

**UNIFORM CODE FOR BETHEL  
FORMAT FOR BETHEL BYLAWS**

**ARTICLE I  
NAME**

**Section 1.**

- (a) The name of this organization is Bethel No. \_\_\_\_\_ of \_\_\_\_\_ of JDI. (City/Location, Indiana, USA)

**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 up building, 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 for Bethel Membership**

- (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 POL-BOT-2)
  - (2) His wife or widow
  - (3) A member of Job's Daughters
  - (4) Or a Majority Member of Job's Daughters
- (b) If, after diligent and exhaustive search, Masonic relationship cannot be verified for a Petitioner, a Majority Member and a Master Mason (other than the Bethel Guardian or Associate Bethel Guardian) may sponsor the Petitioner.
- (c) A woman under the age of twenty (20) 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. Petition**

- (a) Members shall be received by Petition for Membership (Form 130). Members may also be received by Petition for Affiliation (Form 131) when accompanied by a Demit (Form 210).
- (1) Or by submitting a Petition for Dual Membership (Form 131d).
- (b) Petitions for Membership must be received and read at a regular Bethel meeting held previous to the date of the initiation.
- (IN 1) A petition for membership may not be read more than thirty (30) days prior to the petitioner's attaining ten (10) years of age. No petitioner may be initiated prior to attaining ten (10) years of age.
- (IN c) A petition may be withdrawn by consent of the Bethel at the request of the petitioner at any time before the ballot is taken. If the petition is withdrawn or rejected, the fee shall be returned to the petitioner.
- (IN d) Election to membership shall be by a majority vote of the Executive members of the BGC present at a regular or special meeting of the Executive BGC. The ballot shall be secret.

**Section 3. Visitation**

(a) Official Visitation forms (Form 132) shall be given to an Visitation 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.

IN (a) All petitions shall be referred to a Visitation Committee of three (3) Bethel members, assisted by one (1) Executive member of the BGC, who shall report to the BG before the next regular meeting of the Bethel. Official Visitation forms (Form 132) shall be used by this committee in making their report.

**ARTICLE IV  
MEETINGS**

**Section 1. Time and Place**

(a) The regular meetings of this Bethel shall be held on the:

\_\_\_\_\_ at \_\_\_\_\_ and the  
(week and day) (time)

\_\_\_\_\_ at \_\_\_\_\_ of each month.  
(week and day) (time)

(b) The place of meeting shall be at:

\_\_\_\_\_  
(address)

(City) (Indiana) (USA)

**Section 2.**

(a) The meetings of this Bethel shall be conducted in accordance with the Ritual of the Order and in conformity with the laws of the Grand Guardian Council and the latest edition of Robert’s Rules of Order Revised. Escort, Introductions and Honors shall follow the Ritual for categories 1-19 (page 51). (page 51). The Executive Members of the BGC shall approve and provide the Honored Queen the Titles and order for Category 20, Other (see Ritual page 53) according to SOP-Bethel-6.

(IN b) No meeting can be held without the presence of the Dispensation or Charter and seven (7) members of the Bethel, including one (1) of the first three (3) officers. There shall be present at least one (1) Executive member of the BGC, or the GG or the SG or Deputy, or an officer of the GGC or SGC.

(c) In the event membership has declined to the point where the required seven (7) members are not available, a meeting for the purpose of reading petitions, initiating, processing affiliates, voting to move or merge, or installing members of the BGC, may be held with a lesser number providing at least one (1) of the first three (3) officers, at least one (1) Executive member of the BGC, or the Deputy, or an officer of the Grand Guardian Council, and the Charter be present.

(d) The vacation period for this Bethel shall be the months of \_\_\_\_\_ and \_\_\_\_\_ (not to exceed two (2) months.)

(IN e) Bethels shall dispense with their meetings during the AS of the GGC.

(f) At regular meetings, when the doors are open, anyone may view the Opening Ceremony through the Bethel Flag presentation and during the Closing Formations. The ritualistic work is confidential from the end of the Bethel Flag presentation until the Honored Queen instructs the Inner Guard to inform the Outer Guard that the Bethel is closed.

(g) Supreme, Grand, or Bethel Honors and other Proficiency Lessons shall be given by Bethel Daughters only at a closed Bethel meeting or exemplification of ritualistic work.

(h) The Honored Queen shall preside during the regular meetings of the Bethel. In case of emergency, the position of Honored Queen may be filled by an active Past Honored Queen. In the event there is no active Past Honored Queen present, the succession of officers shall be Senior Princess, Junior Princess, Guide and Marshal.

