

HANDBOOK



Job's Daughters International
Grand Guardian Council
Of DelMar, Inc.

JOB'S DAUGHTERS INTERNATIONAL
GRAND GUARDIAN COUNCIL OF DELMAR, INC.

HANDBOOK OF INSTRUCTIONS

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Approved by:

Sue Nickerson, Grand Guardian

Julie Glushakow, Vice Grand Guardian

Jennifer Foster, PHQ, Grand Guide

Pat Pelham, PHQ, PSG, Grand Marshal

ABBREVIATIONS

ABG	Associate Bethel Guardian
AGG	Associate Grand Guardian
Art.	Article
BG	Bethel Guardian
BGC	Bethel Guardian Council
DOE	Director of Epochs
DOM	Director of Music
EBGC	Executive Bethel Guardian Council
GG	Grand Guardian
GCG	Grand Guardian Council
GS	Guardian Secretary
GT	Guardian Treasurer
GV	Grand Visitation
HQ	Honored Queen
JDI	Job's Daughters International
JP	Junior Princess
MJDDM	Miss Job's Daughter of DelMar
MM or MMJD	Majority Member or Majority Member of Job's Daughters
PABG	Past Associate Bethel Guardian
PBG	Past Bethel Guardian
PHQ	Past Honored Queen
SEC	Section
SGC	Supreme Guardian Council
SP	Senior Princess
VGG	Vice Grand Guardian

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PART I – INSTALLATION OF BETHEL OFFICERS AND CHOIR

A. INSTRUCTIONS

1. The BG shall remind the Daughters that they cannot be installed into office unless their dues are paid to the end of the ensuing term. No Officer shall be installed by proxy.
2. The Installing Officer of a Bethel shall be its own Retiring HQ. In the absence of a Retiring HQ, then the Installing Officer will be approved by the Executive Members of the BGC.
3. Where PHQs cannot serve, MMs may be asked to act as Installing Officers. Where there are not enough PHQs or MMs of a Bethel to act as installing officers, a Bethel may ask HQs and PHQs of other Bethels to act for them with the approval of the BGC. A PHQ who has been suspended or expelled from membership may not serve as an Installing Officer.
4. When it is impossible to fill the station of Installing Musician according to the requirements listed above (3), a musician without these qualifications (Bethel Daughter Musician for example) may serve provided the Executive Members of the BGC approve.
5. Other Assisting Installing Officers: whenever possible Assisting Installing Officers, i.e., Hostess, Narrator, etc., shall be members of JDI. A member of JDI is a Daughter or an adult who was initiated into the Order and is in good standing.
6. During the narrated portion of the ceremony members of a Masonic Family Organization may be invited to escort Daughters being installed as far as the Altar line.
7. There shall be no open flame equipment used, such as candles and/or candelabra at any Bethel meeting or Installation. Electrified candles and candelabra may be used.
8. Installation of Bethel Officers shall take place between the second meeting in May or the first meeting in June and the second meeting in December and the first meeting in January unless such time is changed by the Uniform Code or Special Dispensation and shall be conducted without formal opening and closing (DELMAR-B-Bethel Art. XIV Sec 1(a))
9. Only with good reason, shall a Special Dispensation be issued for a change of date, hour or place. Such Dispensation requests must be approved by the EBGC and the Bethel Members. The request with reason and a check in the amount of two dollars (\$2.00) made payable to the GGC of DelMar, shall be mailed and/or given **directly to the GG.**

In order to avoid possible disappointment or added expense, Installation invitations shall not be distributed until the Special Dispensation has been approved by the GG.

10. Invitations shall read "Installation of Officers and Choir (if applicable)." **DO NOT** use the word "Public" in your invitation. At the bottom of the invitation the words "By Invitation Only" **must** be included.
11. In Accordance with the law, copyright and trademarked material **shall not** be used without proper permission.

B. CEREMONY OF INSTALLATION

1. The Incoming HQ may use a special Installation Ceremony located in the Supreme or DelMar Book of Ceremonies/Narratives. An original ceremony must have the prior approval of the Executive Members of the BGC.
2. Installing Guide and Installing Marshal may assist Daughters during the Ceremony. They should stand at the doors to assist Daughters in entering the room at the appropriate time.

C. RESPONSIBILITIES

1. Executive Members of the BGC

To hold a meeting of the EBGC within a week after the election and/or appointment with the incoming HQ in order to review and approve the following:

- a. Appointed Bethel Officers
- b. Plans for Installation - Installing Officers, Assisting Installing Officers, invitations, ceremony, carrying pieces, favors, programs, etc.
- c. Plans for the term - committee appointments, meetings, activities, ways and means projects, etc.

2. Incoming HQ

- a. Selection of Officers
 - (1) Appointive officers; shall be appointed by the Incoming HQ with the approval of the EBGC (DELMAR-SOP-Bethel 1).
 - (2) To receive Executive Council approval on her list of installing Officers and appointed Officers **BEFORE EXTENDING** invitations to those members to serve.
- b. Installation
 - (1) To provide the Installing Officers with the appropriate Installation Ceremony parts:
 - (a) Installing Officer - a list of installing Officers including all titles,
 - (b) Installing Chaplain - a copy of the prayer **to be memorized**.
 - (c) Installing. Recorder - a list of Officers and Choir (in proper order of formation), a copy of the Proclamation **to be memorized**, and to advise that she shall take notes of the Installation Ceremony until the Installing Officers are retired.

- (d) Installing Guide and Installing Marshal - line-up of installing Officers, lineup of Bethel Officers, and a copy of the Ceremony to assist in directing each Daughter into the Bethel room.
- (e) Narrator - copy of the Ceremony including names of officers.
- (f) Bethel Chaplain – copy of the closing prayer in the Book of Ceremonies **to be memorized.**
- (g) Chair Custodians (see appendix A)
- (2) To assemble information needed for the program, if one is to be printed.
- (3) To arrange with the Executive Members of the BGC a suitable time and place for rehearsal and to notify the Bethel Daughters, Installing and Assisting Installing Officers of time and date.
- (4) To obtain approval from the Executive Members of the BGC in planning for the Installation Ceremony to include invitation, ceremony, carrying pieces, favors, programs, etc. The BGC should advise the Incoming HQ that the Installation **need not be elaborate or costly to be effective.**
- (5) **Bethel Daughters** from own Bethel, Jobie to Bees, or other Bethels may be asked to serve as Assisting Installing Officers such as pages, favor girls, handing out programs, etc.
- (6) The newly Installed HQ is conducted to the East by the Installing HQ immediately after receiving her charge and upon completion of the musical selection if one is used. No one may escort the newly Installed HQ around the room. She moves directly from the Altar to the East. No flowers are to be presented while at the Altar.

3. Daughters

- (a) A Daughter shall not be installed into office unless her dues are paid to the end of the ensuing term.
- (b) Officers and Choir are to wear Official Regalia at all meetings, including the Installation: appropriate white Grecian robe with cord, long white slip, white hose, **white flat shoes or white sandals without color**, capes and crowns for HQ, SP and JP, headbands for all other Officers and Choir Per Supreme law. (DELMAR-SOP-Bethel 11)
- (c) Officers shall be issued a copy of the Ritual by the GS so they will be prepared for Installation and the first regular Bethel meeting.
 - (1) Bethel Officers and Choir shall learn the Closing March.
 - (2) HQ, Guide and Marshal shall know proper procedures for Escort and Introductions.
 - (3) Custodians shall remove chairs and collect the coin march.
 - (4) Chaplain shall commit to memory the Closing Prayer as found in the DelMar Book of Ceremonies,
 - (5) Recorder is to take notes as soon as the installing Recorder retires and write the minutes of the Installation.

D. INSTALLATION CEREMONY REMINDERS

1. When the Installing Custodians escort the BG and ABG to the East to open the meeting, they remain facing East until the BG and ABG have ascended the Dais. **All face West at the same time, turning towards center.**
2. Installing Guide and Installing Marshal shall study the diagrams in the DelMar Book of Ceremonies for their waiting stations.
3. Business shall not be conducted at Installation. No motions may be made. Only necessary communications shall be read. Applications may be read.
4. Installing Officer and Assisting Installing Officers will wear Formal/Bethel Attire in keeping with the principles of the order and the current GG dress code. It is the responsibility of the BG and Incoming HQ to so inform the Installing Officers to wear proper undergarments (i.e., bra, slip, etc.)
5. Pictures may be taken during an open Installation if it does not in any way detract from the Ceremony. The photographer shall be instructed not to cross in front of the Altar or enter the semicircle and to remain on the **North** or **South** marching lines.
6. Members and visitors shall not wear outer coats, hats or gloves while the Bethel is in session.
7. If a Bethel meeting starts at 7:30 p.m., Installation will also start at 7:30 unless changed by Special Dispensation or as indicated in the Uniform Code.
8. Reserve seats for Installing Officers, Assisting Installing Officers, BG, ABG, Director of Epochs, and family of Incoming HQ.
9. Bethel Flag shall be pre-posted in Bethel room.
10. Installing Chaplain is to place Bible in **center of Altar** for obligation of HQ. The HQ places her hands flat on Bible. Bible is not turned or moved by anyone after being placed on Altar by Installing Chaplain.
11. Bethel Custodians shall be seated next to the pedestals and Installing Custodians are seated to the inside / on the aisle.
12. Refer to the "Order of Business for the Incoming HQ" in the DelMar Book of Ceremonies.
13. Refer to DelMar Book of Ceremonies for Signing of the Bible.
14. The BG and ABG shall invite the Installing Officer and parents of the newly installed HQ to witness the closing ceremony.

15. The BG shall conclude the ceremony. If a special ceremony is to be used, request all to remain seated.
16. No special ceremonies, songs or additions will be performed until after Officers and Bethel Choir have retired as per Ritual.
17. No DeMolay or Rainbow ceremonies shall be given at Installation.
18. All presentations shall be made from the East and/or East line.
19. The GS shall give the Installing Recorder a list of the Bethel Officers/Choir members to be installed who are absent at Installation. Only Officers to be installed (not vacant stations) are to be included as exceptions in the proclamation. The Installing Recorder will read the name and station of members to be installed.
20. Officers not installed at Installation are to be installed at the **first** regular meeting. No Special Dispensation is required.
21. If there is a Daughter Hostess, Master/Mistress of Ceremonies or Host/Hostess, the BG and ABG shall be introduced with all titles at the beginning of the installation ceremony. Therefore, they **shall not return** to the East under Escort to be introduced again.
22. **No** substitute officers shall participate in the narrated portion of the installation ceremony.

PART II - RITUALISTIC WORK

A. PROFICIENCY LESSONS EXAMINATION

This examination shall be given individually and privately by the BG. The BG may designate the Grand Deputy or a member of the EBGC to administer the examination. It must then be given according to the Ritual. **A Daughter attaining proficiency on the night of elections is not eligible for an elective office that term.**

B. PARTS OF THE RITUAL NEEDING SPECIAL ATTENTION

1. **General Instructions**
Officers, when addressed by the HQ **DURING OPENING CHARGES**, rise, face the HQ, then bow their head slightly with eyes lowered. **The Officer does not speak until she has raised her head, then answer, "Honored Queen"**. However, when addressing the HQ, for any reason Officers should say "Honored Queen" before speaking, but do not bow during Order of Business and at all other times.

2. **Preparation of Bethel Room**
 - a. Correct placing and spacing of chairs to form semicircle, not a triangle.
 - b. Dove faces West - Urn has handle to the North.
 - c. The charter is placed at the foot of the West side of the HQ's pedestal unless other provisions for its placement have been approved.
 - d. Refer to Ritual for the proper time to dim lights.
 - e. Established lines for floor work, check especially the East and Altar Lines.
 - f. See Appendix K.
 - g. Attendance Register is placed in Anteroom for officers, members and guests to sign.

3. **Pronunciation and Definitions of Words**
 - a. Especially adversary, epoch, presentations, sword and proper names; emphasis **Ay-men** when speaking; **Ah-men** when singing.
 - b. See Ritual for additional pronunciations.

4. **Parliamentary Procedure for Presenting a Motion**
 - a. The HQ does not call on the Daughter seconding motion.
 - b. The HQ repeats the motion when calling for the vote.

5. **Instructions for the Inner and Outer Guards**
 - a. Attendance Register is signed.
 - b. ABG shall check eligibility of adult visitors.
 - c. No outer coats, hats or gloves to be worn at Bethel meetings.
 - d. Procedure to use when entering or leaving a meeting, **including adults.**

6. **Opening Ceremony**
 - a. The ABG hands gavel to BG when the Bethel Choir is at their station. The BG gives one rap of gavel before she declares the meeting to order.
 - b. Guide and Marshal should leave an opening **wide enough** to allow Princesses and HQ to enter properly when proceeding to ascend Dais in East. As the Princesses approach the base of the aisle, BG bows to Officers and Officers face center. Officers do not return bow.
 - c. BG presents HQ with the gavel. **HQ does not sound gavel.**
 - d. Correct time for BG and ABG to leave the East and proceed to their stations.
 - e. Proper way for Officers in semicircle to turn to their stations.
 - f. As Custodians, Librarian and Recorder reach a point in front of their stations, they turn, square corners, **march east two steps to their stations**, then turn west by turning inward, toward each other.
 - g. Inner and Outer Guards follow Guide and Marshal through semicircle. As they pass Fifth Messenger's station, they march diagonally toward the doors of Anteroom and Preparation Room. Guide and Marshal proceed to their stations in the West.
 - h. Outer Guard closes Anteroom door at this time but does not close Preparation Room door, until after Flags are **posted or after Bethel Flag Song is sung.**

7. **Flag Ceremony**
 - a. Marshal carries United States Flag and follows instructions. Eagle at top of staff shall face forward when entering and it shall face West when in position in East. Marshal does not sing.
 - b. Bethel Flag Bearer presents Bethel Flag and follows instructions. **She shall be addressed as "Bethel Flag Bearer", not by the title in which she been installed.** Bethel Flag Bearer does sing.

