

## <sup>1</sup>GUIDELINES FOR REMOVAL FROM REORGANIZATION

The main focus of reorganization is an increase in membership since the reason for this action was the decline of membership below the 7 required members for a quorum. However, it is also important to remember that the Bethel must continue to function in the manner set forth for all active Bethels. The decision to take a Bethel out of reorganization is always at the discretion of the Grand Guardian upon review of the status of the Bethel. With this in mind, the following recommendations should be considered.

- 1) A quorum of 7 members is required to open a meeting. An active membership of at least 10 members at no less than 4 consecutive meetings to lift that dispensation. The more members the Bethel has, the less the possibility of returning to reorganization status.
- 2) Council meetings held monthly, with proper minutes being kept, signed by the Bethel Guardian and Guardian Secretary. Copies should be sent to the Grand Deputy and the Grand Guardian.
- 3) Bethel members shall dress in official regalia at least one meeting a month. \*\*As membership rises, it is recommended that the Bethel resume two meetings a month to begin functioning in the regular manner.
  - a) Bethel minutes being kept by the Bethel Recorder read at each meeting and signed by the Honored Queen and Bethel Recorder.
  - b) Treasurer's Report read each meeting, signed by the Bethel Treasurer.
  - c) Bills audited, properly signed by the Audit committee and read at each Bethel meeting.
  - d) Reports given by the Daughters on all activities attended.
  - e) Roll of Bethel Officers, Choir and Bethel Guardian Council.
  - f) Escorts being done properly.
  - g) Motions being made and completed in proper manner.
  - h) Honored Queen conducting meetings according to the Ritual and Constitution and Bylaws.
  - i) Bethel room set up according to the Ritual.
- 4) All required Bethel committees in place and knowledgeable about their duties.

- 5) Inventory of all Bethel paraphernalia and property completed and copy sent to the Grand Secretary and the original recorded in or attached to the proper Bethel minute book.
- 6) Bethel cash books properly completed following each meeting, with special attention given to the following:
  - a) Receipts of each meeting being deposited in a timely manner (normally within two days of each Bethel meeting).
  - b) Checks for bills approved for payment at each meeting being properly/immediately issued.
- 7) Official Regalia, as per Constitution and Bylaws being worn by all Daughters.
- 8) Newly initiated Daughters passing the Proficiency Test within a reasonable length of time.
- 9) Officers proficient in the Ritual work of their stations.
- 10) Term plans being carried out, including Initiation, Service Projects, Fundraisers, Religious Observance and Fun Projects. Be sure to include a fundraiser to comply with Educational and Promotional Funds.
- 11) Monthly checklist for Bethels under Reorganization be filled in and sent to the Grand Deputy and Grand Guardian.<sup>2</sup>

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<sup>2</sup> Updated May 2009