

**SUPPLEMENT TO
BYLAWS OF A BETHEL GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
GENERAL DUTIES OF THE EXECUTIVE MEMBERS**

SECTION 1. DUTIES

- (a) thru (h) See Page B-BGC 1.
- (i) Attend activities of the Bethel.
- (j) See that all petitioners shall be initiated within thirty (30) days of approval.

SECTION 2.

See Page B-BGC 1.

SECTION 3.

See Page B-BGC 1.

**ARTICLE II
DUTIES OF THE EXECUTIVE MEMBERS**

SECTION 1.

The Bethel Guardian Shall:

- (a) thru (m) See Pages B-BGC 1 and B-BGC 2.
- (n) See that all members of the Bethel Guardian Council without exception shall be installed within ninety (90) days after the close of the Annual Session.
- (o) Promote Educational Loans and Scholarships, keeping a supply of application forms on hand.
- (p) See that the Proficiency Committee assists the members in learning the information necessary to pass the Proficiency Test (Ritual Page 143) within thirty (30) days after their initiation, excluding the vacation period.
- (q) Appoint an adult assistant to the Guardian Director of Music upon her/his request.
- (r) Encourage use of the Correspondence Course.

SECTION 2.

The Associate Bethel Guardian shall:

- (a) thru (d) See Page B-BGC 2.
- (e) See that the books of the Guardian Secretary, Guardian Treasurer, Bethel Recorder, and Bethel Treasurer are audited at the close of each term and that a report is made to the Bethel at the first meeting after installation.
 - (1) To see when making the audit that the Bethel Recorder, Bethel Treasurer, Guardian Secretary, and Guardian Treasurer have kept identical records, namely warrant numbers, check numbers, and amounts.
 - (2) Reconcile bank statements to cash books and to receive paid bills for verification.
- (f) See Page B-BGC 2.

SECTION 3.

The Guardian Secretary shall:

- (a) thru (b) See Page B- BGC 2.
- (c) Supervise the work of the Bethel Recorder.
 - (1) See that the Bethel Recorder keeps accurate records in the Recorder Cash Book and Roll Call Book.
 - (2) Instruct the Bethel Recorder in the proper preparation of minutes.
- (d) thru (e) See Page B- BGC 2.
- (f) Order all supplies from the Grand Secretary's office.
- (g) Keep a permanent record of all petitions received, transfers and demits of the Bethel Daughters.
- (h) Conduct the correspondence of the Bethel and affix its seal when necessary.

- (i) File in the office of the Grand Secretary two (2) copies of the Annual Report (Form 110) by January 31st.
- (j) Notify the Grand Guardian and Grand Secretary of the date of the installation of the Bethel Guardian Council, and the name of the Installing Officer.
- (k) Keep a permanent file of all Bethel and Guardian Council transactions and turn same over to her/his successor.
- (l) Request dispensations from the Grand Guardian, stating reason for change of date or time. (See SI 6.1)

SECTION 4.

The Guardian Treasurer shall:

- (a) See Page B- BGC 2.
- (b) Supervise the work of the Bethel Treasurer and receive all money from her, giving her a receipt for same.
 - (1) See that the Bethel Treasurer keeps accurate records in the Treasurer Cash Book.
- (c) Supervise the work of the Librarian by carefully reading her report before it is given in a Bethel meeting.
- (d) See Page B-BGC 2.
- (e) Keep a record of money collected and expended.

SECTION 5.

The Guardian Director of Music shall:

- (a) thru (c) See Page B- BGC 2.
 - (d) Sit in a convenient position to assist the Musician and direct the Choir, and have an adult assistant when necessary.
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The Guardian Director of Epochs shall:

- (a) If a member of the Executive BGC, attend all meetings of the BGC and of the Bethel.
- (b) Assist the Bethel Guardian in instructing the officers in their speaking parts that the lessons they impart to the Pilgrims may be given in an impressive and reverent manner.
- (c) Prompt officers during Bethel meetings, or train one of the Daughters to do so.

**ARTICLE III
DUTIES OF THE ASSOCIATE MEMBERS**

SECTIONS 1 THRU 10.

See Pages B-BGC 2 thru 3.

**ARTICLE IV
COMMITTEE CHAIRMEN**

SECTIONS 1 THRU 2.

See Page B-BGC 3.

**ARTICLE V
RESIGNATIONS AND REMOVALS**

SECTIONS 1 THRU 3.

See Page B- BGC 4.

**ARTICLE VI
FINES**

SECTION 1.

- (a) A fine of five dollars (\$5.00) shall be paid by the Executive members of the Bethel Guardian Council who fail to file Annual Report (Form 110) in the Grand Secretary's office and remit fees by January 31st. An extension of time may be given to Bethels at the discretion of the Grand Secretary.

**ARTICLE VII
DISCIPLINE**

SECTION 1.

See Page B-BGC 4.

SECTION 2.

(a) See Page B- BGC 4.

(1) thru (5) See Page B-BGC 4.

(6) Issuance of a demit for withdrawal from the Order to a Daughter who becomes pregnant (except in the case of rape or incest).

(b) thru (c) See Page B-BGC 4.

ARTICLE VIII APPEALS

SECTIONS 1 THRU 2.

See Page B-BGC 5.