

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

**MI-SOP-GGC-1  
APPEALS**

**Section 1.**

- (a) GGC members who are dissatisfied with any act or decision of the Grand Guardian which might abrogate any rights and privileges specifically guaranteed them by the Constitution and Bylaws of the Order may appeal in manner provided in Law of Appeals and Grievances. (See SOP-SGC-1)

**MI-SOP-GGC-2**  
**BOOK OF CEREMONIES**

**Section 1.**

- (a) The Book of Ceremonies adopted by the SGC shall be used as the official Book of Ceremonies. (See BGGC Art. XVII Sec. 1.5)
  - (b) A Book of Ceremonies adopted by a GGC shall be approved by the voting delegates at an Annual Session. All changes to existing ceremonies and any subsequent ceremonies shall be adopted in the same manner.  
  
All ceremonies and changes shall be submitted to the Jurisprudence Committee of the SGC for approval.
  - (c) The adoption by the SGC of new laws or amendments to existing laws affecting any Book of Ceremonies automatically amends same.
  - (d) GGCs having Books of Ceremonies which have not been approved within the past ten (10) years shall submit same for approval to the Jurisprudence Committee of the SGC.
- (MI-e) The GG shall prescribe the official Book of Ceremonies of the GGC of Michigan and see that changes in the official Book of Ceremonies shall be submitted to the Book of Ceremonies committee. The next revision may take place in 2011 and every ten (10) years thereafter. Additional ceremonies may be presented at any Annual Session.

**MI-SOP- GGC -3**  
**EDUCATIONAL AND PROMOTIONAL FUNDS**

**Section 1.**

- (a) The method of raising such funds shall be left to the discretion of each GGC.
- (b) Interest from the Educational Fund may be used for scholarship awards. (See B-GGC Art. XVII Sec. 1.10)
- (MI-c) Within thirty (30) days after the new officers are installed in a Chartered Bethel, the Honored Queen, Officers, and members shall plan a financial affair or project for the benefit of the Educational and Promotional Fund. The proceeds of which shall be disbursed as follows: The Bethel shall forward to the Grand Secretary for the Educational and Promotional Funds two-thirds (2/3) of the net proceeds and retain one-third (1/3) in the Bethel Treasury.

**Section 2. Board of Trustees of the Educational Fund:**

- (MI-a) The Educational fund shall be managed by a Board of Trustees of the Educational Fund, composed of three (3) bona fide members of the Grand Guardian Council, who shall have served at least one (1) term as a Bethel Guardian or Associate Bethel Guardian of a legally chartered Bethel in this jurisdiction, and shall be elected at the Annual Session. At the first election one (1) member shall be elected for a term of one (1) year; one (1) for a term of two (2) years; and one (1) for a term of three (3) years. Thereafter at each Annual Session one (1) member may be appointed by the Grand Guardian until the next Grand Guardian Council Session.
- (MI-b) The Board of Trustees shall hold one (1) regular meeting immediately following the Grand Guardian Council Session and elect a President, Vice President and Secretary.
- (MI-c) It shall be the duty of the Educational Board to investigate all request for loans, to make loans and to keep an accurate account of the same, making an annual report at the Annual Session of the Grand Guardian Council.
- (MI-d) The Board shall keep a complete record of all accounts and transactions in books provided for the purpose and shall submit a report in writing annually to the Grand Guardian Council.

**Section 3. Scholarships.**

- (MI-a) It shall be the duty of the Educational Board of Trustees to receive applications for scholarships and from these applications make the selection of the girls to whom they are to be given. The Board shall set up the application form and determine an impartial method of selection recipients.
- (MI-b) Girls eligible to receive scholarships must be High School Graduates, under the age of twenty-five (25) and unmarried at the time of issuance of the scholarship.
- (MI-c) The number of scholarships offered and the dollar amount of each scholarship shall be determined by the Education Board of Trustees annually, with the approval of the Grand Guardian.
- (MI-d) The scholarships are to be awarded at the Honors and Awards Banquet at the Annual Session of the Grand Guardian Council, or at such time and place at the Annual Session as may be designated by the Grand Guardian.
- (MI-e) Payments of the scholarships are to be made by warrants drawn by the Grand Secretary in favor of the Educational institution designated by the Daughter winning the award.

**MI-SOP-GGC- 4**  
**FINANCES**

**Section 1. Receipts/Revenue****Section 2. Fees**

- (a) Fees so collected shall be used primarily to defray the expenses incidental to Annual Sessions
- (b) A GGC may make the payment of an annual membership and/or registration fee a necessary condition to vote at any meeting of the GGC, including the Annual Session. (See B-GGC Art. XVII Sec. 1.8)

**Section 3. Exemption**

- (a) GGCs shall be exempt from the payment of fees as specified in SOP-SGC-11 for members residing in Masonic Homes or homes sponsored by an organization based upon Masonic membership or relationship.

