

**STANDARD OPERATING PROCEDURES
OF THE GRAND GUARDIAN COUNCIL OF MINNESOTA**

MN-SOP-GGC-2

BOOK OF CEREMONIES

Section 1.

- (a) The Minnesota Book of Ceremonies adopted at the AS GGC 1991 shall be used as the official Book of Ceremonies for all ceremonies with the exception of 'Organizing a Bethel', 'Institution of a Bethel' and 'Chartering a Bethel' which shall be found in the Supreme Book of Ceremonies, latest edition.
- (b)-(d) (See SOP-GGC-2 Sec. 1 (b)-(d))

MN-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)

Section 2. Educational Fund

- (a) The GGC Educational Fund shall consist of money currently designated to the Educational Fund and all money, donations and bequests that may accumulate for said Fund.
- (b) Trustees
 - (1) The Educational Fund shall be administered by the Board of Trustees consisting of three (3) members, each appointed for a term of three (3) years, except that in the event of a vacancy when an additional appointment shall be made for the unexpired term.
 - (2) The GS shall act as Secretary for the Board and the GT as its Treasurer.
 - (3) The Board of Trustees shall render a full and detailed report of their acts and the condition of the Fund at the AS GGC.
 - (4) The Board of Trustees shall administer the awarding of the scholarships as outlined in Sec. 2 D.
- (c) Scholarships
 - (1) A maximum of three (3) scholarships of one thousand five hundred dollars (\$1,500.00) shall be awarded each year. The awarding of any scholarship shall be based upon:
 - [a] Activity in Minnesota JD, as attested by a letter of recommendation from an Executive Member of the Bethel Guardian Council of her home Bethel or the Grand Bethel,
 - [b] Academic achievement, as attested by a current transcript showing a cumulative GPA of 3.0 or higher,
 - [c] Character, as attested by a letter of recommendation from an unrelated adult, and
 - [d] Service to the community, as attested by a letter of recommendation from an adult leader of a community activity or religious organization.
 - (2) The Educational Fund Trustees shall apply for a five hundred dollars (\$500.00) match from the Minnesota Masonic Charities for each scholarship awarded, bringing the award to two thousand dollars (\$2,000.00) per Daughter.
 - (3) Eligibility.
 - [a] An applicant must be an active or MM of the Order in this Grand Jurisdiction who is clear on the books and in good standing.
 - [b] An applicant shall be twenty-five (25) years of age or less as of March 1, and have completed her junior year in high school.
 - [c] A recipient of a scholarship from this GGC jurisdiction shall not be eligible to apply for, or receive, another scholarship from this GGC jurisdiction.
 - (4) Applications (two (2) copies) for a scholarship shall be made on forms provided by the Educational Fund Trustees. If a scholarship is awarded, one (1) copy of the application shall be retained by the Chairman of the Board of Trustees of the Educational Fund and one (1) copy shall be forwarded to the GS.
 - (5) Scholarship applications shall be postmarked no later than March 1.
 - (6) All applications shall be judged by the Educational Fund Trustees, the GG and the AGG.
 - (7) Scholarship recipients shall be notified in writing after Annual Meeting of the Grand Bethel and before May 1. Formal announcement of the scholarship recipients shall be made at the Annual Meeting of the Grand Bethel.
 - (8) Scholarship awards shall be paid upon receipt of a tuition bill from an educational institution.
 - (9) A scholarship recipient who does not attend an educational institution of her choice within two (2) years following the AS GGC at which the scholarship was awarded shall forfeit the scholarship.

