



# By-laws





# DeMolay International

## By-laws

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**ARTICLE I  
GENERAL PROVISIONS**

**Section 1.** The name of this corporation is “**DEMOLAY INTERNATIONAL**”.

**Section 2.** The corporation is organized as a public benefit corporation under the Missouri Nonprofit Corporation Act.

**Section 3.** The purpose for which the corporation is organized is exclusively charitable and educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue law), including, without limitation, the following charitable and educational activities:

(a) To impart, promote and encourage morality, charity, education, religion, good citizenship, to perfect a sense of fellowship, to establish order and tranquility, to provide for and promote the general welfare and to serve the best interests of DeMolay International throughout the world; to promote the social and moral welfare of young men between the ages of twelve and twenty-one years inclusive; to teach duty to God, neighbor and self; to demand clean living, high respect for parents, deference to womanhood and love of country and free institutions; to do any and all things necessary and proper to develop boyhood into intelligent, moral, self-sustaining and law-abiding manhood. In order to accomplish the above results, it is the further purpose of DeMolay International to organize local clubs of boys between the ages of twelve and twenty-one years inclusive, in all parts of the world, using methods which have been proven to be effective.

(b) to provide for and to youthful citizens a full array of meaningful and uplifting educational and character building activities to combat juvenile delinquency and community deterioration.

(c) to provide educational programs for the instruction and training of youths for the purpose of improving and developing capabilities.

(d) to impress upon the youthful participants in the programs described above the benefits of fellowship with other youths and the accomplishments - both individual and group - which can be realized by joining together in a common effort with focused individual and group goals.

**Section 4. Definitions.** In these bylaws:

(a) "Chapter" means any Chapter Chartered by or working under Letters Temporary of DeMolay International and is the local club of the Order of DeMolay.

(b) "Order" or "Order of DeMolay" means the fraternal organization operated by or appendant to DeMolay International.

(c) "Suspension" means deprivation of all rights of membership.

(d) "Expulsion" means involuntary termination of membership.

(e) "Jurisdiction" means the area within the geographic limits assigned to one Executive Officer.

(f) "DeMolay Year" means January 1 through December 31.

(g) "Mason" means a Master Mason.

(h) "Supreme Council" means the Class 1, 2, 3 and 4 members of DeMolay International.

(i) "Grand Master" means the President of DeMolay International.

(j) "Grand Senior Councilor" means the First Vice President of DeMolay International.

(k) "Grand Junior Councilor" means the Second Vice President of DeMolay International.

(l) "Grand Treasurer" means the Treasurer of DeMolay International.

(m) "Grand Secretary" means the Secretary of DeMolay International.

(n) "Master Councilor" means the President of a Chapter.

(o) "Senior Councilor" means the first Vice President of a Chapter.

(p) "Junior Councilor" means the Second Vice president of a Chapter.

(q) "Treasurer" means the Treasurer of a Chapter.

(r) "Scribe" means the Secretary of a Chapter.

**Section 5. Rules and Regulations, Forms and Publications**

(a) DeMolay International may adopt rules and regulations for the operation of the Order of DeMolay.

(b) Forms of DeMolay International and other miscellaneous data may be appended to the rules and regulations and shall be used unless changed at an annual meeting.

(c) These Bylaws, the Rules and Regulations and the Appendix of Forms and miscellaneous data shall be published electronically on a website maintained by DeMolay International. (2012)

**ARTICLE II  
OFFICES**

The principal office of the corporation in the State of Missouri will be located in the City of Kansas City, County of Platte. The corporation may have such other offices, either within or without the State of Missouri, as the Board of Directors may determine or as the affairs of the corporation may require from time to time. The corporation will have and continuously maintain a registered office, and a registered agent whose office is identical with the registered office. The registered office may be, but need not be, identical with the principal office, and the address of the registered office may be changed from time to time by the Board of Directors.

**ARTICLE III**  
**NAME, JURISDICTION AND POWERS**

**Section 1. Name.**

(a) The use of the name "DeMolay" is reserved to DeMolay International, its Chapters, appendant organizations and licensees. (2015)

(b) DeMolay International shall have the right to use the name of the International Supreme Council of the Order of DeMolay and appropriate abbreviations and variations of the name.

**Section 2. Jurisdiction.**

(a) The jurisdiction of DeMolay International includes all territory where the United States exercises powers of government, countries where it has established Chapters over which no other organization has been granted DeMolay jurisdiction, and countries where there are no Chapters. (2006)

(b) DeMolay International may give or receive jurisdiction over a Chapter located outside of the United States to or from a regular supreme council or such other DeMolay organization as it may deem appropriate. (2006)

(c) DeMolay International may permit a regular supreme council or such other DeMolay organization as it may deem appropriate to act on its behalf outside of the United States, for the time and with the limitations it sets. (2006)

(d) The authority to create or recognize foreign supreme councils or any other independent organization empowered to conduct DeMolay operations is reserved to DeMolay International. (1999) (2006)

**Section 3. Powers.** Excepts as provided in Article VI, DeMolay International is the supreme authority in all matters for the entire Order of DeMolay, and has all powers necessary or appropriate to this authority.

**ARTICLE IV**  
**MEMBERS**

**Section 1. Classes of Members.** The corporation will have eight classes of members. The designation of such classes and the qualifications and rights of the members of such classes are as follows:

Class 1 members will be named Active Members.  
Class 2 members will be named Emeritus Members.  
Class 3 members will be named Deputy Members.  
Class 4 members will be named Honorary Members.  
Class 5 members will be registered Adult Leaders.  
Class 6 members will be Active DeMolays.  
Class 7 members will be Senior DeMolays.  
Class 8 members will be members of the DeMolay Alumni Association.  
Class 9 members will be members of the Order of Squires.  
(2015)

**Section 2. Qualifications.**

(a) Class 1, 2, 3 and 4 members:

(1) Must be at least thirty years of age unless serving as an Executive Officer. A Class 1 member serving as an Executive Officer must be at least twenty-five years of age.

(2) Must be at least twenty-five years of age if a Class 3 member.

(3) Must be a Mason in good standing.

(4) May not be a salaried official or employee of DeMolay International or any DeMolay Foundation, organization or extension movement.

(5) Shall hold membership during good behavior or until he is reclassified, resigns, or no longer meets these qualifications.

(6) Class 1 and Class 3 members must, by December 31<sup>st</sup> of each year sign and file with the Grand Secretary a completed adult worker application, a certificate of change, or certificate of no change. The Grand Master may issue one 30-day extension per member, annually. (2010) (2011) (2014)

(b) Class 5 members shall be those registered and enrolled on an Advisory Council or Jurisdictional Staff as required in the rules and regulations.

(c) Class 6 members shall be active members of the Order as defined in the rules and regulations.

(d) Class 7 members shall be DeMolays who have passed their twenty-first birthday and who meet the other requirements set out in the rules and regulations.

(e) Class 8 members shall be those registered and enrolled in the DeMolay Alumni Association as required in the rules and regulations. (2000, 2001)

(f) Class 9 members shall be active members of the Order of Squires as defined in the rules and regulations. (2015)

**Section 3. Nomination.**

(a) Class 1, 2, 3 and 4 members of DeMolay International may be nominated by a Class 1 member. Nominations must be made on forms supplied by the Grand Secretary, and must be received with the nominations fee in the Grand Secretary's office by February 15 each year. A nomination for Class 1 or Class 3 members must be accompanied by a completed DeMolay adult worker application for the nominee unless such forms, a certificate of change, or a certificate of no change has been signed by the nominee and filed with the Grand Secretary within one year prior to the nomination. Prior to consideration by the Nominating Committee, all nominations of Class 1, 2, 3 and 4 members must be submitted for recommendation to the Executive Officer in the jurisdiction where the nominee resides. The Executive Officer's recommendation is to be made a part of the report when the nomination is presented to DeMolay International. (2011) (2013)

(b) Other classes of members shall be selected as set out in the rules and regulations.

**Section 4. Election.**

(a) Except as provided in Article IV, Sections 6 and 8 of these Bylaws, Class 1, 2, 3 and 4 members of

DeMolay International must be elected by: (2012) (2015)  
(1) Two-thirds of all votes cast by Class 1 members in executive session at the annual meeting; or  
(2) A unanimous vote of the Board of Directors, for extraordinary cause, which may only be exercised once in a DeMolay Year.  
(b) Elections are effective at the time the results are announced. (2009)

#### **Section 5. Class 1 Members.**

(a) Voting Members. Class 1 members are the voting members of DeMolay International.  
(b) Number. There may not be more than 150 Class 1 members, exclusive of Past Grand Masters and Executive Officers. (2012)  
(c) Eligibility. To be elected a Class 1 member a qualified person must be:  
(1) An Executive Officer or;  
(2) A Class 3 Member who is attending at least his third annual meeting following the meeting at which he was elected as a Class 3 or 4 member of DeMolay International. At least two periods of attendance must have been in consecutive years.  
(d) Honors. A Class 1 member, by virtue of his office, shall be invested with all honors which he would be entitled to receive if qualified, nominated and elected under applicable provisions of these By-laws and the Rules & Regulations of DeMolay International. (2004)  
(e) Mandatory Retirement. Except for Past Grand Masters of the Order, upon attaining the age of seventy-five years, a Class 1 member shall be classified a Class 2 member. (2010) (2015)  
(f) Executive Officer. If a Class 1 member ceases to be an Executive Officer and has not attended five annual meetings since he was elected as a Class 1, 2, 3 or 4 member of DeMolay International, he is reclassified to his previous membership status. The attendance requirements set forth in this subsection apply only to those appointed Executive Officers on or after June 19, 2011. (1998) (2000) (2003) (2011)

**Section 6. Class 2 Members.** DeMolay International may, upon its own motion, elect a Class 2 member from any of its Class 1 members. Upon written request to him from any Class 1 member in good standing, the Grand Master may authorize the immediate reclassification of such member to Class 2 membership. Class 2 members may attend all meetings, serve on committees, and propose measures, but shall not vote. Class 2 members, upon request, shall be provided administrative services and mailings provided Class 1 and 3 members. (2011) (2015)

#### **Section 7. Class 3 Members.**

(a) DeMolay International may elect as Class 3 members qualified persons who are active in DeMolay work.  
(b) Class 3 members may attend meetings except executive sessions dealing with election of Class 1, 2, 3, and 4 members, serve on committees, and vote in committees but not in the annual meeting. (2000) (2011)

#### **Section 8. Class 4 Members.**

(a) DeMolay International may elect as Class 4 members distinguished, qualified persons.  
(b) Notwithstanding any other provisions of this Article, when he deems it to be in the best interests of the Order, the Grand Master may confer Class 4 membership status upon not more than three distinguished, qualified persons. (2012)  
(c) Any Class 1, 2 or 3 member of DeMolay International may request to have his classification changed to Class 4 member, and DeMolay International may grant the request. Upon written request to him from any Class 1, 2 or 3 member in good standing, the Grand Master may authorize the immediate reclassification of such member to Class 4 membership. (2012) (2015)  
(d) Class 4 members may attend meetings of DeMolay International, except executive sessions, but have no vote. (2011) (2012)

#### **Section 9. Absence from Annual Meetings.**

A Class 1 or Class 3 member who is absent from two successive annual meetings may after the second day of the second meeting, be deemed to have resigned his membership, or at the option of DeMolay International, may be elected a Class 4 member. This action shall not be taken with respect to anyone who is a Past Grand Master of the Order. A member may be excused for cause by action of DeMolay International.

#### **Section 10. Charges, Hearing and Removal.**

(a) Charges may be filed by a Class 1 or Class 2 Member against any Class 1, 2, 3, or 4 Member of DeMolay International for conduct unbecoming his position and which is not in the best interest of the corporation.  
(b) Charges shall be filed in writing by letter sent to the Grand Secretary at the offices of DeMolay International, and shall set forth the name of the Member bringing the charges, his address, the name of the Member against whom the charges are brought, his last known address, and the specific facts giving rise to the alleged unbecoming conduct. The charges shall be dated and signed by the Member preferring the same.  
(c) Upon receipt of the charges, the Grand Secretary shall promptly notify the Grand Master and Member charged of the same. Service of the charges upon the Member charged shall be by first class mail, postage prepaid, and by certified mail, return receipt requested, to the last address of the Member known to DeMolay International. Service shall be deemed effective three (3) days following the mailing thereof to the Member and his counsel, if any. The Member charged shall be informed of his right to respond to the charges in writing to the Grand Master within thirty (30) days of filing and may assert the same to be frivolous or personal in nature and ask they be dismissed. Frivolous charges or charges for the purpose of resolving individual grievances shall not be allowed, and any charges which the Grand Master determines to be frivolous or personal in nature shall be dismissed by the Grand Master. Such determination shall be made in writing, shall become part of the record of the case, and shall be reported to the Board of Directors at its next scheduled meeting. In the

event the charging Member wishes to appeal the decision of the Grand Master, he shall do so before the Board of Directors, and any appeal shall be only upon the information contained within the charges and the decision of the Grand Master. If the Board of Directors determines that the charges should be considered by trial commission, the decision of the Grand Master shall be reversed, and a trial commission convened. If the Board of Directors upholds the decision of the Grand Master, such a determination shall be final, and no further appeals shall be permitted. Unless the Grand Master determines the charges to be frivolous or personal in nature as set forth above, or if charges dismissed by the Grand Master are reinstated by the Board of Directors following appeal, the Grand Master shall appoint a trial commission to hear the same.

(d) The trial commission shall consist of five Class 1 Members of DeMolay International, none of whom shall be the Member bringing the charges, the Member against whom charges are brought, a witness to the alleged unbecoming conduct, or any other Member with a personal interest in the results of the proceedings. The Grand Master shall select a chairman from among the five members. If requested by the chairman, the Grand Master may appoint a Class 1 Member who is an attorney to act as counsel to the trial commission. The counsel shall not be entitled to a vote as a member of the commission. The Grand Master may also appoint a Prosecuting Member to advance the case of the charging Member if, in the judgment of the Grand Master, such appointment is necessary for the proper prosecution of the case.

(e) The Grand Secretary shall send a written copy of the charges as filed to the Member bringing the charges, the Member against whom the charges are made and each member of the trial commission and the trial commission's counsel, if any. In addition to mailing the charges, the Grand Secretary or his designate shall attempt to make telephonic contact with the Member to insure he is aware of the pending charges. Failure to make contact after a good faith effort shall not affect the outcome of the matter.

(f) If the Member against whom charges are filed wishes to contest the allegations, he shall notify the Chairman of the trial commission within thirty (30) days of the mailing thereof. Such notice shall be in writing, signed by the Member, and shall constitute a denial of the charges. In the event the Member charged does not give notice within this time period, he shall be deemed to have elected to not contest the charges, and shall be removed from membership at the expiration of the notice period.

(g) Upon receipt of notice denying the charges, the Chairman of the trial commission shall schedule a pre-hearing conference within thirty (30) days of the receipt of the same, such conference to be held in a location determined by the Chairman, or telephonically if permitted by the Chairman for the convenience of the parties. At this conference, a discovery schedule shall be established, rules related to the conduct of the hearing shall be determined, the location of the hearing shall be set, and a trial date not more than ninety (90) days from the date of the conference shall be calendared by the

Chairman, unless all parties agree to a date beyond this ninety day period.

(h) If the Member against whom charges are brought fails to comply with discovery procedures established by the Chairman, this failure and the impact of evidence not provided may be considered by the trial commission in the final determination of the case.

(i) Venue for trial commission proceedings shall be set in Kansas City, Missouri; provided the Chairman may set a different venue if necessary to allow the participation of witnesses involved in the case.

(j) The Chairman shall act as presiding officer, may grant continuances or a change of venue upon proper motion if appropriate, and shall determine all questions of practice, procedure and admissibility of evidence or testimony, using general principles of due process. The Chairman shall rule on all matters of evidence following generally the Federal Rules of Civil Procedure. The rules related to admissibility of evidence shall be modified to permit the admission of statements signed under oath or penalty of perjury; provided such statements are provided to the Member charged and/or the Trial Commission at least thirty (30) days prior to the hearing. Uncorroborated hearsay shall not be admissible. No verbatim transcript of the hearing shall be required.

(k) Only Class 1 and Class 2 Members, the Member against whom charges have been preferred, counsel and witnesses may attend the hearing. The Member bringing the charges and the Member against whom charges have been brought may be represented by counsel who may attend the hearing.

(l) Upon the conclusion of the hearing, the trial commission shall meet in closed session without the parties or their counsel present and determine whether the charges do not amount to conduct unbecoming a Member and are not in the best interests of the corporation, and dismiss the same, or the Member against whom charges have been brought shall be subject to sanction or removal. Sanctions may include, without limitation, suspension for a period of months or years, conditions of future conduct or successful completion of programs of rehabilitation. In the alternative, the trial commission may remove the Member from the Order if it finds that the conduct of the Member was unbecoming his position and not in the best interests of the corporation, and that no lesser sanction is appropriate. The decision to remove a Member shall be based upon a preponderance of the evidence presented to the trial commission.

(m) A majority vote of the trial commission shall determine the outcome of these proceedings.

(n) In the event sanctions or removal is ordered by the trial commission, that decision shall be entered in the record, and shall be effective immediately at the conclusion of the decision of the trial commission. The findings and conclusions of the trial commission and the result of the trial shall be reported to the Grand Secretary and Grand Master in writing, for inclusion in their reports to DeMolay International

(o) Nothing herein shall prevent the trial commission, acting through its Chairman, and the Member against whom charges have been preferred from



agreeing to a disposition which has been approved by a majority of the trial commission and the Member charged.

(p) If the parties, by agreement, wish to submit the matter to mediation, they may do so. A mediator shall be selected by agreement of the parties and, if no agreement can be reached, by the Chairman of the trial commission. The mediator shall be an attorney trained and experienced in mediation in matters involving disputes within non-profit organizations.

(q) Following the decision of the trial commission, the Member subject to sanction or removal may appeal the decision of the trial commission to the Board of Directors at its next regularly scheduled meeting. Any such appeal shall be based upon the findings, conclusions and results of the trial as submitted by the trial commission and any other record kept related to such proceedings. The notice of appeal must be made in writing to the Grand Secretary not more than thirty (30) days from the decision; however, any such appeal shall not suspend the enforcement of the decision of the trial commission. Only the information contained within the appeal itself, the written report of the trial commission, any memorandum or summary presented by the Member charged and the Member bringing charges and the decision may be considered by the Board, and no new evidence shall be permitted. Only Class 1 and Class 2 members, the Member against whom charges were preferred and his counsel may attend the appeal proceeding before the Board. Following presentation of the appeal, the Board of Directors shall meet in closed session without other Members not directly involved in the appeal before the Board, the parties or their counsel, to consider the appeal and the decision of the trial commission, and the decision of the Board of Directors shall be conclusive. Absent reversal of the decision of the trial commission, the decision shall be upheld, and the appeal denied. If the Board of Directors reverses the decision of the trial commission, it may order that the Grand Master appoint a new trial commission composed of Members who did not hear the first case to hear the matter again, or impose such sanctions, including removal of the Member, as are permitted to be imposed by a trial commission. There shall be no further appeal of the decision of the Board of Directors following appeal of the decision of the trial commission; provided that, if a new trial commission is appointed by action of the Board of Directors, the decision of that trial commission may be reviewed by the Board of Directors as an original proceeding as permitted herein.

(r) Participation in the Trial Commission shall be mandatory, and may only be excused for good cause shown, and not for matters of convenience or discomfort. Failure to serve without good cause shall be considered as conduct unbecoming a Member and to not be in the best interests of the corporation, and may form the basis of charges under this Section.

(s) Costs and expenses of the Trial Commission, its counsel, and the prosecuting Member or Members shall be borne by DeMolay International. The Chairman may, at DeMolay expense, retain the services of a private investigator or police agency to assist in the investigation and gathering of evidence for eventual

presentation to the Trial Commission. If, upon the conclusion of the hearing, the trial commission has determined that the charges are unfounded, and has dismissed the same, the Commission shall order that the reasonable costs and expenses incurred by the Member charged in preparation of his defense and appearance before the Commission be reimbursed by DeMolay International. (1998) (2009)

#### **Section 11. Resignation.**

(a) A Class 1, 2, 3 or 4 member may resign from DeMolay International by letter to the Grand Secretary. The resignation is effective upon receipt by the Grand Secretary. The Grand Secretary shall notify the Grand Master and record the resignation.

(b) Any Class 1 or 3 member of DeMolay International delinquent in his fees shall be deemed to have resigned his membership in DeMolay International and shall be dropped from the rolls unless payment has been waived by the Grand Master. (2006)

**Section 12. Other Classes of Members.** Membership in DeMolay International in Classes 5, 6, 7, 8 and 9 shall be set forth in the rules and regulations. (2015)

**Section 13. Transfer of Membership.** Membership in this corporation is not transferable or assignable.

### **ARTICLE V MEETINGS**

**Section 1. Annual Meeting.** DeMolay International shall meet annually at the time and place fixed in annual meeting or in an emergency as designated by the Board of Directors. The annual meeting shall open no earlier than 6:00 p.m. on Thursday and close on the following Saturday. (2013)

**Section 2. Special Meetings.** Special Meetings may be called by the Board of Directors at the time and place named in the call. The Board of Directors shall call a special meeting when requested in writing by a majority of its members or by written request of twenty-five Class 1, 2, 3 or 4 members of DeMolay International at the time and place designated in the request.

