

**ARTICLE I
DUTIES AND POWERS**

Section 1.

- (a) (See B-GGC Art. 1 Sec. 1 (a))
- (b) The GGC of MN adopted the Minnesota Book of Ceremonies at the AS 1991.
- (c) The GGC of MN authorized the organization of a GB in 1950.
 - (1) If Daughter membership in Minnesota, as reported on the Annual Report, falls below 120, the next AM GB will select and install the last corps of officers, choir and representatives. The AM GB in the following year will be the last AM GB.
 - (2) If Daughter membership in Minnesota, as reported on the Annual Report, subsequently rises to 120 or more for two (2) consecutive years, an AM GB may be held again following authorization of the GGC and the approval of GB Bylaws by two-thirds (2/3) affirmative votes at the AS GGC or special meeting of the GGC.
- (d)-(e) (See B-GGC Art. 1, Sec. 1 (d) – (e))
- (f) The GGC of MN approved the formation of an Alumni Association in 2002.

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

Section 1.

- (a)-(b) (See B-GGC Art. II Sec. 1 (a) and (b))
- (c) The members of the ExGGC shall serve as the Board of Directors of the GGC of MN, a Minnesota non-profit corporation (the Corporation).

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

Section 1. Rulings

- (a) (See B-GGC Art. III Sec. 1 (a))
 - (1) Such decisions shall be listed in the GGs annual report and referred to the Jurisprudence Committee at least ten (10) days prior to the AS GGC.

Section 2. The Grand Guardian shall:

- (a)-(i) (See B-GGC Art. III Sec. 2 (a) – (i))
 - (j) Submit at the AS GGC a written report of her acts during the term and the condition of the Order in this Grand Jurisdiction. The report shall also contain such recommendations as she deems advisable for the good of the Order; and these recommendations shall be submitted by her to the Jurisprudence committee at least ten (10) days prior to the AS GGC.
 - (k)-(n) (See B-GGC Art. III Sec. 2 (k) – (n))
 - (o) Have general supervision and authority over all other officers and committees of this GGC.
 - (p) Furnish proper credentials to Grand Officers deputized to perform duties other than those designated by this Manual; to furnish all Grand Officers and members of committees a certificate, under seal, authorizing them to perform their respective duties under the laws of the Organization, which certificate shall also serve as credentials for the AS GGC.
 - (q) Attend the AS SGC of JDI. A complete report of expenses shall be submitted to the Finance Committee upon return.
 - (r) Provide the Finance Committee with a quarterly report of funds received and expended on or before the fifth (5th) day of September, December, March and June, as of the close of the preceding month.
 - (s) Suspend the functions of any Bethel and/or BGC for good and sufficient reasons. A report of her findings and a statement of her reason shall be submitted in writing to the GGC at its next AS.
 - (t) Present Member of Honor Certificates to the SG, ASG and distinguished guests as desired and approved at the AS GGC by the members present and voting.
 - (u) Appoint a Miss MNJD and Miss Jr. Jobie Advisory Committee for the new Miss MNJD and Miss Jr. Jobie immediately after their selection.
 - (v) At least seven (7) days prior to the annual meeting of the Finance Committee, furnish a complete report of her expenses to date along with an estimate of expenses for the remainder of her term, to assist in the makeup of the budget.
 - (w) Deliver all official communications and reports received by her during the year and all other property in her possession belonging to the GGC to her successor in office within ten (10) days following Installation.
 - (x) Appoint the Grand Bethel Guardian Council, which may include the GG and/or AGG as GBGC as Guardians or other officers.

ARTICLE III (CONT'D)
DUTIES OF THE GRAND GUARDIAN COUNCIL OFFICERS

Section 3. The Associate Grand Guardian shall:

- (a)-(e) (See B-GGC Art. III Sec. 3 (a) – (e))
- (f) Attend the AS SGC of JDI. A complete report of expenses shall be submitted to the Finance Committee upon return.
- (g) Prepare and submit an itemized list of expenditures to the Chairman of the Finance Committee at least seven (7) days prior to the annual meeting of the Finance Committee.
- (h) Submit at the AS GGC an annual report of his acts during the term.
- (i) Submit any recommendations from his annual report to the Jurisprudence Committee at least ten (10) days prior to the AS GGC.
- (j) Serve as AGBG if appointed by the GG.

