

**Proposed Operating Procedures for  
DeMolay Leaders of DC  
Draft Copy.**

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Unless otherwise stated all policies were promulgated on January, XX 2009

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# JURISDICTIONAL POLICIES

*Changes to the Rules and Regulations of DeMolay International may alter these policies from time to time. In all cases, these policies are subordinate to the Rules and Regulations. They have been divided by general topic for ease of use.*

## **Chapter Operations**

### **Membership Eligibility**

**A. General** - "Membership in the Order of DeMolay shall be limited to young men:

1. Who are not yet twenty-one years of age.
2. Who profess a belief in God and Reverence for His Holy Name.
3. Who affirm their loyalty to their country and respect for its flag.
4. Who adhere to the practice of personal morality.
5. Who pledge themselves to uphold the high ideals typified by the seven cardinal virtues in the Crown of Youth.
6. Who accept the philosophy of the Universal Brotherhood of Man and the nobility of character typified by the life and death of Jacques DeMolay."

The above six requirements are outlined in the Sacred Landmarks of the Order of DeMolay, published in the front of the DeMolay International Rules and Regulations.

Additionally, the Rules and Regulations of DeMolay International specify that an application (formerly called a petition) "may be received only from a young man who has passed his twelfth (12) birthday and not yet reached his twenty-first (21) birthday" (315.2) and that he must be "recommended by two (2) members of the Order, or by a Senior DeMolay, or by a Mason. The applicant must be sponsored by a Mason."

All applicants meeting the requirements stated above must be given equal treatment via the balloting procedures as prescribed by Article 15 of the Rules and Regulations of DeMolay International.

### **B. Discrimination**

DeMolay does not express or imply discrimination against its applicants because of their race, creed, color, disability or economic status. Discrimination by any Chapter, Advisory body, Advisor or member of the Order of DeMolay in Washington, DC will not be tolerated. No Masonic body that sponsors a Chapter of the Order of DeMolay in Washington, DC would or could condone such discrimination.

Any ballot which has been determined to have been influenced by said discriminatory judgments will be declared null and void, and final election or rejection will rest within the authority of the Executive Officer of the Order of DeMolay in Washington, DC as provided for in Article 6 of the Rules and Regulations of DeMolay International.

### **C. Age to Apply for Membership**

Chapters in the Jurisdiction of Washington, DC may elect to recruit young men at ages higher than the minimum allowed, however it *may not* reject or refuse to accept an application from a young man of legal DeMolay age who has applied for membership solely on the basis of age. Chapter bylaws that are in conflict with this policy are hereby amended to reflect consistency with DeMolay International Rules and Regulations. With all of the promotion and distribution of materials encouraging membership, it would hurt the image of the Order to contradict generally accepted and published eligibility guidelines by refusing to accept an applicant who is of legal age.

## **Dual Membership**

In conjunction with section 315.12 of the Rules and Regulations of DeMolay International, dual membership will be permitted with the requisite written permission of the Executive Officer(s) involved. A DeMolay seeking to hold dual membership shall state in writing his reasons for requesting dual membership, and shall produce evidence that his "home" Advisory Council approves his request. Suspension or expulsion from one Chapter, reported through the Executive Officer(s), is binding upon the other Chapter.

## **Clarification of the Membership Joining Process**

While section 315.4 of the Rules and Regulations of DeMolay International, and Masonic tradition, *imply* that a membership application must be received at a stated meeting of the Chapter before a Visitation Committee can be assigned, and therefore is presented twice before balloting, it is not explicit in the language that this sequence *MUST* be followed. Accordingly, Master Councilors of Washington, DC Chapters are permitted to appoint Visitation Committees as soon as applications have been physically received, rather than waiting for the next Stated Meeting. Upon being assigned, the requirement of section 315.4 is that a Visitation Committee *MUST* report at the next Stated Meeting following its assignment, and thus, the application may be read, and the report presented, at the same meeting. Section 315.5 requires that balloting must take place at a meeting of the Chapter, and after the report of the Visitation Committee. With these requirements being met, it is therefore possible for an application to be presented and approved on the same night.

This may help streamline the process without thwarting its key elements. Action on applications may only be taken at Stated or Special meetings of the Chapter. A Visitation Committee must meet with each applicant *and at least one parent*, and must report prior to balloting. All applications must be read out loud in open Chapter at the time of balloting, which must be a secret ballot as described in Section 315.5 (b)(c) & (d). Chapters that wish to continue following the "traditional" process of reading at one Stated Meeting and balloting at the next Stated Meeting may continue to do so. *However, this is a decision that is to be made by vote of the members, and not the Advisory Council.* Chapters are *STILL* cautioned *NOT* to plan on initiating or obligating on the same day as the election, just in case the application is rejected.

Section 315.8 of the Rules and Regulations require that no applicant may be initiated until the full fee has been paid. While tradition has *expected* that the full fee be paid at the time when the application is presented, there is no specific requirement that the fees *MUST* be paid in full prior to *election*. Partial fees may be collected over time, but the full fee *must* be paid prior to obligating or inducting new members.

## **Residency Requirement:**

A young man may petition to join nation's capital DeMolay if:

(A) He resides, is working, or attending school in Washington, DC, Montgomery County, MD, or Prince George's County, MD.

(B) He has a relative involved in a Masonic body in DC

(C) His parents or legal guardians are residents of Washington, DC, Montgomery County, MD, or Prince George's County, MD.

(D) Young men who do not meet the previous three requirements but are residing in the Commonwealth of Virginia, or in one of the other twenty-two Maryland Counties may apply to join Nation's Capital DeMolay subject to the approval of the Executive Officer of Virginia or the Executive Officer of Maryland.

## **Athletic Activities of Chapters**

Athletic activities that are covered under our current insurance policy and may be authorized activities for DeMolay Chapters are specified in the Insurance Update issued annually and revised as necessary by DeMolay International.

It is necessary to insure that all athletic activities are properly supervised to minimize the risk of injury and our exposure to legal action. In order to accomplish this, the following regulations must be followed:

- A. Participation by a DeMolay Chapter in any competitive team athletic program must be approved, in advance, by the Executive Officer or his Director of Athletics. Competitions involving essentially individual, non-contact sports, such as bowling, golf, tennis and swimming are exempt from this condition.
- B. Authorized athletic competitions sponsored by Washington, DC DeMolay must be supervised by the Director of Athletics and qualified referees/officials to insure that safety is of primary concern in all games. Competition rules that may not conform with the rules of other competitive leagues may be established to reduce the risk of accident or injury.
- C. All practices held by Chapters for authorized competitions must be carefully supervised by the appropriate number of Advisors to reduce the risk of accident or injury.
- D. It is the policy of the Executive Officer that athletic activities involving DeMolay Chapters are to be promoted for their educational and recreational nature, and not solely for competitive purposes. DeMolay athletics must be safe, must be fun, and must involve all members who want to participate.

