

Illinois Business Book



**Job's Daughters is a girl's leadership and
personal development organization.**

**We learn how to work together to run
business meetings and plan
fundraising activities.**

**It teaches us public speaking,
leadership skills, respect
and responsibility.**

**It helps our self-confidence
and builds character.**

**We take part in community
service making many friends
and having lots of fun.**

Information

International Web Site ~ www.jobsdaughtersinternational.org

Illinois Web Site ~ www.iljd.org

General Instructions

The Ritual prescribed by the Supreme Guardian Council of Job's Daughters shall be followed without change for opening and closing each Bethel and for Initiation or other Ceremonies. There is no short form of the Ritual. No part of the Ritual is to be copied. Officers shall memorize all ritualistic work.

No jewelry shall be worn with the official robe except wrist watches, rings and OFFICIAL Bethel Membership pins, (Queen' Club pins, former pins included – may be worn only by members of that respective Queen's Club, and when required, medic-alert type bracelet or necklace.)

The front of the crown shall be worn no more than one (1) inch (2.5 cm) back from the hairline; no part of the crown shall be covered by hair. (When visiting a Bethel, crowns are worn only by the Grand Bethel Honored Queen, Mill Illinois Job's Daughters, Junior Mill Illinois Job's Daughters, Chairman of Grand Representatives and Honorary State Honored Queen.)

The Honored Queen, Officers and Bethel Choir shall not carry flowers, Bibles, or any other objects as they enter the Bethel Room or in Retiring March, except during Ceremony of Installation.

The Honored Queen's doll shall be placed in a position other than at the foot of the Honored Queen's Pedestal or to either side of it. It may be placed on the Recorder's Desk, on the piano, organ, on a pedestal or small table to one side of the East Dais, etc.

Mascots are not to be placed in the East or at any officer's station.

When the Opening Ceremony has been completed, the Honored Queen may direct the Inner Guard as follows:

HONORED QUEEN: (Ritual, pg. 60-61)

All members of the Bethel Guardian Councils are asked to be sure that the Ritual and Book of Ceremonies are followed.

Instructions for Order of Business

(Ritual, pg. 58)

Use of Gavel

(Ritual, pg. 17)

Voting Sign

(Ritual, pg. 17)

Parliamentary Procedure for Presenting a Motion

(Ritual, pgs. 16)

Bethel Member: (Rises)

Another Bethel Member: (Rises)

Honored Queen:

Escort, Introductions and Honors

When escorted to the East, the first person to reach the dais steps far enough north or south of the pedestal to allow the last person in the line of escort to stand next to the pedestal. The LAST person ascending the dais is the FIRST person to step down.

When introducing adults, the proper title of respect shall be used. When addressing for remarks or in conversation, “Aunt” or “Uncle” is proper.

Adults are not to be addressed on a first name basis. A title of respect shall be used at all times such as: “Aunt”, “Uncle”, “Mrs.”, “Miss”, “Ms.” or “Mr.”

Order of Escort, Introductions and Honors

At the time of their Official Visit, the Supreme Guardian, Associate Supreme Guardian, Supreme/Assisting Supreme Deputy, Grand Guardian, Associate Grand Guardian or Deputy Grand Guardian shall be escorted after Past Honored Queens.

HONORED QUEEN: We are honored this evening with the presence of ...Name..., Grand Guardian and (Name)..., Associate Grand Guardian. Guide and Marshal, you will escort OUR Grand Guardian and Associate Grand Guardian to the East.

HONORED QUEEN: It is with pleasure that I introduce ...(Name)..., Grand Guardian of Illinois, ...(additional titles) and(Name)..., Associate Grand Guardian of Illinois, ...(additional titles)... Daughters, you will rise and join me in giving Grand Honors to OUR Grand Guardian and Associate Grand Guardian.

