

**GRAND GUARDIAN COUNCIL OF WISCONSIN**



**BETHEL GUARDIAN COUNCIL**

**HANDBOOK**

**A REFERENCE BOOK FOR MEMBERS OF A**

**BETHEL GUARDIAN COUNCIL**

# **BETHEL GUARDIAN COUNCIL HANDBOOK**

**This is a brief description of the general duties of a Bethel Guardian Council. Council members should become familiar with the additional information that can be found in the Constitution and Bylaws of the Supreme Guardian Council and Manual of Rules and Regulations of the Grand Guardian Council of Wisconsin.**

## **EXECUTIVE BETHEL GUARDIAN COUNCIL**

Bethel Guardian, Associate Bethel Guardian, Guardian Secretary, Guardian Treasurer, and Guardian Director of Music OR Director of Epochs.

## **GENERAL DUTIES (see B-BGC 1)**

Attend all meetings of the Bethel and the Bethel Guardian Council.  
Set a good example of right living and proper deportment at all times.  
Debate questions arising at a Bethel meeting.  
Each member shall have one vote at the Annual Session of the Grand Guardian Council  
Pay fine if BGC fails to submit Annual Report by Jan. 31st.

## **MONTHLY MEETINGS ( C-BGC 5 and B-BGC 1)**

Hold monthly meetings except during the vacation period.  
Five elected Bethel Officers and others as necessary may meet with the BGC, and may be excused after their business is concluded.  
Accurate minutes will be kept by the Guardian Secretary in a permanent Minute Book.  
Approve disbursements BEFORE the vote of Daughters at Bethel meeting.  
Determine need for Special Dispensation at least 30 days in advance.  
Vote (by majority) to elect petitioner to membership in Bethel.  
Grant Demits to members in good standing.  
Approve Bethel's selection of person receiving a Member of Honor Certificate.  
Decide if Bethel Officer's reason for absence from meeting is "good and sufficient".  
Decide eligibility of Honored Queen to become a Past Honored Queen if she finds it necessary to resign from her office. (B-Bethel 6)  
Remove an Officer if absent from three Bethel meetings without good and sufficient reason. (B-Bethel 8)  
Investigate, reprimand, suspend or expel members for cause. (B-Bethel 7)

## **MEETING HELD BEFORE INSTALLATION OF OFFICERS**

Approve Bethel Officers appointed by the incoming Honored Queen.  
Approve Installing Officers for the Installation.  
See that the Honored Queen plans a financial affair for the Educational/Promotional Fund within 30 days of the Bethel's Installation.  
Approve plans for meetings and activities for coming term.

## **MEETING HELD BEFORE ELECTION OF BETHEL OFFICERS**

Decide, by majority vote of those present, any question concerning eligibility of a Daughter for office/election. (SI-11 4)  
Determine is Officer not present is eligible for election.  
Determine proper procedure for the election of Officers.

## **ANNUAL MEETING (C-BGC 5)**

Held at least 30 days prior to the Annual Session of the Grand Guardian Council.  
Vote, by secret ballot, (including Associate Council members) for recommendation of members of the Executive Guardian Council.  
Executive Guardian Council Vote, by secret ballot, for recommendation of members of the Associate Guardian Council.

# **DUTIES OF THE BETHEL GUARDIAN COUNCIL**

## **BETHEL GUARDIAN (B-BGC 1,2)**

### **GENERAL DUTIES:**

Is the administrator of the Council. She is there to instruct, teach by example and encourage the Daughters in the basic principles as outlined in the Ritual and Bylaws. Shall call all meetings of the BGC and preside over same, and attend all Bethel meetings. Is custodian of the Bethel Charter and maintains order at all meetings of the Bethel. Advises with members of the BGC before announcing decisions. Confers with the Honored Queen beforehand to assure the meeting is properly planned. Shall see that the petitioner's investigation is properly handled. See that the Bethel has not less than 5 updated copies of the Constitution and Bylaws. Should endeavor to attend all Bethel activities and arrange for sufficient chaperones. Encourages the Daughters to plan and organize their activities, money making project, etc. by use of diplomacy. Lets the Daughters carry out their own ideas as long as it is within reason. Should become familiar with Robert's Rules of Order and instruct Daughters in its use. Should set a fine example of patience, self-control, fairness, and kindness so her conduct will be one for the Daughters to emulate. Shall attend all Schools of Instruction called by the Grand Guardian.

