

**CONSTITUTION OF A
BETHEL GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
NAME**

Section 1.

- (a) The name of this organization is Job’s Daughters International, Bethel Guardian Council of Bethel Number ____,

(City)
(State, Province, Territory, or Country)

**ARTICLE II
OBJECT**

Section 1.

- (a) The object of this Organization is to provide adult guidance and supervision of all Bethel meetings and activities held in the name of JDI by this Bethel.

**ARTICLE III
AUTHORITY**

Section 1.

- (a) This BGC operates under authority of the Dispensation or Charter granted to it by the Supreme or Grand Guardian Council.

**ARTICLE IV
MEMBERSHIP**

Section 1. Membership

- (a) The membership of a BGC shall consist of not more than nine (9) adult members, five (5) of whom will be Executive members and four (4) of whom will be Associate members.

Section 2. Loss of Membership

- (a) – (c) See B-SGC Art. XXVI Sec. 1 (a)-(c)

**ARTICLE V
COUNCIL MEMBERS**

Section 1.

- (a) The BGC shall consist of:
 - (1) Executive Members of the BGC: Bethel Guardian (a woman), Associate Bethel Guardian (a Master Mason, See POL-BOT-2), Guardian Secretary, Guardian Treasurer and a fifth member to be named from the following: Guardian Director of Epochs, Guardian Director of Music, or Guardian Director of Promotion.
 - (2) Associate members of the BGC: a minimum of four (4) adults in the position of either a Promoter of Sociability, Custodian of Paraphernalia, Director of Music, Director of Epochs, Promoter of Finance, Promoter of Hospitality, Director of Patrol, Promoter of Youth Activities, Promoter of Goodwill, Promoter of Fraternal Relations, Director of Promotion, and Bethel Beekeeper.

**ARTICLE VI
ELIGIBILITY**

Section 1. Regular

- (a) Those eligible for appointment to a BGC shall be at least twenty (20) years of age. Appointees working with JDI in the USA, Canada or Australia shall be on the YPP current CAV list provided by the Executive Manager.
- (b) In addition,
 - (1) The Associate Bethel Guardian shall be a Master Mason (See POL-BOT-2) in good standing in his Lodge.
 - (2) The Bethel Guardian shall be:
 - (a) a direct descendant of a Master Mason or the wife, daughter, granddaughter, great-granddaughter, adopted daughter by law, mother, grandmother, sister, half-sister, step-sister, niece, grandniece, daughter-in-law, step-daughter, step-granddaughter, sister-in-law, first or second cousin or widow of a Master Mason or
 - (b) members of an organization basing its membership requirement on Masonic relationship or
 - (c) Past Bethel Guardians or
 - (d) Majority Members of JDI.
- (c) Adults with the eligibility of (a) or (b) above, or who are the parent, grandparent, stepparent or guardian of a member of the Bethel are eligible for appointment as Executive Members, other than Bethel Guardian and Associate Bethel Guardian, or as an Associate member of the BGC.
- (d) Executive Members of a BGC who are delinquent in paying fines shall be ineligible for reappointment. (See SOP-BGC 3 Sec. 1 (b)).
- (e) A Grand Guardian, Associate Grand Guardian, Vice Grand Guardian or Vice Associate Grand Guardian shall not serve as an Executive Member of a BGC.

Section 2. Special

- (a) The Supreme Guardian, with the consent of the Executive SGC, may appoint five (5) eligible women to serve as Executive members of the BGC in jurisdictions where Masons are prohibited by Masonic law from being Associate Bethel Guardians.
- (b) When a GGC has been organized in such jurisdiction, the Grand Guardian may appoint five (5) eligible women as Executive members of the BGC.

**BYLAWS OF A
BETHEL GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
GENERAL DUTIES OF THE EXECUTIVE MEMBERS**

Section 1. Duties of the Executive members of the BGC are as follows:

