



DeMolay Advisor's Conference 2010

Jacques' Crusade

MLI Team ~ M.W. David Whitcomb Lovering Class

Concept to Implementation and Beyond

Team Members

Br. Scott Boyle	Joel H. Prouty Lodge, Auburn MA
Br. James Gonyea	Joel H. Prouty Lodge, Auburn MA
Br. Robert Lajoie	Joel H. Prouty & Oxford Lodges, Auburn & Oxford MA
Br. Ramon Palaez	Quinebaug Lodge, Southbridge, MA
Br. John Ramonas	Joel H. Prouty, Auburn MA
Br. Christopher St. Cyr	Quinebaug & Oxford Lodges, Southbridge & Oxford MA
Br. John Varteresian	Joel H. Prouty, Guiding Lights & Webster Lodges Auburn, Auburn & Webster MA

Team Advisor

Wor. David Nadreau	Mumford River Lodge, Douglas MA
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Introductions	~ Br. Christopher St. Cyr
Original Team Goal, Plans and Limitations	~ Br. John Varteresian
Process Implementation	~ Br. James Gonyea
Sample Presentation & Questions	~ Br. Christopher St. Cyr & ~ Br. John Varteresian
Perspective on a New DeMolay	~ Br. Ramon Pelaez
Statistics	~ Br. Scott Boyle
Our Vision Going Forward	~ Br. Robert Lajoie
Event Planning and Suggestions	~ Br. John Ramonas

Original Team Goal

To develop a marketing plan to increase awareness, build membership and enhance retention in DeMolay.

- Establish multiple marketing channels to disseminate information to the target market.
- Expand on current initiatives and practices to develop a model of success for future use.
- Increase applications and enrollment in the local (Worcester) Chapter by 50%.

Our Premise: As new Masons, we had heard little about DeMolay and expected that the swell of new Masons due to the Open House program could be a huge untapped resource (of sons, nephews, grandsons, etc.) to increase membership in the local Chapter.

Original Team Plans

1. Marketing channels - Target market is Blue Lodge Masons, especially new ones.

- Individual Lodge visits
- Lodge of Instruction visits
- Internet - Website/Facebook
- New events
- Information packet for new Masons

2. Expansion on Current Initiatives

- Fraternal/Official Visit reinforcement
- Insert included with Lodge Communications
- Combined Open House Day promotion

1. Application and Enrollment

- Track membership monthly
- Note new memberships tied directly to Brethren where possible
- Track number of Brethren spoken to, to enable some statistic development

Original Team Limitations

- The scope of the Team Project had to be narrow, and results had to be measurable.
- MLI Team Project time period was from March to September.
- Lodges are mostly in darkness in July and August, so there was really only a 4 month window to really implement everything.

Certain aspects could not be completed.

Contact the District Ambassador(s)

- Ask for his help in raising awareness about DeMolay by speaking briefly about it on Fraternal and Official Visits of the District Deputy Grand Master, as well as having informational packets on hand at all times to hand out to new and/or interested Masons.

Contact the Worshipful Master(s) of the Lodge of Instruction

Ask for his permission to give a 10 minute talk at one of the Lodge of Instruction nights about the Crusade to revitalize DeMolay, as well as to hand out information packets after the meeting.

Contact each Lodge's DeMolay Representative (if applicable)

Ask for his help in raising awareness about the local Chapter.

Ask him what has been done by the Lodge in recent years so the Lodge's level of activity in DeMolay can be determined.

Ask him if he would announce Chapter events at each Regular Business Meeting if not already being done.

Ask him if he would hand out information packets to new Masons if not already being done.

Ask him if he would like to become more involved as an advisor/Dad if he isn't already, and if he knows anyone else at the Lodge that might be interested.

Create an information packet to hand out at all speaking engagements. This packet should include the following (maybe collected in a large DeMolay envelope):

DeMolay Application

A couple of informational tri-fold brochures

Jacques' Crusade Insert (See Sample Insert)

Information on becoming a DeMolay Dad or Mom Advisor

Information on upcoming events (will need to update frequently)

A mini-CD if these are still available

Contact information/business cards for Team Members (See Sample Business Card)

Prepare to track the presentations (See Sample Presentation Tracking Form)

Determine which Team Members will attend and present at each Lodge visit

Two members per visit is suggested.

One seasoned Mason and one new Mason make a good combination.

Become familiar with the presentation (See Suggested Script), memorize and develop tone and inflection if possible.

Have a couple practice sessions and include probable questions.

Presentations

- Visit each supporting Lodge on their Regular Business Meeting night.
2. Arrive 30 minutes early and introduce yourselves around.
 3. Meet with the Lodge DeMolay Representative ASAP if applicable.
 4. Examine the layout of the Lodge room early and determine the best place to give the presentation from. Note where the bulk of the Members are seated when the meeting begins.
 5. Coordinate with the Worshipful Master as to when you'll be making the presentation.
2. Give the presentation according to the script. (See Suggested Script). One Team Member should give the first part, and one the second part.
- Answer any questions, but be very mindful not to go beyond just a few minutes, especially if it is later in the evening.
 - Direct Brethren with additional questions to see you after the meeting.
2. Track Information
 - Brethren present,
 - If the Lodge commits to sponsoring a DeMolay (or two),
 - If the Lodge appoints or commits to appoint an active DeMolay Representative (if applicable)
 - information packets handed out
 - members showing interest in becoming advisors/Dads
 - applications specifically taken with a young man in mind
 - Thank the Worshipful Master specifically for the opportunity to speak after the meeting.
1. Drop off the required number of Inserts to be included with the Lodge Communication if the inserts are available at the time of the visit.
12. For Lodges of Instruction, there won't be a DeMolay Representative, nor would they commit to sponsoring a DeMolay, so the script will need to be adjusted. The same will hold true for District and other Lodge events. Information should still be tracked though.

Followup

- A letter of thanks should be mailed to each Lodge visited on the day of their next regular business meeting. It should thank the Lodge and Worshipful Master for allowing the Team to speak, as well as for any commitments that were made the night of the presentation. (See Sample Letter B)

- 3. Any new applications received by the supported Chapter should be tracked to note what Lodge they are tied to. If that Lodge has committed to sponsor 1-2 DeMolays, the DeMolay Representative or Worshipful Master of that Lodge should be contacted to wrap up the process.

- A letter should be sent to that Lodge thanking them for the help in growing the supported Chapter (and the sponsorship if applicable).

- A followup letter should be sent to the Lodge DeMolay Representative. (See Sample Letter C)

- 3. Contact should be maintained with that Lodge's DeMolay Representative. If one hasn't been appointed, it is important to contact the Lodge's Worshipful Master to again ask for help in that respect.

Sample Presentation and Questions

This section of the session will be an actual representation of the presentations that were made throughout the 23rd and 24th Masonic Districts in support of the Worcester Chapter of DeMolay. Please feel free to ask questions related to the script and presentation at its completion.

Perspective on a New DeMolay

This section of the session will be insights and anecdotes from a member of Jacques' Crusade whose son joined during our project and continues to be active in the Worcester Chapter.

Statistics

This section of the session will define where the Worcester Chapter was when we started and how membership progressed over the months of the projects and beyond. It will also note how many Masons we presented to and what our observations were after completion.