### **BEFORE FIRST BETHEL MEETING:**

Shall instruct Bethel Officers in their ritual work and duties. Director of Epochs may assist with memory work.

### **BEFORE ELECTION OF OFFICERS**

Shall read at the meeting before election of officers and again at the time of election, the section on election from the Uniform Code for Bethels. Art. VI, Section 1 (SI-11 4).

### **BEFORE SUSPENDING MEMBER**

Contact parents or legal guardian of a Bethel member whose dues are delinquent before action is taken to suspend the member, or may delegate that responsibility.

### **BEFORE GRAND SESSION**

Make an Annual Report on the activities and condition of the Bethel, and submit to the Grand Secretary on or before the Annual Session of the GGC. (Form 407)

### **AFTER GRAND SESSION**

Shall make a report of the Grand Guardian Council proceedings to the Bethel Guardian Council at the first council meeting after Grand Session.

## **ASSOCIATE BETHEL GUARDIAN (B-BGC 2)**

Attend all meetings of the Bethel and the Bethel Guardian Council.  
Shall investigate the Masonic Relationship of all petitioners in cooperation with the Bethel Guardian and the Investigating Committee.  
As a Master Mason he should keep those principles before him at all times.  
Attend all Schools of Instruction called by the Grand Guardian  
Keep well informed so, if necessary, may assume Guardian's duties in her absence.  
Attend as many activities of Bethel as possible.  
Be alert for the safety of the Daughters and not leave meeting place until all Daughters have safe transportation home.  
Be in Anteroom before meeting to check eligibility of adult visitors.  
Stand and repeat Pledge of Secrecy with unobligated visitors.  
During Closing Ceremony should escort new initiates, and their parents if desired, to East Line as soon as Honored Queen and Custodians have left the East and remain with them for closing.  
See that the Bethel Books are audited at the close of each term and report given at the first meeting of the new term.

## **GENERAL SUGGESTIONS FOR GUARDIAN SECRETARY:**

### **ANNUAL REPORT**

Annual Report to be sent to Bethel Guardian by the Grand Secretary in December. It is to be completed and received by the Grand Secretary by Jan. 31st. A late fee will be charged if this deadline is not met.

### **SUPPLIES**

Order all Bethel supplies from the Grand Secretary using the Order Blank for Supplies. Current price list is sent to every Bethel each year. Order Blanks can be requested from the Grand Secretary at no charge.

### **ROBES AND CORDS**

Robes and cords are ordered from the Grand Secretary using the Order Blank for Supplies. Be sure to give size (Petite, Small, Medium, Large) and type of material. (Satin or polysuede). Cords come in white and purple and in 4, 5 and 6 yard lengths. Robes will be sent from the Supreme Office, and you will be sent an invoice for them.

### **JEWELRY**

Doc Morgan Inc is the Official Jeweler for the IOJD. Every Bethel receives a catalog and current price list from Doc Morgan. Order early as some orders may take up to 6 weeks or more.

### **SPECIAL DISPENSATIONS**

Request for Special Dispensation is sent to the Grand Guardian with the \$2 fee if needed. Make check payable to the Grand Guardian Council of Wisconsin. (SI-6 1)  
A stamped, self-addressed envelope will expedite the mailing.

## **PROMOTIONAL AND EDUCATIONAL PROJECT MONEY**

One third of project money remains part of the Bethel treasury. Two thirds of the money is sent to the Grand Secretary. Make notation on check for "Pro-Ed Fund".

## **GUARDIAN SECRETARY DUTIES (B-BGC 3)**

Attend all meetings of the Bethel and the Bethel Guardian Council.

Keep accurate minutes of all Bethel Guardian Council meetings.

Supervise the work of the Recorder, but not do the work for her.

See that proper record is kept of the receipts of the Bethel and that the financial books are closed and made available for audit at the close of each term.

Report to the Grand Secretary the names of addresses of all new Majority Members, Majority Members who have moved and members/adult workers who have moved.

Check each petition to see that it is properly completed and Masonic relationship has been checked, and then instruct Recorder in proper reading of the Petition.

Send notice of dues (Form 140) to all girls whose dues are not paid by January 1st.

Keep accurate record of each Daughter in the Permanent Record Book (Form #249)

Keep accurate record on each girl in Record of Dues Binder. (Form 142.)

Issue receipts for dues, Form 141, to all members paying dues.

Order all jewelry from the catalog of the Official Jeweler, Doc Morgan, Inc.

Order all supplies from the Grand Secretary.

Be sure the bills are audited before the meeting and warrants drawn.