- (i) There shall be no pictures taken at a closed meeting.
- (j) There shall be no open flame equipment, such as candles and/or candelabra, at any Bethel meeting. Electrified candles and candelabra may be used.
- (k) There shall be an official Worship Service during each Bethel term. This service shall be held in an appropriate place of worship to be chosen by the Honored Queen and approved by the Executive Members of the BGC.
- (l) A suitable ceremony honoring Mrs. Ethel T. Wead Mick, the founder of the International Order of Job's Daughters, shall be held by this Bethel during March, the month of her birth.
- (m) Bethel members shall:
  - (1) Enter the Messengers' semicircle when entering or retiring from a Bethel while it is in session.
  - (2) Give honors and other Proficiency Lessons only in closed Bethel meetings or exemplification of the ritualistic work.
  - (3) Assume the attitude of prayer while the Chaplain is at the Altar.
  - (4) Show a receipt for dues and be examined unless vouched for by a Bethel member, Majority Member, or a member of the Supreme, Grand, or Bethel Guardian Councils.

### Section 3. Attendance

- (a) Attendance of adults:
  - (1) Every adult witnessing the ritualistic ceremony or attending a Bethel meeting must be twenty (20) years of age unless otherwise specified and
    - [a] a Master Mason in good standing, including under the age of 20 or
    - [b] a direct descendent of a Master Mason or
    - [c] the wife, daughter, granddaughter, great-granddaughter, adopted daughter by law, mother, grandmother, sister, half-sister, step-sister, niece, grand-niece, daughter-in-law, step-daughter, step-granddaughter, sister-in-law, first or second cousin, or widow of a Master Mason or
    - [d] members of an organization basing its membership requirement on Masonic relationship or
    - [e] Past Bethel Guardians or
    - [f] Majority Members of JDI or
    - [g] the parent, grandparent, step-parent, or guardian of a member of the Bethel or
    - [h] a woman under the age of twenty (20) who is a member of an organization basing its membership requirements on Masonic relationship, or if married, is eligible to membership in such an organization or
    - [i] the husband of a Majority Member.
  - (2) Attendance of adults at Bethel meetings is a privilege which is given by and may be withdrawn by the Executive members of the BGC.
  - (3) An adult is not entitled to debate questions arising in a Bethel meeting unless an Executive Member of the BGC or a Majority Member 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 or appointment to any elective office, a Daughter shall have satisfactorily passed the Proficiency Lessons Examination, current edition of the Ritual. Also, she must have been a member of the Bethel and in regular attendance during the entire term in which the election is held, to be eligible for election, except in the case of a new Bethel or a Bethel under reorganization.
- (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.
- (IN c) The method of balloting shall be secret ballot.
- (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 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 OFFICE**

**Section 1.**

- (a) The term of office shall be six (6) months.  
(IN 1) If the Bylaws of a Bethel provide for a vacation period, the remaining months shall be divided into two (2) equal terms, affording each HQ the same number of meetings.
- (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 Grand Guardian, the Bethel may install officers at a time other than that described in Sec. 1 (a) above.
- (IN h) The Installing Officer of a Bethel shall be their own retiring HQ. The other Installing Officers shall be PHQs of the Bethel. Where PHQs cannot serve, MMs may be asked to act as Installing Officers. If an HQ-elect has a special relative or friend who is PHQ or Majority Member of another Bethel of the JDI, she may with the approval of her Executive members of the BGC, invite not more than one (1) such person to serve as one (1) of the IOs, but not as IO.
- (IN i) The HQ-elect shall have the privilege of selecting the Installing Officers, with the approval of the Executive members of the BGC and in compliance with the C&B of JDI.
- (IN j) Where there are not enough PHQs or MMs of a Bethel to act as Installing Officers, a Bethel may ask HQs and PHQs of other Bethels to act for them.
- (IN k) When it is impossible to fill the stations of Installing Musician according to the requirements above, a musician without these qualifications may serve provided the Executive members of the BGC approve.
- (IN l) Whenever possible assisting Installing Officers, i.e., Hostess, Flag Bearer, Narrator, Bible Escort, etc., shall be members of the JDI. Adults with proper Masonic relationship may be used as Master or Mistress of Ceremonies or as Host or Hostess.

**ARTICLE IX  
COMMITTEES**

**Section 1.**

- (a) After installation, the HQ 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 Honor to late unobligated visitors (see Ritual).
  - (3) Proficiency Committee, composed of at least three (3) members. It shall be the duty of this committee to assist the members in learning the information necessary to pass the Proficiency Lessons Examination.
- (IN 4) It shall be the duty of the Sunshine Committee to administer the Sunshine Fund. (See IN-SOP-Bethel-101)
- (IN b) Each Committee shall consist of three (3) or more members and assisted by one (1) member of the BGC.

