

IL SOP GGC-2
BOOK OF CEREMONIES

Section 1.

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

(e) The Book of Ceremonies adopted by the SGC shall be used as the official Book of Ceremonies for allceremonies with the exception of the following:

- a. Installation of Grand Guardian Council of Illinois (Illinois 2010)
- b. Installation of Grand Bethel Officers and Representatives (Illinois 2010)
- c. Installation of Officers – Grand Guardian Council and Grand Bethel of Illinois (Illinois 2010)
- d. Grand Bethel Business Meeting
- e. Obligation Ceremony (Illinois 2010)
- f. Distinguished Order of Job’s Daughters Award Ceremony (Illinois 2010), which shall bememorized and not read.

IL SOP-GGC-3
EDUCATIONAL AND PROMOTIONAL FUNDS

Section 1. Educational Grant Fund.

- (a) The fund shall be known as the Educational Grant Fund of the GGC of Illinois, Job's Daughters International and shall be used only for making grants to active or Majority Members of Job's Daughters International in good standing in Illinois.
- (b) The fund shall consist of all money, notes, and accounts receivable now on hand, and money, donations, bequests, interest and earnings that may accumulate for said fund. The fund shall be invested in a Federal Reserve Bank or with a registered National Brokerage Firm, in amounts and level of risk as determined by the Executive Grand Guardian Council and administered by the Investment Committee.
- (1) To be eligible for a grant an applicant must be an active or Majority Member of a Bethel in Illinois for a period of at least one (1) year.
- (aa) Each applicant shall be reviewed by the Board of Trustees who shall use the following points as a basis for awarding grants.
- (1) Scholastic standing in high school and/or college and/or trade school.
- (2) Record of activities in Job's Daughters International established by the Executive members of the BGC of the applicant's Bethel.
- (3) Active members shall be awarded grants before Majority Members are considered.
- (bb) An amount of up to but not exceeding 25% of the balance of the Education Grant Fund as of applicants as determined in (b) (1) above in the amount of \$750.00 each. Any educational grant given not from the Educational Grant Fund will be increased to match the amount specified by the Educational Grant Fund.
- (cc) The recipients of the grant awards shall be chosen by the majority vote of the Grand Guardian, Associate Grand Guardian and the three (3) members of the committee.
- (dd) If in the opinion of the Grand Guardian, a greater number of grants should be awarded than is provided in (bb), such grants may be awarded with unanimous approval of the Finance Committee.
- (ee) Each recipient shall be notified by the Grand Guardian Council of the award, including date, time, and place of presentation of same, so that recipients can be present to accept same. All recipients and their Bethel numbers shall be listed in the annual report for the year in which the awards are given.

Section 2. Promotional Fund.

- (a) There shall be maintained a separate and special fund known as the Promotional Fund of the GGC of Illinois, Job's Daughters International.
- (b) This fund shall consist of all money, notes and accounts receivable in the present Promotional Fund and all money, donations, bequests, interest, and earnings that may accumulate for said fund.
- (c) This fund shall be used for the purpose of promoting Job's Daughters International in Illinois.
- (1) The registration fee for the annual Supreme Guardian Council Workshop, not to exceed seventy-five (\$75.00) per person, shall be paid for the eight (8) elected Grand Line officers.

IL SOP-GGC 4 FINANCES

Section 1. Receipts/Revenue

- (a) The fiscal year of the GGC shall be from June 1st to May 31st.
- (b) This GGC shall derive its revenue from receipts and fees collected in the name of the GGC.
 - (1) Each Bethel shall contribute three dollars (\$3.00) per month to maintain the GGC office, payable semi-annually.
 - (2) Fines as enumerated in Article VII, Section 2.
- (c) The profit from the designated Grand Guardian Council Fund Raising project will be divided as follows: Sixty percent (60%) to be used toward the expenses of the Annual Session and forty percent (40%) to be deposited in the General Fund. Other fundraising projects, as authorized by the Executive Members of the Grand Guardian Council, shall be conducted to finance the Grand Guardian Council activities, and deposited in the General Fund.
- (d) The Finance Committee of the GGC, in consultation with the Grand Guardian, may permanently transfer monies from any GGC fund(s) (with the exception of the Grand Bethel Fund, the Educational Grant Fund and the Miss International/Supreme Bethel Honored Queen Fund) to the General Fund to cover operating expenses of the GGC not covered from receipts enumerated above. The amount transferred shall not exceed fifty percent (50%) of the current balance of that fund in the current GGC year.

