

Reminders for Bethel Guardians & Guardian Secretaries

Insurance

- For insurance purposes, the Bethel's written records must include a clear reference to all approved Bethel activities. Preferably this reference should occur in the minutes of the Bethel meeting, but, if an invitation arrives too late to be considered at a regular meeting, make sure that the reference is in the BGC minutes.

Invitations

- Invitations to Bethel events should be mailed at least 4 weeks before the event.
- All correspondence to Bethels should be mailed to the Bethel Guardian or Guardian Secretary, not the Masonic Temple where the Bethel meets.

Correspondence

- Make sure correspondence is being read in the proper order:
 1. Supreme Guardian Council
 2. GGC/JGC
 3. Other Bethels
 4. Other Masonic organizations
 5. All other.
- When reading correspondence, read the sender's name first.
- Correspondence that arrives too late to be considered in a Bethel meeting does not need to be read as part of the correspondence.
- Correspondence that is very lengthy may be edited by the Bethel Guardian or Guardian Secretary as long as the complete correspondence is made available after the meeting to any member who wishes to read it.

Business

- Reports are made on any approved event that has occurred since the last meeting.
- Unfinished Business is all things previously discussed in a Bethel meeting but which has not yet occurred.
- New Business is all things not yet discussed at a Bethel meeting.
- Remember that no adult may debate questions arising in a Bethel meeting unless she/he is an executive member of the BGC or a Majority Member of the Bethel. If the HQ feels that she needs information or an opinion from an adult not privileged to speak during the business meeting, she must call upon the adult for such information or opinion.

Chaperones

- All chaperones for any activity **MUST** be approved by the Executive Members of the BGC.
- There shall be one adult chaperone for every five girls.

Additional Notes

Applying for a Special Dispensation. - .

- ® The method of initiating a request for a Special Dispensation is found in SI 6, 1 & 2
- ® The Recorder at the meeting affected, immediately following Escort, Introductions and Honors reads Special Dispensations. The Special Dispensation shall be placed on the Recorders desk prior to the meeting. The HQ asks for the reading. It is read in its entirety and stapled to minutes of the meeting.

- ® Requests are made to the Supreme Deputy (or Supreme Guardian, if necessary). If a fee is needed, checks must be made payable to the "Supreme Guardian Council".
- ® A Special Dispensation is the granting of a special privilege to a Bethel. It is necessary to advise the Supreme Deputy the reason for the request in order for him/her to know if the request can be granted. It shall be a written request, by a majority vote at a Bethel meeting (except in the case of an emergency-the BG consults with elected Bethel officers and Executive members of the BGC)
- ® Bethels shall pay a fee of \$2.00 for the following:
 - a. To dispense with regular meetings for a vacation period when no vacation period is provided for in the Bethel Bylaws.
 - b. To elect Officers at a time other than provided in the Bethel Bylaws.
 - c. To install Officers at a time other than provided in the Bethel Bylaws.
 - d. To install Officers on the date of election.
 - e. To dispense with regular meetings
 - f. To hold special meetings
 - g. To change meeting place
 - h. To change hour of the meeting
 - i. To change date of the meeting

- ® No fee shall be charged for Special Dispensations for following special privileges
 - a. To hold a special election to fill vacancy in an elective Bethel Office and to install officers so elected,
 - b. To exemplify the Ritualistic ceremonies for Masonic or appendant orders.
 - c. To hold special meetings for the Official Visit of the Supreme Guardian.
 - d. To change the date or hour of a meeting when the same falls on a legal holiday or during the week of the Annual Session of the SGC.'

Preparing the Term Calendar

Use a calendar to plan the term. Fill in regular meetings, choir practices, council meetings.

Fill in the required elements:

- Three Way Split (This is a project to raise funds for the Education Fund, the Promotion Fund and the Bethel)
- Go To Church Sunday (must be held each term)
- Initiation (must be held each term even if no candidates are available)
- Majority or Obligation Ceremony (must be held once each year)
- Proficiency for New Members
- Honoring of the Founder, Mother Mick

Fill in the State Events

- Rally
- Pageant
- Camp
- Workshop/Leadership Conference

Other elements:

- Deputy visit (this will likely be on a regular meeting date and may not be known when planning the calendar)
- Make sure to designate the meeting at which the election of officers is to be held
- Fund Raisers
- Special events: Honorings, HQ Projects, prospect parties, fun events
- Practices
- Holiday events
- Prospect Parties or Events