**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 has 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 HQ 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 Bethel Recorder/Guardian Secretary and turned over to the Bethel Treasurer/Guardian Treasurer.
- (b) All monies collected, whether electronically or physically, shall be included on the Bethel meeting Form 150 (Receipts, Bills, Warrants and Order for Treasurer) and Form 151 (Bethel Treasurer's Report). Documentation of the transaction shall be included with the receipts.

### 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 Fee

- (a) The fee for each member shall be \_\_\_\_\_ per year, plus ten point one two (10.12) and annually shall increase by two per cent (2%) beginning December 31, 2007. Dues are payable in advance on January 1<sup>st</sup> of each year. Members whose fees have not been paid for a period of one (1) year shall be considered delinquent.  
(IN 1) The Annual Dues for Bethels un GGC IN jurisdiction shall not be less that twelve dollars (\$12.00) payable in advance January 1<sup>st</sup> each year.

### Section 4. Exemption

- (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 checks. All checks shall be signed and countersigned by the Guardian Treasurer and/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.
- (b) Monies electronically transferred from a Bethel's financial accounts shall be included on the Bethel meeting Form 150 (Receipts, Bills, Warrants and Order for Treasurer) and Form 151 (Bethel Treasurer's Report). Documentation of the transaction shall be included with the receipts. Additionally, minutes of the Bethel Guardian Council meeting and the Bethel meeting shall reflect an approved transfer of the funds by the Executive members of the BGC and the Bethel Daughters

## 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 Princess and Junior Princess, 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 Princess and Junior Princess, 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 two (2) to 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 under slip 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 officers' jewels, awards, a wrist watch and one (1) additional piece of jewelry in keeping with the regalia of our Order and approved by the Executive members of the BGC. (See B-GGC Art. XVII Sec. 1.24)
- (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.
- (IN c) Non-payment of dues for a period of one (1) year by a Bethel member shall be cause to warrant suspension of such member from the Order by the Executive members of the BGC, provided the member has been notified by mail of delinquent dues. Until such suspension shall become actually effective, the member shall retain all rights and privileges of a member in good standing.
- (IN d) Non-payment of dues owed the Bethel at the time of marriage or the attainment of the age of twenty (20) years by a Bethel Daughter shall be cause to warrant the suspension of such Daughter from the Order by the Executive members of the BGC.



- (IN e) When a Daughter is suspended from the Order for non- payment of dues, she is suspended from all rights and privileges in any Bethel within Indiana of which she is a member (including dual membership situations).
- (IN f) The Bethel Guardian Secretary shall send a copy of the suspension notice to the Grand Secretary so that dual membership situations can be dealt with promptly and consistently.
- (IN g) The Bethel Guardian Secretary shall notify the Grand Secretary when a Daughter has been reinstated. The Grand Secretary shall notify the second (2nd) Bethel that the Daughter has regained all rights and privileges.

#### **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.
- (IN c) Notice in writing stating cause of discipline and outlining the process of appeal shall be sent to the Bethel member and her parents/guardians (if a minor).

#### **IN Section 6. Reinstatement**

- (a) Reinstatement from suspension:
  - (1) A member who has been suspended from the Order not more than one (1) year for non-payment of dues may be reinstated by the payment of all unpaid dues to the date of suspension.
  - (2) An application for reinstatement after one (1) year must be accompanied by a fee equal to one-half (1/2) of the initiation fee and all unpaid dues to the date of suspension.
  - (3) Reinstatement shall be by a majority vote of the Executive members of the BGC.
  - (IN 4) In the case of a Bethel who has lost its Charter, a suspended member may write the GS. Reinstatement shall be by a majority vote of the Executive members of the GGC.
- (b) Reinstatement from expulsion:
  - (1) A member who has been expelled from the Order may apply for reinstatement three (3) months or more after final action is taken in her case, by written application to the Executive members of the BGC of the Bethel from which she was expelled. Such application shall be in duplicate and mailed to the Guardian Secretary who shall notify all concerned.
  - (2) The Executive members of the BGC shall act upon the application at a meeting held not later than thirty (30) days after receipt of same.
  - (3) If the applicant is not satisfied with the action of the Executive members of the BGC, an appeal may be made as provided in law of Appeals and Grievances. (See SOP-SGC-1)

## ARTICLE XIV DEMITTS

### Section 1. General (See B-Bethel Art. III for complete details)

- (a) A member in good standing who desires to withdraw from the Order or who desires to transfer membership for any reason shall, upon written request to the Executive members 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.
- (IN b) If a member moves to a city in another jurisdiction the Guardian Secretary shall report her name and new address to the Grand Secretary if in a GGC jurisdiction, otherwise to the Executive Manager.