At the time of Official Inspection – The Deputy Grand Guardian shall be escorted after Past Honored Queens. A Deputy Grand Guardian shall be given Grand Honors ONLY at the Official Inspection unless entitled to Supreme Honors

Instructions for Escort, Introductions and Honors

(Ritual, pgs. 51-58)

Explanation of Honors

1. Bethel Honors Sign of the First Epoch
2. Grand Honors Sign of the Second Epoch
3. Supreme Honors Sign of the Third Epoch

Order of Escort, Introductions and Honors

1. Honored QueensESCORTED, Bethel Honors
2. Past Honored QueensESCORTED, Bethel Honors
3. Visiting Princesses/Past PrincessesRISE, Hearty Welcome
4. Miss International Job's DaughterESCORTED, Supreme Honors
5. Supreme Bethel Honored QueenESCORTED, Supreme Honors
6. Supreme Bethel Officers and Representatives who have not been previously introduced
.....ESCORTED, Supreme Honors
7. Miss Illinois Job's DaughterESCORTED, Grand Honors
8. Grand Bethel Honored QueenESCORTED, Grand Honors
9. Grand Bethel Officers and Representatives who have not been previously introduced
.....ESCORTED, Grand Honors
10. Miss (Jurisdictional/Bethels under Supreme) Job's Daughter
.....ESCORTED, Bethel Honors
11. Jurisdictional Bethel Honored QueenESCORTED, Bethel Honors
12. Jurisdictional Bethel Officers and Representatives who have not been previously
introducedESCORTED, Hearty Welcome
13. Visiting Job's DaughtersRISE, Hearty Welcome
14. Majority MembersRISE, Hearty Welcome
15. Supreme Guardian and Associate Supreme Guardian....ESCORTED, Supreme Honors
16. Grand Guardian and Associate Grand Guardian.....ESCORTED, Grand Honors
17. Jurisdictional Guardian and Associate Jurisdictional Guardian
.....RISE, Bethel Honors
18. Grand Master of Masons or his Official Representative
.....ESCORTED, Hearty Welcome
19. Worshipful MastersESCORTED, Hearty Welcome
20. Others to be escorted or introduced at the discretion of the Honored Queen and only
when approved by the Executive Members of the Bethel Guardian Council. Refer to
SOP-Bethel-6 Escort, Introductions, and Honors for the correct order.

Order of Business

(Ritual, pgs. 58-67)

1. Reading of the Special Dispensation (Ritual, pg. 60)
2. Roll Call (Ritual, pg. 60)
3. Report of the Ballot on Petitions (Ritual, pg. 60)
4. Ceremony of Initiation (Majority Degree, Obligation Ceremony or other appropriate ceremonies in keeping with the ideals of our Order may be substituted.)
(Ritual, pg. 61)
5. Reading of Minutes (Ritual, pg. 61)
6. Treasurer's Report (Ritual, pg. 62)
7. Communications (Ritual, pg. 62)
8. Petitions for Membership (Ritual, pg. 63)
9. Reports (Ritual, pg. 63)
10. Unfinished Business (Ritual, pg. 64)
11. New Business (Ritual, pg. 64)
12. Receipts (Ritual, pg. 64)
13. Bills (Ritual, pg. 65)
14. Librarian's Report (Ritual, pg. 66)
15. Good of the Bethel (Ritual, pg. 67)
 - a. Introduction of parents of new members
 - b. Installation of Bethel Officers
 - c. Installation of Bethel Guardian Council
 - d. Proficiency Lesson Exam (Ritual, pg. 111-114)
 - e. Presentations (optional)
 - f. Remarks by those called upon by the Honored Queen
 - g. Coin March (optional)

Reading of Special Dispensation

(Ritual, pg. 60)

Roll Call of Officers, Bethel Choir and Bethel Guardian Council

(Ritual, pg. 60)

If the regular Officer is not present, the protem Officer rises and responds: "...Name..., protem". The Recorder reads her own name but need not answer present.

To be excused from a Bethel meeting – for good and sufficient reason – a Bethel member MUST call the Bethel Guardian or an Executive Member of the Bethel Guardian Council. The Honored Queen CANNOT excuse absences before the meeting and respond during Roll Call.

Report of Ballot on Petitions

(Form No. 220, Ritual, pg. 60)

Ceremony of Initiation

(Ritual, pgs. 83-110)

Obligation Ceremony

See Manual of Rule and Regulations, green pages, No. 1-8. It is recommended that this Ceremony be exemplified at least once each year.

Majority Degree Ceremony

See Book of Ceremonies

Either of these Ceremonies may be given at any time other than on the night of Inspection, when Ceremony of Initiation must be exemplified.

Reading of Minutes

(Ritual, pg. 61)

No additional comments or drawings are to be placed in the minute book.

If an obstruction separates the Recorder's desk from the East Dias, the Recorder goes to the East line and up to the East Dias at the north side of the Junior Custodian's station.

No adult shall write or read the Minutes in the absence of the Recorder.