**Section 3. Quorum.** A quorum of DeMolay International is twenty-five Class 1 members.

**Section 4. Executive Sessions.** Election of Class 1, 2, 3 and 4 members, honors and matters of discipline must be in executive session. At the direction of the Grand Master or a majority of the Class 1 members present, election of Officers and Board of Directors members, and other matters of a confidential nature may be considered in executive session.

#### **Section 5. Voting.**

(a) Each Class 1 member is entitled to vote at all meetings.

(b) On demand by two Class 1 members, a roll call vote shall be taken.

(c) A member may not vote by proxy.

**Section 6. Notices.**

(a) The Grand Secretary shall give notice of all regular meetings by mailing to each Class 1, 2 and 3 member a call for the meeting, at least thirty days in advance, stating the time, place, and general purposes of the meeting.

(b) The Grand Secretary shall give notice of a special meeting by mailing to each Class 1, 2 and 3 member a call for the meeting, at least fifteen days in advance, stating the time, place and purpose of the meeting.

(c) The Grand Secretary shall make available a copy of the general budget to be presented at the annual meeting. (2015)

**ARTICLE VI  
BOARD OF DIRECTORS**

**Section 1. Members.** The Board of Directors consists of the following: one Class 1 member as a representative from each of the DeMolay regions; and the Grand Master, Grand Senior Councilor, Grand Junior Councilor, Grand Secretary, Grand Treasurer, a representative selected from the Executive Officers' Conference, and two Class 6 members of DeMolay International. The Chairman of the Jurisprudence and Legislation Committee, the Chairman of the Budget and Finance Committee and the General Counsel shall be members without a vote.

During the year following creation of a new region or regions, new representatives shall be elected to the Board of Directors at the annual meeting immediately following creation of the region or regions. Region representatives shall serve a two-year term. Representatives from even-numbered regions will be elected in odd-numbered years and representatives from odd-numbered regions will be elected in even-numbered years.

A member may not serve as a representative of a region for more than four years out of any six year period. (1999) (2003) (2014)

**Section 2. Vacancies.** When a vacancy occurs on the Board of Directors, the Grand Master shall appoint a successor to serve until the next annual meeting.

**Section 3. Organization.** The Grand Master is the Chairman of the Board of Directors. The Grand Senior Councilor is Vice Chairman. If both are absent, the Grand Junior Councilor presides. The Grand Secretary is secretary of the Board of Directors.

**Section 4. Meetings.**

(a) the Board of Directors shall meet during the last three months of the calendar year at a time and place selected by the Grand Master.

(b) Other meetings may be called by the Grand Master, and must be called by him at the written request of three members of the Board of Directors. The purpose of the meeting shall be made known to all members of the Board of Directors.

(c) The presiding officer may call the Board of Directors into executive session. He must do so upon the oral vote or written request of not less than five voting members of the Board then present.

(d) Meetings may be held in person, or by any means of communication by which all directors participating may simultaneously hear each other during the meeting. (2000)

**Section 5. Notice.** The Grand Secretary shall give at least fifteen days notice of any meeting to all members either in writing or by confirmed facsimile transmission or confirmed electronic communication, such as e-mail. (2000)

**Section 6. Quorum and Voting.** Seven voting members of the Board of Directors are a quorum. A member of the Board of Directors may not vote by proxy. (2006)

**Section 7. Powers.** The Board of Directors:

(a) Shall transact all business of the Order except matters reserved in these bylaws or the rules and regulations.

(b) May amend the rules and regulations except provisions governing:

- (1) honors of DeMolay International;
- (2) eligibility for membership in the

Order;

- (3) sponsorship of chapters;
- (4) the ritual of the Order; or,
- (5) procedures for amending the rules

and regulations.

All such amendments must be sent to the Grand Secretary in writing and in the form proposed at least sixty days prior to the meeting of the Board of Directors at which they are to be considered and shall be included in the notice of the meeting which must be sent to the Class 1 members of DeMolay International at least thirty days prior to the meeting. The Board of Directors may not amend the rules and regulations by mail ballot. Amendments must be adopted by the vote of ten or more members of the Board of Directors and become effective upon their adoption.

(c) The voting members of DeMolay International retain the right to amend any section of the rules and regulations.

(d) Any portion of the rules and regulations amended by the voting members of DeMolay International may not be amended by the Board of Directors for a period of eighteen months from the effective date of the amendment made by the voting members of DeMolay International.

(e) The Board of Directors shall adopt policies by which DeMolay International may create or recognize a new supreme council or other organization with DeMolay jurisdiction. The policies shall include criteria for the establishment of the new organization and the form of governance it must adopt. (2006)

(f) A current list of authorized DeMolay organizations which are not a part of DeMolay International shall be maintained in the Appendix to the

Bylaws, Rules and Regulations. It shall be amended whenever the Board of Directors creates or recognizes a new supreme council or other organization with DeMolay jurisdiction. (2012)

**Section 8. Review of Salaries and Expenses.** The Board of Directors shall review the salary and expense structure for all employees of DeMolay International. The Grand Secretary, with the approval of the Board of Directors, shall employ or terminate the employment of the administrator in charge of the headquarters office. The Board of Directors shall provide for mandatory retirement at age seventy of all salaried employees of DeMolay International. (2013)

**Section 9. Action by Mail or Written Consent.**  
(a) The Board of Directors may act by mail ballot or by written consent.  
(b) The unanimous written approval of the voting membership is required for any action taken by mail or written consent to be adopted. (2000)

## ARTICLE VII OFFICERS

**Section 1. Titles.** The officers of DeMolay International are:

### Elective

Grand Master  
Grand Senior Councilor  
Grand Junior Councilor  
Grand Treasurer  
Grand Secretary

### Appointive

Grand Senior Deacon  
Grand Junior Deacon  
Grand Senior Steward  
Grand Junior Steward  
Grand Chaplain  
Grand Almoner  
Grand Marshal  
Grand Standard Bearer  
Grand Orator  
Grand First Preceptor  
Grand Second Preceptor  
Grand Third Preceptor  
Grand Fourth Preceptor  
Grand Fifth Preceptor  
Grand Sixth Preceptor  
Grand Seventh Preceptor  
Grand Sentinel  
Grand Organist

(1998)

**Section 2. Qualifications.** Each elective officer must be a Class 1 member. Each appointive officer must be a member of DeMolay International. (2006) (2007)

**Section 3. Election.** Elective offices shall be filled by a majority vote of those present and voting during the annual meeting. The election shall take place during the final business session of the annual meeting. In an

emergency where it is impossible to hold an annual meeting, the Grand Senior Councilor and Grand Junior Councilor automatically advance to the next higher office. Nominations from the floor may be made for each office. If there is more than one nominee for an office, each may designate a Class 1 or Class 2 member to give a nominating speech, not to exceed five minutes in length. (1999)

**Section 4. Term of Office.** Officers shall hold office for one year or until the close of the annual meeting at which their successors are elected or appointed.

### Section 5. Duties.

(a) Grand Master. The Grand Master:

(1) Is the presiding officer of DeMolay International. He shall exercise the duties of his office in accordance with the bylaws, rules and regulations and the usages of DeMolay International. When DeMolay International and the Board of Directors are not in session, he has general supervision of the Order.

(2) Shall perform such other duties as are set forth in the rules and regulations.

(b) Grand Secretary. The Grand Secretary shall:

(1) Control the general offices of DeMolay International, under supervision of the Board of Directors and Grand Master. He is responsible for the general extension and promotion of the Order. He shall report to the Executive Officer and the Grand Master any departure by Chapters from these bylaws or the rules and regulations or the principles of the Order. In the discharge of these duties, he may follow means not prohibited by these bylaws or the rules and regulations and may designate any person to represent him in the exercise of his authority.

(2) Perform such other duties as are set forth in the rules and regulations

(c) Grand Treasurer. The Grand Treasurer:

(1) Is the chief financial officer of DeMolay International and shall perform such duties as are ordinarily associated with such office.

(2) Shall perform such other duties as are set forth in the rules and regulations.

(d) Other Officers. The other officers of DeMolay International shall perform duties appropriate to their stations or assigned by DeMolay International, the Board of Directors or Grand Master.

### Section 6. Vacancies.

(a) Permanent Vacancy. In case of the death, resignation or permanent disability of the Grand Master, the Grand Senior Councilor becomes Grand Master to serve until the next meeting when the vacancy shall be filled by election.

(b) Temporary Vacancy. In case of the temporary disability by absence or otherwise of the Grand Master, the Grand Senior Councilor acts as Grand Master until the Grand Master resumes the discharge of his duties.

(c) Death, Resignation, Permanent or Temporary Disability. If the Grand Master is disabled, the Grand Senior Councilor, or if he is also disabled, the Grand Junior Councilor shall act as Grand Master until

the disability is removed or until the next annual meeting when vacancies may be filled by election.

### ARTICLE VIII COMMITTEES

**Section 1. Establishment.** Committees may be established as provided in the rules and regulations.

**Section 2. Rules & Regulations.** The rules and regulations shall specify the number, composition, appointment of members, titles, duties, tenure, chairmanship, quorum, rules, reports and all other matters relating to the establishment and functioning of committees for DeMolay International.

### ARTICLE IX FISCAL AND LEGAL

**Section 1. Bonds.** Corporate fidelity bonds to protect the Order shall be obtained by DeMolay International in a form and amount approved by the Board of Directors. DeMolay International may assess subordinate bodies for their portion of the bond.

**Section 2. Controller.** The Controller in DeMolay headquarters reports directly to the Grand Treasurer, who may employ and govern the tenure of the Controller and, in consultation with the Grand Secretary, establish the Controller's salary. The Controller shall perform the duties appropriate to the office, and those assigned by DeMolay International, the bylaws or the rules and regulations or by the Grand Treasurer.

**Section 3. Auditor and Audit Report.** The Board of Directors shall select a Certified Public Accountant to audit or review the books and financial records of DeMolay International. The auditor shall complete the audit or review and report to the Board of Directors as soon after the close of the DeMolay Year as possible. The report must be available to each Class 1 member before the next meeting.

**Section 4. General Counsel.** The Grand Master, with the approval of the Board of Directors, may select an attorney as general counsel. He shall advise and consult with the officers and agents of DeMolay International, render legal advice and assistance as requested, and perform other duties delegated to him. He has the right to the floor at any meeting for explanatory purposes. His files, records and documents belong to DeMolay International.

**Section 5. Balanced Budget.** DeMolay International and the Board of Directors are prohibited from adopting or amending a budget so as to permit expenditures to exceed revenues. No officer or employee may authorize or make expenditures not provided for in the budget.

### ARTICLE X

### SEAL

The Seal of DeMolay International is a circle surrounded by the words, "DeMolay International" and ten stars, within is a replica of the DeMolay emblem with eight stars above and beside it and five stars below and beside it, and beneath the emblem and just inside the circle the words "Instituted April, 1919."

### ARTICLE XI WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of the Missouri Nonprofit Corporation Act or under the provisions of the articles of incorporation or the bylaws or the rules and regulations of this corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

### ARTICLE XII AMENDMENTS TO BYLAWS

**Section 1. Presentation.** A proposed amendment to these bylaws may be submitted by:

- (a) A Class 1 member of DeMolay International; or
- (b) Action of the Board of Directors.

**Section 2. Time and Publication.** A proposed amendment to these bylaws must be sent to the Grand Secretary, in writing and in the form proposed, at least sixty days before the annual meeting. It shall be included in the call of the meeting published at least thirty days prior to the meeting.

**Section 3. Form of Publication.** The notice of a proposed amendment must show the entire text as it will read if adopted, with new and deleted language clearly identified. A statement describing the purpose of the amendment, not exceeding 100 words, will be included with the proposed amendment in the call of the meeting, if provided by the proposer. (2007)

**Section 4. Urgent Amendments.** If the Jurisprudence and Legislation Committee deems it to be urgent and necessary, the Committee may present an amendment for consideration at any time during a meeting. If time permits, a copy of the amendment shall be made available to each Class 1 member present.

**Section 5. Consideration by Jurisprudence and Legislation Committee.** Proposed amendments must be submitted to and reported upon by the Jurisprudence and Legislation Committee.

**Section 6. Modification.** A proposed amendment may be modified by the voting members of DeMolay International, but the modification must be germane.

**Section 7. Adoption.** Adoption of an amendment to these bylaws requires:

- (a) the affirmative vote of the Board of Directors, and
- (b) a two-thirds affirmative vote of the Class 1 members present and voting or the affirmative vote of a majority of all of the Class 1 members, whichever is less.

**Section 8. Effective Date.** Unless otherwise provided for at the time of adoption, an amendment is effective at the close of the annual meeting where adopted.

### **ARTICLE XIII INDEMNIFICATION**

The corporation shall indemnify to the full extent authorized or permitted by the laws of the State of Missouri any person made, or threatened to be made, a party to any threatened, pending or completed action, suit or proceeding (whether civil, criminal, administrative or investigation, including any action by or in the right of the corporation) by reason of the fact that he or she is or was a director, officer, committee member, employee or agent of the corporation.

The foregoing right of indemnification shall not be deemed exclusive of any other rights to which such persons may be entitled apart from this Article XIII. The foregoing right of indemnification shall continue as to a person who has ceased to be a director, officer, employee or agent and shall inure to the benefit of the heir, the executors and administrators of such a person.

### **ARTICLE XIV DISSOLUTION**

In the event of the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all the assets of this corporation exclusively for the purposes of this corporation in such manner, or to one or more such organizations organized and operated exclusively for religious, charitable, educational, scientific or literary purposes or similar purposes as shall at the time qualify: (a) as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal revenue law); and (b) as an organization contributions to which are deductible under Section 170(c) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue law), as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by the district court of the county in the State of Missouri in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine which are organized and operated exclusively for such purposes.



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# **Rules & Regulations**

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# DeMolay International

## Rules & Regulations

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# DeMOLAY INTERNATIONAL RULES AND REGULATIONS

## PART I

### GENERAL PROVISIONS

#### ARTICLE I GENERAL PROVISIONS

**101.1 Application.** These general provisions apply to all these rules and regulations.

**101.2 Arrangement.** These rules and regulations are divided into parts with Roman numerals. Parts are divided into articles with Arabic numerals. Articles are divided into sections with numbers; and subdivided into subsections with lower case letters in parentheses. Subsections may be divided into paragraphs with Arabic numbers in parentheses, and subdivided into subparagraphs with lower case Roman numerals in parentheses.

**101.3 Definitions.** In these rules and regulations:

- (a) "Chapter" means any Chapter chartered by or working under Letters Temporary of DeMolay International and is the local club of the Order of DeMolay.
- (b) "Order" or "Order of DeMolay" means the fraternal organization operated by or appendant to DeMolay International.
- (c) "Suspension" means deprivation of all rights of membership.
- (d) "Expulsion" means involuntary termination of membership.
- (e) "Jurisdiction" means the area within the geographic limits assigned to one Executive Officer.
- (f) "DeMolay Year" means January 1 through December 31.
- (g) "Mason" means a Master Mason.
- (h) "Supreme Council" means the Class 1, 2, 3 and 4 members of DeMolay International.
- (i) "Grand Master" means the President of DeMolay International.
- (j) "Grand Senior Councilor" means the First Vice President of DeMolay International.
- (k) "Grand Junior Councilor" means the Second Vice President of DeMolay International.
- (l) "Grand Treasurer" means the Treasurer of DeMolay International.
- (m) "Grand Secretary" means the Secretary of DeMolay International.
- (n) "Master Councilor" means the President of a Chapter.
- (o) "Senior Councilor" means the First Vice President of a Chapter.
- (p) "Junior Councilor" means the Second Vice President of a Chapter.
- (q) "Treasurer" means the Treasurer of a Chapter.
- (r) "Scribe" means the Secretary of a Chapter.

**101.4 Singular or Plural.** The singular includes the plural and the plural includes the singular, as the context requires or permit.

**101.5 Amendments to Rules and Regulations.**

Except as provided in the bylaws of the corporation:

- (a) Presentation. A proposed amendment to these rules and regulations may be submitted by:
    - (1) A Class 1 member of DeMolay International; or
    - (2) Action of the Board of Directors.
  - (b) Time and Publication. A proposed amendment to these rules and regulations must be sent to the Grand Secretary, in writing and in the form proposed, at least sixty days before the annual meeting. It shall be included in the call of the meeting published at least thirty days prior to the annual meeting.
  - (c) Form of Publication. The notice of a proposed amendment must show the entire text as it will read if adopted, with new and deleted language clearly identified. A statement describing the purpose of the amendment, not exceeding 100 words, will be included with the proposed amendment in the call of the meeting, if provided by the proposer. (2007)
  - (d) Urgent Amendments. If the Jurisprudence and Legislation Committee deems it to be urgent and necessary, the Committee may present an amendment for consideration at any time during a meeting. If time permits, a copy of the amendment shall be made available to each Class 1 member present.
  - (e) Consideration by Jurisprudence and Legislation Committee. Proposed amendments must be submitted to and reported upon by the Jurisprudence and Legislation Committee.
  - (f) Modification. A proposed amendment may be modified by DeMolay International, but the modification must be germane.
  - (g) Adoption. Adoption of an amendment requires a two-thirds affirmative vote of the Class 1 members present and voting.
  - (h) Effective Date. Unless otherwise provided for at the time of adoption, an amendment is effective at the close of the meeting where adopted.
- 101.6 Waiver.** For the purpose of increasing membership, the Board of Directors may waive the application of any section of the Rules and Regulations in a Jurisdiction when requested to do so by the Executive Officer. Both the request and waiver must be in writing. If requested, the waiver may be effective for any period of time not to exceed five (5) years. The waiver may be renewed thereafter for successive periods not to exceed

five (5) years each by the Board of Directors. All requests and waivers shall be reported in writing to DeMolay International at the next annual meeting. Results obtained shall be reported in writing to DeMolay International at every annual meeting during the period for which the waiver is effective. A waiver granted by the Board of Directors may be terminated at any time during the period for which it is effective. Termination may be either at the request of the Executive Officer or by action of the Board of Directors. (1998)

**101.7 Rules of Order.** Unless otherwise provided by resolution or these rules and regulations, parliamentary procedures are governed by Roberts Rules of Order. (1998)

## PART II

### ADMINISTRATION

#### ARTICLE 2 OFFICERS

**202.1 Grand Master.** In addition to the duties set forth in the bylaws, the Grand Master:

(a) Shall report in writing to DeMolay International on the first day of the annual meeting all his official acts and decisions. His decisions are not suspended by appeal. All his official acts are subject to review by DeMolay International.

(b) Shall fill all Class 1 appointive offices of DeMolay International and all Class 1 committees and vacancies.

(c) May appoint a qualified person, who has completed and submitted a DeMolay adult worker application, as a Class 1 member until the next annual meeting, to serve as Executive Officer of a Jurisdiction. (2011)

(d) Shall exercise the powers of Executive Officer in any Jurisdiction without one. In the discharge of those duties as Executive Officer, he may follow means not prohibited by the bylaws or these rules and regulations and may designate any person to represent him in the exercise of his authority.

(e) May remove an Executive Officer when the good of the Order demands.

(f) May suspend honors of DeMolay International, when the good of the Order demands and may present a motion to the next annual meeting to revoke the honors.

(g) May with the consent of the Executive Officer, designate qualified persons in each jurisdiction to receive honors of DeMolay International when he deems it in the best interests of the Order. (2012) (2015)

(h) For the purposes of increasing membership, may waive the application of any section of these rules and regulations in a Jurisdiction when requested to do so by the Executive Officer. Both the request and waiver must be in writing. All requests and waivers shall be reported in writing to the Board of Directors immediately. All requests and waivers and results obtained shall be reported in writing to DeMolay International at the next annual meeting. The waiver expires at the end of the term of the Grand Master who granted it. (1999)

(i) Shall assign jurisdictions outside of the United States of America to Regions. (2003)

**202.2 Grand Secretary.** In addition to the duties set forth in the bylaws, the Grand Secretary shall:

(a) Record the proceedings of DeMolay International and the Board of Directors; and see they are printed and made available to all Class 1 and Class 3 members, within sixty days after each Board of Directors meeting and within one hundred and twenty days after each annual meeting.

(b) Receive, file, and safely keep all documents of DeMolay International, and present those requiring

action by the Grand Master, the Board of Directors or DeMolay International to them.

(c) Keep the seal of DeMolay International and affix it with his attestation, to instruments and written official acts of the Grand Master.

(d) Collect all monies due DeMolay International, keep a correct account and deposit in depositories approved by the Grand Master or Board of Directors.

(e) Report at each meeting of the Board of Directors a detailed account of all money received by him during the fiscal period, with a specific statement of the sources.

(f) Conduct the correspondence of DeMolay International and submit copies to the Grand Master and the Board of Directors when requested to do so.

(g) Attend DeMolay International, the Board of Directors, and the Grand Master, when required, with the books and all necessary papers of his office.

(h) Keep a complete record of conditions of the Chapters, of the status of each active and Senior DeMolay, and of those elected to receive awards and honors by DeMolay International.

(i) Issue calls to corporate meetings and the Board of Directors.

(j) Maintain custody of all the furniture and paraphernalia of DeMolay International.

(k) Report at each meeting all unfinished business; and call to its attention all other matters within its province.

(l) Report to DeMolay International the transactions of his office for the previous DeMolay Year on the first day of the annual meeting.

(m) Publish official bulletins, distribute information, and maintain contact with the Order.