- (a) Teach and support the members of the Bethel in the planning and execution of all Bethel meetings, events and activities.
- (b) Become familiar with and reference the Constitution, Bylaws, and Standard Operating Procedures of JDI in the performance and execution of all roles and responsibilities supporting the Bethel.
- (c) Attend all Bethel and BGC meetings unless prevented by a reasonable excuse.
- (d) Review and provide feedback on the appointive officers of the Bethel before their appointment by the Honored Queen.
- (e) Decide by majority vote of those present any question concerning the eligibility of a Daughter for an elective Bethel office.
- (f) Complete and send an Annual Report of the Bethel using Form 110 (see SOP-SGC-2) as determined by the source of Bethel insurance coverage, to the Supreme Office or Grand Secretary no later than January 31 annually.
- (g) Update and return with the Annual Report the membership list provided by the Executive Manager.
- (h) Perform all other duties assigned them by the laws of the SGC and/or GGC.
- ~~(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 110, 111, 112, 113 or 114, an annual report of Bethel conditions, to Supreme Office or Grand Secretary.~~
- ~~(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 and GGC.~~
- (WI - i) The Bethel Guardian or representative shall make a report of the Grand Guardian Council proceedings and read same to the Bethel Guardian Council, the first meeting after the Grand Guardian Council Session, then file same with the Bethel Guardian Secretary.
- (WI - j) To supervise disbursement of proceeds from Educational Promotional projects as outlined in SOP-GGC-3.
- (WI - k) To approve the bylaws of all newly organized Parent Clubs. Such bylaws do not have to conform to the Uniform Code suggested in the Supreme Bylaws, but do need to be reviewed and approved by Supreme Jurisprudence to assure they do not violate Supreme Law.

Section 2. Applicants

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

Section 3. Vote

- (a) Each Executive member of the BGC shall have one (1) vote at a special meeting or Annual Session of the GGC.
- (b) Bethels under Supreme refer to B-SGC Art. XV Sec. 3 (b).

**ARTICLE II
DUTIES OF THE EXECUTIVE MEMBERS**

Section 1. The Bethel Guardian shall:

- (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 applicants for membership are properly visited, advising with the Associate Bethel Guardian and

- members of the Visitation Committee of the Bethel regarding same.
- (g) Serve as custodian of the Bethel Charter and all copies of the Proficiency Lessons.
 - (h) Make herself thoroughly familiar with the Constitution, Bylaws, and Standard Operating Procedures of the Order and if under GGC jurisdiction, the Manual.
 - (1.) See that the Bethel possesses at least two (2) copies of the Constitutions, Bylaws, Standard Operating Procedures and Uniform Code of the Bethel, and where applicable, the Manual of Rules and Regulations, for the use of the Bethel Guardian and Honored Queen.
 - (2.) These copies are the property of the Bethel and shall be turned over to their successors at the time of installation.
 - (3.) See that these copies are kept up to date by insertion of the amendments received from the Executive Manager or Grand Secretary.
 - (4.) Additional copies may be provided for the other Executive Members and members of the Bethel as the Bethel Guardian may designate.
 - ~~(WI - i) See that the Bethel possesses not less than two (2) copies of the Constitution, Bylaws, and Standard Operating Procedures of Job's Daughters International, the Manual of the Grand Guardian Council and Uniform Code for the Bethel, for the use of the Bethel Guardian and Honored Queen and such other officers of the Executive Bethel Guardian Council and of the Bethel as the Bethel Guardian may designate. Such copies shall remain the property of the Bethel and shall be turned over to their successors at the time of installation. The Bethel Guardian shall see that each copy is kept up to date by insertion of amendments received from the Supreme or Grand Secretary.~~
 - (i) Strive to be a companion to the Daughters in their joys and pleasures and a safe haven in times of distress.
 - (j) Contact parents or legal guardians of a Bethel member whose dues are delinquent before action is taken to suspend the member.
 - (k) 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.
 - (l) Ensure that the Executive Members of the BGC establish and provide to the Honored Queen the titles and order for Escort, Introductions and Honors, Category 20, Others (see Ritual page 53). This will be according to the Supreme Guardian's directive.
 - (m) Perform such other duties as rightfully belong to her office.
 - (WI - n) BLANK
 - (WI - o) Make an effort to attend every entertainment given or deputize someone to fill her place.
 - (WI - p) Be present at all Schools of Instruction called by the Grand Guardian.
 - (WI - q) Instruct the Honored Queen and other officers in the fulfillment of their duties.
 - (WI - r) Make an annual written report on the activities and conditions of the Bethel, to be submitted to the Grand Secretary on or before the date of the Annual Session of the Grand Guardian Council.
 - (WI - s) Request dispensation from the Grand Guardian for special privileges. These must be voted upon by the Bethel members, except in case of emergency.
 - (WI - t) Read at the meeting before election and again at the time of election, the section on election from SOP-Bethel-4 WI-a, b, WI-c, g, h.