Section 4. The Vice Grand Guardian shall:

- (a)-(b) (See B-GGC Art. III Sec. 4 (a) – (b))

Section 5. The Vice Associate Grand Guardian shall:

- (a)-(b) (See B-GGC Art. III Sec. 5 (a) – (b))

Section 6. The Grand Secretary shall:

- (a) Attend all meetings of the GGC and the ExGGC and have in her/his possession at such meetings, all papers, records and reports relating to subjects of her/his respective jurisdiction.
- (b)-(c) (See B-GGC Art. III Sec. 6 (b) – (c))
- (d) Maintain an alphabetized mailing list of all voting members of the Corporation.
- (e)-(j) (See B-GGC Art. III Sec. 6 (e) – (j))
- (k) Have custody of the GGC Charter, seal, Bible and other property.
- (l) Be custodian of all reports and, immediately upon the expiration of her/his term of office, transfer all properties and records belonging to the GGC to her/his successor. All records and properties must be kept in the office of the GGC.
- (m) See that the following records are updated and placed at the registered office of the Corporation each year:
 - (1) Proceedings from the previous six (6) years
 - (2) Directories from the previous six (6) years
 - (3) Minutes of meetings of Board of Directors (ExGGC)
 - (4) Articles of Incorporation
 - (5) Current Constitution and Bylaws of the SGC and Manual of Rules and Regulations of the GGC
 - (6) Alphabetized membership list of all voting members
 - (7) Copy of Chapter 317A of the Minnesota State Statutes
- (n) File annual corporation registration with the Secretary of State.
- (o) Notify the Secretary of State of any change in the registered office of the Corporation or any amendments to the Articles of Incorporation.
- (p) Receive and fill all orders for supplies from Bethels.
- (q) Compile and mail all official communications from the GS office. Communications, with the exception of the Proceedings and Directory, shall be sent electronically to all members and Bethels able to receive electronic communication, unless they request in writing to receive printed communications. All official communications from any member of the GGC or member of any committee sent to all Bethels, all BGC, or the total mailing list of the GGC, must be approved by, and bear the signature of, the GG.
 - (1) Mailings to members shall not include information about competitions and other materials pertinent only to Bethels and Bethel members.
 - (2) Members of the GGC who desire to receive complete mailings shall pay an additional fee over and above the membership fee.
- (r) With the newly installed GG, and those designated to assist her/him, compile the Directory.
 - (1) The Directory shall be distributed at JD Camp to the Bethels and those who have purchased the Directory.
 - (2) The size of the Directory shall be 5 ½" x 8 ½".
- (s) Send a copy of the Proceedings of the AS GGC to those entitled to receive them within one hundred twenty (120) days from the last day of the AS GGC.
- (t) Provide the Grand Treasurer with all information and documents necessary to ensure financial statements are provided to the ExGGC and the Finance Committee on or before the fifth (5th) of each month.
- (u) Notify each recorded voting member of the GGC of all changes and amendments to the Manual of Rules and Regulations.

ARTICLE III (CONT'D)
DUTIES OF GRAND GUARDIAN COUNCIL OFFICERS

Section 6. The Grand Secretary shall: (Cont'd)

