

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

**PA-SOP-BETHEL-101
APPOINTMENTS**

Section 1. See SOP-BETHEL-1

**PA-SOP-BETHEL-102
BETHEL FINANCES**

Section 1. Receipts: See SOP-Bethel-2. Sec. 1 (a)-(e)

Section 2. Exemption from Fees and Dues: See SOP-Bethel 2, Sec. 2 (a)

Section 3. Disbursements: See SOP-Bethel- 2, Sec. 3 (a)-(c)

Section 4. Educational and Promotional Funds: See SOP-Bethel- 2, Sec. 4 (a)-(c)

**PA-SOP-BETHEL-103
DISCIPLINE**

Section 1. Supervision: See SOP-Bethel-3, Sec. 1 (a)

Section 2. Hearing: See SOP-Bethel-3, Sec. 2 (a)-(b)

Section 3. Course of Action: See SOP-Bethel-3 , Sec. 3 (a)-(d)

Section 4. Notice: See SOP-Bethel-3, Sec. 4 (a)

Section 5. Reinstatement: See SOP-Bethel-3, Sec. 5 (a)-(b)

**PA-SOP-BETHEL-104
ELECTION**

See SOP-BETHEL-4 (a-i)

PA (j) Election of officers shall be held at the first meeting of November and the first meeting of April.

PA (k) Written notification of election of Bethel officers shall be sent to members thirty (30) days prior to the election. Parents of eligible Daughters shall be enlightened as to what the office of Honored Queen involves.

PA (l) THERE SHALL BE NO ELECTIONEERING FOR ANY OFFICE.

PA-SOP-BETHEL-105
ELIGIBILITY

See SOP-BETHEL-5 (a)-(b)

PA (c) Bethel Guardian, Guardian Secretary, and Bethel Recorder must establish the attendance of an aspiring member by reviewing the attendance record book. If there are any unexcused absences, the Daughter is not eligible to run for office.

PA-SOP-BETHEL-106
ESCORT, INTRODUCTIONS AND HONORS

See SOP-BETHEL-6

**PA-SOP-BETHEL-107
GUIDELINES FOR BETHEL INSPECTION
PRIOR TO CHARTERING**

See SOP-BETHEL-7 (1)-(16)

**PA-SOP-BETHEL-108
INSTALLATION**

Section 1. General: See SOP-BETHEL-8 , Sec. 1 (a)-(d)

PA (e) The installation shall be on or before the first meeting of the month of December and May. No fee is to be charged for the Special Dispensation.

Section 2. Installing Officers: See SOP-BETHEL-8, Sec. 2 (a)-(d)

**PA-SOP-BETHEL-109
MEETINGS**

Section 1. Regular: See SOP-BETHEL-9, Sec. 1 (a)-(h)

Section 2. Open: See SOP-BETHEL-9, Sec. 2 (a)-(b)

Section 3. General Items: See SOP-BETHEL-9, Sec. 3 (a)-(d)

Section 4. Attendance: See SOP-BETHEL-9, Sec. 4 (a)-(c)

**PA-SOP-BETHEL-110
MEMBER OF HONOR**

See SOP-BETHEL-10 (a)

**PA-SOP-BETHEL-111
OFFICIAL REGALIA**

Section 1. Description: See SOP-BETHEL-11, Sec. 1 (a)-(c)

Section 2. Wearing of Regalia: See SOP-Bethel-11, Sec. 2 (a)-(e)