(n) Prepare Charters to be signed by the Grand Master and the Grand Secretary and sealed with the seal of DeMolay International.

(o) Send to each member of the Legion of Honor and each Chevalier forms for reporting observance of traditional obligations.

(p) Perform other duties directed by DeMolay International, the Board of Directors, or Grand Master. (2000)

**202.3 Grand Treasurer.** In addition to the duties set forth in the bylaws, the Grand Treasurer shall:

(a) Establish operating funds in amounts approved by the Grand Master or Board of Directors.

(b) Arrange for the payment of all obligations and approved operating expenditures of DeMolay International out of appropriations consistent with its current budget.

(c) Arrange for the keeping of all financial records and books of account in DeMolay headquarters unless otherwise provided by the Board of Directors.

(d) At the end of each DeMolay Year, cause to be prepared from the records and books, and submit to the Board of Directors an annual statement of the financial condition of DeMolay International, showing assets, liabilities, net worth and operating results.

(e) Submit a detailed statement of the income and disbursements of DeMolay International during the DeMolay Year to the Budget and Finance Committee at least thirty days before the annual meeting.

(f) Submit his annual report, prepared under paragraph (d), to the next annual meeting.

(g) Perform other duties assigned by DeMolay International, the Board of Directors, or Grand Master.

### ARTICLE 3 COMMITTEES

**203.1 Appointment of Committees.** The Grand Master shall appoint all committees in this Article to serve at his pleasure. He may appoint any DeMolay Adult Worker to a committee. The Chairman and Vice Chairman must be Class 1, 2, 3 or 4 members of DeMolay International. He shall designate the Chairman and Vice Chairman of the committee. The Chairman may act for the committee when the committee is not in session, subject to review by the full committee at its next meeting. A majority of each committee is a quorum. The Grand Master may not appoint the same member to both the Appeals and the Jurisprudence and Legislation Committees. (2006)

**203.2 Standing Committees.** The Standing Committees of DeMolay International are:

- (a) Appeals
  - (b) Budget and Finance
  - (c) Centennial
  - (d) Convention Planning
  - (e) DeMolay Education and Operations
  - (f) Honors and Awards
  - (g) International Relations
  - (h) Jurisprudence and Legislation
  - (i) Membership
  - (j) Nominating
  - (k) Ritual and Regalia
  - (l) Insurance
  - (m) Congress
  - (n) Youth Protection
- (2006) (2012)

**203.3 Appeals Committee.** The Appeals Committee shall hear and make recommendations to DeMolay International on appeals of disciplinary orders presented as a result of a decision by the Grand Master or an Executive Officer, or on matters referred to it by DeMolay International.

(a) Time for Appeal. Any person, Chapter or Advisory Council, aggrieved by a disciplinary order of

the Grand Master or Executive Officer may appeal by filing a written notice with the Grand Secretary within thirty days after the date of the order. For good cause, the committee may extend the time for appeal.

(b) Notice by Grand Secretary. When the Grand Secretary receives a notice of appeal, he shall send a copy of it with a copy of the appealed order to the committee and to the disciplining officer.

(c) Statement of Charges. The Grand Master or Executive Officer shall promptly file with the committee a plain and concise statement of the charges upon which the disciplinary action was based, with a copy to the disciplined person, Chapter or Advisory Council.

(d) Answer. The disciplined person, Chapter or Advisory Council must then promptly file with the committee a plain and concise answer to the charges, stating any defenses to the charges, with a copy to the disciplining officer.

(e) Hearing. The committee shall at a time and place selected by it, receive evidence and hear arguments. Sufficient notice must be provided to permit all parties to appear and be heard with or without counsel. Counsel must be an adult relative or a Mason. (2012)

(f) Stay of Proceedings. The committee may stay or suspend the disciplinary action until the next meeting of DeMolay International.

(g) Decision. The committee shall render a decision either affirming, reversing, or modifying the disciplinary order, together with any recommendations it may have, and present it to DeMolay International, no later than the second day of its annual meeting.

(h) Final Decision. The final decision of any appeal rests with DeMolay International, which shall act upon the record of evidence presented to the committee and upon the report of the committee.

**203.4 Budget and Finance Committee.** The Budget and Finance Committee shall

(a) Review all financial matters of DeMolay International for the previous year and periodically for the current year.

(b) Recommend a balanced budget for the ensuing year.

(c) Assure that the investment program of DeMolay International is supervised and reviewed periodically for compliance with investment policy set by the Board of Directors.

**203.5 Centennial Committee.** The Centennial Committee shall:

(a) Develop recommendations for special celebrations and activities for the Centennial Birthday celebration of the Order of DeMolay in the United States and nations where the Order has Chapters.

(b) Develop proposals for submission to the United States Postal Service and the Citizens Stamp Advisory Committee for a United States Postal Stamp to Commemorate the Centennial Birthday of the Order.

(c) Develops proposals for submission to the Congress of the United States for the coinage of a Commemorative Coin to be issued by the United States



Mint to Commemorate the Centennial Birthday of the Order.

(d) Develop proposals for approval and submission to the Postal and Minting Authorities of nations where the Order is situated for the issuance of postal stamps and coinage to Commemorate the Centennial Birthday of the Order.

(e) This Committee and the amendments added by this legislation shall sunset and be repealed without further action of DeMolay International on April 1, 2020. (2006)

**203.6 Convention Planning Committee.** The Convention Planning Committee shall:

(a) Receive offers and recommend sites and dates for future meetings.

(b) Operate and manage meetings.

**203.7 DeMolay Education and Operations Committee.** The DeMolay Education and Operations Committee shall:

(a) Develop and execute programs to aid in the recruitment, training and education of advisors and adult leaders.

(b) Study and promote an active athletic program and recommend Chapter, Jurisdictional, regional, and national competitions.

(c) Help to initiate and guide public relations projects and publications.

(d) Supervise all publications with concern for content and cost.

(e) Promote and encourage harmonious relations between the Order of DeMolay and Masonic groups in general.

(f) Handle and make recommendations on all matters concerning appendant organizations.

(g) Plan and organize DeMolay Leadership Training Conferences sponsored by DeMolay International.

**203.8 Honors and Awards.** The Honors and Awards Committee shall review nominations and make recommendations to DeMolay International on:

(a) Legion of Honor Degree

(b) Honorary Legion of Honor Degree

(c) Chevalier Degree

(d) Cross of Honor

(e) Medal of Heroism

(f) Medal of Valor

(g) Other DeMolay International Awards  
(2006) (2015)

**203.9 International Relations Committee.** The International Relations Committee shall:

(a) Promote and encourage harmonious relations between DeMolay International and supreme councils around the world.

(b) Make recommendations on international relations, including procedures for establishing supreme councils in countries where none exist.

(c) Make reports to DeMolay International on the activities of supreme councils.

**203.10 Jurisprudence and Legislation Committee.**

The Jurisprudence and Legislation Committee shall:

(a) Review all proposed legislation which must, prior to adoption, be referred to it for proper phrasing and placement in the bylaws or the rules and regulations.

(b) Make legal interpretations at the request of the Grand Master. It shall report to the current meeting on all matters referred or considered by it, or coming to its attention.

**203.11 Membership Committee.** The Membership Committee shall oversee membership recruiting and retention activities for DeMolay International. (2006)

**203.12 Nominating Committee.** The Nominating Committee shall:

(a) Submit to DeMolay International at its annual meeting, by the day prior to the day of the election, nominees for:

(1) Grand Master, Grand Senior Councilor, Grand Junior Councilor, Grand Secretary, and Grand Treasurer.

(2) Class 1, 2, 3 and 4 members; a preliminary report regarding Class 1 and Class 3 members must be made on the first day of the meeting.

(3) Members of the Board of Directors.

(b) Submit to the annual meeting a memorial report of members who have died. (1998)

**203.13 Ritual and Regalia Committee.** The Ritual and Regalia Committee shall:

(a) Interpret the Ritual, review all suggestions for changes in the Ritual or for adoption of new ritual ceremonies.

(b) Supervise design, specifications and quality of DeMolay regalia and be responsible for supervision and control of all patents, trademarks and service marks owned by DeMolay International. The merchandising operation is under the control of the Grand Secretary.

**203.14 Insurance Committee.** The Insurance Committee shall have oversight of the procurement of all insurance policies required by DeMolay International to provide coverage for all areas of its activities. (2012)

**203.15 Congress Committee.** The Congress Committee shall oversee the plans and programming for the International DeMolay Congress. The Committee shall work in conjunction with the International Master Councilor, the International Congress Secretary and the Congress Advisor to plan the annual Congress session. (2012)

**203.16 Youth Protection Committee.** The Youth Protection Committee shall oversee the production, preparation and distribution of all materials related to DeMolay International's youth protection efforts. The committee shall ensure all materials are updated as

necessary and distributed to each jurisdiction for their educational usage. (2012)

**203.17 Special Committees.** The Grand Master may appoint special committees he deems necessary or desirable.

**203.18 Committee Meetings.** In those cases where there is a comparable DeMolay Congress Committee, the Chairman or a designated member of the Congress Committee will be a voting member of the comparable DeMolay International Committee for that annual meeting.

**203.19 Committee Reports.**

(a) Regardless of the form of the motion made to the Board of Directors or DeMolay International concerning a committee report, nothing in the report requires action by any person or body except a portion of the report specifically designated "recommendation for action" and only if the "recommendation for action" has been separately moved and adopted by the Board of Directors or DeMolay International.

(b) A "recommendation for action" which will require the expenditure of DeMolay International funds or will have any other impact on the finances of DeMolay International must include an estimate of the amount of the expenditure or impact. Any "recommendation for action" which is adopted by DeMolay International takes effect only when provision is made therefore in the budget approved by the Board of Directors for the year in which the expenditure is to be made.

**ARTICLE 4  
EXECUTIVE OFFICERS**

**204.1 Executive Officer.** A Class 1 member assigned a Jurisdiction is the Executive Officer for that Jurisdiction. He is the representative of DeMolay International in that Jurisdiction.

**204.2 Qualification.** An Executive Officer must live or work in his Jurisdiction or an adjacent jurisdiction. (2004)

**204.3 Duties.** The Executive Officer:

(a) Is responsible for the administration, extension, and promotion of the Order in his Jurisdiction.

(b) May exercise within his Jurisdiction all power necessary for the best interest of the Order which is not prohibited by the bylaws or these rules and regulations, or by DeMolay International, the Board of Directors, or Grand Master.

(c) May appoint personal representatives who have successfully completed the DeMolay adult worker training program and have annually by December 31<sup>st</sup> of each year signed and filed with the Executive Officer a completed adult worker application, a certificate of change or a certificate of no change, to assist him in the organization and supervision of the Order in his Jurisdiction. (2010) (2011)

(d) Shall appoint all Advisors from those who have successfully completed the DeMolay adult worker training program and have annually by December 31<sup>st</sup> of each year signed and filed with the Executive Officer a completed adult worker application, a certificate of change or certificate of no change. (2010) (2011)

(e) May remove any Advisory Council member or other adult worker who does not perform in accordance with the by-laws, these rules and regulations, or as directed by the Executive Officer.

(f) Shall investigate an application for Letters Temporary from an organization composed exclusively of Masons, and if satisfied the organization will supervise, guide and assist the proposed Chapter, submit the application to the Grand Master with his recommendation.

(g) May apply for Letters Temporary for a Chapter to be organized without a sponsoring organization.

(h) Shall recommend to the Grand Master and Grand Secretary the granting of charters to Chapters working under Letters Temporary.

(i) Shall investigate any Declaration of Intention for the formation of an appendant organization and submit it to the Grand Secretary with his recommendation.

(j) After rendering a decision on any question of law, shall immediately transmit a full report to the Grand Master.

(k) May waive time requirements for reception of applications for memberships, balloting, and conferring degrees in his Jurisdiction.

(l) May declare a candidate elected or rejected if, in his judgment, it will promote the best interest of the Order. A report of the election or rejection must be immediately filed with the Grand Secretary.

(m) May approve or disapprove all fund raising or solicitation activities.

(n) On behalf of DeMolay International, shall take possession of all books, records, and other property of every description which are held or used by a Chapter surrendering its Charter, or which ceases to exist, or withdraws its allegiance to DeMolay International, and shall dispose of and distribute all the property and assets within the Jurisdiction for the best interest of the Order and shall report the details to the Grand Master. (2001)

**204.4 Term.** DeMolay International has final control of the term of an Executive Officer. It may be exercised by formal resolution.

**204.5 Authority.** Regardless of other provisions of these rules and regulations: The officers and members of an Advisory Council, and the officers and Advisors of all subordinate units of DeMolay International serve at the pleasure of the Executive Officer. An Executive Officer may disapprove their selection or remove them, with or without cause. (2015)

**204.6 Executive Officers' Conference.**

(a) All Executive Officers, and all persons representing the Grand Master when exercising the

powers of an Executive Officer in any Jurisdiction without one, are members of the Executive Officers' Conference.

(b) The Executive Officers' Conference shall meet at such times and places as may be directed by its presiding officer, and must meet at least every two years.

(c) The Executive Officers' Conference may adopt rules to provide for officers. All officers must be Executive Officers at the time of their selection.

## ARTICLE 5 RITUAL & REGALIA

**205.1 Promulgation.** The rituals of the Order are promulgated by DeMolay International.

**205.2 Alteration.** No changes may be made to the Ritual except by DeMolay International.

**205.3 Ceremonies.** DeMolay International promulgates all official ceremonies of the Order.

**205.4 Title to Rituals.** DeMolay International retains title to all the Rituals of Secret Work, which must be returned to DeMolay International upon demand or if a Chapter ceases to exist.

**205.5 Unauthorized Publications.** No Ritual of Secret Work, Monitor, or similar books, other than those authorized by DeMolay International may be used.

**205.6 Regalia.** DeMolay International prescribes or authorizes official regalia of the Order and may restrict or forbid unauthorized regalia.

## ARTICLE 6 HONORS & AWARDS

### 206.1 Legion of Honor.

(a) Active Legion of Honor. DeMolay International may confer the DeMolay Legion of Honor upon a Senior DeMolay, who has attained the age of twenty-five years as of the first day of the annual meeting of the year nominated, for outstanding leadership in some field of endeavor, or for success in fraternal life, including adult service to the Order.

(b) Honorary Legion of Honor. DeMolay International may confer the DeMolay Honorary Legion of Honor upon a Mason who is not a Senior DeMolay, who has attained the age of thirty years as of the first day of the annual meeting of the year nominated, and who has performed unusual and meritorious service in behalf of the Order or who has evidenced a spirit of cooperation and appreciation for the Order. It shall not be given only for service on an Advisory Council.

(c) Posthumous Election. Notwithstanding any other provisions of the Article, DeMolay International may posthumously confer the Legion of Honor or Honorary Legion of Honor upon one who is otherwise qualified and who died during the twelve months

immediately preceding the annual meeting at which the nomination is considered. The formalities of conferral may be waived or altered as necessary to effectuate the goal of recognizing his leadership, success in fraternal life or service to the Order. (2010)

### (d) Nominations.

(1) Nominations for the Legion of Honor must be made to DeMolay International by an Executive Officer, who may nominate any number who are qualified. An Executive Officer making a nomination of a person having legal residence outside of his Jurisdiction must notify the Executive Officer of the Jurisdiction where the nominee has legal residence of his intention to nominate. The Executive Officer of the Jurisdiction where the nominee held DeMolay membership also must be advised of the nomination. The nomination form must contain the certificate of the nominating Executive Officer that the notice was given.

(2) Each Class 1 member may make one Legion of Honor nomination and one Honorary Legion of Honor nomination each year, but it shall be submitted through the Executive Officer of the Jurisdiction where the nominee resides, to give him the opportunity to comment or object.

(e) Conferral. This degree must be conferred upon a nominee by the Executive Officer for the Jurisdiction, or, at his request, by another Executive Officer or by a member of the Legion of Honor.

(f) Annually on March 18th each member of the Legion of Honor must comply with the Traditional Observance in accordance with his vows. He shall report his observance on a form provided by the Grand Secretary.

(g) DeMolay International, through the Grand Secretary, may at any time require of any member a signed rededication of the vows and ethics of the DeMolay Legion of Honor. Failure to comply forfeits membership. (2000)

### 206.2 Cross of Honor.

(a) Election. DeMolay International may confer the DeMolay Cross of Honor upon a present or past member of an Advisory Council or upon any personal representative of any Executive Officer who has served at least three years in either or both capacities and whose service has been conspicuously meritorious.

(b) Nominations. Each Executive Officer may annually nominate persons qualified for this honor.

### 206.3 Chevalier.

(a) Election. DeMolay International may confer the Degree of Chevalier upon a member of the Order or a Senior DeMolay who has performed unusual and meritorious service in behalf of the Order, who has attained the age of seventeen years as of the first day of the annual meeting of the year nominated and has been a member in good standing for at least two years on that date. An Executive Officer may lower the age eligibility requirement to sixteen.

(b) Posthumous Election. Notwithstanding any other provisions of this Article, DeMolay International

may posthumously confer the Degree of Chevalier upon a former member of the Order who is otherwise qualified and who died during the twelve months immediately preceding the annual meeting at which the nomination is considered. The formalities of conferral may be waived or altered as necessary to effectuate the goal of recognizing his service in behalf of the Order. (2010)

(c) Nominations.

(1) Nominations must be made by the Executive Officer, who may nominate any number of persons who are qualified. If the nominee resides in another Jurisdiction, the nomination must be submitted through the Executive Officer of the Jurisdiction where the nominee resides.

(2) Each Class 1 member may make one personal nomination each year.

(d) Annually, on November 8th, each Chevalier must comply with the Traditional Observance in accordance with his vow. He shall report his observance on a form provided by the Grand Secretary.

(e) DeMolay International, through the Grand Secretary, may at any time require of any member a signed rededication to the vows and ethics of the Degree of Chevalier. Failure to comply forfeits membership. (2000)

#### **206.4 Honors Generally.**

(a) One may not himself apply for any honors provided for in this Article, and if applied for shall be refused. Nominations shall be made without the knowledge of the nominee. Any person who fails to observe secrecy as to consideration for or action on any nomination for any honor shall himself be subject to removal of his own honors and to removal from his offices and memberships.

(b) All honors must be by unanimous vote of the Class 1 members present and voting at an annual meeting of DeMolay International.

(c) If he deems it in the best interests of the Order, an Executive Officer may withhold the conferral of any honor or revoke an honor after it has been conferred. His action is subject to review by DeMolay International. In either case, notice must be sent immediately to the Grand Secretary and the reason fully given.

(d) All honors must be conferred in accordance with DeMolay International Rituals and may be open to the guests of the Order.

(e) Upon motion of the Grand Master, DeMolay International may revoke any honors he has previously ordered suspended. (1999)

**206.5 Medal of Appreciation.** An Executive Officer may confer upon any person over twenty-one years of age the DeMolay Medal of Appreciation for outstanding service to the Order or a Chapter.

#### **206.6 Citations for Heroism and Valor.**

(a) Awards.

(1) Medals of Heroism. DeMolay International may award the DeMolay Medal of Heroism to an individual who, while an active member of the

Order of DeMolay, voluntarily risked his own life, or voluntarily performed an act of heroism in saving or attempting to save the life of a fellow human being, or sacrificed himself in an heroic manner for the benefit of another. (2013)

(2) Medal of Valor. DeMolay International may issue the Medal of Valor to an individual who while an active DeMolay has performed an act of saving or attempting to save a human life. (2013)

(b) Nominations. Nominations are by the Advisory Council of the member's Chapter, to the Executive Officer who shall thoroughly investigate the facts and submit his recommendation of approval or disapproval, with the nomination to the Grand Secretary.

#### **206.7 Miscellaneous Awards.**

(a) All certificates, medals and awards established by DeMolay International are official awards of the Order.

(b) The current list of the awards must be published in an appendix to these rules and regulations.

### **ARTICLE 7 APPENDANT ORGANIZATIONS**

**207.1 Organization.** Appendant organizations of the Order may be organized on a Chapter, community, geographic or Jurisdictional basis at the discretion of the Executive Officer or Officers. Their organization, government and activities require Executive Officer approval.

#### **207.2 Legion of Honor Preceptory.**

(a) A Preceptory of the DeMolay Legion of Honor may be instituted with five or more Legionnaires in good standing. Any member of the Legion of Honor who is in good standing and who is within the boundaries of the Preceptory may petition for membership in the Preceptory.

(b) A Preceptory may not be named for a living person.

(c) A Declaration of Intention to form a Legion of Honor Preceptory shall be made to the Executive Officer or Officers in the Jurisdiction or Jurisdictions in which the proposed Preceptory is to be located, or if there is no Executive Officer, to the Grand Secretary. The Declaration of Intention, if approved by the Executive Officer or Officers, shall be forwarded to the Grand Secretary. Letters of Authorization will then be issued by the Grand Secretary.

(d) A Preceptory shall adopt the uniform Preceptory bylaws as prescribed in the appendix to these rules and regulations. It may adopt additional consistent provisions subject to the approval of the Executive Officer.

(e) A Preceptory may set its dues in its bylaws, with the approval of the Executive Officer.

(f) The elective officers of a Preceptory are:

Dean  
Vice Dean  
Secretary  
Treasurer

(g) The following officers may be appointed by the Dean of the Preceptory to serve at his pleasure:

Sergeant-at-Arms  
Chaplain.

### 207.3 Court of Chevaliers.

(a) A Court of Chevaliers of the Order of DeMolay may be instituted with five or more Chevaliers in good standing. Any Chevalier who is in good standing and who is within the boundaries of the Court may petition for membership in the Court.

