

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

SOP-BETHEL-1

APPOINTMENTS

- (a) Appointive officers shall be appointed by the Honored Queen-elect with the approval of the Executive Members of the BGC.

SOP-BETHEL-2**BETHEL FINANCES****Section 1. Receipts**

- (a) All monies collected in the name of a Bethel shall be received by the Bethel Recorder/Guardian Secretary and turned over to the Bethel Treasurer/Guardian Treasurer.
- (b) All monies collected, whether electronically or physically, shall be included on the Bethel meeting Form 150 (Receipts, Bills, Warrants and Order for Treasurer) and Form 151 (Bethel Treasurer's Report). Documentation of the transaction shall be included with the receipts.
- (c) Fees: (See SOP-SGC-11)
 - (1) The initiation fee for each member when she joins the Order is:
 - [a] For Bethels under Supreme, ten (10.00) USD, CAD, AUD, PHP, BRL, ... etc. and annually shall increase by two percent (2%) beginning January 1, 2004.
 - [b] For Bethels under a GGC, four (4.00) USD, CAD, AUD, PHP, BRL ... etc., and annually shall increase by two percent (2%) beginning January 1, 2004.
 - [c] If the applicant is rejected the fee shall be returned.
 - (2) The affiliation fee shall be one-half the initiation fee.
- (d) Annual Dues: (See B-GGC Art. XVII Sec. 1.22)
 - (1) The annual dues for each member reported by chartered Bethels on December 31 is ten point one two (10.12) USD, CAD, AUD, PHP or BRL ...etc. and annually shall increase by two percent (2%) beginning December 31, 2007. Dues are payable in advance on January 1st of each year.
- (e) Members whose dues have not been paid for a period of one (1) year shall be considered delinquent.

Section 2. Exemption from Fees and Dues (See B-GGC Art. XVII Sec. 1.22)

- (a) Applicants and members residing in Masonic Homes or homes sponsored by an organization based on Masonic membership or relationship shall not be required to pay initiation fees or dues.

Section 3. Disbursements (See B-GGC Art. XVII Sec. 1.22)

- (a) Monies shall be expended only by a majority vote of the members present at a regular meeting and by and with the consent of the Executive Members of the BGC. When duly authorized a warrant shall be issued which shall be signed by the Bethel Guardian, Recorder and Honored Queen.
 - (1) Upon receipt of the properly signed warrant the Bethel Treasurer, or Guardian Treasurer shall write checks. All checks shall be signed and countersigned by the Guardian Treasurer and/or other authorized Executive Member of the BGC. All checks shall have two (2) signatures. When the checks have been issued the warrant shall be signed by the Guardian Treasurer. Or
 - (2) Monies electronically transferred from a Bethel's financial accounts shall be included on the Bethel meeting Form 150 (Receipts, Bills, Warrants and Order for Treasurer) and Form 151 (Bethel Treasurer's Report). Documentation of the transaction shall be included with the receipts. Additionally, minutes of the Bethel Guardian Council meeting and Bethel meeting shall reflect an approved transfer of the funds by the Executive Members of the BGC and the Bethel Daughters.
- (b) Fees:
 - (1) Initiation and annual fees shall be paid by Bethels. (See SOP-SGC-11)
- (c) Special Privileges:
 - (1) Bethels shall pay a designated fee which shall accompany the request for dispensation for special privileges. Special privileges and designated fee are shown in SOP-Bethel-18.

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

- (a) Within thirty (30) days after the new officers are installed in a chartered Bethel, the Honored Queen and members shall plan a financial affair, two (2) 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 or the Executive Manager for Bethels under Supreme, for use in education and promotion in the jurisdiction wherein such Bethel exists.

SOP-BETHEL-3**DISCIPLINE****Section 1. Supervision**

- (a) All members shall be under the direct supervision of the Executive Members of the BGC, who shall have the power to investigate, reprimand, suspend or expel officers or members for cause.

Section 2. Hearing

- (a) No member of JDI can be suspended or expelled without a hearing before the Executive Members of the BGC.
- (b) Not less than two (2) weeks before the hearing, the member shall be advised of the charges against her.

Section 3. Course of Action

- (a) The discipline of a member shall be the responsibility of the Executive Members of the BGC and is to be undertaken in accordance with the Constitution, Bylaws, and Standard Operating Procedures of JDI and governmental laws.
 - (1) Such discipline shall be supervised as indicated in Sec 1. If further advice is deemed necessary, the Supreme Guardian or Supreme Deputy, Grand Guardian, Grand Deputy, or Jurisdictional Guardian shall be consulted.
- (b) Loss of office:
 - (1) 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 BGC shall determine the validity of the cause.
- (c) Suspension:
 - (1) Insubordination, non-payment of dues or the retention of money or property of the Bethel shall be considered cause for reprimand or suspension.
 - (2) Suspension, except for the 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 BGC.
- (d) Expulsion:
 - (1) Conduct that reflects discredit upon the Order or flagrant or deliberate disobedience to the laws of the Order shall be considered cause for expulsion.

Section 4. Notice

- (a) Notice in writing stating cause of discipline and outlining the process of appeal shall be sent to the Bethel Member and her parents/guardian (if a minor).

Section 5. Reinstatement

- (a) Reinstatement from suspension:
 - (1) A member who has been suspended from the Order not more than one (1) year for non-payment of dues may be reinstated by paying all unpaid dues to the date of suspension.
 - (2) An application for reinstatement after one (1) year must be accompanied by a fee equal to one-half (1/2) of the initiation fee and all unpaid dues to the date of suspension.
 - (3) Reinstatement shall be by a majority vote of the Executive Members of the BGC.
- (b) Reinstatement from expulsion:
 - (1) A member who has been expelled from the Order may apply for reinstatement three (3) months or more after final action is taken in her case, by written application to the Executive Members of the BGC of the Bethel from which she was expelled. Such application shall be in duplicate and mailed to the Guardian Secretary who shall notify all concerned.
 - (2) The Executive Members of the BGC shall act upon the application at a meeting held not later than thirty (30) days after receipt of same.
 - (3) If the applicant is not satisfied with the action of the Executive Members of the BGC, an appeal may be made as provided in Law of Appeals and Grievances. (See SOP-SGC-1)

SOP-BETHEL-4**ELECTION**

- (a) The election of officers shall be held at the first or second meeting in the months of May and November. Bethels under Supreme and Grand may hold election at another time by amendment to their Bylaws. (See B-GGC Art. XVII Sec. 1.18)
- (b) The election may be by ballot without nomination or candidates aspiring to an elective office shall be requested to rise and state their name. A majority vote shall elect.
- (c) The method of balloting shall be:
 - (1) secret ballot, or
 - (2) viva voce
- (d) Each GGC shall determine the method to be used in its jurisdiction and it shall be the only method used in the jurisdiction.
- (e) Bethels under Supreme shall use the method specified in their Bethel Bylaws.
- (f) Detailed procedure to be followed in conducting the election shall be as determined by Executive Members of the BGC.
- (g) Election shall be from members present, except in case of sickness or other unavoidable absence. The Executive Members of the BGC present shall decide upon and announce the eligibility of the absentee.
- (h) All members shall be entitled to vote until the end of the term even though they become twenty (20) years of age during the term.
- (i) By special dispensation given by the Supreme/Grand Guardian, the Bethel may elect officers at a time other than that prescribed in (a) of this SOP. Requests for Special Dispensation from Bethels under Supreme shall be submitted on Form 200 and sent to their Supreme Deputy. (See SOP-Bethel-18)

