

Dear Bethel Guardian Council members,

The Uniform Code for Bethels (Bethel Bylaws adopted by the Bethel) was updated by the Supreme Council with the revisions of Supreme Session 2016. With this revision, it is time for each Bethel to update their Uniform Code for Bethels using the new format. I have attached a copy of this document in Word so that you can easily incorporate your Bethel's current information into the document. If you need a copy of your current Uniform Code for Bethels

The Uniform Code for Bethels is now contained in the Standard Operating Procedures for Bethels, SOP-21, beginning on page SOP 21-1. You will find the entirety of the Standard Operating Procedures for Bethels at the link provided below.

Article XV, Amendments, Section 2. of the Standing Operating Procedures for Bethels provides for the specific "prerogatives of a Bethel" for the Uniform Code for Bethels. This is on page SOP 21-8 of the same document. With the 2016 re-codification and restructuring of the Supreme Constitution and Bylaws, it is the desire of the Jurisprudence Committee of the Grand Guardian Council of Oregon to have all Oregon Bethels affirm and/or amend their current Uniform Code of Bylaws in the new form/format provided by the Supreme Guardian Council.

According to Article XV, Amendments, SI-11, Section 2 (b), "Amendments shall be made by presenting to the Bethel in writing the proposed amendment, and a copy of the proposed amendment sent to each member of the Bethel, each Executive Member of the BGC and the Supreme/Grand Deputy after which it shall lay over at least one (1) regular meeting of the Bethel before action thereon. A two-thirds (2/3) affirmative vote of the Bethel members voting shall be necessary to adopt such amendment(s)."

Specific and detailed instructions for processing the Uniform Code for Bethels is attached separately for your convenience. This is a good time for Bethels to confirm the current meeting week, day, time and place of its regular meetings and to review the amount of the Bethel's initiation and annual dues fees. For your convenience, a compilation of each Bethels current initiation and annual dues fees have been provided for you so that you can compare your Bethel's fees to other Bethels within the state. In addition to the fees set by each Bethel, an additional fee set by the Supreme Guardian Council which automatically escalates should be collected by each Bethel. It is this additional fee which is remitted annual to the Supreme Guardian Council with the Bethel's annual report.

If any Daughter or adult has a question about the proper procedure, please contact me directly as the current Chair of the Jurisprudence Committee. Please begin the adoption process at the Bethel's earliest convenience so that all Bethels can complete the process prior to June 1, 2017.

Serving Oregon Job's Daughters together with you,

Kris Aanderud, PHQ, PGG
Jurisprudence Committee Chairman

Link to SOP-Bethels: <https://jobsdaughters.files.wordpress.com/2016/12/file-16-sop-bethel-2016-reformatted-w-amendments.pdf>

Attachments: Instructions for proper adoption of the Uniform Code for Bethels
Reference for Bethel use: SOP-Bethels-21, Amendments

Please send correspondence via email to: PGG.OR.Kris@gmail.com
Got questions??? Call Kris at 541-915-8628. Please leave a message if I am unable to answer your call. After Bethel adoption and signature/date/affixing the Bethel Seal by the Bethel Guardian, Guardian Secretary, and Grand Deputy for Bethels in reorganization, please send seven (7) copies of the Uniform Code for Bylaws to:

Kris Aanderud, PGG
Jurisprudence Chairman
1464 Happy Lane
Eugene OR 97401

Procedures for the Adoption of the Uniform Code for Bethels

In the jurisdiction of Oregon, the Bethel Guardian Council should follow the following procedures in the ratification and/or adoption of the Uniform Code for Bethels:

1. Getting Started:

- a. The Bethel Guardian Council shall first consider if any changes are needed in the Uniform Code for Bethels. This would be a good time to have your line officers meet with the Bethel Guardian Council to discuss their desires for changes and to confirm any changes recommended by the Bethel Guardian Council.

