

2016

**WA SOP-BETHEL-2
BETHEL FINANCES**

Section 1. Receipts See SOP-Bethel 2

Section 2. Exemption from Fees and Dues See SOP-Bethel 2

Section 3. Disbursements See SOP-Bethel 2

Section 4. Educational and Promotional Funds See B-GGC Art. XVII Sec. 1.22

(a)-(b) See SOP-Bethel 2 (a-b)

(c) This fund, with the exception of that portion to be retained by the Bethel, shall be remitted to the Grand Secretary on or before the first (1st) day of May and December each year. Failure to remit these funds by the time specified shall subject the Executive members of the Bethel Guardian Council to a fine of five dollars (\$5.00), imposed by the Grand Guardian Council. (2008)

2016

**WA SOP-BETHEL-3
DISCIPLINE**

Section 1. Supervision

- (a) See SOP-Bethel 3
- (b) The GGC shall have the power to impose such penalties as may be imposed by the Executive members of the BGC.

Section 2. Hearing See SOP-Bethel 3

Section 3. Course of Action See SOP-Bethel 3

Section 4. Notice See SOP-Bethel 3

Section 5. Reinstatement See SOP-Bethel 3

**WA SOP-BETHEL-4
ELECTION**

- (a) Election of officers of chartered Bethels shall be held at the first meeting in the months of April and November.
- (b) See SOP-Bethel-4 (b)
- (c) See SOP-Bethel-4 (c – 1&2)
 - (3) Where there is only one candidate for an office, the rule requiring election by ballot may be suspended, providing there is no objection prior to the beginning of the election, and election may be determined by viva voce vote.
- (d)-(i) See SOP-Bethel-4 (d-i)
- (j) Objections may be made to the Honored Queen, or Bethel Guardian, or person assuming the duties of the Bethel Guardian in her absence, or in the meeting immediately prior to election. Members objecting must be present during election for their objection to be valid.
- (k) The election of the officers of the Bethel shall proceed in the following order:
(1) Honored Queen, (2) Senior Princess, (3) Junior Princess, (4) Guide, (5) Marshal.

**WA SOP-BETHEL-8
INSTALLATION**

Section 1. General

(a)-(d) See SOP Bethel 8

(e) The ceremony for installation of Bethel officers shall be conducted in the manner prescribed in the Book of Ceremonies published by the Supreme Guardian Council.

(f) As soon as possible after election, the Honored Queen-elect shall submit to the Executive members of the BGC for their approval, her installation plans and the names of those participating in the Installation Ceremony. No children shall be used in any part of the Installation Ceremony at any time.

Section 2. Installing Officers

(a)-(d) See SOP-Bethel 8

2016

**WA SOP-BETHEL-9
MEETINGS**

Section 1. Regular

(a)-(h) See SOP Bethel 9 (a-h)

(i) One (1) Obligation Ceremony, and one (1) Patriotic Ceremony shall be held during each Bethel term. (2013)

Section 2. Open See SOP-Bethel-9

Section 3. General Items See SOP-Bethel-9

Section 4. Attendance See SOP-Bethel-9

2016

**WA SOP-BETHEL-11
OFFICIAL REGALIA**

Section 1. Description

- (a) See SOP-Bethel 11 (a)
 - (1) When taking the place of a regular officer, substitute officers shall wear the official regalia (purple cords) at all meetings.
- (b)-(c) See SOP Bethel 11 (b-c)

Section 2. Wearing of Regalia See SOP-Bethel 11

WA SOP-BETHEL-14
PROCEDURE TO MERGE, CLOSE, OR REINSTITUTE BETHELS

1. Merge of Bethels See SOP-Bethel 14

2. Close of a Bethel

(a)-(b) See SOP-Bethel 14

(c) The Grand Guardian, with the consent in writing of the Associate Grand Guardian, Vice Grand Guardian, Vice Associate Grand Guardian, Grand Guide, Grand Marshal, Grand Inner Guard, Grand Outer Guard, or a majority of them, may revoke any Bethel Dispensation or Charter.

(d) Whenever a Bethel Charter is legally suspended, revoked or relinquished, all rights and title to all funds and properties of the Bethel possessed by it at the time of the revocation or suspension of the Charter shall revert to the GGC.

(1) The Grand Guardian shall immediately cause all such funds and properties to be seized and placed in the custody of the Grand Secretary, to be held in trust by the Grand Secretary, pending the filing of an action upon any appeal by the aggrieved parties, and final disposition of the same is made by the GGC. If at the end of one hundred eighty (180) days no appeal has been filed, funds so seized shall be placed in the General Fund of the GGC.