### **Statement on Religious Pluralism:**

Nation's Capital DeMolay has a tremendous amount of religious pluralism within its membership. Chapters may elect to display more than one book of sacred law upon its altar. No member will be made to take an obligation on a religious text that is not his own faith tradition. Additionally, all references to "Holy Bible" inside the DeMolay ritual will be replaced with "Religious Text" or "Sacred Scripture" depending on what is appropriate. No DeMolay Event will take place on Christmas, Easter, Rosh Hashanah, Yom Kipur, or other major religious holiday.

### **Female Organizations**

Female organizations such as the Order of the Rainbow for Girls, the International Order of Job's Daughters, the Order of the Eastern Star are welcome supporters of the Order of DeMolay. Chapters are to be encouraged to work with these organizations in promotion of shared fraternal ideals. As such, DeMolays are permitted to serve as escorts, may participate in joint social, civic and fund raising projects, and are encouraged to support public functions of these groups. Participation with these organizations is left to the discretion of the Advisory Councils, but shall not interfere with Chapter participation in any activity of Washington, DC DeMolay.

### **Sweethearts**

Chapters are encouraged to have one or more Chapter Sweethearts and are to develop a selection process of their own. Chapter Sweethearts can do much to promote interest of the members and of prospective members in the activities of the Chapter. A proper and supervised social program can be the foundation of a good DeMolay Chapter, and Chapters are encouraged to program accordingly. Chapter Sweethearts are encouraged to attend the Annual Convention, with a proper chaperone, and participate in all of the scheduled activities. A State Sweetheart program is also permitted and encouraged.

## **Sweethearts May Attend Business Meetings**

Chapter Sweethearts may be admitted to a majority of the business portion of a Chapter meeting if the Chapter members vote to allow it. The Chapter will first open ritualistically, then admit the Sweethearts for the business meeting. Once they have departed from the meeting, the Chapter will conclude any private business, and then close ritualistically. Obviously, no ritual instruction should be given with Sweethearts present. The Advisory Council may override the decision of the Chapter to permit Sweethearts to attend only if their presence disrupts or disturbs the business meetings.

## **Conclave Merit Bar**

In Washington, DC, DeMolays may earn credit for the Conclave Merit bar by attending any official Washington, DC DeMolay function, such as a Convention, or a Leadership Training Conference, DeMolay Congress, or a leadership retreat. If Nation's Capital DeMolay sponsors the activity, it may count as a "conclave." Thus, it will be possible for a member to earn the purple and gold bars while still an active member of the Order, without having to travel to Conclaves or Conventions in other jurisdictions.

## **Bylaws**

Chapters must annually review their Chapter Bylaws to ensure that all provisions are being observed, and that no provision is in conflict with the Rules and Regulations of DeMolay International. Bylaw changes must be approved by 2/3 vote of the Chapter. All amendments to Chapter Bylaws are subject to review by the Executive Officer, and do not become effective until he has provided written approval and authorization to enforce. Advisory Council Bylaws, Chevalier Court Bylaws and Legion of Honor Preceptory Bylaws, if they exist, must also be subjected to this review process.

## **DeMolay International Rule Changes and Chapter Bylaws**

When changes in DeMolay International policy conflict with existing provisions of chapter bylaws, the bylaws of the local chapter shall be considered as automatically changed to conform to the Rules and Regulations of DeMolay International. Likewise, any local chapter bylaw, extant or proposed, which conflicts with the Rules and Regulations of DeMolay International, is hereby declared null and void.

## **Honors Nominations**

Nominations for DeMolay International Honors (Chevalier, Cross of Honor, and Legion of Honor) may only be submitted to DeMolay International by the Executive Officer. DeMolay Chapter Advisory Councils, Chevalier Courts, Legion of Honor Preceptories, and previous Legion of Honor recipients are given the privilege of making recommendations to the Executive Officer for his consideration. The individual under consideration is NOT to know about the recommendation, and **absolute secrecy** regarding the submission of recommendations to the Executive Officer must be maintained, or the recommendations will be rejected, and nominations to DeMolay International will be withdrawn. In order to preserve the integrity of these honors, the following guidelines have been established.

These basic requirements must be met in order to submit a recommendation for any DeMolay International Honor, include:

- Chapter/Court/Preceptory Officer report is current.
- Previous fiscal year's Chapter/Court/Preceptory financial report is filed by deadline.
- Youth Protection Video was shown at Chapter meeting and certified by deadline.
- Chapter Advisory Council Registrations filed by deadline.
- Chapter Insurance/Endowment Fees paid by deadline.
- A Legion of Honor Preceptory or Chevalier Court must document its services to the Order of DeMolay as performed by the group, e.g.; conferred Chevalier Degrees, hosted Chapter members at annual observances, contributed to DeMolays attending Convention or Leadership Conferences, visited local Chapters as a group, sponsored induction fees for needy new members, etc.

If you have complied with all of the above requirements, your Chapter or Court is eligible to recommend one Chevalier, and your Preceptory is eligible to recommend one Active OR Honorary Legion of Honor. DeMolay Chapters may earn the privilege of recommending additional honors based on membership recruitment record and other levels of performance excellence. A worksheet to establish the number of honors available to a Chapter is provided in January of each year, and a sample is posted in the Resources section of [www.DCDeMolay.org](http://www.DCDeMolay.org). Additional nominations are NOT available to Courts or Preceptories.

Members of the Legion of Honor residing in Washington, DC, who wish to recommend a Senior DeMolay or a Master Mason to receive the Legion of Honor, must make one, and only one recommendation by submitting a complete Honor Nomination Form, Washington, DC Addendum, check for full payment, and letters of recommendation from at least two other individuals (who do NOT need to be Legionnaires or Masons) attesting to the character and worthiness of the nominee, based on the criteria for each honor described on the nomination form. Recommendations will only be received from those who actively support their Preceptory or local DeMolay Chapter(s). If there is any indication that a nominee is aware of, or has requested or contributed to the recommendation, it will not be accepted.

The absolute deadline for ALL submissions is February 15<sup>th</sup> of each year. Recommendations received after that deadline will be held for consideration the following year. Other requirements may be established by the Executive Officer from time to time.

### **Tax Laws**

All DC DeMolay Chapters are included under the umbrella of DeMolay International as 501(c)(3) charitable organizations. As such, they are exempt from paying Local and Federal income tax, by virtue of a group exemption issued to DeMolay International. However, all Chapters must file a Form 990 or 990EZ, when their gross income is great enough (presently more than \$25,000 gross income), and must meet all applicable IRS reporting requirements. **CHAPTERS ARE NOT EXEMPT FROM SALES TAX.**

### **Sponsoring Bodies**

DeMolay Chapters are encouraged to have an active relationship with their Sponsoring Body, and are permitted to have multiple sponsoring Masonic Bodies. Chapters must attempt to involve their Sponsoring Bodies in their activities and business. Presiding Officers of Sponsoring Bodies, or their representatives, must be extended an invitation to attend any meeting of the Advisory Council, Installations of Officers, and other official Chapter functions.