2. Official Notice:

- a. Notice of the intent to confirm or amend the Uniform Code for Bethels should be sent to all members in good standing of the Bethel. This means their dues are current and they are not suspended per the Constitution and Bylaws. It is important that a notice is sent to **every member** of the Bethel, whether they are active or not.
 - i. The notice shall include a copy of the proposed amendment and the date of the Bethel meeting at which this will be brought before the Bethel for a vote by the Daughters.
 - ii. The notice may be sent via US mail and/or electronically by email. It should not be communicated by any other form (for example it should not be transmitted through FaceBook or other social media.) Job's Daughters is a private organization and our Uniform Code for Bethels should be protected from outsiders. While there is nothing in this document which cannot be viewed on the JDI website, the specific meeting week, day, time and place should be communicated only to those who have a need to know. It is too easy to unintentionally disclose information on social media sites and the safety of our Daughters and adults makes this an unreliable communication tool in the process established for the adoption of the Uniform Code for Bethels.
 - iii. It would be recommended that the confirmation or amendment to the Uniform Code for Bethels be brought before the Bethel Daughters at the same time the notice is sent to all Daughters. This gives the Honored Queen and/or the Bethel Guardian the chance to explain the process and what changes are being proposed. Daughters should also be told that they will be receiving a copy of the proposed Uniform Code for Bylaws via mail/email in the next couple of days.
 - iv. From the date the notice is sent, action must "lay over at least one (1) regular meeting of the Bethel before action is taken." This means that no action may be taken on the Uniform Code for Bethels at the next meeting of the Bethel. It must be delayed until the subsequent meeting.
 - a) For example, a Bethel meets regularly on the 2nd & 4th Mondays of the month. On the regular meeting on the 2nd Monday, the Honored Queen tells the Daughters about the action needed. That night, the Bethel Guardian emails all the Daughters or the Guardian Secretary drops notices with proposed Uniform Code for Bethels in the US mail to all Daughters.

3. Waiting to take action:

- a. At the next regular meeting of the Bethel on the 4th Monday, no action is taken.
- b. At the next regular meeting of the Bethel on the 2nd Monday of the following month (or at a meeting after that), the Bethel may consider, discuss and vote on the Uniform Code for Bethels.

4. Discussion and taking the vote:

- a. If any members of the Bethel desire to propose changes to the Uniform Code for Bethels, it would be submitted for consideration at the time the Bethel Daughters take official action on the adoption of the Uniform Code for Bethels.
- b. A two-thirds (2/3) affirmative vote of the Bethel members voting (present) shall be necessary to adopt the Uniform Code for Bethels to either confirm the existing Code or to amend the Bethel's Uniform Code for Bethels.

5. Next Step:

- a. Seven (7) copies of the Uniform Code for Bethels as adopted by the Bethel Daughters must be printed for submission for approval.
- b. The Bethel Guardian shall sign all seven (7) copies.
- c. The Guardian Secretary shall sign all seven (7) copies and affix the Bethel Seal on each copy at the bottom of the last page.

- d. If the Bethel is in reorganization, the Guardian Secretary shall forward all seven (7) copies to the Grand Deputy appointed to serve their Bethel. The Grand Deputy shall confirm the correct procedure was followed by the Bethel in the adoption of the Uniform Code for Bethels and then sign all Seven (7) copies, forwarding all copies to the Chairman of the Jurisprudence Committee.
 - e. The Chairman of Jurisprudence will review the Uniform Code for Bethels for completeness and correct form. Upon confirmation that they are in proper form, the Chairman will begin the routing for signatures by members of the Jurisprudence Committee. The Uniform Code for Bethels will be sent to each member of the Jurisprudence Committee for their consideration and signature of approval.
 - f. Upon the final signature of the Jurisprudence Committee members, all Seven (7) copies shall be returned to the Jurisprudence Chairman for signature. All Seven (7) copies will then be forwarded to the Vice Grand Guardian for her review and signature.
- 6. Final Actions:**
- a. The Vice Grand Guardian shall keep one (1) original copy of each Bethel's Uniform Code for Bethels. She shall establish a filing system to keep all copies which can be handed to each woman who serves as Vice Grand Guardian.
 - b. The Vice Grand Guardian shall forward six (6) original copies of each Bethel's Uniform Code for Bethels to the Grand Secretary for distribution.
 - c. The Grand Secretary shall:
 - i. keep one (1) original copy of each Bethel's Uniform Code for Bethels on file with the Grand Secretary.
 - ii. send one (1) original copy to the Chairman of Jurisprudence for their files.
 - iii. send one (1) original copy to the Grand Guardian for her records, which shall be passed down to each Grand Guardian upon installation.
 - iv. send one (1) original copy to the Grand Deputy.
 - v. The remaining two (2) copies shall be returned promptly to the Bethel Guardian Secretary.
 - vi. The Bethel Guardian Secretary shall file one (1) original copy in the Bethel's Permanent Record Book. The other original copy may be filed with the Bethel Guardian or the Guardian Secretary, as approved by the Bethel Guardian Council.
 - d. Following receipt of the approved Uniform Code for Bethels, the Guardian Secretary shall also distribute one copy of the Uniform Code for Bethels to each active daughter of the Bethel for their records at the next regular meeting of the Bethel. Copies may also be distributed to the members of the Bethel Guardian Council, parents, and others that may be deemed appropriate by the Bethel Guardian Council.
- 7. Amending / re-affirming the Uniform Code for Bethels** in the future shall be completed each time a substantive change is made by a Bethel to their Uniform Code for Bethels, or at a minimum, every three (3) years, as determined by prior precedence of the Grand Guardian Council of Oregon. A substantive change would be considered:
- a. a change in the week, day, time and/or place of the regular Bethel meetings.
 - b. a change in the amount the Bethel wishes to collect for initiation and/or dues fees.