PA-SOP-BETHEL-112
ORGANIZATION OF A BETHEL

- 1. General** See SOP-BETHEL-12, 1. (a)-(b)
- 2. Eligibility for Bethel Membership** See SOP-BETHEL-12, 2. (a)-(c)
- 3. Eligibility for Appointment to Bethel Guardian Council (BGC)**
 - Section 1. Regular** See SOP-BETHEL-12, 3. Sec. 1. (a)-(f)
 - Section 2. Special** See SOP-BETHEL-12, 3. Sec. 2. (a)-(c)
- 4. Meeting Place** See SOP-BETHEL-12, 4. (a)
- 5. Supplies** See SOP-BETHEL-12, 5. (a)-(b)
- 6. Dispensation** See SOP-BETHEL-12, 6. (a)-(d)
- 7. Petition to Reinstitute** See SOP-BETHEL-12, 7. (a)-(c)
- 8. Appointment of Bethel Guardian Council** See SOP-BETHEL-12, 8. (a)
- 9. Appointment of Bethel Officers** See SOP-BETHEL-12, 9. (a)-(b)
- 10. Institution/Reinstitution and Installation** See SOP-BETHEL-12, 10. (a)-(c)
- 11. Charter** See SOP-BETHEL-12, 11. (a)-(e)
- 12. Special Assistance** See SOP-BETHEL-12, 12. (a)-(b)

**PA-SOP-BETHEL-113
PAST HONORED QUEENS JEWEL**

Section 1. Regular: See SOP-BETHEL-13, Sec. 1 (a)-(b)

Section 2: Special: See SOP-BETHEL-13, Sec. 2 (a)

PA-SOP-BETHEL-114
PROCEDURE TO MERGE, CLOSE OR REINSTITUTE BETHELS

- 1. Merge of Bethels:** See SOP-BETHEL-14, 1. (a)-(d)
- 2. Close of a Bethel:** See SOP-BETHEL-14, 2. (a)-(b)
- 3. Members of a Closed Bethel:** See SOP-BETHEL-14, 3. (a)-(c)
- 4. Reinstitute a Bethel:** See SOP-BETHEL-14, 4. (a)-(c)

PA-SOP-BETHEL-115
RECOMMENDATIONS FOR EXECUTIVE MEMBERS OF THE
BETHEL GUARDIANCOUNCIL BY BETHEL MEMBERS

See SOP-BETHEL-15 (1)-(6)

**PA-SOP-BETHEL-116
REORGANIZATION OF A BETHEL**

See SOP-Bethel -16 (1.)-(2.)

PA-SOP-BETHEL-117
REORGANIZATION- GUIDELINES FOR REMOVAL

See SOP-BETHEL-17, 1. (a)-(k)

**PA-SOP-BETHEL-118
SPECIAL PRIVILEGES**

1. Definition: See SOP-Bethel-18, 1. (a)

2. Request and Filing: See SOP-Bethel-18, 2. (a)-(c)

3: Special Privileges with Fee: See SOP-Bethel-18, 3. (a)-(h)

4: Special Privileges without Fee: See SOP-Bethel-18, 4. (a)-(d)

5: A Special Dispensation is not Required to: See SOP-Bethel-18, 5. (a)-(c)

6: The Supreme Guardian may Issue a Special Dispensation for the Purpose of Permitting:
See SOP-Bethel-18, 6. (a)-(b)

7: The Supreme or Grand Guardian, may issue for her term of office, a Special Dispensation to place a Bethel under reorganization: See SOP-Bethel-18, 7.

**PA-SOP-BETHEL-119
SUBSTITUTE OFFICERS**

See SOP-BETHEL-19 (a)-(b)

PA-SOP-BETHEL-120
SUPPLIED FURNISHED GRATIS TO INSTITUTED BETHEL

See SOP-BETHEL-20, 1.-2.