### **Issuance of Obligations Cards**

In accordance with Section 315.13 of the DeMolay International Rules and Regulations which allows and Executive Officer to specify the requirement for an Obligations Card, the following policy shall be observed in all DC DeMolay Chapters: An Obligations Card shall be issued to any active DeMolay who can prove a working knowledge of the Obligations and Examination Queries of the Order. A working knowledge is defined as the ability to name the important concepts in each Degree Obligation, to prove an understanding of the promises made, and to demonstrate the Step, Signs, Password and Token of the Order. The method followed must be consistent for all Chapter members, and may be decided by Advisory Council policy or by amendment to the Chapter's bylaws.

In the Jurisdiction of Washington, DC it shall NOT be necessary to hold an Obligations Card in order to vote or hold office. Members shall NOT be denied the right to vote on applications for membership, motions, or election of officers. In particular, members should first be encouraged to learn the ritual work assigned to their office, to ensure that the Chapter can properly open and close its meetings, and confer degrees.

This is not to minimize the value of memorization of the Obligations. Members should be encouraged to memorize the Obligations, prior to running for an elective office, as a demonstration of their leadership

and ability to serve. However, in no case shall a Chapter take time in a Stated Meeting to hear and vote on Obligations proficiency. It is recommended that the Chairman of the Advisory Council assign to an Advisor the duty to examine and approve the issuance of Obligations Cards.

### **Charity (or Almoner's) Fund**

In years past, Chapters traditionally had an Almoner's Fund, or a charitable fund of the Chapter supported by money collected through fund-raising and voluntary donations at Stated Meetings. Most Chapters don't call it this any more, but still set aside money for charitable purposes, sending flowers and get-well cards, and the like. Chapters are permitted to set a "box of fraternal assistance" or a collection basket out at Installations and other public functions to take donations to the Almoner's Fund, as long as there is a card or announcement that all donations will be used for charity and relief. **HOWEVER, CHAPTERS ARE PROHIBITED FROM PASSING ANYTHING THROUGH THE CROWD TO TAKE UP A COLLECTION.** (This practice, perpetuated in other organizations, is not appreciated by family and visitors, and has been the source of severe public criticism against our Order.) The money collected should be turned over to the Scribe and may be kept, either as a separate account, or as a line item in the Chapter's operating fund. It must not be kept in cash.

### **Meeting Without A Quorum**

A Chapter, meeting on its regular Stated Meeting night, is authorized to open and conduct business, even without a quorum of 8 members as defined in the DeMolay International Rules and Regulations, as long as one of the elected Councilors of the Chapter presides over the meeting. If the members are not present to vote at a regular Stated Meeting, they forfeit their right to vote to those who ARE present. It is possible to open a meeting with less than a quorum if visiting DeMolays are willing to fill in ritualistic stations, or if officers fill more than one part. However, a quorum of eight **MUST** be present to open any Special Meetings called, no matter what the purpose of that meeting.

### **Informal (without Ritual) Stated Meetings**

A Chapter may conduct its Stated Meeting informally (that is, without ritualistic opening/closing or formal conduct of business) at the discretion of its officers and under the supervision of the Advisory Council. However, when such meetings are held, the Chapter's Scribe or another designated person must keep minutes. The minutes of such meetings are to be made part of the official records of the Chapter. This is intended for summer meetings, and for small Chapters, but is to be the exception, not the rule. Further, consistent with the vows of the Master Councilor and the principles of our Order, informal meetings must be opened and closed with appropriate DeMolay prayers (ritualistic or otherwise).

### **Chapter Business**

Chapters should find ways to minimize the length of their business meetings by eliminating time-wasters such as the tradition Calling of the Roll of Officers, when, in every chapter it is obvious who is in the room, and what position they have assumed. Reading of correspondence should be summarized, and kept to a minimum of only those portions that affect the members present. Minutes should also be summarized. The Scribe should read only the date of the meeting, motions and the action taken on them, membership applications read for the first time, ballot results, election results, the Chapter treasury balance, and topics of new business that require attention at the current meeting.

### **Chapter Websites**

All DC DeMolay Chapter and Appendent Body websites *MUST* adhere to the following requirements.

1. All Chapter websites must be approved by the Chapter Advisory Council before being posted. The Advisory Council must appoint a site advisor, whose name must appear on the site. This web advisor is responsible for the content and appropriateness of the site.

2. Non-Chapter sites (such as sites those of a Court of Chevaliers, etc.), if they involve active DeMolays in any way, must also have a web advisor, who must be a registered and approved Adult Volunteer.
3. An e-mail contact for the web advisor and/or Webmaster must appear on the site.
4. The site should contain links to both DC DeMolay ([www.DCdemolay.org](http://www.DCdemolay.org)) and DeMolay International ([www.demolay.org](http://www.demolay.org)).
5. The site must contain an allegiance statement, as follows: "*This website [or "This online publication"] acknowledges the authority and yields allegiance to DeMolay International, of which Frank S. Land was Founder.*"
6. Addresses, home or cell phone numbers, and other direct contact information should never be posted for Active DeMolays under 18. E-mail addresses may be posted for active members, but only with their approval. Parental approval is needed for posting of any personal information, including e-mail, for members 13 and younger.
7. Links should be carefully chosen, and periodically monitored for appropriateness. Links to sites inconsistent with the principles of DeMolay are not permitted. Links to member's individual home pages are permitted, provided they give their permission to be linked. It is assumed that our members will maintain their own sites in conformity with DeMolay principles, but it is the responsibility of the DeMolay site owners to ensure appropriateness before linking to a member's site.
8. Under no circumstances may any DeMolay site contain pornography, obscenity (including obscene language), sexual or other inappropriate humor, or material that is racist, sexist, or otherwise inconsistent with the high ideals of DeMolay. The Executive Officer, or his designee, has final right to determine appropriateness of material, and inappropriate material must be removed immediately upon notice from DC DeMolay. In some cases, additional measures may be taken, such as removal of a site or other appropriate disciplinary action.

## **Adult Participation in Chapter Meetings (Issued 10-1-04)**

To enhance the leadership training inherent in the DeMolay program, and to support the growth of independent decision-making and peer motivation, the Chapter Advisor will be the only adult permitted to speak in open Chapter. Exceptions maybe made when the Master Councilor has invited a speaker, or arranged for an advisor to present specific instruction or information that, by its nature, cannot be communicated by an Active Member of the Chapter.

The Chapter Advisor may designate another Advisor of the Chapter to speak in his place. A representative of the Executive Officer, present at the meeting to perform an official duty, is exempt from this regulation. Jurisdictional Staff members regularly attending their home Chapters should not speak at meetings unless directed to do so by the Executive Officer.

