

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

**ARTICLE I
GENERAL PROVISIONS**

Section 1. Birthday

- (a) The date on which a Bethel should observe its birthday is the date on which it was instituted.

Section 2. Official Seal

- (a) Each Bethel is required to have an official Bethel seal which must be purchased from the Executive Manager or Grand Secretary immediately after the Bethel is chartered.

Section 3. Move/Change of Location

- (a) When it is necessary to move from one city to another, the original Charter shall remain intact. An authorization showing date of transfer and new location of the Bethel, signed by the Supreme or Grand Guardian and attested by the Supreme or Grand Secretary, shall be attached to the original Charter.
- (b) The Bethel seal shall bear the name of the new location.

Section 4. 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, SI 11, and forward one (1) copy to the Vice Supreme Guardian and five (5) copies to the Jurisprudence Committee of the SGC for approval.

Section 5. 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.

Section 6. Auxiliary Club

- (a) No auxiliary club calling for ritualistic work of the Order shall be organized from the membership of the Bethel.

**ARTICLE II
MEMBERSHIP**

Section 1. Petition

- (a) After the organization of a Bethel, members shall be received by petition in the form prescribed by the SGC. (Form 130)
- (b) Petitions for membership must be received and read at a regular Bethel meeting held previous to the date of the initiation. (See SI 14.20)
- (c) Official investigation forms (Form 132) shall be referred to an Investigating 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 petition, to the Guardian Secretary of the Bethel conducting the initiation. The fee shall be retained by the Bethel which received the petition 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 a Petition 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 initiation fee. (See SI 14.21)

- (c) If application is made at a later date, annual dues as well as a Demit and affiliation fee must accompany the petition.
- (d) The petition must be investigated in the regular manner (Art II, Sec. 1(c)) 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 petitioner shall be enrolled as a member.
- (e) See SI 12, para. 3, for members holding a demit from a closed Bethel and desiring to affiliate with another Bethel.

Section 3. Dual Membership

- (a) Dual membership shall be allowed the Daughter who desires to join a Bethel outside the jurisdiction of her original membership. (See C-Bethel, Art IV, Sec 2)
 - (1) If so permitted by the Manual Rules & Regulations of a GGC or JGC, dual membership may be allowed within the jurisdiction.
- (b) The Bethel to which the member has presented her dues receipt shall contact the original Bethel for verification.
- (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 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 a Daughter petitions another Bethel, the Demit (complete Form 210) shall be attached to a Petition 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 the second, third and fourth section of the form and mail them to the officers designated thereon. If the petition is to another Bethel in the same jurisdiction, or to a Bethel under Supreme, the fourth section is unnecessary and may be destroyed. The first section shall be permanently attached to the Petition for Membership by Affiliation and retained in the Bethel files.
- (b) See SI 9 for information on Majority Members.

ARTICLE IV 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) Fees: (See SI 7)
 - (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.
If the petitioner is rejected the fee shall be returned.
 - (2) The affiliation fee shall be one-half the initiation fee.

- (c) Annual Dues: (See SI 14.22)
 - (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%). Dues are payable in advance on January 1st of each year.
 - (2) 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 SI 14.22)

- (a) Petitioners 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 SI 14.22)

- (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. Upon receipt of the properly signed warrant the Bethel Treasurer, or Guardian Treasurer shall write and sign checks. All checks shall be countersigned by the Guardian Treasurer 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.
- (b) Fees:
 - (1) Initiation and annual fees shall be paid by Bethels.(See SI 7)
- (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 SI 6.

Section 4. Educational and Promotional Funds (See SI 14.22)

- (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 V
RECOMMEND 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. Refer to SI 8 for information and procedures.

**ARTICLE VI
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 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 additional piece of jewelry in keeping with the regalia of our Order and approved by the Executive members of the BGC. (See SI 14.24)
- (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 VII STANDING 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 Secrecy 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 Test.

ARTICLE VIII 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 (SI 15).

ARTICLE IX AMENDMENTS

Section 1.

- (a) The Constitution and Bylaws of a Bethel may be amended by following the procedures outlined in SI-1, No. 2 Amendments. (For Prerogatives of a GGC, see SI-14, and procedure given in B-GGC, Art. XI)
- (b) Approved amendments shall also amend any sections of SI-11, 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, SI-11, Art XV, Sec. 2

ARTICLE X 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 and Bylaws 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.
 - (2) A Daughter who marries or becomes pregnant while holding a Bethel office shall immediately resign from such office. Failure to do so shall be cause for expulsion from the Order.

Section 4. Notice

- (a) Notice in writing stating cause of discipline and a copy of the Law of Appeals and Grievance (SI 15) shall be sent to the Bethel member.

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 SI 15)

ARTICLE XI 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 and Bylaws 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 XII 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.