**Congress Officer Application Form 2017 – 2018**

**Overview**

This form is to be used to submit a request to run for election to the office of International Master Councilor, International Congress Secretary. Please submit a **typed** version of this application. The Executive Officers application must also be added. DUE MAY 1ST, 2017

**Personal Information**

**Full Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Age:** \_\_\_\_\_\_ **Date of Birth:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Jurisdiction:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office Being Sought:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | International Master Councilor |  | International Congress Secretary |

**Primary Mailing Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Cell Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Home Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Secondary Mailing Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(If Applicable)*

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

**Parent Information**

**Father’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Mother’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent Mailing Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Parent E-Mail Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(C)

Please circle the preferred phone number to be called.

**Emergency Contact *(if not Mother or Father)*:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Numbers:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(C)

Please circle the preferred phone number to be called.

**DeMolay Information**

**Home Chapter/Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Current Chapter/Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Initiation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List elected offices you have held in DeMolay:**   
*(I.E. - Master Councilor of Mother Chapter, Titan League President, Region II Cabinet Member, etc.)*

**Title** **Year/Term**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**DeMolay Awards & Honor History**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| FMA | BHK | PMC-MSA | RD | CHEVALIER | DSA |
| LOK | Hats Off Award | |  |  |  |

Others:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please list all DeMolay Leadership Conferences Attended:**

*(I.E. – Key Man Conference, Garden State LTC, Great Plains DLC, etc.)*

**Conference Name Year(s) Attended**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Education Information**

**Are you currently in school?** YES  NO

**Name of High School:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of College Attending:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(If Applicable)*

**Anticipated Graduation Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(If Applicable)*

**List any other relevant educational experience here:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List any computer programs, web publishing software, and other technology you know how to use:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment Information**

**Are you currently employed?**  YES  NO

**Employer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(If Applicable)*

**Description of Employment**: *(If Applicable)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Number of hours worked per week:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Major Events**

The 2016-2017 Congress Officers should be prepared to travel extensively every weekend to events such as those below in addition to jurisdictional travel. As the dates become available, the Congress Advisor will share them and work to purchase tickets. Understand that as a Congress Officer you have an obligation to attend all major events, and will be expected to make the travel duties of a Congress Officer a top priority. With questions about specific dates and areas where you already know that you will be unavailable, please email the Congress Advisor Brad J. Northcutt at his email yankeesguy@cox.net.

|  |  |
| --- | --- |
| June | Breakfast with the Grand Master and Congress Advisor |
|  |  |
| July  August  August | Supreme Assembly  Supreme Session, IOJD  Board of Directors Meeting, Kansas City, MO |
| September  September  September  September  October  October  October  November  November | Region 2 Meeting  Region 3 Meeting  Region 5 Meeting  Region 4 Meeting  Region 6 Meeting  Region 7 Meeting  Region 1 Meeting  Region 8 Meeting  Board of Directors Meeting, Kansas City, MO |
| February  March  June | Conference of Grand Masters  Board of Directors Meeting, Kansas City, MO  Session, Alexandria, VA |

**Candidate Statements**

The following prompts must be answered to provide candidate statements that will be used in Congress Publications prior to the 50th International DeMolay Congress. **These statements will serve as background information for voting delegates and may be shared with them in the exact manner in which you write and attach them to your application.** Please attach these typed answers to the end of this document and email to the Congress Advisor and International Master Councilor at [yankeesguy@cox.net](mailto:yankeesguy@cox.net) and [IMC@DeMolay.org](mailto:IMC@DeMolay.org). There is a **word limit** of **750 words** for each answer.

1. **Why are you seeking election to an International Office?**
2. **Bylaw requirement: You will need to produce a detailed plan to increase membership in DeMolay International.**
3. **What qualifies you for this position? Please include DeMolay experiences specifically which have enriched your leadership and management capabilities.**
4. **In your opinion, what is the biggest problem facing DeMolay and how will you work to address that problem as a part of the leadership team of DeMolay International?**
5. **How will you manage school, work, and other life commitments with your office?**

**Minimum Standards of Service**

Below are standards of service. You will need to initial each one.

\_\_\_ I have read and understood the Congress Officers’ Handbook. I have asked any clarifying questions I may have with the Congress Advisor.

\_\_\_ I understand that as a DeMolay it is my responsibility to be a role model at all times. If my conduct is not in accordance with DeMolay’s principles, disciplinary action is possible including removal from office.

