

**STANDARD OPERATING PROCEDURES  
OF A BETHEL IN THE GRAND GUARDIAN COUNCIL OF MINNESOTA**

**MN-SOP-BETHEL-2**

**BETHEL FINANCES**

**Section 1. Receipts**

- (c) Fees: (See SOP-SGC-11)
  - (1) MN[b] The initiation fee shall be \_\_\_\_\_ dollars (\$\_\_\_\_\_) over and above the initiation fee due to the Grand and Supreme Guardian Councils, rounded up to the nearest whole dollar.
- (d) Annual Dues:
  - (1) The fee for each member shall:
    - [a] Include the base rate charged annually by the Supreme Guardian Council (SOP-BETHEL 2-Sec. 1; MN-SOP-BETHEL 2, Sec.1)
    - [b] Include GB membership fees (MN GRAND BETHEL Art. XIV Sec. 4(A); MN-SOP-GGC 4-Sec. 17(a))
    - [c] Include a GGC insurance adder of five dollars (\$5.00)
    - [d] Include an adder to remain with the Bethel of \_\_\_\_\_ dollars (\$\_\_\_\_\_)
    - [e] Be payable in advance on January 1st of each year.
- (e) (See SOP-Bethel 2, Sec. 1(e))

**Section 3. Disbursements**

- (a)-(c) (See SOP-Bethel-2 Sec. 3 (a)-(c))
- (d) No Bethel or BGC shall be permitted at any time to disburse any Bethel funds to individual Bethel members as a reward or remuneration for submitting signed petitions; no Bethel funds shall be expended for this type of solicitation of new members. However, with the approval of the ExBGC, Bethel funds may be disbursed for actual expenses incurred, for promotional endeavors, advertisements, candidate or prospect parties, and similar projects that help to promote and publicize JDI.
- (e) Any Bethel disbursements made for an approved statewide project, which project has been authorized by the GG or her appointed committee, shall be remitted to the GS to the credit of a project's fund thereby established and disbursed by the GT for the purposes for which they were collected.

**MN-SOP-BETHEL-4****ELECTION****Section 1.**

- (a) The election of officers shall be held at the first meeting in the months of May and December except that a change may be permitted by a special dispensation from the GG.
- (b) The election shall be by ballot without nomination. A majority vote shall elect.
- (c) The method of balloting shall be:  
MN (1) Secret ballot.
- (d)-(i) (See SOP-Bethel-4 (d)-(i))

## MN-SOP-BETHEL-5

## ELIGIBILITY

**Section 1.**

(a)-(b) (See SOP-Bethel-5 (a)-(b))

(c) The ExBGC shall determine if any Daughters are not eligible due to campaigning/electioneering.

(1) Campaigning/electioneering shall be interpreted to mean soliciting votes for or against any member for elective office, and/or authorizing any other member(s) to do so.

(2) Any Daughter determined to be in violation of such campaigning/electioneering as defined in (1) above shall not be eligible for election to any elective office in the upcoming election.

(3) The ExBGC shall investigate any allegations carefully and, if necessary, interview any/all witnesses to the violation.

(d) The BG shall announce, during the meeting at which the election is held, the names of all members who are eligible for election.

**MN-SOP-BETHEL-8****INSTALLATION****Section 1. General** (See SOP-BETHEL-8)

- (a)- b) (See SOP-Bethel-8 Sec. 1 (a)-(b))
- (c) Officers may be installed at open installations and the taking of pictures at such installation may be permitted if it does not in any way detract from the ceremony. (See B-GGC Art. XVII Sec. 1.19)
  - MN (1) There shall be no flash pictures taken during the installation or other open meeting.
  - MN (2) Anyone taking approved pictures shall not leave the sidelines to take any pictures during the ceremony.
- (d) (See SOP-Bethel-8 Sec. 1 (d))
- (e) Installation shall not be held during the AS GGC.
- (f) The HQ's Jewel, SP, JP, Gde and Mar pins may be presented at open installation.
- (g) Merit awards may be presented to a Bethel member at a Bethel's installation.

**Section 2. Installing Officers**

- (a)-(b) (See SOP-Bethel-8 Sec. 2 (a)-(b))
- (c) When it is impossible to fill the station of Installing Musician or the soloist according to the requirements in SOP-Bethel-8 (b), a musician or soloist without these qualifications may serve, with the approval of the Executive members of the BGC.
- (d) (See SOP-Bethel-8 Sec. 2 (d))

