1) full year before being appointed as Chairman.
- (2) The duties of this committee shall be to:
  - (i) Audit all books and accounts of the Grand Secretary and Grand Treasurer. Any expenses concerning such audit shall be paid by the Grand Guardian Council.
  - (ii) Audit the books and accounts of any Bethel when requested to do so by the Grand Guardian.
  - (iii) Audit the books of the Grand Session Committee within ninety (90) days of the close of the Annual Session, unless extended by the Executive Grand Guardian Council, sending a report to the Grand Secretary and a copy to the Chairman of the Grand Session Committee.

**(c) Courtesy**

- (1) The committee shall be composed of three (3) members.
- (2) The duties of this committee shall be to:
  - (i) See that letters of thanks are sent to all persons and organizations so designated by the Grand Guardian.
  - (ii) See that a letter of welcome is in the room of all dignitaries at Grand Session with the information about the time and place to meet in preparation to lining up for the formal opening, banquet and other information about the session (for example, will their spouse sit with them at any of the functions, etc.).
  - (iii) Check with the Grand Session General Committee for rooms assigned to such persons.

**(d) Coy Honor Award**

- (1) The committee shall be composed of three (3) members. One (1) new member shall be appointed for a three (3) year term each year.
- (2) The duties of this committee shall be to create a selection process to designate the outstanding Job's Daughter in the GGC of Michigan for the GGC term.

**(e) Credential**

- (1) The committee shall be composed of an adequate number of members to carry out their duties.
- (2) The duties of this committee shall be to:
  - (i) Carefully examine and pass upon the credentials of all persons claiming a right to membership in the Grand Guardian Council.
  - (ii) Prepare a complete list of all duly authorized members present at the Annual Session of the Grand Guardian Council.
  - (iii) Work in close conjunction with the Grand Secretary in maintaining a correct credential list.

**(f) Decorations**

- (1) The committee is usually the Bethels of the Grand Guardian, Associate Grand Guardian and the Grand Bethel Honored Queen.
- (2) The duties of this committee shall be to work with the Session Chairman on planning the tables for Banquet and to arrange the distribution of any table favors. All bills should be turned in to the General Chairman and any money from the sale of decorations should be handled by the individuals Bethels.

**(g) Finance**

- (1) The committee shall be composed of three (3) members. One (1) new member shall be appointed for a three (3) year term each year.
- (2) The duties of this committee shall be to:
  - (i) Plan and promote sources of revenue for the Grand Guardian Council.
  - (ii) Approve or disapprove all bills presented to this Grand Guardian Council before payment thereof, and to authorize the Grand Secretary to issue warrants for the payment of accounts which are just claims against the Grand Guardian Council, after the approval of the Grand Guardian.
  - (iii) Prepare and submit for review and approval a budget of estimated income and disbursements for the Grand Guardian Council for the ensuing year. Copies of said budget shall be mailed to each voting delegate with their credentials for adoption at the annual session.

**(h) Fraternal Relations**

- (1) The committee shall be composed of one (1) member for at least each organization as follows: Masonic, O.E.S., DeMolay and Rainbow.
- (2) The duties of this committee shall be to:
  - (i) Attend the Grand Sessions whenever entitled to do so.
  - (ii) Attend any receptions and other specials they may hold.
  - (iii) Send greetings from the Grand Guardian Council to the top officers at Easter, Thanksgiving, Christmas and any other occasion you may hear about.
  - (iv) See that they receive invitations to our Grand Sessions, and to be there to greet them and introduce them to our Grand Families.
  - (v) See that invitations are sent to receptions, exemplifications, and other activities that they may be eligible to attend.
  - (vi) See that they receive one (1) of our directories each year and that the Grand Guardian receives one (1) of theirs if they have one.
  - (vii) Perform any other thing we can do to make them feel we are proud to have them as part of our fraternal family.

Let them see and know that we are offering the hand of fraternal friendship first.

(i) **Fraternal Sunshine**

- (1) The committee shall be composed of the Chairman plus one (1) person from each district.
- (2) The duty of this committee shall be to send cards to members and Council members for sickness, sympathy, congratulations, etc.