Minutes shall be recorded in the Official Minute Book which shall be ordered from the Grand Secretary.

The reading of the Minutes of the last stated meeting and all special meetings shall be read and acted upon SEPERATELY. Recorder rises, reads the first set, the earliest date being read first, and is then seated. The Honored Queen takes action. Then the Recorder rises, reads the second set, is seated and action is taken. The Recorder brings the Minute Book to the Honored Queen ONLY ONCE after the last set of minutes has been read.

Minutes must be read at a Bethel meeting: they may be posponed until the next meeting, but never eliminated.

To defer Reading of Minutes:

HONORED QUEEN: If there is no objections, the Reading of the Minutes will be deferred until our next Stated Meeting. Hearing no objection, it is so ordered. One (1) rap of Gavel.
(*)

On Official Visit, the Reading of the Minutes shall be read.

Model Minutes

SEE MINUTE BOOK AND FILL IN THE TOP PRE-PRINTED PORTION OF THE PAGE. Then continue as follows:

The following members and visitors were Escorted, Introduced and given Honors due them per attendance register. (Insert name and all titles according to Order of Escort. Only mention the Bethel Number once when all are from the same Bethel.)

The Special Dispensation for the purpose of was read and attached to minutes.

Officer, Bethel Choir and Members of Bethel Guardian Council wer present as per Roll Call, with the exception of ...(Names)...(Record protem Officer.)

The Minutes of Stated meeting held ... (Date) ... were read and approved. (Or approves as corrected.) (If more than one set, record action on each set separately.)

Treasurers Report. (Copy information from form No. 151)

There were no Reports on Balloting due. (Copy the information from form No. 30)

There was no initiation...OR...(Name)... and ...(Name)... were iniated and signed the Permanent Record Book. **NOTE:** If Ceremony other than Initiation is exemplified, make record of same.

Petition for Membership was accepted as follows: ...(Name)..., ...(Residence)...,

...(Relationship)..... of Mr. ...(Name)... (of Lodge No.)... A.F. & A.M. of ...(City & State)...

Recommended by ...(Name)... member of Bethel and ...(Name)... This petition was accompanied by the fee of \$.... and the Request for Information on Masonic Relationship. Referred to the following Investigating Committee ...(Name)..., ...(Name)... and ...(Name)...(Name three (3) Daughters appointed.) (If more than one petition, record each in the same manner)

Record any Reports on Committees.

Semi-Annual Reports of Recorder, Bethel Treasurer and Chairman of Auditing shall be written in full in the Minutes but may be omitted when the Minutes are read by using the following procedure:

HONORED QUEEN: If there is no objection, we will dispense with the reading of the Semi-Annual Reports of the Recorder, Treasurer and Chairman of the Auditing Committee. Hearing no objections, it is so ordered. One rap of Gavel. (*)

Record any Unfinished Business OR, There was no Unfinished Business.

Election of all Officer shall be written in full. Record the names of all candidates for each office and the tally of the final ballot.

Receipts of the Meeting: List all receipts, from whom, what for, amount and total.

The following Bills were read and having been audited, motion was made by Daughter...(Name)... and seconded that these bills be paid. Motion carried (lost). (List each Bill; , from whom, what for, amount and total of all bills.)

The Librarian gave a reading entitled

Good of the Bethel: List names of Daughters having passed the Proficiency Lesson Exam. Record any special features and all announcements made.

Remarks were made by ...(Name)..., ...(Name)..., etc.

No further business appearing. Bethel was closed in regular form atPM.

Respectfully submitted,

...(Name)...

Recorder

Treasurer's Report

(Ritual, pg. 62)

The Guardian Treasurer keeps the books and writes the reports. If no Bethel Treasurer is installed, the Report is read by the Recorder and her signature appears on the checks.

Communications

(Ritual, pg. 62)

A communication from the Grand Guardian shall be read first.

A communication from the Supreme Guardian is read following that of the Grand Guardian

Petitions for Membership

(Ritual, pgs. 63)

The initiation fee for membership shall be payable at the time the petition is presented. Refer to SOP-SGC-11 Initiation and Annual Fees for the minimum initiation fee.

Petition for Membership (Form No. 130)

Petition for Membership by Affiliation (Form No. 131)

Petition for Dual Membership (Form No. 131d)

Honored Queen appoints a Visitation Committee same as for all petitioners. They make their report using Form No. 132. The committee shall report to the Bethel Guardian before the next regular meeting of the Bethel.

