

**JOB'S DAUGHTERS INTERNATIONAL
BYLAWS
OF A BETHEL**

**ARTICLE I
GENERAL PROVISIONS**

Section 1. Bylaws

- (a) Each Bethel under Supreme shall adopt, within thirty (30) days from the date its Charter is granted, Bylaws conforming with the Uniform Code for Bethels, SOP-Bethel-21, and forward one (1) electronic copy to the Vice Supreme Guardian and one (1) electronic copy to the Jurisprudence Committee of the SGC for approval.
- (b) 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.

**ARTICLE II
MEMBERSHIP**

Section 1. Application

- (a) After the organization of a Bethel, members shall be received by application in the form prescribed by the SGC. (Form 130)
- (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. XIII Sec. 1.19)
- (c) Official visitation forms (Form 132) shall be referred 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.
- (d) Election to membership shall be by majority vote of the Executive Members of the BGC present at their regular or special meeting.
- (e) If a candidate is accepted for initiation and leaves the city before being initiated, a courtesy initiation may be requested in writing by the Guardian Secretary of the Bethel which received the application, to the Guardian Secretary of the Bethel conducting the initiation. The fee shall be retained by the Bethel which received the application and the Daughter becomes a member of that Bethel.

Section 2. Affiliation/Reinstatement

- (a) A member who has demitted from the Order may renew her membership by presenting to the Bethel with which she desires to affiliate an Application for Membership by Affiliation (Form 131).
- (b) If application is made within the stated six (6) month period, it must be accompanied by the Demit and an affiliation fee equal to one-half (1/2) of the application fee. (See B-GGC Art. XIII Sec. 1.20)
- (c) If application is made at a later date, annual dues as well as a Demit and affiliation fee must accompany the application.
- (d) The application must be investigated in the regular manner (Art II, Sec. 1(c) above) and approved by majority vote of the Executive Members of the BGC present at a regular or special meeting. After signing the Permanent Record Book, the applicant shall be enrolled as a member.
- (e) See SOP-Bethel-14 Sec. 3 for members holding a demit from a closed Bethel and desiring to affiliate with another Bethel.

Section 3. Dual Membership

- (a) A Daughter shall be allowed dual membership, interpreted to mean the original Bethel plus one (1) other Bethel that is:
 - (1) Outside the jurisdiction of her original membership (see SOP-Bethel-2);

- (2) within the jurisdiction if so permitted by the Manual of Rules and Regulations of a GGC or JGC (see B-GGC Art. XIII, Sec. 1.22 or B-JGC Art. IX, Sec. 1 (a) (6)); or
- (3) within the jurisdiction for jurisdictions under Supreme.
- (b) Upon submission of Form 131d, Request for Dual Membership and a current dues receipt and upon the approval of the members of the Executive Bethel Guardian Council the Daughter may be admitted to the Bethel as a dual member.
- (c) She shall be afforded all rights and privileges in each Bethel.
- (d) Dues shall be payable to each Bethel.

Section 4. Resignation from the Order

- (a) Any member of the Order, in good standing, may submit a letter of resignation to the Executive Members of the BGC at any time.

ARTICLE III DEMITTS

Section 1. Issue

- (a) A member in good standing and clear on the books who desires to withdraw from the Order or who desires to transfer her membership for any reason, shall, upon written request to the Executive Members 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.
- (b) If a member moves to a city in another jurisdiction the Guardian Secretary shall report her name and new address to the Grand Secretary if in a GGC jurisdiction, otherwise to the Executive Manager.

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.
- (b) See SOP-SGC-12 for information on Majority Members.

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.
- (b) The process to become a member shall be the same as one who has never been a member, except the BGC applied to must assure the applicant is clear on the books of her former Bethel, before accepting her application for processing.
 - (1) Unpaid dues owed may not exceed one (1) year.
- (c) Upon Initiation, honors previously earned will be reinstated.

ARTICLE IV RECOMMEND EXECUTIVE AND ASSOCIATE 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 and Associate Members of the BGC. Refer to SOP-Bethel-15 for information and procedures.