SOP-BETHEL-5**ELIGIBILITY**

- (a) To be eligible for election or appointment to any elective office, a Daughter shall have satisfactorily passed the Proficiency Lessons Examination, current edition of the Ritual. Also, she must have been a member of the Bethel and in regular attendance during the entire term in which the election is held to be eligible for election, except in the case of a new Bethel or a Bethel under Reorganization.
- (b) Regular attendance shall be interpreted to mean present at all regular meetings of the Bethel unless excused by the Executive Members of the BGC for good and sufficient reasons.

SOP-BETHEL-6**ESCORT, INTRODUCTIONS, AND HONORS**

The following shall be used for Escort, Introductions and Honors, Category 20, Other (Ritual page 53):

If the Honored Queen and the Executive Members of the BGC wish to introduce any additional people under Category 20, the following order shall be used for those in attendance:

- | Daughters with other Jurisdictional Honors
- Past Supreme Guardian/Past Associate Supreme Guardian
- Supreme Officers
- Past Grand Guardians/Past Associate Grand Guardians
- Past Jurisdictional Guardians/Past Associate Jurisdictional Guardians
- Grand Officers
- Jurisdictional Officers
- Bethel Guardians/Associate Bethel Guardians
- Past Bethel Guardians/Past Associate Bethel Guardians
- Council Members
- District Deputy Grand Master (or equivalent)
- Presiding Supreme or Grand Officers of other Masonic Family Organizations
- Presiding Officers of other Masonic Family Organizations
- Any others, at the discretion of the Honored Queen and the Executive Members of the BGC

(See Ritual pages 49 and 53 for proper Honors)

SOP-BETHEL-7

**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, and Standard Operating Procedures.
 - (a) Bethel Minutes being kept by the 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.
 - (b) Treasurer's Report read at each meeting, signed by the Bethel Treasurer or Bethel Treasurer pro tem.
 - (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, Constitution, Bylaws, and Standard Operating Procedures.
 - (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, Bylaws, and Standard Operating Procedures 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, Bylaws, and Standard Operating Procedures.
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, Bylaws and Standard Operating Procedures to include Initiation, Service Projects, Fundraisers, Religious Observance and Fun Activities.
13. A fundraiser to comply with SOP-Bethel-2, 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 Sec. 4.
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 application 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.

SOP-BETHEL-8**INSTALLATION****Section 1. General**

- (a) No officer shall be installed by proxy.
- (b) 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.
- (c) Bethels under Supreme shall allow open installations and permit the taking of pictures if it does not in any way detract from the ceremony. (See B-GGC Art. XVII Sec. 1.19)
- (d) See SOP-Bethel-18 for information on special dispensations.

Section 2. Installing Officers

- (a) If an Honored Queen-elect has a special relative or friend who is a Past Honored Queen or Majority Member of another Bethel, she may, with the approval of the Executive Members of the BGC, invite not more than one (1) such person to serve as one of the installing officers, but not the Installing Officer.
- (b) Where there are not enough Past Honored Queens or Majority Members of a Bethel to act as installing officers, Honored Queens and Past Honored Queens of other Bethels may be asked to serve.
- (c) When it is impossible to fill the station of Installing Musician according to the above requirements, a musician without these qualifications may serve.
- (d) Whenever possible assisting installing officers, i.e., Hostess, Flag Bearer, Narrator, Bible Escort, etc., shall be members of JDI. Adults with proper Masonic relationship may be used as Master and Mistress of Ceremonies, or as Host and Hostess.

SOP-BETHEL-9

MEETINGS

Section 1. Regular

- (a) In the event a Bethel's membership has declined to a point where the Bethel is unable to hold three (3) consecutive meetings, the Bethel shall be placed under reorganization by the Supreme or Grand Guardian. The following procedure shall be used:
- (1) The initial period of reorganization shall not exceed two (2) years.
 - (2) The Supreme or Grand Guardian shall issue a dispensation to place a Bethel under reorganization for a period not to exceed her term of office.
 - (3) Subsequent Supreme or Grand Guardians shall issue, if necessary, further dispensations to allow the Bethel to operate for additional periods up to the total of two (2) years.
 - (4) Bethel meetings shall be held according to the Constitution, Bylaws, Standard Operating Procedures and the Ritual of JDI.
 - (5) The Bethel members shall dress in official regalia at least one (1) meeting a month.
 - (6) A Deputy or Assisting Deputy shall be appointed to monitor and assist the Bethel.
 - (7) Vacant stations in the Bethel may be filled by Majority Members and visiting members.
 - (8) A Bethel under reorganization shall not hold election of officers. Should a vacancy occur in a line office, the Executive Members of the BGC may appoint a substitute officer. Should a vacancy occur in an appointive office, it may be filled by a member recommended by the Honored Queen and approved by the Executive Members of the BGC.
 - (9) Honored Queens appointed by the Executive Members of the BGC shall be eligible for a PHQ's jewel as outlined in SOP-Bethel-13 provided they have served for at least six (6) months.
 - (10)
 - [a] If a Bethel under Supreme has been under reorganization for the two (2) year period, at least six (6) Executive Members of the SGC shall by an affirmative vote, determine if the Charter should be revoked or another dispensation issued. (SOP-Bethel-16 1. (j) (1))
 - [b] If a Bethel under GGC jurisdiction has been under reorganization for a two (2) year period, the Grand Guardian after advising with at least six (6) members of the Executive GGC, shall determine if the Charter should be revoked or another dispensation issued. (See SOP-Bethel-18 7, B-GGC Art. XVII Sec. 1.28 and SOP-Bethel-16)
 - (11) Removal from Reorganization
 - [a] Guidelines shall be followed as outlined in SOP-Bethel-17
- (b) When the doors are open at regular meetings, anyone may view the Opening Ceremony through the Bethel Flag presentation and during the Closing Formations. The ritualistic work is confidential from the end of the Bethel Flag presentation until the Honored Queen instructs the Inner Guard to inform the Outer Guard that the Bethel is closed.
- (c) Supreme, Grand or, Bethel Honors and other Proficiency Lessons shall be given by Bethel Daughters only at a closed Bethel meeting or exemplification of ritualistic work.
- (d) There shall be no pictures taken at a closed meeting.
- (e) The vacation period for a Bethel shall not exceed two (2) months.
- (f) A Bethel may dispense with its meeting during the Annual Session of the Supreme/Grand Guardian Council.
- (g) No more than one (1) Ritual should be open during a Bethel meeting.
- (h) Escort, Introductions and Honors shall follow the Ritual for categories 1-19 (page 51). The Executive Members of the BGC shall approve and provide the Honored Queen the titles and order for Category 20, Other (see Ritual page 53) according to the SOP-Bethel-6.