- (v) Act as Secretary for the Board of Trustees of the Educational Fund.
 - (1) Perform such other duties as may be assigned to her/him by the Board of Trustees of the Educational Fund.
 - (2) Keep an up-to-date list of scholarship recipients.
- (w) At least six (6) weeks prior to the AS GGC, order from Doc Morgan Inc. or the SGC, a suitable gift for the outgoing GG and AGG.
 - (1) The cost of the gift for the GG/AGG shall not exceed two hundred dollars (\$200)/one hundred fifty dollars (\$150) respectively.
 - (2) A GG/AGG who desires a more expensive item shall pay the difference in cost.
- (x) Strike annually from the list of voting members of the Corporation the names of those who have not paid the annual membership fee.
 - (1) This action shall not deprive such person(s) of membership in the GGC, the right to attend Bethel meetings, nor the right to receive honors.
 - (2) Any member may re-institute her/his voting rights by paying the membership fee due at the session at which she/he wishes to vote.
- (y) Issue notices of all meetings properly authorized to all members entitled to vote at such meeting.
 - (1) Notice of AS GGC shall be sent to all voting members of the Corporation not less than ten (10) or more than ninety (90) days prior to the AS GGC.
- (z) Prepare and submit an itemized list of expenditures of the GS Office to the Chairman of the Finance Committee at least seven (7) days prior to the annual meeting of the Finance Committee.
- (aa) Partner with the ExGGC and Committees of the GGC in the negotiation and execution of all contracts supporting statewide events.
 - (1) Serve as the primary signer of all vendor contracts associated with the AS of the GGC and other GGC events upon approval of 2/3 of the ExGGC.
 - (2) Receive and retain for a minimum of three (3) years copies of all contracts executed by the GBGC in support of GB events.
- (bb) Cause the Proceedings to be compiled and published.
 - (1) Act under the direction of the retiring GG.
 - (2) Provide for taping of the AS GGC or regularly convened Special Meeting. All transactions of the meeting and the action taken on all matters brought before the GGC for consideration, with the exception of reports, shall be taped.
 - (3) As the material is typed and copy ready, send copies for proof reading to the immediate PGG and PAGG, GG, and AGG. These copies shall be returned immediately with any corrections noted. The typing and proof reading of all material shall be completed within one hundred twenty (120) days after the close of the AS GGC.

Section 7. The Grand Treasurer shall:

- (a)-(d) (See B-GGC Art. III Sec. 7 (a) – (d))
- (e) Immediately upon the expiration of her/his term of office, transfer all properties and records belonging to the GGC to her/his successor.
- (f) Not transfer any money from one fund to another unless authorized to do so by majority vote of the ExGGC and the Finance Committee.
 - (1) Funds may not be transferred from a fund that was donated with a designated purpose from the donor.
- (g) Provide the ExGGC and Finance Committee reports on the financial status of the GGC.
 - (1) Provide a Statement of Activities (non-profit Income Statement) of the organization on or before the fifth (5th) of each month.
 - [a] This report shall detail all revenues and expenses of the organization per current accounting standards
 - [b] This report shall show budget vs actuals for the current fiscal year
 - (2) Provide a Statement of Financial Position (non-profit Balance Sheet) on or before the fifth (5th) of each month
 - [a] This report shall detail all assets and liabilities of the organization per current accounting standards
 - [b] This report shall detail all designated vs undesignated funds per current accounting standards.
 - (3) Provide a transaction detail report of all transactions impacting the Statement of Activities and Statement of Financial Position on or before the fifth (5th) of each month.
- (h) Act as Treasurer for the Board of Trustees of the Educational Fund.
 - (1) Pay on scholarships such amounts as are recommended and approved by the Board of Trustees of the Educational Fund. (See MN-SOP-GGC-3)
- (i) Prepare and submit an itemized list of expenditures of the GT postage and phone expense to the Chairman of the Finance Committee at least seven (7) days prior to the annual meeting of the Finance Committee.
- (j) Close the books as of May 31 of each year.
- (k) Oversee the filing of the annual 990 IRS reporting for the GGC.
 - (1) Ensure the filing is made in time with current IRS deadlines for fiscal year filing organizations.
 - (2) Review the 990 with the ExGGC & Finance Committee prior to submitting the annual filing.
 - (3) Be the authorized signer of the Form 990.

