

UTAH MANUAL OF RULES AND REGULATIONS
GRAND GUARDIAN COUNCIL OF UTAH

SUPPLEMENTAL INSTRUCTION NUMBER 11

UNIFORM CODE FOR BETHELS

UNDER THE JURISDICTION OF THE

GRAND GUARDIAN COUNCIL OF UTAH, INC.

JOB'S DAUGHTERS INTERNATIONAL

Compiled from the
Supreme Bylaws for Bethels,
the
Utah Grand Guardian Council Bylaws for Bethels
and the
Supreme Uniform Code for Bethels S.I. 11

UNIFORM CODE FOR BETHEL NO. _____

OF _____ , UTAH

OF THE INTERNATIONAL ORDER OF JOB'S DAUGHTERS

**ARTICLE I
NAME**

Section 1.

- (a) This organization is known as **Bethel No.** _____ of _____ , **Utah** of the International Order of Job's Daughters.

Section 2.

- (a) This Bethel was instituted on _____ and operates under authority of a Charter granted by the Supreme/Grand Guardian Council on _____

**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 it's Flag, love of home and family, and reverence for the teachings of the Holy Scriptures.

**ARTICLE III
MEMBERSHIP**

Section 1. Eligibility

- (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 Master Mason, his wife or widow, a member of Job's Daughter or a Majority Member of Job's Daughters.
- (b) A woman under the age of twenty (20) years who has been married, divorced, whose marriage has been annulled or who is or ever has been pregnant (except in the case of rape or incest) is not eligible for membership.

Section 2. Petitions

- (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).
- (b) Petitions for membership shall be received and read at a regular Bethel meeting held prior to the date of the initiation. A petition for membership may not be received or 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.

Section 3. Investigation

- (a) Official investigation forms (Form 132) shall be given to an Investigating Committee consisting of three (3) members of the Bethel who shall return the completed report to the Bethel Guardian before the next regular meeting of the Bethel.

ARTICLE IV MEETINGS

Section 1. Time and Place

- (a) The regular meetings of this Bethel shall be held on the _____ and the _____ of each month.
- (b) The place of meeting shall be: _____ State of Utah.

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 Supreme/Grand Guardian Council and the latest edition of Robert's Rules of Order, Revised.
- (b) No meeting can be opened without the presence of the Charter and seven (7) members of the Bethel, including one of the first three (3) officers. There also shall be present at least one (1) Executive Member of the Bethel Guardian Council, or an officer of the Grand Guardian Council, or a Grand Deputy.
- (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 Bethel Guardian Council, 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 Bethel Guardian Council, or an officer of the Grand Guardian Council, or the Grand Deputy and the Charter are present.
- (d) The vacation period for this Bethel shall be the months of _____ and _____.
- (e) A Bethel may dispense with its meeting during the Annual Session of the Grand Guardian Council with a dispensation from the Grand Guardian, for which no fee will be charged.
- (f) At regular meetings the ritualistic work is confidential until the Honored Queen instructs the Inner Guard to notify the Outer Guard that the Bethel is closed. The doors are then opened and anyone may see the Cross, Square and Compass or Triangle Formation.
- (g) Supreme, Grand, or Bethel Honors and other Proficiency Work 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. The succession of officers 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 Bethel Guardian Council.
- (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 Work 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) Take part in the Purgings Ceremony.
 - 5) 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.

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 Bethel Guardian Council, 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 to any elective office, a Daughter shall have satisfactorily passed the Proficiency Test, current edition of the Ritual, and except in the case of a new Bethel or one being reorganized for lack of participating members, she must have been a member of the Bethel and in regular attendance during the entire term in which the election is held.
- (b) 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 reason.

Section 2. Election

- (a) Election of officers shall be held at the second meeting in the months 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.
- (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 Bethel Guardian Council.
- (e) Election shall be from members present, except in case of sickness or other unavoidable absence. The Executive members of the Bethel Guardian Council present shall decide upon and announce the eligibility of the absentee(s).
- (f) All members shall be entitled to vote until the end of their term even though they become twenty (20) years of age before the next election.
- (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.