8. **Pledge of Honor for Adults**
 - a. Inform visitors they will have to take pledge.
 - b. Seat unobligated visitors together, if possible, West of Altar Line,
 - c. ABG rises and repeats pledge with visitors. He remains in front of his regular station.
 - d. HQ directs only **Officers** to rise.
 - e. Chaplain gives Pledge of Honor from a point halfway between Altar and East Dais.

9. **Stations and Duties of Officers**
 - a. Study interchanging of Inner and Outer Guards. **Guards should speak so all present can hear their Ritualistic work.**
 - b. HQ will only state "Where is your station etc." to the OG as per Ritual. **If there is no OG the statement will not be made to the 1st Officer called upon.**

10. **Lord's Prayer/Opening Prayer**
 - a. After Bible is open, and at the conclusion of music, Chaplain kneels. The attitude of Prayer is assumed by **bowing the head slightly.**
 - b. Check punctuation of prayer for pauses.

11. Recorder takes her position at desk when HQ declares Bethel open.

12. HQ instructions to IG.

13. **Escort, Introductions and Honors**
 - a. Study carefully the procedure of Escort, Introductions and Honors. Do not introduce your own Bethel Council as Council Members as they are recognized under roll call.
 - b. Late members and visitors **may** be admitted during Escort, Introductions and Honors.
 - c. A person shall be introduced only **once**, at which time all titles are given. Begin titles in the category under which person is being escorted (i.e., if a BG goes up under this category to be introduced, she would state her name, BG, Bethel # ____, of (City), (State); PHQ, Bethel # ____, of (City), (State). Refer to Ritual for special meeting nights.
 - d. It is not necessary to call each Order of Escort if HQ knows no one is present in that category.

- e. When honors are to be given, HQ says, "Daughters you will rise and join me in giving ____ Honors to ____ ." **She does not pause after the word rise** when saying this and Officers and members wait to rise until after HQ completes her instruction. Officers on East Line turn and face HQ to give honors to those escorted to East Dais; they face west as visitors leave the East. Members should not turn to extend honors to guests on sidelines. HQ invites visitors escorted to ascend Dais by extending her hands in welcome. After Honors are given, HQ shall lead in applause.
- f. The HQ **does not** say, "Give a hearty welcome" when Honors are given. If visitors are not entitled to Honors, HQ will say, "Members and friends, you will join me in giving a hearty welcome to____." Members do not rise and HQ does not sound gavel. Please note: It is 'hearty welcome' **not** "very hearty welcome."
- g. The HQ **does not** sound gavel during Order of Escort, except to seat members after Honors have been given. The HQ sounds one rap of the gavel as soon as the first visitor (or first set of visitors) have left the East line.
- h. When escorting just one visitor to the sidelines, Guide and Marshal release the arm of the visitor at the Altar line so that the visitor may follow the Guide and or the Marshal.
- i. If visitors have remained in the East **Guide and Marshal remain** in position in front position in front of pedestal until the HQ instructs them to escort another group of visitors.
- J. Officers carrying the title (HQ, PHQ, Princess, etc.) shall rise, step to the sidelines, and be escorted to the East for introduction. If Guide or Marshal, the officer shall remain in position in front of pedestal to be introduced. Presiding Princesses should rise and remain standing in East for introduction.

14. **Roll Call**

Only names of Officers, Choir (those installed and in robe) and Executive and Associate BGC members shall be called - Adult Committee Chairmen, or active members present may be called.

15. **Report of Ballot of Applications**

This report, having been completed by the BG, **is read by the Bethel Recorder on the night of initiation.**

16. **Ceremony of Initiation** or other suitable ceremonies, i.e., Obligation, Majority or Mother Mick.

17. **Treasurer's Report**

The Treasurer shall read the report including all Bethel funds. **Check proper procedure for Treasurer to walk to desk, sign report, then return to station.** See option regarding seating arrangement. The report is signed after it is read and before it is given to the Recorder.

18. **Communications**
Read complete communication (**giving the name of the person signing each communication before it is read**) only **once**; when follow-up is necessary, list as a reminder. When you are in receipt of several invitations to installations, list them on one piece of paper, giving only pertinent data. Example: Bethel No. ___ has been invited to the following Installations (give Bethel numbers und dates). Do not have Recorder read each invitation separately.
19. **Applications for Membership**
Recorder reads only **things in the box** on Application for Membership.
20. **Reports**
Necessary reports of **committees** appointed by the HQ, i. e. projects, sunshine, etc., may be called for at this time. No discussion should be held until Unfinished Business or New Business.
21. **Unfinished Business**
The HQ should **not** ask, "**Is there any other Unfinished business?**" She should check with the BG and the minutes prior to the meeting and have her agenda organized. **Reports on activities are given at this time** i.e. Ice Cream Social, Bowling, Picnic, etc.
22. **New Business**
Any business brought up at this time must have been approved by the BGC. **Election of Officers shall be the first order of business under New Business.**
23. **Receipts of the Meeting**
All money received at each meeting, regardless of the source, shall be itemized and read by the Recorder. Exception: Money received after receipts have been read, **including Coin March**, shall be included in the receipts of the following meeting.
24. **Bills**
All bills must be approved by the Executive members of the BGC and signed by the BG before the meeting. The members of the Auditing Committee shall check the bills on the Recorder's desk before the meeting and if found to be correct, sign them. Guardian Secretary will ensure that expenditures approved during the meeting shall be included on that meeting's Memo of Bills. (**Please note, the motion is to have the bills paid, not the bills on the desk.**)
25. **Good of the Bethel - Remarks**
This is a guideline only of the proper protocol for the HQ to use when calling on dignitaries, special guests, presiding officers of Masonic fraternities, Order of the Eastern Star, Grand Master of Masons, etc. (See Ritual pages 51 to 53.)

Please note: Basic Guideline

Adult Job's Daughter Titles (BG, ABG, GG, etc.)
Daughter Titles (Miss MJDDM, GBHQ, etc.)
Other Masonic Titles (WP, WM, etc.)
Worshipful Master (last before GM and presiding HQ)
Grand Master (always last person before presiding HQ)
Presiding HQ

Examples to follow:

Regular Bethel Meetings

Bethel Guardian
Associate Bethel Guardian
Honored Queen

Special Meetings (Master Masons - Eastern Star Night)

Bethel Guardian
Associate Bethel Guardian
Worthy Grand Matron - OES (if present)
Worthy Grand Patron - OES (if present)
Worthy Matron - OES (if present)
Worshipful Master(s) (if present).
Gr. Master of Masons (if present)
Honored Queen

Supreme Visitation Meeting

Supreme Guardian
Associate Supreme Guardian
Miss International Job's Daughter
Supreme Bethel HQ
Miss Job's Daughter of DelMar

Grand Visitation (GV) Meeting

Grand Guardian
Associate Grand Guardian
Miss Job's Daughter of DelMar
Miss Congeniality of DelMar
Miss JJ of DelMar
Grand Bethel HQ
Worthy Matron (if present)
Worshipful Master(s) (if present)
Gr. Master of Masons (if present)
Honored Queen

Supreme Visitation (Cont'd)

Miss Congeniality of DelMar
Miss JJ of DelMar
Grand Bethel HQ
Grand Master of Masons (if present)
Honored Queen

NOTE: The Grand Guardian shall make any changes to the above list for the Supreme Visitation as to those called on by the HQ for remarks.

Bethel Installations

Bethel Guardian
Associate Bethel Guardian
Grand Guardian or Associate Grand Guardian

NOTE: If the GG or the AGG are not present, the HQ shall call on the next elected Grand Line Officer with the highest title (if present). Other Elected Grand Line Officers are:

- Vice Grand Guardian
- Vice Associate Grand Guardian
- Grand Guide
- Grand Marshal

(If there is no elected Grand Line Officer present, the HQ shall call on the Grand Secretary or Grand Treasurer (if present) or an appointed Grand Officer (if present) to give remarks on behalf of the GGC of Delmar.)

Miss Job's Daughter of DelMar
Miss Congeniality of DelMar
Miss JJ of DelMar
Grand Bethel HQ
Worthy Grand Matron
Worthy Grand Patron
Worshipful Master
Grand Master of Masons
Honored Queen

26. **Closing Ceremony**

When HQ announces Closing Ceremony, she waits until Outer Guard, Recorder and Treasurer return to their stations before continuing with closing.

- a. To retire the National Emblem, proceed to East as in Ritual and retrace steps to the Preparation Room, return to station. Should the Canadian flag be posted in opening ceremony it **shall** be retired.
- b. As Custodians reach Altar Line in returning to their stations from removing chairs, the BG and ABG leave their stations, ABG on BG's left, and move, to positions in the East.
- c. It is suggested that a Bethel not having Custodians use the Guide and Marshal to remove the chairs. When the Guide and Marshal turn west in line with the Chaplain and Treasurer's chairs, the BG and ABG leave their stations.
- d. Bethel Choir may take a position centered, evenly spaced, west of the Closing formation or they may remain standing at their stations. If an "After Ceremony" is to be performed Officers and Choir **must retire from Bethel room** and then re-enter.
- e. The BG says closing part, then bows. Officers respond with slight bow, then BG sounds gavel.

27. **Ceremony of Initiation**

Refer to Ritual for proper procedure:

- **Singing songs** during ceremony.
- Pilgrims are to kneel behind the Altar for Obligation and Closing Prayer.
- Custodians handling of Dove and Urn during Princesses speeches.
- Senior Custodian retiring and re-entering Bethel for salutation sign.
- Guide and Marshal conducting Pilgrims to desk to sign Permanent Record Book, then returning to stations.

C. SPECIAL NOTES

1. **NO ONE MAY COPY ANY PART OF THE RITUAL OR PROFICIENCY LESSONS.**
2. An up-to-date, signed copy of the Uniform Code for Bethel shall be placed in the Permanent Record Book.
3. Permanent Record Book shall be kept up-to-date (front and back).

4. The proper handling of an amendment to a motion:
 - a. Motion made and seconded, followed by discussion.
 - b. Amendment to motion made and seconded.
 - c. Discussion held concerning only the amendment to the motion.
 - d. Vote taken on amendment to motion.
 - e. If amendment is passed, motion voted upon as amended. If amendment is not passed, motion voted upon in original form without amendment.

5. **The only person(s) to use a Ritual** during a Bethel meeting shall be the Prompter/Director of Epochs and/or Substitute Officers. Director of Music/Bethel Musician uses a **Music Ritual**.

6. It is a DelMar Bylaw that no application for membership shall be received and read before such applicant shall have reached her tenth birthday. No action may be taken on an application prior to receipt and reading at a Bethel meeting.

7. **REHEARSALS** shall be held before Ceremony of Initiation, Majority Ceremony, or any Special Ceremony or Exemplification of our work. The entire Ceremony should be rehearsed, not just part of it.

8. Adults leaving the Bethel room during the Bethel meeting shall do so by the Anteroom door.

9. The Attendance Register and Guest Book (if used) shall be placed in the Anteroom of each Bethel so officers, members and visitors may sign prior to the meeting.

10. The secession of officers in case of absence or an emergency shall be: a PHQ or SP, JP.

11. No Mascots shall be displayed in the East.

D. EXEMPLIFICATION FOR ADULT MASONIC BODIES

1. Under Special Dispensation to exemplify the ritualistic work of the Order for adult bodies, all business, Escort, Introductions, and Honors may be omitted at the discretion of the Executive Members of the BGC and only Opening, Initiation, and Closing Ceremonies exemplified (DELMAR-SOP-Bethel-9 Sec 3(a)). However, it is recommended that the head of the organization for which the meeting has been called be introduced and welcomed.

2. The Majority Ceremony, Obligation Ceremony, or other appropriate ceremonies in keeping with ideals of the Order, may be substituted for Initiation at the discretion of the Executive Members of the Bethel Guardian Council (DELMAR-SOP-Bethel 9 Sec.3 (a)(2)).

3. A Special Dispensation is necessary to perform an exemplification. (DELMAR-SOP-Bethel 9 Sec.3 (a)(1)).

E. ALL OFFICERS SHOULD READ AND BE PROFICIENT IN THEIR WORK

(ALL PAGE NUMBERS ARE FROM THE WRITTEN RITUAL)

1. Honored Queen: Read and study all of Ritual and any special instructions from GG. Pay particular attention to when you should rise and be seated while presiding. Also, study instructions on how to conduct an election. Escort, Introductions and Honors - Escort is singular. Study use of gavel. When introducing guests, **do not pause** when saying: "Daughters you will rise and join me in giving (Page 56 of Ritual). Study when and how to entertain a motion and act on same. **ALL PROFICIENCY LESSONS.**
2. Senior Princess; Pages 10-17, 27, 29-32, 34, 38-45, 70-82, 111-112. Be prepared to assume the HQ's station should she be unable to attend a meeting. Study well the entire Initiation Ceremony, especially the Second Epoch, Pages 95, 99-100, 104-106. ALL PROFICIENCY LESSONS.
3. Junior Princess: Pages 10-17, 27, 29-32, 34, 38-45, 70-82, 111-112. Study well the entire Initiation Ceremony, especially the First Epoch, Pages 89, 92-94, 106. ALL PROFICIENCY LESSONS.
4. Guide: Pages 10-17, 27, 29-32, 44, 54-58, 70-82, 83-110, 111-114.
5. Marshal: Pages 10-17, 27, 29-32, 44, 54-58, 70-82, 83-110, 111-114. Page 33-35, 69- presentation of flag.
6. Chaplain: Pages 10-17, 24-25, 29-32, 37-38, 43, 46, 66, 68-69, 70-82, 88, 108,111. PROFICIENCY LESSONS.
7. Librarian: Pages 10-17, 27, 29-32, 34, 36, 66, 70-82. Consult with Bethel Guardian Treasurer before presenting Librarian's report.
8. First Messenger: Pages 10-17, 27, 29-32, 33-34, 36-37, 41, 70-82, 90-91.
9. Second Messenger: Pages 10-17, 27, 29-32, 33-34, 36-37, 41, 70-82, 91-92.
10. Third Messenger: Pages 10-17, 27, 29-32, 33-34, 36-37, 41, 70-82, 95-97.
11. Fourth Messenger: Pages 10-17, 27, 29-32, 33-34, 36-37, 42, 70-82, 97-98.
12. Fifth Messenger: Pages 10-17, 27, 29-32, 33-34, 36-37, 42, 70-82, 101-102.
13. Recorder: Pages 10-17, 27, 29-32, 34, 43, 70-82. Page 47 - take position at desk. Pages 58-67 - Order of Business. Page 68 - take station on floor. Page 83 - Initiation. Page 109 take position at desk.

