

**SUPPLEMENTAL INSTRUCTION NUMBER 18.2**

**GUIDELINES FOR REMOVAL FROM REORGANIZATION**

1. The main focus of reorganization is an increase in membership since the reason for this action was the decline of membership below the required seven (7) members for a quorum. It is important to remember that a Bethel must continue to function in the manner set forth for all active Bethels. The decision to remove a Bethel from reorganization status is always at the discretion of the Supreme/Grand Guardian upon review of the status of the Bethel. The following guidelines shall be considered:
  - (a) A quorum of seven (7) members is required to open a meeting with the exceptions listed in C-Bethel Art. XII, Sec. 1.(d). An active membership of as least ten (10) members at no less than three (3) consecutive meetings would be recommended to lift that dispensation.
  - (b) BGC meetings held monthly, with proper minutes being recorded and signed by the Bethel Guardian and Guardian Secretary. (Copies shall be sent to the Supreme/Grand Guardian, Supreme/Grand Deputy and Jurisdictional Guardian (if applicable).
  - (c) C-Bethel Art. XII, Sec. 1.(e)(5). Bethel members shall dress in official regalia at least one (1) meeting a month.
    - (1) As membership rises it is recommended that the Bethel resume two (2) meetings a month in official regalia.
    - (2) Bethel minutes being kept by Bethel Recorder or Bethel Recorder Pro-tem, read at each meeting and signed by the Honored Queen and Bethel Recorder or Bethel Recorder Pro-tem.
    - (3) Treasurer's Report read at each meeting, signed by the Bethel Treasurer or Bethel Treasurer Pro-tem.
    - (4) Bills audited, properly signed by the Audit Committee and read at Bethel meeting.
    - (5) Reports given by the Daughters on all activities attended.
    - (6) Roll Call of Bethel Officers, Choir and BGC taken.
    - (7) Escort, Introductions and Honors being done properly.
    - (8) Motions being made and completed in proper manner.
    - (9) Honored Queen conducting meetings according to the Ritual, Constitution and Bylaws
    - (10) Bethel room set up according to the Ritual.
  - (d) All required Bethel committees in place and knowledgeable about their duties.
  - (e) Inventory of all Bethel paraphernalia and property completed and copy sent to the Executive Manager/Grand Secretary and the original recorded in or attached to the proper Bethel Minute Book.
  - (f) Bethel cash books properly completed for each meeting with special attention given to the following:
    - (1) Receipts of each meeting deposited in a timely manner.
    - (2) Checks for bills approved for payment being immediately issued.
  - (g) Official Regalia, as per the Constitution and Bylaws being worn by all Daughters.
  - (h) Newly initiated Daughters passing the Proficiency Lessons examination within a reasonable length of time.
  - (i) Officers proficient in the Ritual work of their stations.
  - (j) Term plans being carried out including Initiation, Service Projects, Fundraisers, Religious Observance and Fun Projects. A fundraiser to comply with B-Bethel Art IV. Sec 4. Educational and Promotional Fund shall be held.
  - (k) Monthly check list for Bethels under Reorganization to be filled in and sent to the Supreme/Grand Guardian, Supreme/Grand Deputy and Jurisdictional Guardian (if applicable).