### Section 2. Process

- (a) If, within six months, a Daughter petitions another Bethel, the Demit (Form 210) shall be attached to a Petition for Membership by Affiliation (Form 131). If the Daughter is elected to membership, the Guardian Secretary of the Bethel shall complete the second, third and fourth sections of the form and mail them to the officers designated thereon. If the petition is to another Bethel in the same state or province, the fourth section is unnecessary and may be destroyed. The Demit shall be permanently attached to the Petition for Affiliation and retained in the Bethel files.
- (IN b) If the demit is more than six (6) months old, dues for the six (6) month period shall be paid in addition to the affiliation fee.
- (IN c) An active member who has demitted from the Order may renew her membership by presenting to the Bethel with which she desires to affiliate a Petition for Membership by Affiliation (Form 131). If application is made within the stated six (6) months' period, it must be accompanied by the Demit and an affiliation fee equal to one-half (1/2) of the initiation fee. If application is made at a later date, dues for the six (6) months' period as well a Demit and affiliation fee must accompany the petition. The petition must be investigated in the regular manner and approved by a majority vote of the Executive members of the BGC present at a regular or special meeting. There upon, the petitioner shall, upon signing the Bylaws of the Bethel, be enrolled as a member.

### Section 3. Resignations

- (a) A Daughter who has resigned (or left for personal reasons) her Bethel may petition a Bethel to become a member. (See B-Bethel Art. III Sec. 3)

## ARTICLE XV AMENDMENTS

### Section 1.

- (a) The Uniform Code for Bethels may be amended by following the procedures given in SOP-SGC-16, #2 Amendments.

### Section 2. Prerogatives of a Bethel

- (a) The following portions of this Uniform Code may be amended by a Bethel:
- (1) Art. I 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. 1 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
  - (6) Art XX Sec. 1 (b) Local Rules of Operation.
- (IN b) These By-laws shall be amended by presenting to the Bethel in writing the proposed amendment (signed by three (3) members in good standing) and a copy of the proposed amendment sent to each member of the Bethel, each Executive Member of the BGC and Grand Deputy, after which it shall lay over thirty (30) days before action thereon; a two thirds (2/3) vote of the Bethel members voting shall be necessary to adopt such amendment.

- (IN c) At least seven (7) copies of Form 122, complete with Bethel seal, shall be submitted by the Guardian Secretary to the Chairman of the Jurisprudence Committee of the GGC, who shall pass on same 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) One (1) copy to the Supreme Deputy
  - (6) Two (2) or more copies to be returned to the Bethel.
- (IN e) Copies of approved amendments, signed by the Jurisprudence Committee of the GGC shall be distributed as follows:
  - (1) One (1) copy to the GG,
  - (2) One (1) copy retained by the Chairman of Jurisprudence Committee
  - (3) One (1) copy to the VGG
  - (4) One (1) copy to the Grand Deputy
  - (5) One (1) copy filed in the office of the GS
  - (6) Two (2) or more copies shall be returned to the Bethel.

**ARTICLE XVI  
RECOMMENDATIONS FOR EXECUTIVE MEMBERS  
OF THE BETHEL GUARDIAN COUNCIL**

**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.
- (IN b) The ballot shall be collected and sealed in an envelope in the presence of the Bethel members by the Bethel Recorder who shall mail them to the Vice Grand Guardian. An Executive member of the BGC shall accompany her.
- (IN c) The ballots shall be taken on Form 221 at a meeting held in April, but not later than forty-five (45) days prior to the AS of the GGC.

**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 (SOP-SGC-1 Sec. 1 & 2).

**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 Ceremony 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 has 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.

**ARTICLE XX  
GENERAL PROVISIONS**

**Section 1. General Provisions**

- (a) Local Rules of Operation – A Bethel may adopt local rules of operation dealing with the finances and other Miscellaneous operational issues, as long as these Local Rules of Operation do not conflict with the Rule and Regulations of the SGC or GGC in which the Bethel resides. All Local Rules of Operation must be approved by the Bethel members as an amendment to the Bylaws (following the procedure for approval of amendments), approved by the appropriate Jurisprudence Committee and published as part of the Bethel's Uniform Code before they are effective.
- (b) The following are the Local Rules of Operation:

**APPROVED:**

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

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

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

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

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