Reports

(Ritual, pg. 63)

Standing Committees as per B-Bethel Art. VII Sec. 1 (a) should be appointed each term.

Special Committees are appointed by the Honored Queen to take care of specific business and are discharged as soon as the final report is received by the Bethel.

Reports of Individual or Bethel activities are given at this time.

Unfinished Business

(Ritual, pg. 64)

ACTION ON THE PROPOSAL OF NAME AS A MEMBER OF HONOR

Each name is acted on individually. MEMBER OF HONOR IS GIVEN ONLY TO ADULTS.
This action is voted on at a stated meeting immediately following the proposal of names.

RECORDER: (rises) Honored **Queen, action is due on a proposal of ... (Name)... as a Member of Honor in this Bethel.** (This is un-debatable, therefore, the Honored Queen does not as for discussion; majority vote is required.)

HONORED QUEEN: **The question now pending is on the election of ... (Name)... as a Member of Honor in this Bethel. All in favor, signify by the Voting Sign of the Order. (pause) All opposed, by the same sign.**

If carried, the announcement is:

I have the pleasure to inform you that you have elected ... (Name)... as a Member of Honor in this Bethel. One (1) rap of Gavel. (*)

I have to announce that the proposal of the ... (Name)... as a Member of Honor in this Bethel is rejected. One (1) rap of Gavel. (*)

ACTION ON PROPOSED AMENDMENT

RECORDER: (rises) **Honored Queen, action is due on the following Proposed Amendment to the Bylaws.** (Recorder reads the amendment and is seated.)

HONORED QUEEN: **The question now pending is on the adoption of the amendment as read by the Recorder. Is there any discussion?** (If there is discussion, the Honored Queen is seated during the discussion and before rising to take the vote would say:

Are you ready for the question (pause) (rises) All those in favor of (repeat the amendment) will vote by the Voting Sign of the Order. (pause) Those opposed, same sign. (pause) The amendment is adopted. One (1) rap of Gavel. (*)

Or

If the vote is negative:

HONORED QUEEN: **The amendment is lost.** One (1) rap of Gavel. (*)

NOTE: A 2/3 VOTE IS NECESSARY FOR ADOPTION OF AN AMENDMENT

Action is taken on any other postponed business

New Business

(Ritual, pg. 64)

A. ELECTION OF OFFICERS

Elections are to be held at the first meeting in the months of May and November. (IL SOP-Bethel 4 Election)

HONORED QUEEN: **The following MEMBERS will act as Tellers:**

... (Name)...Chairman, (Name)... and ... (Name)... You will take your places at the Teller's Table.

BETHEL GUARDIAN: **(rises) To be eligible for election to any elective office, a Daughter must have satisfactorily passed the Proficiency Lesson Exam (Ritual, pgs. 111-114) and must have been a member of the Bethel and in regular attendance during the entire term in which the election is held. Regular attendance shall be interpreted to mean present at all regular meeting of the Bethel unless excused by the Executive Members of the Bethel Guardian Council for good and sufficient reasons. Election is not a recess and should be conducted in an orderly and quiet manner. No applause is given until after the Honored Queen has declared the person elected and has sounded the gavel. (seated)**

HONORED QUEEN: **The Associate Bethel Guardian will please act as the observer for the Bethel Guardian Council. All those entitled to vote will please rise, count off and be seated after number is called, as directed by the Associate Bethel Guardian to ascertain the number of voting members present.**

HONORED QUEEN STARTS THE COUNTING.

ASSOCIATE BETHEL GUARDIAN: **Honored Queen, there are ...(Number).. voting members present.**

HONORED QUEEN: **If there is no objection, should there be only one (1) member aspiring to an office, we will vote by the Voting Sign of the Order. Hearing, no objection, it is so ordered. One (1) rap of Gavel. (*)**

The order of election is Honored Queen, Senior Princess, Junior Princess, Guide, then Marshal.

HONORED QUEEN: **Each candidate for the office of ...(Name of Office)... will please signify by the Voting Sign of the Order. (Pause) Those opposed, by the same**

sign. (Pause) ...(Name)... is elected to serve as ...(Name of Office).. for the ensuing term of six (6) months. I declare her elected. One (1) rap of Gavel. (*)

Elections for the balance of elective officers are conducted as above; except where there is more than one (1) candidate, then Honored Queen proceeds as follows:

HONORED QUEEN: Those aspiring to the office of the ...(Name of Office)... will rise and state their names. Candidates rise, state name, is seated.

