

ABSENCE : Each Bethel Council shall establish an absence policy at the first council meeting after Supreme Session each year. Each daughter shall receive a copy of this written absence policy.

ANNUAL MEETING: BGC's, including Executive and Associate members, of Bethels under Supreme, shall hold their Annual Meeting during the month of APRIL, but no later than ninety (90) days prior to the Annual Session of the SGC. (C-BGC 5 Section 2 a) At the Annual Meeting, the members of the BGC present shall recommend by secret ballot the Executive members of the BGC for the ensuing year, for consideration by the Vice Supreme Guardian. The ballots shall be tabulated in the presence of those in attendance and additional ballots shall be taken until a majority recommendation appears for each office. The Executive members present shall recommend by secret ballot not more than four (4) Associate members of the Bethel Guardian Council. (C-BGC, Section 3) **Names of those receiving the majority recommendation are to be listed on Form 222 and mailed to the Vice Supreme Guardian.**

ANNUAL REPORT: The Annual Report **MUST** be completed each year. It must be **FILED AND FEES REMITTED** by JANUARY 31st (for Bethels Under Supreme) to the Supreme Office. Failure to meet this obligation is cause for a \$20.00 fine, which is the responsibility of the Executive Members of the BGC.

APPROVAL OF PROJECTS: Bethel projects and activities are to be approved by the Council PRIOR to being presented and discussed at Bethel meetings. The Council is responsible to see that all projects/activities are properly supervised and that sufficient supervision is provided. Please give our Daughters every consideration within reason when approving or disapproving their projects.

APPOINTMENT OF BETHEL GUARDIAN COUNCILS: NO-ONE can assume a Council position unless appointed by the Supreme Guardian, issued a Certificate of Appointment and duly installed by a member of the Supreme Guardian Council, which includes Past Bethel Guardians and Past Associate Bethel Guardians. All appointments are for one (1) year only. In the event of a vacancy during the year, the Supreme Guardian is to be notified immediately by either the Guardian or the Guardian Secretary. Please refer to C-BGC, Article XI, Sec. a-e for proper procedure.

AUDIT OF FINANCIAL BOOKS: It is the duty of the Associate Bethel Guardian to 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. (B-BGC, Sec. 2e, Article III, Sec 3c)

AWARDS: Information will be mailed throughout the year.

BILLS: All bills should be submitted to the Bethel and paid by a Bethel check, not from the receipts of the fund-raiser.

BETHEL COMMUNICATIONS: All communications sent to the Bethel are Bethel property and are to be read at a Bethel meeting. It is the right of the Daughters, with the approval of the Executive Bethel Guardian Council, to decide if they wish to participate in the subject of the communication.

BETHEL POLICIES: The Executive Bethel Guardian Council will develop the policies to be followed regarding: absences, chaperons, dress (attire). These policies will be in effect until changed by the newly appointed Council. The policies should be in writing and given to the Daughters at the first meeting in September. It is suggested that a copy of these policies be mailed to each Daughter's parents or guardians. This helps to keep the parents informed of your position as well as the correct procedure for communicating with your Council.

CHANGE OF ADDRESS: When a member of the Bethel Guardian Council or a Daughter moves, please forward this information to the Grand Secretary or for Bethels Under Supreme, to the Executive Manager at the Supreme Office.

CHAPERONES: All daughters attending Bethel visitations, statewide functions etc. MUST be properly chaperoned. Please keep in mind the safety and security of the Daughters as well as the responsibilities and liabilities of the Bethel Council and adults. We recommend one chaperone per five daughters.

COUNCIL INSTALLATION: The Bethel Council of Bethels Under Supreme must be installed by October 31. If a newly appointed Council member is not present at Installation then they are to be installed at the next regular Bethel meeting.

It is the responsibility of the newly appointed Bethel Guardian to contact the newly appointed Council and Committee members. She will notify them of the date, time and location of the Council installation. She will also be responsible for planning the installation. The Book of Ceremonies — Bethel Guardian Council Installation SHALL be followed without alteration.

