

# Grand Bethel Officer Handbook

## 2018-2019

### **Introduction**

Congratulations on being selected as a Grand Bethel Officer for the ensuing term. This is an amazing opportunity and a great way to represent your Bethel. Remember, you are representing our beautiful order at all times. It is important you are well informed of your duties and responsibilities and carefully stick to them. We hope that this book will help you understand your duties while in this position and answer any other questions you might have. Thank you for accepting this position and may your year be full of experiences and memories never to be forgotten.

### **A Message from the GBHQ**

Congratulations! You are a Grand Bethel Officer for the 2018-2019 term! This means a lot more than getting to wear those pretty purple robes during grand bethel meetings. You may be wondering what responsibilities you have been given by choosing to accept this position. This handbook will guide you through your duties as an Officer. Thank you so much for joining me in making this an amazing year. If you have any questions, feel free to call or email me!

Jobie Love,

Rylee Rayborn, GBHQ 2018-2019, PHQ #6

208-830-8485 rawryroo@gmail.com

### **Communication**

When you have questions in reference to your duties as a Grand Bethel Officer, you should contact:

Mary Jane Muncy, PGG, Grand Bethel Chairman

1207 Peregrine Ct Caldwell, ID 83607

208-724-1911 muncys885@msn.com

### **DUTIES**

All Grand Bethel Officers should set the example of graciousness and dignity for the members of their Bethel. Be proficient in your ritualistic work and maintain the standard of excellence for individual Bethels to follow. It is of the greatest importance that each officer memorizes her Grand Officer part, which may include performance of the Majority Degree, or the Royal Purple Degree Ceremonies at Grand Bethel.

If the opportunity permits, it would be rewarding for you to visit other Bethels within our state and other jurisdictions. In doing so, more ideas are shared and

each of our Bethels grows stronger because of your influence and communication. We encourage you to try this; you'll find that you'll make many friends and will build a firm bond in our Order.

When visiting another Bethel please sign the introduction sheet with your name, Bethel number and city as a courtesy to the presiding Honored Queen. It is an honor for you to be introduced.

You must file a report to the Grand Bethel Chairman describing your fundraising project and other activities you are involved with for the year. This must be received by the time of Grand Session.

We are an important jurisdiction in the International Order, and the productivity of our Grand Bethel and its Officers will set a high standard for others to follow. Let us be the leaders and not just followers.

## **Medallions**

Each Officer shall be provided a Grand Bethel Medallion at the time of Installation. It is then returned at the next annual session to the Grand Bethel Secretary. While it is in your possession it is to be cared for with extreme care. It is your responsibility to replace it if it becomes lost or damaged. If the medallion is lost, a fee equal to the replacement cost (\$75.00) shall be charged to the Bethel and payment made to Grand Bethel. If damage occurs, a fee equal to the cost of repair shall also be charged to the Bethel and payment made to Grand Bethel. It is then your responsibility to repay your Bethel!

## **Jewelry**

Jewelry worn with official robes shall be limited to regulation membership and/or officer's jewels, awards, a wrist watch and one additional piece of jewelry in keeping with regalia of our Order. NOTE: In other words, please no "gaudy" earrings, bracelets or necklaces.

It is within our guidelines that official jewelry, such as medallions, officer's jewels, etc. may be worn with proper Jobie attire when attending other official functions. However, that does exclude shorts, pants or skorts.

## **Robes**

The Grand Bethel Honored Queen, Senior Princess and Junior Princess shall be provided with official purple robes, capes and crowns. This is the property of Grand Bethel. Grand Bethel Officers are provided with a purple robe that is the property of each Bethel. The rules for how this robe is worn are the same as required by the Bethel. Make sure the robe is pressed and follows the rules of length: three (3) inches from the floor with a four (4) inch hem. Cords should be tacked along the bottom of the yoke seam within three (3) inches of each side of center front (measured on the curve of the yoke). The under slip may be full or half and measure a length of four (4) to six (6) inches from the floor. The color of

the slip should be white. You are to provide purple slippers and knee-high tights. Headbands are white ribbons with a center ribbon of purple.

Remember purple is a symbol of royalty and each officer should wear her robe with dignity, befitting the high office she holds in Grand Bethel.

**NOTE:** Grand Bethel Regalia may be worn at other functions only when authorized by the Grand Guardian or the Grand Bethel Committee.

## **Fundraising Projects**

Each Grand Bethel Officer and Representative is expected to conduct a fundraising project during her year of service. The goal should be to raise a minimum of \$100.00. The proceeds from each Officer or Representative project will be deposited into the Grand Bethel General Fund. If we are to continue to have a successful and financially sound Grand Bethel, it is important that these goals be met by each of you. This is the **ONLY** funding that Grand Bethel receives! The Grand Bethel Honored Queen's and Miss Idaho Job's Daughter's projects will be deposited in their respective travel funds. Please make every effort to plan a successful fundraising project.