It is the Chapter Advisor's responsibility to see that a Master Councilor is adequately prepared in advance of the meeting so that it does not become necessary to call on Advisors for regular reports or comments. It is, of course, permissible for a Master Councilor to request clarification of some issue from any adult in the meeting, but this must be monitored by the Chapter Advisor to ensure that it does not become the routine order of business.

## ***Risk Management and Youth Protection***

### **ZERO TOLERANCE**

*"Nation's Capital DeMolay enforces a Zero Tolerance policy with regard to the use of alcohol, illegal drugs, weapons, or hazing of any kind at any DeMolay function. This policy applies to both Active DeMolays and adult volunteers. Violations of risk management, youth protection, or prohibited substance policies will result in suspension or expulsion from DeMolay."*

This statement will be published on the cover of the jurisdictional publication and the website to emphasize to youth and adults alike the importance of its message.

Zero Tolerance means exactly what it says. The Order of DeMolay will not tolerate these items or behaviors in conjunction with DeMolay programs. We will not look the other way. We will be proactive in this and all efforts to provide for the safety of our members. Parents who permit their children to participate in the activities of DeMolay have a right to expect us to strictly observe this standard of care.

A Zero Tolerance Policy demands adherence to the principles of common decency and common sense, and is totally in keeping with the ideals of DeMolay. All DeMolay Members, senior DeMolays, advisors, parents and adult volunteers (hereinafter "adults") should instantly recognize that the foundation of the Zero Tolerance Policy is built upon the Seven Cardinal Virtues, and the ancient injunction about thinking twice before speaking or acting on anything. Zero Tolerance is based on the simple expectation that participating adults know the difference between right and wrong, and that they are willing to stand for our basic principles. Zero Tolerance is the uncompromising expectation that these adults will practice common sense, self-discipline, emotional and physical restraint, and all the normal behaviors required for living peacefully within society.

Zero Tolerance is also about reaching maturity, and the need for young people who are seeking independence and personal identity to *know* the moral and social boundaries that should be respected if they want to be treated like adults. It is about earning the rights granted at the legal age of 18, **ONLY** by accepting the responsibilities that go with those rights. DeMolays who are of legal age are held to the same high standards of behavior as adults who participate with the organization. DeMolay members who are minors are also expected to obey these rules and regulations, and it is expected that they will be taught these behaviors by both the instruction and example of adult participants.

There is no definitive list of “do's and don'ts,” nor a list of specific punishments for each violation. However, by way of providing a representative example, all participating adults *should EXPECT to be suspended, expelled, or otherwise forbidden to participate in the program:*

- if they physically, verbally or sexually abuse anyone, *whether or not they are at a DeMolay function*, or allow it to happen to a member or guest.
- if they endanger someone (driving recklessly, for instance) or threaten them with any weapon--real or imagined, or allow it to happen.
- if they provide, or allow others to provide, members or guests such substances (tobacco products included) that they are not legally allowed to have.
- if they use, or are even found in possession of, weapons, prohibited materials or illegal substances at a DeMolay function, or knowingly allow others to use or possess them.
- if they incorporate or allow any kind of hazing or scare tactics in ANY activity of the Chapter with the intent to frighten, degrade or purposely embarrass a member or guest, (such as an "old Chapter tradition" that might have been incorporated in any of the rituals or ceremonies of the Chapter, or used as an "additional initiation rite," at conventions, etc.)

Additionally, if any of these actions also violate laws of the city, state or nation, while at a DeMolay function, they will be reported to proper authorities for potential prosecution. Participating adults who knowingly turn a blind eye and allow these things to happen may also be subject to appropriate disciplinary action.

This is a no-nonsense, hard-line approach, and doesn't leave any room for the old "boys-will-be-boys" attitude. Part of our program is to occasionally allow young men to make mistakes and learn from them, however, participating adults must teach, and strictly adhere to, the policy of Zero Tolerance. There are some mistakes that require drastic consequences, in order to assure that the lesson will be learned. Zero Tolerance defines boundaries that *must never be crossed*.

### **Authorized Activities**

All activities held in the name of a DeMolay Chapter must be authorized by the Advisory Council of the Chapter, and recorded in the minutes of the monthly Advisory Council meetings that are required by DeMolay International Rules and Regulations. A minimum of two members of the Advisory Council, and one for every five (5) members present, must supervise all authorized activities of the Chapter.

### **Driving on a DeMolay Function**

The guidelines published in The DeMolay Insurance and Risk Management Guide, issued by DeMolay International, are recommended to all Advisory Councils when determining who should drive on Chapter functions. Advisory Councils may use their own discretion in permitting SAFE drivers who possess a current valid driver's license to provide transportation for Chapter members. Maturity and experience are known to make safer drivers. Drivers must have a safe driving record, and must exhibit safe driving habits. The driver should insist that all passengers wear seat belts and should carry more than the state-mandated minimum insurance coverages.

Motorcycles and open-air off-road vehicles, such as dune buggies, may not be used to provide transportation for passengers to DeMolay functions; however, an individual may use these vehicles to transport himself to and from an activity.

### **Youth Protection Program**

A designated portion of the Youth Protection Program, authorized by DeMolay International and provided to every Washington, DC DeMolay Chapter, must be reviewed at least once each term, or a minimum of twice per year by the Chapter members and the Advisors of the Chapter. It is also required that all new members review a portion of this program as a part of their orientation process. Chapters shall provide a written statement of compliance each term to the Executive Officer or his designee.

## **Medical History and Authorization for Medical Care, and Possession of Medicines at DeMolay Functions**

All Chapters MUST keep an active file of up-to-date Medical Histories and Authorizations for Medical Care in the form prescribed by the Executive Officer, which shall accompany the supervising advisor(s) on long-distance trips. These authorizations are essential for obtaining needed emergency medical treatment. No authorization may be more than 12 months old and must be dated in the CURRENT CALENDAR YEAR. Chapters are urged to update the authorizations at the beginning of each calendar year.

For the safety and health of all our participants, all personal medications for minors must be kept in the possession of a parent or an advisor when on an overnight or long distance trip, and will be dispensed under their supervision. A detailed policy concerning this process is included on the authorized medical form.

## **Parents at Degrees, Meetings and Chapter Functions**

The Rules and Regulations of DeMolay International permit the father, mother, stepfather, stepmother, or legal guardian of a DeMolay and any other adult individual permitted by the Executive Officer to visit a tiled Chapter or witness any of the secret work. The purpose of this regulation was to alleviate parental concerns about their children participating in "secret" ceremonies from which they were excluded. This is NOT optional. **PARENTS HAVE A RIGHT TO ATTEND EVERY TILED MEETING AND FUNCTION OF THE CHAPTER AT WHICH THEIR CHILD IS PRESENT.**

## **Policy Governing Who May Attend Tiled Meetings**

In June of 2001, the *DeMolay International Rules and Regulations Section #318.9 (d)*: were amended to read:

The father, mother, stepfather, stepmother, or legal guardian of a DeMolay and any other individual permitted by the Executive Officer may, after giving a pledge not to reveal the secrets of DeMolay, visit a tiled Chapter or witness any of the secret work.