Our Vision Going Forward

- Every Lodge should have a DeMolay Representative appointed, and that Representative should be active.
 - 4. He should attend DeMolay functions.
 - 5. He should announce upcoming DeMolay events and the results of past events at every Regular Business Meeting
 - 6. He should let the Lodge know how any DeMolays tied to Brethren of that Lodge are doing.
 - 7. He should make sure to hand out information packets to all new Masons, covering the high points of the scripted presentations done by Crusade Teams.
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- Lodge of Instruction involvement
 - The District Awareness Officer could make announcements of upcoming DeMolay events.
 - The Worshipful Master of the Lodge of Instruction could put on a DeMolay/Rainbow night featuring degree work done by the young men and women as the main “speaker”.
 - Especially for those sorts of nights, the Lead Instructor of the Lodge of Instruction could coordinate having members of a Crusade Team come out and give the ‘Officer Instruction’ part of the evening, presenting the script and answering questions.
 - Members from our MLI Team are more than willing to attend and speak at your Lodge of Instruction if needed.
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- #### 4. Invitations
- Chapters could mail out invitations to specific events to supporting Lodges asking that any available Brethren consider attending. Timing is tricky as it would be read at the Lodge’s Regular Business meeting.
 - This would give the Lodge’s DeMolay Representative a chance to stand up and announce that they are attending and is willing to carpool/coordinate with others if they wish to attend.
-
- Other Masonic Bodies
 - 2. Crusade Teams are designed to jump start Chapter membership. Once Active DeMolay Reps are in place, they aren’t as critical as the message is already being continued.
 - 3. Teams could visit other Masonic Bodies if they have the appropriate memberships (Grotto, Shrine, Scottish Rite, York Rite, etc.)
 - 4. The same process would be used as outlined previously, with some adjustment as needed.
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- FaceBook as a vehicle.
 - With the popularity of FaceBook, Advisors could join the Jacques’ Crusade FaceBook group to announce and promote their events to other Chapters and Lodge Members.
 - Invitations to events can even be sent this way as well.

- Getting in touch with us
- 8. As just mentioned, we have the Facebook Group Jacques Crusade.
- 9. The Team email address is jacquescrusade@gmail.com.
- 10. Individual phone numbers and email addresses can be found on our business cards.
- 11. Electronic copies of all materials are available upon request.

Event Planning and Suggestions

This section of the session is devoted to suggested events to increase visibility as well as connectedness with the supporting Lodges near your Chapter.

- Open House Days!
 - Have an advisor/Dad/Mom and even a few DeMolays at every Lodge during the Open House event.
 - Put up a banner.
 - Show new candidates that Masonry can be a family activity.
5. Lodge Combination Events
- Connect with the supporting Lodges to plan a combination event to raise awareness and have fun for both organizations.
 - Many Lodges with new member are just looking for reasons to plan events.
- District Combination Events
5. The 24th District has a Car Show and a Mini Golf Tournament.
6. The Grand Master's Faire is another perfect example.

Discussion and Wrap-up

Sample Letter A (Introduction)

<<Name>> Lodge
<<Address>>
<<Address>>
<<Address>>
Attn. Worshipful <<Name>>

Worshipful Brother <<Name>> and Brethren of <<Name>> Lodge,

We need your help! As members of Team Jacques' Crusade, Br. <<Name>> and I (Br. <<Name>>) would like to attend your <<Month>> monthly business meeting and with your permission, give a 10 minute presentation about the <<Location>> Chapter of DeMolay to raise awareness about what DeMolay is and does.

With the success of the Open House program, there are many new Masons out there who do not know what DeMolay can do for the young men in their lives. It is our hope, that by raising their awareness of the organization, they will immediately see the potential benefits for their sons, nephews, grandsons and so forth, and that over time those new DeMolays will one day become new Masons.

We will be in contact with you before your next meeting and it is our hope that you and your Lodge will be able to aid us in our goal of strengthening the <<Location>> Chapter of DeMolay.

Sincerely and Fraternally,
Team Jacques' Crusade



Speaking Members
Br <<Name>>
<<PH#>>
<<Email address>>

Br. <<Name>>
<<PH#>>
<<Email address>>

Sample Letter B (Thank You)

<<Name>> Lodge
<<Address>>
<<Address>>
<<Address>>
Attn. Worshipful <<Name>>

Worshipful Brother <<Name>> and Brethren of Rose of Sharon Lodge,

Team Jacques' Crusade would like to thank you for the opportunity to speak at your Lodge on our project to increase awareness and membership of DeMolay. We very much appreciate the hospitality and support shown to us. Our goal is that through this increased awareness and by building a stronger tie between <<Name>> Lodge and DeMolay, we will see a tremendous success in the growth of the <<Location>> Chapter.

The success and survival of the <<Location>> DeMolay Chapter will then be the foundation of a sustainable model to be shared with DeMolay International as a reference guide to increase and retain membership.

We feel that the support shown by the Lodges of this District will serve as a guidepost for other Lodges as we continue to build the membership of the DeMolay Chapters across Massachusetts. The relationship of your Lodge's DeMolay Representative is a critical one as they bridge the gap between the two organizations and can significantly strengthen the tie between Lodge and Chapter. We also believe that through this increased tie and awareness, Freemasonry itself will enjoy long term benefits by having young men that have prospered in DeMolay now joining the fraternity once they become of age.

We will be in contact with your Lodge's DeMolay Representative as things progress.

Thank you again,
Sincerely and Fraternaly,
Team Jacques' Crusade



Speaking Members
Br <<Name>>
<<PH#>>
<<Email address>>

Br. <<Name>>
<<PH#>>
<<Email address>>



Sample Letter C (DeMolay Representative Call)

<<Name>> Lodge
<<Address>>
<<Address>>
<<Address>>
Attn. Brother <<Name>>

Dear Lodge DeMolay Representative:

The Jacques' Crusade team was originally developed through the Masonic Leadership Institute with a goal of raising awareness of DeMolay within the Lodges of the <<Number>> District(s). Members of Team Jacques' Crusade have recently visited your Lodge. We delivered a presentation to raise awareness of DeMolay with the Brethren present, to suggest that if they know a young man who would benefit from this organization to please mention it to them, and to ask the Lodge to directly support DeMolay by sponsoring a young man's lifetime membership at a cost of \$25.00.

We now call upon you as your Lodge's DeMolay Representative to carry the work forward. We've raised awareness across the District, but your Lodge and DeMolay need you to be the voice of DeMolay going forward. The Secretary reading notices is not enough, as there is much going on in the local Chapter that the Lodge can support. In turn, the visibility of that support will help to ensure that the young men of DeMolay will continue on to become the new members of Masonry in your Lodges.

Within the information packets left at your Lodge, we've gathered information we think will be helpful for you and DeMolay to work together to build a stronger link between your Lodge and the local Chapter.

Fraternally yours,

Brs. Robert Lajoie, James Gonyea,
Team Jacques' Crusade

Jacques' Crusade Lodge Presentation Tracking Sheet

Background

Lodge Name	
Presenters	
Date	
Type of Meeting	
# Brethren Present	

Talking Points Covered

Intro

How many Brethren have heard of DeMolay?	
How many Brethren know more than it simply being a Masonic organization for boys?	

Info

Point	Covered?
DeMolay is an organization with Masonic ties for boy ages 12 to 21 in which they learn those virtues that we as Masons hold dear. Love of country, honor, respect for God, respect for women, and brotherhood.	
It teaches teamwork and leadership as well. The young men plan the events, and the adult advisors, or "Dads", are there just in an advisory capacity.	
Events can be as simple as a cookout to as complicated as a weekend camping trip. The young men choose and develop the events.	
The older members act as "big brothers" as well and mentor the younger members.	
We have brought additional information on DeMolay for those interested	
Can you think of a young man in your life that you care about, and who you believe would make a great Mason eventually, but can't have him join yet because he's under 18.	
We need your help in finding young men who would benefit from joining DeMolay, and who would likewise benefit the organization.	
Masons are needed to be actively involved as Advisors (the kids can't do activities if they don't have enough advisors available).	
The "Dad" training takes a few hours and is well worth it.	
If your Lodge doesn't have a DeMolay Rep, please think about volunteering for that position. Or if they do and you have available time, I'm sure they could use your help.	
We would ask that if you able to find a few young men, you might as a Lodge consider sponsoring them into the <<Location>> Chapter of DeMolay. The sponsorship would consist of donating their lifetime membership fee of \$25.00 as well as perhaps volunteering occasionally to help with their events, in coordination with your Lodge DeMolay Rep.	
Consider that between 80-90% of young men in DeMolay go on to become Masons, so it helps the Lodge a few years down the road.	