**Section 4. Disbursements**

- (MI-a) A Grand Guardian Council officer shall not receive any remuneration for his or her services except the Grand Secretary and Grand Treasurer.
- (MI-b) The Grand Guardian shall receive annually the sum of two thousand two hundred dollars (\$2,200) from the General Fund. This total of two thousand two hundred dollars (\$2,200.00) shall not be exceeded. She shall be reimbursed only for the actual expenses incurred in the discharge of her duties. Her mileage shall be figured at the rate of twenty-five (25) cents per mile. She shall submit an itemized statement at least every three (3) months, which will be paid when approved by the Finance Committee. Besides the above allowance, if the Grand Guardian attends the meetings of the Supreme Session, she shall be allowed air coach fare or mileage at the rate of twenty-five (25) cents per mile by the most direct route from her home and return, registration fees, hotel room expense, (only during the days of her required attendance) and luncheon and banquet expenses for those she is required to attend. She shall submit an itemized statement of such expenses to the Finance Committee for its approval.
- (MI-c) The Associate Grand Guardian shall receive annually the sum of one thousand dollars (\$1,000.00) from The General Fund. This total one thousand dollars (\$1,000.00) shall not be exceeded. He shall be reimbursed only for the actual expenses incurred at the rate of twenty-five (25) cents per mile. He shall submit an itemized statement each three (3) months, which will be paid upon approval by the Finance Committee. Besides the above allowance, if the Associate Grand Guardian attends the meetings of the Supreme Session he shall be allowed air coach fare or mileage at the rate of twenty-five (25) cents per mile by the most direct route from his home and return, registration fees, hotel room expense (only during days of his required attendance) and luncheon and banquet expenses for those he is required to attend. He shall submit an itemized statement of such expenses to the Finance Committee for its approval.
- (MI-d) The Vice Grand Guardian shall be allowed a sum not to exceed two hundred dollars (\$200.00) to defray the costs of operational (office) expenses incurred during her year as Vice Grand Guardian. She shall submit an itemized statement of such expenses to the Finance Committee for its approval.
- (MI-e) The Grand Secretary shall be reimbursed for any actual expenses incurred in the discharge of his or her duty. She/he shall receive an amount of one thousand five hundred dollars (\$1,500.00) each year for costs, other than the previously mentioned reimbursable expenses incurred, associated with the office.
- (MI-f) The Grand Treasurer shall be reimbursed for any actual expenses incurred in the discharge of his/her duty. She/he shall receive an amount of four hundred dollars (\$400.00) each year for costs other than the previously mentioned reimbursable expenses incurred, associated with the office.
- (MI-g) Grand Guardian, Associate Grand Guardian, Grand Secretary and Grand Treasurer shall be the only members of our Grand Guardian Council to receive their expenses while attending the Annual Session. An itemized statement of such expenses shall be presented to the Finance Committee for approval

- (MI-h) The Grand Guardian and Associate Grand Guardian may be granted an advance equal to twenty-five percent(25%) of their approved expenses. Such an advance may be granted, prior to the first quarter, upon submission of their quarterly reports to the Finance Committee and the Executive Grand Guardian Council. Subsequent advances will be predicated upon submission of quarterly reports.
- (MI-i) The Vice Grand Guardian and the Vice Associate Grand Guardian may be given an advance for the Annual Session of the Supreme Guardian Council expenses. The advance is for their attendance at the Annual Session of the Supreme Guardian Council as Grand Guardian and Associate Grand Guardian. The advance shall cover transportation, registration fees, required banquets, and room deposit as required. The advance for the Annual Session of the Supreme Guardian Council will be given after submission of the advance payment application to the Finance Committee and approval by the Executive Grand Guardian Council. After the Annual Session of the Supreme Guardian Council, a final accounting of itemized expenses shall be submitted to the Finance Committee and the Executive Grand Guardian Council.
- (MI-j) The Vice Grand Guardian and the Vice Associate Grand Guardian who are installed at the Annual Session of the GGC, and attend the Annual Session of the SGC shall be reimbursed for the registration fee, which includes their voting delegate fee, upon presentation of the correct expense voucher accompanied by receipts.

**(MI) Section 5. Other Sources of Income**

- (MI-a) The Grand Guardian Council shall derive its revenue by ways and means decided upon by the Finance Committee upon the order of the Grand Guardian.