(b) A Court may not be named for a living person.

(c) A Declaration of Intention to form a Court of Chevaliers shall be made to the Executive Officer or Officers in the Jurisdiction or Jurisdictions in which the proposed Court is to be located, or if there be no Executive Officer, to the Grand Secretary. The Declaration of Intention, if approved by the Executive Officer or Officers, shall be forwarded to the Grand Secretary. Letters of Authorization will then be issued by the Grand Secretary.

(d) A Court shall adopt the uniform Court bylaws as prescribed in the appendix to these rules and regulations. It may adopt additional consistent provisions subject to the approval of the Executive Officer.

(e) A Court may set its dues in its bylaws with the approval of the Executive Officer.

(f) A Chevalier who is a Senior DeMolay or a Mason shall be named by the Executive Officer as the Court Advisor.

(g) The elective officers of a Court are:

Grand Commander  
Commander in the West  
Commander in the South  
Secretary-Treasurer

(h) Other officers may be appointed by the Grand Commander of the Court to serve at his pleasure.

### 207.4 Priors of the Order of Knighthood.

(a) A Priory of the Chivalric Knights of the Holy Order of the Fellow Soldiers of Jacques DeMolay, known as the Order of Knighthood, may be instituted with fifteen or more DeMolays as otherwise provided in Subsection (f).

(b) A Priory may not be named for a living person.

(c) A Declaration of Intention must be made to the Executive Officer in the Jurisdiction in which the proposed Priory is located or if there be no Executive Officer, to the Grand Secretary. The Declaration of Intention, if approved by the Executive Officer, shall be forwarded to the Grand Secretary together with the fee for five Rituals and fifty applications for membership. Letters Temporary will then be issued by the Grand Secretary. Subsequently, a Charter may be issued to the

Priory if it meets the qualifications required of a Chapter under Article 12.

(d) A Priory shall adopt the uniform bylaws as prescribed in the appendix to these rules and regulations.

(e) A Priory must be sponsored by a Masonic group and administered by an Advisory Council in accordance with requirements set forth for a Chapter.

(f) Application for membership in the Order of Knighthood shall be received only from a DeMolay who has passed his 17th birthday, and who has not reached his 21st birthday, except the Executive Officer may permit application from one who has reached his 16th birthday and, who is recommended by two Sir Knights, or by his Chapter Advisor, or by his Advisory Council, whichever is required by the Executive Officer. Membership in the Order of Knighthood is not honorary or an award for Chapter or DeMolay labor. Advancement to the Order of Knighthood cannot be denied to any DeMolay in good standing unless there be substantial evidence that the DeMolay is unfit for membership or a Membership by Invitation program has been approved by the Executive Officer.

(g) Officers.

(1) The elective officers of a Priory are:

Illustrious Knight Commander  
Squire Commander  
Page Commander

(2) The Registrar may be elected by the Priory membership or may be appointed by the Priory Advisory Council

(3) The following officers of a Priory shall be appointed by the Illustrious Knight Commander:

Senior Deacon  
Junior Deacon  
Prior  
Preceptor  
Sacristan  
Standard Bearer  
Sentinel

(h) The term of office is the same as set in the rules and regulations for Chapters except that the term of office may be for one year with the approval of the Executive Officer.

(i) The degree must be conferred at least once during the term of office of each Illustrious Knight Commander.

(j) The investiture fee for receiving the Knighthood Degree shall be set by the Priory bylaws, with the approval of the Executive Officer, but shall not be less than of the investiture fee set by the Grand Secretary which shall be forwarded to him for registration of the new Sir Knight and the issuance of a patent.

(k) Except as provided in this Article, procedures and regulations are determined by the rules and regulations for Chapters.

(l) A tiled meeting of a Priory may be attended by Knights, Senior Knights, the father, mother, stepfather, stepmother and legal guardian of a candidate for the Priory, any other individuals who have attained the age of 21 permitted to attend by the Executive Officer, and

Masons. A Senior DeMolay who reached his majority prior to institution of Knighthood in his Jurisdiction may become a Senior Knight upon being invested with the degree at the order of the Executive Officer. (2003)

**207.5 Mothers' Clubs.** Mothers' Clubs composed of the female relatives of DeMolay members and those females who are dedicated to the Order may be formed and continued at the discretion of the Executive Officer. Local control must be exercised by the Chapter Advisory Council. A national or international organization of Mothers' Clubs is not permitted.

**207.6 Parents' Clubs.** Parents' Clubs composed of the relatives of DeMolay members, and those adults who are dedicated to the Order may be formed and continued at the discretion of the Executive Officer. Local control must be exercised by the Chapter Advisory Council. A national or international organization of Parents' Clubs is not permitted.

**207.7 Manors of the Order of Squires.**

(a) A Manor of the Order of Squires may be instituted with three or more members as otherwise provided in Subsection (g).

(b) A Manor may not be named for a living person.

(c) A Declaration of Intention must be made to the Executive Officer in the Jurisdiction in which the proposed Manor is located or if there be no Executive Officer, to the Grand Secretary. The Declaration of Intention, if approved by the Executive Officer, shall be forwarded to the Grand Secretary together with any required fee. An Annual Charter will then be issued by the Grand Secretary.

(d) A Manor shall adopt the uniform bylaws as prescribed in the appendix to these rules and regulations.

(e) A Manor must be sponsored by an Advisory Council of a DeMolay Chapter or by the Executive Officer of a Jurisdiction and administered by an Advisory Council in accordance with requirements set forth for a Chapter.

(f) A Manor will be overseen by a Manor Council which shall include at least the following:

(1) a Chairman appointed by the sponsoring Chapter Advisory Council or the Executive Officer.

(2) a Manor Advisor to coordinate and facilitate the Order of Squires program

(3) a Squire Mentor who shall be an active member of the Order of DeMolay or Order of Knighthood to mentor the Squire members and

(4) the parents of Squires.

(g) Application for membership in the Order of Squires shall be received only from a young man who has passed his 9th birthday, and who has not reached his 12th birthday and who has paid the membership fee. The Executive Officer may permit membership to continue past his 12<sup>th</sup> birthday if a member is installed Master Squire prior to his 12<sup>th</sup> birthday. Members initiated in a

Manor prior to the adoption of this section of the rules and regulations may continue membership until their 12<sup>th</sup> birthday provided they are current in any required fees

(h) Officers

(1) The elective officers of a Manor are:  
Master Squire  
Senior Squire  
Junior Squire

(2) The following officers of a Manor shall be appointed by the Master Squire:  
Squire Treasurer  
Squire Recorder  
Squire Chaplain  
Squire Marshal

(i) The term of office shall be six months unless otherwise set in the Manor's By-laws.

(j) The Squire Initiatory Degree must be conferred at least once during the term of office of each Master Squire.

(k) There shall be annual dues as set in the Rules and Regulations. Dues will be pro-rated from the date the member receives the Squires Initiatory Degree until December 31 of the current year. Members registered prior to December 31 who renew their membership for the upcoming year shall remit the full annual dues amount.

(l) Except as provided in this Article, procedures and regulations are determined by the rules and regulations for Chapters.

(m) A tiled meeting of a Manor may be attended by Squire Members, the father, mother, stepfather, stepmother and legal guardian of a candidate for the Manor, members in good standing of a DeMolay Chapter or Knighthood Priory, any other individuals who have attained the age of 21 permitted to attend by the Executive Officer, and Masons.

(2015)

## ARTICLE 8 REGION, AREA AND JURISDICTIONAL ORGANIZATION

### 208.1 Jurisdiction.

(a) A record of all jurisdictions of DeMolay International and the definition of the geographic boundaries of each shall be published in an appendix to the Bylaws, Rules and Regulations of DeMolay International. It shall be amended whenever jurisdictions are created or cease to exist. (2012)

### 208.2 Regions.

(a) The jurisdictions of DeMolay International shall be organized into Regions. (2012)

(b) A record of all regions of DeMolay shall be published in an appendix to the Bylaws, Rules and Regulations of DeMolay International. It shall be amended whenever member jurisdictions of a region are changed. (2012)

(c) The Grand Master shall, with the advice and consent of the Board of Directors, assign jurisdictions to regions. (2003) (2012)

**208.3 Organization.** With the approval of the Executive Officer, Chapters may organize into area, jurisdictional or geographic organizations to promote and encourage activity and cooperation in DeMolay programs. The organizations may provide for election of officers and with the approval of the Executive Officer or Officers may adopt bylaws not in conflict with these rules and regulations.

**208.4 Control.** Area or jurisdictional organizations are under the control of the Executive Officers. (2009)

**208.5 Territorial Operations.** An area or jurisdictional organization may not operate or conduct activities outside its territory except with the consent of the Executive Officer in the Jurisdiction in which the organization proposes to operate or conduct activities. No organization within DeMolay International nor any other supreme council nor any organization authorized by DeMolay International to conduct DeMolay activities may exercise powers of governance outside of its jurisdiction and may not expand its jurisdiction without the consent of DeMolay International. (2006)

**208.6 Finances and Personal Representatives.**

(a) An area or jurisdictional organization may provide for financing by dues, registrations fees or otherwise, if approved by the Executive Officer.

(b) The books, records and accounts of area or jurisdictional organizations are subject to inspection, audit and approval by the Grand Secretary or Executive Officer.

(c) Each Executive Officer shall submit annually to the Grand Master, on forms to be provided by the Grand Secretary, a report listing all personal representatives appointed by the Executive Officer, a financial statement, including a statement of all assets, liabilities, receipts and disbursements by the area or jurisdictional organization including all subsidiary organizations above the Chapter level.

**208.7 Foundation and Trusts.**

(a) Foundations, trusts or similar organizations operating as a subordinate unit of DeMolay International, must be authorized by, and are subject to the regulations of DeMolay International.

(b) Foundations, trusts, or similar organizations formed as independent entities are prohibited from using the name "DeMolay" unless licensed by DeMolay International. (2015)

**208.8 Property Acquisition.** No member, director, officer, employee, volunteer or any other person may accept for or on behalf of DeMolay International, title to or ownership of any buildings or improvements to real property, real property with or without buildings or improvements thereon or thereto, or agree to any structured gift or transaction such as an annuity, charitable remainder trust or similar charitable gift arrangement without the specific written approval of the Board of Directors. (1998)

**ARTICLE 9  
REVENUES**

**209.1 Sources.** The revenues of DeMolay International shall be derived from fees, and charges provided for in these rules and regulations and from other sources as DeMolay International may approve.

**209.2 Fees Payable.**

(a) The minimum fees are:

Initiatory Degree	\$35.00
Knighthood Order	\$20.00
Order of Squires	\$18.00
(annual dues prorated to December 31)	
Letters Temporary (including Youth Protection Kit)	\$250.00
New, Duplicate or Corrected Charters	\$150.00
Reinstatement of Chapter or Priory forfeited for five years or less	\$25.00
New Executive Officer Staff Membership (if not serving on an Advisory Council or as a Class 1 or Class 3 member of DeMolay International)	\$48.00
Annual renewal of Executive Officer Staff Membership (if not serving on an Advisory Council or as a Class 1 or Class 3 member of DeMolay International)	\$20.00

New Advisor Membership (if not serving as a Class 1 or Class 3 member of DeMolay International)	\$48.00
Annual Renewal of Advisor Membership (if not serving as a Class 1 or Class 3 member of DeMolay International)	\$20.00
Annual Class 1 or Class 3 member of DeMolay International	\$125.00
Nomination for Class 1, 2, 3 or 4 member of DeMolay International	\$200.00
Alumni Association Life Membership	\$100.00
Alumni Association Annual Membership	\$25.00

(b) The Board of Directors may increase the fees for Annual Executive Officer Staff Membership, Annual Advisor Membership, and the Annual Class 1 or Class 3 member of DeMolay International fee to include the cost to DeMolay International for completion of the DeMolay adult worker training program and annual certification by DeMolay adult workers.

(c) Regalia fee. The Grand Secretary shall annually establish the fee for regalia for the Active and Honorary Legion of Honor, Cross of Honor, and Degree of Chevalier. The regalia fee shall not include the cost of a ring. The fee must accompany all nominations. (2001) (2005)

(d) There shall be an annual fee for Class 1 and Class 3 members which is due on the first day of October of each year and is delinquent on the first day of January immediately following. One who becomes a Class 1 or Class 3 member shall pay the pro rata share of the annual fee within 90 days of the date on which the membership

status is attained and is thereafter delinquent. (2001) (2005) (2006) (2010)

(e) There shall be a New Advisor Membership fee which includes the remaining period of the calendar year in which the advisor is certified and approved to serve, and the first annual renewal of the Advisor Membership fee. (2006) (2010) (2015)

**209.3 Miscellaneous Fees.** Fees and charges for items provided by DeMolay International shall be fixed by the Grand Secretary. A schedule of the fees shall be available to any member of the Order upon written request.

## **ARTICLE 10 MISCELLANEOUS PROVISIONS**

### **210.1 Prohibited Practices.**

(a) A person or group, acting for, in the name of or under the auspices of DeMolay International may not violate the corporation's bylaws, these rules and regulations, Masonic law or the law of the land. (2015)

(b) Use of the name "DeMolay" and all other intellectual property belonging to the corporation for commercial or business purposes, unless licensed by DeMolay International, is prohibited. (2015)

(c) Furnishing names, addresses (including electronic addresses), telephone numbers or any other personal identification information of members of DeMolay International for commercial or business purposes, except to licensees of DeMolay International, is prohibited. (2013)

(d) All prohibited practices in Article 25 are prohibited under this Article.

**210.2 DeMolay Congress.** The International DeMolay Congress consists of DeMolay delegates from the Jurisdictions. The Congress shall adopt and may amend bylaws providing for its officers and meetings and other rules for conduct of its affairs. The adoption and amendments of bylaws are subject to the approval of the Board of Directors. (2009)

**210.3 DeMolay Alumni Association.** DeMolay International shall sponsor and control the DeMolay Alumni Association. This Association and its units may use the name "DeMolay".



PART III  
PROVISIONS RELATING TO CHAPTERS

**ARTICLE 11**  
**ESTABLISHMENT OF CHAPTERS**

**311.1 Recognition.** Only Chapters Chartered or working under Letters Temporary are part of the Order of DeMolay.

**311.2 Name.** A Chapter may not be named for a living person. The name of a Chapter must be approved by DeMolay International. The city and state or province in which the Chapter is located are added to its name.

**311.3 Territory.**

(a) The territory of a Chapter coincides with the boundaries of the Jurisdiction in which it is located unless the Chapter's territory has been set by the Executive Officer.

(b) The territory of a Chapter may be altered by DeMolay International.

**311.4 Application to Establish Chapter.**

(a) Only an organization composed exclusively of Masons or an Advisory Council may sponsor or apply to establish a Chapter.

(b) The sponsoring organization must adopt a resolution of sponsorship, pledging itself to supervise, guide and assist the Chapter.

(c) The application is made to the Executive Officer, or if there is none, to the Grand Secretary.

(d) The Executive Officer or Grand Secretary will provide the forms of application and sponsorship.

(e) If, after investigation, the officer receiving the application is satisfied that the sponsoring organization will supervise, guide and assist the Chapter, he shall submit the application to the Grand Master with his recommendation.

**311.5 Application by Executive Officer.** An Executive Officer may apply to establish a Chapter in his Jurisdiction without a sponsoring organization.

**311.6 Selection of Advisory Council.** The Executive Officer selects an Advisory Council for any Chapter for which an application to establish a Chapter is made.

**311.7 Letters Temporary.**

(a) Upon receipt of a proper application, and payment of the fee for Letters Temporary, the Grand Master and Grand Secretary, shall issue Letters Temporary for the proposed Chapter.

(b) The Letters Temporary are sent to the Executive Officer.

(c) Upon receiving the Letters Temporary, the Executive Officer shall in writing authorize the Advisory Council to select and obligate the original members of the Chapter.

(d) Under the supervision of the Advisory Council, members of the Chapter are selected, and the fees for candidates are fixed.

**311.8 Institution of Chapter Under Letters Temporary.**

(a) The minimum number of members for delivery of Letter Temporary to a Chapter is fifteen.

(b) Letters Temporary expire when the Chapter receives its charter or when terminated by the Grand Master.

(c) A Chapter must be instituted, in the manner set by DeMolay International, Grand Master or Executive Officer. The instituting officer shall report the institution to the Grand Secretary. (1999)

**311.9 Bylaws.**

(a) Each Chapter shall adopt bylaws consistent with these rules and regulations, in the form following the rules and regulations.

(b) For the purpose of governing local conditions additional bylaws may be adopted or the bylaws may be amended by a Chapter by two-thirds vote of the members present at a regular meeting called with thirty days notice. Additional bylaws become effective on approval of the Executive Officer.

(c) Any action of DeMolay International which affects the bylaws of a Chapter amends the bylaws of the Chapter.

**ARTICLE 12**  
**ISSUANCE OF CHARTERS**

**312.1 Recommendations.** On the recommendation of the Executive Officer, the Grand Master and Grand Secretary may issue a Charter.

**312.2 Qualifications.** Before a Charter will be issued, the Chapter acting under Letters Temporary must establish that:

(a) All sums due DeMolay International have been paid;

(b) The Charter fee has been paid;

(c) All reports due DeMolay International are in the hands of the Grand Secretary;

(d) The Letters Temporary have been returned to the Grand Secretary;

(e) The names of the Chapter's Advisory Council and charter members to be inscribed on the Charter, are in the hands of the Grand Secretary; and

(f) By actual working of the degrees and by the conduct of its affairs for a substantial period of time, of at least six months, there is a reasonable certainty the Chapter will be successful. (2013)

**312.3 Form of Charter.** A Charter shall include the name of the organization sponsoring the Chapter and the name of the members of the Advisory Council and charter members certified in the application for Charter. (2013)

**ARTICLE 13**  
**TERMINATION, SUSPENSION,**  
**REINSTATEMENT OF CHARTER**

**313.1 Surrender.** Any Chapter, by vote of its members, after thirty days notice of the meeting for that purpose, may surrender its Charter and cease to exist unless one-third of its members vote in the negative. Surrender may take effect only after written approval of the Executive Officer.

**313.2 Members.** When a Charter is surrendered or suspended or the Chapter ceases to exist from any cause, or withdraws its allegiance to DeMolay International, the Grand Secretary shall issue a transfer of membership to those of the members who are in good standing.

**313.3 Property of Chapter.** All the books, records, and other property of every description, including both realty and personality as well as devises, legacies, trusts, and other funds of any kind, are held and used by every Chapter as a subordinate unit or part of DeMolay International and are subject at all times to the control of the Executive Officer. When a Chapter ceases to exist or withdraws its allegiance to DeMolay International, DeMolay International, acting through its Executive Officer, shall immediately take possession of all property and assets to dispose of or distribute for the best interests of the Order.

**313.4 Suspension, Forfeitures, and Inactive Status.**

- (a) DeMolay International may suspend or forfeit the Charter of any Chapter.
- (b) Any Chapter failing to make reports, required by DeMolay International or to remit sums due DeMolay International, on order of the Grand Master or of the Executive Officer, may be suspended.
- (c) A Chapter suspended may hold meetings and conduct activities for the purpose of raising funds, but shall not function otherwise as a Chapter. If the suspension is not lifted within ninety days by filing the reports or payment of the sums in default, the Charter is forfeited.
- (d) Any Chapter falling below the minimum of fifteen members on December 31 of any year will be placed on probation for twelve months during which it must initiate and report enough new members to raise its total membership to fifteen. Failure to do so revokes the Charter or Letters Temporary of the Chapter at the discretion of the Executive Officer.
- (e) Any Chapter failing to initiate at least once per Master Councilor's term will be placed on probation for twelve months during which it must initiate on at least three occasions. Failure to do so revokes the Charter or Letters Temporary of the Chapter at the discretion of the Executive Officer.
- (f) An Executive Officer may declare a Chapter to be in inactive status by written declaration sent to the Grand Secretary and to the Chapter's Advisory Council. An inactive Chapter is prohibited from engaging in any activities. Any members shall be transferred by the

Executive Officer to another Chapter or to at-large status. The Executive Officer shall take the appropriate steps to see that the Chapter's property is preserved. The Charter or Letters Temporary of a Chapter on inactive status are forfeited on the first day of January following the initial declaration of inactive status or the most recent declaration unless the Executive Officer restores the Chapter to active status or continues the inactive status by further written declaration made to the Grand Secretary by the preceding December thirty-first.

**313.5 Reinstatement.** Application for reinstatement is made to the Executive Officer by any organization composed exclusively of Masons. The organization shall adopt and attach to the Application for Reinstatement, the Resolution to Sponsor. Upon investigation and approval, the Executive Officer may recommend reinstatement to the Grand Master. If the Application meets with the Grand Master's approval, Letters of Reinstatement shall be issued.