14. Treasurer: Page 10-17, 27, 29-32, 33-34, 36, 62, 68, 70-82.
15. Senior Custodian: Pages 10-17, 29-32, 33-34, 40, 70-82, 99-100, 104.
16. Junior Custodian: Pages 10-17, 29-32, 33-34, 40, 70-82, 92-94.
17. Inner Guard: Pages 10-17, 21-24, 29-32, 38-40, 47-48, 70-82, 83-85, 105, 110.
18. Outer Guard: Pages 10-17, 21-24, 29-32, 38-39, 47-48, 70-82, 83-85, 105, 110.
19. Musician: Pages 10-17, 25-26, 42-43 **ENTIRE MUSIC RITUAL.**

PART III – PROMOTION

WHEN VISITING CANDIDATE AND PARENTS:

Visit shall be held prior to Initiation meeting.

1. Place
 - a. Home (Preferred)
 - b. Bethel meeting place
2. Discuss with Candidate and parents:
 - a. Goals and ideals of organization.
 - b. Book of Job, basis for Order (you could suggest they read it before Initiation).
 - c. Fun activities.
 - d. Parent attendance and participation.
 - e. Adult advisors needed.
 - f. Ways and Means
 - g. Inform parents they are required to take Pledge of Honor at Initiation.
 - h. Inform parents of eligibility for attendance at a closed meeting.
 - i. **Discuss what Daughters wear in meeting and why (regalia)**. Refer to ritual page 15-16.
 - j. Assure all that Initiation is serious.
 - k. Discuss manner of appropriate dress for meetings. See current GGC Dress Code.
 - l. Youth Protection Program
4. Suggestions:
 - a. An Executive Member of the BGC (suggest BG and/or ABG) talk to parents while members of Visitation Committee talk to Applicant.
 - b. Be sure Visitation Committee dresses appropriately (Bethel attire).

- c. Hold tea, picnic, get-acquainted party, etc. before initiation so applicants and Bethel members can get acquainted.
- d. Be sure follow-up is made on new members. Make new member and parents / guardians feel welcome. Invite them to next meeting. Sit with them at refreshments, etc.
- e. Appoint "mentor" to new Daughter to answer questions, etc.
- f. Have "mentor" contact Daughter regularly and if she should stop attending meetings. Follow-up made by BG.
- g. The GS prepares a "Welcome to our Bethel" packet which should include:
 - Uniform Code for Bethel,
 - Roster of members,
 - Mothers' Fathers' & Guardians' Prayer card,
 - Song card,
 - Dues receipt,
 - Parents card,
 - Promotional material with application for a friend,
 - Letter of introduction from mentor (daughter/adult),
 - Information regarding point system, if you have one, and
 - Anything else a new member needs to know,

PART IV - COUNCIL DUTIES AND RESPONSIBILITIES

A. DUTIES AND RESPONSIBILITIES DELEGATED TO THE BGC

1. Attendance at Bethel and BGC Meetings (DELMAR-B-BGC Art. II & III).
2. DRESS CODE AND DECORUM FOR BETHEL GUARDIAN COUNCIL MEMBERS
 - a. All members of the BGC will conduct themselves in a manner befitting a member of JDI and be an example for the Daughters to emulate.
 - b. BGC members will refrain from consuming alcohol during Bethel or GGC functions and ask adult chaperones to comply.
 - c. **Dress Code - our dress code is meant to set a higher example as appropriate attire for life's future endeavors.** See GGC current dress code.
3. Business delegated to the Executive Members of the BGC.
 - a. Approve appointive officers of the Bethel before their appointment (B-BGC, Art 1, Sec. 1(a)).
 - b. Decide by majority vote of those present, any question concerning eligibility of Daughter for Bethel office (DELMAR-B-BGC, Art. 1, Sec. 1(b)).
 - c. File Annual Report with Grand Secretary (DELMAR-B-BGC, Art. 1, Sec 1(c)). This report includes a check covering funds for per capita fees.
 - d. Pay fine if BGC fails to submit Annual Report on time (DELMAR-SOP-BGC-4).
 - e. Provide entertainment and instruction according to principles of the Order (DELMAR-B-BGC, Art. 1, Sec. 1(e)).
 - f. Keep in mind welfare of members of the Order during periods between convocations (meetings). (DELMAR-B-BGC, Art. 1, Sec 1(f)).
 - g. Set good example by right living and by unimpeachable deportment at all times (DELMAR-B-BGC, Art. 1, Sec. 1(g)).

- h. See that members of the Bethel conduct themselves according to highest standards of deportment while attending Bethel meetings and other Job's Daughters activities (DELMAR-B-BGC, Art. 1, Sec. 1(h)).
- i. Vote by majority to approve applicants to membership (DELMAR-B-BGC, Art. 1, Sec. 2(a)).
- j. Fill vacancy of HQ's station by substituting a PHQ, MM (neither of whom has been married or pregnant) or holding an election (DELMAR-B-Bethel 5 Art XV, Sec. 1(a-b)).
- k. Grant demits to members in good standing (DELMAR-B-Bethel, Art. III, Sec 1(a)).
- l. Approve by majority vote an applicant for membership by affiliation (DELMAR-B-Bethel 2, Art. III, Sec. 2(d)).
- m. Approve Bethel's selection of **adult** to whom to give Member of Honor Certificate (DELMAR-B-Bethel, Art. 1, Sec. 5).
- n. Determine an emergency need for a special dispensation (DELMAR-SOP-Bethel-18(2)(a)).
- o. Have authority over the following:
 - (1) Discipline – (DELMAR-SOP-Bethel 3).
 - (2) Reinstatement – (DELMAR-SOP-Bethel 3)
- p. Decide by majority vote if Bethel Daughter's reason for absence from Bethel meeting is for good and sufficient reason (DELMAR-SOP-Bethel 5).
- q. Consent to disbursements by the Daughters, by majority vote (DELMAR-SOP-Bethel 2).
- r. See that HQ and members plan a financial affair for **Promotional and Educational Fund (3-way split) within 30 days after installation of Officers. Disburse funds according to law.** Name only of financial affair is sent to **Grand Guide** as soon as it is voted on. **Checks are sent immediately following event to Grand Secretary** (DELMAR-SOP-Bethel 2).
- s. Issue invitations to adults to attend Bethel meetings and see that visitors assume Pledge of Honor (DELMAR-SOP-Bethel 9).
- t. Vote for recommendations of members of the Executive and Associate BGC (DELMAR-SOP-Bethel 9).
- u. Take immediate action upon a resignation submitted by a member of the BGC. (DELMAR-SOP-BGC 6).
- v. If necessary, submit Bylaws and Amendments to the Bethel and to the Committee on Uniform Code for Bethel of the GGC (DELMAR-B-Bethel Art. IX Sec. 1).
- w. Approve special ceremonies to substitute for Initiation (DELMAR-SOP-Bethel 9).
- x. Approve substitute officers as appointed by HQ (DELMAR-SOP-Bethel 19).
- y. Approve Installing Musician not meeting requirements of Installing Officers (DELMAR-B-Bethel Art. XIV, Sec. 2 and DELMAR-SOP-Bethel 8).
- z. Oversee procedure for conducting Bethel election (DELMAR-SOP-Bethel 1).
- aa. Approve officer appointed by HQ to fill vacancy (DELMAR-B-Bethel Art. XV, Sec 2).
- bb. Approve substitute officers to learn ritualistic work (DELMAR-SOP-Bethel 19).
- cc. Decide upon wearing of official regalia in public for promotional purposes only. (DELMAR-SOP-Bethel 11).

- dd. Decide upon eligibility of HQ to become PHQ if she finds it necessary to resign (DELMAR-SOP-Bethel 13).
 - ee. Advise HQ concerning committee appointments necessary for Bethel (DELMAR-B-Bethel Art. VII, Sec 1).
 - ff. Remove an officer if absent from three Bethel meetings without good and sufficient cause (DELMAR-SOP-Bethel 3).
 - gg. Debate questions arising in Bethel meetings (DELMAR-SOP-Bethel 9).
 - hh. All communications shall be approved by the Executive Members of the BGC (DELMAR B-BGC Art. I, Sec. 1(j)).
4. Associate Members of the BGC shall be privileged to:
- a. Recommend members of the Executive BGC (DELMAR-B-BGC Art. XII, Sec. 2, 3(a)).
 - b. Vote on all business pertaining to Bethel, except matters specifically delegated to the members of the Executive BGC. (DELMAR-B-BGC Art XII, Sec 1(e))
 - c. Assist in appointing chairmen of adult committees (DELMAR-BGC Art. IV, Sec. 1).

B. COUNCIL MEETING

1. Suggested Order of Business:
- a. Opening - Call meeting to order – (prayer may be used)
 - b. Roll call (may be silent) of members (nine council members only).
 - c. HQ, Line Officers, Adult Committee Chairmen and/or visitors present business necessary to be brought before the members of the BGC. They are then excused.
 - d. Reading and action on Council minutes.
 - e. Guardian Treasurer' s report.
 - f. Communications - Read only those addressed to Council or which may require Council action.
 - g. Applications for Membership - Executive Members of the BGC act on applications that have been read at a Bethel meeting.
 - h. Reports of Associate Council Members - any Associate Council Member who wants to discuss his/her activities or bring a matter pertaining to his/her job before the Council, shall come under this order of business.
 - i. Unfinished Business.
 - j. New Business. Discuss absences of Bethel Daughters.
 - k. Closing – BG closes the meeting by saying “With no further business coming before the council, this meeting is adjourned”.
2. Adult (Parent) assistance as Committee Chairmen:
- a. Immediately after members of the BGC are installed, they may appoint adult committees. Such committees may bear the same designation: as listed in Supreme Constitution, which are not held by an Associate Member of the BGC. The title of "Chairman" shall be used instead of "Promoter" or "Director" (DELMAR-SOP-BGC 2).

- b. Those eligible for appointment as members of committees of a BGC shall have the same qualifications as for appointment to a BGC (DELMAR-SOP-BGC 2).
- 3. Monthly Meetings:
 - a. Executive Members of the BGC shall hold regular monthly meetings, except during vacation period (DELMAR-C-BGC 4, Art XII Sec 1(a)).
 - b. It is recommended that the Associate Members of the BGC be invited to attend meetings of the Executive BGC. They shall be invited to the annual meeting of the Bethel Guardian Council (DELMAR-C-BGC, Art. XII, Sec. 1(b)).
 - c. The five elective officers of the Bethel and other necessary persons shall be invited to meet with the BGC. After matters for which their presence is required have been presented, they shall be excused before the BGC continues with its business (DELMAR-C-BGC Art. XII, Sec 1(c)).
 - d. Accurate minutes of all BGC meetings shall be kept by the GS in the Council Minute Book (DELMAR-C-BGC 5, Art XII, Sec 1(d)). A copy of the minutes shall be sent to the GG **within ten (10) days** of the meeting.

C. DUTIES OF COUNCIL MEMBERS

1. Bethel Guardian:

- a. The BG is the administrator of the Council. She is there to instruct, teach by example and encourage the young women in the basic principles as outlined in the Ritual and Bylaws.
- b. She encourages the Daughters to plan, organize and complete their duties, plan for activities, money-making projects, etc. The Daughters make the final arrangements and carry out their own ideas within reason. She guides them relative to ways and means, being ever mindful that all endeavors **may not be successful and that the Bethel is for the Daughters.**
- c. She listens to the troubles of the Daughters and the Council - advises and remains discreet.
- d. She maintains order at all meetings.
- e. She encourages the timid and respects the rights of each Daughter.
- f. She remembers always to advise with the Executive and the Associate Members of the BGC before announcing a decision.
- g. She should familiarize herself with Robert's Rules of Order, current edition, and properly instruct the Daughters in its use.
- h. She should be familiar with her duties as outlined in the Constitution, Bylaws and Standard Operating Procedures of the Order.
- i. She is responsible for the welfare of the Bethel and should be aware of all matters pertaining to the Bethel.
- j. She should endeavor to attend all Bethel activities and shall arrange for a sufficient number of chaperones.
- k. She should confer with the HQ before the meeting to assure that the meeting is properly planned and coordinated.
- l. She should plan with the HQ between meetings, thus keeping the line of communication open.
- m. She shall follow the instructions sent out by the GG and work with the Grand Deputy.

- n. The Grand Deputy shall be invited to all meetings, activities and Council meetings.
- o. She shall see that the Annual and Financial Reports are filed according to the law.
- p. She shall review with the GS the communications sent to the Bethel.
- q. She shall see that the applicant's investigation is handled properly. Impress on the Daughters and applicants the importance of good attendance.
- r. She should set a fine example of patience, self-control, fairness and kindness so that her conduct will be one for the Daughters to emulate.
- s. The BG is the Custodian of the Bethel Charter and is also responsible for the Constitution, Bylaws, and Standard Operation Procedures and Proficiency Lessons. She shall see that the Bethel possesses the proper number of Constitution, Bylaws, and Standard Operating Procedures of the Order, DelMar Supplement, etc. and that they are kept current.
 - 1. One hard copy **MUST** be maintained at the Bethel.
 - 2. Other required copies may be in an electronic format.
- t. The BG shall see that all correspondence received for the Bethel is turned over to the GS for action.