**(MI) Section 6. Funds**

- (MI-a) The funds of the Grand Guardian Council shall be kept in three (3) separate accounts, via: Education, Promotional and General. All funds belonging to this Grand Guardian Council shall be deposited in a bank or banks which have been approved by the Finance Committee, in the name of this Grand Guardian Council. They shall be paid out only on warrants from the Grand Secretary which have been authorized by the Grand Guardian and Finance Committee.
- (MI-b) A reserve fund be set up as part of the General Fund, to be used for Grand Session, in an emergency. Said funds to be derived from twenty (20) percent of surplus of future Grand Sessions. Accumulative fund not to exceed twelve thousand dollars (\$12,000).

**(MI) Section 7. Books**

- (MI-a) The books of the Grand Secretary and the Grand Treasurer shall be closed thirty (30) days preceding the Annual Session.

**(MI) Section 8. Financial Procedures**

- (MI-a) The Grand Secretary shall draw warrants for postage and other expense and present the same to the Grand Guardian, who shall sign such warrants, and authorize the Grand Treasurer to issue a check covering the amount, which shall be paid immediately to the Grand Secretary's revolving fund.
- (MI-b) The Grand Secretary shall be recompensed for all expenses of her/his office for which he/she shall present an itemized statement at the Annual Meeting.
- (MI-c) The Grand Treasurer shall be recompensed for all expenses of his/her office for which he/she shall present an itemized statement at the Annual Meeting.
- (MI-d) The Grand Treasurer shall not change or transfer monies from one fund to another unless authorized to do so by the Grand Guardian and by the Finance Committee.

**(MI) Section 9. Revolving Funds**

- (MI-a) The Grand Secretary shall have a revolving fund of three hundred dollars (\$300.00) to meet the emergency needs of her/his office, under such regulations and carried in such a depository as may be designated by the Finance Committee.

**MI-SOP-GGC- 5**  
**GRAND BETHEL**

**1. Regalia for Grand Bethel Officers, Representatives and Choir members**

- (a) For the Grand Bethel meetings and installation, a jurisdiction may approve and provide:
  - [1] Crowns and capes (other than official regalia) to be worn by the Grand Bethel Honored Queen, Grand Bethel Senior Princess and Grand Bethel Junior Princess.
  - [2] Robes (other than official regalia) to be worn by all Grand Bethel Officers, Representatives and Choir members. If such robes are not approved and provided, approved dresses shall be worn
  - [3] Robes (official regalia) to be worn with crowns and capes as listed in (1) above.
  - [4] Official regalia of the Order. (See SOP-Bethel-11)
- (b) When making Bethel visits and attending other functions, a jurisdiction may approve the wearing of regalia as listed in (a).
- (c) When exemplifying Ritual work of the Order or when assisting with the institution of new Bethels, the official regalia of the Order shall be worn. (See SOP-Bethel-11)

**2. Medallions and pins for Grand Bethel Officers, Representatives and Choir members**

- (a) A jurisdiction may approve the wearing of medallions and pins, and may approve the means of providing same.

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

**MI-SOP-GGC-6  
INSTALLATION**

**Section 1.**

- (a) Officers present shall be installed before the close of the Annual Session.
- (b) Members of the SGC shall install the officers of a GGC. Members of the GGC may be appointed to assist in the ceremony.

**MI-SOP-GGC-7**  
**MANUAL OF RULES AND REGULATIONS**

**Section 1. Amendments**

- (a) Amendments to the Manual of Rules and Regulations of a GGC shall be submitted to the Jurisprudence Committee of the SGC for approval or disapproval following adoption at the Annual Session of the GGC.
- (b) Amendments to the Manual of Rules and Regulations of the GGC shall be adopted by the GGC at the Annual Session. Within thirty (30) days after the close of the session, the Grand Secretary shall send one (1) electronic copy of the newly adopted amendment(s) to the Vice Supreme Guardian and the Chairman of the Supreme Jurisprudence Committee.
- (c) Following the approval of amendment(s) to the GGC Manual, the Grand Secretary shall electronically send the updated Manual, which includes said amendment(s), to the Chairman of Jurisprudence of the SGC, the Supreme Guardian, the Vice Supreme Guardian, and the Executive Manager.
- (d) The adoption by the SGC of new laws or amendments to existing laws affecting any Manual automatically amends same.