Section 7. The Grand Treasurer shall: (Cont'd)

- (l) Oversee the filing of the annual 990 IRS reporting for Minnesota Bethels.
 - (1) Communicate the filing process with all Minnesota Bethels on June 1 of each year.
 - (2) Keep copies of all Bethels filing confirmations.
 - (3) Report to the ExGGC the filing status of each Bethel.
- (n) Ensure that 1099s are issued for all payees that fall under the current IRS reporting standards.

Section 8. The Grand Guide and Grand Marshal shall:

- (a)-(b) (See B-GGC Art. III Sec. 8 (a) – (b))
- (c) GM shall assist the GGde and shall present the National Emblem at the opening session of the GGC.

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

- (a)-(b) (See B-GGC Art. III Sec. 9 (a) – (b))
- (c) See that all present are properly qualified and pledged before entering the GGC Chamber and that the GGC is not unduly interrupted while in session.
- (d) Assist the GG and AGG in the discharge of their respective duties.

Section 10. Other Grand Officers

- (a) (See B-GGC Art. III Sec. 10 (a))
- (b) Grand Director of Music shall provide suitable music and entertainment for the AS GGC and supervise and instruct all Bethel Guardian Directors of Music.
- (c) Grand Chaplain shall:
 - (1) Officiate at all devotional services of the GGC.
 - (2) Prepare and present to the GGC a suitable memorial for deceased members of the GGC, other adults serving or who have served the Order, active members and MM.
- (d) Grand Librarian shall exercise a general supervision over all the Bethel Librarians and, in that respect, cooperate with the Bethel Guardian Treasurers in the selection and recommendation of proper materials for Librarian reports.

Section 11. Deputy Grand Guardians

- (a) The GG shall hold a school of instruction for all DGGs, or provide them with written instruction, for the purpose of qualifying such DGGs for the duties they will be designated to perform.
- (b) These DGGs must be proficient in our Ritual and Law.
- (c) Immediately after assignment of Bethels, the DGGs shall arrange with the BG for a date of inspection.
- (d) The DGGs shall make notes regarding the condition of the Bethel in order to help the BGC and notify the GG of the Bethel's condition.

ARTICLE IV COMMITTEES

Section 1. Eligibility (See C-GGC Art. XIII Sec. 1)

Section 2. Restrictions (See C-GGC Art. XIII Sec. 2)