In Washington, DC, "any other individual permitted by the Executive Officer" automatically includes any adult family member, schoolteacher or administrator, local government or law enforcement official, or member of the clergy. Additionally, any other adult over the age of 21 years may be invited by the consent of a Chapter's Advisory Council. Underage siblings (brothers, sisters) of members are still NOT permitted to attend inductions or tiled meetings, unless they are members of the Order.

## **Minimum Age for Advisors**

Regardless of Masonic membership, or other qualifications, no one may serve as an Advisor for a DeMolay Chapter in Washington, DC until they are at least 21 years of age.

## **Female Advisors Required**

The opportunity to add female adults to DeMolay Advisory Councils has been available to all Washington, DC Chapters since July 2001. As of 2005, it is now a REQUIREMENT that all Advisory Councils MUST register at least two female advisors each year. Of course, all new Advisors must be DAD trained, file an Adult Worker Profile, and pass through the criminal background check. The obvious benefit of having additional Advisors for supervision of the Chapter members is enhanced greatly when you factor in the "youth protection" benefit that comes with a "mother's instinct." Female Advisors also bring a wide range of additional professional talents to the table, and often their more flexible work schedules afford additional opportunities for conduct of some Chapter business after school. While some Advisory Councils initially rejected the idea of female advisors, our experiences since July 2001 have been good, and the young men have overwhelmingly expressed their favor for continuing to include females as Advisors. Our Grand Lodge has long been a supporter of the concept. It is beneficial to the Order, and to our young men.

## ***Personal Conduct***

### **Use of Tobacco**

Use of any tobacco products at all DeMolay functions is prohibited. Regardless of the provision of a public smoking area, DeMolays of lawful age, and Advisors, must refrain from smoking in the presence of DeMolay members who are NOT of lawful age. In no instance should the actions of a DeMolay or Advisor lead anyone to believe that the Order of DeMolay or its leadership endorses the dangerous habit of smoking or using tobacco products.

### **Dress Code**

The proper dress for all Washington, DC DeMolay meetings is coat and tie, a neat shirt and pants, and shoes (not sneakers.) Informal functions may carry a less formal dress code. This dress code will be announced in conjunction with each function of Washington, DC DeMolay. Dress codes within Chapters are left to the discretion of the Chapter Advisory Council, or as specified in the Chapter's Bylaws. It is to be noted that when a Chapter is visiting another Chapter, it is common courtesy to observe the dress code standards as applied in the Chapter being visited.

### **Use of E-mail and Electronic Communication**

Many Chapters are using e-mail to supplement their phone chain and other forms of communication. This is an acceptable communication enhancement, but not all members have access to e-mail, and it should not replace regular monthly meeting notices, calendars or newsletters. E-mail should never be considered a private communication, and should never be used to send "official" chapter correspondence or notifications, particularly in disciplinary and procedural matters.

Material sent by e-mail should always be consistent with the ideals of DeMolay. Advisors and members alike are cautioned that, *even if sent by error*, a communication of offensive, rude, or crude material to an active DeMolay may result in disciplinary action up to and including dismissal from the Order or from Advisory service. Distribution of *obscene* or *pornographic* material (whether by an advisor to an active DeMolay or by an older DeMolay to a DeMolay who is a minor) will almost certainly result in *criminal prosecution*. Such actions are unconscionable in the context of our Order. **A ZERO-TOLERANCE POLICY** is in effect.

Anyone receiving inappropriate material from an Active DeMolay, or a DeMolay Advisor, should immediately inform the sender that distributing such material is inconsistent with the principles of the Order, and that they are opening themselves to charges of "conduct unbecoming a DeMolay" which could lead to suspension or expulsion from the Order, or removal from Advisory service. Further offenses should be reported to the local Advisory Council and the Executive Officer for appropriate action.

### **DC DeMolay Athletics Spectator Behavior**

Washington, DC DeMolay enforces a low tolerance behavior policy regarding players, coaches, advisors, parents & spectators. Games will be stopped when subjects displaying inappropriate behavior interfere with others at the game or practice period. Officials will identify violators to DC DeMolay staff for the purpose of immediate removal from the facility. Only when removed will play continue. Lost time will not be made up. Violators may be subject to further disciplinary action by DC DeMolay, or the Grand Lodge of Washington, DC, or local government officials, when necessary. This inappropriate behavior shall include but not necessarily be limited to:

- directing obscene or vulgar language at anyone, for any reason.
- taunting, ridiculing or threatening anyone, for any reason.
- throwing any object to distract or gain attention that in any manner creates a safety hazard for anyone, or causes an undue mess.
- violation of rules for the use of the competition facility.

- any other conduct unfitting the standards of behavior consistent with the principles of the Order of DeMolay.

Game forfeitures may be recommended by officials and/or staff to deter potential situations. *The game is just a game.* Character development is the PRIMARY PURPOSE of all DeMolay competitions. *Please give your encouragement and support to all participants.*

### **Tax Deductibility of Un-Reimbursed Expenses**

Advisors are cautioned that un-reimbursed personal expenses incurred in service to DeMolay, such as mileage and other expenses, may not be automatically deductible contributions when computing Federal Income Tax.

Expenses that meet the mission of the Order of DeMolay *may* qualify, **if properly substantiated**, in accordance with a determination letter issued by the IRS establishing DeMolay International as a 501(c)(3) organization. However, there is no recent test or ruling available relating specifically to the Order of DeMolay to substantiate this interpretation. If you have been deducting such expenses in the past. **YOU ARE STRONGLY ADVISED TO CAREFULLY DISCUSS THIS PRACTICE WITH YOUR TAX ADVISOR.**

In order to substantiate the value of services rendered, the Advisory Council Chairman would be responsible for issuing a statement from the Chapter that contains a description of the services provided, and a statement of how they help meet the core mission of the Order. There are specific regulations concerning the issuance of such statements that must be observed; therefore, any Advisory Council Chairman issuing statements of receipt of money or services contributed for deductible purposes **MUST** file a copy with the Executive Secretary.

## ***Ritual and Regalia***

### **DeMolay Degree Performance**

There is a "tradition" in some Chapters that the candlelighter part, as called for by the DeMolay Degree ritual, be portrayed as a hunchback, or as a foot-dragging, groaning character with other physical or mental disabilities. This practice must cease. We must take care not to inadvertently offend anyone with disabilities, especially a young man who is about to become a brother. Our precept of Courtesy, and our lessons of fidelity and toleration demand nothing less. All performers will walk as they are able. This does not prohibit the depiction of an older character with a cane, or other help, as long as the portrayal of all characters is presented with dignity and decorum.

Any action, movement or performance, which causes laughter or snickering (whether in candidates or members) or is designed to create fear among the candidates, fails to properly convey the message of the Degrees of DeMolay. No cast member should be handled in such a way as to cause injury. No "racking" noises or "moaning" of any actors is allowed "off-stage." Attention must not be distracted from the serious portion of the degree occurring inside the chapter room.