Section 2. Open

- (a) At open meetings for installation or other purposes, the signs and other Proficiency Lessons of the Order shall not be used.
- (b) The Cross, Square and Compass or Triangle Formation may be formed at an open meeting.

Section 3. General Items

- (a) Exemplification:
 - (1) Under a special dispensation to exemplify the ritualistic work of the Order for adult bodies, all business, Escort, Introductions, and Honors may be omitted at the discretion of the Executive Members of the BGC and only Opening, Initiation and Closing Ceremonies exemplified. (See SOP-Bethel-18)
 - (2) The Majority Ceremony, Obligation Ceremony, or other appropriate ceremonies in keeping with the ideals of the Order, may be substituted for Initiation at the discretion of the Executive Members of the BGC.
- (b) Every Bethel shall honor Mrs. Ethel T. Wead Mick, the founder of Job's Daughters, with a suitable ceremony during March, the month of her birth.
- (c) 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 BGC.
- (d) There shall be no open flame equipment used, such as candles and/or candelabra, at any Bethel meeting. Electrified candles and candelabra may be used.

Section 4. Attendance

- (a) Attendance of adults:
 - (1) Every adult witnessing the ritualistic ceremony or attending a Bethel meeting must be twenty (20) years of age unless otherwise specified and
 - [a] a Master Mason in good standing, including under the age of twenty (20) or
 - [b] a direct descendant of a Master Mason (See POL-BOT-2) or
 - [c] the wife, daughter, granddaughter, great-granddaughter, adopted daughter by law, mother, grandmother, sister, half-sister, step-sister, niece, grand-niece, daughter-in-law, step-daughter, step-granddaughter, sister-in-law, first or second cousin or widow of a Master Mason or
 - [d] members of an organization basing its membership requirement on Masonic relationship or
 - [e] Past Bethel Guardians or
 - [f] Majority Members of JDI or
 - [g] the parent, grandparent, step-parent, or guardian of a member of the Bethel or
 - [h] a woman under the age of twenty (20) who is a member of an organization basing its membership requirements on Masonic relationship, or if married, is eligible to membership in such an organization, or
 - [i] the husband of a Majority Member.
 - (2) Attendance of adults at Bethel meetings is a privilege which is given by and may be withdrawn by the Executive Members of the BGC.
 - (3) An adult is not entitled to debate questions arising in a Bethel meeting unless an Executive Member of the BGC or a Majority Member of the Bethel.
- (b) Pledge of Honor for Adults:
 - (1) Unobligated visitors shall assume the Pledge of Honor for Adults found in the Ritual. During a meeting, the Pledge is given by the Chaplain at the Altar with the Bible open. Late unobligated visitors shall be given the Pledge in the anteroom by a member of the Pledge Committee. A Bible shall be open for the Pledge. An Executive Member of the BGC shall work with the Pledge Committee.
- (c) 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 Lessons 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) Show a receipt for dues and be examined when visiting another Bethel unless vouched for by a Bethel member, Majority Member, or a member of the SGC, GGC, or BGC.

SOP-BETHEL-10

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 BGC.

SOP-BETHEL-11

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 Honored Queen, Senior and Junior Princesses, headbands for all other Officers. Headbands shall be worn by the 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 approved by the Board of Trustees and Executive SGC Officers.
 - (1) Cords shall be tacked along the bottom of the yoke seam to within two (2) to 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 undergarment if desired.
 - (2) Robes shall be a length of three (3) inches from the floor, with a four (4) inch hem, and the underslip a length of four (4) to 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 wrist watch and one (1) additional piece of jewelry in keeping with the regalia of our Order and approved by the Executive Members of the BGC. (See B-GGC Art. XVII Sec. 1.24)
- (e) The wearing of the official regalia of the Order in public is permissible for promotional purposes only and only with the consent of the Executive Members of the BGC.

SOP-BETHEL-12

ORGANIZATION OF A BETHEL

1. General

- (a) A Bethel is created by associating not less than ten (10) eligible young women. Investigation of Masonic relationship of all applicants shall be completed by the Supreme/Grand Guardian or the person appointed to act on her behalf. The ages, primary home address, number of dual members and number of members applying by demit will be taken into consideration before the Dispensation is issued. The Application will be made on official Application for Dispensation Form, 101. This Application must be witnessed and approved by nine (9) adults, at least one of whom shall be a Master Mason. (See POL-BOT-2).
- (b) Form 101 may be ordered from the Grand Secretary if the Bethel is under a Grand Guardian Council (GGC) jurisdiction, otherwise, Form 101 may be ordered from the Executive Manager in the Office of the Supreme Guardian Council (SGC).

2. Eligibility for Bethel Membership

- (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:
 - (1) Mason (See POL-BOT-2)
 - (2) His wife or widow
 - (3) A member of Job's Daughters,
 - (4) Or a Majority Member of Job's Daughters.
- (b) If, after diligent and exhaustive search, Masonic relationship cannot be verified for a Petitioner, a Majority Member and a Master Mason (other than the Bethel Guardian or Associate Bethel Guardian) may sponsor the Petitioner.
- (c) A woman under the age of twenty (20) years who has been married, divorced, whose marriage has been annulled or who is pregnant, or has ever been pregnant, except in the case of rape (or its equivalent terminology) or incest, is not eligible for membership.

3. Eligibility for Appointment to Bethel Guardian Council (BGC)**Section 1. Regular**

- (a) Those eligible for appointment to a Bethel Guardian Council shall be at least twenty (20) years of age. Appointees working with JDI in the USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.
- (b) The Associate Bethel Guardian shall be a Master Mason (POL-BOT-2) in good standing in his Lodge.
- (c) The Bethel Guardian shall be:
 - (1) 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, grand-niece, daughter-in-law, step-daughter, step-granddaughter, sister-in-law, first or second cousin or widow of a Master Mason or
 - (2) members of an organization basing its membership requirement on Masonic relationship or
 - (3) Past Bethel Guardians or
 - (4) Majority Members of the JDI.
- (d) Adults having the above eligibility 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.
- (e) Executive Members of a BGC who are delinquent in paying fines shall be ineligible for reappointment. (See SOP-BGC-3).
- (f) 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.
- (c) These adults must agree in writing to serve actively on the BGC until the next Annual Session of the SGC or GGC or until their successors are appointed and installed except in case of removal.

4. Meeting Place

- (a) Each Bethel shall provide itself with a suitable meeting place, official paraphernalia and supplies to enable it to function properly.