Section 3. Standing Committees

- (a) Appointment, term, restrictions:
- (1) Each standing committee shall consist of three (3) members.
 - (2) The Chairman shall be appointed by the GG each year.
 - (3) Each year one (1) member shall be appointed for a term of three (3) years.
 - (4) Any member of the GGC (with the exception of the GG and AGG who are ex officio members of all committees except Appeals and Grievances) shall not serve on more than one (1) standing committee concurrently.
- (b) Appeals and Grievances Committee shall:
- (1) Investigate and report on all appeals, complaints or grievances as provided by law, which may be lawfully filed with them.
 - (2) Recommend such disposition thereof as their judgment dictates, report the same to the ExGGC, and send to the GS.
- (c) Finance Committee shall:
- (1) Audit, or cause to be audited, the books and accounts of the GS and GT.
 - (2) Audit the books and accounts of any Bethel or BGC officer when requested to do so by the GG.
 - (3) Audit, or cause to be audited, annually, the books and accounts of the International/Supreme Daughters Committee (as necessary), the Daughters Camp Committee, the Miss MNJD Committee, and the Ways and Means Committee.
 - (4) Issue warrants and/or approve the writing of checks in the absence of the GS or GT (See MN-SOP-GGC-4, Sec 4, D (3) (c))
 - (5) Approve or disapprove any accounts in excess of budget appropriations which are presented as claims against the GGC. All accounts presented to the Finance Committee by the GS shall be returned to her/his office for final record.
 - (6) Investigate carefully and report on all proposed matters which would in any manner affect the finances of the GGC before the same can be put in operation.
 - (7) Set up a Sixth Messenger fund in the budget of the GGC.
 - (8) At the annual Finance Committee meeting, prepare a detailed budget of all income and expenses for the next fiscal year. This budget shall include the preceding year's budget, as well as actual revenue and expenses incurred for the year.
 - [a] Said meeting shall be held no later than the first weekend in June.
 - [b] Said meeting shall be held at location to be determined by the ExGGC.
 - [c] The following people shall attend: All members of the ExGGC, Finance Committee and new appointees to the Finance Committee.
 - [d] The VGG shall present any program(s) she may wish to have included in the budget.
 - [e] The GG, AGG, GS & GT shall furnish the Finance Committee with a complete report of their expenses to assist in the preparation of the budget.
 - [f] All committee budgets for the following year should be presented and approved at annual finance meeting.
 - [1] Committee budgets are to be considered a guideline. Detailed budgets and plans for events shall be presented to the ExGGC for approval prior to initiating programs and spending funds.
- (d) Jurisprudence Committee shall:
- (1) Concerning amendments and questions of law,
 - [a] Study carefully all proposed amendments to the Manual of Rules and Regulations of the GGC submitted in proper form and also all questions pertaining to law and procedure referred to it by the proper authority.
 - [b] Receive all proposed amendments to the Manual of Rules and Regulations sent to it by May 1, prior to the AS GGC, and forward a copy of the same to each recorded voting member of the GGC at least ten (10) days prior to the AS GGC.
 - [c] Make a report in detail, together with recommendations, if any, at the AS GGC.
 - [d] File a copy of the amendments, as adopted at the AS GGC, with the GS no later than ten (10) days after the close of the AS GGC, so that the GS may meet the requirement of MN-SOP-GGC-7.
 - (1) This shall be the duty of the retiring Chairman of the Jurisprudence Committee.
 - [e] A member of the Jurisprudence Committee or a proxy designated by the chairman shall be in attendance at the Minnesota Job's Daughters Congress and the Grand Bethel meeting during the AM GB.
 - (2) Concerning Uniform Code for Bethels,
 - [a] Consider the Uniform Code for Bethels and amendments thereto and report their findings, with approval or disapproval, to the GG.
 - [b] Secure from the Guardian Secretary of each Bethel, at intervals of not over five (5) years, a complete copy of the Bethel Bylaws for reviewing as to conformity with the SGC Bylaws and the Manual of Rules and Regulations.
 - [c] See that any Uniform Code for Bethels, or amendments thereto, are reviewed, approved with or without corrections, and returned to the Bethel within sixty (60) days of receipt.