**ARTICLE 14**  
**ADVISORY COUNCIL**

**314.1 Advisory Council Required.**

- (a) A Chapter must have an Advisory Council, at least three of which members must be Masons in good standing.
- (b) All Advisors must be at least 21 years of age and recommended by the sponsoring body.
- (c) No person may serve as an Advisor until they have successfully completed the DeMolay adult worker training program and the Executive Officer has approved the adult worker application. (2011)
- (d) Any Mason in good standing, Senior DeMolay, or the father, mother, stepfather, stepmother or legal guardian of a DeMolay and any other individual permitted by the Executive Officer may serve as an Advisor.
- (e) To be eligible to serve as Chairman, an Advisor must be a Mason in good standing.
- (f) Every Advisor must annually by December 31<sup>st</sup> of each year sign and file with the Executive Officer a completed adult worker application, a certificate of change or a certificate of no change. (2001) (2005) (2010) (2011)

**314.2 Appointment.** All Advisors and adult workers are appointed by the Executive Officer. He may only appoint a person to serve as an Advisor or as an adult DeMolay worker after confirming that the person has successfully completed the DeMolay adult worker training program and has completed and filed an adult worker application. (2001) (2011)

**314.3 Vows.** Each member of an Advisory Council shall take a vow of allegiance to DeMolay International and the Executive Officer, and be duly installed.

**314.4 Term.** The term of Advisory Council members is one year.

**314.5 Vacancies.** Vacancies are filled by the Executive Officer.

**314.6 Removal.** The Executive Officer may remove any Advisory Council member who does not or will not perform his duties in accordance with the bylaws, these rules and regulations, or as directed by the Executive Officer.

**314.7 Duties.**

(a) The Advisory Council has duties assigned to it by the bylaws, these rules and regulations, DeMolay International, the Grand Master and the Executive Officer.

(b) The Advisory Council governs the activities of a Chapter consistent with these rules and regulations and as directed by the Executive Officer.

(c) An Advisory Council must organize and select a Chairman and a Chapter Advisor.

(d) The Advisory Council shall meet at least monthly and a full record of each meeting shall be made. Each member of the Council has a vote.

(e) At least one member of the Advisory Council must be present at all meetings of the Chapter. (2003) (2005)

**314.8 Chairman.** The Chairman of the Advisory Council presides at its meetings, and performs the other duties required of him by his office or the Advisory Council.

**314.9 Chapter Advisor.** The Chapter Advisor:

(a) Is the liaison between the Advisory Council and Chapter members.

(b) Sees that the Chapter is conducted in accordance with the bylaws of DeMolay International, these rules and regulations, the directives of the Grand Master and Executive Officer, and the Chapter bylaws.

(c) Sees that the directions of the Advisory Council are observed.

(d) Performs other duties the Advisory Council assigns to him.

**314.10 Financial Responsibility.** The Advisory Council is responsible for the Chapter budget, and shall review the monthly financial reports of the Chapter, and revise the Chapter budget if necessary.

**314.11 Election or Rejection by Declaration.** The Advisory Council with the approval of the Executive Officer may declare an applicant elected or rejected if, in their opinion, the best interest of the Order will be served.

**314.12 Disciplinary Authority.**

(a) With the approval of the Executive Officer, the Advisory Council may drop from membership in the Order a member over which it has disciplinary authority who is guilty of violating DeMolay law, who is not of good morals, or whose conduct is unworthy of a member of the Order of DeMolay.

(b) An Advisory Council has disciplinary authority over the members of its Chapter wherever residing, and all members of the Order of DeMolay, belonging to any Chapter, but who reside nearer to its place of meeting than to that of the Chapter in which the member holds membership. In places where more than one Chapter exists, the Chapters have concurrent penal authority over DeMolays residing in the area who are not members of any of them. When a member has been suspended for cause, his Chapter has exclusive penal authority over him. A change of residence after charges have been filed does not divest the Chapter of the power to act.

(c) If a DeMolay pleads guilty or Nolo Contendere, or is found guilty of a felony, he may be expelled from the Order. The Advisory Council shall obtain a certified copy of the court's order and forward it to the Executive Officer. The Executive Officer shall notify the DeMolay by certified mail that he has thirty days from the receipt or forty-five days from mailing, whichever is later, to show cause to the Executive Officer why he should not be expelled from the Order. If good cause is not shown, the Executive Officer shall forward to the Grand Secretary copies of all documents pertaining to the expulsion. The Grand Secretary shall then strike the DeMolay's name from the rolls and notify the Advisory Council, Executive Officer and the former DeMolay.

(d) Except as provided for felonies, the power to drop from membership may be exercised only under this subsection, after notice to the Executive Officer. Written charges and notice of hearing must be served on the member at least thirty days before the hearing. The hearing must be held by the Advisory Council in closed session. The member may at his choice be present, represented or accompanied by any adult relative or Mason. At the hearing, the member may answer the charges either orally or in writing. The decision of the Advisory Council must be reduced to writing, signed by a majority of the Advisory Council present and voting, and a copy of all proceedings certified and forwarded to the Executive Officer for his rejection or approval. The Executive Officer, shall in writing, notify the young man, the Advisory Council and Grand Secretary of his decision. The action of the Advisory Council and the Executive Officer are subject to appeal to DeMolay International, whose decision is final. If the Executive Officer approves a decision to drop from membership, the Grand Secretary shall strike the DeMolay's name from the rolls if no appeal has been filed within thirty days of the Executive Officer's written decision or when the appeal is dismissed or the decision is affirmed. (2012)

(e) The Advisory Council may suspend a DeMolay for un-DeMolay conduct for a definite or indefinite term. A report of the circumstances of the suspension must be promptly made in writing to the Executive Officer for his approval or disapproval. A suspension under this subsection may not exceed sixty days unless the procedures that apply to dropping from membership are followed.

(f) With the approval of the Executive Officer, an Advisory Council may take such other disciplinary

action as is necessary for the best interest of the Order. Such actions may include temporarily prohibiting a member from participating in or being present at activities of the Order or requiring a member to perform specific service acts. A record of any such disciplinary actions must be entered in the minutes of the Advisory Council meeting where approved and shall be reported in writing to the Executive Officer.

(g) The Executive Officer may substitute himself for an Advisory Council in any proceeding under this Section. He shall report all his actions under this Section in writing to the Grand Master. (1998)

## ARTICLE 15 MEMBERSHIP

**315.1 Residence, Election of Members.** A person who resides in the territory of a Chapter may not be lawfully elected to receive the degrees from any other Chapter, except one having concurrent territory, without consent of the Executive Officer of the Jurisdiction where the applicant resides.

**315.2 Eligibility.** An application for membership may be received only from a young man who has passed his twelfth birthday and who has not reached his twenty-first birthday and who is recommended by two members of the Order, or by a Senior DeMolay, or by a Mason. The applicant must be sponsored by a Mason. Membership shall be considered on the basis of character and moral qualifications as prescribed in The Sacred Landmarks of the Order of DeMolay. (1999)

**315.3 Application Received.** Every application for membership or for affiliation must be received at a meeting of the Chapter.

**315.4 Visitation Committees.** Unless otherwise directed by the Executive Officer, all applications for membership or for affiliation when received, shall be referred by the Master Councilor to a visitation committee which shall inquire thoroughly into the character and fitness of the applicant and report in writing, by the next stated meeting, when the application for membership will be voted on. The visitation committee must report favorably or unfavorably, by a majority of its members. If the committee fails to report at the proper time, the Master Councilor may continue the committee or appoint a new committee. When desirable, an advisor may make the visitation and report instead of the committee.

**315.5 Election for Membership.** Election for membership or for affiliation must be only at a meeting of the Chapter and unless otherwise directed by the Executive Officer, after a visitation committee has reported. A secret ballot shall be conducted in the following manner:

(a) The Master Councilor reads the name of the applicant and the facts set out in his application. If applicable, he states whether the report of the committee is favorable or unfavorable and may give any information

reported by the committee. If applicable, an unfavorable report by a committee of visitation or any members thereof, or an objection to an application by any member of the Chapter before balloting on the application, shall be referred to the Chapter Advisor, or in his absence to a member of the Advisory Council. The Advisory Council shall decide if the unfavorable report or objection itself constitutes a rejection.

(b) A collective ballot may be taken if there is more than one applicant to be balloted on. If no more than one black cube appears, the applicants are elected. If two or more black cubes appear, there must be an individual ballot on each application.

(c) When there is an individual ballot, if no more than one black cube appears, the applicant is elected. If two black cubes appear, the ballot shall not be declared, but shall lie over until the next meeting when another ballot shall be taken. If three or more black cubes appear, the applicant is rejected.

(d) When a ballot lies over, an applicant is rejected if three or more black cubes appear on this second ballot, otherwise the applicant is elected.

### **315.6 Rejected, May Apply Again.**

(a) When an applicant for membership has been rejected, he cannot again apply to any Chapter for three months.

(b) When an applicant for affiliation has been rejected, he may again apply after one month, and the application must then lie over for two weeks before ballot.

(c) An applicant rejected upon application must, when applying to another Chapter, disclose his former rejection.

**315.7 Objection Filed.** After an applicant has been elected and before the beginning of the conferral of the Initiatory Degree, a written objection signed by three members of the Chapter may be filed with the Chapter Scribe. The objection must be considered by the Chapter and voted upon. If sustained by one-third of the members present the degrees cannot be conferred, and the applicant is rejected. After an applicant has received any degree, objections can only be sustained by regular trial before the Advisory Council.

**315.8 Initiation Fees and Dues.** No applicant may be initiated until he has paid the initiation fee.

**315.9 Receiving Degrees.** An applicant elected for membership must present himself at the proper time and place to receive the degrees within three months of election. If he does not, or does not show good cause for his delay, he forfeits election for membership and must apply again.

### **315.10 Enrollment.**

(a) Every applicant who receives the Initiatory Degree in any Chapter becomes a member of the Chapter which elected him, and his name is entered upon its roll.

(b) The Grand Secretary shall mail a Leader's Resource Guide to the members when the Initiatory Degree is reported.

(c) The Grand Secretary shall issue a patent when both the Initiatory and DeMolay Degrees have been reported.

(d) An applicant who does not present himself to receive the DeMolay Degree within twelve months is placed in an inactive category and shall be so reported by the Grand Secretary. Members in this category are not eligible to receive a Senior DeMolay certificate or card.

### **315.11 Application for Affiliation.**

(a) A member applying for affiliation must present in addition to his application, a transfer certificate, or a certificate from his Executive Officer. His application for affiliation must be on a regular application blank marked "Affiliation", and be accompanied by the affiliation fee.

(b) Applications for affiliation must be acted upon in the same manner as applications for membership.

(c) If a DeMolay is elected for membership in the new Chapter, the Scribe of the Chapter shall immediately notify the DeMolay's former Chapter and the DeMolay is a member of the new Chapter from the date of election.

(d) A DeMolay's standing is not impaired by rejection of his application. He remains a member of his former Chapter until that Chapter receives notice of his election by another Chapter and deletes his name from its rolls effective the date of his affiliation election.

### **315.12 Dual Membership.**

(a) Dual membership in Chapters is permissible with the approval of each Executive Officer concerned. All requirements for membership by affiliation must be met. If a DeMolay is elected for membership in the Chapter applied to, the Scribe of the Chapter shall immediately notify the DeMolay's other Chapter, and the brother shall be a member of both Chapters from the date of his affiliation election.

(b) A member may not hold an elected office in more than one Chapter at the same time. (2014)

**315.13 Obligation Card Required.** Unless otherwise directed by the Executive Officer, a member must, by standing examination in an open Chapter meeting, demonstrate that he has committed to memory the obligations and examination queries of both degrees in order to vote or hold office. When a member has demonstrated his proficiency, he will be issued an obligation card.

### **315.14 Member At Large.**

(a) When a Chapter surrenders its Letters Temporary or Charter, or the Letters Temporary or Charter are suspended or forfeited, each member becomes a member-at-large of the jurisdiction. (2015)

(b) A member-at-large is entitled to all privileges of a member of the Order, except that he may not vote or hold office in any Chapter. (2015)

(c) A member who has moved from the vicinity of his original Chapter and who is unable to obtain a satisfactory reply regarding a transfer can be accepted as a member-at-large upon application to the Grand Secretary.

(d) A member-at-large in good standing may apply for affiliation with any Chapter.

### **315.15 Senior DeMolays.**

(a) When a member of the Order reaches the age of twenty-one, his active membership in the Order ends unless serving as an elected International, Congress or Jurisdictional Officer who was installed in office prior to his twenty-first birthday. Such officers shall not be reclassified as Senior DeMolays until completion of the term of office or resignation or removal therefrom, whichever occurs first.

(b) A Senior DeMolay who does not hold a Senior DeMolay certificate or a Life Membership card cannot, as such, visit any DeMolay Chapter.

(c) A Senior DeMolay who holds a Senior DeMolay certificate or Life Membership card will be permitted to visit a DeMolay Chapter, but without the right to participate in the business or activities of the Order, except as provided in these rules and regulations. (2009)

**315.16 Former Member May Secure Senior DeMolay Certificate.** A former DeMolay may secure a Senior DeMolay certificate by making application to the Grand Secretary.

**315.17 Charter Members.** All members initiated into or affiliated with a Chapter prior to the granting of a Charter are Charter Members.

**315.18 Resignations.** An Active or Senior DeMolay may resign his membership and request that his name be removed from the Chapter and DeMolay International rolls by written letter to the Advisory Council and the Executive Officer in the case of an active DeMolay, and to the Grand Secretary and the Executive Officer, in the case of a Senior member. Upon approval by the Advisory Council, the Executive Officer and the Grand Secretary, the individual will be notified and the resignation will be recorded.

## **ARTICLE 16 RITUAL**

**316.1 Acquisition.** Each Chapter must secure from the Grand Secretary ten Rituals of Secret Work. (2012)

**316.2 Title.** DeMolay International retains title to all the Rituals of Secret Work, which must be returned to DeMolay International upon demand or if the Chapter ceases to exist.

**316.3 Conferring Degrees.** Holders of Senior DeMolay certificates who meet all the requirements of DeMolay International, may be permitted by the Chairman of the Advisory Council or the Chapter Advisor to participate in the work of conferring the degrees of the Order for a particular occasion.

## **ARTICLE 17 OFFICERS**

**317.1 Officers.** The Officers of a Chapter are:

- (a) Master Councilor
- (b) Senior Councilor
- (c) Junior Councilor
- (d) Treasurer
- (e) Scribe
- (f) Senior Deacon
- (g) Junior Deacon
- (h) Senior Steward
- (i) Junior Steward
- (j) Chaplain
- (k) Almoner
- (l) Marshal
- (m) Standard Bearer
- (n) Orator
- (o) Seven Preceptors
- (p) Sentinel
- (q) Organist

**317.2 Selection by Election.**

(a) The Master Councilor, Senior Councilor and Junior Councilor are elected by written ballot for a term of three, four or six months, as set in the Chapter bylaws.

**317.3 Selection by Appointment.**

(a) The Treasurer and Scribe are appointed by the Advisory Council and serve at its pleasure until their successors are appointed and installed. The Advisory Council may appoint one advisor to serve as both Treasurer and Scribe. (2010)

(b) The remaining officers are appointed by the Master Councilor and occupy their stations at his pleasure.

**317.4 Qualifications, Generally.** Each officer must be an active member of the Chapter and, unless otherwise directed by the Executive Officer, hold an obligation card, except that the Treasurer must be a legal adult. Advisors may be appointed to serve as Scribe and Treasurer. (2010)

**317.5 Qualifications, Master Councilor.** A member may not be elected Master Councilor unless he has served as Senior or Junior Councilor, or the Advisory Council, by formal action, concludes that the best interests of the Order would be promoted by the election of the member, or for a new Chapter.

**317.6 Election.** The elective officers are elected by a paper ballot cast by the individual members present only. A majority of the ballots, not counting blank ballots, is necessary for election.

**317.7 Installation.** Officers must be installed at the same meeting at which they are elected or within forty-five days thereafter as determined by the Chapter.

**317.8 Holding Over.** Each officer of the Chapter holds office until his successor has been elected or appointed, and installed.

**317.9 Absence.** Absence of any officer from three consecutive meetings of the Chapter, without excuse approved by the Chairman of the Advisory Council, creates a vacancy in the office.

**317.10 Presiding Officer.**

(a) The Master Councilor presides at meetings of the Chapter.

(b) If the Master Councilor is absent, the Senior Councilor or Junior Councilor, in the order of rank, act as Master Councilor.

**317.11 Resignations.**

(a) Any officer of a Chapter may resign.

(b) The resignation of any officer may be demanded and his place made vacant by resolution presented at a stated meeting, held over, and considered and adopted by the affirmative vote of at least three-fourths of the members present at the next stated meeting, if the action is approved by the Executive Officer.

**317.12 Vacancy in Office.**

(a) Master Councilor or Senior Councilor.

When a vacancy occurs in the officer of Master Councilor or Senior Councilor, the next lower elective officer, who is willing to accept the vacant office automatically succeeds to the vacant office. If a vacancy in an elective office is not filled by automatic succession, an election is held, after two weeks notice to the membership.

(b) Other Offices. Vacancies in other offices are filled by appointment.

**317.13 Duties of Officers.**

(a) Master Councilor. The Master Councilor:

(1) Shall see that these rules and regulations are observed by the Chapter.

(2) Shall see that accurate records are kept and just accounts rendered.

(3) Shall see that all reports and remittances to DeMolay International are made at the time required.

(4) Shall see that initiations are held at least once in his term of office.

(5) Shall preside at meetings of the Chapter.

(6) May call a special meeting of the Chapter, and must do so if requested under the provisions of Article 18.

(7) Shall appoint officers as set forth in this Article.

(8) Shall appoint Standing Committees, petition visitation committees and special committees, in accordance with Article 19.

(9) Shall superintend the observance of Obligatory Days during his term of office.

(10) Shall perform all other duties appropriate to his office and those assigned to him by the bylaws of DeMolay International, these rules and regulations, the Chapter bylaws, DeMolay International or the Executive Officer.

(b) Scribe. The Scribe shall:

(1) Record all the transactions of the Chapter proper to be written.

(2) Keep the records for inspection.

(3) Collect all fees and pay them immediately to the Treasurer and take his receipt therefore.

(4) Keep an accurate record of all receipts and disbursements, showing separately the funds collected for and belonging to DeMolay International.

(5) See that the property of the Chapter is at all times cared for and keep an accurate inventory.

(6) Make the reports required by these rules and regulations or requested by the Grand Secretary, and submit the proper remittances.

(7) Make reports the Advisory Council requires.

(8) At the expiration of his term, deliver all books, papers, money and other property to his successor, or to another person the Advisory Council directs.

(9) Give notice of meetings as provided by these rules and regulations or the Chapter bylaws.

(10) Send notices of the dates for Obligatory Days.

(11) Perform all duties appropriate to his office, and those assigned to him by the bylaws of DeMolay International, these rules and regulations, the Chapter bylaws, DeMolay International or the Executive Officer.

(c) Treasurer. The Treasurer shall:

(1) Keep an accurate account of all his receipts and disbursements, which must show separately the funds belonging to the Chapter and those initiation fees and other assessments collected for DeMolay International. (2010)

(2) Pay out disbursements only after approval by the Chapter and the Advisory Council. If made by check all disbursements require the signature of the Treasurer and one member of the Advisory Council. If made by electronic means, all disbursement approvers must have online viewing access or be automatically copied on all transactions. No authorization of the Chapter is required for payment of funds belonging to DeMolay International. (2010) (2015)

(3) At the last meeting of the DeMolay Year, render a report of his official acts during the year.

(4) At the expiration of his term of office, deliver all money and other property of the Chapter in his possession to his successor, or to another person if the Advisory Council directs.

(5) Perform all duties appropriate to his office, and those assigned to him by the bylaws of DeMolay International, these rules and regulations, the Chapter bylaws, DeMolay International or the Executive Officer.

(d) Almoner. Under the direction of the Master Councilor, or the Advisory Council, the Almoner shall disburse the charity funds of the Chapter, as secured by passing the box of fraternal assistance at meetings of the Chapter, as the Master Councilor directs. The amount collected shall be applied first to the relief of a distressed worthy member, or the relatives of one, and if there are none, then to the relief of needy deserving persons.

(e) Other Officers. Other officers shall perform all the duties appropriate to their offices, and those assigned by the bylaws of DeMolay International, these rules and regulations, the Chapter bylaws, DeMolay International or the Executive Officer.

## ARTICLE 18 MEETINGS

**318.1 Stated Meetings.** Stated meetings of a Chapter must be held at least monthly.

**318.2 Special Meetings.** Special meetings of a Chapter may be called by the Master Councilor, with the approval of the Advisory Council, but no business may be transacted other than conferring of degrees, unless specified in a notice mailed to each member at least five days before the meeting.

**318.3 Conduct of Business.** Business of the Chapter must be conducted while the Chapter is open on the Initiatory Degree.

**318.4 DeMolay Degree, When Opened In.** When the Chapter is opened in its highest degree, all preceding degrees are opened and it may pass from work in one degree to work in another without other form than the declaration that it does so.

**318.5 Quorum.** Eight members are a quorum for the transaction of business.

**318.6 Request for Special Meeting.** The Master Councilor shall, upon the written request of fifteen members, call a special meeting in accordance with Section 318.2. The request shall state the purpose of the meeting.

**318.7 Voting by Proxy, Prohibited.** A member may not vote by proxy.

**318.8 Exclude Objectionable Persons from Chapter Functions.** Any member of the Advisory Council who is present may exclude from Chapter meetings, or entertainments or functions held by a Chapter, any member, any visiting DeMolay, Senior DeMolay, Mason or other person, whose presence is objectionable or detrimental to the peace and harmony of the Chapter.

**318.9 Visitors.**

(a) A Mason who is in good standing and has been examined by a member of the Advisory Council of a



Chapter or vouched for by a Mason is eligible to visit a tiled Chapter or witness any of the secret work.