5. Supplies

- (a) The Executive Members of the BGC shall use the supplies and paraphernalia as prescribed by the SGC, the list of which shall be obtained from the Executive Manager or Grand Secretary.
- (b) To aid in instituting a Bethel under Supreme certain supplies shall be furnished gratis. (See SOP-Bethel-20)

6. Dispensation

- (a) The Application for Dispensation shall be forwarded to the Executive Manager or Grand Secretary accompanied by a payment of seventy five (75.00) USD, CAD, AUD, PHP, BRL...etc.
 - (1) For Bethels under Supreme the payment shall be forwarded with the application to the Executive Manager in US dollars.
 - (2) For Bethels under GGC the payment shall be forwarded with the application to the Grand Secretary.
- (b) Upon approval of the Application by the Supreme Guardian and attested by the Executive Manager or the Grand Guardian and attested by the Grand Secretary, a Dispensation (Form 102) shall be issued.
- (c) The Dispensation to institute a Bethel shall bear the date the Bethel is instituted.
- (d) The Dispensation shall be surrendered when its Bethel Charter (Form 104 or 105) is presented. The Dispensation shall be filed in the Supreme Office or with the Grand Secretary.

7. Petition to Reinstitute

- (a) The Application for Petition to Reinstitute, Form 101a shall be forwarded to the Executive Manager or Grand Secretary accompanied by a payment of seventy five (75.00) USD, CAD, AUD, PHP, BRL...etc.
 - (1) For Bethels under Supreme the payment shall be forwarded with the application to the Executive Manager in US dollars.
 - (2) For Bethels under GGC the payment shall be forwarded with the application to the Grand Secretary.
- (b) Upon approval of the Application by the Supreme Guardian and attested by the Executive Manager or the Grand Guardian and attested by the Grand Secretary, the Petition for Reinstitution Form 102a shall be issued bearing the date the Bethel is reinstated.
- (c) The Petition for Reinstitution shall be surrendered when the original Charter is presented and shall be filed in the Supreme Office or with the Grand Secretary.

8. Appointment of Bethel Guardian Council

- (a) In jurisdictions having a GGC, the Grand Guardian or her appointed Deputy shall meet with the adults who requested the Dispensation. They shall recommend, and the Grand Guardian shall appoint the BGC consisting of five (5) Executive Members and four (4) Associate Members for new Bethels or five (5) Executive Members for Bethels being reinstated. Appointees working with JDI in USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.

9. Appointment of Bethel Officers

- (a) Officers shall bear the same title as those listed for chartered Bethels. The first corps of officers shall be appointed by the Executive Members of the BGC, working with the Supreme or Grand Guardian and/or Deputy appointed by her, preference being given to older girls unless otherwise deemed advisable.

- (b) A Bethel Under Dispensation (Bethel UD) shall not hold election of officers. The original corps of officers in a Bethel UD shall continue to serve until the regular time for election after Charter is granted unless a vacancy shall occur. Should the vacancy be an elective office, the Executive Members of the BGC may appoint a substitute in the vacancy. A vacancy in an appointive office shall be filled by a member appointed by the Honored Queen, subject to the approval of the Executive Members of the BGC.

10. Institution / Reinstitution and Installation

- (a) The Supreme Guardian shall personally institute/reinstitute a new Bethel under Supreme unless she deems it advisable to delegate a Supreme Deputy to institute/reinstitute for her. (See B-SGC Art. III Sec. 2 (a))
- (b) When a Bethel is instituted/reinstituted, all members of the BGC shall be installed immediately after the institution/reinstitution and preceding the installation of Officers and Bethel Choir.
- (c) The Book of Ceremonies adopted by the SGC (modified to reinstitute/reinstituting/reinstitution) shall be used by all Bethels under Supreme and by GGCs not having a Book of Ceremonies.

11. Charter

- (a) Following the "Guidelines for Bethel Inspection prior to Chartering" (See SOP-Bethel-7). The Inspecting Officer shall recommend the Charter be issued to a Bethel U.D. immediately. The Inspecting Officer shall recommend the original Charter be returned to the reinstated Bethel.
- (b) A fee of twenty-five (25.00) USD, CAD, AUD, PHP, BRL...etc. for the Charter shall be paid to the Executive Manager or Grand Secretary.
 - (1) For Bethels under Supreme the payment in US dollars shall be paid to the Executive Manager.
 - (2) For Bethels under a GGC the payment shall be paid to the Grand Secretary.
- (c) The Charter of a Bethel shall bear the date the Charter is granted.
- (d) Chartered Bethels shall be numbered consecutively, beginning with the number one (1) in each jurisdiction and in no case shall a distinctive name be applied to any Bethel except for designation of location.
- (e) The Charter shall bear the names of the Daughters appearing on the Application for Dispensation and those initiated and affiliated before the Charter is granted.

12. Special Assistance

- (a) At the request of a GGC, the SGC may appoint a member of the SGC residing in a nearby jurisdiction, who has had experience in instituting Bethels, to assist Grand Officers in organizing and instituting/reinstituting new Bethels.
- (b) Expenses of the member performing this service shall be prorated between the GGC and the SGC on basis agreed upon by the Supreme Guardian and the Grand Guardian. The Finance Committee of the SGC shall be notified in advance as to the approximate expense involved.

SOP-BETHEL-13

PAST HONORED QUEEN'S JEWEL

Section 1. Regular

- (a) Each Honored Queen who has faithfully served the Bethel for the period for which she was elected shall be presented a wallet-size Past Honored Queen's Certificate (Form 172) and an official Past Honored Queen's Jewel.
- (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. Special

- (a) Each Honored Queen whose resignation from office becomes necessary due to unforeseen circumstances shall be known as Past Honored Queen and entitled to all honors, including a wallet-size 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 (SOP-SGC-1).

SOP-BETHEL-14

PROCEDURE TO MERGE, CLOSE, OR REINSTITUTE BETHELS

1. Merge of Bethels

- (a) The Supreme or Grand Guardian, with the written consent of a majority of the Executive Supreme or Executive Grand Guardian Council, excluding the Supreme/Grand Secretary and Treasurer, may issue a dispensation for two (2) or more Bethels to merge, or may instruct them in writing to do so.
- (b) When the merger is accomplished, the funds, regalia, and other property of merging Bethels shall become the property of the merged Bethel.
- (c) When Bethels are merged, the number to be assigned to the merged Bethel shall be determined by mutual agreement of the Bethels concerned. When agreement cannot be achieved, the Supreme or Grand Guardian shall make the final decision. She may assign a new consecutive number or may assign a previously used number, in which case a Charter shall be issued immediately with the date of the merger, the new number, and bear the names of the Daughters of the merging Bethels.
- (d) An Honored Queen or a Princess of a merging Bethel who does not continue as one of the five (5) elective officers of the merged Bethel shall be known as a Past Honored Queen or a Past Senior Princess or a Past Junior Princess of one of the original Bethels and entitled to all honors provided she has qualified for the office to the satisfaction of the Executive Members of the BGC of her original Bethel.