**MI-SOP-GGC- 8**  
**MEETINGS**

**Section 1.**

- (MI-a) This Grand Guardian Council shall meet in annual Session in the month of June or July at the hour designated  
by the Grand Guardian at a location selected by the Grand Guardian Council at its previous Annual Session
- (b) See SOP-SGC-16 for Rules of Order and Parliamentary Authority.
- (MI-c) This Grand Guardian Council shall meet in annual Session in the month of June or July at the hour designated by the Grand Guardian at a location selected by the Grand Guardian Council at its previous Annual Session.
- (MI-d) A quorum for the transaction of business of the Grand Guardian Council shall consist of five (5) voting members representing five (5) different Bethels.
- (MI-e) Special meetings of the Grand Guardian Council may be called by the Grand Guardian, or upon request of six (6) Executive Bethel Guardian Councils of six (6) different Bethels. All members of the Grand Guardian Council shall have at least ten (10) days written notice of such meeting.
- (MI-f) Special meetings of the Executive Grand Guardian Council may be called by the Grand Guardian, or shall be called upon the request of six (6) members of the Executive Grand Guardian Council. All members of the Executive Grand Guardian Council, and those whose attendance is deemed necessary, shall have, whenever possible, at least ten (10) days notice, in writing (which includes email notification) of said meeting.

**MI-SOP-GGC-9  
PENALTIES AND FINE**

**Section 1. Fines** shall be levied for:

- (a) Failure to file annual report of Bethel conditions (Form 110 or 111) as required by law.
- (b) Failure to file Form 222 on time.
- (c) Failure to perform properly such other acts as may be specifically required of Executive members of the BGC.

**MI-SOP-GGC-10  
VACANCIES**

**Section 1.**

- (a) If the office of the Grand Guardian becomes vacant, the Vice Grand Guardian shall assume all the duties and prerogatives pertaining to that office and shall be known as the Acting Grand Guardian until and during the next Annual Session.
- (b) Such resignation and any information relative to the vacancy shall be directed to the Grand Secretary who shall notify the Supreme Guardian, Executive Manager, all GGC officers, Executive members of the BGCs, and the chairmen of all GGC committees, affixing the seal of the GGC thereto.
- (c) The same procedure shall apply to the Vice Associate Grand Guardian should the office of the Associate Grand Guardian become vacant.
- (d) In the event of a vacancy in any other elective office, except that of the Grand Secretary or Grand Treasurer, the Grand Guardian shall appoint a Past Grand Guardian or a Past Associate Grand Guardian to fill the vacancy. A Past Bethel Guardian or Past Associate Bethel Guardian may be appointed by the Grand Guardian to fill a vacancy in the offices of Grand Secretary or Grand Treasurer.

**MI-SOP GGC-101  
HEADQUARTERS**

**Section 1.**

- (a) The headquarters of the Grand Guardian Council of Michigan shall be located at the place of residence of the Grand Secretary.

**MI-SOP-GGC- 102**  
**SCHOOL OF INSTRUCTION AND DISTRICTS**

**Section 1. School of Instruction**

- (a) Every Bethel shall receive a School of Instruction each six-month term, to be conducted by the Grand Guardian or her Deputy. An instructor shall not give a School of Instruction in his or her home Bethel.
- (b) The Grand Guardian shall have general supervision over this plan. The regular instructors under this plan shall be the elected and appointed Grand Guardian Council Officers. The Grand Guardian may delegate supervision to the AGG, a PGG or a PAGG.
- (c) The Grand Guardian (or the AGG, a PGG or PAGG designated by the Grand Guardian) shall conduct annually a School of Instruction for all Grand Guardian Council Officers, preferably within thirty (30) days after the Annual Session, with the help of the Grand Bethel Officers and Grand Bethel Choir.
- (d) the assignment of Bethels to a district shall be determined by the Grand Guardian and the Executive GGC.
- (e) In the event of the institution of a new Bethel(s), the EGGC shall determine in which district the new Bethel(s) shall be placed and the determination shall be based on geographic location of the new Bethel(s).
- (f) With the consent of the GG, one (1) or more joint Schools of Instruction may be conducted. A joint School of Instruction conducted under the authority of this subsection will be deemed to be a School of Instruction for each of the participating Bethels, in satisfaction of the requirements of subsection (a) above.

**Section 2. District 1**

- (a) District One is under the supervision of the Grand Marshal and the Grand Outer Guard, who shall arrange for all Schools of Instruction within this district. They shall work under the supervision of the Grand Guardian and, with the help of the assigned Grand Officers, instruct or handle any matters or problems with the District, but only when deputized to do so by the Grand Guardian.

**Section 3. District 2**

- (a) District Two is under the supervision of the Grand Guide and the Grand Inner Guard, who shall arrange for all Schools of Instruction within this district. They shall work under the supervision of the Grand Guardian and, with the help of the assigned Grand Officers, instruct or handle any matters, or problems, with the District, but only when deputized to do so by the Grand Guardian.

**Section 4. District 3**

- (a) District Three is under the supervision of the Vice Grand Guardian and Vice Associate Grand Guardian, who shall arrange for all Schools of Instruction within this district. They shall work under the supervision of the Grand Guardian and, with the help of the assigned Grand Officers, instruct or handle any matters or problems within the district, but only when deputized to do so by the Grand Guardian.