

SUPPLEMENTAL INSTRUCTION NUMBER 18.2

GUIDELINES FOR REMOVAL FROM REORGANIZATION

1. The main focus of reorganization is an increase in membership since the reason for this action was the decline of membership below the required seven (7) members for a quorum. It is important to remember that a Bethel must continue to function in the manner set forth for all active Bethels. The decision to remove a Bethel from reorganization status is always at the discretion of the Supreme/Grand Guardian upon review of the status of the Bethel. The following guidelines shall be considered:
 - (a) A quorum of seven (7) members is required to open a meeting with the exceptions listed in C-Bethel Art. XII, Sec. 1.(d). An active membership of at least ten (10) members at no less than three (3) consecutive meetings would be recommended to lift that dispensation.
 - (b) BGC meetings held monthly, with proper minutes being recorded and signed by the Bethel Guardian and Guardian Secretary. (Copies shall be sent to the Supreme/Grand Guardian, Supreme/Grand Deputy and Jurisdictional Guardian (if applicable).
 - (c) C-Bethel Art. XII, Sec. 1.(e)(5). Bethel members shall dress in official regalia at least one (1) meeting a month.
 - (1) As membership rises it is recommended that the Bethel resume two (2) meetings a month in official regalia.
 - (2) Bethel minutes being kept by Bethel Recorder or Bethel Recorder Pro-tem, read at each meeting and signed by the Honored Queen and Bethel Recorder or Bethel Recorder Pro-tem.
 - (3) Treasurer's Report read at each meeting, signed by the Bethel Treasurer or Bethel Treasurer Pro-tem.
 - (4) Bills audited, properly signed by the Audit Committee and read at Bethel meeting.
 - (5) Reports given by the Daughters on all activities attended.
 - (6) Roll Call of Bethel Officers, Choir and BGC taken.
 - (7) Escort, Introductions and Honors being done properly.
 - (8) Motions being made and completed in proper manner.
 - (9) Honored Queen conducting meetings according to the Ritual, Constitution and Bylaws
 - (10) Bethel room set up according to the Ritual.
 - (d) All required Bethel committees in place and knowledgeable about their duties.
 - (e) Inventory of all Bethel paraphernalia and property completed and copy sent to the Executive Manager/Grand Secretary and the original recorded in or attached to the proper Bethel Minute Book.
 - (f) Bethel cash books properly completed for each meeting with special attention given to the following:
 - (1) Receipts of each meeting deposited in a timely manner.
 - (2) Checks for bills approved for payment being immediately issued.
 - (g) Official Regalia, as per the Constitution and Bylaws being worn by all Daughters.
 - (h) Newly initiated Daughters passing the Proficiency Test within a reasonable length of time..
 - (i) Officers proficient in the Ritual work of their stations..
 - (j) Term plans being carried out including Initiation, Service Projects, Fundraisers, Religious Observance and Fun Projects. A fundraiser to comply with B-Bethel Art IV. Sec 4. Educational and Promotional Fund shall be held.
 - (k) Monthly check list for Bethels under Reorganization to be filled in and sent to the Supreme/Grand Guardian, Supreme/Grand Deputy and Jurisdictional Guardian (if applicable).