

Bethel Guardians and Director of Epochs:

I've tried to provide you with some helpful hints that have been provided to me or that I have seen as I have traveled over the state. Please read through them and discuss them with your daughters.

#### Getting ready for a meeting

The only three things allowed in the girls hair are a headband; a crown; and a barrette that matches the color of their hair. Scrunchies, hair bows, clips, fancy barrettes and colored hair ties are not allowed in their hair under any circumstances.

Fingernail polish is only allowed if it is clear or very very light in color.

**GUM SHOULD NOT BE CHEWED AT ANY MEETING BY ANY PERSON. THIS GOES FOR OFFICERS AND CHOIR MEMBERS ON THE FLOOR AS WELL AS GIRLS AND ADULTS ON THE SIDELINES.**

The girls robed up are allowed to wear only two pieces of jewelry. Those pieces of jewelry may be one watch and one additional piece of jewelry. The second piece of jewelry maybe a ring, or a pair of SMALL earrings. Necklaces are not allowed. Two pairs of earrings are not allowed. Ankle bracelets are not allowed. Beaded bracelets of any kind are not allowed. At all times any jewelry worn must be approved by the Bethel Guardian Council.

Official regulation membership and/or officer's jewels and merit awards jewels do not count in the two pieces of jewelry.

Official Regalia means white slip, white hose and white shoes. Headbands for everyone except those wearing crowns.

Crowns are to be worn no more than 1 inch back of hairline and no part of the crown should be covered by their hair. Please have your princesses make sure they are following these rules.

The correct way to sit while an officer is upright with feet flat on the floor, hands in lap never playing with their tassels.

Correct way to stand – hands are at their sides, never playing with their tassels.

The Outer Guard retires through the Preparation Room door leaving it open. She closes the Anteroom door. If there is no Outer Guard the Inner Guard or Guide closes the Anteroom door before they assume their station.

The HQ always asks "Inner Guard, are all entitled to remain?" even if she knows everyone is entitled. If there is no Inner Guard the Guide or other officer designated by the Honored Queen or Bethel Guardian answers. The officers who answers should know for a fact that all are entitled to be present for a meeting.

Adults new to our meetings should be informed about the procedure of the Pledge of Secrecy for Adults before the meeting begins.

#### Flag Information

The flag stand for the National Emblem is placed to the right of the Senior Princess, **not** to the right and in front of the Senior Princess.

The Marshal does not sign the National Anthem.

The HQ does not rap as she says, "Marshal, you will display the National Emblem". She raps when the Marshal comes into the room with the Flag. The Marshal should wait until all in attendance have risen before moving further into the room.

All those in attendance in a Bethel meeting wait until the HQ places her hand on her heart and then they follow suit.

The Chaplain, Treasurer, 1<sup>st</sup> and 3<sup>rd</sup> Messenger turn toward the flag when the Marshal is in place west of the Altar, not as the Marshal enters the room.

The daughters turn toward the Bethel Flag after the HQ says “Daughters, you will rise and join in singing the Bethel Flag Song”, not as the flag is brought into the room. The Bethel Flag Bearer does sing the Bethel Flag Song.

The Preparation Room door is closed as soon as the Bethel Flag is posted in the East or after the Bethel Flag Song has been sung if the flag is not presented.

#### Chaplain Information

The Chaplain should not touch the Altar as she kneels or rises from the Altar. Please read pages 20 and 21 of the Ritual for instructions on how to approach the Altar and open the Bible. The Chaplain should arrive at the Altar when the music is finished, not before. The bible should not be opened before the music is completed.

The Altar light goes on when the Bible is opened and off when the Bible is closed. The lights in the Bethel do not have to be completely dimmed in order for the Altar light to come on. A completely dark Bethel room may be a hazard to a Chaplain as she approaches or leaves the Altar.

The Chaplain rises before she closes the Bible during the Closing Ceremony.

#### Information for the Honored Queen

##### **The HQ shall not copy any part of the Ritual.**

The HQ **must** consult with the BG well in advance of the meeting on business and activities to be discussed. The HQ is allowed to have an agenda at the podium but it should be notes only. She should be thoroughly familiar with what is to be discussed and be able to discuss it from notes. **She is not to stand in the east and read an agenda the BG made up for her.**

Business to be brought up at a meeting must be discussed with the Executive members of the BGC **before** being presented at a meeting.