(2) The Bethel Charter, Permanent Record Book and Petitions shall be held permanently in the Grand Secretary's Office. The Bethel and BGC Minute Books and the Guardian Secretary's Cash Book, Bank Statements, checks and warrants for the previous five (5) years, along with the same records of the Mothers', Fathers' or Parents' Club are to be sent to the Grand Secretary's Office. All other records and properties may be disposed of by the Grand Secretary.

(3) All just bills against the Bethel at the time of revocation, suspension or surrender of the Charter shall be paid from the General Fund of the Grand Guardian Council upon presentation to the Grand Secretary and approved by the Committee on Finance. Any dues owing to the Bethel Daughters shall be refunded.

(4) The Grand Guardian is authorized to institute and prosecute under civil law such actions as may be necessary to obtain custody of the funds, regalia or other properties above mentioned.

(e) Whenever a Bethel becomes inactive or voluntarily surrenders its Bethel Charter, the Grand Guardian must notify the elected officers of this GGC within fifteen (15) days. (2017)

3. Members of a Closed Bethel See SOP-Bethel 14

4. Reinstitute a Bethel See SOP-Bethel 14

**WA SOP-BETHEL-18
SPECIAL PRIVILEGES**

1. **Definition** See SOP-Bethel 18
2. **Request and Filing** - See SOP-Bethel 18
3. **Special Privileges with Fee** - See SOP-Bethel 18
4. **Special Privileges without Fee** - See B-GGC Art. XVII Sec. 1.22
No fee shall be charged for a special dispensation to:
 - (a)-(c) See SOP-Bethel 18 (a-c)
 - (d) See SOP-Bethel 18 (d, 1-3)
 - (4) Must be postponed due to severe weather conditions.
 - (5) Falls during Job's Daughters Weekend or other statewide Job's Daughters functions.
5. **A Special Dispensation is not required to:** See SOP-Bethel 18
6. **The Supreme Guardian may issue a special dispensation for the purpose of permitting:** See SOP-Bethel 18
7. **The Supreme or Grand Guardian shall issue, for her term of office, a Special Dispensation to place a Bethel under reorganization.** See SOP-Bethel-9, B-GGC Art. XVII Sec. 1.28 and SOP-Bethel-16

2016

**WA SOP-BETHEL-20
SUPPLIES FURNISHED GRATIS TO INSTITUTED BETHEL**

1. To aid in instituting a Bethel in this jurisdiction, the same supplies furnished gratis by the SGC to a Bethel under Supreme shall be furnished.
See SOP-Bethel 20

2. See SOP-Bethel 20

2016

**SOP-BETHEL-101
PROCEDURE FOR ELECTION
OF BETHEL OFFICERS**

HONORED QUEENS AND GUARDIANS: Please read through the following instructions and procedure prior to Elections.

To be eligible for election to any elective office, a Daughter must have satisfactorily passed the Proficiency Lessons Examination, current edition of the Ritual and, except in the case of a new Bethel, a Daughter must have been a member of the Bethel in regular attendance during the entire term in which the election is held. Regular attendance shall be interpreted to mean present at all regular meetings of the Bethel unless excused by the Executive members of the Bethel Guardian Council for good and sufficient reasons.

NOTE: Under **NO** circumstances shall there be any additional qualifications.

Election of officers of Chartered Bethels shall be held at the first meetings in the months of **April** and **November**.

The election shall be by ballot. A majority vote shall elect.

Where there is only one candidate for an office, the rule requiring election by ballot may be suspended, providing there is no objection prior to the beginning of the election, and election may be determined by viva voce vote.

Objections may be made to the Honored Queen, or Bethel Guardian, or person assuming the duties of the Bethel Guardian in her absence, or in the meeting immediately prior to election. Members objecting must be present during election for their objection to be valid.

NOTE: If there has been an objection, Honored Queen so states, and proceeds to request Bethel Guardian to read the names of those Daughters who are eligible for an elective office.

If an objection is made, refer to #8b (below) – Voting by Secret Ballot. If no objection has been made, then Honored Queen states:

HONORED QUEEN: *“I will entertain a motion to suspend election by ballot where there is but one candidate to an office.”*

(NOTE: If there is no motion, the election **MUST** be by secret ballot. If there is a motion, and there is one objection in the voting, the election **MUST** be by secret ballot for all elective officers.)