## MN-SOP-BETHEL-9

## MEETINGS

**Section 1. Regular**

- (a) In the event a Bethel's membership has declined to a point where the GG determines that the Bethel is not meeting in accordance with the laws of the SGC and the GGC, the Bethel shall be placed under reorganization by the GG. The following procedure shall be used:
- (1) The initial period of reorganization shall not exceed one (1) year.
  - (2) (See SOP-Bethel-9 Sec. 1 (a) (2))
  - (3) Subsequent GGs shall issue, if necessary, further dispensations to allow the Bethel to operate for additional periods up to the total of one (1) year.
  - (4) Bethels in reorganization shall meet at least once a month with approval of the GG.
  - (5) The Bethel members shall dress in official regalia for Bethel meetings.
  - (6) The GG shall monitor and assist the Bethel or appoint a DGG to do so.
    - (1) The DGG may visit monthly to assist in recruitment of members, training of BGC members and focusing the efforts of the Bethel on growth.
  - (7) Vacant stations in the Bethel may be filled by MM and visiting members.
    - (1) The BGC (with approval of the GG) shall decide each term which of the line offices may be filled.  
If the office of HQ is not filled, a substitute HQ may be used. This may be a PHQ from this or another Bethel or current HQ from another Bethel.
  - (8) Election of officer(s) may be held upon recommendation of the BGC and the approval of the GG.
  - (9) (See SOP-Bethel-9 Sec. 1 (a) (9))
  - (10) [a]-[b] (See SOP-Bethel-9 Sec. 1 (a) (10) [a]-[b])
  - (11) (See SOP-GGC-Bethel-9 Sec. (1) (a) (11))
- (b)-(e) (See SOP-GGC-Bethel-9 Sec. 1 (b)-(e))
- (f) Regular or special Bethel meetings shall not be held during the AS GGC.
- (g)-(h) (See SOP-GGC Bethel-9 Sec. 1 (g)-(h))
- (i) The GG may appoint an Acting BG if needed. The Acting BG shall be an experienced BG/PGG.
- (i) Gifts shall not be given to a Bethel member at any meeting except:
- (1) PHQ jewel.
  - (2) Gavel to the newly installed HQ.
  - (3) A token gift to the retiring HQ from her officers.
- (k) Merit awards may be presented to a Bethel member at a Bethel meeting.

**Section 2-4** (See SOP-GGC-Bethel-9 Sec. 2-4)

## MN-SOP-BETHEL-11

## OFFICIAL REGALIA

**Section 2. Wearing of Regalia**

(a)-(c) (See SOP-Bethel-11 Sec. 2 (a)-(c))

(d) (See SOP-Bethel-11 Sec. 2 (d))

(1) Regulation membership and/or officers jewels or merit awards worn with official robes shall be affixed directly to the robes or a plain white ribbon and shall not be attached to capes or cords.

(2) The wearing of costume jewelry at Bethel meetings should be discouraged by the ExBGC but any rules in that connection are left to their discretion.

(e) (See SOP-Bethel-11 Sec. 2 (e))

(f) Flowers shall not be carried or worn by Officers or Choir members while wearing official robes, except that flowers may be carried in the Bible, Majority, Obligation, Necrology, Installation Ceremony, and the ceremony for the Arch of Flowers.

MN-SOP-BETHEL-13

PAST HONORED QUEEN'S JEWEL

**Section 1. Regular**

(a) (See SOP-Bethel-13 Sec. 1 (a))

- (1) A Bethel should describe the jewel presented in the Local Rules of Operation (See MN-SOP-Bethel-21 Art. XX). A less costly jewel, J6A, is available as an option.

## MN-SOP-BETHEL-14

## PROCEDURE TO MERGE, CLOSE, OR REINSTITUTE BETHEL

1. **Merge of Bethels** (See SOP-Bethel-14 Sec. 1)
2. **Close of a Bethel**
  - (a) (See SOP-Bethel-14 Sec. 2 (a))
  - (b) (See SOP-Bethel-14 Sec. 2 (b))
    - (1) The GG shall prepare, and written consent of a majority of the ExGGC shall be needed for, an authorization for disposal of the property of a closed Bethel.
    - (2) The GG, or persons appointed by her, shall pick up all funds, regalia and property of a closed Bethel. The GS shall be asked to attend if possible.
    - (3) Property which shall be relinquished by a closed Bethel
      - [a] Charter
      - [b] Permanent Record Book
      - [c] All remaining funds in all accounts
      - [d] Dues Record Book
      - [e] Line Officer, BG and ABG pins
      - [f] Regalia (capes, crowns and robes) and paraphernalia (including new Rituals)
    - (4) Property which may be destroyed:
      - [a] Used Rituals, Music Rituals and song cards
      - [b] Forms with old trademarks
      - [c] Correspondence
      - [d] Robes and capes unfit for resale
3. **Members of a Closed Bethel** (See SOP-Bethel-14 Sec. 3)
4. **Reinstitute a Bethel** (See SOP-Bethel-14 Sec. 4)



## MN-SOP-BETHEL-16

## REORGANIZATION OF A BETHEL

1. In the event a Bethel's membership has declined to a point where the GG determines that the Bethel is not meeting in accordance with the laws of the SGC and the GGC, the Bethel shall be placed under reorganization by the GG. The following procedure shall be used.
  - (a) The initial period of reorganization shall not exceed one (1) year.
  - (b) The GG shall issue a dispensation to place a Bethel under reorganization for a period not to exceed her term of office.
  - (c) Subsequent GGs shall issue, if necessary, further dispensations to allow the Bethel to operate for additional periods up to the total of one (1) year.
  - (d) Bethels in reorganization shall meet at least once a month with approval of the GG.
  - (e) The Bethel members shall dress in official regalia for Bethel meetings.
  - (f) The GG shall monitor and assist the Bethel or appoint a DGG to do so.
    - (1) The DGG may visit monthly to assist in recruitment of members, training of BGC members and focusing the efforts of the Bethel on growth.
  - (g) Vacant stations in the Bethel may be filled by MM and visiting members.
    - (1) The BGC (with approval of the GG) shall decide each term which of the line offices may be filled. If the office of HQ is not filled a substitute HQ may be used. This may be a PHQ from this or another Bethel or current HQ from another Bethel.
  - (h) Election of officer(s) may be held upon recommendation of the BGC and the approval of the GG.
  - (i) An HQ shall be eligible for a PHQs jewel as outlined in SOP-Bethel-13, provided she has served for at least six (6) months.
  - (j) (1) Not applicable.
  - (k) The GG may appoint an Acting BG if needed. The Acting BG shall be an experienced BG/PGG.
  - (l) The GGC may provide financial assistance as needed upon recommendation of the GG.
2. (See SOP-Bethel-16 2.)