Jacques' Crusade Lodge Presentation Tracking Sheet

Response

Did any Brethren ask questions during the meeting?	
If so, how many questions were asked?	
How was the material received by the Brethren present (good, well, poor, bad)?	
Did you leave materials behind for the Lodge?	
Were you asked for any applications or further contact information?	
Were you approached after the meeting by any Brethren with questions or comments?	

Comments

If there is any information that you feel is important to be recorded please do so below. This could be questions or comments made to you, or general impressions of the meeting.

Type to enter text

Suggested Script

WHO

- I am Brother <<Name>> from <<Name>> Lodge, and this is Brother <<Name>> from <<Name>> Lodge and we are here this evening representing Jacques' Crusade, a team seeking to revitalize DeMolay.
- Our team goal is to help revitalize DeMolay in the <<Number(s)>> District(s) and we need your help to do this.

INTRO

- How many here have heard of DeMolay?
- How many here know more about it, aside from it being a Masonic youth organization for boys?
- Comment on show of hands:
 - A) If many, indicate that this Lodge is well informed and represented and we'd love their help.
 - B) If not many, indicate that this is what we expected as Freemasonry has grown a lot in the past few years.

INFO

- DeMolay is an organization with Masonic ties for boy ages 12 to 21 in which they learn those virtues that we as Masons hold dear. Love of country, honor, respect for God, respect for women, and brotherhood.
- It teaches teamwork and leadership as well. The young men plan the events, and the adult advisors, or "Dads", are there just in an advisory capacity.
- Events can be as simple as a cookout to as complicated as a weekend camping trip. The young men choose and develop the events.
- The older members act as "big brothers" as well and mentor the younger members.
- We have brought additional information on DeMolay for those interested.

GOAL

- So...How can you help us? How can you help DeMolay? How can you help your own Lodge?
- We all remember why we chose to become Masons. Community, honor, brotherhood, and so forth.
- Can you think of a young man in your life that you care about, and who you believe would make a great Mason eventually, but can't have him join yet because he's under 18.
- We need your help in finding young men who would benefit from joining DeMolay, and who would likewise benefit the organization.
- Much like Masonry in years past, DeMolay's membership has dwindled significantly and motivated young men are needed to keep the traditions alive.
- Masons are needed to be actively involved as Advisors (the young men can't do activities if they don't have enough advisors available).
- The "Dad" training takes a few hours and is well worth it.
- If your Lodge doesn't have a DeMolay Rep, please think about volunteering for that position. Or if they do and you have available time, I'm sure they could use your help.



- We would ask that if you able to find a few young men, you might as a Lodge consider sponsoring them into the Worcester Chapter of DeMolay. The sponsorship would consist of donating their lifetime membership fee of \$25.00 as well as perhaps volunteering occasionally to help with their events, in coordination with your Lodge DeMolay Representative.
- Consider that between 80-90% of young men in DeMolay go on to become Masons, so it helps the Lodge a few years down the road.

END

- Thank you again for your time. We'll be available for questions after the meeting.

Sample Communication Insert

DeMOLAY is a community based international organization that provides leadership opportunities for young men between 12 and 21 years of age. The young men run most aspects of their local Chapter and are involved with coordinating cool activities including camping trips, basketball tournaments, swimming, and many other events. The purpose is to have fun but also to help the community and other organizations.

DeMolay does have a group of Dad Advisors to assist with the above activities and provide adult supervision where needed, but it is the young men who develop and work on the events and activities.

What is the difference between Freemasonry and DeMolay?

DeMolay is similar to Freemasonry, but it has been developed for young men.

Are there any examples of past members that have gone on to great things?

There are many. To name a few: WWE's the Undertaker – Mark Callaway; Walt Disney, creator of the Disney empire; and many more well known leaders and business men.

What is required of me?

DeMolay Chapters generally meet 2 times per month to vote on and plan activities. This is where things like dances (oh yeah, ask one of us about our sister group, the International Order of Rainbow Girls, and all the activities we plan with them), parties and fund raisers come to life. It is also where the lessons of leadership and respect are taught through the organization of the meetings, and the practicing and performing of degree work. There are also online leadership courses you can take to help advance in DeMolay, and as a bonus, colleges and many other organizations look favorably toward young men that get involved in anything community and leadership oriented!

What do we do?

- Activity planning
- Charitable Work
- Food
- Video Games
- Combined events with the Rainbow Girls
- Camping/Hiking
- Dances
- Fund Raisers
- Sports

Please call your Lodge DeMolay Rep. or Master for more information.

WHAT IS DEMOLAY?



DeMolay... a rich history of attitudes, traditions, and Masonic values. In fact, each Chapter must be sponsored by a Masonic group and the young men are taught some of the same characteristics that are emphasized in Freemasonry. Some of those characteristics are belief in deity, love of parents, patriotism, and respect for fellow man. 70% to 80% of DeMolay members go on to active roles in Masonic Lodges after they become adults.

DeMolay offers a safe environment where young men have a greater level of independence; where a young man learns the virtues and best values of ancient chivalry and translates them into modern concepts and uses. The purpose is to make the young man a better leader, father, and citizen of or for tomorrow.

DeMolay strongly encourages original thinking, creative planning, responsible decision-making and cooperative action.

All DeMolay activities are created, planned, and executed by the young men and are closely supervised by DeMolay advisors. These activities provide a place where they can try new experiences and have social interaction with peers in an environment where they will be safe and supported.

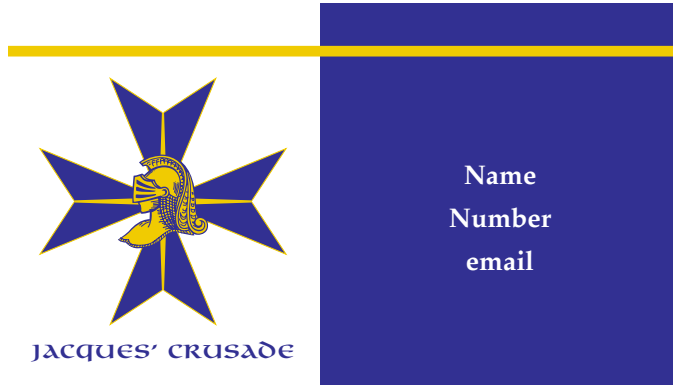
As a Freemason, you can help the DeMolay movement in a number of ways:

- Offer your time and talents as a DeMolay advisor or adult volunteer.
- Urge your son, nephew, grandson, young man in your neighborhood or from among the families of your friends toward possible membership in DeMolay
- Boost and help DeMolay at every opportunity that presents itself.
- Sponsor a new member into DeMolay.

Team "Jacques Crusade" is challenging all brethren of the Massachusetts Lodges to support the future leaders of our Country and Masonry.

Lodge DeMolay Rep: _____





SUGGESTED BUSINESS CARD

Worcester DeMolay Advisory Council Policies

Understanding the DeMolay Member

The strength and growth of any DeMolay Chapter can usually be traced directly to the strength and interest of the Chapter's Advisory Council and often times specifically to the Chapter Advisor. Without adequate adult leadership, a Chapter will too often dwindle to a "do nothing" Chapter and finally to non-existence.

All members of the Advisory Council must be certified. They must complete an Adult Worker Application, submit to a background check and attend DAD I Training. They must be approved for service by the Advisory Council they wish to join, the head of the sponsoring body and the Executive Officer of the Jurisdiction. Each year an Advisor must be re-certified to continue to serve.

The Advisory Council should meet at least once a month to carry out their duties which in general are:

Organize. Select a Chairman, a Chapter Advisor, Scribe and Treasurer and divide up the duties and responsibilities among the council members.

Meet regularly. And keep records of all the meetings of the Council.

Provide guidance to the Chapter. Help the Chapter run itself, but don't "run the Chapter."

Regulate the Chapter. See that the Chapter operates within the Rules and Regulations of DeMolay International and the By-Laws of the Jurisdiction of Massachusetts.