Section 2. Fees

- (a) A registration fee of forty dollars (\$40.00) from each voting member, ten dollars (\$10.00) from each non-voting attendee, and two dollars (\$2.00) from each active Daughter shall be paid to the Credentials Committee at the time of registration. A late fee of twenty-five dollars (\$25.00) will be added to each registration packet if not postmarked by the deadline established. The late fee will be paid by the individual responsible, not out of Bethel funds.
- (b) A fine of twenty dollars (\$20.00) paid by the Executive Members of a Bethel Guardian Council which fails to file all required annual report forms to the Grand Secretary by January 31.
- (c) A dispensation fee of twelve dollars (\$12.00) to form a new Bethel.
- (d) A fee of twelve dollars (\$12.00) for each charter issued.
- (e) A fee of two dollars (\$2.00) for other dispensations (See SOP-Bethel-18).
- (f) A fee of five dollars (\$5.00) for reinstatement on the GGC mailing list.

Section 3. Exemptions

See SOP-GGC 4

Section 4. Disbursements

- (a) Annual Session Expenses.
 - (1) The GGC shall provide an official program and suitable badge for each voting member, Daughter and visitor when they register.
 - (2) The GGC shall pay twelve (12) banquet dinners as follows: Supreme Guardian, Associate Supreme Guardian, Most Worshipful Grand Master of Illinois, Worthy Grand Matron of Illinois, Worthy Grand Patron of Illinois, Grand Guardian, Associate Grand Guardian, Daughter selected to give the invocation at the banquet, Daughter selected to give welcome address at the banquet, Daughter serving as Mistress of Ceremonies at the banquet, Banquet Chairman and one (1) other guest at the discretion of the Grand Guardian.
 - [a.] In the case of the inability of any of the above persons to attend the banquet, the Grand Guardian and Associate Grand Guardian may, at their discretion, substitute other Grand Officers of the Masonic fraternity and its affiliated orders in Illinois, members of the SGC or visiting members of other Grand Jurisdictions of Job's Daughters International.

(3) Awards to be given in the Grand Librarian's Contest shall be three (3) trophies (first, second and third) and three (3) Honorable Mention ribbons in each category. Choice of categories shall be at the discretion of the Grand Librarian and shall not exceed six (6) in number. Funds for the awards to come from the Promotional Fund with the approval of the Finance Committee.

(4) Membership awards: First, second, and third place trophies shall be awarded to the Bethels with membership increase during the calendar year. This increase shall be figured on a membership percentage basis. A trophy shall be awarded to the Bethel having initiated the greatest number of candidates during the Grand Guardian Council year.

(5) The GGC shall pay for the luncheon tickets to the Job's Daughters Luncheon for the following: Grand Guardian, Associate Grand Guardian, Daughters selected to give the welcome and invocation address at the luncheon.

(6) The amount of money expended for favors shall be no more than five dollars (\$5.00) per person total for all meals at the Annual Session of the GGC.

(7) Flowers at the Annual Session and Memorial Service not to exceed twenty-five dollars (\$25.00). Flowers for the installation not to exceed fifty dollars (\$50.00).

(8) A payment not to exceed one hundred dollars (\$100.00) shall be made for postage and invitations to the installation of officers.

(9) Upon exhaustion of complimentary room nights, agreed upon by the Session contract, the GGC may pay for the rooms of the Grand Guardian, Associate Grand Guardian, Vice Grand Guardian, Vice Associate Grand Guardian and Grand Secretary.

(10) Expenses incidental to the Annual Session of the GGC shall be paid on approval of the Finance Committee.

(b) Grand Guardian and Associate Grand Guardian.

(2) GGC shall send the Grand Guardian and Associate Grand Guardian to the Annual Session of the SGC and pay their round-trip transportation based on actual fare by the most direct route of travel – if by air (coach class), if by train (Pullman when necessary) or if by automobile, **66% of the GSA/IRS mileage rate.**

[a.] The cost of lodging at a standard room rate shall be paid in full during the **five (5)** days while in attendance at the meetings of the Annual Session of the SGC upon presentation of hotel/motel bill for the Grand Guardian and Associate Grand Guardian.