MN-SOP-GGC-3
EDUCATIONAL AND PROMOTIONAL FUNDS (cont'd)

Section 3. Promotional Fund

- (a) The Promotional Fund shall consist of all donations, bequests, interest, or transfers from other funds.
- (b) Disbursements
 - (1) Disbursements from the Promotional Fund shall be made for:
 - [a] promoting the organization of new Bethels within the jurisdiction of this GGC,
 - [b] the reorganization or assistance of an existing Bethel under the GGC, when such reorganization or a need for assistance is established,
 - [c] promoting the Order within the jurisdictions of this GGC.
 - (2) Reimbursement for necessary expenses of DGG to organize a Bethel or other promotional work shall be budgeted in the Promotional Fund.
 - (3) If the GBHQ is requested by the GG to assist in the installation of officers of any new Bethels in this Grand jurisdiction, she shall be reimbursed from the Promotional Fund of the GGC up to a maximum of twenty-five dollars (\$25.00) or actual expenses for the round trip, the amount to be subject to the approval of the Finance Committee and the GG.

MN-SOP-GGC-4

FINANCES

Section 1. Receipts/Revenue

- (a) The fiscal year of the GGC shall be from June 1 to May 31 inclusive.
- (b) The GGC shall derive its revenue from the following:
 - (1) By assessing a fee of seventy-five dollars (\$75.00) for each dispensation issued to form a new Bethel.
(See SOP-Bethel-12 Sec. 6 (a))
 - (2) By assessing a fee of twenty-five dollars (\$25.00) for each new Charter issued. (See SOP-Bethel-12 Sec. 11 (b))
 - (3) By assessing a fee of five dollars (\$5.00) for the granting of special privileges. (MN-SOP-BETHEL 18))
 - (4) By retaining a portion of the annual dues, paid by each member of the Order reported by chartered Bethels on December 31, as set forth in SOP-SGC-11.
 - (5) By retaining a portion of the initiation fee, paid by each member who joins the Order, as set forth in SOP-GGC-11.
 - (6) By collecting an annual membership fee for each member of the GGC.
 - (7) By assessing a fine of twenty-five dollars (\$25.00) to be paid by the ExBGC that fails to file the Annual Report form and remit fees by January 31.
 - [a] This fine is to be paid by the individual ExBGC and not out of Bethel funds.
 - (8) By collecting a fee of five dollars (\$5.00) for each active member reported by each Bethel on the Annual Report for GB membership fees. These fees shall be paid to the GS with the annual fees. (See MN-SOP-GGC-4 Sec. 17 (a)).
 - (9) By collecting an insurance fee of five dollars (\$5.00) for each member to be paid with each Annual Report. (MN-SOP-BETHEL-2, Section 1(d))

Section 2. Fees

- (a) Fees so collected shall be used primarily to defray the expenses incidental to Annual Sessions.
- (b) An annual membership shall be collected for each member of this GGC. Payment of said fee shall entitle such member to register as a voting delegate with the Credentials committee at the AS GGC or any special meeting(s).
- (c) Membership Fee (Dues) shall:
 - (1) Include a base fee of Ten dollars (\$10.00)
 - (2) Include an insurance fee of Ten dollars (\$10.00). This amount can escalate by no more than 5% annually based on a majority vote of the Exec GGC and Finance Committee. This amount could also be dropped should the GGC eliminate additional insurance policies.
 - (3) Be payable to the GS on or before September 30.
 - (4) Be for the ensuing year and include voting privileges at the next AS GGC and any special meetings(s).
- (d) ExBGC members, Grand Officers and GGC Committee members (including the GBGC and GB Committees) shall pay dues or vacate their office.
 - (1) Dues for ExBGC members shall be sent in with the Form 222.
 - (2) An invoice for dues shall be sent to any member who has not paid dues by the end of AS GGC.
 - (3) Members who pay their dues shall receive a Dues Card indicating their dues are paid for the ensuing year, including voting privileges at the next AS GGC and any special meeting(s).
- (e) Registration Fees shall be paid by those attending AS GGC.
 - (1) Exception: registration fees will not be required for those attending, but not participating in, Formal Opening and/or Installation.

Section 3. Exemption

- (a) (See SOP-GGC-4 Sec. 3 (a))
 - [b] Such bill, when approved by the GG and two-thirds (2/3) of the Finance Committee, shall then be processed in the regular manner.
 - [c] If the GS or GT plans to be out-of-town for a period longer than seven (7) days, she/he shall make arrangements with the Chairman of the Finance Committee for issuing warrants and/or writing checks.