The HQ must always call for the Purging Ceremony even though there may be no one to purge.

##### Escort, Introduction and Honors.

The word is Escort not Escort’s”. Please read the pages in the ritual pertaining to E,I & H. Our HQs have gotten extremely sloppy in how this is done and very few of them are doing it correctly. For instance: the HQ does not say “back” to the sidelines.

Each person is introduced only once, unless the meeting is to honor members of a specific group of people. In that case they may be introduced again in the group of people being honored.

A person is to be introduced using their title for which they stood up. If the person is a PHQ that title should always be given.

The Honored Queen raps during E, I & H only if the daughters have risen and given honors.

The HQ does not say “to the state of Kansas”. It is acceptable and preferable that she say “of Kansas”.

The **only** “Order of Business” that may be eliminated are: “Reading of the Special Dispensation”, if there isn’t one, “Report of Ballot on Petitions”, if initiation is not being held and “Ceremony of Initiation”.

The HQ must always ask for “Petitions for Membership” even if there are none. If there are none, the Recorder looks at the HQ and shakes her head. There is **NO** spoken part for the Recorder.

The HQ does not rap after the reading of the minutes until the Recorder has returned to her desk. If there are multiple sets of minutes, the HQ deals with each one before the Recorder reads the next set. The recorder only goes to the HQ one time and the HQ would sign all sets of minutes at that time.

### Parliamentary Procedure

The HQ does not take part in discussion during debate on any issue. Her duties are to remain neutral and see that the discussion is focused on the issue at hand. The HQ does not vote on any issue unless there is a tie. She would then cast the deciding vote.

In order to make a motion, a daughter stands and is recognized by the HQ. The HQ would recognize the daughter by name, NOT BY STATION. The daughter would then use the term "I move that...." not "I motion that...". Another daughter stands and seconds the motion. The daughter making the second is not recognized by the HQ. Adults and Majority Members taking part in the conversation must stand and be recognized by the HQ also. Parliamentary Procedure is covered in detail on page 13 of the Ritual. Please read it thoroughly and discuss it with your presiding HQ.

### Election of Bethel Officers

Elections are not held in a Bethel that is currently under reorganization.

For Bethels under reorganization, the BGC should discuss and vote on appointing line officers at the council meeting closest to what would be their normal election and announce those appointments at the next regular meeting of the Bethel.

Elections are to be by secret ballot only. NO nominations for any office will be accepted.

There should be absolutely no talking among the daughters and visitors sitting on the sidelines during elections.

The Bethel Guardian announces who is eligible for election before the voting starts. The BG should never announce that a Daughter is eligible for only certain offices.

Those eligible for an elected office must have been in regular attendance unless excused and must have passed the Proficiency Test.

A daughter who is not present at the meeting when elections are held is still eligible for election, if she meets all the above requirements.

If a Daughter is not present at the meeting in which elections are held, the BG should know which, if any, of the offices the daughter is willing to accept.

If a daughter that is not present at elections is elected to an office she is willing to accept, the BG should accept that office on her behalf.

No elected Bethel Officer may succeed herself in the same office and no one who has held the office of HQ of a Kansas Bethel may be elected to any office.

Bethel Officers may lose their office if they are gone for more than three consecutive meetings without good and sufficient reason.

If an any Bethel officer – elected or appointed - is absent one time without being excused they are not eligible for election to any office.

### Installation

The Installing Officer of a Bethel must be the retiring HQ. If there is not retiring HQ the Installing Officer must be a PHQ for that Bethel.

The other Installing Officers shall be PHQs of the Bethel. When PHQ's cannot serve, Majority Members may be asked.

An HQ-elect may, with the approval of the Executive members of the BGC, invite ONE person to serve as an Installing Officer, with the exception of the Installing Officer.

There should not be any children in the ceremony.

All plans, arrangements, and programs must have the approval of the Executive members of the BGC prior to implementation.

#### General Information

Rituals are not allowed on the floor. The Executive members may allow a new initiate to have her ritual at the first meeting or all the daughters to have their rituals at the first meeting of a new term.

Each Bethel must have an Official Worship Service during each term, even if there is no installed HQ.

Each bethel must honor Mrs. Ethel T. Wead Mick with a suitable ceremony during the month of March.

Each bethel must hold a 30-day money making project each term, even if there is no installed HQ.

Each bethel must hold some type of birthday celebration for their bethel during the month in which their bethel was chartered.