Check the Chapter Budget. Keep a close scrutiny on the finances of the Chapter to insure proper fiscal management.

Select the Chapter Scribe and Treasurer. See that a responsible person is selected to keep the Chapter minutes and other vital records and to select a responsible person to be the Chapter Treasurer. (The Treasurer must be at least 18 years of age.).

Insist on Growth and Expansion. Do not let the members loose sight of the need for vigorous membership drives, and see that the Chapter members participate in other DeMolay International, Jurisdictional and inter-chapter activities.

While the above items are general responsibilities of the Advisory Council as a whole, there are other specific duties or responsibilities that every individual Advisor on the Council should adhere to. These include:

1. Make an effort to attend all Chapter and public meetings and socials, as your presence will instill a feeling of confidence among the members that you are truly interested in their work and that you are serious in your purpose to help them.
2. Chaperon all parties and socials of the Chapter.

3. Attend all Advisory Council meetings, as no ship can sail without a crew; and as an Advisor, you are an integral part of the crew of the Chapter.
4. Make members of the Chapter feel that you are glad to be with them and advising them, as the interest and friendship of an adult can be a precious thing to a young man.
5. Don't hesitate to fill any Advisor's position as needed, for even though you may be assigned some specific specialty, you shouldn't hesitate to fill in any other place needed in order to get the job done on behalf of the Chapter.
6. Keep DeMolay before Masonry, and this probably is one of the things forgotten most. Whenever and wherever you can, talk about DeMolay activities and remind the Masons of the important job that is being done to mold the character of these young men.

Qualities of an Advisor

Some Advisors "click" in their relations with the DeMolays they work with. Others never seem to be effective. What makes the difference? Part of the answer lies in the interest and personality of both the Advisor and the young man, but part of the problem is centered around the way in which the Advisor handles his position.

As Advisor should be well informed of the responsibilities of the particular officer, or program he is advising. An Advisor must know something about the job or program before he can advise others properly.

Although an Advisor must safeguard the efficiency of an office, the young man filling it will be certain to make mistakes, but that's one of the values of training through experience. Patience is one of the best virtues that an Advisor can have. Teenage boys often have their own way of coping with unpleasant situations. They simply quit! To avoid such an occurrence, an Advisor must learn just how much constructive criticism he can pass along to a particular youth.

It is universally agreed that the major problem confronting DeMolay today is the acquiring and keeping of good, competent Advisors. As an active Advisor on your Chapter's Advisory Council, you should be constantly looking for likely candidates for Advisory positions. What qualifications should you look for when securing new Advisors? Primarily, a good Advisor must understand the ways of young people and be able to gain their trust and confidence. He must always have sufficient time to devote to the Advisor's job.

Cooperation and harmonious relationships are basic ingredients that are essential to a smooth working Advisory Council.

Being an Advisor for a DeMolay Chapter is a job that often takes a lot of time, energy and personal expense. The Advisors receive their pay and reward in the knowledge that they are helping the young men of today mold their character for the responsibility of first-class citizenship and leadership of tomorrow.

*“The rewards of life can’t be counted in honors and dollars,
but rather in the eyes of those you have served!”*

*“The opportunity to work with young men is a challenge
—not one to worry about, but one to enjoy.”*

These are two statements which describe the typical feelings of Advisors who work in DeMolay.

An Advisor is a person who has said “Yes I’ll...

- Give some of my time to build leaders and good citizens.
- Help stimulate constructive thought
- Help teenagers adjust to today’s life,
- Expand, develop, and encourage the DeMolay area I’m assigned to,
- Help my community benefit from DeMolay.”

An Advisory Council is comprised of Master Masons, Parents, and Family, who give a little time to do a big job. When the Council work is divided into areas of responsibility, it yields success.

Advisory Council Meetings

The Chairman of the Advisory Council should call regular monthly Advisory Council meetings. These meetings should be conducted in a businesslike manner. The reason is threefold. First, it is incumbent on the Advisors to set an example for the DeMolay members. A Chapter Advisor is in an untenable position when he attempts to encourage the DeMolays to hold formal businesslike meetings when the example set by the Advisory Council he represents is lacking. DeMolays would rather do as the Advisors do than merely do what they say. If Councils conduct important business by haphazard telephone calls then the Master Councilor naturally could assume he could follow his Advisor’s example.

Second, an efficiently managed Advisory Council is in a better position to attract new members. As with the Chapter, boys are attracted to the efficient, successful Chapter rather than to the second-rate Chapter that practices short cuts and permits poor ritual. Each of us wants to belong to a first-class organization. So it is with the Advisory Council. A person would rather become associated with an efficient group who take their responsibility of advising young men seriously. This responsibility of working with youth deserves to be taken seriously. A person attending his/her first DeMolay Advisory Council meeting would like to be a member of an effective team of Advisors who know what they are doing and who know how to work with a DeMolay Chapter.

Third, the efficiently run Council demands less of each member. A cooperative venture on the part of a dozen men, each knowing what the other is doing and each performing his task is less demanding of the individual’s time than the one- or two- man Council that tries to do everything and results in duplication of time and effort. As the efficient Advisory Council attracts more advisors, it proportionately demands less of each person of his time and energy. In this example, efficiency truly results in savings!

Meetings held on a regular night—once a month—are strongly recommended. This affords the member of an opportunity to reserve that time period each month in advance. The members should be reminded with a meeting notice or email in advance. An email or a text message is an easy and very inexpensive reminder.

A meeting conducted using basic parliamentary procedure and following an agenda will be efficient and time-saving—and nothing will be omitted. Long meetings are boring. Unfinished business is frustrating.

A recommended order of business is as follows:

1. Attendance
2. Reading of the minutes of the previous meeting(s).
3. Business arising from the minutes.
4. Reading communications.
5. Bills of the Advisory Council.
6. Reports:
 - a. Master Councilor's Report
 - b. Financial Report
 - c. Chapter Advisors Report
 - d. Other Advisors' Reports
7. Unfinished business
8. New Business
9. Good of the Order

Minutes must be kept in a permanent book. As the Chapter's minutes provide a historical record for the Chapter, so the Advisory Council's minutes should provide a similar record for the Council.

The reports received at the Advisory Council meeting should be in writing and should be attached to the minutes. Motions and business must be correctly recorded.

If the Chairman adheres to the agenda and directs discussion according to parliamentary procedure, all members will be permitted an opportunity to express themselves and group decisions can be made easily and quickly. Time will be used economically. Time saved can be used for a social period following a meeting. Informal social get-togethers can help immeasurably in building friendly cooperation. This will permit the council to work together toward the common goal—that of advising a progressive and healthy DeMolay Chapter.

Job Descriptions for individual advisors that are assigned by the Chairman include: Membership Advisor, Awards, Masonic and Public Relations, Activities Advisor, Athletics, Civic Service, Fund Raising, and Social to name a few. There is never a time when a DeMolay Chapter cannot find something for a qualified, dedicated, team oriented advisor to be involved with.

Training

There are no replacements for personal experiences, but there are tools to every trade and Advisors should be well equipped.

To aid and expand the basic DeMolay knowledge of each Advisor, Massachusetts DeMolay provides the following resources:

The Advisors' Conference. Held annually, usually in the Fall. This is a specific day or weekend organized by the Director of Advisor Training and Retention to bring the Advisors together for a time of training, role-playing and discussing DeMolay procedures, programs and proper chapter leadership. These conferences do not include Active DeMolays and allows for a inter-chapter and inter-Advisory Council interaction.

DAD I Training. DeMolay takes the topic of youth protection seriously. Knowing the guidance rules protects you as much as it protects our members. DAD Training is the foundation of all further service within DeMolay. No adult may serve in DeMolay without completing Dad I Training.

Congress/Conclave/Leadership Summit. During the DeMolay year there are many opportunities for the Advisors to meet. We will take an opportunity to do so at every statewide DeMolay event. You are encouraged to ask questions, question what you see and ask for guidance, advice and assistance.