**MN-SOP-GGC-4
FINANCES (cont'd)**

Section 4. Disbursements

- (a) No member of the GGC shall expend funds not included in the budget or bind this GGC to any contracts, unless prior approval has been obtained, in writing, from two-thirds (2/3) of the ExGGC and Finance Committee.
- (b) All disbursements shall be made as designated by law, approved budget, or as approved by the ExGGC.
- (c) All expenses shall be subject to budget limitations.
- (d) Disbursements shall be by check or electronic payment method of the GGC by the GT after proper warrant has been issued by the GS.
 - (1) All disbursements shall be issued within thirty (30) days of receipt of request.
 - (2) No warrant shall be drawn unless supported by an approved bill or in conformity with B above.
 - (3) Every bill or order for an advance and every warrant shall indicate the fund and the budget appropriation against which it is to be charged.
 - (4) The GS shall not issue a warrant chargeable against appropriation, which, together with warrants previously issued against such appropriation, exceeds the total thereof.
 - [a] If the GS receives any bill calling for a warrant which exceeds any appropriation, she shall submit a copy of the bill to the ExGGC.
 - [b] Such bill, when approved by the ExGGC shall then be processed in the regular manner.
- (e) All accounts of the GGC shall have at least two (2) authorized signers.
- (f) Automobile expenses incurred for necessary travel when on official business of the GGC shall be reimbursed. The reimbursement rate shall be the current IRS non-profit reimbursable rate.
 - (1) Official business shall include ExGGC meetings which all ExGGC shall attend, the annual Finance Committee meeting for those required to attend, the annual Jurisprudence Committee meeting for those required to attend, and such meetings with GGC Committees as the GG shall request. Official business shall also include visits to Bethels for the purpose of investigating and/or solving difficulties within the Bethel and for the instruction of Daughters and/or BGC members.
- (g) While on official business, the GG or her official delegate may be reimbursed the actual cost of lodging if accommodation with a Job's Daughters family is not available.
- (h) Other approved expenses shall be as actually expended.
 - (1) This shall include committee expenses such as postage and phone when approved by the GG.
 - [a] Copying shall be documented and reimbursed at the current rate charged by CopyMax/OfficeMax with the use of the discount assigned to the GGC by membership in the MN Council of Non-Profits.
- (i) The recipient of funds paid in advance or quarterly shall submit an itemized report of the expenditures along with all unused funds, if any, to the GS at the close of the GGC year.
- (j) All committee expenses for reimbursement shall be submitted within thirty (30) days after the completion of the event to receive reimbursement.

Section 5. Grand Guardian Travel Allowance

- (a) The GG may be advanced quarterly a sum equal to one-fourth (1/4) of the budgeted amount of expense for her travel.
 - (1) The GG shall submit quarterly an itemized list of the expenses for travel, motel/hotel, meals and other expenses including office expenses, to the GS and the Chairman of the Finance Committee. Reports shall be sent on or before the fifth (5th) day of September, December, March and after the close of the AS GGC.
 - (2) 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 make-up of the budget.
 - (3) At the end of her term the excess paid to her shall be refunded.
 - (4) If her expenses exceed the amount in the budget she shall be reimbursed after approval.
- (b) Any expenses authorized by the GG for DGG and/or officers shall be subject to the same regulations as the expense of the GG.

**MN-SOP-GGC-4
FINANCES (cont'd)**

Section 6. Grand Guardian Supreme Session Expense

- (a) The GG shall receive financial assistance to attend the AS SGC.
- (b) Funds shall be provided in advance for the following:
 - (1) Round trip travel expenses, determined using the shortest and most economical route.
 - (2) Up to five (5) nights' lodging at the rate of three (3) per room.
 - (3) Voting delegate registration fee at the AS SGC.
 - (4) Cost of either the Formal Banquet or two other AS SGC meals of equal or lesser value to the Formal Banquet. Examples of other AS SGC meals include but are not limited to the GG's Breakfast or Lunch, Awards Lunch, and Royalty Lunch.
 - (5) Per diem allowance of twenty dollars (\$20.00) for meals but not to exceed five (5) days.
- (c) The GG shall submit an itemized report detailing her expenses at the AS SGC within sixty (60) days of her return, and return any unused funds to the GGC.

