

SUPPLEMENTAL INSTRUCTION NUMBER 10.2**GUIDELINES FOR BETHEL INSPECTION
PRIOR TO CHARTERING**

Bethels U.D and Bethels operating under a Petition to Reconstitute desiring to receive a Charter must pass an inspection prior to chartering. The Inspecting Officer must inspect and find all of the following complete and in proper order before a Charter can be granted. The time between Instituting/Reconstituting and Chartering will be no more than twelve (12) months.

1. Bethels being Reconstituted shall have a minimum of ten (10) members and five (5) Executive Council Members and four (4) Associate Council Members.
2. BGC meetings held monthly, with proper minutes being recorded and signed by the Bethel Guardian and Guardian Secretary. A copy sent to the Supreme/Grand Guardian and Supreme/Grand Deputy and Jurisdictional Guardian (if applicable).
3. Two (2) Bethel meetings held monthly, with the following being done according to the Ritual and Constitution & Bylaws.
 - (a) Bethel Minutes being kept by the Bethel Recorder or Bethel Recorder Protem, read at each meeting and signed by the Honored Queen and Bethel Recorder or Bethel Recorder Protem.
 - (b) Treasurer's Report read at each meeting, signed by the Bethel Treasurer or Bethel Treasurer Protem.
 - (c) Bills audited, properly signed by the Audit Committee and read at Bethel meetings.
 - (d) Reports given by the Daughters on all activities attended.
 - (e) Roll Call of Bethel Officers, installed Choir members and BGC and Committee taken.
 - (f) Escort, Introductions and Honors being done properly.
 - (g) Motions being made and completed in proper manner.
 - (h) Honored Queen conducting meetings according to the Ritual and Constitution & Bylaws.
 - (i) Bethel Room set up according to the Ritual.
4. All required Bethel Committees in place and knowledgeable about their duties.
5. Inventory of all Bethel paraphernalia and property completed and a copy sent to the Executive Manager/Grand Secretary/Jurisdictional Secretary. The original shall be recorded in or attached to the proper Bethel Minute Book.
6. Bethel Cash books properly completed following each meeting with special attention given to the following:
 - (a) Receipts of each meeting deposited in a timely manner.
 - (b) Checks for bills approved for payment at each meeting being promptly issued.
7. Official Regalia, as per Constitution and Bylaws being worn by all Daughters.
8. Prior to Chartering, the Bethel shall ensure that five (5) or more Daughters have passed the Proficiency Lessons Examination to allow an election of Officers to take place.
9. All Bethel paraphernalia according to the Constitution and Bylaws.
10. Officers proficient in the Ritual work of their stations.
11. At a meeting, including Initiation, the following must be done correctly by the Officers:
 - (a) Floor Work
 - (b) Music
 - (c) Memorization
12. Term plans in place according to the Constitution and Bylaws to include Initiation, Service Projects, Fundraisers, Religious Observance and Fun Activities.

13. A fundraiser to comply with B-Bethel, Art IV, Bethel Finances, Sec 4. Educational and Promotional Funds.
14. Uniform Code for Bethels must be completed and ready to be sent to the appropriate Jurisprudence Committee within thirty (30) days from the date of Chartering in accordance with B-Bethel, Art I, General Provisions, Sec 4. Bylaws.
15. The Permanent Record Book to be completed correctly. Form 142, Record of Dues, must be maintained for each Daughter. Procedures should be in place to properly maintain every petition and to have an accurate record of every Daughter.
16. The Bethel must be free and clear on the books of the Grand or Supreme Office. The Annual Report filed with fees paid and no outstanding invoices.