**PA-SOP-BETHEL-121
UNIFORM CODE FOR BETHEL**

**ARTICLE I
NAME**

Section 1. See SOP-BETHEL-21, Art. I, Sec. 1 (a)

Section 2. See SOP-BETHEL-21, Art. I, Sec. 2 (a)

**ARTICLE II
OBJECT**

Section 1. See SOP-BETHEL-21, Art. II, Sec. 1 (a)

**ARTICLE III
MEMBERSHIP**

Section 1. Eligibility for Membership: See SOP-BETHEL-21, Art. III, Sec. 1 (a)-(c)

Section 2. Applications: See SOP-BETHEL-21, Art. III, Sec. 2 (a)-(b)

Section 3. Visitation: See SOP-BETHEL-21, Art. III, Sec. 3 (a)

**ARTICLE IV
MEETINGS**

Section 1. Time and Place: See SOP-BETHEL-21, Art. IV, Sec. 1 (a)-(b)

Section 2. See SOP-BETHEL-21, Art. IV, Sec. 2 (a)-(m)

Section 3. Attendance: See SOP-BETHEL-21, Art. IV, Sec. 3 (a)

**ARTICLE V
OFFICERS**

Section 1. Elective: See SOP-BETHEL-21, Art. V, Sec. 1 (a)

Section 2. Appointive: See SOP-BETHEL-21, Art. V, Sec. 2 (a)

Section 3. Substitute: See SOP-BETHEL-21, Art. V, Sec. 3 (a)-(b)

**ARTICLE VI
ELECTION/APPOINTMENT OF OFFICERS**

Section 1. Eligibility for Election: See SOP-BETHEL-21, Art. VI, Sec. 1 (a)-(b)

Section 2. Election: See SOP-BETHEL-21, Art. VI, Sec. 2 (a)-(i)

PA (j) Supplement Rules for Election of Bethel Officers

PA (1) Before the meeting is opened, the Honored Queen shall have a small table or stand placed in the West of the room on which are individual ballots, pencils and paper for tallying.

PA (2) The Honored Queen conducts the election and reads the following Sections (a) and (b).

PA [a] Election shall be by viva voce (voice) vote.

- PA [b] There will be NO TALKING during the election by officers, members or anyone on the sidelines. NO ADULT on the sidelines can take part in this election.
- PA (3) The Honored Queen shall appoint three (3) tellers - one (1) to be the chairperson – who are to tally the ballots at the table.
PA [a] The Associate Bethel Guardian and Guardian Secretary will supervise (not take part in) the tallying.
- PA (4) The Honored Queen will ask all voting members to stand, count off and then be seated. She will then declare the number of votes needed for a majority (one over half).
- PA (5) The Honored Queen will ask those aspiring to the office of Honored Queen to rise and state their name. If there is no opposition, the Honored Queen states all in favor of _____ for Honored Queen shall vote by saying ‘Aye’. Those opposed, ‘Nay’. If the Daughter aspiring receives a majority vote, the Honored Queen will ask if she accepts the Office of Honored Queen with its responsibilities. The Honored Queen then presents _____ who will assume the Office of Honored Queen for the ensuing term.
- PA (6) Repeat the above paragraph for Senior Princess, Junior Princess, Guide, and Marshal. When there is more than one (1) aspiring to an office, the Honored Queen will state that there will be a secret ballot.
PA [a] She will ask the tellers to pass out the ballots and pencils.
PA [b] She will again ask those aspiring to the Office of _____ to rise, state their name and be seated.
PA [c] The members will ballot and fold them in half.
PA [d] The Honored Queen will ask if all have balloted, then will ask the tellers to collect the ballots.
PA [e] The tellers will tally the vote as follows:
 - (1) The first teller will open the ballot
 - (2) The second teller reads the ballot quietly.
 - (3) The third teller will make a mark beside the Daughters name until all ballots are counted.
 - (4) Blank ballots shall be noted.
 - (5) The chairperson of tellers will hand the tally sheet to the Honored Queen who will read the results.
 - (6) If there is an election, the Honored Queen will ask the Daughter if she will accept and present her as in No. 5.
 - (7) If there is no election, the Honored Queen will state, “We must take another ballot as we have no election.” This procedure is repeated until there is an election.
 - (8) NO ONE CAN ELIMINATE A DAUGHTER from the election because she received just one (1) vote. Only the Daughter can eliminate herself by refusing to stand when the Honored Queen asks.
PA [f] When all officers have been elected the Honored Queen will thank her tellers, dismiss them and have all ballots destroyed. She will then say, “This concludes our election of Officers”. (One rap of the gavel).

