

## **GENERAL DUTIES OF THE EXECUTIVE MEMBERS**

### **B-BGC 1**

#### **Section 1.**

Duties of the Executive members of the BGC are as follows:

- (a) Approve the appointive officers of the Bethel before their appointment by the Honored Queen.
- (b) Decide by majority vote of those present any question concerning the eligibility of a Daughter for a Bethel office.
- (c) Send Form 112 or 113, an annual report of Bethel conditions, to Supreme Office.
- (d) Update the membership list provided by the Executive Manager and return to the Executive Manager with the Annual Report.
- (e) Provide entertainment and instruction according to the principles of the Order at all convocations at which the ritualistic ceremony is not used.
- (f) Keep in mind the welfare of the members of the Order during periods between convocations.
- (g) Set a good example by right living and by unimpeachable deportment at all times.
- (h) See that the members of the Bethel conduct themselves according to the highest standard of deportment while attending Bethel meetings and other Job's Daughters activities.
- (i) Perform all other duties assigned them by the laws of the SGC.

#### **Section 2. Petitioners**

- (a) A majority vote of the Executive members of the BGC present at their regular or a special meeting shall elect petitioners to Bethel membership.

#### **Section 3. Vote**

- (b) C-SGC Art. VII Sect. 2(b)

- (1) The Executive members of the BGC shall elect a delegate from their membership as the duly authorized voting delegate for each Annual Session of the SGC
- (2) Each BGC shall be entitled to one (1) vote at the annual election of officers of the SGC and Board of Trustees.
- (3) Each BGC shall be entitled to one (1) vote on any legislation pertaining to Bethels under Supreme.
- (4) Past Bethel Guardians and Past Associate Bethel Guardians who have registered and received voting credentials shall have the privilege of voting at the annual election of officers of the SGC, Board of Trustees and on any legislation pertaining to Bethels under Supreme.

### **B-BGC 7**

#### **Section 2**

- (a) The Executive Members of the BGC shall have authority over the following:
  - (1) Suspension or expulsion of a Bethel member or Majority Member
  - (2) Suspension for a definite interval of the right of any Bethel officer to function in her office
  - (3) Removal of a Bethel officer from office
  - (4) Reprimand of an officer or member
  - (5) Probation for a definite period.
- (b) Notice in writing stating cause of discipline and outlining the process of appeal shall be sent to the Bethel member.
- (c) Discipline as described in paragraph (b) or suspension for nonpayment of dues shall not be reported to the Bethel members or discussed in a Bethel meeting.

## **BETHEL GUARDIAN**

### **B-BGC 1, 2 Section 1**

- (a) Call all meetings of the BGC, preside over same, and attend all Bethel meetings*
- (b) Supervise the transactions of the Bethel and see that the officers are proficient in their ritualistic work*
- (c) Teach the principles of the Order*
- (d) Maintain good order at all convocations of the Bethel*
- (e) See that all Bethel meetings are promptly opened and closed at a reasonable hour*
- (f) See that all petitioners for membership are properly investigated, advising with the Associate Bethel Guardian and members of the Investigating Committee of the Bethel regarding same*
- (g) Serve as custodian of the Bethel Charter and all copies of the proficiency work*
- (h) Make herself thoroughly familiar with the Constitution and Bylaws of the Order*
- (i)*
  - (1) See that the Bethel possess a minimum of four (4) copies of the Constitution and Bylaws, Bylaws of the Bethel, for the use of the Bethel Guardian, Associate Bethel Guardian, Guardian Secretary and Honored Queen*
  - (2) Additional copies may be provided for other Executive members and members of the Bethel as the Bethel Guardian may designate*
  - (3) Such copies remain the property of the Bethel and shall be turned over to their successors at the time of installation*
  - (4) The Bethel Guardian shall see that each copy is kept up to date by insertion of amendments received from the Executive Manager*
  - (5) Beginning with 1990 and every third year thereafter, each Bethel not under a GGC shall submit at least five (5) copies of the current Bethel Bylaws to the Chairman of the Supreme Jurisprudence Committee for review and approval*
- (j) Strive to be a companion to the Daughters in their joys and pleasures and a safe have in time of distress*
- (k) Contact parents or legal guardians of a Bethel member whose dues are delinquent before action is taken to suspend the member*
- (l) Contact Bethel members suspended for non-payment of dues, explaining to them and their parents or guardians the advantage of reinstatement before the end of one (1) year. This duty may be assigned to another Executive member of the BGC when necessary*
- (m) Perform such other duties as rightfully belong to her office*

## **ASSOCIATE BETHEL GUARDIAN**

### **B-BGC 2, 3      Section 2**

- (a) Attend all meetings of the BGC and the Bethel.*
- (b) Assist the Bethel Guardian in the performance of her duties and to assume them in her absence.*
- (c) Become familiar with the Constitution and Bylaws of the Order and assist the Bethel Guardian in seeing that they are obeyed by the members of the BGC and of the Bethel.*
- (d) Investigate the Masonic relationship of all petitioners.*
- (e) See that the books of the Bethel are audited at the close of each term and that a report is made to the Bethel at the first meeting after installation.*
- (f) Perform such other duties as will serve the best interest of the Bethel.*