ARTICLE IV (CONT'D)
COMMITTEES

Section 4. Other Committees

- (a) Appointment, term, restrictions and eligibility (See MN-C-GGC, Art. XIII, Sec. 1)
- (1) These committees may be appointed at the discretion of the GG and may consist of an optional number of members.
 - [a] The JD Camp, Marketing, Miss Minnesota Job's Daughter Pageant, Session, Credentials, Ways and Means, Educational Fund, and Degree of Royal Purple Committees shall consist of a minimum of three (3) members.
 - (2) The chairman shall be appointed by the GG.
 - (3) Committees shall serve during the term of office of the GG.
 - (4) The expense of these committees shall be appropriated in the annual budget of the GGC.
 - (5) Members shall be PBGs/PABGs or BGs/ABGs who are completing their first full term in office.
- (b) JD Camp Committee:
- (1) An annual JD Camp is authorized by the GGC unless otherwise determined at any AS GGC.
 - (2) The Chairman of the Camp Committee shall serve as Camp Director.
 - (3) The Camp Chairman shall:
 - [a] Forward all records and files to her successor by December 1 of each year.
 - [b] Prepare all financial books and accounts for audit by the Finance Committee; audit to be completed by December 1 of each year.
 - (4) The Camp Committee shall:
 - [a] Print and pay for camp flyers from the Camp Fund. At the discretion of the Camp Chairman, the flyers may be forwarded to the GS for inclusion in GGC mailings, with postage paid by the GGC. Registration material shall be printed and paid from the Camp Fund and may be mailed to the GS's office by April 15; postage shall be paid from the Camp Fund.
 - [b] See that only members of JD, their chaperones, members of the GGC, and specially invited guests, approved by the ExGGC, attend the annual Camp session.
 - [c] Arrange for a camp store to sell pop, candy and other snack food items, toiletries, and preordered camp clothing. The profit from the camp store shall remain in the Camp Fund.
 - [d] Pay the registration fees for the annual Camp Session for the Camp Committee and two (2) official camp nurses, from the Camp Fund. The Camp Committee shall not be more than a total of four (4). This number shall include the Camp Chairman of the current camp session and the Camp Chairman for the following year's camp session.
 - [e] The Camp chairman, or others per the discretion of the Camp chairman, may be reimbursed up to one thousand dollars (\$1,000.00) for the expenses/supplies to run the general activities of camp, such as craft cabin, hospitality room, prizes, decorations and other items for the general good of the camp experience.
 - [1] Additional amounts may be approved in the annual budget of the GGC.
 - [2] The initial budget must be turned into the Finance Committee by the Camp chairman prior to the annual Finance meeting typically held in May each year.
 - [3] Additional expenses may be approved by majority vote of the Executive members of the GGC and Finance Committee.
 - [f] Pay for the mailing of packets, printing, award ribbons, and candles for wishing on the water out of the Camp Fund.
 - [g] See that the balance remaining in the Camp Fund, after all bills have been paid, totals at least five hundred dollars (\$500.00). All monies remaining in the Camp Fund shall be the operating funds for the succeeding Camp Chairman.
 - [h] Keep a detailed accounting of the camp store income and expenses. If there is a profit from the sale of items sold in the camp store, the funds may be transferred into the general fund of the GGC. This will be decided by the Executive members of GGC in the first Exec GGC meeting following camp but prior to the close of the camp books.
- (c) Miss Minnesota Job's Daughter Pageant Committee shall:
- (1) Keep a complete file of procedures needed to conduct the Pageant.
 - (2) Set the fee to be paid by the contestants.
 - (3) Instruct the BGs to make a copy of the letter on the contest to be given to the Daughter(s) who plan(s) to enter, after it has been read in the Bethel.
 - (4) Budget the Miss MNJD Pageant so that a closing balance of one hundred dollars (\$100.00) is maintained in the Pageant Fund.
 - (5) After the fund has been reimbursed to the one hundred dollar (\$100.00) balance, and all expenses have been paid, present the remaining balance to Miss MNJD to help defray her expenses during the year. A copy of the final accounting of the Pageant Fund shall be provided to the ExGGC.
 - (6) Select and recommend from Committee membership, for appointment by the GG, advisor(s) for the new Miss MNJD and Miss Jr. Jobie who shall:
 - [a] Coordinate the appearances of Miss MNJD and Miss Jr. Jobie with the GG and Marketing Committee.
 - [b] Assist the Miss MNJD in preparing financial statements for the Finance Committee and in handling her other donated funds.
 - (7) Be knowledgeable of the activities and budget of the GGC.

ARTICLE IV (CONT'D)
COMMITTEES

Section 4. Other Committees (Cont'd)