[b.] The registration fee and banquet ticket shall be paid for the Grand Guardian and Associate Grand Guardian.

(3) Expenses for one (1) visit to a Bethel or group of Bethels and one (1) Official Visit to the Grand Bethel during the year shall be allowed. These visits shall be grouped to accommodate the Grand Guardian's itinerary.

[a.] Transportation expenses incurred in the performance of duties assigned, based on actual railroad fare by the most direct route or fifteen cents (\$.15) per mile if by automobile, shall be paid the Grand Guardian and Associate Grand Guardian.

[b.] In the event of the formation of automobile pools for transportation of two (2) or more eligible persons, the person who provides the automobile shall be reimbursed on the mileage basis indicated above.

[c.] Expenses of lodging not to exceed fifty dollars (\$50.00) plus tax per day for actual number of days (if same is not otherwise provided for) incurred in performance of duties assigned shall be paid from the General Fund to the Grand Guardian and Associate Grand Guardian.

[d.] All other expenses incurred by the Grand Guardian and/or the Associate grand Guardian shall be approved by the Finance Committee and the Grand Guardian before same contracted. Such expenses shall be paid from the General Fund.

[e.] No reimbursement shall be made for meals.

(4) In the event of a visit by the Supreme Guardian and/or Associate Supreme Guardian, the Grand Guardian and Associate Grand Guardian shall be allowed expenses for the visit not to exceed

seventy-five dollars (\$75.00) for each attendee (SG and/or ASG). Transportation for the Grand Guardian and Associate Grand Guardian to the Supreme Visit will be paid based upon actual railroad fare by the most direct route or fifteen cents (\$.15) per mile if by automobile.

(5) The necessary transportation expenses in promoting, instituting and/or chartering a Bethel by the Grand Guardian and Associate Grand Guardian shall be paid from the Promotion Fund under the conditions set forth in Section 4 (b) (3) (a) and (b).

(6) Expenses for lodging shall be allowed the Grand Guardian and the Associate Grand Guardian from the Promotional Fund not to exceed twenty dollars (\$20.00) plus tax per day in promoting, instituting and/or chartering a Bethel. If more than one (1) person shares a room, only one (1) fee will be paid. Bill must be presented for payment.

(7) No reimbursement shall be made for meals.

(8) An itemized statement of the excess of the estimated expenses shall be submitted to the Finance Committee for approval before any bills are contracted.

(9) A check not in excess of the estimated sum mentioned for the institution of new Bethels may be advanced when authorized by the Finance Committee upon approval of the Grand Guardian. Any portion of the sum advanced that has not been expended shall be returned to the Promotional Fund.

(10) The Grand Guardian and Associate Grand Guardians, as leaders and ambassadors of the organization, are expected to represent the organization at various Illinois Masonic related functions, such as: Grand Pilgrimage, Grand Lodge, Grand Chapter, Grand Conclave, etc. Expenses as outlined in IL B-GGC, Article VI, Section 4, (b), (3) will be paid from the Promotional Fund, for a maximum of four (4) events per Grand Guardian Council year.

(11) Long distance phone expenses shall be paid for official business calls for the Grand Guardian and Associate Grand Guardian upon presentation of phone records and the reasons for the calls.

(c) Other Grand Officers:

(1) The Grand Guide, Grand Marshal, Grand Secretary and Grand Chaplain shall be allowed transportation expenses from the Promotional Fund as set forth in Section 4 (b) (5).

(2) The Grand Guide, Grand Marshal, Grand Secretary and Grand Chaplain shall be allowed lodging expenses from the Promotional Fund as set forth in Section 4 (b) (6).

(3) The Grand Secretary shall receive annually a gift of **one thousand dollars (\$1000.00)** payable semi-annually.

(4) The Grand Treasurer shall receive annually a gift of **three hundred dollars (\$300.00)** payable semi-annually.

(5) The Vice Grand Guardian and Vice Associate Grand Guardian shall have their round-trip transportation reimbursed based on actual fare by the most direct route of travel- if by air (coach class), if by automobile, 66% of the GSA/IRS mileage rate.