HONORED QUEEN: *“Bethel Guardian, will you please read the names of those Daughters who are eligible for an elective office.”*

INSTRUCTIONS FOR HONORED QUEEN

1. Honored Queen appoints two members of the Bethel to tally the votes. Guardian Secretary also counts ballots, silently as a check. Tellers approach the Recorder's desk. The Associate Guardian will supervise the tallying of the ballots.
2. **HONORED QUEEN:** *"Members will number off. Please stand and remain standing until all have counted."* Honored Queen rises and says "one", Senior Princess rises, says "two", Junior Princess, rises, says "three"; etc. until all have counted.
3. Same procedure to be repeated as a double check (this time sitting as each member numbers off). Associate Guardian checks as count proceeds.
4. **Honored Queen announces:** *"There are _____ members entitled to vote. A majority of the votes cast for each office is necessary for election. Blanks are NOT counted as votes. However, there is no rule against casting a blank ballot or not voting if members desire."* MAJORITY MAY VARY, DEPENDING ON THE NUMBER OF VOTES CAST FOR EACH OFFICE.
5. **HONORED QUEEN:** *"The elective officers of the Bethel are: Honored Queen, Senior Princess, Junior Princess, Guide and Marshal."*
6. **HONORED QUEEN:** *"The tellers will pass out the ballots (several to each member) and pencils and return to the Recorder's desk."* (Adults DO NOT pass out ballots.)
7. **HONORED QUEEN:** *"WE WILL NOW HAVE THE ELECTION OF OFFICERS.* (one rap of gavel) The election of the officers of the Bethel shall proceed in the following order: (1) Honored Queen, (2) Senior Princess, (3) Junior Princess, (4) Guide, and (5) Marshal."

#8A. -IF VOTING BY VIVA VOCE VOTE

HONORED QUEEN: *All those aspiring to the office of _____ will rise and state your name. (pause) Are there any others aspiring to the office of _____? Since there is but one candidate aspiring to the office of _____, election to the office will be by viva voce vote.*

All those who are in favor of _____ to be elected to the office of _____ will say aye. Those opposed, nay. By your vote, you have elected _____ to the office of _____. Do you accept this office?

(Proceed in the same manner for the election of all offices where there is but one candidate aspiring.)

#8B. -IF VOTING BY SECRET BALLOT FOR OFFICES

HONORED QUEEN: *"All those aspiring to the office of _____ will rise and state your name. Thank you. You may be seated. You will now cast your ballot for the office of _____."*

Honored Queen writes her ballot. Then, after allowing sufficient time for all to write their ballots, says:

“Tellers, you will collect the ballots.”

After the ballots have been collected, Honored Queen says:

“Have all balloted who are entitled to do so?” (pause) *“I now declare the ballots closed.”*
(one rap of gavel) *Tellers, you will count the ballots.”*

One teller opens ballot, passes it to the next teller, who reads it quietly. Bethel Recorder repeats, quietly, counting 1, 2, 3, 4, tally, etc. Be sure it is the BETHEL RECORDER, and not an adult.

When through counting, the Recorder ADDS UP THE NUMBER OF VOTES CAST FOR EACH PERSON, TOTALS THEM ALL COUNTING BLANKS SEPARATELY. THE TOTAL OF ALL VOTES, INCLUDING BLANKS, SHOULD NOT EXCEED THE NUMBER OF MEMBERS ELIGIBLE TO VOTE. The Recorder then hands the tally sheet to the Honored Queen, after checking with the Guardian Secretary.

Honored Queen reads report **IN FULL**

Number of ballots	35
Number of blanks	<u>2</u>
Number of VOTES CAST	33

Necessary for election 17

(Honored Queen reads each name and the number of votes she received.)

Mary Jones, 14; Susie Brown, 10; Mary Smith, 7; Jane Doe, 2; Blank 2. Total 35.

HONORED QUEEN: *“There is no majority, so we will vote again.”*

The Honored Queen will not elaborate on it any further. (Refer back to 8B and proceed with second ballot.)

HONORED QUEEN: (after receiving tally sheet)

Number of ballots	35
Number of blanks	<u>3</u>
Number of VOTES CAST	32

Necessary for election 17

Mary Jones, 18; Susie Brown, 14; Blank 3; Total 35.

HONORED QUEEN: *“By your vote, you have elected _____ to the office of _____.
Do you accept this office?”*

If voting by ballot, repeat steps in 8B until all officers are elected.

9. **HONORED QUEEN:** *“This completes the election of officers.”* (one rap of gavel)

10. **HONORED QUEEN:** *“Associate Guardian, you will destroy the ballots. Tellers, you will please collect the unused ballots and the pencils, then return to your place in the Bethel.”* (one rap of gavel)