(j) **Grand Session**

- (1) The committee shall be composed of at least three (3) members.
- (2) The duties of this committee shall be to:
  - (i) Make all necessary arrangements for the Annual Session of the Grand Guardian Council, with the approval of the Grand Guardian.
  - (ii) The Chairman of the Grand Session Committee is to receive all money and pay all bills having to do with the Grand Session.
  - (iii) The Chairman shall make a full report and the accounts shall be audited within sixty (60) days from date of close of Grand Session, unless extended by the Executive Grand Guardian.
  - (iv) Work with the banquet host or hostess appointed by the Grand Guardian providing her/him with a list of names and titles of such dignitaries attending, so the seating arrangements can be made for them and their spouses.

(k) **Invitation**

- (1) The committee shall be the Vice Grand Guardian and Vice Associate Grand Guardian.
- (2) The duty of this committee shall be to receive invitations from convention venues for our next Annual Session, which shall be read during the business meeting of the current Annual Session. The duty of this committee shall be to receive invitations from convention venues for our next Annual Session, which shall be read during the business meeting of the current Annual Session.

(l) **Jurisprudence**

- The
- (1) The committee shall be composed of five (5) members. New appointments shall be for a three (3 ) year term. Chairman shall be named by the Grand Guardian.
  - (2) The duties of this committee shall be to:
    - (i) Study all proposed amendments to the Manual of the Grand Guardian Council submitted in proper form, and all questions pertaining to law and procedure which may be referred to it and report with recommendations at the annual meeting.
    - (ii) Examine the Uniform Code for each Bethel in the Grand Jurisdiction and if satisfactory, to approve the same.

(m) **Masonic Pathways**

- (1) The committee shall be composed of three (3) members.
- (2) The duties of this committee shall be to:
  - (i) Work with the administration of the Masonic Pathways in planning activities of the Bethels with the residents of the home.
  - (ii) Notify the Bethels of all activities at the Masonic Pathways in which they may participate. Encourage each Bethel to contribute to the Masonic Pathways statewide project.

**(n) Necrology**

- (1) The committee shall be composed of three (3) members.
- (2) The chairperson of this committee shall be the Grand Chaplain. Each appointment shall be for a three (3) year term. Each Grand Marshal shall submit to the Vice Grand Guardian her selection for the Grand Chaplain during her term of office, who shall be appointed for a three (3) year term on this committee.
- (3) The duties of this committee are to prepare suitable memorial services for presentation during the Annual Session and to assist the Grand Chaplain in the performance of his/her duties.

**(o) Promotion**

- (1) The committee shall be composed of two (2) members from each district, one (1) of whom shall be appointed Chairman by the Grand Guardian.
- (2) The duties of this committee shall be to:
  - (i) Promote Job's Daughters.
  - (ii) Arrange Exemplifications upon request by other Masonic bodies and to strengthen existing Bethels by increasing membership. Chairman shall keep a file of reports and other promotion materials to be passed on from year to year to the following Chairman and to the Grand Guardian.
  - (iii) Keep abreast of the Promotion program outlined by the Supreme Committee on same to have materials available to anyone desiring Promotional aids.

**(p) Registration**

- (1) The committee shall be composed of an adequate number of members to carry out their duties.
- (2) The duty of this committee is to work with the Credentials Committee in registration of all visitors and delegates to Grand Session.

**(q) Book of Ceremonies**

- (1) The committee shall consist of five (5) members, of which three (3) shall be PGG's or PAGG's. At least three (3) of the members shall be repeating members from the previous year.
- (2) The duties of this committee shall be to:
  - (i) Receive and assemble each year all proposed changes to the Book of Ceremonies.
  - (ii) Prepare changes to the Book of Ceremonies the year that it may be revised and send to the Grand Secretary by March 1.