[a.] the cost of lodging at a standard room rate shall be paid in full during the five (5) days while in attendance at the meetings of the Annual Session of the SGC upon presentation of hotel/motel bill for the Vice Grand Guardian and Vice Associate Grand Guardian.

[b.] The registration fee and a banquet ticket shall be paid for the Vice Grand Guardian and Vice Associate Grand Guardian

(d) Deputy Grand Guardians:

(1) Transportation expenses incurred in the performance of assigned duties shall be paid from the General Fund at the same rate as the Grand Guardian.

(2) Deputy Grand Guardians who have been assigned to instruct and/or inspect a Bethel shall be reimbursed fifteen cents (\$.15) per mile from the General Fund for expenses incurred in such instruction and/or inspection.

(3) All other expenses incurred by a Deputy Grand Guardian in the performance of duties assigned shall be approved by the Finance Committee before same are contracted. Such expenses shall be paid from the General Fund.

(4) Those deputized by the Grand Guardian to perform duties in promoting, instituting and/or chartering a Bethel shall have their travel and lodging expenses paid from the Promotional Fund as set forth in Section 4 (b) (5).

(e) Committees:

(1) Any member of the finance Committee, Jurisprudence Committee or Advisory Committee who has been directed to go to a Bethel by the Grand Guardian for the purpose of handling a specific assignment shall be reimbursed for travel expense at the same rate paid to the Grand Guardian. Such persons shall make a written report to the Grand Guardian upon completion of assignment.

(f) Memorials:

(1) In the event of the death of a Past Grand Guardian or her husband, or a Past Associate Grand Guardian or his wife, the GGC will provide a memorial not to exceed ten dollars (\$10.00) plus tax and special notices shall be sent to all those on the mailing list upon the death of a Past Grand Guardian or a Past Associate Grand Guardian.

(2) In the event of the death of an Executive member of a BGC, the GGC will provide a memorial not to exceed seven dollars and fifty cents (\$7.50) plus tax.

(3) In the event of the death of an active Bethel member, the GGC will provide a memorial in her name not to exceed ten dollars (\$10.00) plus tax.

(g) Pins and medallions:

(1) The GGC shall provide the following which shall be ordered from the Official Jeweler.

[a.] A pin for each Grand Officer designating the office being held. The Grand Officers shall return their pins to the Grand Guide immediately following the Saturday afternoon session.

(h) Miss Illinois Job's Daughters Pageant:

(1) Each contestant shall receive a participation sash, charm and certificate.

(2) Miss Congeniality shall receive flowers and a plaque.

(3) First and second runner-up shall receive an arm bouquet, plaque and twenty-five dollars (\$25.00).

(4) Miss Illinois Job's Daughter shall receive an arm bouquet, plaque, fifty dollars (\$50.00), sash, cape and crown. The cape shall be worn during the year and returned to the committee.

(5) Transportation to the Supreme Annual Session shall be paid for Miss Illinois Job's Daughter to travel to the Supreme Annual Session based upon actual fare by the most direct route of travel – if by air (coach) class, if by train (Pullman when necessary) or if by automobile twenty-five cents (\$.25) per mile. Should a chaperone accompany Miss Illinois Job's Daughter, the chaperone's transportation shall be at her own expense, unless she rides in the same automobile as Miss Illinois Job's Daughter in which case the twenty-five cents (\$.25) per mile shall be paid to Miss Illinois Job's Daughter.

(6) The cost of lodging at the standard room rate shall be paid in full during the five (5) nights while in attendance at the Miss International Pageant Competition at the Supreme Annual Session. If it's determined less expensive to remain through Saturday night, due to reduced transportation costs, the cost of lodging will be extended to six (6) nights to reduce the overall upon presentation of the hotel/ motel bill. The Grand Guardian Council shall be responsible for the contestant and her chaperone's share of the room. If there should be more than these two (2) persons in the room, the GGC shall pay for only these two persons' share of the room.

(7) The registration fee for the pageant shall be paid for by the GGC.

(i) Junior Miss Illinois Job's Daughter Pageant:

(1) Each contestant shall receive a participation sash, charm and certificate.

(2) Junior Miss Congeniality shall receive flowers and a plaque.

(3) First and second runner-up shall receive an arm bouquet, plaque and twenty-five dollars (\$25.00).