Notes:

In the prerogatives given to Bethels in the Uniform Code for Bethels, it appears that there are additional provisions which each Bethel may decide. However, the Grand Guardian Council under the prerogatives delegated to Grand Guardian Councils by the Supreme Guardian Council has set the following as standards within the jurisdiction of Oregon.

- I. The establishment of 'dark months' when Bethels do not meet is set in the Oregon Manual of Rules and Regulations as July and August of each year. Bethels may not change this independently, although they may request by Special Dispensation to meeting in July and/or August by submitting a proper request to the Grand Guardian..
- II. The election of Bethel officers is set in the Oregon Manual of Rules and Regulations to be the last meeting of the month in April and November of each year. Bethels may only change this by Special dispensation of the Grand Guardian.
- III. The installation of officers of each Bethel is set in the Oregon Manual of Rules and Regulations to be in the months of January and June of each year. Bethels may hold the installation of officers

at their regular Bethel meeting, or may set a different (special) date by requesting a Special Dispensation from the Grand Guardian.

Other References:

SOP-Bethel-21

ARTICLE XV AMENDMENTS

Section 1.

(a) The Uniform Code for Bethels may be amended by following the procedures given in SOP-SGC-16, #2 Amendments.

Section 2. Prerogatives of a Bethel

1. (a) The following portions of this Uniform Code may be amended by a Bethel:
 1. (1) Art. 1 Sec. 1 City/Location(s) in which the Bethel meets.
 2. (2) Art. IV Sec. 1. Week, day, time and place of regular meetings, and Sec 2, vacation period.
 3. (3) Art. VI Sec. 2. Months in which election is held
 4. (4) Art. VIII Sec. 1. Months in which installation is held.
 5. (5) Art. XI Sec. 2 & 3. Amount of initiation fee and dues.
 6. (6) Art. XX Sec. 1 (b). Local Rules of Operation.
2. (b) Amendments shall be made by presenting to the Bethel in writing the proposed amendment, and a copy of the proposed amendment sent to each member of the Bethel, each Executive Member of the BGC and the Supreme/Grand Deputy after which it shall lay over at least one (1) regular meeting of the Bethel before action thereon. A two-thirds (2/3) affirmative vote of the Bethel members voting shall be necessary to adopt such amendment(s).
3. (c) At least seven (7) copies of Form 122, complete with Bethel seal, shall be submitted by the Guardian Secretary to the Chairman of the Jurisprudence Committee of the SGC/GGC who shall pass same on for approval.
4. (d) Copies of amendment(s) submitted by Bethels under Supreme, when approved and signed by the Vice Supreme Guardian and the Chairman of the Jurisprudence Committee of the SGC, shall be distributed as follows:
 1. (1) One (1) copy to the Supreme Guardian;
 2. (2) One (1) copy to the Vice Supreme Guardian;
 3. (3) One (1) copy to the office of the SGC
 4. (4) One (1) copy to Chairman of the SGC Jurisprudence Committee
 5. (5) One (1) copy to the Supreme Deputy
 6. (6) Two (2) or more copies to be returned to the Bethel.
5. (e) Copies of amendments submitted by Bethels in a Grand Jurisdiction, when approved and signed in accordance with the GGC Manual of Rules and Regulations, shall be distributed in accordance with said Manual of rules and Regulations.
6. (f) Amendments shall not become effective until notice of approval has been sent to the Bethel by the Jurisprudence Committee of the SGC/GGC. Said amendments to the Uniform code of Bylaws shall be returned to the Bethel within sixty (60) days after receipt.

SOP-Bethel 21-8

Note: In Oregon, we use the same distribution list as provided for at the Supreme level, except the word “Grand” is substituted for the word “Supreme”.