\_\_\_ I understand that if I miss a flight I may be liable for paying any change in fare.

\_\_\_ I understand that use of alcohol or tobacco at DeMolay events is prohibited regardless of age and that my use of either is grounds for immediate removal.

\_\_\_ I understand that supplying alcohol or tobacco at DeMolay events is prohibited and that my supplying either is grounds for immediate removal.

\_\_\_ I understand that use of illegal drugs at DeMolay events is prohibited and that the use of either is grounds for immediate removal.

\_\_\_ I understand that when I travel I am obligated to obey the rules and regulations of the event and activity. Violation of those rules is grounds for immediate removal and that I may be obligated to pay for any change in fare if I am sent home.

\_\_\_ I understand that I am under the direction of the Congress Advisor and that I will inform him or his designee of my travels, activities, and plans.

\_\_\_ I understand that I am personally liable for any equipment loaned to me by DeMolay International including, but not limited to, regalia and electronic devices.

\_\_\_ I understand that I am personally liable for any expenses I incur that are not covered by the Congress Reimbursement policy or pre-approved by the Congress Advisor.

\_\_\_ I understand that if something I post on social media is deemed by the Congress Advisor, Grand Master or Executive Director of DeMolay International to be inappropriate that I am required to remove it.

**Candidate Filing Statement**

*“I have read and understand the Congress Regulations, Election Policies, and Checklist sent with this application. I understand the commitment involved and I am prepared to fulfill the duties of the office in the event of my election.”*

**Candidate Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian Approval**

Your son or ward is applying to run for an elected Congress Office within DeMolay International. To be successful in this position, he will need the full support of his family. Below are parental standards that we request you initial and sign off on and return with your son’s application.

**Standards of Service:** Below are standards of service. You will need to initial next to each one.

\_\_\_ I have read and understood the Congress Officers Handbook. I have asked any clarifying questions I may have with the Congress Advisor.

\_\_\_ I understand that my son/ward may not use alcohol or tobacco at DeMolay events is regardless of age and that his use of either is grounds for his immediate removal.

\_\_\_ My son/ward will not use illegal drugs at DeMolay events.

\_\_\_ I understand that my son as a DeMolay is responsible for being a role model at all times. If his conduct is not in accordance with DeMolay’s principles, disciplinary action is possible including removal from office.

\_\_\_ I understand that my son/ward is obligated to obey the rules and regulations of any event or activity he attends. Violation of those rules is grounds for immediate removal and that I may be obligated to pay for any change in fare if he is sent home.

\_\_\_ I understand that my son/ward is personally liable for any equipment loaned to him by DeMolay International including but not limited to regalia and electronic devices.

\_\_\_ I understand that we are personally liable for any expenses my son/ward incurs that are not covered by the Congress Reimbursement policy or pre-approved by the Congress Advisor.

\_\_\_ I understand that my son/ward will need a debit or credit card to allow him to use it for incidentals. I will add him as a co-signer to one of my cards if he does not currently have one. *(In the event of weather delays while traveling, both a credit card and government identification are required to check into a hotel.)*

\_\_\_ I understand that DeMolay International does not provide a business credit card. We are responsible to provide a method of payment for our son/ward should occasion require.

\_\_\_ I understand that DeMolay International does not provide the business attire (suits and tuxedos) required at some DeMolay events, and that I will be responsible for ensuring that he possesses the necessary formalwear for all events that he attends.

Please sign the statement below:

*“I have read and understand the Congress Regulations, Election Policies and*

*Checklist sent with this application. I understand the commitment involved and*

*am prepared to support my son/ward in his endeavors.*

**Parent/Guardian #1:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_

**Parent/Guardian #2:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_

**Executive Officer’s Approval of the Candidacy of an Active Member of the Order of DeMolay for an elected International Congress Office**

*International Master Councilor, International Congress Secretary*

***I hereby give my permission for:***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to seek the following office of:

International Master Councilor

International Congress Secretary

* I acknowledge by granting my permission that I support and wholeheartedly endorse the candidacy of this young man.
* I have reviewed the attached application and to the best of my knowledge the information contained therein is accurate.
* I acknowledge that this young man has my permission to travel outside of my jurisdiction on behalf of the DeMolay Congress.
* To the best of my knowledge this young man has not been the respondent in a criminal matter.
* To the best of my knowledge this young man has not been involved as the accused in any youth protection matter within the Order of DeMolay.
* I acknowledge that if any disciplinary action is taken against this young man I will notify the Congress Advisor of the disposition of the matter.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