The Advisors' Update. Monthly Massachusetts DeMolay sends out an email that broadcasts important reminders, to encourage and supply new ideas, to share the successes of other Chapters or DeMolays. This email is sent at no charge.

Other resources include the Lamp of Knowledge (sometimes referred to as the LCC), The Leaders Resource Guide, and most importantly the state staff. Don't be shy about picking up a phone and calling the DeMolay Office, the Director of Advisor Training, a Deputy Executive Officer or even the Executive Officer. They are all resources that serve you as an Advisor.



Model Chapter Bylaws

_____ Chapter Bylaws

BYLAWS 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 Rules and Regulations of DeMolay International; and second, by the following bylaws:

ARTICLE I

MEETINGS. Section 1. The stated meetings of _____ Chapter shall be held at the _____ on the _____ (insert days of the month) of each month at _____ o'clock P.M.

ARTICLE II

TERM OF OFFICE. Section 1. The Master Councilor, Senior Councilor, and Junior Councilor of the Chapter shall be elected every six (6) months on the _____ of _____ 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 \$_____.

ARTICLE IV

AMENDMENTS. Section 1. Proposed amendments to these bylaws must be presented to the Chapter, in writing, at a stated meeting. The proposals must be held over for a minimum of one month, and acted upon at a subsequent stated meeting. Amendments must be approved by a 2/3 vote of the members present and voting.

Section 2. Changes to these bylaws do not become effective until reviewed and approved in writing by the Executive Officer for Massachusetts.



Section 3. Any provisions of these bylaws that are in conflict with the Rules and Regulations of DeMolay International, or the Bylaws and policies of Massachusetts DeMolay, shall automatically be null and void.

Approved by the Chapter on _____(insert date)

Signed: _____, Master Councilor

Signed: _____, Scribe

Signed: _____, Chapter Advisor

Approved by the Executive Officer on _____ (insert date)

Signed: _____
Executive Officer in Massachusetts

Massachusetts DeMolay Policies

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

Membership Eligibility

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

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

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

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

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

B. **Age to Apply for Membership:** Chapters in the Jurisdiction of Massachusetts may elect to recruit young men at ages higher than the minimum allowed, however it *may not* reject or refuse to accept an application from a young man of legal DeMolay age who has applied for membership solely on the basis of age.

Dual Membership:

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

Athletic Activities of Chapters:

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

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

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

Masonic Family Organizations:

All related Masonic Family organizations are welcome supporters of the Order of DeMolay. Chapters are to be encouraged to work with these organizations in promotion of shared fraternal ideals. As such, DeMolays are permitted to serve as escorts, may participate in joint social, civic and fund raising projects, and are encouraged to support public functions of these groups. Participation with these organizations is left to the discretion of the Advisory Councils, but shall not interfere with Chapter participation in any activity of Massachusetts DeMolay.

Sweethearts:

Chapters are encouraged to have one Chapter Sweetheart and are to develop a selection process of their own. Chapter Sweethearts can do much to promote interest of the members and of prospective members in the activities of the Chapter. However, Sweethearts of a Chapter are not permitted to enter a Stated and/or Special Chapter meeting for any reason. A proper and supervised social program can be the foundation of a good DeMolay Chapter, and Chapters are encouraged to program accordingly. A State Sweetheart program is also permitted and encouraged. All Sweethearts shall abide by all policies set forth herein.

Bylaws:

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

DeMolay International Rule Changes and Chapter Bylaws:

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

Honors Nominations:

Nominations for DeMolay International Honors (Chevalier, Cross of Honor, and Legion of Honor) may only be submitted to DeMolay International by the Executive Officer. DeMolay Chapter Advisory Councils, Chevalier Courts, Legion of Honor Preceptories, and previous Legion of Honor recipients are hereby granted the privilege of making recommendations to the Executive Officer for his consideration. Nomination(s) are within the sole discretionary authority of the Executive Officer alone and are not subject to review by any person or body except DeMolay International.

The individual under consideration is NOT to know about the recommendation, and *absolute secrecy* regarding the submission of recommendations to the Executive Officer must be maintained, or the recommendations will be rejected, and nominations to DeMolay International will be withdrawn. In order to preserve the integrity of these honors, the following guidelines have been established.

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

- Chapter/Court/Preceptory Officer report is current.
- Previous fiscal year's Chapter/Court/Preceptory Financial report is filed by deadline.
- Chapter Advisory Council Registrations (ACR) filed by deadline.
- Chapter Insurance Fees paid by deadline.
- A Legion of Honor Preceptory or Chevalier Court must document its services to the Order of DeMolay as performed by the group, e.g., sponsored pages in the Conclave Ad book, conferred Legion of Honor or Chevalier Degrees, hosted Chapter members at annual observances, contributed to DeMolays attending State Conclave and/or Leadership Training Conference, visited local Chapters as a group, sponsored initiation fees for needy new members, etc.
- Members of the Legion of Honor residing in Massachusetts, who wish to recommend a Senior DeMolay or a Master Mason to receive the Legion of Honor, may make their recommendation by submitting a complete Honor Nomination Form to the Executive Officer. Recommendations will only be received from those who actively support their Preceptory or local DeMolay Chapter(s). If there is any indication that a nominee is aware of, or has requested or contributed to the recommendation, it will not be accepted.

The absolute deadline for ALL Honor submissions is March 1st of each year. Recommendations received after that deadline will be held for consideration the following year. Other requirements may be established by the Executive Officer from time to time.

Tax Laws:

All Massachusetts DeMolay Chapters are included under the umbrella of DeMolay International as 501(c)(3) charitable organizations. As such, they are exempt from paying State and Federal income tax, by virtue of a group exemption issued to DeMolay International. However, all Chapters must file a Form 990, 990EZ, or 990-N **REGARDLESS** of their gross income, and must meet all applicable IRS reporting requirements.

Sponsoring Bodies:

DeMolay Chapters are encouraged to have an active relationship with their Sponsoring Body, and are permitted to have multiple sponsoring Masonic Bodies. Chapters should attempt to involve their Sponsoring Bodies in their activities and business. Presiding

Officers of Sponsoring Bodies, or their representatives, should be extended an invitation to attend any meeting of the Advisory Council, Installations of Officers, and other official Chapter functions.

Issuance of Obligations Cards:

As stated by The Rules and Regulations of DeMolay International, Section 315.13:

“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.”

Chapter Meetings:

As stated by The Rules and Regulations of DeMolay International, Section 318.1:

“Stated meetings of a Chapter must be held at least monthly.”

As stated by The Rules and Regulations of DeMolay International, Section 318.2:

“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.”

As stated by The Rules and Regulations of DeMolay International, Section 318.5:

“Eight members are a quorum for the transaction of business.”

As stated by The Rules and Regulations of DeMolay International, Section 318.6:

“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.”

Chapter Business:

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

Chapter Websites:

All Massachusetts DeMolay Chapter websites *MUST* adhere to the following requirements:

- All Chapter websites must be approved by the Chapter Advisory Council before being posted. The Advisory Council must appoint a Website Advisor, whose name should appear on the website. This Website Advisor is responsible for the content and appropriateness of the website.
- Non-Chapter websites (such as those of a Court of Chevaliers, etc.), if they involve Active DeMolays in any way, must also have a Website Advisor, who must be a registered and approved Adult Volunteer.
- An e-mail contact for the Website Advisor and/or Webmaster must appear on the website.
- The website should contain links to both www.massdemolay.org and www.demolay.org.
- The website must contain an allegiance statement, as follows: "*This website [or "This online publication"] acknowledges the authority and yields allegiance to DeMolay International, of which Frank S. Land was Founder.*"
- Addresses, home or cell phone numbers, and other direct contact information should never be posted for Active DeMolays under 18. E-mail addresses may be posted for active members, but only with their approval. Parental approval is needed for posting of any personal information, including e-mail, for members 13 and younger.
- Links should be carefully chosen, and periodically monitored for appropriateness. Links to websites inconsistent with the principles of DeMolay are not permitted. Links to member's individual websites are permitted, provided they give their permission to be linked. It is assumed that our members will maintain their own

websites in conformity with DeMolay principles, but it is the responsibility of the DeMolay website owners to ensure appropriateness before linking to a member's website.