(4) Junior Miss Illinois Job's Daughter shall receive an arm bouquet, plaque, fifty dollars (\$50.00), sash, cape and crown. The cape shall be worn during the year and returned to the committee.

(5) The cost of lodging at the standard room rate shall be paid in full during the three (3) nights while in attendance at the Illinois Grand Guardian Council Annual Session, and upon presentation of hotel/motel bill. If the hotel/motel room is shared with other persons, the GGC shall be responsible for one (1) person's share of the room. If there should be four (4) persons in the room, the GGC shall pay only for Junior Miss Illinois Job's Daughter.

(6) Complimentary Grand Banquet ticket shall be provided.

**IL SOP-GGC-5
GRAND BETHEL**

Section 1. – 3.

See SOP-GGC 5

Section 4.

(a) Illinois shall have a Grand Bethel with the Grand Bethel Bylaws approved by the Illinois Grand Bethel and the Grand Guardian Council of Illinois Job's Daughters International." See SOP-GGC 5

**IL SOP-GGC-6
INSTALLATION**

- (a) The GGC Installation shall be on the Saturday afternoon of the Annual Session of the GGC, starting time no later than 8:00 PM and ending no later than 11:59 PM same day.
- (b) See SOP-GGC 6
 - (1) The Installing Officer shall be the retiring Grand Guardian and the Associate Installing Officer shall be the retiring Associate Grand Guardian.
- (c) A seal shall be provided for the use of the Grand Guardian and the Grand Secretary at the conclusion of installation.

IL SOP-GGC-7
MANUAL OF RULES AND REGULATIONS

Section 1. Amendments.

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

(e) Proposed amendments to these Rules and Regulations shall be sent to the Grand Secretary at least ninety (90) days prior to the Annual Session of the GGC. **Electronic transmission via email shall be accepted.**

(f) Proposed amendments must be submitted and signed by all makers. **Digital signature(s) shall be permitted.**

(g) Amendments to the Constitution shall be made at the Annual Session of the GGC by a two-thirds (2/3) affirmative vote of the members present and voting.

(h) Amendments to the Bylaws shall be made at the Annual Session of the GGC by a two-thirds (2/3) affirmative vote of the members present and voting.

(i) Amendments to Standard Operating Procedures (SOP) shall be made at Annual Session of the GGC by a majority vote of the members present and voting

IL SOP-GGC-8 MEETINGS

Section 1.

- (a) This GGC shall meet in the Annual Session on the third (3rd) consecutive Friday and Saturday in the month of June. Should the annual session fall on Father's Day weekend the Annual Session would be moved to either the 2nd or 4th weekend of June. The time will be determined by the Grand Guardian based on the business being presented to the body. Notification of the start time will be sent 30 days before the Annual Session. In the event of an emergency, the Grand Guardian, after advising with the members of the Executive Grand Guardian Council, may postpone, change the date and/or place of meeting or cancel the Annual Session of the Grand Guardian Council. Notice shall be sent immediately to the members of the Jurisprudence and Finance Committees.
- (b) See SOP-GGC-8.
- (c) This GGC shall select the location for succeeding Annual Sessions.
- (d) The Annual Sessions of the GGC shall be primarily a business session.
- (e) This GGC shall consider at the same Annual Session, all amendments passed by the Grand Bethel at its Annual Meeting properly submitted to the GGC and which, if approved, shall be submitted to the Jurisprudence Committee at the SGC for approval before they can become law.
- (f) At least one (1) hour of each Annual Session of the GGC shall be set aside and known as the Job's Daughters' Hour and shall be presided over by a chairman appointed by the Grand Guardian.

Section 2. Reports.

- (a) In view of the fact that voting members shall have copies of the reports of the Grand Guardian, Associate Grand Guardian, Grand Secretary, Grand Treasurer and Finance Committee, the reading time shall be limited to twenty (20) minutes for the Grand Guardian, ten (10) minutes each for the Associate Grand Guardian, Grand Secretary, Grand Treasurer and Finance Committee. Five (5) minutes shall be allowed for the report of any other officer or committee chairman.

Section 3. Executive GGC Meetings.

