

**SUPPLEMENTAL INSTRUCTION NUMBER 11  
UNIFORM CODE FOR BETHEL**

**ARTICLE I  
NAME**

**Section 1.**

- (a) The name of this organization is 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 Supreme/Grand Guardian Council 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**

- (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 SI 2),
  - (2) his wife or wife or widow
  - (3) a member of Job's Daughters,
  - (4) or a Majority Member of Job's Daughters.
- (b) 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. Petitions**

- (a) Members shall be received by Petition for Members (Form 130). Members may also be received by Petition for Affiliation (Form 131) when accompanied by a Demit (Form 210).
- (b) Petitions for Members must be received and read at a regular Bethel meeting held previous to the date of the initiation. (See SI 14.20)

**Section 3. Investigation**

- (a) Official investigation forms (Form 132) shall be given to an Investigating 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 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 to any elective office, a Daughter shall have satisfactorily passed the Proficiency Test, current edition of the Ritual, and except in case of a new Bethel, she must have been a member of the Bethel and in regular attendance during the entire term in which the election is held.
- (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.

### Section 2. Election

- (a) Election of officers shall be held at the second meeting in the months of May and November (or, if changed by amendment, in the months of \_\_\_\_\_ and \_\_\_\_\_).
- (b) The election shall be by ballot without nomination. A majority vote shall elect.
- (c) The method of balloting shall be:
- (1) secret ballot
  - (2) viva voce
- (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 Supreme/Grand Guardian, the Bethel may elect officers at a time other than that prescribed in Sec. 1(a) of this Article. Requests for Special Dispensations from Bethels under Supreme shall be submitted on Form 200 and sent to their Supreme Deputy.

### 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.

- (a) The installation shall take place during the months of June and December (or, if changed by amendment, in the months of \_\_\_\_\_ and \_\_\_\_\_). The first or second meeting in June and December (or, if changed by amendment, the months of \_\_\_\_\_ and \_\_\_\_\_) 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, 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.
- (g) By special dispensation of the Supreme/Grand Guardian, the Bethel may install officers at a time other than that prescribed in Sec. 1 (a) above.

## 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 the duty of this committee to give the Pledge of Secrecy to late unobligated visitors (see Ritual).
  - (3) Proficiency Committee, composed of at least (3) members. It shall be the duty of this committee to assist the members in learning the information necessary to pass the Proficiency Test.

## 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 as 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 Recorder and turned over to the Bethel Treasurer.

**Section 2. Fees**

- (a) The initiation fee shall be \_\_\_\_\_.
- (b) The affiliation fee shall be one-half (1/2) the initiation fee.

**Section 3. Annual Dues**

- (a) The fee for each member shall be \_\_\_\_\_ per year, plus ten point one two (10.12) USD, CAD, AUD, PHP, BRL...etc. and annually shall increase by two percent (2%). Dues are payable in advance on January 1st of each year. Members whose fees have not been paid for a period of one (1) year shall be considered delinquent.

**Section 4. Exemption from Fees and Dues** (See SI 14.22)

- (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 and sign checks. All checks shall be countersigned by the Guardian Treasurer 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.

## 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 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 center front with a square knot one (1) inch below natural waistline. The seam at the yoke shoulder may 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 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 dress 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 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 our Order and approved by the Executive members of the BGC. (See SI 14.24)

- (e) The wearing of the official regalia of the Order in public is permissible for promotional purposes only and only with the consent of the Executive members of the BGC.

### **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 the 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.

#### **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.**

- (a) A member in good standing and clear on the books who desire to withdraw from the Order or who desires to transfer membership for any reason shall, upon written request to the Executive member of the BGC, 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.

### **ARTICLE XV AMENDMENTS**

#### **Section 1.**

- (a) The Uniform Code for Bethels may be amended by following the procedures given in SI-1, #2 Amendments.

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

- (a) The following portions of this Uniform Code may be amended by a Bethel:
- (1) Art 1, 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.
- (b) Amendments 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, after which it shall lay over at least one (1) regular meeting of the Bethel before action thereon. A two-thirds (2/3) affirmative vote of the Bethel members voting shall be necessary to adopt such amendment(s).
- (c) At least six (6) copies of Form 122, complete with Bethel seal, shall be submitted by the Guardian Secretary to the Chairman of the Jurisprudence Committee of the SGC/GGC who shall pass same on for approval.
- (d) Copies of amendment(s) submitted by Bethels under Supreme, when approved and signed by the Vice Supreme Guardian and the Chairman of the Jurisprudence Committee of the SGC, shall be distributed as follows:
  - (1) One (1) copy to the Supreme Guardian;
  - (2) One (1) copy to the Vice Supreme Guardian;
  - (3) One (1) copy to the office of the SGC
  - (4) One (1) copy to Chairman of the SGC Jurisprudence Committee
  - (5) Two (1) or more copies to be returned to the Bethel.
- (e) Copies of amendments submitted by Bethels in a Grand Jurisdiction, when approved and signed in accordance with the GGC Manual of Rules and Regulations, shall be distributed in accordance with said Manual of rules and Regulations.
- (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 of Bylaws shall be returned to the Bethel within sixty (60) days after receipt.

**ARTICLE XVI  
RECOMMENDATIONS FOR EXECUTIVE MEMBERS OF THE BGC**

**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 ballot 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 Supreme/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.
- (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 (SI 15).

**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 Degree 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.
- (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 as 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.

**APPROVED:**

Vice Supreme Guardian \_\_\_\_\_ Date \_\_\_\_\_

Chairman Jurisprudence \_\_\_\_\_ Date \_\_\_\_\_

Member Jurisprudence \_\_\_\_\_ Date \_\_\_\_\_

Member Jurisprudence \_\_\_\_\_ Date \_\_\_\_\_

Member Jurisprudence \_\_\_\_\_ Date \_\_\_\_\_

Member Jurisprudence \_\_\_\_\_ Date \_\_\_\_\_

**VERIFIED:**

Supreme Deputy \_\_\_\_\_ Date \_\_\_\_\_

Supreme Deputy \_\_\_\_\_ Date \_\_\_\_\_

Supreme Deputy \_\_\_\_\_ Date \_\_\_\_\_

Supreme Deputy \_\_\_\_\_ Date \_\_\_\_\_

Supreme Deputy \_\_\_\_\_ Date \_\_\_\_\_

Supreme Deputy \_\_\_\_\_ Date \_\_\_\_\_