**MN-SOP-BETHEL-18****SPECIAL PRIVILEGES**

**1-2.** (See SOP-Bethel-18)

**3. Special Privileges with Fee**

A fee of five dollars (\$5.00) (See SOP-Bethel-8 Sec. 1 (c)) shall accompany the request for a special dispensation to:  
(a)-(h) (See SOP-Bethel-18 3 (a) – (h))

**4. Special Privileges without Fee**

(a)-(d) (See SOP-Bethel-18 4 (a)-(d))  
(4) Change Bethel meeting when same falls during the weekend on which a Grand Bethel function is held.

**5. A Special Dispensation is not required to:**

(a)-(c) (See SOP-Bethel-18 5 (a)-(c))  
(d) Perform a Closing Ceremony for Masonic Organizations or as part of a Worship Service.

**6-7.** (See SOP-Bethel-18 6-7)

MN-SOP-BETHEL-21

UNIFORM CODE FOR BETHEL

ARTICLE I  
NAME

Section 1.

(a) This organization is known as Bethel No. \_\_\_\_\_ of \_\_\_\_\_, of JDI.  
(City/Location) (State, Province, Territory, Country)

Section 2.

(a) This Bethel was instituted on (date) \_\_\_\_\_, and operates under a Charter granted by the Grand Guardian Council of Minnesota on (date) \_\_\_\_\_.

ARTICLE II  
OBJECT

Section 1.

(a) The object of this organization is to band together girls, hereinafter designated, for spiritual and moral upbuilding, to develop leadership, to seek knowledge, to teach love of God, love of Country, respect for its Flag, love of home and family, and reverence for the teachings of the Holy Scriptures.

ARTICLE III  
MEMBERSHIP

Section 1. Eligibility for Bethel Membership

- (a) Girls between the ages of ten (10) and twenty (20) years who bear a Masonic relationship shall be eligible for membership. Masonic relationship shall be interpreted to mean a relationship by blood, marriage, or law to a:
  - (1) Mason (see POL-BOT-2 )
  - (2) His wife or widow
  - (3) A member of Job's Daughters
  - (4) Or a Majority Member of Job's Daughters.
- (b) If, after diligent and exhaustive search, Masonic relationship cannot be verified for a Applicant, a Majority Member and a Master Mason (other than the Bethel Guardian or Associate Bethel Guardian) may sponsor the Petitioner.
- (c) A woman under the age of twenty (20) years who has been married, divorced, whose marriage has been annulled or who is pregnant, or has ever been pregnant, except in the case of rape (or its equivalent terminology) or incest is not eligible for membership.

Section 2. Applications

- (a) Members shall be received by Application for Membership (Form 130). Members may also be received by Application for Affiliation (Form 131) when accompanied by a Demit (Form 210).
  - (1) Or by submitting a Application for Dual Membership (Form 131d).
- MN (b) Applications for membership must be received and read at a regular Bethel meeting held previous to the date of the initiation. (See B-GGC Art. XVII Sec. 1.20)

Section 3. Visitation

- (a) Official Visitation forms (Form 132) shall be given to a Visitation Committee consisting of three (3) members of the Bethel who shall return completed report to the Bethel Guardian before the next regular meeting of the Bethel.

**ARTICLE IV  
MEETINGS**

**Section 1. Time and Place**

(a) The regular meetings of this Bethel shall be held on the

\_\_\_\_\_ at \_\_\_\_\_ and the  
(week and day) (time)

\_\_\_\_\_ at \_\_\_\_\_ of each month.  
(week and day) (time)

(b) The place of meeting shall be at:

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(State, Territory, Province, Country)

**Section 2. Regular**

(a) The meetings of this Bethel shall be conducted in accordance with the Ritual of the Order and in conformity with the laws of the Supreme/Grand Guardian Council and the latest edition of Robert’s Rules of Order Revised. Escort, Introductions and Honors shall follow the Ritual for categories 1-19 (page 51). The Executive Members of the BGC shall approve and provide the Honored Queen the titles and order for category 20, Other (see Ritual page 53) according to SOP-Bethel-6.

MN (b) No meeting can be opened without the presence of the Charter and seven (7) members of the Bethel, including one of the first three (3) officers. There shall also be present at least one (1) Executive Member of the BGC, or an officer of the Supreme/Grand Guardian Council, or a Deputy, and at least one (1) female adult. (See MN-B-BETHEL 6 Art. XVI Sec. 1 (c) (1))

MN (c) In the event membership has declined to the point where the required seven (7) members are not available, a meeting for the purpose of reading petitions, initiating, processing affiliates, voting to move or merge, or installing members of the BGC, may be held with a lesser number providing at least one (1) of the first three (3) officers, at least one (1) Executive member of the BGC, or the Deputy, or an officer of the Supreme or Grand Guardian Council, at least one (1) female adult, and the Charter be present.