Shall complete the back of each petition before placing in the permanent file alphabetically and/or by year initiated.

Complete Annual Report, Form 10, and forward to the Grand Secretary with the proper fees by January 31st.

Open the Bethel in the absence of the Bethel Guardian and Associate Bethel Guardian.

## **GUARDIAN TREASURER (B-BGC 3 and 3b)**

Attend all meetings of the Bethel and the Bethel Guardian Council

Supervise the work of the Bethel Treasurer but not do the work for her.

Supervise the work of the Librarian by reading and approving her report BEFORE it is given at the meeting.

Receive money from the Bethel Treasurer/Guardian Secretary as listed on the Memo of Receipts, and deposit same before the next Bethel meeting. (Form 150)

Keep proper record of the disbursements of the Bethel and see that the books are closed and made available for audit at the end of each term.

## **GUARDIAN DIRECTOR OF MUSIC (B-BGC 3)**

If a member of the Executive Bethel Guardian Council, attend all meetings of the Bethel and BGC.

Have a musician proficient in the music needed for a Bethel meeting.

Have a choir or the Officers proficient in the music required for all ceremonies.

Encourage Daughters to prepare special music for a meeting or special event.

## **DIRECTOR OF EPOCHS (B-BGC 3)**

If a member of the Executive Bethel Guardian Council, attend all meeting of the Bethel and the BGC.

Assist the Bethel Guardian in instructing the officers in their speaking parts.

Prompt officers during the meeting.

Needs a Ritual, copy of the Proficiency Work, and a Book of Ceremonies.

# **ASSOCIATE BETHEL GUARDIAN COUNCIL AND COMMITTEE CHAIRMEN**

## **ASSOCIATE COUNCIL MEMBERS (C-BGC 2)**

Minimum of two adults in the position of either Promoter of Sociability, Custodian of Paraphernalia, Director of Epochs, Director of Music or Promoter of Finance. Two additional members may be named from any of the remaining positions listed above and also Promoter of Hospitality, Director of Patrol, Promoter of Youth Activities, Promoter of Goodwill, Promoter of Fraternal Relations and Director of Promotion. Any number of Committee Chairmen may be appointed by the Bethel Guardian Council.

## **DUTIES of ASSOCIATE COUNCIL MEMBERS: (B-BGC 4,5)**

### **PROMOTER OF SOCIABILITY**

Welcome all visitors entitled to be present.  
Assist the committee in the preparation of the candidates for initiation.  
Do such things as will add to the social activities of the Bethel.

### **CUSTODIAN OF PARAPHERNALIA**

See that Bethel Paraphernalia is cared for properly.  
Supervise the care of the robes, headbands, and all Official Regalia.  
Train the Jr. and Sr. Custodians and Marshal to properly display paraphernalia and supervise them while they set up and take down the Bethel Room.

### **PROMOTER OF FINANCE**

Should guard carefully the financial condition of the Bethel.  
Assist with the audit of the Bethel books at the end of each term.  
Assist the Honored Queen and her committees to plan activities that will add to the Bethel funds. (Suggest that a report of results of fundraiser be given at the next Bethel meeting.)

### **PROMOTER OF YOUTH ACTIVITIES**

Help and advise the younger members of the Bethel as a social group.  
Encourage an interest in all Bethel activities.



## **PROMOTER OF FRATERNAL RELATIONS**

Contact Masonic organizations and inform them of the ideals and purposes of Job's Daughters.

Arrange for the Bethel Officers to exemplify ritualistic work before Masonic bodies and appendant organizations.

## **DIRECTOR OF PROMOTION**

Assist members in promoting increased interest in Bethel activities.

Arrange for publicity about the Bethel and the IOJD, with the approval of the BGC, placed in local newspapers.

Work to help increase Bethel membership.

Advise parents and eligible adults that they may attend Bethel meetings.

## **PROMOTER OF HOSPITALITY**

Assist the committee appointed by the Honored Queen to provide refreshments.

Assist Bethel members in extending hospitality to members and guests.

## **DIRECTOR OF PATROL**

Supervise the activities of the drill team and attend all meetings.

Attend Bethel meetings whenever possible.

Give a report of her activities to the BGC when requested to do so.

## **DIRECTOR OF GOODWILL**

Remember those who may be sick or in need.

Impress upon the members how a kind word or action brings sunshine into the lives of others.