Section 3. Appointment

- (a) Appointive officers shall be appointed by the Honored Queen-elect, with the approval of the Executive members of the Bethel Guardian Council.

**ARTICLE VII
TERM OF OFFICE**

Section 1.

- (a) The term of office shall be six (6) months.
- (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 re-elected or re-appointed.

**ARTICLE VIII
INSTALLATION**

Section 1.

- (a) The installation shall take place during the months of June and January (or, if changed by amendment, in the months of _____ and _____). The first or second meeting in June and January 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 are installed, shall be installed at the next regular meeting of the Bethel unless excused by the Executive members of the Bethel Guardian Council.
- (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 used 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 prescribed in Sec. 1(a) above.

**ARTICLE IX
COMMITTEES**

Section 1.

- (a) After installation, the Honored Queen shall appoint the following committees and such other committees as are deemed advisable by the Executive members of the Bethel Guardian Council:
 - 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 Bethel Guardian Council, preferably the Associate Bethel Guardian. It shall be the duty of this committee to give the Pledge of Secrecy to late un-obligated 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 Test.

ARTICLE X VACANCIES

Section 1.

- (a) Should the Honored Queen's station become vacant during the term of office, the Executive Members of the Bethel Guardian Council 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) When a vacancy occurs in any elective office, and if deemed advisable by the Executive Members of the Bethel Guardian Council, 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 Honored Queen and approved by the Executive Members of the Bethel Guardian Council.

ARTICLE XI FINANCES

Section 1. Receipts

- (a) All monies collected in the name of the Bethel shall be received by the Recorder and turned over to the Bethel Treasurer.
 - 1) All monies collected in the name of the Bethel drill team, choir, Junior and Senior groups or other activities shall be received by the Bethel Recorder and turned over to the Bethel Treasurer who then shall turn them over to the Bethel Guardian Treasurer, who shall keep a separate record (in a bound columnar book) for receipts and disbursements of each such fund. Report of these funds shall be included in the annual report to the Grand Secretary.

Section 2. Fees

- (a) The initiation fee shall be _____; payable at the time the petition is presented. If petitioner is rejected, the fee shall be returned.
- (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, payable in advance on January 1st of each year. Members whose dues have not been paid for a period of one (1) year shall be considered delinquent.
- (b) Dues of members initiated after January 1st should be prorated.

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 at a regular meeting and by and with the consent of the Executive Members of the Bethel Guardian Council. When duly authorized, a warrant shall be issued which shall be signed by the Bethel Guardian, Recorder and Honored Queen. Upon receipt of a properly signed warrant the Bethel Treasurer or Guardian Treasurer shall write and sign checks. All checks shall be countersigned by the Guardian Treasurer or other authorized Executive Member of the BGC. If the Guardian Treasurer or other authorized Executive member of the Bethel Guardian Council is not available, the Executive Bethel Guardian Council may appoint another adult to countersign the Bethel checks. All checks shall have two (2) signatures. When the checks have been issued the warrant shall be signed by the Guardian Treasurer.

Section 6. Educational and Promotional Funds

- (a) Within thirty (30) days after the new officers are installed in the Bethel, the Honored Queen and members shall plan a financial affair (two affairs each year) for the benefit of the Educational and Promotional Funds.
- (b) One-third (1/3) of the monies raised shall be retained by the Bethel, one-third (1/3) forwarded to the Educational Fund and one-third (1/3) forwarded to the Promotional Fund.
- (c) These monies, except that portion to be retained by the Bethel, shall be mailed to the Grand Secretary before the end of each Honored Queen's term of office.
- (d) The total monies sent to the Grand Secretary from both affairs shall be reported on the annual report submitted on Form 110.