(b) The father, mother, stepfather, stepmother and legal guardian of a candidate for the degrees or of a member of DeMolay, and any other individuals who have attained the age of 21 permitted to attend by the Executive Officer, may, after giving a pledge not to reveal the secrets of DeMolay, visit a tiled Chapter. (2001)

## ARTICLE 19 COMMITTEES

**319.1 Standing Committees.** The Master Councilor shall appoint, within two weeks of his installation, the following standing committees of two or more members:

(a) A Membership Committee which, with one member of the Advisory Council, shall plan and promote a proper membership program for the Chapter.

(b) Such other committees as required by the Executive Officer. (2013)

**319.2 Special Committee.** The Master Councilor, from time to time, may appoint special committees he thinks necessary.

**319.3 Chairman of Committee.** The first named member of any committee is Chairman.

**319.4 Action by Committees.** If the Chairman fails to call a meeting of a committee in proper time, any two members of the committee may call together as many members of the committee as are accessible, and if a majority is present, they may report their conclusions to the Chapter either jointly or individually.

**319.5 Master Councilor, Member.** The Master Councilor is, by virtue of his office, a member of all committees.

## ARTICLE 20 FEES

**320.1 Minimum Fees.**

(a) The fees for degrees of a Chapter must at least cover the following items:

- (1) The \$35.00 initiation fee due DeMolay International.
  - (2) Any Jurisdictional fee.
  - (3) Chapter fees to fulfill the provisions of the life membership plan.
- (b) The affiliation fee of a Chapter shall not be less than one dollar (\$1.00).

**320.2 Bylaws - Life Membership Plan.** Each Chapter in its bylaws shall:

(a) Establish an initiation fee and affiliation fee for members, the minimum of which shall not be less than specified in Section 320.1.

(b) Establish a Life Membership plan which shall be mandatory for all new members except in such jurisdictions outside the United States where it may

appear to the Grand Secretary not feasible to enforce this requirement.

(1) Under the mandatory plan each applicant shall pay in advance all fees as set by the Chapter bylaws.

(2) The sum established by each Chapter for Life Membership must take into consideration obligations to DeMolay International, to the Jurisdiction, and to the Chapter, and must be approved by the Executive Officer.

(3) All Chapter fees paid under the Life Membership plan must be deposited in accordance with a funded plan approved by the Executive Officer.

**320.3 Exempt From Fees.** The Advisory Council may exempt from the payment of fees to a Chapter, a member whose circumstances justify the exemption. The exemption may not nullify any fees due DeMolay International from the Chapter for a member.

## ARTICLE 21 REPORTS AND REMITTANCES

**321.1 DeMolay Year.** Each Chapter must arrange its books of account and annual report to conform to the DeMolay Year fixed for that purpose.

**321.2 Reports and Remittances.** Each Chapter shall make reports required, in the form and at the times set by the Grand Secretary, and pay the required fees.

**321.3 Form 10 Report and Fees to DeMolay International.**

(a) Within ten days after conferring each degree, the Scribe of the Chapter shall submit in writing on the Form 10 Report furnished by the Grand Secretary a report of candidates receiving either or both degrees, together with the other information required, and shall remit to the Grand Secretary with the Form 10 the initiatory fee, provided in Article 9, for each newly initiated member.

(b) All other information required on a Form 10 Report must be submitted within ten days.

(c) The initiatory fee to DeMolay International includes all degree fees, charges for a patent with a permanent membership card, and the Leader's Resource Guide.

**321.4 Suspensions and Forfeitures.** Any Chapter failing to make reports of new initiates, and to remit the accompanying dues or fees, for more than three months beyond the time required by the bylaws of DeMolay International or these rules and regulations, is automatically temporarily suspended. A Chapter temporarily suspended may hold meetings and conduct activities for the purpose of raising funds, but shall not function otherwise as a Chapter. The Charter of any Chapter temporarily suspended for three months for non-payment of fees is automatically suspended.

## ARTICLE 22 FINANCIAL REGULATIONS

**322.1 DeMolay International Funds.** Funds collected for DeMolay International, such as that portion of the initiation fee which belongs to DeMolay International, must not be used for other purposes but must be retained in the Chapter treasury and paid to DeMolay International on dates required by Article 21. (2010)

**322.2 Funds to be Deposited.** The Treasurer shall immediately deposit all funds coming into his hands and belonging to the Chapter in the bank or other financial institution designated by the Advisory Council, and the funds may be withdrawn only as provided in these rules and regulations.

**322.3 Control.** Every Chapter is required to retain control of its own financial affairs and to administer them by vote of its members upon approval of the Advisory Council.

**322.4 Loans.** Current operating funds of the Chapter may not, at any time, be loaned. By vote of the Chapter and with the approval of the Advisory Council, surplus funds may be set aside for investment purposes, and those funds may be invested in stocks, bonds, or adequately secured loans. Each separate investment or loan must be approved by a two-third vote of all members of the Advisory Council.

### **322.5 Budget**

(a) The Finance Committee of the Chapter shall consider the income and obligations of the Chapter and prepare and submit to the Advisory Council a budget of proposed expenses covering funds which will be available for Chapter activities for the budget period, after setting aside sufficient funds to pay the obligations of the Chapter to DeMolay International. The budget shall include only the proportion of the funds of the Chapter as may properly be expended during the term of office of the newly elected Master Councilor, and shall make suitable provision for the reduction of any existing indebtedness.

(b) The budget becomes effective when approved by the Advisory Council, but the approval of the budget does not relieve the Advisory Council of the obligation to approve each separate expenditure.

(c) The Advisory Council may modify the budget from time to time in accordance with the increase or decrease of Chapter revenues.

**322.6 Appropriations.** The Chapter cannot use or permit the use of any of its funds for any purpose other than the payment of the necessary expenses of the Chapter in accordance with the approved budget of the Chapter. A Chapter may request the consent of the Advisory Council to include in the budget and expend limited sums for charity and for other purposes as it may desire. Expenditures can only be made after approval of the Advisory Council.

**322.7 Gifts.** The funds of the Chapter cannot be used to purchase presents for retiring officers or for distinguished brethren, but any Chapter, with the approval of the Advisory Council, may present to a retiring Master Councilor, whose service has been outstanding and whose record during his DeMolay membership has been above reproach, a Past Master Councilor's Jewel or Pin, or other appropriate award, such as a plaque, trophy, or certificate. The Past Master Councilor's Jewel or Pin may not be awarded to any Past Master Councilor who has failed to confer the Initiatory and DeMolay Degrees from memory, at least once.

**322.8 Awards.** By vote of the Chapter, approved by the Advisory Council, Chapter funds may be used to purchase awards. (2015)

## ARTICLE 23 OBLIGATORY OBSERVANCES

### **323.1 Obligatory Observances.**

(a) Dates. The following days are fixed as special ceremonial days, and their observance is obligatory for all DeMolay Chapters unless prevented by unavoidable circumstances: (2006)

(1) Devotional Day: A day during the week that includes March 18. (2006)

(2) Patriots' Day: A day convenient to the Chapter in the month of February.

(3) Educational Day: A day convenient to the Chapter.

(4) DeMolay Day of Comfort: a day between November 15 and December 31. (2006)

(5) Parents' Day: A day between May 1 and June 21. (2006)

(6) My Government Day: A day convenient to the Chapter in the month of July.

(7) Frank S. Land Memorial Day: A day convenient to the Chapter near November 8.

(b) Executive Officer. The Executive Officer may change the date of any Obligatory Day.

(c) Notify Members. The officers of each Chapter shall arrange for the observance of these Obligatory Days, and notify active members of the dates. (2006)

(d) Devotional Day. On Devotional Day it is the duty of the members of each Chapter of DeMolay to attend as a group, a worship service in some church, synagogue, mosque, temple, chapel or other place of worship approved by the Advisory Council. (2006)

(e) Patriots' Day. On Patriots' Day each Chapter shall arrange a program at which the great patriotic events of the country in which the Chapter is located shall be reviewed, so that the great light of patriotism may never grow dim. (2006)

(f) DeMolay Day of Comfort. On DeMolay Day of Comfort it is the duty of each Chapter to visit the sick or aged. (2006)

(g) Educational Day. On Educational Day it is the duty of each Chapter to arrange a program that will

tend to emphasize the value of an education and the fact that the public school is a bulwark of liberty and must be maintained. (2006)

(h) Parents' Day. On Parents' Day it is the duty of each Chapter to arrange a program to which the parents, guardians, mentors or other significant caregivers are invited and at which they will be suitably recognized. (2006)

(i) My Government Day. On My Government Day it is the duty of each Chapter to arrange a program at which the members may learn about the government of the country in which the Chapter is located. (2006)

(j) Frank S. Land Memorial Day. On Frank S. Land Memorial Day it is the duty of each Chapter to arrange a memorial program in honor and memory of Dad Frank S. Land, Founder of the Order of DeMolay, and to carry out a special fund raising effort with the proceeds being donated to a Masonic charity.

## ARTICLE 24 CHAPTER HONORS AND AWARDS

**324.1 Advisory Council.** Subject to the control of the Executive Officer, the Advisory Council may make awards to members of its Chapter for participation in Chapter activities. The current list of the available Honors and Awards will be published in an appendix to these rules and regulations, together with guidelines for awarding.

**324.2 DeMolay International.** DeMolay International, under Article 6, will publish in an appendix to these rules and regulations, other awards and honors available to members of a Chapter, Advisory Council and other appendant organizations.

## ARTICLE 25 MISCELLANEOUS PROVISIONS

### 325.1 Prohibited Practices.

(a) General. All prohibited practices under Article 10 are prohibited practices under this Article.

(b) Executive Officer Approval. Without the written approval of the Executive Officer, the membership of a Chapter may not:

- (1) Solicit the public as a fund raising project for the Chapter or others;
- (2) Engage in any fund raising activity in the name of or for the benefit of DeMolay;
- (3) Conduct entertainments or functions by or for the Chapter.

(c) Uses of Regalia. The regalia, ritual, and paraphernalia used in degrees or ceremonials may not be used for purposes other than the Order of DeMolay.

(d) Public Appearances. A member of a Chapter may not appear in public in uniform except at a funeral of a member of the Order, in observance of an Obligatory Day, at a public installation of officers, or by dispensation issued by the Executive Officer.

(e) Ritual to be Observed. It is unlawful to deviate from the rituals promulgated by DeMolay International.

(f) Uniform Practices. A Chapter may not use any emblem, jewel, monitor, ritual, secret work or similar publications, other than those set by DeMolay International.

(g) Improper Places. The wearing of emblems of the Order in public places, likely to bring reproach upon the Order, is prohibited.

(h) Personal Conduct. Conduct or activities of a member of the Order, likely to bring discredit upon the Order are prohibited.

(i) Alcoholic Beverages or Controlled Substances. Any DeMolay member who uses, possesses, distributes or permits to be used, possessed or distributed, any alcoholic beverage or controlled substance at, or en route to or from, any DeMolay meeting or function is subject to discipline under Article 14. The provisions of this section shall not apply to a controlled substance obtained pursuant to a valid medical prescription. (2013)

(j) Jurisdiction. A Chapter or group of Chapters may not confer any of the degrees of the Order or engage in any activities outside of its own area without prior approval of both the Executive Officer of its own Jurisdiction and that of the Jurisdiction where the degree work or other activity is to take place.

(k) Vehicles. The ownership of any type of motorized vehicle by a subordinate unit of the Order or any locally created DeMolay group is forbidden. Violation of this Section automatically suspends a Chapter, Priory, Advisory Council, Mothers' Club, DeMolay Club or other subordinate unit.



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# Appendix

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# MEMBERSHIP APPLICATION

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

School Attending: \_\_\_\_\_

Favorite School Subjects: \_\_\_\_\_

\_\_\_\_\_

Hobbies / Interests: \_\_\_\_\_

\_\_\_\_\_

Clubs / Organizations: \_\_\_\_\_

\_\_\_\_\_

Place of Worship (Church / Synagogue Name): \_\_\_\_\_

References: List three friends around your age who you have known for one year or more:

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

My Parent(s) / Guardian(s) approve of me joining DeMolay.

Parents' / Guardians' Name(s): \_\_\_\_\_

Is your father a Senior DeMolay? \_\_\_\_\_ If so, what Chapter and State? \_\_\_\_\_

Is your father a Mason? \_\_\_\_\_ If so, what Lodge and State? \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

DeMolay Sponsor's Name and Signature (1<sup>st</sup>): \_\_\_\_\_

DeMolay Sponsor's Name and Signature (2<sup>nd</sup>): \_\_\_\_\_

Masonic Sponsor's Name and Signature: \_\_\_\_\_

Your Life Membership Fee of: \_\_\_\_\_ must accompany this application.



# VISITATION QUESTIONNAIRE FORM

(Petition)

NAME

Last

Middle

First

(PLEASE PRINT)

Date \_\_\_\_\_

NAME \_\_\_\_\_ NICKNAME \_\_\_\_\_  
FIRST MIDDLE LAST

RESIDENCE ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

DATE OF BIRTH \_\_\_\_\_ PLACE \_\_\_\_\_ AGE \_\_\_\_\_  
CITY STATE

TELEPHONE \_\_\_\_\_ I ATTEND \_\_\_\_\_  
SCHOOL GRADE

PLACE OF WORSHIP \_\_\_\_\_

I hereby apply for membership in the Order of DeMolay, and proudly proclaim that I believe in God, I know of no moral reason that would keep me from becoming a member.

(Sign here) \_\_\_\_\_

I recommend the following friends as prospective members *(not a requirement in becoming a member)*:

NAME	ADDRESS	TELEPHONE
NAME	ADDRESS	TELEPHONE
NAME	ADDRESS	TELEPHONE

Father's or Guardian's full name is: \_\_\_\_\_

Mother's or Guardians full name is: \_\_\_\_\_

My Father is a member of: \_\_\_\_\_  
MASONIC LODGE LOCATION

Father is / is not a Senior DeMolay.

I approve of my son (or ward) becoming a member of the Order of DeMolay.

(Sign here) \_\_\_\_\_  
PARENT OF GUARDIAN

We recommend the above petitioner for membership in the Order of DeMolay.

Recommended by two Members of the Chapter: \_\_\_\_\_  
\_\_\_\_\_

Masonic Sponsor: \_\_\_\_\_

LODGE LOCATION

PLEASE ANSWER THE FOLLOWING QUESTIONS:

**(PLEASE PRINT)**

What do you like to do in your spare time (hobbies, activities, etc.)? \_\_\_\_\_

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What activities do you take part in at school and outside of school (clubs, youth groups, etc.)? \_\_\_\_\_

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Do you have a regular job (if yes, where)? \_\_\_\_\_

How many hours do you usually work at your job? \_\_\_\_\_

What kind of social, athletic, civic and charitable projects do you like to participate in? \_\_\_\_\_

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Report of the Visitation Team: \_\_\_\_\_

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**VISITATION TEAM INFORMATION**

1. Team should consist of at least three DeMolay and one advisor
2. Part A should be completed in full and signed by the applicant.
3. Part B should be completed in full and signed by the parent or guardian.
4. Part C should be completed by two (2) Chapter members or a Senior Member and a Masonic sponsor who recommend the applicant.
5. The top portion of the back should be filled out.
6. Obtain the fee for Degrees and return the fee and form to the chapter.

**Signed by the Team**

Chairman: \_\_\_\_\_

\_\_\_\_\_

Advisor: \_\_\_\_\_

Received: \_\_\_\_\_

First Reading: \_\_\_\_\_

Questionnaire Completed: \_\_\_\_\_

Fee Collected: \_\_\_\_\_

Advisory Council Approval: \_\_\_\_\_

Elected: \_\_\_\_\_

Initiatory Degree Conferred: \_\_\_\_\_

Form 10 sent: \_\_\_\_\_

Obligation Completed: \_\_\_\_\_

DeMolay Degree Conferred: \_\_\_\_\_

Form 10 Sent: \_\_\_\_\_

Obligation Completed: \_\_\_\_\_

# CHAPTER BY-LAWS

## BY-LAWS OF

\_\_\_\_\_ Chapter  
**Order of DeMolay**

**Name of Chapter.** This chapter, under Charter (or Letters Temporary) from DeMolay International known as \_\_\_\_\_ Chapter of the Order of DeMolay, shall be governed first by the By-laws and the Rules and Regulations of DeMolay International; and second, by the following by-laws:

### ARTICLE I

**Meetings:** Section 1. The stated meetings of the Chapter shall be held at \_\_\_\_\_ on the \_\_\_\_\_ and \_\_\_\_\_ of each month at \_\_\_\_\_ o'clock p.m.

### ARTICLE II

**Term of Officer.** Section 1. The Master Councilor, Senior Councilor and Junior Councilor of the Chapter shall be elected every \_\_\_\_\_ months; on the \_\_\_\_\_ day of the \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

### ARTICLE III

**Fees.** Section 1. The initiation fee for the degrees in this Chapter shall be \$ \_\_\_\_\_, and must accompany the application for membership.

Section 2. The fee for affiliation in this Chapter shall be \$ \_\_\_\_\_,

Section 3. The Life Membership in this Chapter shall be \$ \_\_\_\_\_.

# PRIORY BY-LAWS

## BY-LAWS OF

### \_\_\_\_\_ Priory Order of DeMolay

**Name of Priory.** This Priory, under Charter (or Letters Temporary) from DeMolay International, shall be known as \_\_\_\_\_ Priory of the Chivalric Knights of the Holy Order of the Fellow Soldiers of Jacques DeMolay. This Priory shall be governed first by the By-laws and the Rules and Regulations of DeMolay Internal; and second, by the following by-laws:

## ARTICLE I

**Meetings.** Section 1. The stated meetings of the Priory shall be held at \_\_\_\_\_ on the \_\_\_\_\_ and \_\_\_\_\_ of \_\_\_\_\_ At \_\_\_\_\_ o'clock p.m.

## ARTICLE II

**Term of Office.** Section 1. The Illustrious Knight commander, Squire Commander and Page Commander of the Priory shall be elected every \_\_\_\_\_ months; on the \_\_\_\_\_ day of \_\_\_\_\_, and \_\_\_\_\_.

Section 2. the Sir Knight Registrar may be elected by the Priory membership or may be appointed by the Advisory Council for a term of \_\_\_\_\_ months.

## ARTICLE III

**Fees.** Section 1. The investiture fee for the orders in this Priory shall be \$ \_\_\_\_\_.  
Section 2. The Life Membership for this Priory shall be \$ \_\_\_\_\_.  
Section 3. The fee affiliation in this Priory shall be \$ \_\_\_\_\_.

## ARTICLE IV

**Suspension.** Section 1. Any member of a priory who loses his good standing with his DeMolay chapter shall stand suspended from this Priory.

# LEGION OF HONOR PRECEPTORY BY-LAWS

## BY-LAWS

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### Preceptory Order of DeMolay

**Name of Preceptory.** This Preceptory, by authorization of the Executive Officer for DeMolay International shall be know as \_\_\_\_\_ Preceptory of the Legion of Honor. This Preceptory shall be governed first by the By-laws and Rules and Regulations of DeMolay International; second, by the following by-laws:

#### ARTICLE I

**Meetings.** Section 1. The meeting of the Preceptory shall be called by the Dean with proper notice given to all members.

Section 1. The Preceptory shall meet each March 18<sup>th</sup> for the annual Legion of Honor observance at a place selected by the Preceptory or its Dean.

#### ARTICLE II

**Term of Office.** Section 1. The Dean, Vice-Dean, secretary, and Treasurer shall be elected each year at the March 18<sup>th</sup> meeting for a one-year term.

Section 2. The Chaplain and Sergeant-at-Arms may be appointed by the Dean for a term of one year.

#### ARTICLE III

**Fees.** Section 1. The annual dues for this Preceptory shall be \$ \_\_\_\_\_, payable on or before March 18<sup>th</sup> of each year.

#### ARTICLE IV

**Suspension.** Section 1. Any members of a preceptory who ceases to be a Legion of Honor or Honorary Legion of Honor member in good standing with DeMolay International be suspended from this Preceptory.

Section 2. Any member who is 90 days in arrears with his Preceptory dues may be suspended from membership.

# CHEVALIER COURT BY-LAWS

## BY-LAWS OF

### \_\_\_\_\_ Court of Chevalier Order of DeMolay

**Name of Court.** This Court, by authorization of the Executive Officer for DeMolay International shall be know as \_\_\_\_\_ Court of Chevaliers. This Court shall be governed first by the By-laws and Rules and Regulations of DeMolay International; and second, by the following by-laws.

#### ARTICLE I

**Meetings.** Section 1. The meetings of the Court shall be called by the Grand Commander with proper notice given to all members.

Section 2. The Court shall meet each November 8<sup>th</sup> for the annual Chevalier observance at a place selected by the Court or its Grand Commander.

#### ARTICLE II

**Term of Office.** Section 1. The Grand Commander, Commanders in the West and South and Secretary-Treasurer shall be elected each year at the November 8<sup>th</sup> meeting for a one-year term limit.

#### ARTICLE III

**Fees.** Section 1. The annual dues for this Court shall be \$ \_\_\_\_\_ , Payable on or before November 8<sup>th</sup> each year.

#### ARTICLE IV

**Suspension.** Section 1. Any member of a Court who ceases to be a Chevalier in good standing with DeMolay International shall be suspended from this Court.

Section 2. Any member who is 90 days in arrears with his Court dues may be suspended from membership.