**(r) Leadership and Development**

- (1) This committee shall be composed of six (6) members, two (2) appointed each year to serve a three (3) year term. In the first year, two (2) people shall be appointed to serve for one (1) year, two (2) people shall be appointed to serve for two (2) years and two (2) people shall be appointed to serve for three (3) years. The Grand Guardian shall designate the chairperson. In the first year, the VGG shall nominate the two (2) one (1) year members, the Grand Guide shall nominate the two (2) two (2) year members and the Grand Marshal shall nominate the two (2) three (3) year members.
- (2) The committee is to develop a long-term training and knowledge program for the state of Michigan.
- (3) The committee shall plan and develop leadership training programs to be presented throughout the state. These may include Leadership Weekend Training and District Workshops
- (4) Any expenses incurred shall be reviewed and approved by the Finance Committee prior to making the expenditure.
- (5) All plans shall revolve around the Grand Council and Grand Bethel themes.



## ARTICLE V DEPUTIES

### Section 1. Grand Deputy

(a)-(b) (See C-GGC Art. XIV Sec. 1 (a-b))

### Section 2. Deputy Grand Guardian

(a)-(b) (See C-GGC Art. XIV Sec. 2 (a-b))

## ARTICLE VI FINANCES

### Section 1. Receipts/Revenue

(a) All monies collected in the name of the GGC shall be received by the Grand Secretary and accounted for as shown under her/his duties. (See SOP-GGC 4 Sec. 1)

### Section 2. Fees

(a) A GGC may fix and collect from each of its members an annual membership fee and/or registration fee, and such other fees as may be deemed necessary. (See B-GGC Art. XVII Sec. 1.8)

(b-c) (See SOP-GGC-4 Sec. 2)

### Section 3. Exemption

(a) (See SOP-GGC-4 Sec. 3)

### Section 4. Disbursements

(See SOP-GGC4 Sec. 4)

## ARTICLE VII PENALTIES AND FINES

**Section 1. Penalties:** When authorized by a GGC, a Grand Guardian may: (See B-GGC Art. XVII Sec. 1.9)

- (a) Impose such fines as may be prescribed by law.
- (b) Recall credentials issued by her.
- (c) Expel a member of the GGC.
- (d) Impose the same penalties as those imposed by the Executive members of a BGC.

**Section 2. Fines** shall be levied for:

(a)-(c) (See SOP-GGC-9)

## ARTICLE VIII EDUCATIONAL AND PROMOTIONAL FUNDS

### Section 1.

- (a) Each GGC shall provide for an Educational Fund and adopt regulations concerning loans and/or scholarship awards from that fund. Loans and/or scholarship awards shall be at the discretion of the GGC.
- (b) Each GGC shall provide for a Promotional Fund.
- (c)-(d) **(See SOP-GGC-3)**

## ARTICLE IX DISCIPLINE AND REMOVAL FROM OFFICE

### Section 1. Discipline

- (a) Any GGC officer may be cited by the Executive SGC to appear, at a designated time and place within her/his jurisdiction, before a committee appointed by the Supreme Guardian for that purpose, 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. At the time and place stated in the citation, the committee appointed for that purpose 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. Upon receipt of the report of said committee, the Executive SGC shall determine the guilt or innocence of the accused. If the charges are sustained, the Executive SGC shall have the power to reprimand, remove from office, suspend, or expel such GGC Officer.
- (b) Grand Guardians may be suspended for cause by the Supreme Guardian but shall have the right of appeal to the Executive SGC. (See SOP-SGC-1)

### Section 2. Removal from Office:

- (a) The Grand Guardian shall have the power to remove from office any BGC officer for cause, insubordination, misconduct, or unlawful withholding or retention of any property of a Bethel. Notice of such removal shall be given in writing, stating the cause of the removal and giving complete information concerning the Law of Appeals and Grievances (SOP-SGC-1). This does not deny anyone removed the right of appeal.
- (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 GGC or SGC until reinstated by the Executive GGC or Executive SGC.