***Executive Officer or Personal Representative Name Date***

**Day Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Evening Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-Mail:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**International DeMolay Congress**

**Congress Officer Regulations & Election Policies**

*This information is for those DeMolay members seeking office as the International Master Councilor or International Congress Secretary of the 49th International DeMolay Congress, this election is being held at the International DeMolay Congress in San Diego, CA, in June 2016.*

**Qualifications:** (According to DeMolay International Congress By-Laws)

1. A candidate must be a current Congress Delegate.
2. A candidate must be a current or past Jurisdictional Master Councilor.
3. A candidate must have obtained his Executive Officer’s written approval (Approval form in the application) and submitted to the Congress Advisor at least twenty (20) days prior to the date of election.
4. A candidate must not have attained his 21st birthday prior to the date of his election.

**Congress Election Policy:**

1. A candidate for Congress office does not need to declare the office for which he wishes to seek until the candidates’ orientation meeting with the Congress Advisor and current Congress Officers.
2. An Executive Officer can withdraw his approval of a candidate to run up to the moment of election.

**Candidate Time Line**

**May 1st, 2017** Deadline (Postmarked, Faxed, or E-Mailed) for Candidate’s Application. (See below for contact information)

May 2016 Congress Officer Interviews (Certification of Candidacy) – Completed by the Acting Congress Advisor Brad J. Northcutt

June 14, 2017 Candidate’s Orientation Meeting – 10:30 PM in Buffalo, detailed information to be provided.

June 15, 2017 Nomination of Candidates

June 16, 2017 Candidate Debates/Caucus

June 17, 2017 Elections and Installation of Officers

**Application Submission:**

**Submit applications by May 1st, 2017 via email or mail to:**

Brad James Northcutt  
9100 Sue Anthony Ln.

Yukon, OK 73099  
C Tel: 405 923 1921  
Email: yankeesguy@cox.net

**International Master Councilor Job Description**

**Leadership**

* + Plan and preside over the International DeMolay Congress.
  + In consultation with the International Congress Secretary, oversee the International DeMolay Congress Cabinet. Includes the assignment of tasks, the implementation of programs, and monthly communication with the Cabinet.
  + Develop and update a strategic approach to social media and construct an implementation plan for the term.
  + Develop a transition strategy and plan for his successor in consultation with the Congress Advisor.
  + Create a Policy and Purpose Report in consultation with the International Congress Secretary, Cabinet Members, and Congress Advisor within one month of taking office.
  + And to perform such tasks as may naturally devolve upon such a position or may be assigned from time to time.

**Communication**

* + Maintain active communication with all of DeMolay International. This includes, but is not limited to Active DeMolays, Jurisdictional Officers, the DeMolay International Cabinet, the Congress Advisor, and the Grand Master of DeMolay.
  + Communicate with each Jurisdictional and/or State Master Councilor through a phone call or electronic means once a quarter. (In jurisdictions without a Jurisdictional and/or State Master Councilor, the Active DeMolay designated by the Executive Officer.)
  + Provide to the members of the International DeMolay Congress a quarterly report on his duties, visits, and update on the policy & purpose report.
  + Collaborate with the International Congress Secretary and the DeMolay International Cabinet to publish, at a minimum, a quarterly newsletter on behalf of DeMolay International.
  + Remain in communication with and consult regularly with the Congress Advisor and/or his staff as appropriate.

**Education**

* + Provide training and resources for the education of Jurisdictional Officers.
  + Ensure representation at training opportunities and other DeMolay events when invited.
  + Present a positive public image of DeMolay International at all times, including, but not limited to events, social media, and public appearances.
  + Attend and participate in public events when invited on behalf of DeMolay International
  + In consultation with the Congress Advisor, prepare updates for the Congress Officer’s Handbook.
  + Ensure that with the International Congress Secretary, that any and all changes to the bylaws of the International DeMolay Congress are updated and transmitted to the Service and Leadership Center.

**International Master Councilor Job Description (Continued)**

**Representation**

* + Attend and participate in Board of Director Meetings on behalf of the Active Members of DeMolay International.
  + Prepare a written report for the Board of Directors at least five business days before each meeting on behalf of the International DeMolay Congress that describes the progress of the Congress since the last board meeting.