(d) The vacation period for this Bethel shall be the months of \_\_\_\_\_ and \_\_\_\_\_ (not to exceed two (2) months).

MN (e) Regular or special Bethel meetings shall not be held during the Annual Session of the Grand Guardian Council.

(f) At regular meetings, when the doors are open, anyone may view the Opening Ceremony through the Bethel Flag presentation and during the Closing Formations. The ritualistic work is confidential from the end of the Bethel Flag presentation until the Honored Queen instructs the Inner Guard to inform the Outer Guard that the Bethel is closed.

(g) Supreme, Grand, or Bethel Honors and other Proficiency Lessons shall be given by Bethel Daughters only at a closed Bethel meeting or exemplification of ritualistic work.

(h) The Honored Queen shall preside during the regular meetings of the Bethel. In case of emergency, the position of Honored Queen may be filled by an active Past Honored Queen. In the event there is no active Past Honored Queen present, the succession of officers shall be Senior Princess, Junior Princess, Guide, and Marshal.

(i) There shall be no pictures taken at a closed meeting.

(j) There shall be no open flame equipment, such as candles and/or candelabra, at any Bethel meeting. Electrified candles and candelabra may be used.

(k) There shall be an official Worship Service during each Bethel term. This service shall be held in an appropriate place of worship to be chosen by the Honored Queen and approved by the Executive members of the BGC.

(l) A suitable ceremony honoring Mrs. Ethel T. Wead Mick, the Founder of the International Order of Job’s Daughters, shall be held by this Bethel during March, the month of her birth.

(m) Bethel members shall:

(1) Enter the Messengers’ semicircle when entering or retiring from a Bethel while it is in session.

(2) Give honors and other Proficiency Lessons only in closed Bethel meetings or exemplification of the ritualistic work.

(3) Assume the attitude of prayer while the Chaplain is at the Altar.

(4) Show a receipt for dues and be examined unless vouched for by a Bethel member, Majority Member, or a member of the Supreme, Grand or Bethel Guardian Councils.

MN (n) Gifts shall not be given to a Bethel member at any meeting, including open installation, except:

(1) Past Honored Queen’s jewel.

(2) Gavel to the newly installed Honored Queen.

(3) A token gift to the retiring Honored Queen from her officers.

(4) Merit awards.

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

**Section 3. Attendance**

- (a) Attendance of adults:
- (1) Every adult witnessing the ritualistic ceremony or attending a Bethel meeting must be twenty (20) years of age unless otherwise specified and
    - [a] a Master Mason in good standing, including under the age of 20 or
    - [b] a direct descendent of a Master Mason or
    - [c] the wife, daughter, granddaughter, great-granddaughter, adopted daughter by law, mother, grandmother, sister, half-sister, step-sister, niece, grand-niece, daughter-in-law, step-daughter, step-granddaughter, sister-in-law, first or second cousin or widow of a Master Mason or
    - [d] members of an organization basing its membership requirement on Masonic relationship or
    - [e] Past Bethel Guardians or
    - [f] Majority Members of JDI or
    - [g] the parent, grandparent, step-parent, or guardian of a member of the Bethel or
    - [h] a woman under the age of twenty (20) who is a member of an organization basing its membership requirements on Masonic relationship, or if married, is eligible to membership in such an organization, or
    - [i] the husband of a Majority Member.
  - (2) Attendance of adults at Bethel meetings is a privilege which is given by and may be withdrawn by the Executive members of the BGC.
  - (3) An adult is not entitled to debate questions arising in a Bethel meeting unless an Executive Member of the BGC or a Majority Member of the Bethel.

**ARTICLE V**  
**OFFICERS**

**Section 1. Elective**

- (a) The elective officers shall be Honored Queen, Senior Princess, Junior Princess, Guide, and Marshal.

**Section 2. Appointive**

- (a) The appointive officers shall be Recorder, Treasurer, Chaplain, Librarian, Musician, First Messenger, Second Messenger, Third Messenger, Fourth Messenger, Fifth Messenger, Senior Custodian, Junior Custodian, Inner Guard, and Outer Guard.

**Section 3. Substitute**

- (a) The Honored Queen, with the approval of the Executive members of the BGC, may appoint substitute officers to learn the ritualistic work of the offices to which they are appointed, and to pro tem for absentee officers. In an emergency arising from the absence of both the regular officer and the substitute officer, a member requested to serve pro tem may read the work.