## ARTICLE X APPEALS

### Section 1.

- (a) **(See SOP-GGC-1)**

## ARTICLE XI MANUAL OF RULES AND REGULATIONS

### Section 1. Amendments

- (a)-(d) **(See SOP-GGC-7)**

## ARTICLE XII BOOK OF CEREMONIES

### Section 1.

- (a)-(d) **(See SOP-GGC-2)**

## ARTICLE XIII ELECTION, VOTING PRIVILEGES, AND PROXY

### Section 1. Election

- (a) Elective officers of the GGC shall be elected at the Annual Session from eligible members in attendance, unless unavoidably absent.
- (b) Election shall be by ballot without nomination. (See B-GGC Art. XVII Sec. 1.2)
- (c) A majority vote of those present and voting shall elect.
- (MI-d) Elective Officers and the Board of Trustees of the Educational Fund of the Grand Guardian Council shall be elected during the first day of business at the annual session of the Grand Guardian Council from eligible members present, unless unavoidably absent. (See MI-SOP-GGC-102)
- (MI-e) A Grand Secretary or Grand Treasurer who aspires to re-election shall notify the Vice Grand Guardian on or before February 1 preceding the Grand Session.

### Section 2. Voting Privileges

- (a) Members of the GGC shall be entitled to one (1) vote each when present at a special meeting or Annual Session.

### Section 3. Proxy

- (a) No member may have her/his vote cast by proxy except as follows: (See B-GGC Art. XVII Sec. 1.3)
  - (1) A proxy shall be issued to an Associate member of a BGC as follows:
    - (a) For the office of either BG or ABG, a proxy shall be issued only if the Associate Member, if a woman, has Masonic status or affiliation for eligibility to be appointed as BG or, if a man, is a Master Mason.
    - (b) For any of the remaining Executive members of a BGC, a proxy may be issued to any Associate Member of the BGC.
  - (2) A proxy shall be limited to the particular Annual Session for which it is issued and shall be duly certified by the Executive members of the BGC.
  - (3) No person shall have a proxy for more than one (1) office or be entitled to more than one (1) vote.

## ARTICLE XIV APPOINTMENTS

### Section 1.

- (a) Appointive Officers shall be appointed by the incoming Grand Guardian at the Annual Session. Appointees working with JDI in the USA, Canada and Australia shall be on the current list of CAVs provided by the Executive Manager.

## ARTICLE XV TERM

### Section 1.

- (a) All officers shall be elected or appointed for a term of one (1) year, or until the close of the next Annual Session, but shall continue to perform the duties of their office until their successors have been installed.

## ARTICLE XVI INSTALLATION

### Section 1.

- (a) **(See SOP-GGC-6)**
- (b) No person shall be installed in the office of Grand Guardian, Associate Grand Guardian, Vice Grand Guardian, Vice Associate Grand Guardian who is an Executive member of a BGC.
- (c) **(See SOP-GGC-6)**

**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.

**Section 1.**

- 1 (a) Provide for the election of a Grand Inner Guard and a Grand Outer Guard (both Master Masons) and, if elected, shall be designate as members of the Executive GGC. (See C-GGC Art. V Sec. 1)
- 1 (b) Prescribe a procedure for those wishing to aspire to any elective office of the Grand Guardian Council by submitting a "Letter of Intent" that outlines the interested parties' skills and abilities and say she/he would like to be elected as an officer of the GGC.
- 2 Provide for election of GGC officers other than by ballot without nomination. (See B-GGC Art. XIII Sec. 1 (b))
- 3 Provide for an Executive member of the BGC, unable to attend the Annual Session of the GGC, to appoint an Associate member of the BGC as her/his proxy at that Annual Session. (B-GGC Art. XIII Sec. 3)
- 3.1 Make provisions for filling Elected Officer vacancies.
- 4 Adopt a Manual of Rules and Regulations. (See B-GGC Art. I Sec. 1(a))
- 4.1 Adopt Jurisdictional (local) SOPs, which do not conflict with Supreme or Jurisdictional Law, for management of the Jurisdiction including business meeting(s), Session Activities, relationships with Masonic Organizations, Special Events, Honors, etc. Jurisdictional SOPs will be numbered 101 + (1-100 reserved for Supreme) for the categories of GGC, BGC and Bethel, as appropriate.
- 5 Have their own Book of Ceremonies, in addition to the Supreme Book of Ceremonies. (See B-GGC Art. I Sec. 1(b))
- 6 Approve the formation of a Grand Bethel. (See B-GGC Art. I Sec. 1(c))
- 7 Prescribe duties of the Grand Secretary. (See B-GGC Art. III Sec. 6)
- 8 Fix and collect annual membership, registration, and other fees. (See B-GGC Art. VI Sec. 2 and SOP-GGC-4)
- 9 Delegate certain authorities to Grand Guardians. (See B-GGC Art. I Sec. 1(e))
- 10 Provide for other use of interest from Educational Fund. (See B-GGC Art. VIII Sec. 1(d) and SOP-GGC-3)
- 11 Provide for Daughters and Majority Members to be appointed and participate as members of GGC specified Committees with the understanding that they will conform to the Youth Protection Policies if they reach (or are) the age of twenty (20) while a member.
- 12 Blank
- 13 Prescribe additional instructions for BGC monthly meetings.
- 14 Prescribe a method for filling offices vacated by Executive members of a BGC. (See SOP-BGC-6)
- 15 Prescribe term of Executive Council members
- 16 Prescribe a method for automatic removal from office and for filling offices so vacated for:
  - (a) Executive members of the BGC
  - (b) Associate members invited to attend all BGC meetings
  - (c) Associate members not invited to attend all BGC meetings