- Under no circumstances may any DeMolay website contain pornography, obscenity (including obscene language), sexual or other inappropriate humor, or material that is racist, sexist, or otherwise inconsistent with the high ideals of DeMolay. The Executive Officer, or his designee, has final right to determine appropriateness of material, and inappropriate material must be removed immediately upon notice from Massachusetts DeMolay. In some cases, additional measures may be taken, such as removal of a website or other appropriate disciplinary action.

Authorized Activities:

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

Driving on a DeMolay Function:

The guidelines published in the DeMolay Insurance and Risk Management Guide, issued by DeMolay International, is recommended to all Advisory Councils when determining who should drive on Chapter functions. Advisory Councils may use their own discretion in permitting SAFE drivers who possess a current valid driver's license to provide transportation for Chapter members. Maturity and experience are known to make safer drivers. Drivers must have a safe driving record, and must exhibit safe driving habits. The driver should insist that all passengers wear seat belts as required by state law. Motorcycles and open-air off-road vehicles, such as dune buggies, may not be used to provide transportation for passengers to DeMolay functions; however, an individual may use these vehicles to transport himself to and from an activity.

Youth Protection Program:

The Youth Protection Program, provided to every Massachusetts DeMolay Chapter, must be used and the video must be shown at least once each year to the Chapter members, Advisors of the Chapter, and the Mothers'/Parents' Club. It is also required that all new members see the video, as a part of their orientation process. Chapters shall provide a written statement of compliance each year to the Executive Officer.

Authorization for Medical Care:

All Chapters must keep an active file of up-to-date authorizations for medical care, which shall accompany the supervising advisor(s) on long-distance trips. These authorizations

are essential for obtaining needed emergency medical treatment. No authorization may be more than 12 months old. Chapters are urged to update the authorizations at the beginning of each calendar year.

Parents at Degrees, Meetings and Chapter Functions:

The Rules and Regulations of DeMolay International permit the father, mother, stepfather, stepmother, or legal guardian of a DeMolay and any other adult individual permitted by the Executive Officer to visit a tiled Chapter or witness any of the ritual. The purpose of this regulation was to alleviate parental concerns about their children participating in “secret” ceremonies (of which there are none). This is NOT optional. **PARENTS HAVE A RIGHT TO ATTEND EVERY TILED MEETING AND FUNCTION OF THE CHAPTER AT WHICH THEIR CHILD IS PRESENT.**

Policy Governing Who May Attend Tiled Meetings

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

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

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

Minimum Age for Advisors:

Regardless of Masonic membership, or other qualifications, no one may serve as an Advisor for a DeMolay Chapter in Massachusetts until they are at least 21 years of age. The minimum age for a Dad Advisor shall be 25.

Mothers’/Parents’ Clubs:

As stated by The Rules and Regulations of DeMolay International, Section 207.5:

“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.”

As stated by The Rules and Regulations of DeMolay International, Section 207.6:

“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.”

Dress Code:

The proper dress for all meetings (i.e. – Stated and/or Special Chapter meetings, Installations, Initiations) within the Jurisdiction of Massachusetts DeMolay is coat and tie, a neat shirt and pants, and shoes (not sneakers). Informal functions may carry a less formal dress code, which should be announced in conjunction with each function.

Harassment Policy:

For the protection, safety and welfare of our DeMolays, Advisors, Parents, Sweethearts, Adult Volunteers, Guests and others involved in DeMolay or who may come into contact with them, Massachusetts DeMolay has a **NO TOLERANCE POLICY** with regard to physical, verbal and sexual abuse, the use of alcohol (possession and/or use, whether or not under the influence), illegal drugs (possession and/or use, whether or not under the influence), pornography, weapons, or hazing of any kind at any DeMolay function, including to and from any function, whether or not the event is in a public or private environment.

This policy applies to all DeMolays, Senior DeMolays, Sweethearts, Advisors, Parents, Adult Volunteers, Guests and anyone else present and/or involved at any DeMolay function. Violations of risk management, youth protection, or prohibited substance or other said policies will result in suspension or expulsion from membership, or termination of the privilege to participate in or attend DeMolay functions.

Use of Tobacco:

DeMolays who are legal adults must refrain from smoking or using tobacco products in the presence of active DeMolay members who are NOT of lawful age. Advisors must NEVER smoke or use tobacco products around active DeMolays. That includes traveling to and from events – the entire length of time an Advisor is intentionally involved with DeMolay members. In fact it is preferred that no one smoke at all, to set the proper example.

Use of any tobacco products at DeMolay functions is strictly prohibited. This policy applies equally to DeMolays and Advisors, and includes cigarettes, cigars, pipes, chewing tobacco, snuff, etc.

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

Personal Conduct:

Use of E-mail and Electronic Communication:

Many Chapters and individuals are using electronic means of communication to supplement their phone chain and other forms of communication. This is an acceptable communication enhancement, but not all members have access to e-mail, and it should not replace regular monthly meeting notices, calendars, newsletters or other communications. E-mail should never be considered a private communication.

Material sent by e-mail should always be consistent with the ideals of DeMolay. Advisors, Members and all others involved with DeMolay are cautioned that, even if sent/published by error, a communication of offensive, rude, or crude material to or about anyone will result in suspension or expulsion from membership, or termination of the privilege to participate in or attend DeMolay functions.

Distribution of obscene or pornographic material by anyone will almost certainly result in criminal prosecution. Such actions are unconscionable in the context of our Order.

A ZERO-TOLERANCE POLICY is in effect.

Anyone receiving or viewing inappropriate material from anyone, should immediately inform the sender/publisher that distributing/publishing such material is inconsistent with the principles of the Order of DeMolay, and that they are opening themselves to charges of “unbecoming conduct” will result in suspension or expulsion from membership, or termination of the privilege to participate in or attend DeMolay functions. Offenses should be reported to the local Advisory Council and the Executive Officer for appropriate action.

These policies are applicable to e-mails, websites, blogs and all other forms of electronic communication.

Massachusetts DeMolay Athletics Spectator Behavior:

Massachusetts DeMolay enforces a low tolerance behavior policy regarding players, coaches, Advisors, parents and spectators. Games will be stopped when individuals displaying inappropriate behavior interfere with the game. Violators may be subject to disciplinary action by Massachusetts DeMolay. This inappropriate behavior includes, but not necessarily only the following:

- Directing obscene or vulgar language at anyone, for any reason.

- Taunting, ridiculing or threatening anyone, for any reason.
- Throwing any object to distract or gain attention that in any manner creates a safety hazard for anyone.
- Any other conduct unbecoming the standards of behavior consistent with the principles of the Order of DeMolay.

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

Tax Deductibility of Un-Reimbursed Expenses:

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

Expenses that meet the mission of the Order of DeMolay *may* qualify, **if properly substantiated**, in accordance with a determination letter issued by the IRS establishing DeMolay International as a 501(c)(3) organization.

However, there is no recent test or ruling available relating specifically to the Order of DeMolay to substantiate this interpretation. If you have been deducting such expenses in the past, **YOU ARE STRONGLY ADVISED TO CAREFULLY DISCUSS THIS PRACTICE WITH YOUR TAX ADVISOR.**

In order to substantiate the value of services rendered, the Advisory Council Chairman would be responsible for issuing a statement from the Chapter that contains a description of the services provided, and a statement of how they help meet the core mission of the Order of DeMolay. There are specific regulations concerning the issuance of such statements that must be observed.

DeMolay Degree:

There is a “tradition” in some Chapters that the candle lighter part, as called for by the DeMolay Degree ritual, be portrayed as a hunchback, or as a foot-dragging, groaning character with other physical or mental disabilities. The practice of this portrayal must cease. (The role of candle lighter is still permitted.)