# HONORS AND AWARDS

## HONORS:\*

Legion of Honor  
Honorary Legion of Honor  
Cross of Honor  
Degree of Chevalier

## MEDAL AWARDS:\*

Medal of Heroism  
Medal of Valor (2015)  
Medal of Appreciation

*\*See Article 6 of the Rules & Regulations*

## KEY AWARDS:

Advisor's Honor Key  
Zerubbabel Key  
Blue Honor Key  
Green Honor Key

## CERTIFICATE AWARDS:

Advisor's Service Certificate  
Officer's Service Certificate  
Mother's Club Certificate of Appreciation

## MISC. AWARDS:

Founder's Membership Award  
Seventy-Five Year DeMolay Award  
Seventy Year DeMolay Award  
Sixty-Five Year DeMolay Award  
Sixty Year DeMolay Award  
Fifty Year DeMolay Award  
Twenty-Five Year DeMolay Award  
Ten Year DeMolay Award  
Distinguished Service Award  
Guild of the Leather Apron (Advisor of the Year)  
PMC – Meritorious Service Award  
PIKC – Meritorious Service Award  
Representative DeMolay Award  
Merit Bars  
Hats Off Award

## OTHER AWARDS

### KEY AWARDS

#### ADVISOR'S HONOR KEY

The Advisor's Honor Key is awarded annually to a member of an Advisory Council of a Chapter that has met the following requirements:

1. The Advisory Council Registration must be received in the Grand Secretary's office by the deadline.

2. The net year-end chapter membership must exceed the net year-end chapter membership for the previous DeMolay Year.

3. New members initiated in the DeMolay Year must equal or exceed the new members initiated in the previous DeMolay Year.

4. The form on which to report the name and address of the member of the Advisory Council recommended to receive this recognition must be completed and returned to the Grand Secretary's office.

This form must be requested from the DeMolay Service and Leadership Center. The chapter advisor, as the contact man of the Advisory Council, has the major responsibility for Chapter management and program development and in most Chapters he should receive the Advisor's Honor Key. In certain cases some other member of the Advisory Council may be more entitled to the award. If the same individual is awarded more than one key, a star is added to the background of each successive key. Only one key can be awarded to a Chapter in each DeMolay Year.



#### ZERUBBABEL KEY

The purpose of the Zerubbabel Key is to encourage the establishment of new Chapters or the reinstatement of forfeited Chapter. Up to three keys may be granted for each new or reinstated Chapter. If an eligible individual is chiefly responsible for organizing a new or reinstated Chapter, even if in his or her own town, he or she can be recommended for a Zerubbabel Key. Additionally, when a DeMolay club authorized

Chapter secures Letters Temporary as a separate Chapter, the granting of the Zerubbabel Key to the Club Advisor or some other member of the Advisory Council of the Chapter which sponsored the club is normally warranted. Every nomination for the Zerubbabel Key must be approved by the Executive Officer of the Jurisdiction in which the Chapter is located.



#### BLUE HONOR KEY

The Blue Honor Key is awarded for being the first line signer on ten applications that are accepted by the Chapter. These ten applications need not be secured for any one class or in any one year. The Blue Honor Key is





awarded only to an active member of a Chapter or to a Senior DeMolay who holds a Senior DeMolay certificate. An active member who secures fewer than ten applications before he reaches his majority may complete the list after he reaches his majority provided he holds a Senior DeMolay certificate. Additional Blue Honor Keys with stars to represent each multiple of ten new members secured are granted when the proper requests are submitted. The same members claimed for earning the Blue Honor Key may also be claimed for earning other membership awards. The Blue Honor Key is awarded by the Supreme Council without charge and nomination blanks may be secured from the DeMolay Service and Leadership Center.

### **GREEN HONOR KEY**

The Green Honor Key is awarded to a Knight for being the first line signer on 10 applications that are accepted by the Priory. These 10 applications need not be secured for any one class or any one year. The Green Honor Key is awarded only to an active member of a Priory or to a Senior Knight who holds a Senior DeMolay certificate. A member of the Priory, who secures fewer than 10 applications before he reaches his majority provided he holds a Senior DeMolay certificate. Additional stars can be added to the Green Honor Key representing each multiple of 10 new members secured, providing that the proper request is submitted. The Green Honor Key is awarded by the Supreme Council without charge and nomination blanks may be secured from the DeMolay Service and Leadership Center.

## **CERTIFICATE AWARDS**

### **ADVISOR'S SERVICE CERTIFICATE**

This award is given to an Advisor who has demonstrated his devotion to the Order of DeMolay through continuous and outstanding service as an advisor to the Order of DeMolay for an extended number of years. Recommendations for this award may be forwarded from the Advisory Council or the Executive Officer to the Grand Secretary's office for action. Certificates are normally issued in increments of five years beginning with ten years of service.

### **OFFICER'S SERVICE CERTIFICATE**

Upon the recommendation of the chapter advisor, a DeMolay who serves efficiently as a Chapter officer may obtain a Service Certificate. The Certificate designates the office held, the term, the year, and the name of the Chapter. Recommendations from the chapter advisor should be filed with the Scribe for him to order Certificates from the Service and Leadership Center.

## **MOTHERS' CLUB CERTIFICATE OF APPRECIATION**

As a method of recognizing the work done by Mother's Cubs, the Mothers' Club Certificate of Appreciation is available from the Supreme Council. The award recognizes the many hours of assistance and the intangible aid given to a Chapter by their Mother's Club. This award is intended for the Club as a whole and not an individual member. The certificate can be purchased from the Service and Leadership Center.

## **MISCELLANEOUS AWARDS**

### **FOUNDER'S MEMBERSHIP AWARD**



The Founder's Membership Award is awarded for being the first line signer on five applications that are accepted by the Chapter. These five applications need not be secured for any one class or in any one year. The Founder's Membership

Award is awarded only to an active member of a Chapter or to a Senior DeMolay who holds a Senior DeMolay certificate. An active member who secures fewer than five applications before he reaches his majority may complete the list after he reaches his majority provided he holds a Senior DeMolay certificate. The same members claimed for earning the Founder's Membership Award can also be claimed for earning other membership awards. The Founder's Membership Award is awarded by the Supreme Council without charge and nomination blanks may be secured from the DeMolay Service and Leadership Center.

### **TEN YEAR, TWENTY-FIVE YEAR, FIFTY YEAR, SIXTY YEAR, SIXTY-FIVE YEAR, SEVENTY YEAR AND SEVENTY-FIVE YEAR DEMOLAY AWARDS.**

The Ten Year Demolay Award, Twenty-Five Year DeMolay Award, Fifty Year DeMolay Award, Sixty Year DeMolay Award, Sixty-Five Year DeMolay Award, Seventy Year DeMolay Award, and Seventy-Five Year DeMolay Award are designed to recognize Members of the Order of DeMolay for their loyalty and devotion to the Order for the



corresponding years from their initiation. Pin and certificate are available from the DeMolay Service and Leadership Center at a nominal cost.

## DISTINGUISHED SERVICE AWARD

The purpose of the Distinguished Service Award is to recognize DeMolays who have made valuable contributions in the fields of religion, education, home, civic activities and DeMolay. This outstanding award was established in 1959 by the Supreme Council. Each chapter's Advisory Council may nominate a DeMolay who the Advisors feel is worthy of this recognition. The Council's nomination accompanied by the necessary recommendation letters and summary are to be forwarded to the Executive Officer. After receiving the nominations from the chapters in the jurisdiction, the Executive Officer may select a term winner **each six months**. The Executive Officer must use the official nominating form and submit it to the Service and Leadership Center.



## GUILD OF THE LEATHER APRON (ADVISOR OF THE YEAR)

The Advisor of the Year award is designed to give singular recognition to a chapter advisor who in the past year has made outstanding contributions to the growth and success of a Chapter. The advisor is one who should exemplify the ideals and precepts of the Order of DeMolay in his daily as well as in his work with the young men in DeMolay. Selections of the Advisor of the Year is at the discretion of the Executive Officer and may be awarded only once per year per jurisdiction. The Executive Officer must use the official nominating form and submit it to the Service and Leadership Center.



## PAST MASTER COUNCILOR'S MERITORIOUS SERVICE AWARD

The Past Master Councilor's Meritorious Service Award was designed by Dad Land primarily to stimulate greater over-all efficiency in local Chapter Operations. It shall not be earned or awarded except for service as a Master Councilor of a local Chapter as defined in Part 3 of the Rules and Regulations. It shall not be earned or awarded for



service as a jurisdictional officer.

The Master Councilor must fulfill the following requirements to qualify for this award:

1. Prior to his installation the Master Councilor must memorize his portion in the Ritual of Secret Work.
2. He must present before his installation in printed form (multiple copies for distribution to the entire membership) a planned program listing all events and dates planned for his term of office.
3. At the beginning of his term (and within ten days after his installation), the Master Councilor must send a letter to the Executive Officer in his Jurisdiction or the person designated to administer this program, stating his intent to qualify for the award. The letter should also contain his plans for a successful term, a copy of his planned, printed program, a statement that the ritual work has been memorized, and any other information that may be important. The first letter of intent must be countersigned by the chapter advisor. Prior to the completion of his term, the Master Councilor must fulfill the following:

- a. He must see that degree teams exemplify both degrees of the Order by memory during his term of office, and that all ceremonies from the Ritual of Secret Work are given from memory.
- b. He must see that his chapter initiates at least four new members during his term, or his pro-rata share of his Executive Officer's Chapter quota, whichever is higher.
- c. He must hold at least one social, civic, Masonic service, athletic and fund-raising activity in the Chapter.
- d. A planned public observance of each Obligatory Day that falls during his term must be held.
- e. The Master Councilor must establish a program which increases or maintains a high level of attendance at Chapter meetings.
- f. All Form 10's covering initiates during his term of office must be reported to the DeMolay Service and Leadership Center with full remittance within ten days following initiation. Additionally, he must see that the Chapter's Advisory Council Registration reaches the DeMolay Service and Leadership Center before the delinquent date of the due date falls in his term.

No designate will be considered whose Chapter is delinquent in any reports to the Supreme Council. At the close of his term the Master councilor must submit a letter to the Executive Officer in his Jurisdiction or the person designated to administer this program, summarizing his term and explaining the items listed above. Additionally, he must make an analysis of his printed program, explaining the results of each activity and provide an explanation for any changes that were made. The final or second letter must contain a statement of confirmation from the chapter advisor and may be sent

after completion of the requirements but no later than ten days after the end of the Master Councilor's term.

### **PAST ILLUSTRIOUS KNIGHT COMMANDER'S MERITORIOUS SERVICE AWARD**

The Past Illustrious Knight Commander's Meritorious Service Award was part of the Illustrious Knight Commander of each Priory. The Illustrious Knight Commander must meet the following requirements to qualify for this award.



1. Prior to his installation the Illustrious Knight Commander must memorize his portion of the ritual.
2. He must present before his installation in printed form (multiple copies and distributed to the entire membership) a planned program listing all dates and events planned for his term of office.
3. At the beginning of his term the Illustrious Knight Commander must send a letter to his Executive Officer stating his intent to qualify for the award. The letter should also contain his plans for a successful term, a copy of his planned, printed program, a statement that the ritual has been memorized, and other information that may be important. Prior to the completion of his term, the Illustrious Knight Commander must fulfill the following:
  - a. He must see that the investiture is conferred by memory during his term as Illustrious Knight Commander.
  - b. During his term of office he must initiate his pro-rata share of the Priory's membership goal, as set by the Executive Officer.
  - c. He must be the first line signer on at least one application during his term of office that results in one new member being initiated.
  - d. He must conduct a continuing program of service to DeMolay chapters and at least three activities centered around at least two of the following categories:
    - (1) Social
    - (2) DeMolay service
    - (3) Masonic service
  - e. See that all officers' chairs are filled at each stated meeting.
  - f. All Form 17's covering initiates during his term of office must be reported to the DeMolay Service and Leadership Center with full remittance within ten days following investiture. Additionally, he must see that the Priory's Advisory Council Registration reaches the DeMolay Service and Leadership Center before the delinquent date if the due date falls during his term. No

designate will be considered whose Priory is delinquent in any reports to the Supreme Council. At the close of his term the Illustrious Knight Commander must submit a letter to his Executive Officer summarizing his term and explaining the items listed above. Additionally, he must make an analysis of his printed program, explain the results of each activity, and provide an explanation of any changes that were made. The final or second letter must be countersigned by the Priory Advisor or Advisory Council chairman and must be sent within ten days after the end of the Illustrious Knight Commander's term.

### **REPRESENTATIVE DEMOLAY AWARD**

The Representative DeMolay Award is the highest self-achievement distinction a DeMolay can earn. The RD signifies that he has analyzed his strengths and weaknesses in abilities, knowledge, and skills. It is hoped that every DeMolay can evaluate his progress in the fields of mental, physical, social, economic, and spiritual developments through the RD program, thus recognizing the areas in which he has made sufficient progress as well as those which need further emphasis. The RD program includes not only the official activities participated in by all Chapter members but also a great variety of activities affecting large or small groups of DeMolays or merely individual members.



Becoming an RD is based on a young man's cultivation of self-development, the knowledge and the practices of good citizenship in the home, the community, the nation, and the world at large. A DeMolay must have a minimum of six months membership by the time he files his application for Representative DeMolay. The jurisdiction may establish a time line for completing and returning the final evaluation form. A Senior DeMolay is eligible to be recognized as a Representative DeMolay if he continues to show an active interest in the work of the Order. The Representative DeMolay application form is returned to the Executive Officer (or his designated representative). The Executive Officer (or his designated representative) in turn will forward, to the DeMolay, the final evaluation form to be completed.

After obtaining the required signatures for the final evaluation form (Advisory Council Chairman, or Chapter Advisor and Representative DeMolay Advisor) the evaluation is then forwarded to the Executive Officer (or his designated representative).

### **MERIT BARS**

Merit Bars may be awarded to DeMolays as a recognition of achievement in some phase of Chapter activity. They are awarded to individual Chapter members upon the recommendation of the Awards advisor, or a Court of Honor



consisting of members of the Advisory Council, Legionnaires, or other adults designated by the Advisory Council. Each merit award is produced in five colors with each color designating the number of times a DeMolay has received an award in that category. The color designation is:

- 1<sup>st</sup> award – White
- 2<sup>nd</sup> award – Red
- 3<sup>rd</sup> award – Blue
- 4<sup>th</sup> award – Purple
- 5<sup>th</sup> award – Gold

Upon receipt of each additional award, the DeMolay will “turn in” his present bar in that category and receive the next higher award. As a result, at no time would a DeMolay display more than eighteen bars. Once a DeMolay has earned the gold award for a particular merit bar, he is not eligible for any further awards for that bar. The Merit Bars may be ordered from the DeMolay and More Store at DeMolay Service and Leadership Center. The Merit Bar Program should be supervised by the awards advisor of each Chapter with the final decisions as to an individual meeting the requirements for each bar being made by the Advisory Council. The basic requirements for the earning of each Merit Bar will be as follows:

**A. Athletics** – For participating in a Chapter’s athletic program a full year with a minimum of six game competitions in one or more sports. (Included are Bowling and Rifle, which previously had separate bars.)

**B. Attendance** – For perfect attendance at regular meetings for one year in a member’s chapter, or if far away from home, for the same number of meetings of some other Chapter. Make-up meetings counted toward the Attendance Bar will not be used to fulfill the requirements of the Visitation Bar.

**C. Civic Service** – A member must contribute ten hours of service in behalf of the Chapter without financial remuneration to the individual or the Chapter in three different civic projects of the Chapter.

**D. Conclave** – For attending three state, jurisdiction or provincial conclaves as a participant or as a visitor.

**E. Fine Arts** – For working in or on a musical group, with a minimum of three performances or for participating in a minimum of two theatrical performances. These need not be DeMolay related.

**F. Fund Raising** – Work on at least three different fund raising projects for the Chapter, for a total of twenty hours, without direct financial remuneration to himself.

**G. Installing** – For participating in three Chapter installation ceremonies as a member of the installing team.

**H. Journalism** – For being a member of, or submitting to, a Chapter newspaper, public newspaper, electronic newspaper, web newsletter, web site, or any other form of published communication with at least six articles submitted and published, copies of which are forwarded to Supreme Council Service and Leadership

Center. The Merit Bar must be ordered by the Chapter in the routine manner.

**I. Correspondence Course** – The Leadership Correspondence Course is a five course program. The Lamp of Knowledge certificate is awarded for successful completion of the first course. Merit Bars are awarded upon successful completion of each of the five courses.

**J. Masonic Attendance** – Awarded to an active DeMolay who brings in three different Master Masons in good standing, to one or more DeMolay Chapter meetings. He may not be an advisor of any chapter or jurisdiction. He must list each Mason and have the list confirmed by both the Master Councilor and the chapter advisor. Limited to one bar per year.

**K. Masonic Service** – For participating in three different Chapter Masonic Service projects with a minimum of ten hours without financial remuneration to either individual or Chapter.

**L. Merit** – For contributing twenty hours of service to DeMolay in an area not covered by another bar with no financial remuneration to the individual or the Chapter.

**M. Membership** – For securing and being the first-line signer for three membership applicants who are initiated in the Chapter.

**N. Priory** – Be a member in good standing of a Priory for a minimum of one year and attend two-thirds of the Priory functions. (Priory must have held a minimum of six activities other than regular meetings. The bar may be ordered by Priory advisors.)

**O. Religion** – For attending at least thirty regular weekly religious services per year.

**P. Ritual** – For sustained and UNUSUALLY HIGH GRADE WORK in either or both degrees with a minimum of 125 points earned according to the Supreme Council point scale. Points are awarded for a part each time the part is given.

### INITIATORY DEGREE

Master Councilor .....	40
Marshal .....	25
Senior Councilor.....	20
Senior Deacon .....	20
Junior Councilor .....	20
Chaplain.....	10
Preceptors .....	15
Senior Steward.....	5
Junior Steward .....	5

### DeMOLAY DEGREE

Master Councilor .....	35
Jacques DeMolay.....	30
Master Inquisitor.....	45
Junior Inquisitor.....	25
Orator.....	25
Senior Inquisitor .....	10
Guy of Auvergne .....	5
Senior Guard.....	5

Marshal .....	5
Lord Constable.....	5

**REPRESENTATIVE DeMOLAY CEREMONY**

Chancellor.....	50
Herald .....	5

**MAJORITY SERVICE**

Master Councilor .....	25
Senior Councilor .....	10
Junior Councilor .....	20
Chaplain.....	5

**FLOWER TALK .....**40

**CEREMONY OF LIGHT .....**30

**CROSS OF HONOR**

Master Councilor .....	20
Senior Councilor .....	5
Junior Councilor .....	5
Marshal .....	5

**LEGION OF HONOR PRECEPTOR**

.....	5
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**Q. Scholastics** – Maintains a “B” grade average (or equivalent) for one full year of school.

**R. Visitation** – For six visitations at regular Chapter meetings of a Chapter other than his own, or a total traveled distance of 150 miles (one way).

**HATS OFF AWARD**

The Hats Off Award is an honor intended for presentation to anyone rendering outstanding or conspicuous service to a Chapter. This service may be in any field related to Chapter activities. It consists of a lapel pin, a card and a certificate. Chapters may give as many as they wish and are the sole judges of who receives them.



**OTHER AWARDS**

Several individual Chapter, and Jurisdictional awards are promoted by the DeMolay Service and Leadership Center for efforts in membership, public relation, publications, and other DeMolay related areas. These programs are promulgated through other Supreme Council publications.

# DeMolay International



## Letters Temporary

To all Brethren:

### Greetings:

Know ye that DeMolay International hereby authorizes

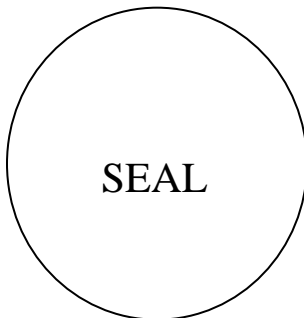
to institute in the city of

in the Jurisdiction of a chapter under dispensation, of the Order of DeMolay,

to be known as .

Having complied with all of the requirements of the By-Laws and the Rules and Regulations, DeMolay International hereby appoints the following advisors to constitute the above named Chapter's Advisory Council until such time as their successors shall be appointed:

It is requested of the above named Advisors to take particular care that all young men admitted to the Order of DeMolay, through this Chapter, observe all the rules and standards contained in the By-Laws and the Rules and Regulations, also that a record be kept of those receiving the Initiatory and DeMolay Degrees, together with an account of your proceedings.



Given at Kansas City, in the State of Missouri  
under my hand and seal, by order, on

**Grand Master**

**Attest:**

**Grand Secretary**

# Resolution of Sponsorship



Please check one of the following:

- Petition for Letters Temporary (*Letters Temporary issued for new Chapter*)
- Application for Reinstatement (*no Letters Temporary issued – for chapters inactive for 5 years or less*)
- Resolution of Sponsorship **only** reflecting a change in the Sponsoring Body (*no Letters Temporary issued to Chapter*)
- Petition for Letters Temporary DeMolay International Pilot Program

To the Grand Master and Members of DeMolay International.

Brethren:

Be it resolved that, \_\_\_\_\_  
(Full name of Sponsoring Body)

located at \_\_\_\_\_  
Address City State ZIP

- which is: 1) A recognized Masonic Body chartered by the, \_\_\_\_\_  
(Name of Grand Body)
- or 2) A Body composed exclusively of Freemasons,
- or 3) An Advisory Council selected by the Executive Officer of the Jurisdiction.