COUNCIL MEETINGS: The Bethel Guardian Council shall set a regular date each month for Council meetings except during recognized vacation periods, as per Bethel by-laws. (C-BGC 4, Art. XII). Bethels are encouraged to hold Council meetings on a day other than a regular Bethel meeting night. The Associate members of the Bethel Guardian Council and adult committee chairmen may be invited to attend the meetings. (C-BGC 5, Art. XII, Sec 1-b). The five (5) elective officers of the Bethel and such persons as it may be necessary to invite may meet with the Bethel Guardian Council. After the matters for which their presence is required have been discussed, they shall be excused before the Bethel Guardian Council continues with its business. (C-BGC 5, Art. XII, Sec. 1-d). Associate members and adult Committee Chairmen shall be entitled to vote on all business pertaining to the Bethel except on those matters specifically delegated to the Executive members. (C-BGC, Art. XII, Sec. 1-e). All business brought before the Council should be thoroughly discussed. Many concerns and problems can be resolved when we take the time to openly communicate with each other.

In the event of absences by Council members at Bethel meetings or Council meetings, please refer to and review B-BGC, Article V, Resignations and Removals, Section 3 a, b, and c.

A suggested outline for an agenda for Council meetings is included in this Handbook.

DISPOSITION OF COUNCIL PROPERTIES: ALL MATERIALS used by the Bethel Guardian Council members are to be given to their successors as they are BETHEL PROPERTIES. An inventory of all Bethel property is to be made annually on the form in the Bethel Minute book and noted in the Council minutes. **A copy of this inventory must be sent with the Annual Report to the Executive Manager.** If this is not done then your Bethel Properties are not covered by the Insurance offered through the Supreme Guardian Council. DO NOT assume that because the Temple is insured, your properties are covered.

DRESS CODE: Each Bethel Council shall establish their own dress code. A suggested Dress Code is included in this Handbook.

EDUCATION/PROMOTION PROJECT: This is commonly referred to as the "30 day project". Within 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 Education and PROMOTIONAL funds. One-third (1/3) of the monies raised shall be retained by the Bethel, one-third (1/3) forwarded to the Education Fund and one-third (1/3) forwarded to the Promotional Fund. These monies, except that portion to be retained by the Bethel, shall be mailed to the Executive Manager.

ELECTIONS: Guidelines for Bethel are enclosed in this packet.

HIKE: In 1981 our Order adopted an international charity called HIKE which stands for Hearing Impaired Kids Endowment. Its purpose is two-fold: to put practical application to the charitable aspects of our Order and to assist in gaining publicity and recognition of our Order.

Money raised is given in the form of grants to children who need hearing aides or other assistive hearing devices. ANY child may apply for a grant. Masonic affiliation is not required. Local Bethels may search for children in need, and if a grant is approved, present it to the child and his/her family.

Local Bethels are encouraged to organize and publicize their HIKE fund raisers. For further information, please contact the HIKE Executive Secretary:

Mrs. Shirley Terrill
10115 Cherry Hill Pl
Spring Hill, FL 34608-7116

INITIATION: Each Bethel is required to do the initiatory work once per term, even if you do not have a candidate.

INSTALLATION INFORMATION: Please check the Constitution and Bylaws C-Bethel 4. Enclosed in this packet is a guideline sheet for each Senior Princess.

LAW BOOKS (Constitution and Bylaws): The Constitution and By-laws of the International Order of Job's Daughters govern our order. Each Bethel shall possess a minimum of four (4) copies of the Constitution and Bylaws, and Bylaws of the Bethel for use by the Bethel Guardian, Associate Bethel Guardian, Guardian Secretary and Honored Queen. The Bethel Guardian shall see that each copy is kept up to date by insertion of amendments received from the Executive Manager.

MAJORITY MEMBERS: Each member in good standing shall become a Majority Members upon becoming twenty (20) year of age, or married under that age and shall immediately receive gratis a certificate of Majority Membership. She shall be entitled to receive the Majority degree at such time as maybe be convenient. (SI 9 1)

MASONIC AFFILIATION: The Associate Bethel Guardian is to verify the Masonic relationship claimed on each petition.