Section 2. The Associate Bethel Guardian shall:

- (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, Bylaws, and Standard Operating Procedures of the Order and where applicable, the Manual, 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 applicants.
- (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.
- (WI - g) Be present at all Schools of Instruction called by the Grand Guardian.

Section 3. The Guardian Secretary shall:

- (a) Attend all meetings of the BGC and of the Bethel.
- (b) Make proper record of all meetings of the BGC.
- (WI - c) Supervise the work of the Bethel Recorder and see that she properly records the minutes and to check the minutes before they are read, and read from the minute book.

- (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 Grand Secretary, or 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.
- (WI - f) Check each petition to see that it is properly completed and the Masonic relationship has been checked and approved by the Associate Bethel Guardian. Petitions **MUST** be read at a meeting previous to initiation.
- (WI - g) Instruct the Bethel Recorder in the proper procedure of reading a petition.
- (WI - h) Send Notice of dues, Form 140, to all Daughters whose dues are not paid by January 1st.
- (WI - i) Issue demits to Daughters wishing to transfer, demit, or withdraw using Form 210 for this purpose.
- (WI - j) Keep an accurate record on each girl in Record of Dues Binder, Form 142, and keep an accurate record of each girl in the Permanent Bethel Record Book.
- (WI - k) Issue Receipt for Dues, Form 141, to all members paying dues.
- (WI - l) Order ALL supplies from the Grand Secretary.
- (WI - m) Complete the Annual Report Form 10 and forward it to the Grand Secretary with the proper fees.
- (WI - n) Receive all proceeds from money-making projects and all funds from activities. Regular procedure for payment of all bills shall be followed.
- (WI - o) Familiarize herself with the Constitution, Bylaws, and Standard Operating Procedures of Job's Daughters International.
- (WI - p) See that all itemized bills are duly authorized by the Bethel Guardian and signed by the Auditing Committee before being read at the Bethel meeting.
- (WI - q) Open the Bethel in the absence of the Bethel Guardian and Associate Bethel Guardian.

Section 4. The Guardian Treasurer shall:

- (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.
- (WI - e) Countersign all checks (also signed by Bethel Treasurer) when duly authorized on Warrant Form 18, from Guardian Secretary.
- (WI - f) Be sure that checks going to the Grand Secretary are made payable to the GRAND GUARDIAN COUNCIL (including those for special dispensations sent to the Grand Guardian) and have the invoice number of the order on them. If the checks are not for supplies the purpose should be designated in the lower left-hand corner.
- (WI - g) Keep Guardian Treasurer's Cash book with an accurate account of all money received and spent.

Section 5. The Guardian Director of Music shall:

- (a) Attend all Bethel meetings, and if an Executive BGC Member, also attend all meetings of the BGC. (See SOP-BGC-5, Sec. 3)
- (b) Partner with the Bethel Guardian to see that music is available and played during all Bethel Meetings and ceremonials as needed.

OR The Guardian Director of Epochs shall:

- (a) Attend all Bethel meetings, and if an Executive BGC Member, also attend all meetings of the BGC. (See SOP-BGC-5, Sec. 3)
- (b) Partner with the Bethel Guardian in coaching the officers in their Ritual work.
- (c) Prompt officers during Bethel meetings or designate one of the Daughters to do so.

OR The Guardian Director of Promotion shall:

- (a) Attend all Bethel meetings, and if an Executive BGC Member, also attend all meetings of the BGC. (See SOP-BGC-5, Sec. 3)
- (b) Partner with members and the BGC in developing and implementing promotional and marketing campaigns, projects and events aimed at increasing Bethel membership and participation in Bethel activities.
- (c) If there is no Promoter of Youth Activities assume all roles and responsibilities of that position.

**ARTICLE III
DUTIES OF THE ASSOCIATE MEMBERS**

Section 1. The Promoter of Sociability shall:

- (a) Attend all Bethel meetings and attend all BGC meetings when invited. (See SOP-BGC-5, Sec. 3)
- (b) Create a welcoming atmosphere by greeting visitors and encouraging socializing at Bethel meetings and events.
- (c) Assist the Preparation Committee in the preparation of candidates per the Ritual
- (d) If there is no Promoter of Hospitality assume all roles and responsibilities of that position.