Wishing to exert our best endeavors to promote and diffuse the principles of the DeMolay International, we are desirous of sponsoring a Chapter to be named: \_\_\_\_\_ Chapter of DeMolay International,  
(Must not be named after a living person)

to be located at: \_\_\_\_\_ in the Jurisdiction of: \_\_\_\_\_  
(City) (State or Province)

On behalf of the Advisory Council and the members of such Chapter, it is promised that if Letters Temporary are granted, said Chapter will be supported and maintained under the By-laws and the Rules & Regulations of DeMolay International and that the authority of DeMolay International will be recognized and its allegiance maintained.

We nominate and recommend as members of the Advisory Council for said Chapter the persons listed on the attached certification, all of whom are members in good standing of the Masonic Fraternity.

Wherefore, we respectfully request that you grant to this petitioner, acting as a sponsor, Letters Temporary for said \_\_\_\_\_ Chapter of DeMolay International and attach hereto, remittance in the amount of

\_\_\_\_\_ \$250 (*Letters Temporary for new chapter*)

\_\_\_\_\_ \$25 (*Reinstatement of a chapter*)



\_\_\_\_\_  
Presiding Officer

\_\_\_\_\_  
Sponsoring Body Secretary

\_\_\_\_\_  
Mailing Address of Secretary

By virtue of my signature, I approve of this request and give my approval of the aforementioned Sponsoring Body and accordingly request that the intent of this Resolution of Sponsorship be granted.

# TRANSFER CERTIFICATE

## DeMolay International

(To be used in case of transfer of membership)

Note: a copy of each action below should be sent to the DeMolay Service & Leadership Center at 10200 NW Ambassador Drive, Kansas City, MO 64153

Issued by: \_\_\_\_\_ Chapter/Priory, located at \_\_\_\_\_

To: \_\_\_\_\_ Chapter/Priory, located at \_\_\_\_\_

### Greetings:

Brother \_\_\_\_\_, a member of this Chapter/Priory, is in good standing in all ways. He has requested this certificate to be used with his petition for affiliation, and we cheerfully commend him in this good fellowship of your members.

*He is life member in good standing of this chapter.*

*He received his Initiatory Degree on \_\_\_\_\_, 20 \_\_\_\_, his  
DeMolay Degree on \_\_\_\_\_, 20 \_\_\_\_, and his  
Knighthood Degree on \_\_\_\_\_, 20 \_\_\_\_.*

*Fraternally,*

(Chapter/Priory  
Seal)

\_\_\_\_\_  
*Scribe Registrar*

\_\_\_\_\_  
*Chapter Chairman*

\_\_\_\_\_  
*Executive Officer*

### Mailing address of Scribe Registrar:

\_\_\_\_\_  
*Box or Street Number*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*Zip*

**Notice to Scribe: If the above named applicant is elected to membership in your chapter fill out the following below immediately and mail it to the Chapter/Priory that issued the above certificate.**

**THIS IS TO CERTIFY that Brother \_\_\_\_\_ was elected to membership  
in \_\_\_\_\_ Chapter/Priory, located at \_\_\_\_\_,  
\_\_\_\_\_ On this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.**

SEAL

\_\_\_\_\_  
**Scribe/Registrar of the above  
Names Chapter/Priory**



# FORM 10

This Statement is To Be Sent To The Service and Leadership Center Within **TEN Days** After The Initiatory And/Or DeMolay Degree is Conferred. This form should also be used to report any changes in a current member's status.

_____ Chapter, Chapter # _____  Located in _____ City _____ State _____	Number receiving <b>initiatory Degree</b> _____  Number receiving <b>DeMolay Degree</b> _____  Status Change _____	Amount of Check accompanying this report-\$ _____  <b>\$35.00 for each                  Initiate reported</b>
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**IMPORTANT: Form 10 includes spaces for 3 initiates and parental Information.**

READ INSTRUCTIONS ON BACK WHEN PREPARING, NOTE: USE TYPEWRITER OR PRINT LEGIBLY GIVING ZIP AND THE NAME AND ID# OF THE 1st LINE SIGNER			Dates Degrees Received Year _____		
Birth Date Mo-Day-Yr	Initiatory Mo-Day-Yr	DeMolay Mo-Day-Yr			
1. Last Name	First Name	Middle Name			
Mailing Address, apt. no. City, State, ZIP Code			Name of 1 <sup>st</sup> line signer of the petition ID#		
Phone ( ) _____ E-mail _____			Status Change	Action Date	ID#
PARENT'S NAME (in full)			Father a Master Mason Yes ___ No ___		
Mailing Address, Apt. No. City, State, ZIP Code			Father a Senior DeMolay Yes ___ No ___		
Phone ( ) _____ E-mail _____					
2. Last Name	First Name	Middle Name			
Mailing Address, apt. no. City, State, ZIP Code			Name of 1 <sup>st</sup> line signer of the petition ID#		
Phone ( ) _____ E-mail _____			Status Change	Action Date	ID#
PARENT'S NAME (in full)			Father a Master Mason Yes ___ No ___		
Mailing Address, Apt. No. City, State, ZIP Code			Father a Senior DeMolay Yes ___ No ___		
Phone ( ) _____ E-mail _____					
3. Last Name	First Name	Middle Name			
Mailing Address, apt. no. City, State, ZIP Code			Name of 1 <sup>st</sup> line signer of the petition ID#		
Phone ( ) _____ E-mail _____			Status Change	Action Date	ID#
PARENT'S NAME (in full)			Father a Master Mason Yes ___ No ___		
Mailing Address, Apt. No. City, State, ZIP Code			Father a Senior DeMolay Yes ___ No ___		
Phone ( ) _____ E-mail _____					

**ALL CORRESPONDENCE AND PATENTS WILL BE SENT TO THE CHAPTER MAIL PERSON OR THE CHAIRMAN**  
 Send original to: SERVICE AND LEADERSHIP CENTER – A COPY SHOULD BE RETAINED FOR THE CHAPTER AND A COPY SENT TO THE EXECUTIVE OFFICER

## INSTRUCTIONS FOR PREPARING THE FORM 10

It is very important that all candidates initiated are reported to the Grand Secretary in accordance with the DeMolay International Rules and Regulations, reading as follows:

Article 21, Section 321.3

- (A) Within ten days after conferring each degree, the Scribe of the chapter shall submit in writing on the Form 10 Report furnished by the Grand Secretary, a report of candidates receiving either or both degrees, together with the other information required, and shall remit to the Grand Secretary with the Form 10; the initiatory fee, provided in Article 9, Section 209.2 for each new initiate member.
- (B) All other information required on a Form 10 Report must be submitted within ten days.
- (B) The Initiatory fee to DeMolay International includes all degree fees, charges for a patent, with a permanent membership card; and the Leader's Resource Guide.

If the DeMolay degree is conferred at a later date, a separate report on this form must be made immediately after the DeMolay Degree is conferred. Since the Initiatory Degree has been previously reported, it is only necessary when reporting the DeMolay Degree to show the full name of the candidate, his address, phone number, email, and ID#, if known. Indicate in the proper column the date the DeMolay Degree was conferred, marking the Initiatory Degree column "Previously Reported" or "PR". It is not necessary to show the birthdate when reporting candidates receiving the DeMolay Degree.

In preparing the report arrange names alphabetically, writing the names in full, last name, first name, and middle name third, then placing a comma after the last name. NOTE SPELLING CAREFULLY. IF UNABLE TO PREPARE THE REPORT ON A TYPEWRITER, PLEASE PRINT LEGIBLY. All information requested on this report: name in full, date of birth, street address, telephone number, city, state, zip code, and date that degrees were received, must be provided. Always show opposite the name of each member the month, day, year each degree was received, (for example, 4-5-88), as this information is essential for preparation of patents and permanent records. Membership cards are issued after the Initiatory Degree, Patents are issued only after the DeMolay Degree is conferred and properly reported on Form 10. NOTE: Please complete parental information requested, including Senior DeMolay information pertaining to the initiate's father.

It is important that the name and ID# of the first line signer of the initiate be reported in the space provided.

The "Status Change" area on the Form 10 is to report status changes or corrections during the year.

Indicate the members name, correct information and status change using the codes listed below, the date this action is effective and the members ID#.

<b>STATUS CODES</b>	
Death .....I	Suspension .....S
*Transfer .....T	Reinstatement .....Re-in
Dual.....DL	Address Change .....AC
**Expulsion.....E	**Resignation .....R
<small>*Name of other chapter involved in transfer  **Must be accompanied by a letter signed by the member or the Executive Officer</small>	

Remember (1) Each candidate initiated must be reported on Form 10 within 10 days after the receipt of the Initiatory Degree, (2) A fee of \$35 for each initiate must accompany the report, (3) No report can be completely processed unless payment of proper fees is made. Make all checks payable to DeMolay International.

A copy of this report must be kept by the Chapter in order to have a proper record of names and information reported to the Service and Leadership Center, and a copy should be sent to the Executive Officer.

A supply of Form 10's can be secured free from the Service and Leadership Center or can also be download from [www.demolay.org](http://www.demolay.org) Go Resources then Forms.

Federal Law requires that you be informed that dues and fees submitted with this form are not deductible under the provisions of the Internal Revenue Code.

**DeMolay International**  
**Service & Leadership Center**  
**10200 NW Ambassador Drive**  
**Kansas City, MO 64153**  
**(816) 891-8333 • [demolay@demolay.org](mailto:demolay@demolay.org) • [www.demolay.org](http://www.demolay.org)**



Section 3 Profile Information

**Personal Profile**

- 1. Marital Status and name of Spouse, if applicable:
- 2. Prior addresses for the last 5 years; length of time at each address:
- 3. Have you ever worked as an Adult with any other Youth Group? YES  NO  If so, please list and describe:

**Masonic Membership Profile**

- 4. Please tell us about your Masonic Memberships (If any)
  - Masonic Lodge Name & Number \_\_\_\_\_ State \_\_\_\_\_
  - Senior DeMolay – Name of Chapter \_\_\_\_\_ Location \_\_\_\_\_
  - Scottish Rite                       York Rite                       Shrine                       Order of the Eastern Star

**Employment Profile**

- 5. What is your occupation?
- 6. Name & address of current employer?

**Educational Profile**

- 7. What are the names, locations and dates of any high school you attended?
- 8. What are the names, locations and dates of any colleges or universities you attended?

**Driver's Profile**

- 9. Have you ever been denied a license to operate a motor vehicle? YES  NO  (if yes include explanation)
- 10. Has your driver's license ever been suspended or revoked within the last 10 years? YES  NO  If YES, list and explain:
- 11. As a motor vehicle operator, have you ever been in any of the following types of motor vehicle accidents whether at fault or not?
  - YES  NO  a. Involving fatalities, no matter when
  - YES  NO  b. Involving personal injury in the last 5 yearsIf YES, list and explain:
- 12. Have you ever been charged, arrested or received any tickets for driving under the influence of alcohol or drugs, drunk driving, reckless driving, careless driving, or speeding no matter when? YES  NO   
If YES, list and explain:
- 13. Have you ever been accused, arrested, charged, or convicted of any type of crime? YES  NO  If YES, list and explain:
- 14. Have you ever been accused, arrested, charged, or convicted of any of the following?
  - YES  NO  a. The possession, use or transfer of alcohol
  - YES  NO  b. The possession, use or transfer of illegal drugs
  - YES  NO  c. Crimes in which the alleged victim or accomplice was a minor
  - YES  NO  d. Activities in which you allegedly physically or sexually abused anyone, male or female, or allegedly condoned such abuse by others
  - YES  NO  e. Activities in which you allegedly were involved in the creation, possession, use or transfer of pornographic materialsIf YES, to any of the above, list and explain all charges, arrests, or convictions:
- 15. Do you have any health limitations or health considerations that would limit your role as a "DeMolay Adult Worker?"  
YES  NO  If YES, list and explain:
- 16. Have you used any illegal drugs, or been treated or hospitalized for drug abuse in the last 10 years? YES  NO  If YES, list and explain:
- 17. Have you used any alcohol excessively or been treated or hospitalized for use of alcohol in the last 10 years? YES  NO  If YES, list and explain:
- 18. Has any adverse action been taken against you by any YOUTH organizations, school, church, or day care center, while you were an employee or volunteer for such organization or entity? YES  NO  If YES, list & explain:

19. To the best of your knowledge and belief are there any facts or circumstances involving you or in your background that would call into question you being entrusted with the supervision, guidance and care of young people? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, list and explain:	
20. Has any adverse action been taken against you by any professional association, philanthropic, state or federal licensing bureau or academic institution, while you were an employee or volunteer for organization or entity? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, list and explain:	
<b>Reference Profile - <i>References must be fully completed or the form will be returned to your Executive Officer</i></b>	
21. List three people who have known you for at least 5 years who we may contact if we need more information about you. (Only one of these individuals may be a member of your immediate or extended family)	
21a. Name	Relationship
Street Address:	
City/State/Zip	Phone Number:
21b. Name	Relationship
Street Address:	
City/State/Zip	Phone Number:
21c. Name	Relationship
Street Address:	
City/State/Zip	Phone Number:
22. I am aware that one purpose of this form is to obtain my permission to allow a <b>consumer report</b> to be obtained on me in the course of consideration for employment or volunteer purposes: <b>criminal records, education, employment, or driver licenses</b> records may be obtained. In connection with this request, I authorize all corporations, former employers, educational institutions, law enforcement agencies, city, state, county, and federal courts, military services, and persons to release information they may have about me to the person or company with which this form has been filed, or their agent. This releases the aforesaid parties from any liability and responsibility for collecting the above information.	
I release, hold harmless, and agree to indemnify DeMolay International, its chapters, advisory councils, and all other DeMolay bodies, organizations, and sponsoring organizations and their officers, employees, agents, and volunteers from any and all liability to me in connection with their good faith use, on behalf of DeMolay, of any information provided as a result of, or in connection with, this profile, and I similarly release, hold harmless, and agree to indemnify such organizations and individuals from any and all liability to me in connection with their good faith efforts to gather information about me as a result of, or in connection with, this profile.	
I promise that in my service as a DeMolay Adult Worker, I will bear true allegiance to DeMolay International, and to the Executive Officer in this Jurisdiction, and I will obey the Bylaws, Rules and Regulations of DeMolay International, and the laws of my city, state, and nation.	
In signing this Profile, I certify that the information provided herein is true, complete and accurate. I promise to immediately notify the Executive Officer in this jurisdiction of any changes in the information supplied above.	
<b>Signature:</b> _____	<b>Date:</b> _____

<b>Section 4 - Certification</b>	
<b>Sponsor's Certification – Failure to Obtain Required Signatures May Result in Delays with your registration</b>	
Being aware that the person would be associated and working with youth associated with DeMolay, I have reviewed the information set forth above. Based upon my knowledge, I am not aware of any reason the above person is inappropriate to serve as a DeMolay Adult Worker and to assist in the DeMolay program of affording a constructive, healthy, and fraternal experience for young men.	
Name of Sponsoring Body:	Presiding Officer's Signature:
Address:	Print Name:
City, State, Zip	Date:

# Letter of Resignation From DeMolay International

*(Class 6 Member – Active DeMolay)*

To: The Advisory Council of \_\_\_\_\_ Chapter, and  
\_\_\_\_\_, Executive Officer for the Jurisdiction of \_\_\_\_\_

I, \_\_\_\_\_, whose signature appears at the bottom of this letter, in accordance with Section 315.18 of the *Rules & Regulations* of DeMolay International, hereby resign my membership in DeMolay International.

I do not wish to have any proceedings conducted pursuant to Section 314.12 of the *Rules & Regulations* of DeMolay International and I realize that by doing so, I am waiving any challenge which I may have to the termination of my membership.

I do not wish to have any proceedings conducted pursuant to Section or Sections of the *Bylaws or the Rules & Regulations* of DeMolay International and I realize that by doing so I am waiving any challenge I may have to the termination of my membership.

I understand that this resignation means that I will forfeit my membership in this Chapter and in any other and all other Chapters to which I currently belong.

I understand that this resignation means that I will forfeit my membership in any and all appendant organizations of DeMolay International to which I belong.

I understand that this resignation means that I will have no right to attend any function of any subordinate unit of DeMolay International or to participate in any DeMolay functions.

I understand that this resignation means that I will forfeit any honors or awards of DeMolay International which I have received and that I will not be eligible for any honors or awards in the future.

I understand that this resignation is for life and that it cannot be altered, amended, reduced, removed, appealed or overturned.

I have read and I understand every provision of this letter and I voluntarily submit this resignation.

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Date)*

## Letter of Resignation From DeMolay International

*(Class 7 Member – Senior DeMolay)*

To: The Grand Secretary of DeMolay International, and \_\_\_\_\_,  
Executive Officer for the Jurisdiction of \_\_\_\_\_

I, \_\_\_\_\_, whose signature appears at the bottom of this letter, in accordance with Section 315.18 of the Rules & Regulations of DeMolay International, hereby resign my membership in DeMolay International.

I do not wish to have any proceedings conducted pursuant to Section or Sections of the *Bylaws or the Rules & Regulations* of DeMolay International and I realize that by doing so I am waiving any challenge I may have to the termination of my membership.

I understand that this resignation means that I will forfeit my status as a Senior DeMolay of my former Chapter and of any other and all other Chapter.

I understand that this resignation means that I will forfeit my status as a Senior member of any and all appendant organizations of DeMolay International.

I understand that this resignation means that I will have no right to attend any function of any subordinate unit of DeMolay International or to participate in any DeMolay functions.

I understand that this resignation means that I will forfeit any honors or awards of DeMolay International which I have received and that I will not be eligible for any honors or awards in the future.

I understand that this resignation is for life and that it cannot be altered, amended, reduced, removed, appealed or overturned.

I have read and I understand every provision of this letter and I voluntarily submit this resignation.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

# Letter of Resignation From DeMolay International

(Class 6 Member - Active DeMolay)

To: the Advisory Council of \_\_\_\_\_ Chapter, and  
\_\_\_\_\_, Executive Officer for the Jurisdiction of \_\_\_\_\_

I, \_\_\_\_\_, whose signature appears at the bottom of this letter, in accordance with Section 315.18 of the *Rules and Regulations* of DeMolay International, hereby resign my membership in DeMolay International.

I do not wish to have any proceedings conducted under any other Section or Sections of the *Bylaws or the Rules and Regulations* of DeMolay International and I realize that by doing so I am waiving any challenge I may have to the termination of my membership.

I understand that this resignation means that I will forfeit my membership in this Chapter and in any other and all other Chapters to which I currently belong.

I understand that this resignation means that I will forfeit my membership in any and all appendant organizations of DeMolay International to which I belong.

I understand that this resignation means that I will have no right to attend any function of any subordinate unit of DeMolay International or to participate in any DeMolay functions.

I understand that this resignation means that I will forfeit any honors or awards of DeMolay International which I have received and that I will not be eligible for any honors or awards in the future.

I understand that this resignation is for life and that it cannot be altered, amended, reduced, removed appealed or overturned.

I have read and I understand every provision of this letter and I voluntarily submit this resignation.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



## **Honorary Membership**

A. Executive Officers may issue an “Award of Honorary Membership” certificate to community leaders and those who have encouraged the DeMolay program in some meaningful way. This Award is a recognition of community support but does not confer any membership status whatsoever upon the recipient, nor do any of the customary indicia of membership accompany such award including, without limitation, the ability to visit a DeMolay Chapter or to act as an adult worker without actual application and certification from DeMolay International. The “Award of Honorary membership” is an award given in recognition of assistance to DeMolay and confers no rights whatsoever upon the recipient. The cost for the award shall be fixed by the Grand Secretary. (2015)

B. Any member of another recognized supreme council or other independent DeMolay organization may purchase a “Certificate of Honorary Membership” in DeMolay International. This certificate does not confer any membership status whatsoever upon the purchaser nor do any of the customary indicia of membership accompany such certificate including without limitation, the ability to visit a DeMolay Chapter or to act as an adult worker without actual application and certification from DeMolay International. The “Certificate of Honorary membership” confers no rights whatsoever upon the purchaser. The cost for the certificate shall be fixed by the Grand Secretary. (2015)

# Under J & L Construction

# Under J & L Construction

## **DeMolay International Regions**

Region I = the jurisdictions of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.

Region II = the jurisdictions of Delaware, Maryland, New Jersey, New York, Pennsylvania, Virginia, and the District of Columbia.

Region III = the jurisdictions of Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, and Tennessee.

Region IV = the jurisdictions of Illinois, Indiana, Kentucky, Michigan, Ohio, and West Virginia.

Region V = the jurisdictions of Iowa, Minnesota, Nebraska, North Dakota, South Dakota, and Wisconsin.

Region VI = the jurisdictions of Arkansas, Kansas, Louisiana, Oklahoma, and Texas.

Region VII = the jurisdictions of Arizona, Colorado, Montana, New Mexico, Utah, and Wyoming.

Region VIII = the jurisdictions of Alaska, Idaho, Northern California, Oregon, Southern California, and Washington.

Region IX = the countries of Aruba, Bolivia, Peru, Panama, Paraguay, and Uruguay.

Region X = the countries of Germany, Italy, Romania, Serbia and France.

## **DeMolay International Independent (Foreign) Organizations**

Australia = the country of Australia

Brazil = the country of Brazil

Canada = the country of Canada

Philippines = sovereign state in southeast Asia (Republic of the Philippines)



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