**AGENDA FOR A BETHEL GUARDIAN COUNCIL MEETING**

DATE \_\_\_\_\_

LORD’S PRAYER, DEVOTION, UPLIFTING THOUGHT

WELCOME

ROLL CALL

COMMUNICATIONS

UNFINISHED BUSINESS (Presented by Bethel Line Officers)

NEW BUSINESS (Presented by Bethel Line Officers)

DAUGHTERS EXCUSED FROM MEETING

READING OF THE BGC MINUTES;  
Moved/seconded/passed

TREASURER’S REPORT  
Moved/seconded/passed

BILLS FOR PAYMENT  
Moved/seconded/passed

UNFINISHED BUSINESS

NEW BUSINESS

NEXT MEETING: DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

LOCATION \_\_\_\_\_

MOTION TO ADJOURN MEETING

## **PROPER PROCEDURES FOR BETHEL MEETINGS**

(Before you ask!)

### **ESCORT, INTRODUCTION AND HONORS**

Have Order of Escort list set out for guests to sign before the meeting. Honors are not given at a public Installation. Honored Queen and then the Recorder may use the list.

### **READING OF SPECIAL DISPENSATION**

Should be voted on at least one meeting prior to when it is needed. After it is read at the meeting it is stapled to the minutes of that meeting.

### **ROLL CALL**

Roll is kept at the front of the Minutes/Roll Call/Inventory Book (Form #240). Recorder indicates “present” by a check or “p” or “absent” by an “a” or “e” if excused absence. Roll call is taken of Bethel Officers, Choir members and Guardian Council members.

### **MINUTES**

Minutes of a Bethel or Guardian Council meeting are PERMANENT records of that meeting and should be carefully prepared and kept for future use if needed. Make sure they are accurate, complete and legible.

Minutes of the BGC are recorded in BGC Minute Book. (Form #241)

Many Bethels have a “*fill-in*”: outline form for the minutes. This ensures that the Bethel Recorder gets all the information discussed.

### **TREASURER’S REPORT**

Report (Form #151) should be stapled to the minutes of the meeting where it is given.

### **REPORT OF BALLOT ON PETITIONS**

Report (Form #220) should be prepared by the Guardian Secretary and signed by the Bethel Guardian before the meeting. It is stapled to the minutes of that meeting.

### **CEREMONY OF INITIATION**

Permanent Record Book (Form #249) should be signed by the initiates during the Initiation Ceremony. Remaining information is filled in by the Guardian Secretary using the information on the Petition and minutes of the BGC meeting.

## COMMUNICATIONS

Recorder reads the name of the person signing the communication BEFORE she reads the communication. Help her with correct pronunciations. Non-permanent communications may be used for Bethel Scrapbook or discarded.

## PETITIONS FOR MEMBERSHIP

Only the information found within a box at the top of the Petition need to be read.  
Have a supply of the Report of the Investigating Committee handy. (Form #132)

## RECEIPTS OF THE MEETING

The form (Form #150) will start with the coin march receipts from the previous meeting. Guardian Secretary should work with the Bethel Recorder, Bethel Treasurer and Guardian Treasurer in dealing with the finances of the Bethel.

## BILLS

All bills should be signed by the Bethel Guardian and the auditing committee **BEFORE** the meeting. (**Recorder: “The bills have been/not been audited”**)  
If not, the auditing committee must come to the desk and sign the bills during the meeting.

## GOOD OF THE BETHEL

**Introduction of parents of new members.** Have a Parent Card (Form #173) made out for the Bethel Guardian to present to parents after the meeting.

**Proficiency Test.** Make sure the Proficiency Certificate (Form #174) is prepared for the Honored Queen to present to the Daughter.

**Installation of the Bethel Guardian Council.** Have the list of the members of the Bethel Guardian Council and their titles prepared for the Installing Officer. Also the Proclamation to be used at the conclusion of the ceremony should be at the desk for the use of the Installing Recorder. It is found in the SGC Book of Ceremonies.

## GENERAL MEMBERSHIP INFORMATION

A daughter is required to pay her dues prior to her installation as a Bethel Officer. She will receive a Receipt for Dues (Form #141) when this is done. If a Daughter's dues are not paid by March, she should be notified with a Notice of Dues (Form #140). By November, if dues remain unpaid, the Bethel Guardian or her delegate should personally contact the Daughter. If dues are still unpaid she may be suspended by a vote of the Executive Guardian Council. The Daughter should be sent a notice of Suspension. (Form #212)

## **BETHEL CALENDAR**

(Sample)

### **REQUIRED ACTIVITIES**

Initiation Ceremony to be held at least twice each Term.