**ARTICLE VI  
ELECTION/APPOINTMENT OF OFFICERS**

**Section 1. Eligibility for Election**

- (a) To be eligible for election or appointment to any elective office, a Daughter shall have satisfactorily passed the Proficiency Lessons Examination, current edition of the Ritual. Also, she must have been a member of the Bethel and in regular attendance during the entire term in which the election is held, to be eligible for election, except in the case of a new Bethel or a Bethel under Reorganization.
- (b) Regular attendance shall be interpreted to mean present at all regular meetings of the Bethel unless excused by the Executive members of the BGC for good and sufficient reasons.
- MN (c) The ExBGC shall determine if any Daughters are not eligible due to campaigning/electioneering.
  - (1) Campaigning/electioneering shall be interpreted to mean soliciting votes for or against any member for elective office, and/or authorizing any other member(s) to do so.
  - (2) Any Daughter determined to be in violation of such campaigning/electioneering as defined in (1) above shall not be eligible for election to any elective office in the upcoming election.
  - (3) The ExBGC shall investigate any allegations carefully and, if necessary, interview any/all witnesses to the violation.
- MN (d) The BG shall announce, during the meeting at which the election is held, the names of all members who are eligible for election.

**Section 2. Election** (See MN-SOP-Bethel-4 Sec. 1)

- MN (a) Election of officers shall be held at the first meeting in the months of May and December.
- (b) The election shall be by ballot without nomination. A majority vote shall elect.
- (c) The method of balloting shall be:
  - MN (1) secret ballot.
- (d) Detailed procedure to be followed in conducting the election shall be determined by the Executive members of the BGC.
- (e) Election shall be from members present, except in case of sickness or other unavoidable absence. The Executive members of the BGC present shall decide upon and announce the eligibility of the absentee.
- (f) All members shall be entitled to vote until the end of the term even though they become twenty (20) years of age during the term.
- (g) By special dispensation given by the Grand Guardian, the Bethel may elect officers at a time other than that prescribed in Sec. 2 A. of this Article.

**Section 3. Appointment**

- (a) Appointive officers shall be appointed by the Honored Queen-elect, with the approval of the Executive members of the BGC.

**ARTICLE VII  
TERM OF OFFICE**

**Section 1.**

- (a) The term of office shall be six (6) months.
- (b) Any officer becoming twenty (20) years of age after she has been elected or appointed to an office shall complete her term of office but shall not be reelected or reappointed.

## ARTICLE VIII INSTALLATION

### Section 1. (See MN-SOP-Bethel-8)

- MN (a) The installation shall take place after the first meeting in the months of January and June. The second meeting in the months of January and June may be for the purpose of installation without formal opening and closing.
- (b) An officer, elected or appointed, not present at the time the officers were installed, shall be installed at the next regular meeting of the Bethel unless excused by the Executive members of the BGC.
- (c) A Daughter shall not be installed into office unless her dues are paid to the end of the ensuing term.
- (d) No officer shall be installed by proxy.
- (e) There shall be no open flame equipment used such as candles and/or candelabra at any Bethel installation. Electrified candles and candelabra may be used.
- (f) Officers may be installed at open installations and the taking of pictures at such installation may be permitted if it does not in any way detract from the ceremony. (See B-GGC Art. XVII Sec. 1.19)
- MN (1) There shall be no flash pictures taken during the installation or other open meeting.
- MN (2) Anyone taking approved pictures shall not leave the sidelines to take any pictures during the ceremony.
- (g) By special dispensation of the Grand Guardian, the Bethel may install officers at a time other than that prescribed in Sec. 1 A. above.
- MN (h) Installation shall not be held during the Annual Session of the Grand Guardian Council.
- MN (i) The Honored Queen's jewel, Senior Princess, Junior Princess, Guide and Marshal pins may be presented at open installation.
- MN (j) Merit awards may be presented to a Bethel member at a Bethel's installation.
- MN (k) For wearing of official regalia for Bethel installation, see MN-SOP-Bethel 21, Art. XII, Sec. 2.

## ARTICLE IX COMMITTEES

### Section 1.

- (a) After installation, the Honored Queen shall appoint the following committees and such other committees as are deemed advisable by the Executive members of the BGC:
- (1) Auditing Committee, composed of three (3) members. Refer to the Ritual for an explanation of duties.
  - (2) Pledge Committee, composed of three (3) members assisted by an Executive member of the BGC, preferably the Associate Bethel Guardian. It shall be duty of this committee to give the Pledge of Honor to late unobligated visitors (see Ritual).
  - (3) Proficiency Committee, composed of at least three (3) members. It shall be the duty of this committee to assist the members in learning the information necessary to pass the Proficiency Lessons Examination.

## ARTICLE X VACANCIES

### Section 1.

- (a) Should the Honored Queen's station become vacant during the term of office, the Executive members of the BGC shall appoint a substitute in the office. A Past Honored Queen or, if no Past Honored Queen is available, a Majority Member, neither of whom has been married or pregnant, shall be appointed to fill such vacancy.
- (b) However, when a vacancy occurs in any elective office, and if deemed advisable by the Executive members of the BGC, a special election may be held to fill such vacancy.
- (c) A vacancy in an appointive office shall be filled by a member appointed by the Honored Queen and approved by the Executive members of the BGC.

## ARTICLE XI FINANCES

### Section 1. Receipts

- (a) All monies collected in the name of the Bethel shall be received by the Bethel Recorder/Guardian Secretary and turned over to the Bethel Treasurer/Guardian Treasurer.
- (b) All monies collected, whether electronically or physically, shall be included on the Bethel meeting Form 150 (Receipts, Bills, Warrants and Order for Treasurer) and Form 151 (Bethel Treasurer's Report). Documentation of the transaction shall be included with the receipts.

