

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 Training
 - (f) DeMolay Programs and Administration
 - (g) Honors and Awards
 - (h) International Relations
 - (i) Jurisprudence and Legislation
 - (j) Membership
 - (k) Nominating
 - (l) Ritual and Regalia
 - (m) Insurance
 - (n) Congress
 - (o) Youth Protection
- (2006) (2012) (2016)

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 Training Committee. The DeMolay Education and Training Committee shall:

(a) Develop, maintain, and execute programs for the education, training and certification of advisors.

(b) Develop, maintain, and execute continuing education and training programs for advisors.

(c) Develop Jurisdictional Management Training for certification of Executive Officers and other designated advisors.

(d) Develop, maintain and execute Leadership Correspondence Courses (LCC) and other programs for the education and training of the youth membership of DeMolay International.

(e) Maintain an oversight sub-committee for the purpose of assisting and promoting regional DeMolay Leadership Conferences (DLC).

(f) Develop, maintain and execute a “Train the Trainer” program to certify in-house education and training expertise. (2016)

203.8 DeMolay Programs and Administration Committee. The DeMolay Programs and Administration Committee shall:

(a) Provide support to the elected officers and the Service and Leadership Center in the areas of DeMolay International youth activities and programs.

(b) Study, develop and promote an active athletic, health, fitness and nutrition program and recommend chapter, jurisdictional, regional, and national competitions and activities.

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

(d) Supervise all publications with concern for current and appropriate 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. (2016)

203.9 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)

203.10 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. (2016)

203.11 DeMolay Membership Committee. The DeMolay Membership Committee shall oversee membership recruiting and retention activities for both youth and adult members of DeMolay International. (2006) (2016)

203.12 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.

203.13 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)

203.14 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.

203.15 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)

203.16 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)

203.17 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)

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

203.19 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.

203.20 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 advisor training program and have annually by December 31st of each year signed and filed with the Executive Officer a completed DeMolay advisor 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) (2016)

(d) Shall appoint all Advisors from those who have successfully completed the DeMolay advisor training program and have annually by December 31st of each year signed and filed with the Executive Officer a completed DeMolay advisor application, a certificate of change or certificate of no change. (2010) (2011) (2016)

(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