Section 2. The Custodian of Paraphernalia shall:

- (a) Attend all Bethel meetings and attend all BGC meetings when invited. (See SOP-BGC-5, Sec. 3)
- (b) See that the Bethel paraphernalia is carefully accounted for and maintained.
- (c) Conduct an annual inventory of all Bethel belongings providing a report to the BGC.
- (d) Train and support the Marshal, Senior and Junior Custodians in the proper care of Bethel paraphernalia and display during Bethel meetings per the Ritual.
- (e) Provide appropriate robe cleaning and care instructions to new members and their parents or guardians as needed.

Section 3. The Promoter of Finance shall:

- (a) Attend all Bethel meetings and attend all BGC meetings when invited. (See SOP-BGC-5, Sec. 3)
- (b) Partner with the Bethel and Guardian Treasurer to understand the Bethel's finances and needs.
- (c) Assist in the audit of Bethel books at the conclusion of each term.
- (d) Partner with members and the BGC in planning and promoting fund-raising events and activities for the Bethel.

Section 4. The Director of Epochs or Director of Music or Director of Promotion shall:

(See B-BGC Art. II Sec. 5)

Section 5. The Promoter of Hospitality shall:

- (a) Attend all Bethel meetings and attend all BGC meetings when invited. (See SOP-BGC-5, Sec. 3)
- (b) Create a welcoming atmosphere by greeting visitors and encouraging participation in Bethel meeting and events.
- (c) Assist the Hospitality Committee in planning and providing refreshments when requested.
- (d) If there is no Promoter of Sociability assume all roles and responsibilities of that position.

Section 6. The Director of Patrol shall:

- (a) Attend all Bethel meetings and attend all BGC meetings when invited. (See SOP-BGC-5, Sec. 3)
- (b) Partner with the members and BGC to establish and/or promote a drill team.
- (c) Attend all drill team meetings providing coaching and supervision.

Section 7. The Promoter of Youth Activities shall:

- (a) Attend all Bethel meetings and attend all BGC meetings when invited. (See SOP-BGC-5, Sec. 3)
- (b) Partner with the members, BGC and Director of Promotion to establish and/or promote a prospective member program.
- (c) Partner with members, BGC and Director of Promotion in planning and promoting events and activities that encourage participation in the Bethel, especially younger and potential members.
- (d) Encourage and manage the Daughters participation in all competitions.

Section 8. The Promoter of Good Will shall:

- (a) Attend all Bethel meetings and attend all BGC meetings when invited. (See SOP-BGC-5, Sec. 3)
- (b) Create and/or maintain a list of Bethel members and BGC birthdays, anniversaries, and other special dates, making sure the Bethel observes or recognizes moments that create personal connection.
- (c) See that the Bethel appropriately recognizes when members, BGC members and other special people are ill or experience a personal loss.

Section 9. The Promoter of Fraternal Relations shall:

- (a) Attend all Bethel meetings and attend all BGC meetings when invited. (See SOP-BGC-5, Sec. 3)
- (b) Serve as the Bethel's emissary, establishing and maintaining a close relationship with all Masonic and affiliated bodies supporting the Bethel.

- (c) Regularly provide supporting Masonic and affiliated bodies with information and invitations to Bethel events to encourage interaction between the organizations and promote understanding.
- (d) Partner with the members and BGC in planning and promoting the exemplification of Ritual work for Masonic and affiliated bodies.

Section 10. The Bethel Beekeeper shall:

- (a) Attend all Bethel meetings and attend all BGC meetings when invited. (See SOP-BGC-5, Sec. 3)
- (b) Oversee the development, programming, and promotion of an introduction to the “Beehive” program for interested girls who have not yet reached the age for Job’s Daughters membership (also known as a Jobie to Bee, JD to Bee, or Bee).

**ARTICLE IV
ELECTION**

Section 1. There is no election of members for the BGC.

**ARTICLE V
APPOINTMENTS**

Section 1.

- (a) Members of BGCs shall be appointed by the newly elected Supreme or Grand Guardian following her election at the Annual Session of the SGC or GGC, or within thirty (30) days thereafter. Certificates for all BGC members shall be forwarded to the incoming Bethel Guardian and a list of those appointments send to the Supreme/Grand Deputy.
- (b) Bethel members shall be privileged to recommend Executive Members of the BGC. (See SOP-Bethel-15)
- (c) Instructions for newly organized Bethels are contained in SOP-Bethel-12.