2. Associate Bethel Guardian:

- a. The ABG is a Master Mason and should keep those principles before him at all times. Remember we are to teach the Landmarks of JDI.
- b. He is the second in Bethel command and should always consult with the BG. The BG and ABG should be united in their efforts for the good of the Bethel.
- c. He shall be familiar with his duties as given in the Ritual and Constitution and Bylaws of the Order. Read and explain the Uniform Code for Bethel - Election procedures.
- d. He should keep well informed so that if it becomes necessary to assume the duties of the BG, he will know the proper procedure.
- e. He should attend as many of the activities and functions as possible and encourage and assist the Daughters.
- f. He should be alert for the safety of the Daughters while under Bethel supervision and **shall not leave the meeting place until every Daughter has safe transportation home after the meeting.**
- g. He shall investigate the Masonic Relationship of all applicants.
- h. He shall investigate when the Bethel is asked to do exemplification work for another Masonic body.
- i. He shall be at the Anteroom door of the Bethel before the meeting to check eligibility of adult visitors and inform unobligated visitors they are required to take the Pledge of Honor for Adults, requesting that the visitors be seated together, west of the Altar line. Inform unfamiliar visitors which version of the Lord' s Prayer, if utilized, we recite in Bethel (debts and debtors).
- j. In the event of unavoidable absence, the ABG shall see that a male counterpart is present to assure that the rules of (f) are adhered to.
- k. He shall escort the newly initiated members to the East line as soon as the HQ has left the East and remain with them during the closing (as per Ritual).

- l. Audit the Bethel Financial Books at the close of each term (see audit procedures in this Handbook Appendix I), forward copy to Grand Secretary, Grand Treasurer, and copy for Bethel records.
- m. He should instruct the HQ in proper protocol in giving titles to all presiding officers of Masonic affiliated bodies in attendance at Bethel meetings and functions.

3. Guardian Secretary:

- a. The GS should be familiar with all duties as outlined in the Constitution and Bylaws of the Order studying them carefully in order to be of assistance to the BG.
- b. The GS should instruct and supervise the work of the Bethel Recorder. The GS should regularly attend all Bethel and Council meetings.
- c. The GS should see that the Recorder keeps accurate minutes of the meetings. Many times, the HQ or BG need to refer to these minutes to see that the wishes of the Bethel have been carried out.
- d. The GS shall keep accurate minutes of all BGC meetings. A copy of the minutes shall be sent to the GG **within ten (10) days** of the meeting.
- e. The GS shall be sure the Permanent Record Book is kept up-to-date. This is most important for the Bethel records.
- f. The GS should check with the BG regarding the completion of forms. The GS will inform the BG of all pertinent communications.
- g. The GS shall keep notice of dues up-to-date. Encourage Daughters not to let their dues become delinquent. Explain the value of keeping dues paid to Majority age or date of marriage.
- h. The GS should be sure the bills are audited according to the Ritual before the meeting.
- i. The GS should mail all checks for the GGC (with the exception of Special Dispensation requests) to the Grand Secretary.
- j. The GS is the custodian of the Bethel seal.
- k. The GS shall keep a record of the distribution of Bethel Rituals, Handbooks, Books of Ceremonies, and Constitution and Bylaws of the Order.
- l. The GS shall maintain each application by placing it in the permanent file by application number.
- m. The GS shall keep a file of all communications and they should be brought to the attention of the Bethel until the activity occurs.
- n. The GS shall be the custodian of all correspondence and information regarding competitions or contests and make them available to the Daughters that request them.
- o. The GS shall confer with the Guardian Treasurer to see that the Financial Books are in balance at each meeting.
- p. All monies collected by the GS before meeting shall be recorded immediately on the proper form 150 and turned over to the GT for deposit.
- q. The GS shall notify the Grand Deputy of all council meetings and activities.

4. Guardian Treasurer:

- a. The Guardian Treasurer should be familiar with his/her duties as given in the Constitution and Bylaws of the Order.
- b. The Bethel Treasurer and Bethel Librarian are under the supervision of the Guardian Treasurer. The Guardian Treasurer should supervise the work of the Bethel Treasurer.
- c. The Bethel Treasurer should receive the money from the Bethel Recorder and turn it over to the Guardian Treasurer. **(Please note all money should be deposited within five (5) working days of Bethel meeting.)** The Bethel Treasurer should make out her own report to be read at the Bethel meeting.
- d. Guardian Treasurer shall confer with the GS to see that the Financial Books are in balance at each meeting.
- e. The Guardian Treasurer should encourage the Bethel Librarian and all Daughters to submit their entries for judging to Supreme and Grand Librarian's contests.
- f. The Guardian Treasurer should supervise the work of the Bethel Librarian by carefully reading her report before it is given.
- g. The Guardian Treasurer should be aware of bank balances and banking procedures to avoid unnecessary fees and charges to the Bethel.
- h. **The GT shall file signed signature cards (with 3 signatures) within 5 days following the Bethel Installation to the Grand Secretary** (DELMAR-B-BGC Art. II Sec. 4(f)).

5. Director of Music:

- a. The DOM should be familiar with his/her duties as given in the Constitution and Bylaws of the Order. The DOM has a very responsible position, for the musical part of the ceremony is as important as the ritualistic work.
- b. Attend all Bethel meetings, and if an Executive member, also attend all meetings of the BGC.
- c. The DOM should encourage the Daughters to sing well and to try part singing. This adds greatly to the enjoyment of the Bethel meetings. A regular music rehearsal should be held to teach all members the Bethel songs.
- d. The Choir and Bethel Musician are under the supervision of the DOM who shall instruct them to sit and stand correctly and to listen and be attentive in the meetings.
- e. The DOM should sit near the Bethel Musician in order to be of assistance and may sing SOFTLY with the Choir but does NOT stand up to direct them.
- f. The DOM should be available to help the Daughters plan extra musical numbers and skits for programs.
- g. The DOM shall assist the Installing Musician during the Installation.
- h. The DOM shall have a current copy of the **Music Ritual** for Musician and follow this during the meeting **not** a regular Ritual.

OR

6. Director of Epochs:

- a. The DOE should be familiar with his/her duties as given in the Constitution and Bylaws of the Order.

- b. Attend all Bethel meetings, and if an Executive member, also attend all meetings of the BGC.
- c. **Partner** with the BG in coaching the officers in their Ritual work.
- d. **Prompt** officers during Bethel meetings, or designate one of the Daughters to do so.

OR

7. Director of Promotion:

- a. The DOP should be familiar with his/her duties as given in the Constitution and Bylaws of the Order.
- b. Attend all Bethel meetings, and if an Executive member, also attend all meetings of the BGC.
- c. Partner with the members and the BGC in developing and implementing promotional and marketing campaigns, projects and events aimed at increasing Bethel membership and participation in Bethel activities.
- d. If there is no Promoter of Youth Activities, assume all roles and responsibilities of that position.

8. Associate Council Members:

- a. The Associate Members of the BGC shall consist of a four (4) adults in the position of either a Promoter of Sociability, Custodian of Paraphernalia, Director of Music, Director of Epochs, Director of Promotion, Promoter of Finance, Promoter of Hospitality, Director of Patrol, Promoter of Youth Activities, Promoter of Goodwill, Promoter of Fraternal Relations and Bethel Bee Keeper. (DELMAR-C-BGC Art. V, Sec. 1(a)(2)).
 - (1) Promoter of Sociability - Study DELMAR-B-BGC Art. III, Sec. 1.
 - (2) Custodian of Paraphernalia - Study DELMAR-B-BGC, Art. III, Sec. 2.
 - (3) Promoter of Finance - Study DELMAR-B-BGC, Art. III, Sec. 3.
 - (4) Director of Music – Study DELMAR-B-BGC, Art. II, Sec. 5.
 - (5) Director of Epochs - Study DELMAR-B-BGC, Art. II, Sec 5.
 - (6) Director of Promotion – Study DELMAR-B-BGC Art. II, Sec 5.
 - (6) Promoter of Hospitality - Study DELMAR-B-BG 4, Art III, Sec. 5.
 - (7) Director of Patrol - Study DELMAR- B-BGC 4, Art. III, Sec. 6.
 - (8) Promoter of Youth Activities - Study DELMAR-B-BGC, Art. III, Sec. 7.
 - (9) Promoter of Goodwill - Study DELMAR-B-BGC, Art. III, Sec. 8
 - (10) Promoter of Fraternal Relations - Study DELMAR-B-BGC, Art. III Sec. 9.
 - (11) Bethel Bee Keeper - Study DELMAR-B-BGC, Art. III, Sec. 10.

D. ABSENTEEISM AND JEWELRY

- 1. Absenteeism policy - unless other provisions are made in the Uniform Code for Bethel, BGC **shall establish an absenteeism policy within 60 days of the Annual Session.**
 - a. This shall include:
 - (1) Point of contact(s) HQ, BG, Lodge Phone Number if available, etc.
 - (2) A time frame to call prior to the meeting stating the reason.

- (3) Examples of what the BGC will consider as an excused absence. This may include: Illness, Death in family, Family vacation, School activity for a grade, and School activity (prom/homecoming/graduation).
 - (4) Make the Daughters aware that there are emergency circumstances that arise when exceptions to the Bethel policy can be made with BGC approval for an excused absence.
 - (5) Remind the Daughters that unexcused absences can affect their advancement or election to a line officer position.
2. Jewelry policy - even though the SGC has stipulated in the Law what jewelry may be worn with regalia, it would be helpful to the Daughters and the Custodian of Paraphernalia if detailed guidelines were established in writing by the BGC.
- a. Any jewelry worn **must be** in the keeping with the ideals of JDI.
 - b. A pair of earrings **shall be** counted as 1 (one) piece of jewelry.

For Example:

- a. **Sport watches** with fabric or leather bands or dress watches with metal bands.
- b. Earrings as the additional piece of jewelry: and whether or not **small studs** or dangling pieces.
- c. Religious necklace as the additional piece of jewelry and on what type of neck ware: metal, fabric, **fine link chain**.
- d. School ring.

PART V - DUTIES AND RESPONSIBILITIES OF BETHEL DAUGHTERS

A. DECORUM

1. Dress:
 - a. Daughters shall dress in a manner befitting JDI in accordance with the GGC dress code.
 - b. Each Bethel Council will govern the dress code pertaining to their own Bethel activities and rehearsals.
 - c. Dress code for GGC functions should be stated in the communication. If further clarification is desired, contact the event Chairman. If not, a sports event or casual affair will warrant casual attire.
 - d. Hair should be styled so that the crowns and headbands may be properly worn.
 - (1) Headbands shall be worn so that they lay on top of head in line with the ears with bobby pins through loops. Headband may be sewn onto plastic or metal headbands provided there are bobby pins through the loops.
 - (2) Crowns shall be worn no more than one (1) inch back of the hairline; **no part of the crown shall be covered by the hair**.
 - e. Official regalia shall be worn by Officers and Choir at all meetings (DELMAR-SOP-Bethel 11).
 - (1) White hose and white flat shoes are part of the regalia.
 - (2) Robes shall be a length of three (3) inches from the floor, with a four (4) inch hem.
 - (3) A white under slip length of four (4) to six (6) inches from the floor, shall be worn under the robe.

- (4) **White** undergarments should be worn under the robe.
 - f. Cords shall be tacked along the bottom of the yoke seam to within two - three inches of each side of center front, crossed in center front with a double twist, then around the waist once and tied in a square knot, one inch below the natural waistline.
 - g. **Jewelry should conform to Supreme Law. Jewelry worn with official robes shall be limited to regulation membership and/or Officer's jewels, awards, a wrist watch, and one piece of jewelry, in keeping with the regalia of our Order and approved by the Executive Members of the BGC (DELMAR-SOP-Bethel 11)**
 - h. Nail polish **must be** in keeping with the ideals of JDI.
 - i. Daughters shall remove outer coats when attending Bethel meetings. They are not to be carried during introductions.
 - j. No personal belongings are to be carried into the semicircle when entering or leaving a meeting.
2. Conduct
- a. Job's Daughters shall conduct themselves at all times in a manner befitting our Order.
 - b. Job's Daughters are not allowed to wear robes outside the Bethel except at a Religious Service or for promotional purposes approved by the Executive Members of the BGC (DELMAR-SOP-Bethel 11).
 - c. Daughters will remain in the building or designated area during the entire Job's Daughter function unless leaving or accompanied by a chaperone in accordance with Youth Protection Program.

B. PARTICIPATION IN BETHEL MEETINGS AND ACTIVITIES

- 1. The HQ shall conduct the meeting.
- 2. Both Daughters and Adults shall rise and wait to be recognized by the HQ before speaking. They shall begin by saying "Honored Queen."
- 3. Daughters shall be encouraged to take an active part in Bethel business and discussion. They shall be encouraged to question things they do not understand.
- 4. Daughters decide matters for themselves, with the approval of the Executive Members of the BGC.
- 5. Only Executive Members of the BGC and adults with Majority Membership in that Bethel can debate or discuss matters or business in Bethel meetings.
- 6. Adult Committee Chairmen and Council Members shall inform the BG of matters that pertain to their committee which should be discussed during a Bethel meeting.
- 7. There shall be no unnecessary conversation during meetings.
- 8. All Daughters shall become proficient with the Music Ritual.
- 9. It is recommended that Special Ceremonies, performed after the close of Bethel meetings, be limited to special occasions and approved by the BGC.
- 10. All Daughters, even when seated on the sidelines, will sit up straight in their chairs, feet flat on floor, and hands in lap.
- 11. All Daughters should support the projects and activities of the Bethel.