HONORED QUEEN: The Custodians will distribute the ballots. (seated) Prepare your ballots.

After sufficient time to permit the members to write their ballots:

HONORED QUEEN: The Custodians will collect the ballots. The Custodians collect the ballots in boxes, return to the Tellers' Table, retaining hold of the boxes.

HONORED QUEEN: Have all voted? I now declare the ballot closed. One (1) rap of Gavel. (*)

The Custodians place the ballots on the Tellers' table and return to their stations.

Illegal Votes: When two (2) or more ballots are folded together, they are rejected. Any votes cast for an ineligible person shall be rejected; small technical errors should not be noticed if the meaning of the ballot is clear. If the Tellers cannot decide as to the legality of a vote, consult with the Associate Bethel Guardian.

NOTE: MAJORITY IS OVER HALF OF THE VOTES CAST, IGNORING BLANKS.

The Tellers shall count the ballots.

When the count is finished, the Chairman of Tellers reports:

CHAIRMAN: (rises) Honored Queen, the report of the Tellers on the elective ballot for ...(Name of Office)... is as follows:

Number of votes cast	37
Number of blanks	2
Necessary for election	18
... (Name)... received	22
... (Name)... received	8
... (Name)... received	5
Total Votes Cast	37

...(Name)... received **22 votes which is a majority of all votes cast.**

The Chairman takes her report to the Honored Queen, returns to the Tellers' Table, and is seated.

HONORED QUEEN: Daughter ...(Name)... having received a majority of all votes cast, I declare ...(Name)... elected ...(Name of Office)... of this Bethel for the ensuing term. One (1) rap of Gavel (*)

If no one receives a majority:

HONORED QUEEN: No one having a majority vote, we will ballot again. If, at this time, a candidate wishes to withdraw, she may rise and say so.

HONORED QUEEN: ...(Name).. has withdrawn her name as a candidate for the office of ...(Name of Office)...

Roberts Rules of Order, Revised, by which we are governed, states: "If no one is elected, it is necessary to ballot again, and to continue balloting until there is an election."

After completion of election:

HONORED QUEEN: This concludes election. The Tellers may now return to their seats and thank you very much for your assistance.

The names of all candidates and final results of the entire Election shall be spread in full upon the minutes.

The Guardian Secretary shall retain ballots until AFTER Installation.

B. SPECIAL ELECTION

If a special election is called during a term to fill a vacancy of any elected officer, notices shall be mailed to all Active Members of the Bethel at least one (1) week prior to the date thereof.

C. AUDIT REPORTS

HONORED QUEEN:(seated)We will now have the report of the Chairman of the Auditing Committee.

The Associate Bethel Guardian, as Chairman of Auditing, rises and reads the report.

An Active Member of the Bethel makes the following motion:

MEMBER: Honored Queen, I move that the report of the Auditing Committee be accepted and spread in full upon the minutes.

The Honored Queen then handles the motion in the regular manner.

Instructions and audit forms are in the back of the Guardian Secretary and Guardian Treasurer's financial books.

The following shall be present for audit: Associate Bethel Guardian, Bethel Guardian, Guardian Secretary, Guardian Treasurer, Promoter of Finance, Honored Queen, Senior Princess, Bethel Recorder and Bethel Treasurer.

D. HONORED QUEENS REPORT

This report is given at the regular meeting prior to Installation.

Honored Queen rises, hands gavel to Senior Princess who rises to receive it, places gavel on pedestal and is seated. The Honored Queen reads her report and is seated.

SENIOR PRINCESS: (rises) If there is no objection, the report of the Honored Queen will be accepted and placed on file. (pause) Hearing no objection, it is accepted. One (1) rap of Gavel. (*)

E. COMMUNICATIONS

Communications requiring action are acted upon at this time.

F. DEMIT

If a Demit has been requested under Reading of Communications, the Honored Queen will ascertain of the Recorder if the member has dues paid to date, and if so will say:

HONORED QUEEN: This request for Demit will be referred to the Executive Member of the Bethel Guardian Council. One (1) rap of Gavel. (*)

Receipts

(Ritual, pg. 64)

No Member or adult shall retain monies collected in the name of the Bethel longer than the next Stated Meeting.