**ARTICLE VI
TERM OF OFFICE**

Section 1. Regular

- (a) The term of office for members of a BGC under Supreme shall run concurrently with the SGC year and shall terminate at the close of the Annual Session of the SGC.
- (b) The term of office for members of a BGC under GGC jurisdiction shall run concurrently with the GGC year and shall terminate at the close of the Annual Session of the GGC.
- (c) Members of BGCs shall continue to perform the duties of their office until their successors have been installed.
- (WI - d) There shall be no restrictions as to the number of times a council member may be reappointed to serve a Bethel Guardian Council.

Section 2. Rights/Privileges - Titles

- (a) Bethel Guardians and Associate Bethel Guardians shall not attain the rights and privileges of Past Bethel Guardian or Past Associate Bethel Guardian unless they have served at least one (1) full SGC or GGC term in such office.
- (b) One who has not served one (1) full SGC or GGC term, but who has served with distinction as Bethel Guardian or Associate Bethel Guardian may be granted the rights and privileges of a Past Bethel Guardian and/or Past Associate Bethel Guardian upon recommendation by the Executive members of the BGC or by the Executive members of the SGC or GGC and a majority vote of the delegates present and voting at the Annual Session of the SGC or GGC.

**ARTICLE VII
MEETINGS**

Section 1. Monthly Meetings

- (a) Executive members of the BGC shall hold regular monthly meetings (except during vacation) for the discussion of all matters pertaining to the Bethel and for the good of the Order.
- (b) The Associate members of the BGC and adult committee chairmen may be invited to attend the meetings.
- (c) The five (5) elective officers of the Bethel shall be invited to meet with the BGC to discuss all business pertaining to the Bethel except those items related to disciplinary action or other sensitive topics as determined by the Executive Members of the BGC.

- (d) Accurate minutes of all BGC meetings shall be kept by the Guardian Secretary. These minutes shall be approved by the Supreme Guardian (or her Deputy) or the Grand Guardian (or her Deputy) at the time of official visit in their respective jurisdictions.
- (e) When attending a meeting of the BGC, 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.

Section 2. Annual Meeting

- (a) BGCs, 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.
- (b) BGCs, including Executive and Associate members, of Bethels under GGCs, shall hold their Annual Meeting at least thirty (30) days prior to the Annual Session of the GGC.

Section 3. Purpose of the Annual Meeting

- (a) At the Annual Meeting, the members of the BGC present shall recommend by secret ballot the Executive and Associate Members of the BGC for the ensuing year, for consideration by the Vice Grand Guardian or 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.
- (b) The Executive members present shall recommend by secret ballot not more than four (4) Associate members of the BGC.
- (c) Committee chairmen are not eligible to vote on recommendations for any members of the BGC at the Annual Meeting.
- (d) Names of those receiving a majority recommendation shall be listed on Form 222 and forwarded to the Vice Grand Guardian at least twenty (20) days prior to the Annual Session of the GGC.
- (e) Bethels under Supreme shall follow the same procedure except that Form 222 shall be mailed to the Vice Supreme Guardian at least eighty (80) days prior to the Annual Session of the SGC.

ARTICLE VIII INSTALLATION

Section 1.

- (a) If appointed by the Supreme Guardian, members of a BGC, including those reappointed, shall be installed at a meeting of the Bethel.
- (b) If appointed by the Grand Guardian, members of a BGC, including those reappointed, shall be installed according to the Manual of Rules and Regulations of the GGC.
- (c) Members of a BGC appointed by a Grand Guardian shall be installed by a member of the SGC or GGC.
- (d) Members of a BGC appointed by the Supreme Guardian shall be installed no later than October 31. Those eligible to serve as the Installing Officer for these Bethels shall be members of the SGC and Assisting Supreme Deputies, or Bethel Guardians, Associate Bethel Guardians, Past Bethel Guardians, and Past Associate Bethel Guardians of a Bethel under Supreme.
- (e) Instructions for installation of newly organized Bethels are contained in SOP-Bethel-12.

**STANDARD OPERATING PROCEDURES
OF A BETHEL GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL**

SOP-BGC-1

APPEALS

Section 1. Privilege

(a) In the event of a disagreement among members of a BGC which cannot be amicably reconciled by the Bethel Guardian, or if one or more members of the BGC are aggrieved by an act of the Supreme Guardian (for BGCs under Supreme) or the Grand Guardian (for BGCs under a GGC), the aggrieved parties may appeal the decision or ruling in the manner provided in the Law of Appeals and Grievances. (See SOP-SGC-1)

Section 2. Restriction

(a) If no appeal is taken within sixty (60) days after the acts or decisions, the aggrieved party or parties shall lose the right of appeal.