Section 7. Associate Grand Guardian Expenses

- (a) The AGG may be advanced quarterly a sum equal to one-fourth (1/4) of the budgeted amount of travel allowance.
- (b) The AGG shall receive financial assistance to attend the AS SGC.
 - (1) Funds shall be provided in advance for the following:
 - [a] Round trip travel expenses, determined using the shortest and most economical route.
 - [b] Up to five (5) nights' lodging at the rate of three (3) per room, formal banquet and voting delegate registration fee at the AS SGC.
 - [c] Per diem allowance of twenty dollars (\$20.00) for meals but not to exceed five (5) days.
 - (2) The AGG shall submit an itemized report detailing his expenses at the AS SGC within sixty (60) days of his return, and return any unused funds to the GGC.

Section 8. Vice Grand Guardian and Vice Associate Grand Guardian Expenses

- (a) The VGG shall be reimbursed the actual cost of postage incurred to secure Installing Officers, Grand Officers and committee members.
- (b) The VGG and VAGG shall be reimbursed the registration fee if attending AS SGC.

Section 9. Rent

- (a) The GS and GT shall receive such rent as approved.

Section 10. PGG and PAGG Gifts

- (a) If not otherwise provided, suitable gifts shall be purchased by the GGC for presentation to the outgoing GG and AGG at the end of each AS GGC. (See MN-B-GGC 2.1, Art. III, Sec. 6 X)
 - (1) The cost of the gift for the GG/AGG shall not exceed two hundred dollars (\$200.00)/one hundred-fifty dollars (\$150.00) respectively.
 - (2) A GG/AGG who desires a more expensive item shall pay the difference in cost.

Section 11. Printing Proceedings/Directory

- (a) The expenses for printing the Proceedings of the Annual and/or Special Session and printing the Directory shall be as approved.
 - (1) One (1) copy of these Proceedings shall be sent to those who purchase same at the Annual and/or Special Session.
 - (2) A copy of the most current Proceedings shall be placed on the web site and may be printed by Bethels and members of the GGC.

Section 12. Supreme Guardian/Associate Supreme Guardian – Visit

- (a) Expenses incurred by the GG for the visit of the SG and ASG to our jurisdiction shall be paid as approved.

Section 13. GGC Installation Expenses:

- (a) Two hundred dollars (\$200.00) to help defray the cost of the Installation of the GGC officers.

**MN-SOP-GGC-4
FINANCES (cont'd)**

Section 14. Miss MNJD Expenses

- (a) Funds shall be provided for the following:
- (1) Name badge for the Miss MNJD to be given to her within thirty (30) days after the completion of the Pageant.
 - (2) Up to two (2) nights lodging at the rate of four (4) per room, formal banquet and registration fee at the AS GGC.
 - (3) Registration for the event at which the Miss MNJD Pageant is held (lodging at the rate of four (4) per room and meals).
 - (4) Registration fee for the Miss IJD Pageant, three (3) nights' lodging at the rate of four (4) per room, and Daughter registration fee for the AS SGC.
 - (5) Promotional activities required of Miss MNJD as approved by the GG
 - [a] Itemized expense reports for funds budgeted in the Promotional Fund of the GGC shall be reported to the Miss MNJD advisor on or before the last day of June, September, and December with the final report due by the end of the Pageant.
 - (6) Miss MNJD pin to be presented at the end of the term of office. This pin shall be engraved with the year(s) of service.