### Section 2. Fees

- MN (a) The initiation fee shall be \_\_\_\_\_ dollars (\$ \_\_\_\_\_) over and above the initiation fee due to the Grand and Supreme Guardian Councils, rounded up to the nearest whole dollar.
- (b) The affiliation fee shall be one-half (1/2) the initiation fee.

### Section 3. Annual Dues

- MN (a) The fee for each member shall be \_\_\_\_\_ dollars (\$ \_\_\_\_\_), plus ten point one two dollars (\$10.12) and annually increased by two percent (2%) beginning December 31, 2007, rounded up to the nearest whole dollar, payable in advance on January 1st of each year. Members whose dues have not been paid for a period of one (1) year shall be considered delinquent.

### Section 4. Exemption from Fees and Dues (See B-GGC Art. XVII Sec. 1.22)

- (a) Petitioners and members residing in Masonic Homes or homes sponsored by an organization based on Masonic membership or Masonic relationship shall not be required to pay initiation fees or dues.

### Section 5. Disbursements

- (a) Monies shall be expended only by a majority vote of the members present at a regular meeting and by and with the consent of the Executive members of the BGC. When duly authorized, a warrant shall be issued which shall be signed by the Bethel Guardian, Recorder and Honored Queen. Upon receipt of the properly signed warrant, the Bethel Treasurer or Guardian Treasurer shall write checks. All checks shall be signed and countersigned by the Guardian Treasurer and/or other authorized Executive member of the BGC. All checks shall have two (2) signatures. When the checks have been issued, the warrant shall be signed by the Guardian Treasurer. Or
- (b) Monies electronically transferred from a Bethel's financial accounts shall be included on the Bethel meeting Form 150 (Receipts, Bills, Warrants and Order for Treasurer) and Form 151 (Bethel Treasurer's Report). Documentation of the transaction shall be included with the receipts. Additionally, minutes of the BGC meeting and the Bethel meeting shall reflect an approved transfer of the funds by the Executive members of the BGC and the Bethel Daughters.

### Section 6. Educational and Promotional Funds (See SOP-Bethel-2, Sec. 4)

- (a) Within thirty (30) days after the new officers are installed in a chartered Bethel, the Honored Queen and members shall plan a financial affair, two (2) affairs each year, for the benefit of the Educational and Promotional funds.
- (b) One-third (1/3) of the monies raised shall be retained by the Bethel, one-third (1/3) forwarded to the Educational Fund and one-third (1/3) forwarded to the Promotional Fund.
- (c) These monies, except that portion to be retained by the Bethel, shall be mailed to the Grand Secretary for use in education and promotion in the jurisdiction of Minnesota.



## ARTICLE XII OFFICIAL REGALIA

### Section 1. Description.

- (a) The official regalia of the Order shall be worn by Officers and Bethel Choir at all meetings. It shall consist of the white Grecian robe, long white slip which may be full or half, white hose which may be long or knee high, white flat shoes or white sandals without color, capes and crowns for Honored Queen, Senior and Junior Princesses, headbands for all other Officers. Headbands shall be worn by the Bethel Choir.
- (b) The robe shall be of light or heavy material, with white cords for Officers, except Honored Queen, Senior and Junior Princesses, and purple cords for Bethel Choir members. It shall be made with wing sleeves and yoke dimensions according to the pattern approved by the Board of Trustees and Executive SGC Officers..
  - (1) Cords shall be tacked along the bottom of the yoke seam to within two (2) to three (3) inches of each side of center front (measured on the curve of the yoke), crossed at center front three (3) times, then passed around the waist once and tied at the center front in a square knot one (1) inch below natural waistline. The seam at the yoke shoulder shall be taped to the undergarment if desired.
  - (2) Robes shall be a length of three (3) inches from the floor, with a four (4) inch hem, and the underslip a length of four (4) to six (6) inches from the floor.
- (c) Crowns, capes, cords and headbands shall be as prescribed by the SGC, the official capes to be of purple velvet or velveteen, trimmed with white Grecian design, or if not available, white trim as approved by the Board of Trustees, lined with purple material, or unlined as desired. No additional trimming shall be used on capes.

### Section 2. Wearing of Official Regalia

- (a) Officers and Bethel Choir shall wear official robes at all meetings.
- (b) Members to be installed into office or into the Bethel Choir shall wear official robes for the Ceremony of Installation, except that members serving as Installing Officers may be installed while wearing their dresses with the following limitations:
  - (1) The Installing Officer shall not install herself into any office or the Bethel Choir.
  - (2) Any member being installed as the Honored Queen or a Princess shall wear an official robe.
- (c) Official capes, crowns and headbands shall be worn by Bethel members only with official robes.
- (d) Jewelry worn with official robes shall be limited to regulation membership and/or officer's jewels, awards, a wrist watch and one additional piece of jewelry in keeping with the regalia of the Order and approved by the Executive members of the BGC. (See B-GGC Art. XVII Sec. 1.24 and MN-SOP-Bethel-11)
  - MN (1) Regulation membership and/or officers' jewels or merit awards worn with official robes shall be affixed directly to the robe or a plain white ribbon and shall not be attached to capes or cords.
  - MN (2) The wearing of costume jewelry at Bethel meetings should be discouraged by the Executive members of the BGC but any rules in that connection are left to their discretion.
- (e) The wearing of the official regalia of the Order in public is permissible only for promotional purposes and only with the consent of the Executive members of the BGC.
- MN (f) Flowers shall not be carried or worn by the Officers or Bethel Choir members while wearing official regalia, except that flowers may be carried in the Bible, Majority, Obligation, Necrology, Installation Ceremony and the ceremony for the Arch of Flowers.