Bills

(Ritual, Pg. 65)

Librarian's Report

(Ritual, pg. 66)

Mothers', Fathers' and Guardians' Prayer and Song

(Ritual, pg. 66)

Good of the Bethel

(Ritual, pg. 67)

The Honored Queen announces items A, B, C, D, E, and G, only when they are part of the Bethel meeting.

- A. Introduction of the parents of new members**
- B. Installation of Bethel Officers**
- C. Installation of Bethel Guardian Council**
- D. Proficiency Test**
- E. Presentations (optional)**
- F. Remarks by those called upon by the Honored Queen**
- G. Coin March (optional)**

The Honored Queen sounds one (1) rap of the gavel (*) to signify the end of Good of the Bethel.

Draping of Altar

The Altar shall be draped for one (1) meeting for a Daughter, a Member of the Bethel Guardian Council, or by special request of the Grand Guardian.

HONORED QUEEN: We are draping our Altar in memory of ...(Name)... Guide, Marshal and Chaplain, you will attend at the Altar. Three (3) raps of Gavel (*)**

Guide and Marshal walk on North and South marching lines to Altar Line, turn North and South respectively, walk to Altar, standing at each side of the Altar. The Chaplain approaches the Altar in the usual manner. The Chaplain raises and holds the Bible and backs up one (1) step, while the Guide and Marshal drape the Altar. The Honored Queen may read a poem, or Bible verse, or a song may be sung, after which the Chaplain replaces the Bible. The Guide, Marshal and Chaplain return to their stations. One (1) rap of Gavel (*)

When the Altar is draped on the night the Memorial Ceremony is given, the 5th Messenger, at the request of the Honored Queen, approaches the Altar, removes the flowers, and places them at the foot of the west side of the Altar. She remains standing at the west side of the Altar and returns to her station at the same time the Guide, Marshal and Chaplain return to their stations. The drape shall be accordion folded from each end toward the center leaving flat center section approximately eight (8) inches wide.

Information for the Executive Members of the Bethel Guardian Council

Bylaws

Bethel Bylaws should be kept up to date by amendments when the need occurs. (See SOP-Bethel-21 Uniform Code for Bethels)

Exemplifications

Exemplification is the performance of Ritualistic Ceremonies before adult Masonic organizations and requires a special dispensation. Bethels must pass inspection before they can exemplify.

Suggested Format:

Open Ceremony
Escort, Introductions, and honors
Reading of Special Dispensation
Roll Call of Officers, Bethel Choir and Bethel Guardian Council
Initiation, Obligation, majority or other appropriate Ceremony
Librarian's Report
Mothers', Fathers' and Guardians' Prayer and Song
Good of the Bethel
Introductions of Officers (unless Roll has been called)
Remarks
Coin March (optional)
Closing Ceremony

Request for Special Dispensation

Request for special Dispensation shall be sent to the Gran Guardian's home using Form No. 200.

No Money shall accompany the request as the Bethel shall be billed by the Grand Secretary. The Grand Guardian shall enclose one (1) blank copy of Form No. 200 the Special Dispensation.

Procedure for Balloting

The Bethel Guardian receives all Reports of Visitation Committee (Form No. 132) and reports to the Executive Members of the Bethel Guardian Council. The Executive Members of the Bethel Guardian Council shall ballot on all Petitions. The Bethel Guardian reports to the Recorder on Report of Ballot (Form No. 220)

Procedure for Membership by Affiliation

A Daughter wishing to affiliate with a Bethel requests a Petition for Membership by Affiliation (Form No. 131) from a Bethel Guardian of the Bethel with which she wishes to affiliate. A Demit (Form No. 210) and the required Affiliation Fee must accompany the Petition for Affiliation. If the Demit is more than six months old, dues for the six month period shall be paid in addition to the Affiliation Fee.

The Guardian Secretary of the Bethel in which the Daughter is elected, shall complete the second, third, and forth sections of Form No. 210 and mail them to the officers designated thereon.

Dues for affiliated members begin to accrue when the petitioner has been elected to membership.

Affiliated members sign the permanent Record Book after being elected to membership.

Receipts

All funds, including bonds, stocks, etc. shall be in the name of "Bethel No... of ...City..., Illinois of Job's Daughters International."

A Bethel shall have but one (1) fund and there shall be no charge accounts. Any auxiliary group of the Bethel acquiring money (i.e.: Drill Team, Choir, etc.) shall deposit same in the Bethel Treasury, the amount being recorded separately in the Bethel books, for the use of this

group only. Said money to be expended for the use of this group shall be voted out of the Bethel Treasury by a majority of the Bethel members present at a regular meeting and with consent of the Executive Members of the Bethel Guardian Council.