2. Close of a Bethel

- (a) When the Dispensation or Charter of a Bethel is revoked or relinquished, its funds, regalia, and other property shall become the property of the Supreme or Grand Guardian Council.
- (b) The Supreme or Grand Guardian, with the written consent of a majority of the Executive Members of the SGC or GGC, excluding the Supreme/Grand Secretary and Treasurer, may dispose of the property.

3. Members of a Closed Bethel

- (a) Members of a closed Bethel, under dispensation or chartered, shall retain their good standing in the Order for a period of six (6) months thereafter, unless suspended prior to such revocation.
- (b) Members shall be entitled to visit other Bethels during the six (6) month period and may apply for membership therein. Their Applications for Affiliation must be accompanied by a receipt from the Executive Manager or Grand Secretary for all dues payable to the Order up to the date of revocation of the Dispensation or Charter of the Bethel. If such applications are made within the stated six (6) month period, no affiliation fee will be required. The application shall be signed by a member of the Bethel and referred to the Executive Members of the BGC for action.
- (c) Members who do not affiliate within the six (6) month period and whose dues are paid up to the revocation of the Dispensation or Charter, shall be issued demits by the Executive Manager or Grand Secretary, or may continue their membership in the Order by payment of annual dues to the Executive Manager or Grand Secretary.

4. Reinstitute a Bethel

- (a) A closed Bethel shall only be restituted in the location of the original charter.
 - (1) To reinstitute a closed Bethel the Supreme/Grand Guardian shall receive Petition to Reinstitute, Form 102a accompanied by a payment of seventy five (75.00) USD, CAD, AUD, PHP or BRL ...etc., to provide supplies as outlined in SOP-Bethel-20.
 - (2) A minimum of either eight (8) Job's Daughters and/or applications for Membership is necessary to reinstitute. A minimum of five (5) Executive Council Members is also necessary to reinstitute. Nine (9) council members, five (5) Executive and four (4) Associate, will be required prior to chartering.
- (b) To reinstitute a closed Bethel, the procedures set out in SOP-Bethel-12 Sections 2 through 9, Section 10 (a) & (b) and Section 11 shall apply. Following the "Guidelines for Bethel Inspection prior to Chartering" (SOP-Bethel-7), the Inspecting Deputy shall recommend the Bethel be re-chartered. The original Charter shall be used.

- (c) The following procedures shall apply:
 - SOP-Bethel-12 2. Eligibility for Bethel Membership
 - SOP-Bethel-12 3. Eligibility for Appointment to Bethel Guardian Council (BGC) Sec. 1 and Sec. 2
 - SOP-Bethel-12 4. Meeting Place
 - SOP-Bethel-12 5. Supplies
 - SOP-Bethel-12 6. Dispensation
 - SOP-Bethel-12 7. Petition to Reinstate
 - SOP-Bethel-12 8. Appointment of Bethel Guardian Council
 - SOP-Bethel-12 9. Appointment of Bethel Officers
 - SOP-Bethel-12 10. Institution / Reinstitution and Installation
 - SOP-Bethel-12 11. Charter

SOP-BETHEL-15**RECOMMENDATION FOR EXECUTIVE MEMBERS OF THE BETHEL
GUARDIAN COUNCIL BY BETHEL MEMBERS**

1. Bethel members shall be privileged to submit by secret ballot recommendations concerning those to be selected as Executive Members of the BGC.
2. The ballots 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 Supreme Guardian for Bethels under Supreme or to the Vice Grand Guardian in GGC jurisdictions.
3. At least thirty (30) days before such action, the Bethel Guardian or Associate Bethel Guardian shall notify the Bethel members the date of such ballot and read paragraphs 1 and 2 of this SOP to them.
4. In Bethels under Supreme, ballots shall be taken on Form 221 at a meeting held during the month of April, but no later than ninety (90) days prior to the Annual Session of the SGC, and in Bethels under GGC, on Form 221 at least thirty (30) days prior to the Annual Session of the GGC.
5. A fine of fifty (50.00) USD, CAD, AUD, PHP, or BRL, etc. shall be paid by the Executive Members of BGCs under Supreme who fail to file Form 221 and Form 222 with the Vice Supreme Guardian at least fifty (50) days before the Annual Session of the SGC.
6. The above provision shall be included in the Bylaws of all Bethels. (See B-GGC Art. XVII Sec. 1.27)

SOP-BETHEL-16

REORGANIZATION OF A BETHEL

1. In the event a Bethel's membership has declined to a point where the Bethel is unable to hold three (3) consecutive meetings, the Bethel shall be placed under reorganization by the Supreme or Grand Guardian. The following procedure shall be used:
 - (a) The initial period of reorganization shall not exceed two (2) years.
 - (b) The Supreme or Grand Guardian shall issue a dispensation to place a Bethel under reorganization for a period not to exceed her term of office.
 - (c) Subsequent Supreme or Grand Guardians shall issue, if necessary further dispensations to allow the Bethel to operate for additional periods up to the total of two (2) years.
 - (d) Bethel meetings shall be held according to the Constitution, Bylaws, Standard Operating Procedures, and the Ritual of JDI.
 - (e) The Bethel members shall dress in official regalia at least one (1) meeting a month.
 - (f) A Deputy or Assisting Deputy shall be appointed to monitor and assist the Bethel.
 - (g) Vacant stations in the Bethel may be filled by Majority Members and visiting members.
 - (h)
 - (1) A Bethel under reorganization shall not hold election of officers. Should a vacancy occur in a line office, the Executive Members of the BGC may appoint a substitute officer. Should a vacancy occur in an appointive office, it may be filled by a member recommended by the Honored Queen and approved by the Executive Members of the BGC.
 - (2) The Executive BGC of a Bethel under reorganization may appoint all Bethel Officers, including Line Officers, for the ensuing term. All Officers having been appointed shall be installed at a Bethel Installation at the time, date and place prescribed in the Bylaws of that Bethel. If the Honored Queen is serving consecutive terms, she shall be reinstalled by a PHQ of the Bethel or another PHQ.
 - (i) Honored Queens appointed by the Executive Members of the BGC shall be eligible for a PHQ's jewel as outlined in SOP-Bethel-13 provided they have served for at least six (6) months.
 - (j)
 - (1) If a Bethel under Supreme has been under reorganization for a two (2) year period, at least six (6) members of the Executive SGC shall by an affirmative vote, determine if the Charter should be revoked or another dispensation issued.
2. If a Bethel under GGC jurisdiction has been under reorganization for a two (2) year period, the Grand Guardian, after advising with at least six (6) members of the Executive GGC, shall determine if the Charter should be revoked or another dispensation issued. (See SOP-Bethel-9, SOP-Bethel-18 7 and B-GGC Art. XVII Sec. 1.28)

SOP-BETHEL-17

REORGANIZATION- GUIDELINES FOR REMOVAL

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 B-Bethel Art. XVI Sec. 1 (d). An active membership of at 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) 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, Bylaws, and Standard Operating Procedures.
 - (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 properly 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, Bylaws, and Standard Operating Procedures 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 SOP-Bethel-2, 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).

