

**APPENDIX 9
FORMAT FOR BETHEL GUIDELINES**

GUIDELINES FOR BETHEL _____

_____, MINNESOTA

Approved by Majority Vote of the Bethel on: _____

PART I: PURPOSE

The purpose of these Guidelines is to codify the traditions and operational procedures for those matters not addressed in the Bethel Bylaws but important in the day to day functioning of this Bethel.

PART II: ADOPTION AND CHANGES

- A. These Guidelines are effective following approval by majority vote of the members of the Bethel Guardian Council present and voting at a meeting of the Bethel Guardian Council and by majority vote of the Bethel members present and voting at a regular meeting of the Bethel.

Other conditions for approval (optional):

- B. Changes to the Bethel Guidelines shall be noted in the minutes of the Bethel Guardian Council and the Bethel.
- C. Copies of the Guidelines and changes to same shall be distributed to all Bethel members and members of the BGC.

PART III: GOOD AND SUFFICIENT REASONS FOR ABSENCE FROM BETHEL MEETINGS

PART IV: FINANCES

(Examples: budget; installation expenses; specifications regarding PHQ, PBG and PABG jewels; expenses for special meetings/events such as honorings, friendships, go-to-church; committee expenses such as publicity, cheer/sunshine, etc; procedure for paying bills over the vacation period; allowance for travel to statewide events, chaperone expenses; savings, travel funds, etc.)

PART V: INSTALLATION OF OFFICERS

(Examples: responsibility for gifts, food, flowers, reception; restrictions on gifts, food, flowers; other Bethel traditions)

PART VI: CEREMONY OF INITIATION

(Examples: procedures for investigation of petitioners, traditional presentations to new initiates and/or their parents; etc.)

PART VII: FUND-RAISING EVENTS

(Example: guidelines for traditional fund-raising events)

PART VIII: OFFICER DUTIES AND RESPONSIBILITIES

(Examples: who traditionally plans the Bethel's fundraiser, friendship meeting, etc.; who is responsible for the Bethel's scrapbook; etc.)

PART IX: OTHER COMMITTEES AND THEIR DUTIES

(Examples: List of committees usually appointed by your Bethel)

PART X: PROMOTION

(Examples: JD2B program, prospective member parties, list of events to which prospective members may be invited)

PART XI: DRESS CODE

(Examples: girls at meetings and events, adults at meetings and events, etc.)

PART XII: POINT SYSTEM AND/OR MERIT AWARDS

PART XIII: ELECTION MEETING

(Examples: Who prepares the election talk? Considerations for appointment of tellers in addition to those included in the BGC Handbook (page 13, #6). Who reads the bylaws regarding election to the Bethel members?)

PART XIV: INSURANCE

(Examples: Procedure for recording members, chaperones, and guests in attendance at Bethel events. Who is responsible for updating the Bethel's inventory.)

PART XV: CHAPERONE POLICY

(Example: Who is eligible to be a chaperone? Are chaperones reimbursed for gas or other expenses?)

PART XVI: BGC COMMITTEES AND DUTIES

(Add additional parts as needed.)