Majority Ceremony and Obligation Ceremony held at least once each year.

Official Worship Service (Go-to-Church Sunday) to be held each Term.

Activity to benefit the Educational/Promotional Fund to be held each Term.

### **JANUARY**

Installation of Bethel Officer and Choir, if not held in December.

Audit of Bethel Books by ABG and Promoter of Finance.(Before first meeting of Term.)

First meeting of Term.

ABG reports on audit of books.

Monthly meeting of the BGC

Prepare Annual Report and plan Education/Promotional Project

### **FEBRUARY**

Two Bethel meetings

Monthly Meeting of the BGC

### **MARCH**

Two Bethel meetings.

Observe Founder's Day. (Ethel T. Wead Mick's birthday is March 9th).

Monthly meeting of the BGC

### **APRIL**

Two Bethel meetings

Bethel members informed of their right to recommend the Executive Bethel Guardian Council, and date of recommendation.

Bethel members recommend Ex BGC by secret ballot on Form 221. Recorder mails them to the Vice Grand Guardian.

Read Bylaws pertaining to election of officers prior to the election meeting.

Annual BGC meeting held to recommend Guardian Council members to the VGG.

### **MAY**

Two Bethel meetings.

Election of Officers held during the first or second meeting in May.

Read Bylaws pertaining to election before the start of the election.

Meeting of the BGC

Plan for Bethel Installation of Officers with incoming Honored Queen and line officers.

Plan for Fall Term meetings and activities.

## **ANNUAL SESSION OF THE GGC OF WISCONSIN**

Third Friday and following Saturday in May. (No Bethel meetings may be held.)  
Executive BGC members (or their proxy) each have one vote at Grand Session.  
Executive BGC pay Membership Fee to Grand Secretary for the coming year.

## **JUNE**

Two Bethel meetings

One for the purpose of Installation of officers.

Bethel Guardian Council may be installed as soon as they receive their Certificate of Appointment, either at the Bethel Installation or a Bethel meeting.

Audit of Bethel Books by ABG and Promoter of Finance before first meeting.

ABG reports on audit at first Bethel meeting.

Plan for Education/Promotional Project.

Meeting of the BGC

Report by BG on proceedings of the Annual Session.

## **JULY AND AUGUST**

Most Bethels do not hold regular meetings in July and August, but some may amend their Bethel Bylaws to hold meeting in July and August or by Dispensation.

There may be numerous activities and social gatherings during the Summer months.

## **SEPTEMBER**

Two Bethel meetings

Meeting of the BGC

JAMBOREE is the 2nd weekend in Sept. Held at the Baptist Assembly, Green Lake, WI

## **OCTOBER**

Two Bethel meetings

Meeting of the BGC

## **NOVEMBER**

Two Bethel meetings

Read Bylaws pertaining to election of officers at meeting prior to election.

Election of Officers. Read Bylaws pertaining to election, again, before election.

Begin to collect dues for coming year.

Meeting of the BGC

Contact members who are delinquent in dues. Personal contact is best.

Begin planning for Spring term and Installation of Officers.

## **DECEMBER**

Two Bethel meetings

Meeting of the BGC

Complete plans for Installation of Officers and Spring term activities.

Vote on suspensions.

Update permanent Record Book with suspensions, demits and Majority Members

Begin work on Annual Report.

## **A HELP CONCERNING ELECTIONS:**

Share with the membership by reading in a meeting, or distribute copies to the Daughters;.

There are a few things about our elections which should be explained.

Being a Job's Daughter is a privilege and a benefit to each member of the order.

We have five officers to elect:

Marshal, Guide, Junior Princess, Senior Princess, and Honored Queen.

The normal procedure is for these officers to advance to the office of Honored Queen. The reason for this is, each station helps to prepare the girl for the next higher office by giving her the necessary experience and confidence which will enable her to be a good Honored Queen.

If the girl does the work required of her office and lives up to the standards of our Order, it is harmful to the Bethel if she does not continue up the line. If you feel, however, that the girl is not qualified, the election is open and you may vote for anyone who is eligible.

In voting for Marshal, keep in mind the age the girl will be by the time she is Honored Queen.

This is not a popularity contest. You are not to try to persuade or influence any girl to vote for or against anyone. Each girl should make up her own mind and do her own voting. Always remember, you have the precious right to vote for yourself. Don't ever let anyone take this right away.