SOP-BETHEL-18

SPECIAL PRIVILEGES

1. Definition

- (a) A special dispensation may be granted to a Bethel by the Supreme Guardian for Bethels under Supreme, or the Grand Guardian to permit a deviation from or a temporary suspension of a portion of the Bethel's Bylaws. Approval of this request results in the issuance of a special dispensation.

2. Request and Filing - (See B-GGC Art. XVII Sec. 1.22)

- (a) A special dispensation shall be requested by a majority vote at a Bethel meeting, except in case of an emergency, in which case the Bethel Guardian shall consult with the elective officers of the Bethel and Executive Members of the BGC.
- (b) Requests from Bethels under Supreme shall be submitted on Form 200 and sent to their Supreme Deputy.
- (c) Special dispensations granted shall be attached to the minutes of the Bethel meeting affected by the privilege.

3. Special Privileges with Fee - (See B-GGC Art. XVII Sec. 1.22)

A fee of two dollars (\$2.00) shall accompany the request for a special dispensation to:

- (a) dispense with regular meetings for a vacation period, or the extension of such vacation period, when no vacation period is provided for in the Bethel's Bylaws.
- (b) elect officers at a time other than provided in the Bethel's Bylaws.
- (c) install officers at a time other than provided in the Bethel's Bylaws.
- (d) dispense with regular meetings.
- (e) hold special meetings.
- (f) change meeting place.
- (g) change hour of meeting.
- (h) change date of meeting.

4. Special Privileges without Fee - (See B-GGC Art. XVII Sec. 1.22)

No fee shall be charged for a special dispensation to:

- (a) hold a special election to fill a vacancy in an elective Bethel office and to install officers so elected.
- (b) exemplify the ritualistic ceremony for Masonic or appendant orders.
- (c) hold meeting for official visits of the Supreme or Grand Guardian.
- (d) change date or hour of meeting when the meeting:
 - (1) falls on a legal holiday
 - (2) falls during the week of the Annual Session of the SGC or GGC
 - (3) place is required for other purposes.

5. A Special Dispensation is not required to:

- (a) Install an officer in an appointed office to fill a vacancy.
- (b) Install a Bethel Choir member.
- (c) Install members of a BGC at a Bethel meeting.

6. The Supreme Guardian may issue a special dispensation for the purpose of permitting:

- (a) Bethel members in one state to assist in instituting Bethels in a state not under GGC jurisdiction.
- (b) Election and installation of Bethel Officers and Choir at a time other than specified in the Standard Operating Procedures and Bylaws of a Bethel.

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)

SOP-BETHEL-19

SUBSTITUTE OFFICERS

- (a) The Honored Queen, with the approval of the Executive Members of the BGC, may appoint substitute officers to learn the ritualistic work of the offices to which they are appointed to pro tem for absentee officers. (See B-GGC Art. XVII Sec. 1.17).
- (b) In the absence of both a regular and the substitute officer, a member requested to serve pro tem may read the work.

SOP-BETHEL-20

SUPPLIES FURNISHED GRATIS TO INSTITUTED BETHEL

1. To aid in instituting a Bethel under Supreme, the following supplies shall be furnished gratis:

<u>Quantity</u>		<u>Form No.</u>	
1	236	Constitution, Bylaws, and Standard Operating Procedures of JDI (on website)	
1	240	Minute/Roll Call Book	
1	241	Minute Book – BGC	
1	249	Permanent Record Book	

2. In instituting a Bethel under Supreme, the following supplies shall be obtained by donation or purchased at the list price.

15	230	Rituals	
6	232	Proficiency Lessons	
1	233	Music Ritual	
6	234	Song Cards (on website)	
1	235	Book of Ceremonies (on website)	
3	236	Constitution, Bylaws, and Standard Operating Procedures of JDI (on website)	
1	243	Attendance Record Book	
2	246	Financial Record Book	
1	253	Bible (small)	

SOP-BETHEL-21

UNIFORM CODE FOR BETHEL

ARTICLE I
NAME**Section 1.**

- (a) The name of this organization is Bethel No. _____ of _____ of JDI.
(City/Location) (State, Province, Territory, Country)

Section 2.

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

ARTICLE II
OBJECT**Section 1.**

- (a) The object of this organization is to band together girls, hereinafter designated, for spiritual and moral upbuilding, to develop leadership, to seek knowledge, to teach love of God, love of Country, respect for its Flag, love of home and family, and reverence for the teachings of the Holy Scriptures.

ARTICLE III
MEMBERSHIP**Section 1. Eligibility for Bethel Membership**

- (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:
- (1) Mason (See POL-BOT-2)
 - (2) His wife or widow
 - (3) A member of Job's Daughters,
 - (4) Or a Majority Member of Job's Daughters.
- (b) If, after diligent and exhaustive search, Masonic relationship cannot be verified for an Applicant, a Majority Member and a Master Mason (other than the Bethel Guardian or Associate Bethel Guardian) may sponsor the Applicant.
- (c) A woman under the age of twenty (20) years who has been married, divorced, whose marriage has been annulled or who is pregnant, or has ever been pregnant, except in the case of rape (or its equivalent terminology) or incest is not eligible for membership.

Section 2. Applications

- (a) Members shall be received by Application for Membership (Form 130). Members may also be received by Application for Affiliation (Form 131) when accompanied by a Demit (Form 210).
- (1) Or by submitting an Application for Dual Membership (Form 131d)
- (b) Applications for Membership must be received and read at a regular Bethel meeting held previous to the date of the initiation. (See B-GGC Art. XVII Sec. 1.20)

Section 3. Visitation

- (a) Official Visitation forms (Form 132) shall be given to a Visitation Committee consisting of three (3) members of the Bethel who shall return 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:
_____ at _____ and the
(week and day) (time)
_____ at _____ of each month.
(week and day) (time)
- (b) The place of meeting shall be at:

(address)

(City, State, Territory, Province, Country)

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. Escort, Introductions and Honors shall follow the Ritual for categories 1-19 (page 51). The Executive Members of the BGC shall approve and provide the Honored Queen the titles and order for Category 20, Other (see Ritual page 53) according to SOP-Bethel-6.
- (b) No meeting can be opened without the presence of the Dispensation or Charter and seven (7) members of the Bethel, including one (1) of the first three (3) officers. There shall also be present at least one (1) Executive Member of the BGC, or an officer of the Supreme/Grand Guardian Council, or a Supreme/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 applications, initiating, processing affiliates, voting to move or merge, or installing members of the BGC, 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 BGC, or the Deputy, or an officer of the Supreme/Grand Guardian Council, and the Charter be present.
- (d) The vacation period for this Bethel shall be the months of _____ and _____ (not to exceed two (2) months).
- (e) A Bethel may dispense with its meeting during the Annual Session of the Supreme/Grand Guardian Council.
- (f) At regular meetings, when the doors are open, anyone may view the Opening Ceremony through the Bethel Flag presentation and during the Closing Formations. The ritualistic work is confidential from the end of the Bethel Flag presentation until the Honored Queen instructs the Inner Guard to inform the Outer Guard that the Bethel is closed.
- (g) Supreme, Grand, or Bethel Honors and other Proficiency Lessons 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. 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 BGC.
- (l) This Bethel shall honor Mrs. Ethel T. Wead Mick, the Founder of Job's Daughters, with a suitable ceremony 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 Lessons 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) 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.