- (d) Marketing Committee shall:
- (1) Assist the GG in promoting the growth of the Order in this Grand Jurisdiction and in the re-organization of, or assistance to, existing Bethels when such need is established. The chairman may ask the DGG of the area to aid in this work, with the approval of the GG.
 - (2) Assist the GG in planning and implementing events that encourage retention of current members as well as membership growth.
 - (3) Oversee all social media accounts and make sure that they are updated regularly with relevant and appropriate content.
 - (4) See that efforts are made to educate adults and Daughters around the state on how they can help with the promotion of our Order.
 - (5) Assist the GG in setting up speaking engagements for the Miss MNJD within, as well as outside of the Masonic Family.
 - (6) Assist the GG in encouraging and supporting the use of the JD2B materials in MN Bethels and work with the Miss Jr. Jobie in developing new and innovative JD2B materials and programs.
- (e) GGC Competition Committees
- (1) Competitors for Ritual competitions (with the exception of GB Line Officer and Miss MNJD/Miss Jr. Jobie) shall need to earn a score of at least eighty percent (80%) to receive any award.
 - [a] The highest score eighty percent (80%) or over shall be awarded first (1st) place, the second (2nd) highest score eighty percent (80%) or over shall be awarded second (2nd) place, and the third (3rd) highest score eighty percent (80%) or over shall be awarded third (3rd) place.
 - [b] All competitors may receive certificates of participation.
- (f) Session Committee shall:
- (1) Work with the GG in coordinating functions and events at AS GGC.
 - (2) Work with the GG and GS to prepare the session registration packet materials.
 - (3) Receive registrations and fees.
 - (4) Perform the functions as defined in the session guidelines.
- (g) Credentials Committee shall:
- (1) Maintain and have on hand at each AS GGC, a current year GGC directory listing GGC Officers, Executive and Associate BGC Members.
 - [a] The GG shall provide a directory to the Credentials Committee Chairman for committee use.
 - [b] The Credentials Chairman shall obtain, from the GG, a list of any changes made to Bethel Guardian Council appointments during the year.
 - [c] The Credentials Chairman shall then update the directory.
 - (2) Maintain and have on hand at each AS GGC, a list of all Past Bethel Guardians and Past Associate Bethel Guardians from the previous twenty-five (25) years.
 - (a) The Credentials Chairman shall update this list within thirty (30) days after the close of the AS GGC from the directory.
 - (3) Obtain from the GS a current alphabetized list of all voting members of the Corporation.
 - (4) Obtain from the Sessions Committee a list of all pre-registered voting members, showing title and Bethel number, and if membership fee has been paid.
 - (5) Refer to the above lists, directories, and other certificates or proxy certificates to approve or disapprove the credentials of all persons claiming a right to register as a voting delegate at the AS GGC.
 - (6) See that any member attending AS GGC who is not pre-registered pays the registration fee, which includes the membership fee, to the Session Committee before being accredited as a voting delegate.
 - (7) Give each registrant a voting card.
 - (8) Report, when requested by the Presiding Officer, the number of voting delegates registered and the number of Bethels represented.
 - (9) Prepare a list of registered members, with their title and Bethel number, who were present at the AS GGC, and forward same to the Chairman of the Proceedings Committee within thirty (30) days after the close of the AS GGC.
 - [a] This information shall be for the compilation of the proceedings.
 - [b] Keep on hand this list from each of the last five (5) years.
 - (10) Prepare a list of registered members, with their title, Bethel number, and mailing address, who were present at the AS GGC, and forward same to the GS within thirty (30) days after the close of the AS GGC.
- (h) Awards Committee shall:
- (1) Under the direction of the GG, select a suitable award to be presented each year on behalf of the GGC to those Bethels having an increase in membership for the previous calendar year.
 - (a) The total membership shall be based on the annual report to the GS as of December 31 of each calendar year.

**ARTICLE IV (CONT'D)
COMMITTEES**

Section 4. Other Committees (Cont'd)