ARTICLE V 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. See Ritual for 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 the Pledge Committee to give the Pledge of Honor to late unobligated visitors. (See Ritual)
 - (3) Proficiency Committee composed of at least three (3) members. It shall be the duty of the Proficiency Committee to assist the members in learning the information necessary to pass the Proficiency Lessons Examination.

ARTICLE VI AMENDMENTS

Section 1.

- (a) The Constitution and Bylaws of a Bethel may be amended by following the procedures outlined in SOP-SGC- 16, No. 3 Amendments. (For Prerogatives of a GGC, see B-GGC Art. XIII Sec. 1.24, and procedure given in SOP-GGC-7)
- (b) Approved amendments shall also amend any sections of SOP-Bethel-21, Uniform Code for Bethels, pertaining to the same subject.
- (c) Bethels may amend their Uniform Code for Bethels by following the procedure under prerogatives of a Bethel, SOP-Bethel-21, Art. XV, Sec. 2.

ARTICLE VII APPEALS

Section 1.

- (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 their Bethel Bylaws, the Constitution, Bylaws, and Standard Operating Procedures of the SGC or the Manual of the GGC.
- (b) If no appeal is taken within sixty (60) days after the act or decision, the aggrieved parties shall lose the right to appeal.

ARTICLE VIII 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 IX TERM OF OFFICE

Section 1.

- (a) The term of office shall be six (6) months. If the Bethel's Uniform Code for Bethels provides for a vacation period, the remaining months may be divided into two equal terms affording each Honored Queen the same number of meetings.

- (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 X INSTALLATION

Section 1. General

- (a) The installation shall take place during the months of June and December. The first or second meeting in June and December may be for the purpose of installation without formal opening and closing. Bethels under Supreme may install at another time by amendment to their Uniform Code for Bethels (See B-GGC Art. XIII Sec. 1.17)
- (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

Section 2. Installing Officers

- (a) The Installing Officer of a Bethel shall be its own retiring Honored Queen.
- (b) The other installing officers shall be Past Honored Queens of the Bethel. Where Past Honored Queens cannot serve, Majority Members may be asked to act as installing officers.
- (c) The Executive Members of the BGC shall approve the selection of all other installing officers.

ARTICLE XI VACANCIES

Section 1. Elective Office

- (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 the 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) Notice of a special election shall be mailed to all members of the Bethel at least one week prior to the date thereof.
- (d) Officers who have been newly elected shall be installed not later than the first meeting following the election. (See SOP-Bethel-18)

Section 2. Appointive Office

- (a) 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.
- (b) Any officer so appointed shall be installed at the next regular meeting of the Bethel by the Honored Queen.

ARTICLE XII MEETINGS

Section 1. Regular

- (a) There shall be two (2) regular meetings a month except during vacation period.
- (b) Special meetings may be held by dispensation granted by the Supreme or Grand Guardian. (See SOP-Bethel-18)
- (c) A Bethel cannot be opened unless there be present seven (7) members of the Bethel including 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 SGC or GGC, and the Dispensation or Bethel Charter.

- (d) In the event a Bethel's membership has declined to the point where the required seven (7) members are not available, a meeting may be held for the purpose of reading applications, initiating, processing affiliates, voting to move or merge, installing members of the BGC and conducting the necessary business of the Bethel. Present at the meeting must be:
 - (1) at least one (1) of the first three (3) officers.
 - (2) at least one (1) Executive Member of the BGC, or the Deputy, or an officer of the SGC or the GGC.
 - (3) the Dispensation or Charter.
- (e) 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 (see SOP-Bethel 9 Sec. 1 (a)).
- (f) 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.
- (g) The Ritual prescribed by the SGC shall be used without alteration for opening and closing each Bethel, for conferring the Epochs and for other ceremonies. No short form shall be used.
- (h) Bethel meetings shall be conducted in accordance with the Ritual of the Order and in conformity with the laws of the SGC and Robert's Rules of Order Revised (latest edition).
- (i) The Bethel shall exemplify the Initiation Ceremony at least one (1) time each term. If no candidate is available, a previously initiated Job's Daughter shall be used.
- (j) The Bethel shall perform the Majority Ceremony and/or the Obligation Ceremony at a regular (or special) meeting one (1) time during the year.