All money collected in the name of the Bethel shall be received by the Bethel Recorder/Guardian Secretary who shall make record of same on Memo of Receipts (Form No. 150). She shall pay same to the Bethel Treasurer/Guardian Treasurer, taking the Bethel Treasurer's Receipt (Form No. 150) therefore.

Guardian Treasurers shall enter amounts in their Cash Book from their copy of Form No 150 and deposit receipts in the bank within forty-eight (48) hours.

Guardian Secretaries shall make record in their Cash Book from their copy of Form No. 150.

No member or adult shall retain monies collected in the name of the bethel longer than the next stated meeting.

Money received after the receipts have been read, including the Coin March, shall be included in the receipts of the meeting.

Books close the first meeting in May and November. Any money received after the sound of the gavel on these meeting nights shall be credited to the next term.

Disbursements

All bills must be approved by the Executive Members of the Bethel Guardian Council and signed by the Bethel Guardian before the meeting. The members of the Bethel Auditing Committee, appointed by the Honored Queen, shall go to the Recorder's Desk before the meeting, check each bill and, if found correct, sign the bills.

After the bills have been audited, read and acted on in a Bethel meeting, the Recorder shall issue an Order for Treasurer (Form No. 150) and shall issue a check which shall be signed by the Guardian Treasurer and countersigned by the Bethel Guardian or other authorized person.

Guardian Treasurer makes record in Guardian Treasurer's Cash book, pays all bills and files all Orders for Treasurer (Form No. 150).

Guardian Secretary makes record in Guardian Secretary's Cash Book and files all communications and bills.

Annual Reports

The Executive Members of the Bethel Guardian Council are responsible for completing Form No. 110 in its ENTIRETY. Two (2) copies of the report shall be sent to the HOME of the Grand Secretary. One (1) copy should be retained by the Bethel.

A fine as indicated in IL SOP-GGC-4 Finances Sec. 2 (b) shall be paid by the Executive Members of the Bethel Guardian Council who fails to file report on Form No. 110 and remit fees by January 31.

All checks for per capita and new members' fees shall be made payable to: Grand Guardian Council of Illinois and shall accompany reports.

Bethel Guardian

Refer to B-BGC 1 and IL B-BGC 1 for duties

Since all communications for the Bethel should be addressed to the Bethel Guardian at her HOME, it shall be her duty to see that they are placed on the Recorder's desk at the first meeting following receipt thereof. These are not personal communications.

It shall be her responsibility to:

1. See that all Officers and Bethel Choir members are in Official Regalia before entering the Bethel Room.
2. See that the only jewelry provided for in the Manual of Rules and Regulations is worn in the Bethel Room.
3. See that a suitable ceremony shall be given during the month of March in honor of our Founder, Mrs. Ethel T. Wead Mick.
4. See that the Majority Degree and/or Obligation Ceremony are held at least once a year.
5. See that recommendation of the Grand Guardian and Associate Grand Guardian as Members of Honor are handled well in advance of the date of Official Visit.
6. See that new members pass the Proficiency Lesson Exam at a stated meeting within a reasonable time following initiation.
7. See that suspensions are properly handled by the Executive Members of the Bethel Guardian Council and the Bethel Members informed and record made in the Recorder's Minute Book.
8. See that the Annual Meeting of the Bethel Guardian Council, including the Executive and Associate members, shall be held at least thirty (30) days prior to the Annual Session of the Grand Guardian Council and form No. 222 is mailed promptly to the Vice Grand Guardian.
9. See that all Officers' and Choir Members' dues are paid before being installed.

Associate Bethel Guardian

Refer to B-BGC 2 and IL B-BGC 1 for duties

It shall be his responsibility to:

1. Check the eligibility of adult visitors to attend a Bethel Meeting. (Ritual, pg. 18)
2. Supervise the audit of the books of the Bethel as follows:
All Receipts and Disbursement are to be read from the Recorder's Minute Book and checked against entries made in:
Guardian Secretary's Cash Book
Guardian Treasurer's Cash Book
Bank Statement
Checkbook
Dues Receipt Book
Record of Dues (Form No. 142)
3. Verify investments and see that all interest has been recorded properly.
4. See that books are audited (check law).
5. See that report shall be presented at the Annual Meeting.