SEND ALL PROCEEDS TO THE GRAND BETHEL SECRETARY (see address below), PROPERLY LABELED WITH YOUR NAME, BETHEL AND OFFICE. AT LEAST PART OF THE PROJECT MONEY MUST BE RECEIVED BY **MARCH 1<sup>ST</sup>** IN ORDER FOR YOU TO RECEIVE A CHARM. (You may continue to send more money, if more funds are raised after the March 1<sup>st</sup> date.)

Your fundraising may be combined with other Grand Bethel Representatives or Officers in your Bethel, or if desired, a Bethel project. Keep in mind that each must raise the minimum of \$100.00.

Each Bethel should have on file with their forms an Event Planning Worksheet for your project. The Bethel may also have a file of previous projects for you to obtain ideas. This is helpful in your planning. Please contact the Leadership Committee if you are unable to locate the worksheet.

Send all Funds to:

Anita Johnson  
Grand Bethel Secretary  
25 N. Canyon St  
Nampa, ID 83651

## **Suggestions for Fundraising Project**

- Car wash
- Spring yard cleaning
- Raffles
  - Holiday Baskets
  - Quilts, afghans, pillows, or other handiwork

- Cookie mix or soup mix in a jar
- A jar filled with jelly beans or other candies (guess the number for a fee)
- An auction of white elephant gifts
- Box social with the Masons or Eastern Star members
- Silver polishing
- Yard sale
- Sale of potted plants for Mother's Day
- Valentine's Day Dance
- Enlist dads to help "Rototill" gardens
- Candy Sale for Valentine's Day
- Arrange and plan birthday parties for young children
- Spring Flower Sale (contact a local nursery for bulk pricing discounts to sell by the flat)
- Place dignitaries in "jail" and request bond
- Bake pies for Thanksgiving
- Bake festive breads & cookies for Christmas
- Provide a babysitting service for New Year's Eve
- Bake pizza or make submarine sandwiches for the Super Bowl
- Gift wrapping
- House sitting for people on vacation
- Pet sitting service
- A house cleaning service for working mothers

## **Parliamentary Procedure**

### **Motions**

#### **When to make a motion**

A motion must be made whenever the Bethel wants to do something. It is especially important to vote on any item that involves money. If you are going to spend money in any way (give a donation, do a fundraising project, buy paraphernalia, etc.) a motion must be made.

#### **How to make a motion**

Refer to the Ritual, pages 16-17 on how to present a motion. When making a motion, make sure that enough information is given.

For example:

***Incomplete motion:** "Honored Queen, I move that we have a car wash."*

***Better motion:** "Honored Queen, I move that we have a car wash in the parking lot of Wendy's on Saturday, July 30, from 10:00 am to 3:00 p.m. with the profits going to the Shriner's Hospital."*

After the motion is made, someone needs to second it. That person's name does not need to appear in the minutes.

## **Voting Methods**

There are several methods of voting on a motion. In Job's Daughters, we use three. These are described below.

### **By show of hands:**

In our Bethels we vote on motions by raising our right hand (see Ritual page 17). We call this the "voting sign."

### **By ballot:**

Members write their vote on a slip of paper. The votes are then collected and counted by an independent person or group of people called "tellers." This is the usual method for electing the Bethel Line Officers.

### **By voice (viva voce):**

The presiding officer asks those in favor to say "aye" and those opposed to say "nay." This method is commonly used in other organizations on any motion that does not require more than a majority. It may be used in a Bethel Guardian Council meeting to vote on motions.

Most decisions in a Bethel are made by majority vote. A majority vote means that more than half of the members present and voting agree on the decision. For example, if there are 13 Daughters in the Bethel and 6 girls vote for a motion, and 7 girls vote against it, the motion is lost.

**A tie vote** is a defeat because there isn't a majority. The Honored Queen can cast her vote to make the majority and pass the motion.

### **Quorum**

A quorum is the number of members that must be present for business to be conducted legally. The specific number is usually stated in the bylaws. For Bethel meetings, 7 members, including at least one of the top three officers, constitutes a quorum.

## **The Official Visit of the Grand Guardian and Associate Grand Guardian**

This is a big event in the life of a Bethel and its Officers. Many wonderful plans can be implemented with your assistance. Ask your Council and Honored Queen if there are some special duties you can perform to help make this a successful day. Remind your Bethel that it is a privilege to have the Grand Guardian and the Associate Grand Guardian visit them and everyone should greet them with respect and with smiles on their faces. Everyone is to dress nicely and make it a real snazzy day! Help create beautiful memories that your Bethel will remember and one the Grand Guardian can place in her memory book!