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 the Honored Queen, Senior and Junior Princesses, headbands for all other Officers and Bethel Choir.
- (b) The robe shall be of light or heavy material, with white cords for Officers, except Honored Queen, Senior and Junior Princesses, and purple cords for Bethel Choir members. It shall be made with wing sleeves and yoke dimensions according to the pattern supplied through the Supreme Office.
 - 1) Cords shall be tacked along the bottom of the yoke seam to within 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 under garment if desired.
 - 2) Robes shall be a length to three (3) inches from the floor, with a four (4) inch hem, and the under slip a length between four (4) and 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 officer's jewels, awards, a wristwatch, an engagement ring and one additional piece of jewelry in keeping with the regalia of our order and approved by the Executive Members of the BGC.
- (e) The wearing of the official regalia of the Order in public is permissible only for promotional purposes and only with the consent of the Executive Members of the Bethel Guardian Council.

**ARTICLE XIII
DISCIPLINE**

Section 1. Supervision

- (a) All members shall be under the direct supervision of the Executive Members of the Bethel Guardian Council, 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 Bethel Guardian Council 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 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 Bethel Guardian Council.
- (c) Suspension for non-payment of dues shall not be reported to Bethel members or discussed in a Bethel meeting.

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 Bethel Guardian Council, which may abrogate any rights and privileges specifically guaranteed them by these Bethel Bylaws and the Constitution and Bylaws of the Supreme Guardian Council.
- (b) If no appeal is taken within sixty (60) days after the act or decision, the aggrieved parties shall lose the right of appeal.

**ARTICLE XIV
DEMITTS**

Section 1.

- (a) A member in good standing and clear on the books, 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 Bethel Guardian Council, 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.

**ARTICLE XV
AMENDMENTS**

Section 1.

- (a) The following portions of this Uniform Code may be amended by the Bethel.
 - (1) Article I, Section 1, City/Location in which the Bethel meets,
 - (2) Article IV, Sec 1, week, day, time and place of regular meetings, and Section 2, vacation period,
 - (3) Article VI, Sec 2, Months in which election is held,
 - (4) Article VIII, Section 1, Months in which installation is held,
 - (5) Article XI, Section 2 & 3, Amount of initiation fee and dues.

- (b) Amendments shall be made by presenting to the Bethel, in writing, the proposed amendment, and a copy of the proposed amendment sent to each member of the Bethel, after which it shall lay over at least one (1) regular meeting of the Bethel before action thereon. A two-thirds (2/3) affirmative vote of the Bethel members voting shall be necessary to adopt such amendment.
- (c) At least six (6) 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 determine the legality of the proposal. If the Chairman approves the amendment, she or he shall sign the six (6) copies and forward them in turn to the other two (2) members of the Jurisprudence Committee and the Vice Grand Guardian for approval and signatures. The Vice Grand Guardian shall retain a copy of approved amendments for her files and return the other five (5) copies to the Chairman of Jurisprudence who shall file one (1) copy for the Committee, send one (1) copy to the Grand Secretary and return the other three (3) copies to the Bethel.
- (d) The Bylaw or amendments shall not become effective until notice of approval has been sent to the Bethel by the Jurisprudence Committee of the Grand Guardian Council. Amendments to the Bethel Bylaws shall be returned to Bethels submitting same within sixty (60) days after receipt of said amendments.

**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 Bethel Guardian Council.
- (b) The ballot shall be collected and sealed in an envelope in the presence of the Bethel members by the Recorder, who shall mail them to the Vice Grand Guardian.

**ARTICLE XVII
PAST HONORED QUEEN'S JEWEL**

Section 1.

- (a) Each Honored Queen who has faithfully served the Bethel for the period for which she was elected shall be presented a wallet-sized Past Honored Queen's Certificate (Form 172) and an official Past Honored Queen's Jewel.
 - 1) The cost of the least expensive Past Honored Queen's Jewel listed in the official catalog shall be furnished by the Bethel.
- (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.

- (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-sized 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 (SI 15).
 - 3) For the purpose of applying paragraph (a), unforeseen shall be defined as incapacity due to accident or illness, or by family moving away from area.

**ARTICLE XVIII
SPECIAL MEMBERS**

Section 1. Majority Members

- (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 Degree 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.
- (c) It shall be the responsibility of Majority Members to keep their Bethels informed of any change in name or address.

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 Bethel Guardian Council.

**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.