Since the Associate Bethel Guardian is Chairman of the Auditing Committee, his signature shall NOT appear on Bethel checks.

Guardian Secretary

Refer to B-BGC 2 and IL B-BGC 1-2 for duties

It shall be the responsibility of the Guardian Secretary to:

1. See that Bethel Annual Report Forms (Form No. 110) are sent to the home address of the Grand Secretary by January 31.
2. See that all paraphernalia and supplies are ordered on the official order blank for supplies and sent to the HOME address of the Grand Secretary.
3. See that all Official Jewelry shall be ordered from the Official Jeweler, Doc Morgan, Inc., P.O. Box 270, St. Charles, IL 60174. Official Jewelry Order Forms are obtained from the Gran Secretary and pink copies shall be sent to the Supreme Secretary.
4. See that the order is placed and check drawn for the Past Honored Queen's Jewel before the books close the current term and in sufficient time for presentation at Installation.
5. See that the Recorder handles all business and wears the Official Regalia on Guest Nights.
6. Inform new members that dues begin to accrue when they are initiated.
7. See that all information is in the Permanent Record Book after a new member has signed it on the night of Initiation.
8. See that Notice of Dues (Form No. 140) is sent to all active Members at the beginning of the Bethel term.
9. See that each Daughter requesting a Demit has her dues paid BEFORE the request is read.
10. Inform affiliated members that dues begin to accrue when petitioner has been elected to membership.
11. See that affiliated members sign the Permanent Record Book after being elected to membership.
12. See that suspended members are properly notified. (Form No. 212)

Guardian Treasurer

Refer to B-BGC 2 and IL B-BGC 2 for duties

It shall be the responsibility of the Guardian Treasurer to:

1. See that the Bethel Treasurer's Report (Form No. 151) shall be made out by the Bethel Treasurer and checked before the meeting.
2. Have record of interest recorded before the close of the books.
3. To read and approve the Librarian's Report BEFORE the report is given in the Bethel meeting

Guardian Director of Music

Refer to B-BGC 2 and IL B-BGC 2 for duties

It shall be the responsibility of the Guardian Director of Music to:

1. Attend all meetings of the Bethel Guardian Council and Bethel Meeting.
2. Have a musician proficient at all times.
3. Call music rehearsals when deemed necessary.
4. Be sure Daughters know proper words and music for meetings and ceremonies.
5. Be available if assistance is needed by the Bethel Musician.

Installation Options

Page 8 – All members of the Bethel Guardian Council may be introduced at this time.

Electric candles are lit from East to West, by Princesses or persons selected by the Honored Queen, before the start of the Installation Ceremony.

Electric candles are extinguished from West to East by the above after the Bethel Guardian has sounded the gavel for the closing.

Guests of Honor may be seated in the East either prior to Opening Ceremonies, informally, after Installing Officers have been presented, or after Bethel Officers have entered.

Welcome songs may be sung at the Altar or after introductions in the East.

Nine O'clock Interpolation by the Order of DeMolay may be given immediately after the Honored Queen is installed or after the Proclamation.

Rose Ceremony may be given while the Honored Queen is kneeling at the Altar after Obligation.

Ode to American Flag – May be given after Pledge of Allegiance, by a person selected by the Honored Queen with the approval of the Executive Members of the Bethel Guardian Council.

Bethel Flag – May be presented according to Ritual by Installing Flag Bearer.

Ode to Bethel Flag – May be given after flag is posted, by a Member of Job's daughters preferably dressed in a robe, and selected by the Honored Queen with the approval of the Executive Members of the Bethel Guardian Council. The Ode to the Bethel Flag shall be memorized.

Special Dispensation – is read after presentation of flags.

Escorting – Visitors may be grouped – Hearty Welcome – No Honors. The order of Escort should follow the Ritual and SOP-Bethel 6.

Notes

**Adopted at the
Annual Session
Of the
Grand Guardian
Council of Illinois
Of the
International Order of Job's Daughters
In Champaign, Illinois
April 20-23, 1995**

Committee

**Mrs. Carol Dombkowski, PGG, Chairman
Mrs. Patricia Bartley, PHQ, PGG
Mrs. Marjorie Kemerling, PGG
Mrs. Doris Sheridan, MM, PGG
Mrs. June Smock, PGG**

**Mrs. Cheryl Aronson, PHQ
Grand Guardian**

**Mr. John Baki
Associate Grand Guardian**

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