We must take care not to inadvertently offend anyone with disabilities, especially a young man who is about to become a brother. Our precept of Courtesy and our lessons of fidelity and toleration demand nothing less.

All performers will walk as they are able, and the portrayal of all characters will be with dignity and the utmost decorum.

Any action, movement or performance, which causes laughter or snickering (whether in candidates or members) or is designed to create fear among the candidates, fails to properly convey the message of the Degrees of DeMolay.

No cast member should be handled in such a way as to cause injury.

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

DeMolay Robes:

DeMolay robes are a part of the official regalia of the Chapter and are subject to the rules of DeMolay International. Chapters may **NOT** wear DeMolay robes in public, except at a public Installation of Officers, without written dispensation issued by the Executive Officer. Under no circumstance are Chapters to wear DeMolay robes in any parade, unless specifically authorized by the Executive Officer.

Ritual and Regalia:

Public Ceremonies:

The public ceremonies of the Order of DeMolay may be presented on any appropriate occasion. Such occasions might be at a Chapter Installation of Officers, an Obligatory Day Observance, before a recognized Masonic body, at a worship service, or for a ladies organization affiliated with the Masonic fraternity. It is recommended that care be exercised by the Advisory Council to see that these ceremonies are not "over-used" by being presented at too many functions.

Presentation of Ritual Work and Public Ceremonies:

As the Order of DeMolay is a young men's organization it is intended that all ritual work and public ceremonies (except where specifically stated in the ceremony) should be performed by DeMolays who have not yet reached their majority.

Since every Chapter does not have an Installing Team etc., it is expected that a nearby Chapter, or State Officers, will be invited to participate. When adults are used in performing DeMolay ritual, they must meet the highest performance standard possible, as they will be setting an example for the young men they lead.

While it has been convenient in a number of Massachusetts DeMolay Chapters for Advisory Council Members to perform The Flower Talk, the Installation of Officers and other ceremonies, these Chapters are *directed* to diminish the exercise of those customs, so as to encourage *active* members to perform these ceremonies.

This does not forbid Advisors from doing these parts—but they should not do them on a regular basis. Part of the growth process in DeMolay comes when a young man is provided experience performing ritualistic ceremonies in front of family and peers. Advisors should make use of every opportunity to develop self-confidence and poise in the Chapter members by encouraging their performance of these ceremonies. Our goal in Massachusetts DeMolay is to have only Active DeMolays perform the ritual work.

There shall be no open ritual books in the ceremonies of DeMolay with the exception of one prompter operating from the sidelines.

Installation Scheduling:

To ensure proper planning, maximizing the probability of State Officers attending or participating, and to improve the likelihood of other Chapters attending the Installation, Chapters are requested to submit the confirm date of the NEXT Chapter Installation with the new term's Form 11.

The date can then be coordinated with other events and posted on the Massachusetts DeMolay on-line calendar. Once confirmed, the State Officers will have it as a priority program on their schedule. This will also allow the Chapter to plan far enough in advance to involve local Masonic family organizations, and to get parents involved in supporting the event.

Requests for the State Officers to perform the Installation of Officers for your Chapter must be submitted to the Director of State Officers.

Past Master Councilors' Regalia:

A Past Master Councilor is one who has completed a term as Master Councilor by serving until his successor has been elected and installed. The Past Master Councilor's Jewel, PMC Pin, and other regalia designed for Past Master Councilors, are items of personal jewelry. They are *not* awards.

Anyone who has the right to the title is also entitled to receive, purchase, and wear the emblems of a PMC.

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

Conferral of Honors:

Honors granted by DeMolay International (Degree of Chevalier, Cross of Honor, Active and Honorary Legion of Honor) are the highest DeMolay accolades, which DeMolay members, Senior DeMolays, Master Masons, and Advisors can receive. Therefore it is imperative that Chapters be able to arrange for the proper conferral, from memory, of the honor ceremonies. The Legion of Honor is conferred by the Executive Officer, or a member of DeMolay International designated by him. The Cross of Honor must be conferred by a team of Active DeMolays, and the Degree of Chevalier must be conferred by a team of Chevaliers, working under the direction of an Advisory Council. All honors conferral teams **MUST** confer the work from memory.

Funds from Forfeited Chapters:

In accordance with the DeMolay International Rules and Regulations, all funds and properties of a Chapter that forfeits its Charter are retained as the property of the Order of DeMolay, under the direct supervision of the Executive Officer for the Jurisdiction.



State Administration:

Executive Officer's Duties and Authority:

As stated by The Rules and Regulations of DeMolay International, Section 204.3(b):

“The Executive Officer 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. ”

As stated by The Rules and Regulations of DeMolay International, Section 204.5:

“Regardless of other provisions of these rules and regulations: The officers and members of an Advisory Council, and the officers and Advisors of a DeMolay body or organization [including sweethearts] using the name DeMolay in a Jurisdiction serve at the pleasure of the Executive Officer. An Executive Officer may disapprove their selection or remove them, with or without cause.”

Updated April 10, 2010

Massachusetts DeMolay
186 Tremont Street
Boston, MA 02111-1195
<http://www.mademolay.org>

Important Changes to the Rules and Regulations of DeMolay International Adopted June 2010

Treasurer:

The position of Chapter Treasurer will no longer be elected by the membership. It is now a position like that of the Scribe—appointed by the Advisory Council to serve at their pleasure. The position may be held by an Active DeMolay who is at least 18 years old, or an Advisor, but it should be someone who lends stability to the position. This change was adopted to conform to modern banking laws, specifically the Patriot Act of 2001.

The Treasurer and the Scribe positions may be held by the same advisor.

NOTE: Taking the election of the Treasurer away from the members doesn't take any power away from them. They must still approve ALL expenditures, except in the transfer of funds collected for but belonging to DeMolay International or the Jurisdiction, such as Initiation fees.

Posthumous Granting of the Degree of Chevalier or a Legion of Honor:

An Executive Officer make nominations for the Degree of Chevalier and/or the DeMolay Legion of Honor to be approved and awarded posthumously to one who was otherwise qualified, within 12 months of Annual Session at which the nomination is considered.

Initiation Fees:

Effective January 1, 2010 the DeMolay International fee for Lifetime Membership that must accompany the Form 10 initiation report will be \$35. Chapters should review their fee structure, and amend their by laws to increase their Life Membership fee accordingly.

Model Advisory Council Bylaws

By-Laws of the Advisory Council

of _____ Chapter, Order of DeMolay

ARTICLE I

MEETINGS

- Section 1 - This Advisory Council will convene monthly on the day, time, and location established at the Annual Meeting each year. No change to this schedule will be made without approval by the Executive Officer and proper notice given.
- Section 2 - The Chairman shall notify the membership at least five (5) days prior to the next meeting, if there has been a change in time or place of said meeting as specified in Section 1.
- Section 3 - No business may be transacted without at least one of the following officers present: Chairman, Vice Chairman, Chapter Advisor or Assistant Chapter Advisor. A quorum shall consist of at least three (3) registered Advisors in good standing with DeMolay International and Massachusetts DeMolay, of which one (1) must be an officer of the Council.
- Section 4 - A simple majority vote shall suffice to approve or reject any issue presented to the Council except as otherwise provided herein.

ARTICLE II

MEMBERS

- Section 1 - Any adult who is of good moral character and who agrees to abide by the Rules and Regulations of DeMolay International, and submit him or herself to a criminal background check as prescribed by DeMolay International, may be invited by the Advisory Council Chairman to serve on the Council for the current calendar year. The Advisory Council shall elect all new members by a 2/3rd majority vote. Once elected to membership, they may remain on the Council as long as they recertify themselves according to established deadlines by attending the Annual Meeting called for the purpose of renewal. However, if they do not attend the Annual Meeting and have not previously submitted their paperwork to the Advisory Council Chairman, they will be deemed to have chosen not to re-register, and then must be re-elected to membership on the Council upon presentation of their completed recertification forms and fees. Ultimately, all Advisor appointments emanate from the Executive Officer, acting upon the advice of the Chairman and the Council at large.