## ARTICLE XIII DISCIPLINE

### Section 1. Supervision

- (a) All members shall be under the direct supervision of the Executive members of the BGC who shall have the power to investigate, reprimand, suspend or expel officers or members for cause.

### Section 2. Loss of Office

- (a) A Bethel officer shall lose her office and honors thereof if absent from three (3) regular Bethel meetings without good and sufficient cause. The Executive members of the BGC shall determine the validity of the cause.

### Section 3. Suspension

- (a) Insubordination, non-payment of dues, or the retention of money or property of the Bethel shall be considered cause for reprimand or suspension.
- (b) Suspension, except for the non-payment of dues, shall not exceed a period of six (6) months. After that period of time, the suspended member shall be reinstated or expelled by a majority vote of the Executive members of the BGC.

### ARTICLE XIII (CONT'D) DISCIPLINE

#### Section 4. Expulsion

- (a) Conduct that reflects discredit upon the Order or flagrant or deliberate disobedience to the laws of the Order shall be considered cause for expulsion.
- (b) A Daughter who marries or becomes pregnant while holding a Bethel office shall immediately resign from such office. Failure to do so shall be cause for expulsion from the Order.

#### Section 5. Appeal

- (a) Bethel members shall have the right to appeal against any act or decision of the Executive members of the BGC which may abrogate any rights and privileges specifically guaranteed them by these Bethel Bylaws and the Constitution and Bylaws of the SGC.
- (b) If no appeal is taken within sixty (60) days after the act or decision, the aggrieved parties shall lose the right of appeal.

### ARTICLE XIV DEMITTS

#### Section 1. General (See B-Bethel Art. III for complete details)

- (a) A member in good standing and clear on the books who desires to withdraw from the Order or who desires to transfer membership for any reason shall, upon written request to the Executive members of the Bethel Guardian Council, be granted a Demit (Form 210) which will entitle her to the privilege of visiting Bethels for a period of six (6) months from the date of issuance.

#### Section 2. Process

- (a) If, within six months, a Daughter petitions another Bethel, the Demit (complete Form 210) shall be attached to a Petition for Membership by Affiliation (Form 131). If the Daughter is elected to membership, the Guardian Secretary of the Bethel in which the Daughter is elected shall complete Form 210 and mail the sections to those designated. If the application is to another Bethel in the same State, Province, Territory or Country or to a Bethel not under GGC jurisdiction, the third copy is unnecessary and may be destroyed. The Demit shall permanently remain attached to the Petition for Membership by Affiliation and retained in the Bethel files.

#### Section 3. Resignations

- (a) A Daughter who has resigned (or left for personal reasons) her Bethel may petition a Bethel to become a member. (See B-Bethel Art. III Sec. 3)

### ARTICLE XV AMENDMENTS

#### Section 1.

- (a) The Uniform Code for Bethels may be amended by following the procedures given in SOP-SGC-16 Sec. 2 Amendments.

#### Section 2. Prerogatives of a Bethel.

- (a) The following portions of this Uniform Code may be amended by a Bethel:
  - (1) Art. I Sec. 1. City Location(s) in which the Bethel meets.
  - (2) Art. IV Sec. 1. Week, day, time, and place of regular meetings, and Sec. 2, vacation period.
  - (3) Art. VI Sec. 2. Months in which election is held.
  - (4) Art. VIII Sec. 1. Months in which installation is held.
  - (5) Art. XI Sec. 2 & 3. Amount of initiation fee and dues.
  - (6) Art. XX Sec. 1 (b) Local Rules of Operation.
- (b) Amendment(s) shall be made by presenting to the Bethel in writing the proposed amendment, and a copy of the proposed amendment sent to each member of the Bethel, each Executive member of the BGC and the Grand Deputy after which it shall lay over at least one (1) regular meeting of the Bethel before action thereon. A two-thirds (2/3) vote of Bethel members voting shall be necessary to adopt such amendment.
- (c) At least seven (7) copies of Form 122, complete with Bethel seal, shall be submitted by the Guardian Secretary to the Chairman of the Jurisprudence Committee of the GGC who shall pass same on for approval.
- (d) Not applicable.

**ARTICLE XV (CONT'D)  
AMENDMENTS**

- MN (e) Copies of amendments submitted by Bethels in this Grand Jurisdiction, when approved and signed in accordance with the GGC Manual of Rules and Regulations, shall be distributed as follows:
- (1) One (1) copy to the Grand Guardian
  - (2) One (1) copy to the Vice Grand Guardian
  - (3) One (1) copy to the Grand Secretary
  - (4) One (1) copy to the Chairman of the GGC Jurisprudence Committee
  - (5) One (1) copy to the Deputy Grand Guardian
  - (6) Two (2) or more copies to be returned to the Bethel.
- (f) Amendments shall not become effective until notice of approval has been sent to the Bethel by the Jurisprudence Committee of the SGC/GGC. Said amendments to the Uniform Code for Bethels shall be returned to the Bethel within sixty (60) days after receipt.

