

**SUPPLEMENTAL INSTRUCTION NUMBER 7****INITIATION AND ANNUAL FEES****1. Remittance by Bethels**

- (a) An initiation fee and an annual fee will be paid by all Bethels for members initiated and members on their rolls as specified in this Instruction.
- (b) The fees shall accompany Form 112, 113 or 114 when submitted to the Executive Manager by Bethels under Supreme, and Form 110 or 111 when submitted to the Grand Secretary by Bethels under a GGC.
- (c) An update of the Membership list provided by the Executive Manager shall accompany the Annual Report and fees.

**2. Initiation Fee**

- (a) The initiation fee for each member when she joins the Order is:
  - (1) For Bethels under Supreme, ten (10.00) USD, CAD, AUD, PHP, BRL ...etc, and annually shall increase by two percent (2%) beginning January 1, 2004.
  - (2) For Bethels under a GGC, four (4.00) USD, CAD, AUD, PHP, BRL ...etc, and annually shall increase by two percent (2%) beginning January 1, 2004.
- (b) This fee shall be paid by the Bethel during the month of January for all new members who joined the Order between January 1 and December 31 of the preceding year.

**3. Annual Dues**

- (a) The annual dues shall be collected in the currency of the jurisdiction to which the member belongs
- (b) The annual dues for each member reported by chartered Bethels on December 31, 2007 is ten point one two (10.12) USD, CAD, AUD, PHP or BRL ...etc, and annually shall increase by two percent (2%).
- (c) These dues shall be paid during the month of January.
- (d) The annual fee of Bethels chartered after July 1 shall be prorated from the date of chartering. Bethels chartered less than one (1) month prior to January 1, filing their first report, shall be exempt from this fee.
- (e) The Bethels, GGCs and JGCs outside of the USA shall be exempt from remittance of fees to the Insurance Fund. (See SI 7, 4 (a)).

**4. Insurance Fee**

- (a) The annual fee for each member of the Bethel for the payment of liability insurance shall be the latest actual premium paid, plus ten percent (10%), divided by the total membership in the USA as of the last Annual Report. This fee is to be paid with each Annual Report.
- (b) The fee shall be prorated from the date of chartering for new Bethels chartered during a calendar year.
- (c) The Bethels, GGCs, and JGCs, outside the United States of America shall be exempt from remittance of this fee.

**5. Remittance by GGC**

- (a) GGCs shall collect the initiation fee and the annual dues as specified above and remit them in US dollars using the exchange rate as of December 31 to the Supreme Office so that they are received no later than March 1.
- (b) The remittances shall be accompanied by an update of the Membership list as provided by the Executive Manager, and the Annual Reports on Form 123 A, B, and C as provided in B-GGC, Art III, Sec 6(g).
- (c) The remittance shall be accompanied by a penalty if received in the Supreme Office after the deadline date of March 1. The fine to be a percentage of the total amount owed as follows: two (2) percent for one (1) through thirty (30) days over due, five (5) percent for thirty-one (31) through sixty (60) days overdue and seven and one half (7.5) percent for any period over sixty (60) days.

**6. Allocation of Fees**

- (a) Fees from Bethels under Supreme including JGCs are allocated as follows:
  - (1) From the initiation fee:
    - Fifty percent (50%) to the General Fund
    - Fifteen percent (15%) to the Educational Fund
    - Thirty-five percent (35%) to the Promotional Fund
  - (2) From the annual dues:
    - Fifty-eight percent (58%) to the General Fund
    - Thirty percent (30%) to the Promotional Fund
    - Twelve percent (12%) to the Educational Fund
- (b) Fees from GGCs are allocated as follows:
  - (1) From the initiation fee:
    - Twenty-five percent (25%) to the General Fund
    - Twelve percent (12%) to the Educational Fund
    - Thirty-eight percent (38%) to the Promotional Fund
    - Twenty-five percent (25%) to be retained by the GGC
  - (2) From the annual dues:
    - Forty-one percent (41%) to the General Fund
    - Thirty percent (30%) to the Promotional Fund
    - Twelve percent (12%) to the Educational Fund
    - Seventeen percent (17%) to be retained by the GGC