Section 3. Attendance

- (a) Attendance of adults:
- (1) Every adult witnessing the ritualistic ceremony or attending a Bethel meeting must be twenty (20) years of age unless otherwise specified and
 - [a] a Master Mason in good standing, including under the age of twenty (20) or
 - [b] a direct descendant of a Master Mason (POL-BOT-2) or
 - [c] the wife, daughter, granddaughter, great-granddaughter, adopted daughter by law, mother, grandmother, sister, half-sister, step-sister, niece, grand-niece, daughter-in-law, step-daughter, step-granddaughter, sister-in-law, first or second cousin or widow of a Master Mason or
 - [d] members of an organization basing its membership requirement on Masonic relationship or
 - [e] Past Bethel Guardians or
 - [f] Majority Members of JDI or
 - [g] the parent, grandparent, step-parent, or guardian of a member of the Bethel or
 - [h] a woman under the age of twenty (20) who is a member of an organization basing its membership requirements on Masonic relationship, or if married, is eligible to membership in such an organization, or
 - [i] the husband of a Majority Member.
 - (2) Attendance of adults at Bethel meetings is a privilege which is given by and may be withdrawn by the Executive Members of the BGC.
 - (3) An adult is not entitled to debate questions arising in a Bethel meeting unless an Executive Member of the BGC or a Majority Member of the Bethel.

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 BGC, may appoint substitute officers to learn the ritualistic work of the offices to which they are appointed to pro tem for absentee officers.
- (b) In the absence of both a 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 or appointment to any elective office, a Daughter shall have satisfactorily passed the Proficiency Lessons Examination, current edition of the Ritual. Also, she must have been a member of the Bethel and in regular attendance during the entire term in which the election is held, to be eligible for election, except in the case of a new Bethel or a Bethel under Reorganization.
- (b) Regular attendance shall be interpreted to mean present at all regular meetings of the Bethel unless excused by the Executive Members of the BGC for good and sufficient reasons.

Section 2. Election

- (a) Election of officers shall be held at the first or second meeting in the months of May and November (or, if changed by amendment, in the months of _____ and _____). Bethels under Supreme and Grand may hold election at another time by amendment to their Bylaws. (See B-GGC Art. XVII Sec. 1.18)
- (b) The election may be by ballot without nomination or candidates aspiring to an elective office shall be requested to rise and state their name. A majority vote shall elect.
- (c) The method of balloting shall be:
 - (1) secret ballot, or
 - (2) viva voce
- (d) Each GGC shall determine the method to be used in its jurisdiction and it shall be the only method used in the jurisdiction.
- (e) Bethels under Supreme shall use the method specified in their Bethel Bylaws.
- (f) Detailed procedure to be followed in conducting the election shall be as determined by Executive Members of the BGC.
- (g) Election shall be from members present, except in case of sickness or other unavoidable absence. The Executive Members of the BGC present shall decide upon and announce the eligibility of the absentee.
- (h) All members shall be entitled to vote until the end of the term even though they become twenty (20) years of age during the term.
- (i) By special dispensation given by the Supreme/Grand Guardian, the Bethel may elect officers at a time other than that prescribed in Sec. 2 (a) of this Article. Requests for Special Dispensations from Bethels under Supreme shall be submitted on Form 200 and sent to their Supreme Deputy.

Section 3. Appointment

- (a) Appointive officers shall be appointed by the Honored Queen-elect, with the approval of the Executive Members of the BGC.

**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 reelected or reappointed.

**ARTICLE VIII
INSTALLATION**

Section 1.

- (a) The installation shall take place during the months of June and December (or, if changed by amendment, in the months of _____ and _____). The first or second meeting in June and December (or, if changed by amendment, the months of _____ and _____) 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 were installed, shall be installed at the next regular meeting of the Bethel unless excused by the Executive Members of the BGC.
- (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, such as candles and/or candelabra, at any Bethel installation. Electrified candles and candelabra may be used.
- (f) Bethels under Supreme shall allow open installations and permit the taking of pictures if it does not in any way detract from the ceremony. (See B-GGC Art. XVII Sec. 1.19)
- (g) By special dispensation of the Supreme/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 BGC:
- (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 BGC, preferably the Associate Bethel Guardian. It shall be the duty of this committee to give the Pledge of Honor to late unobligated visitors (see Ritual).
 - (3) Proficiency Committee, composed of at least (3) members. It shall be the duty of this committee to assist the members in learning the information necessary to pass the Proficiency Lessons Examination.

ARTICLE X VACANCIES

Section 1.

- (a) Should the Honored Queen's station become vacant during the term of office, the Executive Members of the BGC 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) However, when a vacancy occurs in any elective office, and if deemed advisable by the Executive Members of the BGC, 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 BGC.

ARTICLE XI FINANCES

Section 1. Receipts

- (a) All monies collected in the name of the Bethel shall be received by the Bethel Recorder/Guardian Secretary and turned over to the Bethel Treasurer/Guardian Treasurer.
- (b) All monies collected, whether electronically or physically, shall be included on the Bethel meeting Form 150 (Receipts, Bills, Warrants and Order for Treasurer) and Form 151 (Bethel Treasurer's Report). Documentation of the transaction shall be included with the receipts.

Section 2. Fees

- (a) The initiation fee shall be _____.
- (b) The affiliation fee shall be one-half (1/2) the initiation fee.

Section 3. Annual Dues

- (a) The fee for each member shall be _____ per year, plus ten point one two (10.12) USD, CAD, AUD, PHP, BRL...etc. and annually shall increase by two percent (2%) beginning December 31, 2007. Dues are payable in advance on January 1st of each year. Members whose fees have not been paid for a period of one (1) year shall be considered delinquent.

Section 4. Exemption from Fees and Dues (See B-GGC Art. XVII Sec. 1.22)

- (a) Applicants 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 present at a regular meeting and by and with the consent of the Executive Members of the BGC. When duly authorized a warrant shall be issued which shall be signed by the Bethel Guardian, Recorder and Honored Queen.
 - (1) Upon receipt of the properly signed warrant the Bethel Treasurer or Guardian Treasurer shall write checks. All checks shall be signed and countersigned by the Guardian Treasurer and/or other authorized Executive Member of the BGC. All checks shall have two (2) signatures. When the checks have been issued the warrant shall be signed by the Guardian Treasurer. Or
 - (2) Monies electronically transferred from a Bethel's financial accounts shall be included on the Bethel meeting Form 150 (Receipts, Bills, Warrants and Order for Treasurer) and Form 151 (Bethel Treasurer's Report). Documentation of the transaction shall be included with the receipts. Additionally, minutes of the Bethel Guardian Council meeting and the Bethel meeting shall reflect an approved transfer of the funds by the Executive Members of the BGC and the Bethel Daughters.