**International Congress Secretary Job Description**

**Leadership**

* + In coordination with the International Master Councilor, plan and preside over the International DeMolay Congress.
  + Preside in the absence of the International Master Councilor.
  + In consultation with the International Master Councilor, oversee the International DeMolay Congress Cabinet. Includes the assignment of tasks, the implementation of programs, and monthly communication with the Cabinet.
  + Develop a transition strategy and plan for his successor in consultation with the Congress Advisor and the International Master Councilor.
  + Maintain the records of the International DeMolay Congress and see that the minutes of each International DeMolay Congress are prepared for distribution one month following the Congress, signed off by the Congress Advisor or his designee.
  + And to perform such tasks as may naturally devolve upon such a position or may be assigned from time to time.

**Communication**

* + Maintain active communication with all of DeMolay International. This includes, but is not limited to Active DeMolays, Jurisdictional Officers, the DeMolay International Cabinet, the Congress Advisor, and the Grand Master of DeMolay.
  + Develop and maintain the International DeMolay Congress Directory that is to include all of Jurisdictional Officers. In the absence of Jurisdictional Officers, the Active DeMolay designated to communicate with the Congress by the Executive Officer. At a minimum, this directory must include all mailing addresses (physical and electronic), telephone numbers, birthdates, social media contacts, and the date of successor’s installation.
  + Record the minutes and transactions of all International DeMolay Congress Cabinet Meetings and distribute them within one week of all meetings.
  + Communicate with each Jurisdictional and/or State Master Councilor through a phone call or electronic means once a quarter. (In jurisdictions without a Jurisdictional and/or State Master Councilor, the Active DeMolay designated by the Executive Officer.)
  + Provide to the members of the International DeMolay Congress a quarterly report on his duties, visits, and update on the policy & purpose report.
  + Collaborate with the International Master Councilor and the DeMolay International Cabinet to publish, at a minimum, a quarterly newsletter on behalf of DeMolay International.
  + Remain in communication with and consult regularly with the Congress Advisor and/or his staff as appropriate.

**International Congress Secretary Job Description (Continued)**

**Education:**

* + Provide training and resources for the education of Jurisdictional Officers.
  + Ensure representation at training opportunities and other DeMolay events when invited.
  + Present a positive public image of DeMolay International at all times, including, but not limited to events, social media, and public appearances.
  + Attend and participate in public events when invited on behalf of DeMolay International
  + In consultation with the Congress Advisor, prepare updates for the Congress Officer’s Handbook.
  + Ensure that with the International Congress Secretary, that any and all changes to the bylaws of the International DeMolay Congress are updated and transmitted to the Service and Leadership Center.

**Representation:**

* + Attend and participate in Board of Director Meetings on behalf of the Active Members of DeMolay International.
  + Prepare a written report for the Board of Directors at least five business days before each meeting on behalf of the International DeMolay Congress that describes the progress of the Congress since the last board meeting.

**Congress Officer Application Checklist**

*(This form is for self-evaluation purposes and need not be returned. The candidate should review the below questions with his family and closest DeMolay friend(s)/advisor(s).)*

\_\_\_\_ Do I have the public relations and speaking skills that would enable me to properly represent the young men of DeMolay?

\_\_\_\_ Am I dedicated to the position that I am seeking to enable myself to give the required effort?

\_\_\_\_ Do I have the time to give to the position without hurting my school, family, or personal life?

\_\_\_\_ Do I have the financial backing for this?

\_\_\_\_ Do I have the support of my family?

\_\_\_\_ Do I have the support of my jurisdiction?

\_\_\_\_ Do I have enough experience to properly fulfill my duties?

\_\_\_\_ Am I prepared physically and emotionally for this challenge?

\_\_\_\_ Have I considered how winning an election could affect my whole life, and the lives of my family and friends?

\_\_\_\_ What impact will being elected have on my Jurisdiction?

\_\_\_\_ What do I have to give up to hold a Congress office?

\_\_\_\_ Do I have the organizational and managerial skills needed?

\_\_\_\_ What can I bring to the Congress Officer position?

\_\_\_\_ Am I ready and willing to live up to the expected image of such a position and am I prepared to live in the celebrity “fishbowl”?

\_\_\_\_ Do I believe that the most important person in DeMolay is the newest initiated member, and not the people holding the high offices?

\_\_\_\_ Am I doing this to satisfy my ego, or do I really believe I can make a difference in our Order?

**GOOD LUCK!**

Questions? Feel free to e-mail or call:

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