Section 15. Grand Guardians Charitable Project

- (a) Donations for the GG charitable project shall be credited to the current project until noon Saturday of the AS GGC, at which time the balance shall be paid to the current charitable project.
- (1) Donations received after noon that same Saturday shall be credited to the new charitable project.

Section 16. Memorials and Hospitalizations

- (a) The GGC shall provide a memorial in the amount of twenty-five dollars (\$25.00) for any PGG or PAGG. A card explaining the memorial shall be sent to the family.
- (b) PGGs, PAGGs and present Grand Officers shall be remembered with a card in the event of hospitalization or serious illness.

Section 17. GB Fees

- (a) Upon receipt, the GS shall forward all GB membership fees to the GBGS. (MN GRAND BETHEL Art. XIV Sec. 4 A; MN-B-GGC Art. XIII Sec. 17 (a)).

Section 18. Supreme Ritual Team

- (a) Upon confirmation of attendance and participation, the five (5) Daughters and one (1) Alternate of the Supreme Ritual Team representing MN at the AS SGC will be reimbursed for the cost of the Awards Lunch.

MN-SOP-GGC-7

MANUAL OF RULES AND REGULATIONS

Section 1. Amendments

- (a)-(d) (See SOP-GGC-7 (a)-(d))
- (e) (See SOP-SGC-16 for Rules of Order and Parliamentary Procedure)

Section 2. Amendments – Adoption

- (a) Amendments to this Manual may be made at an AS GGC by one of the following methods:
 - (1) By a two-thirds (2/3) affirmative vote of those present, provided that the amendment has been submitted in writing by a member of the GGC to the Chairman of the Jurisprudence Committee on or before May 1. Amendments to Standard Operating Procedures require a majority vote for approval.
 - [a] The Chairman of the Jurisprudence Committee shall send a copy of the proposed amendment(s) to each person on the Official Mailing List and all Bethels at least ten (10) days prior to the AS GGC.
 - (2) Immediate Amendment: By unanimous vote of the members voting on a proposed amendment which has been submitted in writing at the same session, signed by not fewer than six (6) members representing an equal number of Bethels of this Grand Jurisdiction.
- (b) Amendments to this Manual shall not become effective until approved by the VSG and the Supreme Jurisprudence Committee and printed in proper form, separate from the Proceedings, distributed to all Bethels, and made available to all members of the GGC for insertion in the Constitution and Bylaws of JDI.
- (c) The adoption of any amendments to this Manual shall automatically amend all other sections pertaining to the same subject.

MN-SOP-GGC-8**MEETINGS****Section 1.**

- (a) This GGC shall meet in AS in June each year and shall be opened on or before the third Saturday in June, to continue in session with suitable recesses until the business is concluded.
- (b) See SOP-SGC-16 for Rules of Order and Parliamentary Authority.
- (c) In the event of an emergency, the GG, with the consent of the members of the Jurisprudence and Finance Committees, may postpone or change the place of the meeting or AS.
 - (1) In obtaining the consent of those designated, the GG shall receive the written approval of a majority of those named.
- (d) A quorum for the transaction of business of the GGC shall consist of fifteen (15) voting members (not including proxies) of which at least ten (10) shall be representing different Bethels.
- (e) The GGC shall select the location to hold the succeeding AS.
- (f) Special meetings of the GGC may be called by the GG or shall be called upon request of six (6) officers of the GGC, including one (1) of the top three (3) ExGGC Officers.
 - (1) All members must have at least ten (10) days written notice of such meeting.
- (g) The Board of Directors shall meet annually immediately after and at the same place as the AS GGC.

Section 2. Board of Directors of the GGC

- (a) The Board of Directors shall meet annually immediately after and at the same place as the AS GGC.

MN-SOP-GGC-9

PENALTIES AND FINES

Section 1. Fines shall be levied for:

- (a) Failure to file the Annual Report (Form 110) and remit fees by January 31.
 - (1) A fine of twenty-five dollars (\$25.00) shall be paid by the ExBGC.
 - (2) This fine is to be paid by the individual ExBGC and not out of Bethel funds.