



## Procedure for Starting DeMolay Chapters in Other Countries

The purpose of this instruction is to provide a step by step guideline for introducing DeMolay into a foreign jurisdiction.

### **A. BASIC REQUIREMENTS**

1. The location must be under the jurisdiction of a Grand Lodge that is recognized as being regular by Grand Lodges in the United States.
2. The proposed Chapter must have the support of a Masonic affiliated organization or organizations. This support must consist of financial resources, a meeting place, and the commitment of a sufficient advisory staff.
3. An application for membership may be received only from a young man who:
  - a. Has passed his thirteenth birthday, or has passed his twelfth birthday and who has completed the seventh grade, 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. He must be sponsored by a Mason.
  - b. Professes a belief in God and reverence to His holy name,
  - c. Affirms his loyalty to his country and respect for its flag,
  - d. Adheres to the practice of personal morality,
  - e. Pledges himself to uphold the high ideals typified by the seven cardinal virtues in the Crown of Youth,
  - f. Accepts the philosophy of the universal brotherhood of man and the nobility of character typified by the life and death of Jacques DeMolay.
4. The establishment of DeMolay in the jurisdiction must have the approval of the Grand Master of Masons in the jurisdiction. Only an organization composed exclusively of Masons or an Advisory Council may sponsor a Chapter of DeMolay.
5. The proposers must agree to establish the Chapter under the supervision of an Executive Officer in an existing jurisdiction.

### **B. PROCEDURE**

1. Once the above requirements have been satisfied, the sponsoring body shall inform DeMolay International of its intentions, and request an appearance before the International Relations Committee at their next scheduled meeting.
2. After the meeting has been arranged, the delegation or representative of the sponsoring organization shall meet with the Committee and provide documentation that the above requirements have been met.
3. At the conclusion of the meeting or meetings, the International Relations Committee will make a recommendation to the Supreme Council for consideration and action.
4. If the action of the Supreme Council is positive, the sponsoring organization will be authorized to proceed under the authority of the Supreme Council of DeMolay International, under the representation and direction of an Executive Officer selected by the Supreme Council. If the action of the Supreme Council is negative, the International Relations Committee will provide direction as to what further steps must be taken for future consideration.
5. The monitoring Executive Officer will appoint an Advisory Council composed of Master Masons. The Advisors must successfully complete a DeMolay training program and file an Adult Worker Application. Part III, Article 14 of the Rules and Regulations of DeMolay International define the requisites and duties of an Advisory Council.

6. Initiation of young men into the Order must be accomplished by members of a chartered Chapter of DeMolay and under the supervision of the Executive Officer responsible for the Chapter.
7. Once the minimum number of fifteen members has been reached, the sponsoring organization may apply to the monitoring Executive Officer for authority to establish a Chapter. This process will follow the provisions of Part III, Articles 11 (311.1 through 311.9), and 12 (312.1 through 312.3) of the International Supreme Council of the Order of DeMolay.
8. After a minimum of three Chapters have been authorized and established and have demonstrated they are functioning to the satisfaction of the Supreme Council, consideration may be given to establishing them as a jurisdiction (under the guidance and direction of their own Executive Officer) within the Supreme Council of DeMolay International or an autonomous Supreme Council in that country.

**C. CHECKLIST**

Once the proposed Chapter has been authorized BY THE Supreme Council, the sponsoring organization should follow these steps to establish the Chapter:

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|---|-------------|
| 1. Chapter Start-up Kit requested and received                        | Date: _____ |
| 2. Advisor Training Program completed                                 | Date: _____ |
| 3. Advisory Council established                                       | Date: _____ |
| 4. Ritual translation submitted to DeMolay International for approval | Date: _____ |
| 5. Minimum of 15 members initiated                                    | Date: _____ |
| 6. Letters Temporary requested  | Date: _____ |
| 7. Letters Temporary issued   | Date: _____ |
| 8. Chapter regalia obtained   | Date: _____ |
| 9. Chapter Institution requested                                      | Date: _____ |
| 10. Chapter Instituted  | Date: _____ |
| 11. Quarterly Reports to Monitor/Executive Officer                    | Date: _____ |

**D. EXECUTIVE OFFICER REPORTS**

The assigned Executive Officer shall prepare and submit a report to DeMolay International Headquarters in January, April, July, and October for the progress and activities the new Chapter accomplished during the previous quarter. The report shall include, but not limited to:

1. Current Membership
2. Degrees Conferred
3. Recruiting and Training of new Advisors
4. Financial Status
5. Chapter Activities
6. Required paperwork submitted

If there is no progress to report, that should also be communicated to Headquarters.