### **DeMolay Degree Costuming**

In accord with Youth Protection policies and the preservation of proper modesty and dignity, all performers *must* wear street clothes, or, at minimum, a pair of dark shorts, under their DeMolay Degree costumes. With ladies and parents attending our degrees, this practice is even more important, and in fact, essential. Appropriate footwear is also recommended. All elements of the degree should be designed to maintain dignity and decorum during the conferral.

### **DeMolay Capes**

DeMolay capes are a part of the history of the organization, and while we treasure them as part of our past they do not play a role in our current program, Capes are no longer permitted in Washington, DC.

## **Public Ceremonies**

The public ceremonies of the Order of DeMolay may be presented on any appropriate occasion. Such occasions might be at a Chapter Installation of Officers, an Obligatory Day Observance, before a recognized Masonic body, at a worship service, or for a ladies organization affiliated with the Masonic fraternity. It is recommended that care be exercised by the Advisory Council to see that these ceremonies are not "over-used" by being presented at too many functions. The Shield Talk is not an official ceremony recognized by DeMolay International, but is hereby authorized as a Washington, DC ceremony, to be presented in public, and shall be worth up to 20-points towards the Ritual Merit Bar.

## **Presentation of Ritual Work and Public Ceremonies**

As the Order of DeMolay is a young man's organization it is intended that all ritual work and public ceremonies (except where specifically stated in the ceremony) should be performed by DeMolays who have not yet reached their majority. Since every Chapter does not have an Installing Team or an R. D. Team, etc., it is expected that a nearby Chapter, or State Officers, will be invited to participate. When adults are used in performing DeMolay ritual, they must meet the highest performance standard possible, as they will be setting an example for the young men they lead.

While it has been the custom in a number of Washington, DC DeMolay Chapters for Advisory Council Members to perform The Flower Talk, the Installation of Officers and other ceremonies, these Chapters are *directed* to diminish the exercise of those customs, so as to encourage *active* members to perform these ceremonies. This does not forbid advisors from doing these parts—but they should not do them on a regular basis. Part of the growth process in DeMolay comes when a young man is provided experience performing ritualistic ceremonies in front of family and peers. Advisors should make use of every opportunity to develop self-confidence and poise in the Chapter members by encouraging their performance of these ceremonies.

## **Past Master Councilors, and their regalia**

A Past Master Councilor is one who has completed a term as Master Councilor by serving until his successor has been elected and installed. He is, by this designation, eligible to run for a Jurisdictional Elected Office, and to wear the regalia of a Past Master Councilor.

The Past Master Councilor's Jewel, PMC Pin, and other regalia designed for Past Master Councilors, are items of personal jewelry. They are *not* awards. Anyone who has the right to the title also is entitled to receive, purchase, and wear the emblems of a PMC.

An Advisory Council may, in accordance with DeMolay International Rules and Regulations 322.8, permit the Chapter to spend Chapter funds to purchase a PMC Jewel, pin or other appropriate award, *as a gift* to a retiring Past Master Councilor. (This expenditure of funds must then be approved by regular vote of the Chapter.) The Rules and Regulations specify that the jewel, pin or other token may NOT be awarded as a gift of the Chapter if the PMC has failed to confer the Initiatory and DeMolay Degrees from memory, at least once. This is the only control that an Advisory Council may exercise over PMC regalia. This does not prevent any advisor or parent from purchasing or presenting such a token at an installation or Chapter meeting—it only restricts the Chapter from paying for it.

*[Note: By contrast, an Advisory Council may exercise some control over the awarding of the Past Master Councilor's Meritorious Service Award (PMC-MSA) through the statements required of the Chapter Advisor attesting to the performance of the Master Councilor.]*

## **Welcoming Visitors, a revision to the Ritual**

Due to recent changes in who may attend meetings, which have not yet been accounted for in the older edition of the Ritual, the following procedure shall be followed in the Jurisdiction of Washington, DC:

The "Welcome To Visitors" and the "Oath of Secrecy" (included on page 15 of the corrected 14<sup>th</sup> Edition of the Ritual) MUST NOT be used. Instead, the Master Councilor shall, in place of the Welcome To Visitors, address all guests by saying,

**"Will all visitors to the Chapter who are not Advisors or Members of the Order of DeMolay please rise? (Done.) I take great pleasure in welcoming you as guests of [name] Chapter. We deeply appreciate the interest which your visit proves, and we know that it is not inspired by mere curiosity. I need hardly ask that you keep secret anything you may witness here which your judgment tells you should not be disclosed. In the Chapter meeting we use gavel raps to raise and seat all present. One rap commands order, two raps call up the officers, three raps call the entire room to stand, and one rap seats them. We hope you will enjoy your visit exceedingly."**

## **Conferral of Honors**

Honors granted by DeMolay International (Degree of Chevalier, Cross of Honor, Active and Honorary Legion of Honor) are the highest DeMolay accolades which can be received by DeMolay members, Senior DeMolays, Master Masons, and Advisors. Therefore it is imperative that Chapters be able to arrange for the proper conferral, from memory, of the honor ceremonies. All honors conferral teams MUST confer the work from memory. Any Chapter conferring these ceremonies in a sub-standard fashion, without the dignity due those who have been selected for DeMolay International's highest honors, will forfeit the privilege of recommending additional brethren for honors in the succeeding year.

## **Installation of Officers- Modifications**

The Public Installation of a Chapter's Officers is one of the few times when we can display the ritualistic abilities of many of our members to those who are not entitled to attend our private ceremonies. It is also a time to put our best face on our Chapter programs, while being good stewards of the time our audience has lent to us. Therefore, the following modifications have been authorized, and will be implemented by the State Officers.

**Marshal's Floor Work:** The Installing Marshal should use the most direct route, following the walking bands, to move around the Chapter room, rather than following a continual clock-wise movement, as a timesaving courtesy to our public audience. Immediately following the delivery of the last installed officer to his station, the Marshal shall go to the west side of the altar and make the required proclamation, eliminating the time for him to return to his station, and receive instruction from the IO that is redundant to his proclamation.

**I.O. Questions:** Because they are confusing to both members and spectators, the Installing Officer is authorized to eliminate the 4 questions asked of members and officers, and his response, as printed on pages 43-44 of the 5<sup>th</sup> Edition of the Monitor of Ceremonies. Effectively, after the Marshal reads the names of the officers to be installed, he should immediately present the MC-Elect for Installation, with waiting for direction from the Installing Officer.

**Dividing the Installation Ritual:** To facilitate the public performance of more than just a few individuals, and to provide a more balanced performance burden to each team member, the actual installation of specific officers will be divided among the installing team members. This is permitted to allow the other members of the team an opportunity to learn more parts, to showcase their abilities, and to encourage them to learn more, eventually serving as Installing Officers themselves. In any case, the Installing Officer must be able to perform the entire ceremony from memory in the event that a junior officer does not know the work or cannot attend.