PART VI – DUTIES AND RESPONSIBILITIES OF BETHEL OFFICERS

A. RESPONSIBILITIES OF HONORED QUEEN:

1. General
 - a. Is a leader of the Bethel and is to set a good example for others.
 - b. Works under the guidance of the BG and BGC.
 - c. Visits candidates to make them feel welcome in the Bethel,
 - d. Acts as ex-officio member on all committees.
 - e. Plans her term to include a variety of things for Bethel Daughters, **with approval of the BGC** (fun activities, ways and means projects, varied meetings). Plans meetings and activities so they will be concluded at a reasonable hour.
 - f. Plans the agenda with the BG before each Bethel meeting.
2. Duties as listed in the Constitution and Bylaws of the Order: (Also see Ritual.)
 - a. Appoints the appointive officers with approval of Executive Members of the BGC (DELMAR-SOP-Bethel 1)
 - b. May appoint substitute officers to learn Ritualistic work and substitute for absent officers. Approval must be obtained from Executive Members of the BGC (DELMAR-SOP-Bethel 19).
 - c. Shall appoint officer to fill vacancy in appointed office with approval of the Executive Members of the BGC (DELMAR-B-Bethel Art. XV, Sec. 2).
 - d. Installs an officer appointed to fill vacancy (DELMAR-B-Bethel Art. XV, Sec. 2).
 - e. Presides at all meetings. If in an emergency she must leave the East, she will turn the gavel over to the SP (DELMAR-B-Bethel, Art. XVI, Sec. 1(h)).
 - f. Sees that a financial activity is planned for the Educational and Promotional Fund (3-way spilt) within thirty (30) days after the Bethel's Installation (DELMAR-SOP-Bethel 2).
 - g. Signs "Memo of Bills and Warrants to the Treasurer" (DELMAR-SOP-Bethel 2).
 - h. Appoints standing committees as listed in the Constitution and Bylaws of the Order and other committees as advised by Executive Members of the BGC (DELMAR-B-Bethel, Art. VII, Sec. 1).
 - i. Serves as Installing Officer at the Bethel's Installation at the conclusion of her term (DELMAR-SOP-Bethel 8).
 - j. **SUPPORTS THE PROJECTS OF HER COMMITTEES.**
3. Reads handbook sections on election procedure prior to election meeting.
4. Calls on those to speak for remarks.

B. RESPONSIBILITIES OF PRINCESSES:

1. Assist the HQ when requested.
2. Support activities, projects, plans and other functions of the Bethel.
3. Be alert to performance of Daughters in Ritualistic work, responsibilities committee assignments, etc., for future appointments.

C. RESPONSIBILITIES OF MUSICIAN:

1. Help Daughters learn correct words to all songs.
2. Play all songs called for in Initiation.
3. Coin March - a good time for special song in keeping with the **dignity of the order**.

D. RESPONSIBILITIES OF BETHEL RECORDER – DUTIES AND PROCEDURE:

1. Prior to Bethel meeting:
 - a. Keeps a detailed report on form 150 of all money received for posting in Financial Book and for reporting at the end of Bethel meetings.
 - b. Enters all bills on form 150. The number of the warrant should conform to the check number. The Recorder shall sign the form 150.
 - c. Keeps all Bethel books, communications, form 150, and applications in an orderly manner so they are readily available when the order of business is called by the HQ.
2. During the meeting:
 - a. Reads Special Dispensation when necessary.
 - b. Records Attendance of Officers, Bethel Choir and BGC in Minute/Roll Book
 - c. Reads Minutes of previous meeting. Takes to HQ for signature.
 - d. Reads Report of Ballot on Applications (only when having an Initiation).
 - e. Keeps minutes of all transactions of the meeting (a work sheet is most helpful to record notes). See Appendix B. - ORDER FOR WRITE-UP OF BETHEL MINUTES.
 - f. Reads communications (**be sure to read signature first**).
 - g. Reads Applications for Membership ITEMS IN BOX only.
 - h. Receives Bethel Treasurer's Report.
3. After meeting duties:
 - a. Transcribes minutes (from notes at meeting) into Minute/Roll Book.

E. RESPONSIBILITIES OF TREASURER:

1. Bethel Treasurer's Report to reflect receipts, disbursements and balance at each Bethel meeting on all accounts (checking and savings).

F. PROPER HANDLING OF PROJECTS:

1. HQ, Daughter or adult recommends a project.
2. Person wanting project presents idea to Executive Members of BGC.
3. BGC approves or denies proposed project.
4. If approved, project is presented to Bethel and voted upon by the Daughters of the Bethel.
5. Committee of Daughters appointed by HQ plans affair and prepare a budget. Adult advisor or Council Member assists Committee with planning.

PART VII - PERTINENT INFORMATION

A. MONTHLY CALENDAR OF REMINDERS FOR BETHELS

MAY

- Executive BGC members meet within a week after the election with the Incoming HQ.
- Assist Incoming HQ with plans for Installation of Officers and Choir.
- Install new BGC members.
- Membership fees from **ALL** Executive **BGC** must be sent to Grand Secretary by June 30.
- Order supplies needed for Installation ASAP.
- Request Special Dispensation from GG if needed.
- Pay all invoices to the GGC, including invoice for financial records and the minute/roll book.
- Send the Educational and Promotional (3-way split) project funds to the Grand Secretary.
- Collect Constitution and Bylaws of the Order, Handbooks, and Books of Ceremonies from retiring Council Members and have new Council Members sign for them.
- Prepare for the audit of the Bethel books after the close of the last May meeting.
- Audit the Bethel books and complete necessary papers. Read the Audit Report at the first Bethel meeting after Installation.
- Installation of Officers - have the PHQ certificate prepared and PHQ jewel ready.

JUNE

- Installation of Officers - have the PHQ certificate prepared and PHQ jewel ready.
- Send the list of Officers and Choir installed to the GG.
- Exchange Books of Ceremonies so new HQ and SP have a copy and sign for them.
- Complete financial reports (audit report) and signature form and send to the Grand Secretary and Grand Treasurer. File Bethel copy.
- Read Audit Report at the first meeting after Installation.
- Pay all invoices to the GGC.
- Send name of Promotional and Educational (3-way split) project to the Grand Guide.
- Check the deadlines of GGC summer activities and order tickets.
- Assist HQ with planning social activities for the summer so Bethel members will maintain contact with each other.

JULY

- Order supplies needed for the Fall term.

AUGUST

- Order supplies needed for the Fall term.
- Send copies of Bethel communications for Bethel and/or All Members mailings to Grand Secretary by date listed on sheet with dates of mailing.

SEPTEMBER

- Pay all invoices to the GGC.
- Order PHQ's jewel.
- Have blank ballots ready for Miss Junior Jobie of DelMar selection.
- Send copies of Bethel communications for Bethel mailing to the Grand Secretary by dates listed on sheet with dates of mailing.

OCTOBER

- Check Dues records and notify all Daughters who are in arrears.
- Pay all invoices to the GGC.

- Send copies of Bethel communications for Bethel mailing to the Grand Secretary by dates listed on sheet with dates of mailing.

NOVEMBER

- Order all supplies needed for Installation and Spring term.
- Pay all invoices to the GGC.
- Send copies of Bethel communications for Bethel mailing to the Grand Secretary by dates listed on sheet with dates of mailing.
- Read law pertaining to election.
- Election of Officers takes place first meeting unless Uniform Code states otherwise- have blank ballots prepared.

DECEMBER

- Executive BGC members meet within a week after the election with the HQ Elect/Select.
- Assist incoming HQ with plans for Installation of Officers and Choir.
- Request Special Dispensation from GG if needed.
- Pay all invoices to the GGC.
- Send the Educational and Promotional (3-way split) funds to the Grand Secretary.
- Prepare for the audit of the Bethel books after the close of the last December meeting.
- Audit the Bethel books and complete necessary papers. Read the Audit at the first Bethel meeting after Installation.
- Begin work on the Annual Report.
- Send copies of Bethel communications for Bethel mailing to the Grand Secretary by dates listed on sheet with dates of mailing.
- Installation of Officers and Choir - have the PHQ certificate prepared and PHQ jewel ready.

JANUARY

- Complete **ANNUAL REPORT** and process check to be sent to the Grand Secretary so she receives it no later than January 31. A late fee will be assessed if the reports are late.
- Installation of Officers and Choir - have the PHQ certificate prepared and PHQ jewel ready.
- Send list of Officers and Choir installed to the GG.
- Exchange Books of Ceremonies so new HQ and SP have a copy and sign for them.
- Complete financial reports (audit report) and send to the Grand Secretary and Grand Treasurer. File Bethel copy.
- Read Audit Report at first meeting after Installation.
- Pay all invoices to the GGC.
- Send name of Promotional and Educational (3-way split) project to the Grand Guide.
- Send copies of Bethel communications for Bethel mailing to the Grand Secretary by dates listed on sheet with dates of mailing.
- Alert Daughters graduating from high school about the availability of scholarships from the GGC and the SGC, as well as Masonic Family Organization scholarships. Have information available for them.

FEBRUARY

- Guardian Secretary shall secure a mailing envelope with postage affixed to be used when Daughters make recommendations for Council. Recommendation sheets shall be collected and sealed in the envelope in the presence of the Bethel membership by the Bethel Recorder, who (along with the ABG or a member of the Executive BGC so designated) shall mail or deliver them to the VGG the same evening.
- Order PHQ jewel.

- Order PBG and PABG jewels if needed,
- Pay invoices to the GGC.
- Send copies of Bethel communications for Bethel mailing to the Grand Secretary by dates listed on sheet with dates of mailing.

MARCH

- Perform an Ethel T. Wead Mick Ceremony.
- Hold annual BGC meeting to recommend BGC after Daughter recommendations have been completed. Mail or hand deliver **2 copies** of recommendation form to the VGG. Bylaws state this must be done at least 30 days prior to Grand Session.
- Check Dues record and notify Daughters who are in arrears.
- Pay all invoices to the GGC.
- Complete promotion report and mail to the Committee Chairman.
- Send copies of Bethel communications for the Bethel and/or All Member mailings to the Grand Secretary by dates listed on sheet with dates of mailings.
- Complete registration materials for Grand Session.
- Complete necrology letter and mail to Committee Chairman.

APRIL

- Pay all invoices to the GGC.
- Send **updated** promotion report to the Promotion Chairman.
- Read law pertaining to election.
- Election of Officers takes place first meeting unless Uniform Code states otherwise- have blank ballots prepared.

**SEND MONTHLY BGC MINUTES TO THE GG WITHIN 10 WORKING DAYS OF THE MEETING.
INSERT PAGES TO CONSTITUTION AND BYLAWS OF THE ORDER WHEN NOTIFIED.**

B. AUDIT PROCEDURES See Appendix H for sample audit sheet.

1. Auditing Procedures:
 - a. Auditing is the examination of the accounts and their verification by disinterested parties.
 - b. The auditing should be directed towards the detection of errors.
 - c. From Audit procedures in Appendix 1 e. and 1. must agree if your books are in balance.
 - d. The Audit Committee assisted by the ABG and Promoter of Finance shall audit the books and prepare a report of the audit to be given at the first closed meeting following Installation.
 - e. At the beginning of the term, the HQ shall appoint an Auditing Committee of three or more members. (The Bethel Recorder and Bethel Treasurer may be available at the time of audit but shall not be a part of the committee.)
 - f. Prior to Audit - The Auditing Committee should request the following to be available at the time of audit:
 1. Returned checks and bank statement, bank deposit slips.
 2. Bank reconciliations.
 3. Cash on hand.
 4. Checkbook.
 5. All Financial Books and Roll Call/Minute Book,

6. All warrants, receipts, invoices and committee reports.
- g. Auditing of Receipts -
 1. It is desirable to review the minutes for all fund-raising projects, especially if the Bethel holds many events.
 2. Determine that reports on fund raising projects were made and receipts of funds were processed and deposited through the Recorder, Bethel Treasurer, Guardian Treasurer and Guardian Secretary.
 3. Check to see if money amounts and numbers on checks and warrants correspond.
 4. Verify accuracy of any computations.
- h. Review of Bank Statements -
 1. Check reconciliation of Checkbook balance.
 2. Canceled bank checks should be examined to determine that signatures correspond to Officers authorized to sign checks.
 3. Determine if bank debts and credit memos have been posted to Financial Books and Checkbook.
- i. Review of Invoices and Warrants -
 1. Select invoices at random and check to see if computations are correct.
 2. Check to see if warrants have been properly audited and signed before checks are drawn.
 3. Verify that all warrants have been arranged in sequence. No number should be missing.
- j. Verify all additions and computations in all Financial Books,
- k. Each committee member should take a Financial Book and/or the checkbook. One of the committee members reads the number, payee and amount for each warrant. All check for accuracy.
- l. Check the Bethel Treasurer's Reports to the Financial Book.
- m. Checkbook balance - Cash on hand = bank balances in other accounts, equal balance in Financial Book.
- n. Check the following -
 1. Verify that all money disbursed has been authorized by the Bethel Daughters and approved by Executive BGC unless otherwise specified in the Uniform Code for Bethels.
 2. Verify that all deposits were made within 5 working days.

C. APPLICATIONS

1. Applications shall be received and read in a regularly opened meeting held previous to the time of initiation. No application for membership shall lay on the desk for over thirty (30) days without notice being given the applicant and reason for the delay (DELMAR-B-Bethel Art. II Sec.1).
2. The BG and GS shall check to be sure that the application is filled out. Proper signatures and proper fee are received **before** the application is read in meeting.
3. Application is read at a Bethel meeting and the Recorder shall read **ONLY THE ITEMS IN THE BOX.**
4. Application is referred to Visitation Committee and the Executive Members of the BGC.

5. ABG sends proper form "Request for Information on Masonic Relationship" to verify information supplied by applicant. Seal of Lodge on form is not mandatory. One of the following is also acceptable in lieu of completed form:
 - a. telephone verification from Grand Lodge,
 - b. viewing a current dues card, or
 - c. telephone verification, from Lodge Secretary.
6. Before the initiation, the three-member Visitation Committee must visit the applicant and make recommendations to the BG. It is strongly recommended that the HQ accompany this committee on the investigation.
7. A majority vote of the Executive Members of the BGC present at their regular or special meeting shall elect applicants to membership. If at special council meeting, please write minutes and send to GG.
8. BG completes "Report on Ballot" which is read by the Recorder at the Initiation meeting.
9. GS completes all necessary records and files application.