**MN Section 3. Other Amendments.**

- (a) The portions of the Bylaws for Bethels in Minnesota which may be amended by the GGC are listed in B-GGC Art. XVII 1.17 – 1.20, 1.22 – 1.25, and 1.27.
- (1) Daughters desiring changes to these portions of the Bylaws may submit a proposal to the Minnesota Job's Daughters Congress or to a member of the MN Grand Guardian Council.
- (b) All other portions of the Bylaws for Bethels in Minnesota must be amended by the SGC.
- (1) Daughters desiring changes to these portions of the Bylaws may submit a proposal to the Minnesota Job's Daughters Congress or to a member of the Supreme Guardian Council.

**ARTICLE XVI  
RECOMMENDATIONS FOR EXECUTIVE MEMBERS  
OF THE BETHEL GUARDIAN COUNCIL**

**Section 1.**

- (a) Bethel members shall be privileged to submit, by secret ballot, recommendations concerning those to be selected as Executive members of the BGC.
- (b) The ballots shall be collected and sealed in an envelope in the presence of the Bethel members by the Recorder who shall mail them to the Vice Grand Guardian.

**ARTICLE XVII  
PAST HONORED QUEEN'S JEWEL**

**Section 1. Regular**

- (a) Each Honored Queen who has faithfully served the Bethel for the period for which she was elected shall be presented a wallet-size Past Honored Queen's Certificate (Form 172) and an official Past Honored Queen's Jewel.
- MN (1) A Bethel should describe the jewel presented in the Local Rules of Operation (See MN-SOP-Bethel-21 Art. XX). A less costly jewel, J6A, is available as an option.
- (b) If repeating a full term as Honored Queen, a gift may be presented in recognition for services rendered, in lieu of a Past Honored Queen's Jewel.

**Section 2. Special**

- (a) Each Honored Queen whose resignation from office becomes necessary due to unforeseen circumstances shall be known as a Past Honored Queen and entitled to all honors, including a wallet-size Past Honored Queen's Certificate (Form 172) and an official Past Honored Queen's Jewel, in recognition for services rendered, provided she has qualified for the office to the satisfaction of the Executive members of the BGC.
- (1) The decision with supporting reasons shall be issued in writing.
  - (2) In the case of a negative decision, the Honored Queen shall be informed of the process for an appeal (SOP-SGC-1 Sec. 1 & 2).



**ARTICLE XVIII  
SPECIAL MEMBERS**

**Section 1. Majority Member**

- (a) Upon becoming twenty (20) years of age, or married prior to that age, each member in good standing shall become a Majority Member. She shall immediately receive gratis a certificate of Majority Membership at the end of the term and shall be entitled to receive the Majority Ceremony at such time as may be convenient.
  - (1) If she turns twenty (20), she shall be entitled to all the rights and privileges through the end of the term.
  - (2) If she marries, she shall be entitled to all the rights and privileges of a member except voting and holding office.
  - (3) If she becomes pregnant, she shall be entitled to all the rights and privileges of a member except voting and holding office.
- (b) She shall be exempt from further payment of dues.

**Section 2. Member of Honor**

- (a) An adult who has given outstanding meritorious service to the Order may be elected as a Member of Honor of the Bethel and given a Member of Honor Certificate (Form 170) by a majority vote of the members of the Bethel and upon approval of the Executive members of the BGC.

**ARTICLE XIX  
LOSS OF HONORS**

**Section 1.**

- (a) Bethel members who have resigned, or have been suspended, expelled or granted a demit which has expired, shall lose the right to be introduced by, or to use, any titles earned during their time of membership.
- (b) Reinstatement to membership shall automatically reinstate the right to the use of titles previously earned.

**ARTICLE XX  
GENERAL PROVISIONS**

**Section 1. General Provisions**

- (a) Local Rules of Operation – A Bethel may adopt Local Rules of Operation dealing with the finances and other miscellaneous operational issues, as long as these Local Rules of Operation do not conflict with the Rules and Regulations of the SGC or GGC in which the Bethel resides. All Local Rules of Operation must be approved by the Bethel members as an amendment to their Bylaws (following the procedure for approval of amendments), approved by the appropriate Jurisprudence Committee and published as part of the Bethel’s Uniform Code before they are effective.
- (b) The following are the Local Rules of Operation:

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APPROVED:

\_\_\_\_\_ Chairman of Jurisprudence Committee      \_\_\_\_\_ Grand Guardian

Date of Approval: \_\_\_\_\_      Date of Approval: \_\_\_\_\_

VERIFIED:

\_\_\_\_\_ Title      \_\_\_\_\_ Date



**REVIEW OF UNIFORM CODE FOR BETHEL**

At a meeting of the Bethel Guardian Council, held on \_\_\_\_\_ (5 years following adoption) these Bethel Bylaws were reviewed and found to be needing no amendment. A complete copy of the Bethel's Uniform Code for Bethels accompanies this form.

\_\_\_\_\_  
Signature of Bethel Guardian

Date Mailed to Committee: \_\_\_\_\_

BETHEL SEAL

Attest:

\_\_\_\_\_  
Chairman of Jurisprudence Committee

\_\_\_\_\_  
Grand Guardian

Date of Approval: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

Form RUCB