- (i) Service Project Committee shall:
 - (1) Under the direction of the GG, be responsible for encouraging the Bethels to participate in service projects during each term.
 - (2) Prepare a Certificate of Achievement to be presented to each Bethel submitting a report to the Committee.
- (j) Ways and Means Committee shall:
 - (1) Be in charge of fund raising for the GGC, with all projects approved by the GG or the GGC.
 - [a] The JD Store shall:
 - [i] Offer merchandise for sale to Daughters and adults.
 - [ii] Only purchase event-specific merchandise that is pre-ordered and prepaid.
 - [b] Other fundraising activities should also be planned.
- (k) Degree of Royal Purple Committee shall:
 - (1) Review nominations for approval or disapproval.
 - (2) Conduct all necessary correspondence.
 - (3) Supervise the conferral of the Degree.
- (l) Educational Fund Committee shall:
 - (1) Carry out the terms of MN-SOP-GGC-3.
- (m) SnoBall Committee shall:
 - (1) Assist the SnoBall Queen and Princesses in planning the SnoBall Dance.
 - (2) Prepare a financial report itemizing income and expenses.
- (n) International/Supreme Daughter Committee:
 - (1) Shall be appointed by the GG in the event that a Daughter from Minnesota is selected as Miss IJD or SBHQ.
 - (2) Committee members may include the Daughter's family members, who must be CAV if over the age of twenty (20) at the time of their current GGC year appointment, but they shall not be eligible to be appointed as Chairman of the Committee.
 - (3) Shall provide a reception to recognize and honor the Daughter selected as Miss IJD or SBHQ.
 - (4) Shall, to the best of the Committee's abilities, raise funds to assist in the travel of Miss IJD or SBHQ.
- (o) Father Job and Mother Mick Committee shall:
 - (1) Be appointed unless otherwise determined at the AS GGC.
 - (2) Arrange for the appearance of Father Job and/or Mother Mick as requested by Minnesota Bethels and other Minnesota Masonic Family organizations.
 - (3) Recruit new presenters for the Father Job and Mother Mick presentations as required.
- (p) Website Administrator/Committee shall:
 - (1) Oversee the daily operations of the organization's website.
 - (2) Be the administrator of all Minnesota Job's Daughters (mnjd.org) email addresses.
 - (3) Work with the ExGGC and the Marketing Committee to ensure website content and structure is supporting the vision of the GGC.

ARTICLE IV (CONT'D)
COMMITTEES

Section 5. Appointment and Duties of Committees

- (a) Should a vacancy occur on a committee, the GG shall appoint an eligible member to fill the vacancy.
- (b) At each AS GGC the GG shall as soon as practicable after convening, announce the members of all committees deemed necessary for the transaction of business during the session and preparations for the session.
- (c) It shall be duty of each Committee Chairman to:
 - (1) Give notice of all committee meetings to all members of the committee including ex officio members.
 - (2) See that proper minutes are made of the committee meetings and copies of these minutes furnished to all members of the committee who were not in attendance.
- (d) The newly elected and installed GG shall appoint, as soon as practicable after the close of each AS GGC, members to serve during her term of office on the GGC Committees.

ARTICLE V
DEPUTIES

Section 1. Grand Deputy

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

Section 2. Deputy Grand Guardian

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

**ARTICLE VI
FINANCES**

Section 1. Receipts/Revenue (See B-GGC Art. VI, Sec. 1) (See MN-SOP-GGC 4)

Section 2. Fees (See B-GGC Art. VI, Sec. 2) (See MN-SOP-GGC 4)

Section 3. Exemption (See MN-SOP-GGC-4)

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

Section 4. Disbursements (See MN-SOP-GGC-4)

**ARTICLE VII
PENALTIES AND FINES**

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

Section 2. Fines (See MN-SOP-GGC-9 Sec. 1)

**ARTICLE VIII
EDUCATIONAL AND PROMOTIONAL FUNDS**

Section 1.

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

(c)-(d) (See SOP-GGC-3)

Section 2. Promotional Fund (see MN-SOP-3 Sec. 3)

**ARTICLE XIII
ELECTION, VOTING PRIVILEGES, AND PROXY**

Section 1. Election

- (a) (See B-GGC Art. XIII Sec. 1 (a))
 - (1) Eligible adults aspiring to an elective office may be asked to rise and read their letter of intent.
 - [a] The letter of intent is not required for election.
- (b) Election shall be by ballot without nomination. (See B-GGC Art. XVII Sec. 2)
 - (1) The ballots for the offices of GG and AGG may be cast by viva voce, if approved by a simple majority of those present and voting.
 - (2) Ballots for all other offices shall be cast by secret ballot.
- (c) (See B-GGC Art. XIII Sec. 1 (c))

Section 2. Voting Privileges

- (a) Members of the GGC, whose membership fee has been paid, shall be entitled to one (1) vote when present at a special meeting or Annual Session.

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