## **GUARDIAN SECRETARY**

### **B-BGC 3      Section 3**

- a) Attend all meetings of the BGC and of the Bethel.*
- b) Make proper record of all meetings of the BGC.*
- c) Supervise the work of the Recorder.*
- d) See that proper record is kept of the receipts of the Bethel and that the books are closed and made available together with other necessary papers to the Associate Bethel Guardian not less than ten (10) days prior to the first meeting after installation.*
- e) Report to the Executive Manager for Bethels under Supreme, the names and addresses of:*
  - 1) All new Majority Members*
  - 2) Majority Members who have moved*
  - 3) Members and adult workers who have moved outside the jurisdiction*

## **GUARDIAN TREASURER**

### **B-BGC 3      Section 4**

- a) Attend all meetings of the BGC and of the Bethel.*
- b) Supervise the work of the Bethel Treasurer and receive all money from her, giving her a receipt for same.*
- c) Supervise the work of the Librarian by carefully reading her report before it is given in a Bethel meeting.*
- d) See that proper record is kept of the disbursements of the Bethel and that the books are closed and made available together with other necessary papers to the Associate Bethel Guardian not less than ten (10) days prior to the first meeting after installation.*

### **GUARDIAN DIRECTOR OF MUSIC**

*B-BGC 3      Section 5*

- a) If a member of the Executive BGC, attend all meetings of the BGC and of the Bethel*
- b) Have a musician proficient at all times.*
- c) Have a chorus in readiness for all ceremonials and such musical programs as may be for the good of the Order.*

### **PROMOTER OF SOCIABILITY**

*B-BGC 4      Section 1*

- a) Welcome all visitors entitled to be present.*
- b) Assist the committee appointed by the Honored Queen in the preparation of candidates, as specified in the Ritual.*
- c) Perform such other duties as will add to the social activities of the Bethel.*

## **CUSTODIAN OF PARAPHERNALIA**

### **B-BGC 4      Section 2**

- a) See that the Bethel paraphernalia is carefully preserved and train the Marshal, Senior and Junior Custodians to properly display and remove paraphernalia, as specified in the Ritual.
- b) Supervise the care and appearance of the robes.

### **B-Bethel 5      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 supplied through the Supreme Office.
  - 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 in center front with a double twist, then around the waist once and tied in double knot one (1) inch below natural waistline. The seam at the yoke shoulder may be taped to the underslip strap if a full slip is worn.
  - 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) Crown, capes 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 and for the ceremony of installation. Capes, crowns and headbands shall be worn by Bethel members only with official robes.
- b) 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 Executive members of the BGC
- c) 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.

### **PROMOTER OF FINANCE**

B-BGC 4      Section 3

- a) *Guard carefully the financial condition of the Bethel.*
- b) *Assist the Honored Queen, or the committee appointed by her, in planning and promoting such affairs as will add to the funds of the Bethel.*
- c) *Assist in the audit of the Bethel books at the conclusion of each Honored Queen's term.*

### **DIRECTOR OF EPOCHS**

B-BGC 4      Section 4

- a) *If a member of the Executive BGC, attend all meetings of the BGC and of the Bethel.*
- b) *Assist the Bethel Guardian in instructing the officers in their speaking parts that the lessons they impart to the pilgrims may be given in an impressive and reverent manner.*
- c) *Prompt officers during Bethel meetings, or train one of the Daughters to do so.*

### **PROMOTER OF HOSPITALITY**

B-BGC 4      Section 5

- a) *Assist the committee appointed by the Honored Queen to provide refreshments.*
- b) *Assist Bethel members in extending hospitality to members and guests.*

### **PROMOTER OF FRATERNAL RELATIONS**

B-BGC 5      Section 9

- a) *Contact various Masonic organizations and make known to the members thereof the ideals and purposes of the Order.*
- b) *Arrange for the Bethel officers to exemplify the ritualistic work before Masonic bodies and affiliated organizations.*

## **DIRECTOR OF PROMOTION**

B-BGC 5      Section 10

*(a) Assist the members and BGC in promoting increased interest in Bethel activities, especially increasing membership and advising parents and eligible adults that they may attend Bethel meetings.*

## **PROMOTER OF YOUTH ACTIVITIES**

B-BGC 4, 5      Section 7

*(a) Counsel and advise the younger members of the Bethel as a social group.  
(b) Encourage and foster an interest in all Bethel affairs, thus aiding the Honored Queen in the performance of her duties.*

## **PROMOTER OF GOOD WILL**

B-BGC 5      Section 8

*(a) Remember those who may be sick or in need, impressing upon the members the fact that a kind word brings sunshine into the lives of the afflicted.*

## **COMMITTEE CHAIRMEN**

B-BGC 5      Section 1. Appointment

*(a) Immediately after members of the BGC are installed, they may appoint adult committees. Such committees may bear the same designation as listed in Article III, which are not held by an Associate member of the BGC. The title of "Chairman" shall be used instead of "Promoter" or "Director".*

*Section 2. Eligibility*

*(a) Those eligible for appointment as members of committees of a BGC shall have the same qualifications as for appointment to a BGC*