MEMBER OF HONOR: An ADULT who has given outstanding service to our Order may be elected to be a Member of Honor. Bethel members must vote on the Member of Honor recipient. This requires a majority vote of the Daughters and the approval of the Executive Bethel Guardian Council. (B-Bethel, Art. I, Sec. 5a)

MEMBERSHIP: Each Bethel is encouraged to bring new members into the Bethel. You are encouraged to host an open meeting during the year and invite friends, prospects, and members of other fraternal organizations. Remember to always invite parents of the members, friends, and prospects. For further information and assistance, please contact the Chairman of the Promotion Committee.

MEMORIAL SERVICE: Please send a list of past or present Bethel Guardians and Associate Bethel Guardians, and members or Majority members who have passed away during the year (from August to August) to the **Supreme Chaplain**.

MOTHER MICK HONORING: Every Bethel shall honor Mrs. Ethel T. Wead Mick, the founder of the International Order of Job's Daughters, with a suitable ceremony during MARCH, the month of her birth. See C-Bethel, Sec.4 [3]. There are several ceremonies in the Book of Ceremonies that may be used or the Bethel may write its own. This honoring may take place at an open or closed meeting or may be exemplified for other Masonic bodies.

PARLIAMENTARY PROCEDURE: An adult, with the exception of an Executive Member of the Bethel Guardian Council or Majority Member, is not entitled to debate questions arising in a Bethel meeting. See C-Bethel 7, Sec 4, 3(g). Please make sure the Honored Queen is aware of this fact.

PROCEDURE FOR HANDLING BETHEL FUNDS: All money belonging to the Bethel MUST be shown in the financial books. All monies received, in cash, check or money-order, MUST be deposited. No bills are to be paid from cash received at meetings. Monies are disbursed by Bethel check after approval of the Executive Bethel Guardian Council and a vote of the Daughters.

PROFICIENCY: Ritual proficiency is a very important aspect of our Order. Our Daughters learn self-discipline, public speaking skills, poise, a sense of pride in their accomplishments, and a respect for the higher ideals in life. This year we will be emphasizing ritual proficiency. It is the responsibility of the Bethel Guardian, with the assistance of the Director of Epochs, to see that the officers are proficient in their ritualistic work. Please work with the Daughters in learning their work. Encourage them to practice individually as well as with other members of the Bethel. **There is to be only ONE open ritual in a Bethel meeting.** (C-Bethel 6a, Article XII, Sec. 1 p).

PROFICIENCY TEST: The Proficiency Test **MUST** be offered once each term. The Proficiency Test **MUST** be done under Good of the Bethel, not New Business. The Daughters taking their Proficiency Test need to understand that they are responsible for this knowledge and too many prompts will not allow them to pass the test. We suggest that the Director of Epochs go over the proficiency work with each Daughter privately. By doing this, the Director of Epochs will be able to verify that the member knows her work and it allows the member to have more experience reciting the work.

PROMOTION COMMITTEE: The Promotion Committee is available to help you in any way. Please contact the Chairman of the Committee or any one of the members. Remember the Jobie-to-be program is a very useful tool in promoting our Order.

RECEIPTS: All receipts of the Bethel should be recorded. Bank deposit should reflect the receipts of the meeting. Be sure to include interest and money deposited to CD, Saving accounts, etc.

REORGANIZATION: In the event a Bethel's membership has declined to a point where the Bethel is unable to hold three (3) consecutive meetings, the Bethel shall be placed under reorganization by the Supreme Guardian. (C-Bethel 6) See Reorganization of a Bethel SI 18.

SPECIAL DISPENSATIONS: Special dispensations are requested from and issued by the SUPREME DEPUTY. Refer to **SI 6-1, 2** for definition, procedure for request and filing, and definition of special privileges with and without fees. Those dispensations requiring a fee are to be paid by check made payable to the Supreme Guardian Council. All requests are to:

- (a) be filed on FORM 200 (Old form 53)
- (b) include the fee of \$2.00 if required
- (c) be sent to the Supreme Deputy in time to allow 14 DAYS TO PROCESS
- (d) it would be helpful if you **included a STAMPED, SELF-ADDRESSED envelope** for returning the Dispensation.

TREASURER'S REPORT: All accounts should be included in the Treasurer's report.