- (a) The Executive GGC are the ten (10) elected officers of the GGC.
- (b) The Executive Committee consists of the ten (10) elected officers, the five (5) Jurisprudence Committee members and the three (3) Finance Committee members. Only the ten (10) elected officers will have a vote.
- (c) A meeting of the Executive GGC may be called upon the request of six (6) members of the Executive GGC. All EXECUTIVE COMMITTEE members must be notified of such meeting.
- (d) Six (6) members of the Executive GGC shall constitute a quorum. One (1) of the first three (3) officers named in the Manual of Rules and Regulations, C-GGC ARTICLE V, Section 1 shall be present and preside.
- (e) All discussions at Executive GGC meetings are confidential and shall not be discussed with persons not part of the Executive Committee. The Executive Committee consists of the ten (10) elected officers, the five (5) Jurisprudence Committee members, the three (3) Finance Committee members.

**IL SOP-GGC-10
VACANCIES**

Section 1.

(a)-(c) See SOP-GGC 10

(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 GrandGuardian to fill a vacancy in the offices of Grand Secretary or Grand Treasurer. If there is a Special Election, as noted in IL C-GGC 3 Art VII, Section 4, in which case the appointed officer shall serve only until the newly elected officer is installed.

(e) Should a vacancy occur in a GGC committee between the Annual Sessions of this GGC, the GrandGuardian shall appoint a member to serve for the remainder of the term.

**IL SOP-GGC-101
OTHER DESIGNATED FUNDS**

Section 1. Miss International/Supreme Bethel Honored Queen (MIJD/SBHQ) Fund.

- (a) There shall be maintained a separate and special fund known as the Miss International/Supreme Bethel Honored Queen Fund of the GGC of Illinois, Job's Daughters International.
- (b) This fund shall consist of monies donated to the GGC of Illinois for the expressed purpose of providing support for a Daughter representing Illinois as Miss International or Supreme Bethel Honored Queen. Earnings shall be added to the fund. The fund shall be 100% invested in medium risk investments as determined by the Investment Committee.
- (c) In the event of the selection of a Miss International or Supreme Bethel Honored Queen representing Illinois, the Finance Committee shall manage the disbursement of funds. Funds shall be disbursed in accordance with Supreme Bylaws, Supreme Bethel Article IX, Finances, Section 1, Receipts (e) or Pageant, Article IX, Finances Section 1, Receipts (d), as appropriate to the Daughter being supported.

Section 2. Supreme Session Registration Fund.

- (a) The fund shall be known as the Supreme Session Registration fund of the GGC of Illinois, Job's Daughters International and shall be used for Supreme Session registration and **one (1) meal** expenses as noted in (b) below.
- (b) To be eligible for reimbursement, at the time of her attendance at a Supreme Session, the Daughter must have been an active Daughter of Illinois per Supreme Law. In addition, the installed Grand Bethel Honored Queen, Grand Bethel Senior Princess and Grand Bethel Junior Princess, even if Majority age, are also eligible.
- (c) Reimbursement from this fund, if funds remain in the fund, will be made by the Grand Treasurer after the Finance Committee has validated a paid registration fee and/or Job's Daughters Luncheon fee for the Daughter and the Grand Secretary has validated the Daughter's status per the rules of (b) above and issued a voucher authorizing the Grand Treasurer to issue the payment.
- (d) Upon depleting the funds of the Supreme Session Registration Fund, the fund shall be closed.

IL SOP-GGC-102
ILLINOIS DAUGHTER HIKE COORDINATOR

Section 1. Illinois Daughter HIKE Coordinator.

- (a) Shall have as her official charity the Hearing Improvement Kids Endowment (HIKE).
- (b) Illinois Daughter HIKE Coordinator shall be selected from Daughters who are at least 12 years of age and have submitted an application.
- (c) Daughters aspiring for the position of Illinois Daughter HIKE Coordinator shall submit an application signed by her, her parents/guardians, and her Bethel Guardian.
- (d) Applications will be sent to the chairman of Illinois HIKE committee no less than 90 (ninety) days prior to the Annual Session.
- (e) All Daughters who have submitted their completed application by the deadline will go through an interview process with the Illinois HIKE Committee for the position of Illinois Daughter HIKE Coordinator.
- (f) The Illinois Daughter HIKE Coordinator shall serve under the direct supervision of the Grand Guardian, who may remove her from this position for just cause. Notice of such removal shall be given in writing, stating the cause of removal, and giving complete information concerning the Law of Appeals and Grievances (See SOP-SGC-1).