SOP-BGC-2

COMMITTEE CHAIRMEN

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 B-BGC Article III above, which are not held by an Associate Member of the BGC. The title of “Chairman” shall be used instead of “Promoter” or “Director”. Such appointments shall be reported to the Supreme Guardian and the Supreme Deputy for Bethels under Supreme or to the Grand Guardian for Bethels under a GGC and acknowledged prior to said appointment taking effect.

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. Appointees working with JDI in the USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.

SOP-BGC-3

DISCIPLINE

Section 1. Members of the BGC

- (a) Members of the BGC may be removed from office by the Supreme/Grand Guardian for cause, insubordination, misconduct, or unlawful withholding or retention of any property of a Bethel. Notice of such removal shall be given in writing, stating the cause of the removal and outline the process of appeal. This does not deny anyone removed the right of appeal as elsewhere provided. (See SOP-SGC-1)
- (b) Executive members of the BGC who are delinquent in paying fines levied in SOP-BGC-4, shall lose the right of membership in the GGC.

Section 2. Bethel Members

- (a) The Executive members of the BGC shall have authority over the following:
 - (1) Suspension or expulsion of a Bethel 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 and her parents/guardians, (if a minor).
- (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.

SOP-BGC-4

FINES

Section 1.

- (a) A fine of twenty dollars (\$20.00) shall be paid by the Executive members of the BGC who fail to file the annual report on Form 110 and remit fees by January 31. An extension of time may be given at the discretion of the Executive Manager or the Grand Secretary.

SOP-BGC-5**RESIGNATIONS AND REMOVALS****Section 1. Resignations**

- (a) A letter of resignation shall be submitted to the Guardian Secretary who shall notify the Bethel Guardian. The Bethel Guardian shall immediately call a meeting of the Executive members who shall take action on the resignation. The Bethel Guardian shall then notify the Grand Guardian, or the Supreme Guardian for Bethels under Supreme, and the member who resigned of the action taken.

Section 2. Removal of an Executive Member

- (a) In the event of the removal from office of one (1) or more Executive members of the BGC by the Grand Guardian, or the Supreme Guardian for Bethels under Supreme, the Grand Guardian or Supreme Guardian shall select and appoint those necessary to fill vacancies caused by such removal. She shall advise the remaining members of the BGC and the Grand/Supreme Deputy of her actions.

Section 3. Automatic Removal

- (a) An Executive member who fails to attend three (3) Bethel meetings or three (3) meetings of the BGC, except in case of illness or unavoidable absence, is automatically removed. (See SOP-BGC-6 and B-GGC Art. XIII Sec. 1.15)
- (b) An Associate member who is invited to attend all meetings of the BGC and fails to attend three (3) Bethel meetings or three (3) meetings of the BGC, except in case of illness or unavoidable absence, is automatically removed. (See SOP-BGC-6 and B-GGC Art. XIII Sec. 1.15)
- (c) An Associate member who is not invited to attend all meetings of the BGC and fails to attend three (3) Bethel meetings, except in case of illness or unavoidable absence, is automatically removed. (See SOP-BGC-6 and B-GGC Art. XIII Sec. 1.15)

SOP-BGC-6

VACANCIES

Section 1.

- (a) When any vacancy occurs on a BGC, the Bethel Guardian or the Guardian Secretary shall immediately notify the Grand Guardian and Grand Deputy for Bethels under a GGC or the Supreme Guardian and Supreme Deputy for Bethels under Supreme. If requested to do so by the Grand Guardian or Grand Deputy or Supreme Guardian or Supreme Deputy as appropriate, the remaining Executive Members of the BGC shall recommend to the Grand Guardian or the Supreme Guardian the name of an eligible person for appointment to the office vacated. (See B-GGC Art. XIII Sec. 1.13)
- (b) The Grand Guardian or the Supreme Guardian shall make appointments to fill vacancies in a BGC.
- (c) Those appointed shall be installed at the next regular Bethel meeting, or as soon as convenient, after receipt of the Certificate of Appointment.
- (d) If the office of Bethel Guardian becomes vacant for any cause, the Associate Bethel Guardian assumes her duties and responsibilities until her successor is appointed and installed.
- (e) See SOP-BGC-5, for resignation and removal procedures.