To provide uniformity, and allow team members across the state to perform together, assignments should be made in accordance with the chart below. The chart also shows a division of the officers to be installed. With a full officer corps, each installing team member will install two groups of officers.

When installing any officer, the Installing Team member performing that particular function will do his work from the east side of the altar, within the candles. The Installing Senior Councilor will approach the east side of the altar via the north side marching line, turn inward and proceed to the altar. The Installing Junior Councilor will approach the altar directly from his station. The Installing Chaplain will follow the south side marching line to a point even with the east side of the altar, turn inward and proceed to the altar. The Installing Senior Deacon will follow the north side marching line to a point even with the east side of the altar, turn inward and proceed to the altar. Each officer will retrace his steps to return to his station. Officers should move to the altar while the Installing Marshal is presenting Chapter officers to their new stations.

<b>Installing Team Member</b>	<b>Officer(s) Installed</b>	<b>Order</b>
Installing Officer	Master Councilor	1
	Scribe/Standard Bearer	8
Installing Senior Councilor	Senior Councilor	2
	Treasurer/Almoner/Orator	9
Installing Junior Councilor	Junior Councilor	3
	Preceptors	10
Installing Senior Deacon	Deacons	4
	Stewards	5
Installing Chaplain	Marshal/Sentinel	6
	Chaplain	7
Installing Marshal	Responsible for his usual duties, including introduction of distinguished guests, correct pronunciation of names, and presentation of officers to be installed.	

### **Opening Ritual to Accommodate Female Advisors and Guests**

In the Opening of the Chapter, on page 15 of the Ritual of Secret Work, where the Master Councilor asks all Senior DeMolays, Advisors etc. to rise,

THIS SHALL BE REVISED TO SAY:

**MC: Will all those who are not Active DeMolays please rise? Dad.... Can you vouch for these advisors and guests of the Chapter?**

The Master Councilor will then give the welcoming address included in the Ritual to all adults who are NOT advisors. Because ladies are now welcome to the Chapter meetings, remove the beginning word, "Gentlemen" from this address. No other changes will be made. This address shall take the place of the "Oath of Secrecy" previously distributed by DeMolay International.

This change is to be implemented immediately, to ensure proper opening of the Chapter with parents and authorized invited adults present at meetings.

### **Procedure for Obligating of New Members**

In accordance with the Rules and Regulations of DeMolay International, the Executive Officer has authorized the obligating of candidates by having them take the Initiatory Obligations only, without the balance of the Degree ceremonies, with the understanding that the candidate will receive his full Degrees at a future statewide or Chapter class.

Because there have been so many variations on this process, the following policy will govern how it is to be done in the future.

When candidates are obligated and reported on a Form 10, they immediately become FULL-FLEDGED MEMBERS of DeMolay, even if, by chance, they never receive the full Degrees. They MUST be *immediately* reported on a Form 10, and with the proper fees paid. A second Form 10 may be submitted later to provide the Degree dates for record-keeping purposes, but for insurance purposes, the reporting cannot be delayed.

The purpose of this procedure is to allow interested new members to join our organization and participate in activities, while waiting for the planned membership class. This allows a Chapter the flexibility to plan and work towards quality Degree conferrals without losing interested candidates. It will also assist a Master Councilor in meeting the PMC-MSA membership requirement.

Chapters are not required to obligate in lieu of the full induction ceremonies, but this option is for the benefit of the Chapters, who need participating members, and the candidates, who do not wish to wait several months to view the full Degrees. What IS required is the following:

Procedure:

1. A membership application must be received with full fee; the applicant must be visited in his home, and balloted upon, as required by the DeMolay International Rules and Regulations. Every applicant must receive the same treatment in this respect.
2. Once elected, the candidates *must be given the option to choose* the immediate Obligating Ceremony, or to wait for the full degrees.
3. The Obligations must be administered with proper solemnity at a stated or special meeting of the Chapter, whether meeting formally or informally.
4. Candidates must repeat the Initiatory Degree Obligation (and preferably ALSO the DeMolay Degree Obligation) at the Chapter Altar at a regular or special chapter meeting. The candidates must also be taught the step, sign and token, the word of emulation, the grip, and if obligated in the DeMolay Degree, the grip, sign and password of a DeMolay. This may be done in ritualistic fashion or informally.
5. The new members must be immediately reported on a Form 10. The degree date or dates recorded are the dates the obligations were administered.
6. The newly obligated members may then participate as full-fledged members in good standing, with the knowledge that they have the privilege of participating in the conferral of the full Degrees as soon as possible thereafter.

### **Shorter Balloting Procedure**

This is the balloting process that should be followed by all Washington, DC DeMolay Chapters. It is shorter, and easier to conduct, than the "suggested" procedure in the DeMolay Leaders Resource Guide. This process accomplishes all the necessary tasks without wasting time.

The Master Councilor reads the name of the applicant and the key facts in his Application, and states if the application is for the Degrees, or for membership by affiliation.

The Master Councilor says: **"Brother Senior Deacon, you will prepare the ballot."**

The Senior Deacon clears the drawer in full view of the Chapter members, shows that the drawer is empty, and then replaces it in the ballot box. He also looks to make sure there are enough white balls and black cubes for the members who will be voting. When ready, he places it on the Master Councilor's pedestal.

After inspection, the Master Councilor announces: **"Brethren, we are about to ballot on the membership applications of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ for the Degrees of DeMolay. The report(s) of the committee(s) is(are) favorable(unfavorable). Remember that white balls elect and black cubes reject. Be careful with your ballot, and vote for the good of the Order."**

The Master Councilor casts his ballot, then the Senior Deacon takes the ballot box to the pedestals of the Senior and Junior Councilors, who each vote at their stations. The Senior Deacon places the ballot box on the southwest corner of the altar, votes, and stands facing West, between the altar and the Senior Councilor's station.

The Master Councilor then says: **“All members of this Chapter will now vote.”**

The Chapter members then proceed to vote by forming a line, regardless of rank, and approaching the altar from the West. *In Washington, DC DeMolay it is NOT necessary to hold an Obligations Card to vote.*

The Master Councilor then inquires:

**“Have all members voted?”** (pause)

**“All having voted, I declare the ballot closed.”** (Rap)

**“Brother Senior Deacon, you will take charge of the ballot.”**

The Senior Deacon presents the ballot box to the Junior and Senior Councilors who inspect the ballot, but say nothing. He then places the ballot box on the Master Councilor's pedestal in the East.

The Master Councilor then inspects the ballot and if NO MORE THAN ONE BLACK CUBE appears, he says: **“I declare \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, duly elected to membership in this Chapter.”**

IF TWO OR MORE BLACK CUBES APPEAR, and the vote is on more than one applicant, the Master Councilor says: **“It will be necessary to take a separate ballot on each applicant. Bro. Senior Deacon, prepare the ballot.”** (Repeat the procedure above.)