D. SPECIAL DISPENSATIONS

1. Special Dispensations shall be requested by a majority vote at a Bethel meeting except in case of an emergency. Then the BG shall consult with the Elective Officers of the Bethel and the Executive Members of the BGC.
2. Special Dispensation requests **must** be written and sent to the GG and a Bethel check made payable to the GGC of DelMar, **shall** be sent to the **Grand Guardian** in a timely fashion.
3. See Appendix D.

E. UNIFORM CODE FOR BETHEL (formerly Uniform Code)

Refer to DELMAR-SOP-Bethel 21 and DELMAR-B-Bethel Art. IX Sec. 1.

F. COMMUNICATIONS

1. All communications addressed to the Bethel must be read in a timely fashion.
2. Read "**Approved by _____, GG and _____, AGG,**" **only once** for the entire group of applicable communications.
3. Read who the communication is from and then only main body of communication. Do not read other names, addresses and directions. Anyone needing this Information should come to the GS.
4. The BG should be notified by the GS upon receipt of communications which require action.

G. INSTRUCTIONS FOR RECOMMENDATION OF BETHEL GUARDIAN COUNCIL

1. Daughter Ballot:
 - a. At the first regular meeting in January, ABG shall read to them the law pertaining to council recommendations and provide the date of recommendations.
 - b. Bethel members shall be privileged to submit by secret ballot recommendations for Executive Members of the BGC.
 - c. Daughters ballot on proper form.

- d. The ballots shall be collected and sealed in an envelope in the presence of the Bethel membership, by the Bethel Recorder, who (along with the ABG or a member of the Executive Bethel Council so designated) shall mail or give them to the VGG the same evening.

The Daughters shall make their recommendations for Council appointments **prior** to the Annual Meeting held by the BGC for the purpose of making their recommendations for an incoming Council.

2. Council ballot:

- a. Hold Annual Meeting of the BGC at least thirty (30) days **prior** to the Annual Session of the GGC. **It is recommended this meeting be held in March.**
- b. Prior to the balloting for recommendations of the Executive BGC the Council should determine by majority vote whether to recommend Director of Epochs, Director of Music, or Director of Promotion as the 5th member of the BGC. At each Annual Meeting, the Executive and Associate Council Members present, recommend by secret ballot the Members of the Executive Guardian Council for the next GGC year. Ballots shall be tabulated in the presence of those in attendance until majority recommendation appears for each office.
- c. At the same Annual Meeting, Executive Council Members recommend by secret ballot the members of the Associate BGC for the next GGC year.
- d. Associate members of the BGC: four (4) adults in the position of either a Promoter of Sociability, Custodian of Paraphernalia, Director of Epoch, Director of Music, Director of Promotion, Promoter of Finance. Promoter of Hospitality, Director of Patrol, Promoter of Youth Activities, Promoter of Goodwill, Promoter of Fraternal Relations and Bethel Bee Keeper. Committee Chairmen may be appointed following installation of BGC.
- e. The BG obtains the approval of each person recommended before submitting his/her name.
- f. The names of those recommended for Executive and Associate BGC shall be submitted to the VGG on proper form, not less than twenty (20) days prior to the GGC Session.
- g. Councils that fail to make their selections and submit same to the VGG within the prescribed time shall forfeit their right to do so, in which event the GG shall attempt to select and appoint the members of the BGC (DELMAR-B-BGC Art. XII Sec 3(a)(1)).
- h. Give complete names. Indicate if the nominee is a PHQ, or a MMJD age 20, after name. Give spouse's first name, if married. Give correct mailing address with zip code. Give eligibility of the nominee. (Check Constitution and Bylaws of the Order.) Give telephone number (including area code) for all Executive Council Members.

NOTE: It is very important that proper form be completed with **accuracy** and in its entirety as the information for the GGC directory is derived from this form.

H. ELECTION OF BETHEL OFFICERS

Refer to DELMAR-SOP-Bethel 4.

1. Election of Officers is the first order under NEW BUSINESS.
2. There should be no conversation in the Bethel room during election.
3. A list of the Daughters eligible to be elected, in Alphabetic order, shall be prepared for use by the BG, and read prior to balloting.
4. Honored Queen: "Election of Officers."
5. ABG shall read the following:
 - a. DELMAR-SOP-Bethel 4:

"Election of Officers shall be the first stated meeting in the months of May and December unless such time is changed by the Bethel 's Uniform Code or Special Dispensation." "The Election of Officers shall be by secret ballot without nomination and a majority of the legal ballots cast shall elect."
 - b. DELMAR-SOP-Bethel 4:

"Election shall be from members present, except in case of sickness or other unavoidable absence. The Executive Members of the Bethel Guardian Council present shall decide upon and announce the eligibility of the absentee"
 - c. DELMAR-SOP-Bethel 5:

"To be eligible for election to any elective office, a Daughter shall have satisfactorily passed the Proficiency Test, current edition of the Ritual and except in a case of a new Bethel or one being reorganized for lack of participating members, she must have been a member of the Bethel and in regular attendance during the entire term in which the election is held. Regular attendance shall be interpreted to mean present at all regular meetings of the Bethel unless excused by the Executive Members of the Bethel Guardian Council for good and sufficient reasons"
6. Suggestions for Election Procedure:
 - a. Junior Custodian, Senior Custodian and Bethel Recorder act as Tellers - ABG supervises.
 - b. Honored Queen-
 1. "Members of Bethel No. ___ will rise and count off'." Honored Queen says, "One," and is seated. All members follow same procedure, calling out the next number and sitting as soon as number is called.
 2. "There are ___ members entitled to vote. A majority of votes cast for each office is necessary for election." (Blank ballots are not counted as votes. The majority may vary, depending on the number of votes cast for each Office. A majority is one more than one-half of the ballots cast.)
 3. "The Custodians will distribute the ballots and pencils." (A pad of ballots may be stapled together and given out instead of individual ballots for each office.)
 4. No ballot is to be cast until balloting is declared open. Write full name legibly. A member may cast one ballot for each office.
 5. Ballots are to be folded only once. (If two are folded together, both are invalid and not counted.)

6. "You will now mark your ballot for the office of Honored Queen." After all members have completed their ballots, HQ instructs Custodians to collect ballots. Use boxes or containers provided.
- c. When Custodians have placed the ballots on the Teller's table or Recorder's desk, the HQ says, "Have all balloted who desire to do so?" (Pause) "If so, I declare the ballot closed." Rap gavel. See Roberts Rules of Order, Revised.
- d. The Tellers (Custodians and Recorder) count the ballots. One Custodian opens ballot; one Custodian calls the name. The Recorder records the name and calls "____ one"; "____ two", etc. When one person receives five votes, Recorder calls "tally" and begins with "one" again. ABG supervises Custodians. GS supervises Recorder..
- e. When all ballots are tallied, Recorder announces to the HQ:

Number of ballots cast	_____
Deduct number of blank ballots	_____
Actual number of <u>votes</u> cast	_____
Majority needed for election	_____

(Read each Daughter's name and the number of votes she received. Also, number of illegal or fraudulent votes.)

A received (highest)	_____
B received (next)	_____
C received (next)	_____
Illegal or fraudulent votes	_____
- f. Illegal or fraudulent votes are not deducted from number of ballots.
- g. HQ (if majority has been reached):
 "By your vote you have elected __(name)__ Honored Queen __(name)__, do you accept?" (Yes) "I declare __(name)__ elected Honored Queen for the ensuing term," If "No" ballot again.

OR

 HQ (if a majority has not been reached):
 "There being no majority, we will ballot again." It is permissible for a Daughter to stand and withdraw her name. The HQ will say, "Thank you" - nothing else.
- h. Repeat until each office is filled.
- i. Motion to destroy ballots.
- j. HQ thanks the Tellers, then says, "This concludes the Election of Officers"

I. ELECTIONEERING

A. What is electioneering?

Any attempt to influence another member's vote, either for or against a girl, whether the girl is an elective officer or not.

B. What constitutes electioneering?

Discussing your choice with other girls in the Bethel. Personal remarks that can be construed as electioneering.

C. Why shouldn't we allow electioneering?

Job's Daughters is based on fraternal love, kindness, unchangeable landmarks and ritual. Electioneering would violate the principles of our Masonic heritage.

D. Other Information:

Do not start names for Marshal when you are electing HQ, SP, JP or Guide. This subtle form of electioneering might well keep a deserving girl out of office. Line officers should be voted up the line.

E. Can a girl be voted out of line?

Yes, if a girl has not fulfilled the vow she has already made, and if she is not obedient to our laws and ritual, she may be voted out of line by the Bethel or removed from office by the Executive Council. However, this is an extremely serious thing, for the reputation of the girl herself and that of the Bethel. MORAL MISCONDUCT OR PERSISTENT REFUSAL TO DO HER WORK are the only legitimate reasons for voting a girl out of line.

F. Who handles electioneering?

Incidents of electioneering are subject to discipline by the Executive Bethel Guardian Council. If a girl brings electioneering information to the Council, the Council must check it out, get a statement from the girl and if substantiated, call the girl who has electioneered before the Council for disciplinary action.

(ALL CASES OF ELECTIONEERING MUST BE BRQUHT TO THE GG'S ATTENTION IMMEDIATELY.)

(NOTE: BG/ABG, please discuss this with Bethel members at least once during the term.)

J. DISCIPLINE PROCEDURES

- A. In cases of serious misconduct for which removal from office, suspension or expulsion might be appropriate, it is necessary to follow the law in all its details. Strive to be fair and give the member not only her rights under the law, but beyond that if feasible. In the event of an appeal, the GG will then be assured that the Executive Members of the BGC have performed this disagreeable task in the proper manner. Make a complete detailed written record of each phase of the entire transaction.
- B. PROCEDURE: Read carefully the Manual of Rules and Regulations for Bethels and the Supreme Constitution and Uniform Code for Bethels.
1. Get complaints in writing.
 2. Executive Members of the BGC meet and decide if further action should be taken.
 3. If action is to be taken, notify the girl and her parents or legal guardian by registered or certified mail, return receipt requested of the Complaint at least two weeks prior to the hearing.
 4. At the hearing, be sure to listen to all sides of the complaint.
 5. Make no decision until after the girl and her parents or legal guardian HAVE LEFT.

6. The decision of the Executive Members of the BGC shall be sent by registered or certified mail, return receipt requested, stating the disciplinary action, enclosing a copy of the law on Appeals and Grievances and the name and address of the GG and the Chairman of the Committee on Appeals and Grievances.
7. If the Daughter and her parents or guardian do not appeal, the Executive Members of the BGC take action on the facts and follow instructions in No. 6 above.
NOTE: Should the Daughter desire to appeal the Council's action, only the aggrieved Daughter may appeal. The Daughter's name and address must be included in the letter.
8. If the Daughter comes WITHOUT her parents or guardian, she MAY NOT appear before the Executive Members of the BGC.
9. Only the Grand Deputy or someone appointed by the GG may be asked to attend this meeting.
10. Within 24 hours after this action is taken, the GG must be informed in writing.
11. The GG should be informed about all discipline problems and copies of all correspondence sent to her. She can give advice on procedures, but not on council action to be taken. She is the first appeal authority.

The actions of the Executive Members of the BGC should always be impartial, just, reasonable and for the good of the Bethel. Penalties, if any, should always be as light as possible and as severe as necessary.

PART VIII – GRAND VISITATIONS

Duties of the GG as defined in the DELMAR-B-GGC, Art. III, Sec. 2(o)- "Make scheduled Grand Visits to each Bethel during each HQ's term of office. She may make such other Grand Visits as circumstances may require." Each GG shall notify the Bethel of her special instructions for Grand Visitation.

PART IX - REORGANIZATION OF BETHEL'S LOW IN MEMBERSHIP

A Bethel may be placed in reorganization if it fails to have the required seven (7) members in regalia to hold a meeting or at the request of the BGC. The GG shall have the option of placing the Bethel in reorganization (DELMAR-B-Bethel 9, Art. XVI, Sec. 1).

A. PROPOSED GUIDELINES

Hold a meeting for the purpose of reorganization plans inviting the BGC, interested adults affiliated with the Bethel, all Bethel Members including PHQs and MMs, the Grand Deputy of the Bethel, Promotion Committee, etc.

1. Review the List of members. Each member and adult present will be asked to contact a member or members who are not attending, urging them to return to the Bethel.

2. The GS shall write letters, approved by the Executive Members of the BGC, to the following to ask for support and names of eligible prospective members. (This letter shall inform the adult bodies that the Bethel is in serious difficulty of losing its charter if sufficient members are not found.)
 - a. Masonic Lodges
 - b. Order of Eastern Star
 - c. Order of Amaranth
 - d. Royal Arch
 - e. Tall Cedars
 - f. Other Masonic coordinated Bodies
3. All PHQs and MMs of the Bethel and other interested parties shall be contacted for support.
4. All PBGs, PABGs of the Bethel and other interested parties shall be contacted for support.
5. Members present can be given a list of possible contacts, i.e., school friends, church friends, neighbors, relatives.
6. A possible time schedule shall be planned for meeting membership goals.

B. INSTRUCTIONS TO FOLLOW UPON BEING PLACED IN REORGANIZATION:

1. If meeting informally, the Bethel shall continue to meet at the time of its stated Meeting. Wearing of regalia is recommended. Officers shall sit in stations.
2. The HQ shall preside. The HQ and BG shall plan the meeting prior to the night of the meeting, just as done for a Bethel not in reorganization.
3. The Order of Business should follow the Ritual with the following exceptions;
 - a. No opening march.
 - b. No escort, just introductions and honors.
 - c. Optional closing with the Mizpah Benediction

C. WHENEVER THE BETHEL HAS SEVEN (7) BETHEL MEMBERS ATTENDING THE BETHEL SHALL HOLD A REGULARLY STATED MEETING AND FOLLOW THE RITUAL. The suggested seven offices to be filled: HQ, SP, JP, Guide, Marshal, Chaplain, Recorder (this is not in order of importance).