- 17 Provide instruction for appointment and duties for substitute officers. (See SOP-Bethel-19 and SOP-Bethel-21 Art. V Sec. 3)
- 18 Provide for election and installation of Bethel officers at a time other than that specified in the Constitution. of a Bethel. (See SOP-Bethel-4, Sec 1(a) and SOP-Bethel-21 Art. IV Sec. 2 and B-Bethel Art. XV Sec. 1(a) and SOP-Bethel-21 Art VIII, Sec 1)
- 19 Provide for open installations and taking of pictures. (See SOP-Bethel-8 Art. X Sec. 1(f) and SOP-Bethel-21, Art. VIII Sec. 1 (f))
- 20 Provide other instructions for receiving a petition at a meeting held previous to the initiation meeting. (See B- Bethel Art. II Sec. 1 (b), SOP-Bethel-21 Art. III Sec. 2 (b))
- 21 Provide other instructions regarding the affiliation fee for members holding a demit. (See B-Bethel Art. II Sec. 2(b))
- 22 Provide other instructions pertaining to Bethel (See SOP-Bethel-2 and SOP-Bethel-21 Art. XI for (a)-(e))
- a. Fees - Initiation and affiliation (Sec 1 (b))
  - b. Annual dues (Sec 1 (c))
  - c. Exemption from fees (Sec 2)
  - d. Disbursements (Sec 3 (a))
  - e. Educational and Promotional Fund (Sec 4)
  - f. Special Privileges - fee (SOP-Bethel-18) - no fee (SOP-Bethel-18)
  - g. Dispensations (SOP-Bethel-18)
  - h. Election Procedure (\*SOP-Bethel-4 and SOP-Bethel-21 Art.VI)
- 23 Provide for dual membership within the jurisdiction. (See B-Bethel Art. II Sec. 3)
- 24 Provide other instructions regarding wearing of jewelry with official regalia. (See SOP-Bethel-11 Art. VI Sec. 2(b) and SOP-Bethel-21 Art. XII Sec. 1 (d))
- 25 Provide other instructions for processing amendments to Uniform Code for Bethels. (See B-Bethel Art. IX and SOP-Bethel-21 Art XV)
- 26 Provide for a larger quorum to conduct GGC business. (See SOP-SGC-16)
- 27 Provide other arrangements for Bethel members to submit recommendations for Executive members of the BGC. (See SOP-Bethel-15)
- 28 Provide other arrangements for the reorganization of Bethels. (See B-Bethel Art. XVI Sec. 1 (e), SOP-Bethel-9, SOP-Bethel-18 #7 and SOP-Bethel-16)
- a. Provide other procedural instruction to Merge, Close, Institute or Reinstitute Bethels as long as the intent of Supreme Law is not changed. (See SOP-Bethel-7, SOP-Bethel-12, SOP-Bethel-14 and SOP-Bethel-16)
- 29 May approve the formation of an Alumni Association which shall not conflict with the R&R of the AAJDI.
- 30 Provide for the election of Past Grand Guardian or Past Associate Grand Guardian to elective line office.