Section 3. Appointment: See SOP-BETHEL-21, Art. VI, Sec 3 (a)

ARTICLE VII TERM OF OFFICE

Section 1: See SOP-BETHEL-21, Art. VII, Sec. 1(a)-(b)

ARTICLE VIII

INSTALLATION

Section 1: See SOP-BETHEL-21, Art/ VIII, Sec. 1 (a)-(g)

**ARTICLE IX
COMMITTEES**

Section 1. See SOP-BETHEL-21, Art. IX, Sec. 1 (a)

**ARTICLE X
VACANCIES**

Section 1. See SOP-BETHEL-21, Art X, Sec. 1 (a)-(c)

**ARTICLE XI
FINANCES**

Section 1. Receipts: See SOP-BETHEL-21, Art. XI, Sec. 1(a)-(b)

Section 2. Fees: See SOP-BETHEL-21, Art. XI, Sec. 2 (a)-(b)

Section 3. Annual Dues: See SOP-BETHEL-21, Art. XI, Sec. 3 (a)

Section 4. Exemption from Fees and Dues: See SOP-BETHEL-21, Art. XI, Sec. 4 (a)

Section 5. Disbursements: See SOP-BETHEL-21, Art. XI, Sec. 5 (a)

Section 6. Educational and Promotional Funds: See SOP-BETHEL-21 Art. XI, Sec. 6 (a)-(c)

**ARTICLE XII
OFFICIAL REGALIA**

Section 1. Description: See SOP-BETHEL-21, Art. XII, Sec. 1 (a)-(c)

Section 2. Wearing of Regalia: See SOP-BETHEL-21, Art. XII, Sec 2 (a)-(e)

**ARTICLE XIII
DISCIPLINE**

Section 1. Supervision: See SOP-BETHEL-21, Art. XIII, Sec. 1 (a)

Section 2. Loss of Office: See SOP-BETHEL-21, Art. XIII, Sec. 2 (a)

Section 3. Suspension: See SOP-BETHEL-21, Art. XIII, Sec. 3 (a)-(b)

Section 4. Expulsion: See SOP-BETHEL-21, Art. XIII, Sec. 4 (a)

Section 5. Appeal: See SOP-BETHEL-21, Art. XIII, Sec. 5 (a)-(b)

**ARTICLE XIV
DEBITS**

Section 1. General: See SOP-BETHEL-21, Art. XIV, Sec 1 (a)

Section 2. Process: See SOP-BETHEL-21, Art XIV, Sec 2 (a)

Section 3. Resignations: See SOP-BETHEL-21, Art. XIV, Sec. 3 (a)

**ARTICLE XV
AMENDMENTS**

Section 1. See SOP-BETHEL-21, Art. XV, Sec. 1(a)

Section 2. Prerogatives of a Bethel: See SOP-BETHEL-21, Art. XV, Sec. 2 (a)-(f)

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

Section 1. See SOP-BETHEL-21, Art. XVI, Sec. 1 (a)-(b)

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

Section 1. Regular: See SOP-BETHEL-21, Art. XVII, Sec. 1 (a)-(b)

**ARTICLE XVIII
SPECIAL MEMBERS**

Section 1. Majority Member: See SOP-BETHEL-21, Art. XVIII, Sec. 1 (a)-(b)

Section 2. Member of Honor: See SOP-BETHEL-21, Art. XVIII, Sec. 2 (a)

**ARTICLE XIX
LOSS OF HONORS**

Section 1. See SOP-BETHEL-21, Art. XIX, Sec. 1 (a)-(b)

**ARTICLE XX
GENERAL PROVISIONS**

Section 1. General Provisions: See SOP-BETHEL-21, Art. XX, Sec. 1 (a)-(b)