Section 6. Educational and Promotional Funds (See B-GGC Art. XVII Sec. 1.22)

- (a) Within thirty (30) days after the new officers are installed in a chartered Bethel, the Honored Queen and members shall plan a financial affair, two (2) 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 or the Executive Manager for Bethels under Supreme, for use in education and promotion in the jurisdiction wherein such Bethel exists.

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 Honored Queen, Senior and Junior Princesses, headbands for all other Officers. Headbands shall be worn by the Bethel Choir.
- (b) The robe shall be of light or heavy material, with white cord for Officers, except Honored Queen, Senior and Junior Princesses, and purple cord for Bethel Choir members. It shall be made with wing sleeves and yoke dimensions according to the pattern approved by the Board of Trustees and Executive SGC Officers.
 - (1) Cords shall be tacked along the bottom of the yoke seam to within two (2) to 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 undergarment if desired.
 - (2) Robes shall be a length of three (3) inches from the floor, with a four (4) inch hem, and the under-slip a length of four (4) to 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 wrist watch and one (1) additional piece of jewelry in keeping with the regalia of our Order and approved by the Executive Members of the BGC. (See B-GGC Art. XVII Sec. 1.24)

- (e) The wearing of the official regalia of the Order in public is permissible for promotional purposes only and only with the consent of the Executive Members of the BGC.

ARTICLE XIII DISCIPLINE

Section 1. Supervision

- (a) All members shall be under the direct supervision of the Executive Members of the BGC 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 BGC 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 the 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 BGC.

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.

Section 5. Appeal

- (a) Bethel members shall have the right to appeal against any act or decision of the Executive Members of the BGC which may abrogate any rights and privileges specifically guaranteed them by these Bethel Bylaws and the Constitution, Bylaws, and Standard Operating Procedures of the SGC.
- (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. General (See B-Bethel Art. III for complete details)

- (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 Member of the BGC, 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.

Section 2. Process

- (a) If, within six months, a Daughter applies to another Bethel, the Demit (complete Form 210) shall be attached to an Application for Membership by Affiliation (Form 131). If the Daughter is elected to membership, the Guardian Secretary of the Bethel in which the Daughter is elected shall complete Form 210 and mail the sections to those designated. If the application is to another Bethel in the same State, Province, Territory or Country or to a Bethel not under GGC jurisdiction, the third copy is unnecessary and may be destroyed. The Demit shall permanently remain attached to the Application for Membership by Affiliation and retained in the Bethel files.

Section 3. Resignations

- (a) A Daughter who has resigned (or left for personal reasons) her Bethel may apply to a Bethel to become a member. (See B-Bethel Art. III Sec. 3)

**ARTICLE XV
AMENDMENTS**

Section 1.

- (a) The Uniform Code for Bethels may be amended by following the procedures given in SOP-SGC-16, 3. Amendments.

Section 2. Prerogatives of a Bethel

- (a) The following portions of this Uniform Code may be amended by a Bethel:
- (1) Art. 1 Sec. 1 City/Location(s) in which the Bethel meets
 - (2) Art. IV Sec. 1. week, day, time and place of regular meetings, and Sec 2. vacation period
 - (3) Art. VI Sec. 2. months in which election is held
 - (4) Art. VIII Sec. 1. months in which installation is held
 - (5) Art. XI Sec. 2 & 3. amount of initiation fee and annual dues
 - (6) Art. XX Sec. 1 (b). Local Rules of Operation
- (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, each Executive Member of the BGC and the Supreme/Grand Deputy 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(s).
- (c) At least one (1) electronic copy of form 122, complete with Bethel seal, shall be submitted by the Bethel Secretary/Grand Secretary to the Chairman of the Jurisprudence Committee of the SGC/GGC who shall pass same on for approval.
- (d) Copies of amendment(s) submitted by Bethels under Supreme, when approved and signed by the Vice Supreme Guardian and the Chairman of the Jurisprudence Committee of the SGC, shall be distributed as follows:
- (1) One (1) electronic copy to the Supreme Guardian
 - (2) One (1) electronic copy to the Vice Supreme Guardian
 - (3) One (1) electronic copy to the office of the SGC
 - (4) One (1) electronic copy to Chairman of the SGC Jurisprudence Committee
 - (5) One (1) electronic copy to the Supreme Deputy
 - (6) One (1) electronic copy to be returned to the Bethel
- (e) Copies of amendments submitted by Bethels in a Grand Jurisdiction, when approved and signed in accordance with the GGC Manual of Rules and Regulations, shall be distributed in accordance with said Manual of Rules and Regulations.
- (f) Amendments shall not become effective until notice of approval has been sent to the Bethel by the Jurisprudence Committee of the SGC/GGC. Said amendments to the Uniform Code for Bethels shall be returned to the Bethel within sixty (60) days after receipt.

**ARTICLE XVI
RECOMMENDATIONS FOR EXECUTIVE MEMBERS OF THE BGC**

Section 1.

- (a) Bethel members shall be privileged to submit by secret ballot recommendations concerning those to be selected as Executive Members of the BGC.
- (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 Supreme/Grand Guardian.

Section 2. Special

- (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-size 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 (SOP-SGC-1 Sec. 1 & 2).

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

Section 1. Regular

- (a) Each Honored Queen who has faithfully served the Bethel for the period for which she was elected shall be presented a wallet-size Past Honored Queen's Certificate (Form 172) and an official Past Honored Queen's Jewel.
- (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. Special

- (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-size 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 (SOP-SGC-1 Sec. 1 & 2).

**ARTICLE XVIII
SPECIAL MEMBERS**

Section 1. Majority Member

- (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 Ceremony 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.
 - (3) If she becomes pregnant 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.

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 BGC.

**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.

**ARTICLE XX
GENERAL PROVISIONS**

Section 1. General Provisions.

- (a) Local Rules of Operation - A Bethel may adopt Local Rules of Operation dealing with the finances and other miscellaneous operational issues, as long as these Local Rules of Operation do not conflict with the Rules and Regulations of the SGC or GGC in which the Bethel resides. All Local Rules of Operation must be approved by the Bethel members as an amendment to their Bylaws (following the procedure for approval of amendments), approved by the appropriate Jurisprudence Committee and published as part of the Bethel's Uniform Code before they are effective.
- (b) The Following are the Local Rules of Operation:

APPROVED:

Vice Supreme Guardian _____ Date _____

Chairman Jurisprudence _____ Date _____

Member Jurisprudence _____ Date _____

Member Jurisprudence _____ Date _____

Member Jurisprudence _____ Date _____

Member Jurisprudence _____ Date _____

VERIFIED:

Supreme Deputy _____ Date _____

Supreme Deputy _____ Date _____