D. PROCEDURES TO FOLLOW CONCERNING ELECTION INSTALLATION AND APPOINTIVE STATIONS.

1. A Bethel in reorganization will not hold election as per Bylaws.
2. Line officer stations shall be appointed by a majority vote of the Executive Members of the BGC. These Daughters must have passed proficiency. These Daughters shall be installed.
3. Other officers shall be appointed by the HQ with the approval of the Executive Members of the BGC.
4. New initiates shall be placed in office rather than Choir until offices are filled.
5. PHQs, under majority age, may be used as substitute officers.

6. Bethel Daughters from other Bethels may be asked to assist for Initiation and Installation.
7. The HQ and other elective officers may be appointed to serve a second term of office.

E. OTHER PERTINENT INSTRUCTIONS TO BE FOLLOWED

1. As soon as application(s) are received, the Bethel shall read and act on them. As soon as possible an Initiation shall be held.
2. The BG may ask another Bethel or the Grand Bethel to assist with an Initiation. Another Bethel could do the entire Initiation Ceremony, if requested.
3. Suggested order for stations to be filled as Daughters are initiated is: Treasurer, Inner Guard, Senior Custodian, Junior Custodian, Five Messengers, Librarian, Musician and Outer Guard.
4. **Copies of the minutes of the Bethel and BGC shall be sent to the GG within ten (10) days of each meeting.**
5. The BGC shall hold regular monthly meetings while the Bethel is in reorganization.
6. At any time during the period of reorganization the GG and members of the BGC may decide to return the Bethel to regular status. This decision will depend upon the ability of the Bethel to function in a regular manner (even if there are less than 19 Daughters).
7. Any vacancy that occurs in the elected line during the term, the Executive BGC shall appoint a **substitute**, who has passed proficiency, to fill the vacant office(s). Substitutes are not installed.

F. MISCELLANEOUS INFORMATION

1. At the conclusion of the time period set by the reorganization letter (and if the Bethel has not already returned to regular status), the status of the Bethel will be determined. The following decisions may be rendered:
 - a. If the GG and the BG determine that the Bethel can function independently (even if there are less than 19 Daughters), she shall return the Bethel to regular status.
 - b. If the Bethel is functioning, but the GG feels more time is needed for the Bethel to function independently, the GG shall issue another letter continuing reorganization as per law.
 - c. If the GG decides with the Executive Members of the GGC that the Charter shall be, revoked, she follows the law in handling this matter.
2. The Executive Members of the GGC shall be kept constantly informed of the status of a Bethel in reorganization by the GG.
3. The GG should always take into consideration the requests of the BGC whenever possible, so long as it is in the best interest of the Bethel.

PART X - PROCEDURES FOR CLOSING A BETHEL

At times it is necessary to close a Bethel due to lack of members. This action is never taken lightly and the Bethel members are usually at a loss on what to do. Please note that these are guidelines and that individual circumstances may alter the procedures. **Always keep the GG informed by sending her minutes of both Bethel and BGC meetings and by phone.**

A. RECOMMENDED PROCEDURES WHEN IT BECOMES NECESSARY TO CLOSE A BETHEL

1. Daughters and members of the BGC of a Bethel in reorganization shall determine the need to close by voting to do so.
2. A letter to this effect shall be sent to the GG.
3. The GG, with approval of the Executive Members of the GGC, may choose to close a Bethel that has not been able to increase membership and is not willing to voluntarily close.

B. INSTRUCTIONS TO FOLLOW UPON DECISION TO CLOSE BETHEL

1. Notify all present and past members of the Bethel and the BGC that the Bethel is closing. (It is suggested they be invited to one of the last meetings to say their goodbyes.)
 - a. Instruct all members to return all Bethel property:
 - (1) Robes, capes, crowns, cords, headbands, shoes, etc.
 - (2) Line officer pins and other jewels belonging to the Bethel.
 - (3) Parents pins, Daughter of the Term pins (if handed down each term).
 - (4) Rituals, Proficiency Lessons, Constitution & Bylaws of the Order, Handbooks, Books of Ceremony, Music Rituals, etc.
 - b. Instruct Council members to return:
 - (1) BGC jewelry.
 - (2) All records pertaining to the Bethel i.e., Financial Books, Minute Books, Permanent Record Book.
 - (3) Briefcases, file cabinets, all forms, etc.
2. Determine the financial condition of the Bethel.
 - a. Pay all outstanding invoices (including rent).
 - b. Collect all outstanding receivables.
3. Daughters should be encouraged to demit to another Bethel (go with Daughters to neighboring Bethels so they can meet their members).
4. Determine if any Bethel property was presented as a gift in memory of someone, i.e. determine if the donor would like them back. Forward this list to the GG. **Do not distribute any Bethel property without the written consent of the GG.**
5. Sufficient funds must remain in the account to cover per-capita fees for each year that an annual report must be filed for the Bethel. Bethel funds may be allocated (must be voted on by the Daughters) for the following:
 - a. Paying dues to majority for all active Bethel Daughters.

- b. Point/merit awards due Daughters or Past Princess pins earned but not received.
 - c. Purchasing PHQ pins for Daughters eligible to receive them but for lack of Bethel funds were not ordered (this is usually spelled out in the Uniform Code and should be done automatically).
 - d. Making a donation to a special charity (HIKE is recommended).
 - e. Other
6. Any paper goods and/or food products belonging to the Bethel may be disposed of as you see fit.
 7. If any BG and/or ABG of the Bethel served in this capacity for less than one (1) GGC year and the BGC feels this person(s) should be recognized as a PBG or PABG; the Executive Council shall write a letter to the GGC requesting that said person(s) be recognized by the membership as such. This letter will be acted upon by the entire GGC at its Annual Meeting.
 8. Prior to the last meeting you shall update the Bethel inventory and send a copy to the GG.
 9. Notify the GG of the date of the last meeting.

C. WHAT TO DO AT THE LAST OFFICIAL BETHEL MEETING

1. Prepare demits for Daughters requesting them in writing:
2. Close Bethel books.
 - a. **Update Permanent Record Book.**
 - b. **Make sure all Financial Books are up-to-date.**
 - c. **Issue checks for approved expenditures.**
 - d. **Have minutes written up immediately after the meeting and have the HQ sign them before leaving.**
 - e. **Have all applications filed and dues records updated.**
3. Remove all trash and personal property from the Bethel.
4. Trophies, plaques, banners, etc. should be distributed among the Daughters or to Daughter presiding during the competition.
5. Turn Bethel Charter over to the GG.

D. WHAT TO EXPECT WHEN THE EXECUTIVE GGC MEMBERS COME TO CLOSE THE BETHEL

1. It is recommended that only necessary persons be present for the removal of Bethel property. Daughters shall not be present as this can be a very emotional experience.
2. **All Bethel property** shall be at the meeting place of the Bethel on the date determined by the GG and BGC.
3. The final audit will be done of all Bethel Financial Books. Make sure you have updated records. **Please have all bank statements available.**
4. An inventory will be completed of all property being removed from the Bethel. This will be compared to the inventory List submitted to the GG as stated above. It will be the responsibility of the BGC to secure all missing property.
5. All Bethel property will be removed and delivered to the office of the Grand Secretary.

INSTRUCTIONS TO CHAIR CUSTODIANS

1. If there is an emblem in the East for the Installation Ceremony, you are to remove it immediately following the narration. Use the North and South marching lines and the East Line.
2. You are to remove the chairs in the formation as the Daughters are installed into their respective stations. Please follow instructions below:

Remain standing at the back of the room as the Officers and Choir are installed. If two chair custodians are used, try to work together, picking up and pacing chairs at the same time when possible. REMEMBER, NEVER TURN YOUR BACK ON THE ALTAR.

Below is the order in which the Officers and Choir are installed and what you should do with the chairs. Any chairs not used for seating of an officer can be taken out or placed on the sidelines for more seating if necessary. **Be as quiet as possible so as not to distract the Installing HQ in her work.**

All chairs are to be removed as the officers leave the Altar.

Recommendation for moving of chairs for a full corps of Officers

Choir - As they leave the Altar, remove their chairs.

Inner and Outer Guards - Should be placed according to the Ritual. Outer Guard's chair should be placed to the left side of the Marshal's chair, in line with the Inner Guard's chair. This may be adjusted according to the size and layout of the room.

Junior and Senior Custodians - You should place their chairs in the position for the Bethel Chaplain and Bethel Treasurer. The Treasurer's chair is placed three (3) steps to the right of the Altar and in line with the Dove. The back of the chair should be in line with the back of the Altar. The Chaplain's chair is placed three (3) steps to the left of the Altar and in line with the Urn. The back of the Chaplain's chair should be in line with the back of the Altar.

Treasurer and Recorder - These chairs should be placed in position of First and Third Messengers. The right side of 1st Messenger's chair is in line with the center of Treasurer's chair, but three (3) steps back. The left side of the 3rd Messenger's chair is in line with the center of the Chaplain's chair, but three (3) steps back.

Chaplain, Musician and Librarian - These chairs can be taken away.

5 Messengers - Two (2) of these chairs are removed. The remaining three (3) chairs should be placed in the positions of 2nd, 4th, and 5th Messengers. The right side of 2nd Messenger's chair is in line with the center of the 1st Messenger's chair, but two (2) steps back. The left side of 4th Messenger's chair is in line with the center of 3rd Messenger's chair, but two (2) steps back. The 5th Messenger's chair in line with the HQ and Bible, but two (2) steps back from 2nd and 4th Messengers'. This should be a perfect semicircle.

APPENDIX A (continued)

Marshal and Guide - These chairs can be removed. Again, be sure to back out of the semicircle, never turning your back on the Bible.

Princesses - These chairs can be removed.

Honored Queen - Remove chair as HQ is escorted to the East.

3. Remove the Installing Junior Custodian and Installing Senior Custodian chairs after the Installing Officers retire. This will allow more room in the East for Escort and Introductions. Removal of any floor designs shall be done at this time in a **very quiet manner**.

4. For Bethels installing a small number of Daughters, it is permitted to preset the Chaplain's and Treasurer's chairs. Additional chairs should be available in the rear of the room for chair custodians to complete semicircle.

ORDER OF WRITE-UP OF BETHEL MINUTES

(Omit any items that did not occur during the meeting.)

OPENING CEREMONY: Our Bethel was opened in regular form according to the Ritual at (time).

ESCORT, INTRODUCTIONS AND HONORS: The following were escorted and/or greeted and given the honors of their titles. (List those present)

READING OF SPECIAL DISPENSATION: A Special Dispensation was read giving permission by the GG to _____ . (Post the Special Dispensation to the Minutes in the Minute Book.)

ROLL CALL found _____ Officers, _____ Choir, and _____ Council Members present.

REPORT OF BALLOT ON APPLICATIONS: The following were elected to membership: (list names and post the report to the Minutes in the Minute Book). Only read at Initiation meeting.

CEREMONY OF INITIATION: The following Candidate(s) were initiated: (list names).

MINUTES of the previous meeting were read and approved as read or approved as corrected and signed by the HQ.

TREASURER'S REPORT was given. (Read **ending balance** and post the Treasurer's Report to the Minutes in the Minute Book.)

COMMUNICATIONS: (List all Communications).

APPLICATIONS FOR MEMBERSHIP: The following Applications for Membership were read: (List names)

REPORTS OF COMMITTEES: (List reports, committee member giving report shall give a copy to the Recorder). Reports on fun activities are not given at this time.

UNFINISHED BUSINESS: Reports of GGC and Bethel activities shall be given at this time (such as bowling, pageant, dinner theatre).

NEW BUSINESS: Elections are the first item conducted at this time.

(Note: If a motion is made, record who made the motion, and if it was seconded, the motion itself, any pertinent discussion and whether it was passed or lost.)

RECEIPTS OF THE MEETING: (Read total and post the memo of receipts in the Minute Book).

BILLS: (Give total and post the memo of disbursements form) (List you moved pay the bills, if it was seconded, any pertinent discussion and whether it was passed or lost.)

LIBRARIAN'S REPORT: The Librarian's report, entitled _____ was read. (or by _____ if no installed Librarian or if Librarian is not present).

We recited our Mothers', Fathers' and Guardians' Prayer and sang the Mothers', Fathers' and Guardians' Prayer Song.

GOOD OF THE BETHEL: (List those that occurred in the meeting.)

- a. The new members introduced their parents.
- b. The following Officers were installed,
- c. The following Bethel Guardian Council Members were installed.
- d. The Proficiency Test was taken and certificates were presented to: (List).
- e. Presentations: (List presentations that were made).
- f. Remarks were made by: (List those who gave remarks).
- g. Coin March: The Coin March totaled \$_____

CLOSING: Our Bethel was closed in the regular manner according to the Ritual. Our BG _____, assisted by our ABG, _____ concluded the ceremony at _____ p.m.

GUIDELINES FOR THE INSTALLATION OF A BETHEL DAUGHTER OR COUNCIL MEMBER OTHER THAN THE REGULAR STATED TIME OF THE BETHEL

The DelMar Book of Ceremonies will be used for proper lines of march and the charge(s) for both a Bethel Daughter and Council Member.

The Installing Officer will be:

Bethel Daughter - the Presiding HQ.

Council Member - a member in good standing of the GGC of DELMAR (i.e. BG, ABG, Deputy).

If the Bethel Daughter or the Council Member has already taken the Obligation, it shall be omitted, and only the charge of the office given behind the Altar (i.e. when changing offices or positions due to a vacancy).

INSTALLATION OF BETHEL DAUGHTER

(Daughter(s) to be installed shall assemble on the West Line)

HQ: "Installing Guide and Installing Marshal, you will present the Officer(s) and/or Choir Member(s) for the Obligation." (Guide and Marshal will present the Daughter(s) west of the Altar.)

(Note: If Choir only is to be installed, they may be installed at their station and Guide and Marshal do not have to participate.)

The waiting stations for the Guide and Marshal will be one step in back of the stations of the Chaplain and Treasurer on the North and South Marching Lines, facing East.

The HQ shall take her gavel with her when she goes east of the Altar to give the Obligation. She stands directly in front of the Altar placing the gavel over her heart.

HQ: (Refer to the DelMar Book of Ceremonies for the Obligation.) At the conclusion of the Obligation, the HQ takes five (5) steps backward toward the East Line, turns and ascends the Dais.