Vote by yourself, for the good of the Bethel and Job's Daughters.

Before accepting an elective office the girl should keep in mind that she will be expected to devote more time to the Bethel than she has in her previously appointed offices she has held. If she does not feel she can do this, she should not accept the office.

# DESCRIPTIVE INDEX OF FORMS

## included in this handbook

Additional Forms are listed in the Constitution and Bylaws of the SGC and the Manual of Rules and Regulations of the GGC of Wisconsin.

### Form No.

- 110** Annual Return for GGC Bethels covered by SGC insurance. Furnished by Grand Secretary to each Bethel annually to report on membership and remittance of fees.
- 122** Used for requesting approval for proposed amendments to Bethel Bylaws. (Six copies needed)
- 130** Petition for Membership, used by applicant who has never been a member of a Bethel.
- 131** Petition for Membership by Affiliation, used by a member when applying for membership in another Bethel. Must be accompanied by a Demit.
- 132** Report of Investigating Committee, used by members appointed to investigate petitioner, filled out individually and returned to the Bethel Guardian.
- 133** Notice to appear for initiation, a postcard mailed to petitioner after being elected to membership by the Executive members of the BGC.
- 134** Request for information on Masonic Relationship, used by the ABG to check on the relationship of petitioner and the standing of the Master Mason.
- 140** Notice of dues, mailed to members whose dues are unpaid.
- 141** Official Receipt for Dues. Should be properly signed and stamped with the Bethel Seal.
- 142** Record of Dues, loose leaf ledger sheet for recording dues paid by each member.
- 150** Memo of Receipts and Warrants and Order for Treasurer, and cash received. Multi-page form which provides copies for Recorder, Bethel Treasurer, Gd. Sec. and Gd. Treasurer.
- 151** Bethel Treasurer's Report, read at each regular Bethel meeting by Bethel Treasurer.
- 160** Majority Member pamphlet, with space to record her personal JD history.
- 161** Certificate of Majority Membership, 8 x 10, issued to members on becoming 20 years of age, or married before that age.
- 162** Certificate of Majority Membership, wallet size, for same purpose as form 161.
- 163** Certificate of Majority Membership, 4 x 6, for same purpose as form 161
- 170** Member of Honor Certificate, 4 x 6, by Bethels to adults in recognition of service.
- 172** Past Honored Queen's certificate, wallet size.
- 173** Parent's card, issued to parents on their first visit to Bethel, indicating they are eligible to visit other Bethels.
- 174** Proficiency Certificate, given to Bethel member who has passed the Proficiency Test.
- 201** Special Dispensation, used to grant a special privilege and attached to Bethel minutes.
- 210** Demit, issued upon members request when desiring to transfer to another Bethel or to resign from membership in Order.
- 212** Notice of Suspension, sent to Bethel member suspended for non-payment of dues.
- 220** Report on Ballot, list of petitioners to be read by Recorder, who have been elected to become members of the Bethel.
- 221** Ballot for Executive Members of the BGC, used by Bethel members to recommend for appointment to the BGC. Sent to the Vice Grand Guardian.
- 222** Report of Recommendation for BGC, used to recommend members of the Bethel Guardian Council to the Vice Grand Guardian for appointment.
- 280** Trademark Application, used to obtain permission to use the Official Trademark. Permission granted for one year only. Copy of the correct Trademark of the IOJD.



**GRAND GUARDIAN COUNCIL OF WISCONSIN  
OFFICIAL FORMS**

**Form No.**

- 401** Roll Card, filled out by Guardian Secretary for every new member and sent to Grand Secretary.
- 405** Request for Special Dispensation, used to request a change of date, time or place of a regular Bethel meeting. Sent to Grand Guardian after vote of members.
- 407** Bethel Guardian's Report, used to report of the condition of the Bethel, and printed in the Grand Guardian Council proceedings. (Form sent to each Bethel by Grand. Secretary.
- 411** Proxy Form, used to allow a member of the Associate Bethel Guardian Council to take the place of an Executive member and vote at the Annual Session of the GGC. For the office of either BG or ABG, a proxy shall be issued only if the Associate Bethel Guardian Council member, if a woman, has Masonic status or affiliation for eligibility to be appointed as BG, or if a man, is a Master Mason.

**OTHER ITEMS AVAILABLE**

Price List of Supplies sent by the Grand Secretary annually.

Order Form for Supplies from the Grand Secretary.

Masonic Affiliation Research Sheet, to be used to find Masonic affiliation for petitioner.