IF TWO BLACK CUBES APPEAR IN AN INDIVIDUAL BALLOT, the Master Councilor says: **“The application of \_\_\_\_\_ shall lie over until our next Stated Meeting.”**

IF THIS IS A SECOND BALLOT, AFTER BEING HELD OVER TO THE NEXT STATED MEETING, THE CANDIDATE IS ELECTED WITH EITHER ONE OR TWO BLACK CUBES IN THE BOX.

IF THREE OR MORE BLACK CUBES APPEAR ON ANY INDIVIDUAL BALLOT, the Master Councilor says: **“I declare the application of \_\_\_\_\_ for membership in this Chapter to be duly rejected.”**

## ***State Administration***

### **Chartering of Chapters**

The following basic requirements shall be met to the satisfaction of the Executive Officer before a Charter will be issued to a new or reinstated Chapter:

1. The Chapter must initiate at least 10 new members, not including those initiated for institution.
2. The Chapter must bring total Chapter membership up to a minimum of 20.
3. The Chapter's Annual Financial Statement, Advisory Council Registration and other required reports must be submitted on time and in proper form.
4. The Chapter must display reasonable proficiency in the ritual work of the Order.
5. Responsible fiscal procedures must be demonstrated by the Chapter and Advisory Council.
6. The Chapter must work under Letters Temporary for a minimum of six months.
7. The Chapter must not owe any money to DeMolay International or Washington, DC DeMolay.
9. When approval is granted in writing by the Executive Officer for the Charter, the Chapter must submit a check for the required amount payable to DeMolay International; a typewritten list of those Advisors whose names are to appear on the Charter shall also be submitted.
10. The Chapter shall arrange for an appropriate public occasion when the Executive Officer, or his designate, can formally present the Charter. The Zerubbabel Key will be presented in conjunction with the presentation of the Charter.

### **Funds from Forfeited Chapters**

In accordance with the DeMolay International Rules and Regulations, all funds and properties of a Chapter that forfeits its Charter are retained as the property of the Order of DeMolay, under the direct supervision of the Executive Officer for the jurisdiction. Chapters that forfeit their Charter may be reinstated within five years of their closing. All Chapter funds initially deposited with Washington, DC DeMolay will be returned to any reinstated Chapter. A Chapter instituted in a community where a

DeMolay Chapter previously met, but has been dormant for more than five years, is entitled to request funding assistance, but does not have a claim on the funds or properties of the previous Chapter. Funds deposited for longer than five years are released for use in promotion of the Order of DeMolay and for the establishment of new Chapters. All interest generated by these deposits may be used by the Executive Officer to promote the Order of DeMolay in Washington, DC.

### **DeMolay Clubs**

The Executive Officer of Washington, DC has authorized the establishment of DeMolay Clubs, made up of a group of Active DeMolays and trained and certified Advisors in a locality where a Chapter is not currently established. The primary purpose of such Clubs is to work toward the establishment of new Chapters in areas currently not served by another Chapter. In general, and unless otherwise provided in writing, all rules, regulations, and policies governing local Chapters shall also apply to DeMolay Clubs. Advisors in a DeMolay Club must be certified and registered through the Executive Officer, and must be in a 1:5 ratio with members at any activity, also adhering to the minimum of 2 advisors. Active DeMolays in such a club must be members, in good standing, of a properly chartered Chapter of DeMolay, or at-large members, in good standing, of Washington, DC DeMolay or another recognized jurisdiction. Individuals must notify the Executive Secretary of their intent to meet and to form a DeMolay Club prior to beginning said club.

### **Priories of the Order of Knighthood**

The Order of Knighthood was created at a time in DeMolay history when large Chapter size made it difficult to provide enough leadership opportunities for all the members who were looking for them. DeMolay in Washington, DC needs members to be active in supporting the programs of their home DeMolay Chapter. Creating sub-groups and special organizations for “older” members will not contribute to the success of the DeMolay program in Washington, DC, and in fact, can have the reverse effect of causing dissention and division among the Chapters and membership. Priories of the Order of Knighthood are barely surviving in just a few jurisdictions, and did not survive in Washington, DC after a few years of effort in the 1980’s. Therefore, the establishment of new Knighthood Priories in Washington, DC will not be authorized. Further, members of DeMolay in Washington, DC will not be permitted to seek membership in a Priory outside the jurisdiction, unless they reside where a Priory actively works. In addition, use of the title, “SK” for Sir Knight, and “KT” for Knighthood, will not be recognized in Washington, DC DeMolay, reserving the use of those titles by the Masonic Knights Templar organization, which has been a long-time friend and supporter of Washington, DC DeMolay.

### **Induction of Members At-large**

Applications for membership from candidates who are not residents within the normal territory of any Chapter may be received and approved by any member of the Executive Officer’s Staff, who, upon approval of the Executive Officer, shall supervise the administration of the obligations of the Order and cause proper reporting and payment of necessary fees to DeMolay International and Washington, DC DeMolay. The Staff Member then must also arrange for the opportunity to receive the full Degrees of the Order at a later date.

### **Membership Goals**

The PMC-MSA Goal and the Chapter Membership Goal are NOT tied to one another. Membership Goals are initially based on Chapter size, without regard to majorities or the previous year’s recruitment record, based on a formula established by the Executive Officer:

- If Chapter size is <25, the annual goal is 4.
- If Chapter size =25, but less than 40, the annual goal is 8.
- If Chapter size =40, but less than 55, the annual goal is 10.
- If Chapter size =55, but less than 70, the annual goal is 12.
- If Chapter size =70, but less than 85, the annual goal is 14.
- If Chapter size =85, but less than 100, the annual goal is 16.
- If Chapter size =100 or more, the annual goal is 20.

The Deputy Executive Officer assigned to each Chapter may recommend an adjustment to this number for good cause provided to the EO prior to the beginning of the competition year. These goals are set on the calendar year basis and are for competition purposes only. Awards will be given for at least three divisions of membership competition-- Small (<25), Medium (>25 and <40) and Large (>40) Chapters

Part of the PMC-MSA program is a membership component to measure the ability of the Chapter to successfully recruit. It is not solely a reward for meeting a membership goal, however, membership recruitment is an important part of overall Chapter success. To retain this emphasis, but reduce the inordinate importance of this single requirement for granting this award, the goal per term will be 2 for all Small Chapters, 3 for all Medium Chapters, and 4 for all large Chapters.

Honors nomination eligibility will be calculated as before, except that the minimum number of initiates is reduced from 5 to 4. All other criteria will remain the same.

### **State Officers**

Elected State Officers may be elected to office prior to their 21st birthday, and will remain active members of the Order in all ways until they complete their term of service, at which time they will assume all the rights and responsibilities of a Senior DeMolay. Appointed State Officers may complete their term of appointment past their 21st birthday, but assume all the rights and responsibilities of a Senior DeMolay immediately upon attainment of their Majority.