HQ: Gives the charge to the respective officer(s) and/or choir member,

HQ: "Installing Guide and Installing Marshal, you will conduct this/these Officer(s) to her/their station(s). Installing Guide and Installing Marshal return to their respective stations in the West and are seated.

HQ: "Installing Recorder, you will make the Proclamation."

APPENDIX C (Continued)

Refer to the DelMar Book of Ceremonies for the Proclamation, making the necessary changes with reference to the Daughter(s) installed.

HQ: "This completes the Ceremony of Installation." (One rap of the gavel.)

INSTALLATION OF COUNCIL MEMBER

Installation of BGC member shall be "C" under Good of the Bethel, as listed in Order of Business in the Ritual.

HQ: "Guide and Marshal, you will escort to the East the Installing Officer(s) who will install the Bethel Guardian Council Member(s). "When the Installing Officer is in the East, "I have the pleasure of introducing (name) who will serve as the Installing Officer(s)." (HQ hands gavel to the Installing Officer and is seated.)

INSTALLING OFFICER: (Refer to the DelMar Book of Ceremonies for the Obligation and proper charge(s).)

INSTALLING OFFICER:

"As member(s) of the Bethel Guardian Council, your duties are defined in detail in the Supreme Bylaws and the Manual of Rules and Regulations of the GGC of DelMar. You shall make yourself thoroughly familiar with the laws of the Order as well as the Uniform Code of this Bethel. You have been given the privilege of guiding and advising these Daughters and assisting them in their Bethel projects. Please step forward for your charge as your station is called, then return to your place, not turning your back to the Altar."

"Installing Guide and Installing Marshal, you will escort the Member(s) of the Bethel Guardian Council to the East for Introduction and to receive his/her/their Certificate(s) of Appointment."

(Installing Officer presents Certificate(s).) "It is with pleasure that I introduce (name) If PHQ or MMJD, special mention should be made.

"Installing Recorder, you will give the Proclamation."

INSTALLING RECORDER: (Refer to DelMar Book of Ceremonies),

INSTALLING OFFICER: (One rap of the gavel.) "Installing Guide and Installing Marshal, you will conduct the Member(s) of the Bethel Guardian Council and the Installing Officer(s) to the side lines,"

Installing Guide and Installing Marshal return to their stations in the West and are seated.

HQ: "This completes the Ceremony of Installation." (One rap of the gavel)

SPECIAL DISPENSATION

DISPENSATIONS shall be requested by majority vote at a Bethel meeting, except in case of an emergency. Then the Bethel Guardian shall consult the elective officers of the Bethel and the Executive Members of the Bethel Guardian Council.

Special Dispensations granted shall be attached to the minutes of the Bethel meeting DELMAR-SOP-Bethel 18 and DELMAR-B-Bethel Art. XVI Sec. 1(r).

FEE of \$2.00	NO FEE
a) To dispense with regular meeting for a vacation period, or the extension of such vacation period, when no vacation period is provided for in the Uniform Code for Bethel.	a) To hold a special election to fill a vacancy in an elective Bethel office and to install officers so elected.
b) To elect officers at a time other than provided in the Uniform Code for Bethel.	b) Exemplify the ritualistic ceremony for Masonic appendant orders
c) To install officers at a time other than provided in the Uniform Code for Bethel.	c) Hold meeting for Grand visits of the Supreme or Grand Guardian.
d) To dispense with regular meetings.	d) Change date or hour of meeting when the meeting:
e) To hold special meetings.	1) Falls on a legal holiday
f) To change meeting place.	2) Falls during the week of the Annual Session of the SGC or GGC
g) To change hour of meeting.	3) Place is required for other purposes
h) To change date of meeting.	4) Falls on prescribed GGC activity.

No Bethel meetings or social functions of any nature shall be held during the time of the **Annual Session of the Grand Guardian Council, Annual Spring Banquet, or Annual Holiday Ball**, except that which is incidental to the affairs just listed. The Grand Guardian shall have the power to waive the provisions of this paragraph by dispensation.

A dispensation to change or dispense with any Bethel meeting during the event listed above shall be granted free of charge (DELMAR-B-Bethel Art. XVI Sec. 1(r)).

DISPENSATION NOT REQUIRED

- a) To install a newly initiated or appointed officer in an appointed office to fill a vacancy.
- b) To install a Bethel choir member.
- c) To install members of a Bethel Guardian Council at a Bethel meeting.

THE REQUEST FOR DISPENSATION, WITH FEE, IF APPLICABLE, IS TO BE SENT TO THE GRAND GUARDIAN.

GRAND GUARDIAN COUNCIL COMMITTEE CHAIRMAN

No matter what the project, careful planning is essential for a successful activity. A proposed budget should be developed. A copy of the proposed budget must be sent to the Chairman of Finance at least forty-five (45) days before the event. Some of the expenditures may be paid directly by GGC check upon presentation of the bill to the Grand Secretary. These should be noted in the budget for approval by the Finance Committee.

(SAMPLE)
PROPOSED BUDGET

Date: _____

To the Members of the Finance Committee:

The ___ Committee submits the following budget and requests an advance of \$_____

Project: _____

When: _____

Where: _____

Estimated receipts (example: x number of tickets @ x cost \$_____)

Tentative Budget: (Below is a selected list of items that may be pertinent top your budget depending on the type of project. Some items may be paid directly by GGC check and these must be so marked.)

- 1. Rental
- 2. Custodian Fees
- 3. Mailing (paper, postage, stencils, envelopes, etc.)
- 4. Prizes (trophies, etc.)
- 5. Programs
- 6. Favors and Decorations
- 7. Printing of Tickets
- 8., Refreshments
- 9.. Equipment
- 10. Entertainment (Band, etc.)
- 11. Miscellaneous

Total \$_____

We would like to request the advance of \$_____ for the above project by (Date).

Members of the Committee:

Signed: _____ (Chairman) _____

Within fifteen (15) days after the event is held, you must file a final report showing the exact receipts and disbursements. Copies of the report should be provided to GG, GS, GT, and Finance Committee.

APPENDIX E (Continued)

(SAMPLE)
FINANCIAL STATEMENT

(Name of Activity)

RECEIPTS:

Admissions	(# of persons)	\$1,000.00
Complimentary	(# of persons)	--
Total attending		
Collected from sale of refreshments		\$100.00
TOTAL RECEIPTS		\$1,100.00

(DO NOT PUT ADVANCE INTO RECEIPTS)

EXPENSES:

(Paid by GGC checks)		
Rent for hall		\$ 100.00
Rent for Rehearsal		20.00
Band		400.00
Gifts		20.00
Programs		10.00
Soda		20.00
Hot dogs		20.00
Misc. (list)		10.00
		\$600.00
ADVANCE	\$100.00	
Stamps	\$ 5.00	
Gift	3.00	
Flowers	25.00	
Paper	2.00	
	\$35.00	\$ 35.00
		\$635.09

Refund Due GGC \$65.00
(or amount due Chairman)

TOTAL EXPENSES \$635.00
(deduct any refund to Bethels or make any necessary adjustments) -----

PROFIT \$465.00

Adjustments will need to be made to fit your individual circumstances.

It is important that the advance not be added into receipts. It should be handled in the manner shown above.

IT IS VERY IMPORTANT THAT THE ABOVE PROCEDURES BE FOLLOWED SO THAT THE GGC CAN HAVE AN UP-TO-DATE RECORD OF ALL PROJECTS FOR THEIR FILES.

DRESS CODE

See Dress Code issued by GG each year. Dress code applies to ALL persons attending JDI events in DelMar.

CHAPERONE POLICY

Due to the increasing instances of Daughters not remaining inside a building where a dance or other function is going on, the policy in effect for all Job's Daughter activities is one adult for every five (5) Daughters, in Accordance with the Youth Protection Program. This means that the adult chaperone must stay at the function with the girls. **Unless prior arrangements have been made you cannot just drop Daughter(s) off and come back to pick them up later. This leaves Job's Daughters open to a large liability claim.**

DRIVING POLICY

Daughters should not drive other Daughters to any GGC function or any Bethel activity. If a parent insists on allowing a Daughter to drive herself to an activity, that is fine, however, she will arrive and depart alone (except in the case of family members residing in the same household) provided a YPP Form 009 form is signed by a parent/legal guardian. **If for whatever reason, she is not where she is supposed to be, the GGC and the BGC are not responsible.** It is also recommended that everyone arrive and depart with the same chaperones. Failure to abide by these policies may result in denial of access to an activity. It is the GGC policy that any automobile driven during a Job's Daughter activity be driven by an adult and all persons in the automobile shall wear seat belts.

GRAND DEPUTY

The duty of the Grand Deputy is very important to the welfare of our Order. The Deputy helps keep the Grand Guardian informed of any problems or situations that may need attention in our Bethels. Each Grand Guardian appoints a Grand Deputy to work with the Bethel Daughters and the Bethel Guardian Council. The Deputy is available to assist in many ways.

- a. Clarify questions regarding the Ritual, and assist the Bethel Guardian with instruction of Ritualistic work, when requested.
- b. Interpret the Constitution and Bylaws of our Order.
- c. Explain the duties of all Daughters and Council Members, advising them of proper business procedures.
- d. Act as a liaison between the Bethel and the Grand Guardian. If a problem or question should arise, the Deputy should be consulted. If the matter cannot be resolved, he/she will contact the Grand Guardian.
- e. Be a supportive friend to all the Daughters, Council, and workers. Be available at all times, yet maintain a low profile.

It is essential that the Bethel Guardian and the Grand Deputy have a good working relationship, establishing an understanding relationship for the good of the Bethel.

The Deputy should:

- a. Attend all Bethel meetings and rehearsals, whenever possible.
- b. Be invited to and attend all council meetings to be kept informed and give advice, as needed.
- c. Be recognized by proper title (PBG, PABG, PGG, PAGG, etc.) under Escort, Introductions, and Honors. They are NOT listed or called on the Roll Call.
- d. Consult with the Honored Queen and the Bethel Guardian prior to the meeting if wishing to make remarks.

The appointment of a Grand Deputy is important to the welfare of the Bethel, but it is vital that he/she exercise good judgment and discretion in the performance of duties and not assume more responsibilities than delegated. At the same time, the Bethel members and Council need to utilize the expertise and knowledge of the Deputy.

MONTHLY AUDIT PROCEDURES

Reconciliation of Monthly Bank Statement to Checkbook and Bethel Financial Books:

- a. Balance as shown on bank statement at end of month \$ _____
- b. List outstanding Checks. (checks written on or before end of month but not returned as paid).
 Check No. _____ Amount \$ _____

- Total of Outstanding Checks (deduct this amount) \$- _____
- c. Sub-Total \$ _____
- d. Add any deposits made on or before the end of the month but not included in bank statement. \$+ _____
- e. This is your adjusted bank balance. \$ _____

- f. Balance in checkbook as of end of month (this is the same as the balance of the Bethel Financial Books as of the end of the month). \$ _____
- g. Add any checks that were deposited but returned by bank because lack of funds, incorrect signatures, or uncollectible, and charged to your bank account (enter this in Checkbook and Bethel Financial Books). \$+ _____
- h. Deduct bank charges (enter this in your checkbook and Bethel Financial Books). \$ - _____
- i. This is your adjusted Book balance. \$ _____

SUGGESTED ELECTION PROCEDURES

HQ: "Election of Officers. Associate Bethel Guardian (rises) you will read the Bylaws on the election of Bethel Officers."

The ABG will then read the Bylaws.

HQ: "Members of Bethel No. ____ will rise and count off." (pause for members to rise). **HQ:** "One," and is seated. All members, follow same procedure, calling out the next number and sitting as soon as number is called.

HQ: "There are _____ members entitled to vote. A majority of votes cast for each office is necessary for election." (Blank ballots are not counted as votes. The majority may vary, depending on the number of votes cast for each office. A majority is one more than one-half the ballots cast.)

HQ: "The Custodians will distribute the ballots and pencils." (No ballot is to be cast until balloting is declared open.)

HQ: "Bethel Guardian, (rises) you will read the list of Daughters eligible for election."

HQ: "You will now mark your ballot for the office of Honored Queen. Please write full names legibly and fold ballots only once."

After all members have completed their ballots:

HQ: "Custodians, you will collect the ballots."

After the ballots have been placed on the recorder's desk:

HQ: "Have all balloted who desire to do so?" Pause "If so, I declare the ballot closed." One rap of the gavel.

Ballots are counted and the Recorder reads her report and is seated,

HQ: (if a majority has been reached: "By your vote you have elected (name) as Honored Queen. (Name) do you accept?" ("Yes") "I declare (name) elected Honored Queen for the ensuing term." One rap of the gavel.

OR

HQ: (if there is no majority) "There being no majority, we will ballot again." At this time a Daughter may rise and say "Honored Queen, I wish to have my name withdrawn." The Honored Queen will say "Thank you."

Repeat the above procedure until each office is filled.

After the election is completed a Daughter will rise and say: "Honored Queen, I move that the ballots be destroyed." The motion will be handled like all other motions.

HQ: "Tellers thank you. This concludes the Election of Officers." One rap of the gavel.

DUTIES OF THE TELLERS

The Junior Custodian, Senior Custodian and Recorder will act as the Tellers - ABG supervises.

The Tellers (Custodians and Recorder) count the ballots. One Custodian opens ballot; one Custodian calls the name.

The Recorder records the name and calls "_____one"; "_____two", etc. When one person receives five votes, Recorder calls "tally" and begins with "one" again. ABG- supervises Custodians. GS supervises Recorder.

When all ballots are tallied, Recorder rises and addresses: "Honored Queen, Number of ballots cast _____, Less blank ballots _____, Actual number of votes cast _____. Majority needed for election _____. *Mary Smith received _____ Lynn Smith received _____, and illegal and fraudulent _____.

*Daughter(s) names are read with the Daughter receiving the most ballots first and then the next highest and so on.

PREPARATION OF BETHEL ROOM