ARTICLE III

FEES

- Section 1. The Advisor fee for membership on the Council will be the fee required by DeMolay International.

- Section 2. The Advisor fee may be Paid by the Chapter in whole or in Part, if approved by the majority of the chapter membership at a stated meeting, or from Advisory Council funds, upon majority vote, or by each individual advisor.

ARTICLE IV

OFFICERS AND APPOINTMENTS

- Section 1 - All Officers of this body shall be elected by a majority vote of the membership at the Annual Meeting held between September 1 and November 30 of each year.
- Section 2 - The officers of this Advisory Council shall be the Chairman, the Vice Chairman, the Chapter Advisor, the Assistant Chapter Advisor, the Secretary and the Treasurer.
- a. Additional appointed positions may be added at the discretion of the Chairman and approval of the Advisory Council to serve a one (1) year term to run concurrently with that of the Officers of this body.
 - b. The Chairman shall appoint, at the next stated meeting succeeding his election, an Auditing Committee consisting of three members of this Advisory Council to examine the books and accounts of the Chapter for the last preceding year; and it will be this committee's duty to give their report at the next stated Advisory Council meeting succeeding their appointment. The Chapter Advisor shall report the results of the Committee to the Chapter at its subsequent stated meeting.
- Section 3 - The term for all offices and positions, elected and appointed, shall be one (1) year to run concurrently with the DeMolay fiscal year.
- Section 4 - If a vacancy should occur in an elected office by reason of death, resignation, or lawful removal, a special election for that office shall be had at the next regular monthly meeting succeeding the occurrence of the vacancy.

ARTICLE V

RESIGNATION, SUSPENSION, OR REMOVAL

- Section 1 - Any member wishing to resign from the Advisory Council shall present his or her resignation in writing to the Chairman.
- Section 2 - Any Advisory Council member who shall miss three (3) consecutive or more than 5 regular monthly Council meetings without prior notification to the Secretary or the Chairman of the intended absences will be deemed to have automatically resigned from the Council and the Executive Officer shall be so notified by the Chairman.
- Section 3 - Any member of the Advisory Council whose conduct is contrary to the service standards of DeMolay International or whose lack of activity is such that it detracts from or hinders the efficient operation of the Chapter, or who, in any way, promotes disharmony in the Council or the Chapter, will be removed by the Executive Officer.



ARTICLE VI

INSTALLATION

Section 1 - The Advisory Council assumes its duties on January 1 of each year and serves until December 31, whether or not the members have been ceremonially installed.

ARTICLE VII

GOVERNING RULES

Section 1 - This Advisory Council shall be governed primarily by the Bylaws, Rules and Regulations of International; secondly, by the General Policies and orders of the Executive Officer of Massachusetts, and lastly by these bylaws. Anything in these bylaws that are, or may become, in conflict with the above shall automatically be considered null and void.

ARTICLE VIII

AMENDMENTS

Section 1 - Section 1. Proposed amendments to these bylaws must be presented to the Advisory Council, in writing, at a stated meeting. The proposals must be held over for a minimum of one month, and acted upon at a subsequent stated meeting. Amendments must be approved by a 2/3 vote of the members present and voting.

Section 2. Changes to these bylaws do not become effective until reviewed and approved in writing by the Executive Officer for Massachusetts.

Section 3. Any provisions of these bylaws that are in conflict with the Rules and Regulations of DeMolay International, or the Bylaws and policies of Massachusetts DeMolay, shall automatically be null and void.

Attest: _____

Advisory Council Secretary

Date: _____

Approved by Executive Officer: _____

Date: _____

Model Chapter Policies

_____ CHAPTER
ORDER OF DEMOLAY
CHAPTER POLICIES

Name of Chapter:

This Chapter, under charter from the International Supreme Council of the Order of DeMolay, known as _____ Chapter of the Order of DeMolay, shall be governed first by the Statutes of the International Supreme Council of the Order of DeMolay; and second by the By-Laws of Massachusetts DeMolay, and third by the By-Laws of _____ Chapter, and fourth the following policies which shall supersede any and all pre-existing policies of this Chapter:

ARTICLE I

Meetings

Sec. 1. The Stated meetings of the Chapter shall be held at the _____ Masonic Hall, 1 Main Street, _____, MA on the 2nd and 4th _____ of each month at 7:30 p.m.

Sec. 2. Any Stated meeting which may fall upon a holiday or is cancelled due to inclement weather may be rescheduled for an alternate date at the discretion of the Master Councilor and the Chapter Advisor provided notice is given to the members and Advisory Council at least 5 days in advance. In the event of inclement weather the decision to cancel shall be made by the Chapter Dad Advisor and notice given by the Chapter Dad Advisor or the Master Councilor to the members and the Advisory Council no less than 2 hours prior to the start of the event. [*A decision to reschedule a Chapter meeting requires dispensation from the Executive Officer.*]

Sec. 3. Meetings during the months of July and August may be cancelled in accordance with the statutes set forth by the Order of DeMolay.

Sec. 4. Meetings may be cancelled by the request of the Trustees of the Masonic Building. Should this occur the meeting will be re-scheduled through the Dad Advisor with proper notification given to all Members, Advisors and the Executive Officer.

Sec. 5. Advisory Council meetings shall be held the second _____ of each month at 7:00 p.m. with the exception of the months of July and August where no meeting will be scheduled or at the discretion of the Advisory Council Chairman or the Executive Officer.

ARTICLE II Qualifications and Term of Office

Sec. 1. The Master Councilor, Senior Councilor and Junior Councilor shall be elected every six (6) months.

Sec. 2.1 The nominations of Officers will take place on the first stated meeting in _____ and _____. If meeting is cancelled, nominations will occur at the following meeting.

Sec. 2.2 All members who desire nomination for Councilors shall submit an outline (nominated for elected office form) to the Advisory Council for official records of the Chapter at the Advisory Council meeting in the months of _____ and _____. This outline may include qualifications and reasons for pursuing office.

Sec. 2.3 All members who desire nomination for any of the Councilors shall meet all requirements as outlined in Appendix 1.

Sec. 2.4 All members who desire nomination for any of the Councilors shall attend all Advisory Council meetings until the date of elections.

Sec. 2.5 All members who are elected for any of the Councilors shall attend all Advisory Council meetings from the date of election until the following installation.

Sec. 3.1 The election of the Master Councilor shall meet the requirements set forth by the Statutes of the I.S.C.

Sec. 4. The election of Officers shall be held on the last stated meeting in _____ and _____.

Sec. 5. The Installation of Officers per International Supreme Council Statutes shall be at the same meetings which they are elected or at such time within 45 days thereafter as may be determined by the Chapter.

Sec. 6. Candidates for the office of Master Councilor must attend a Leadership Training Conference before being elected as Master Councilor unless waived by the Advisory Council.

ARTICLE III Duties of Officers

Sec. 1. Master Councilor

- A) It is the duty of the Master Councilor to see that the Statutes of the International Supreme Council, Chapter By-Laws, and these policies are

fully observed; accurate records are kept and just accounts are rendered; that all reports and remittances to the Supreme Council and the Jurisdiction are made at the time required; and that both degrees are held at least once in his term of office.

- B) He shall attend and preside at all meetings and rehearsals of the Chapter, unless excused by the Chapter Dad Advisor.
- C) He shall comply with all duties as set forth in Article 17 § 317.14 of the Statues of the International Supreme Council of the Order of DeMolay.
- D) The Master Councilor shall be, by virtue of his office, a member of all committees. He shall appoint all committees necessary, provided that the committees are not elected by the Chapter or appointed by the Advisory Council. He shall have charge of all business meetings and he must see that all bills go through the Chapter before being paid with approval of the Advisory Council. He will be responsible for all activities of the Chapter

Sec. 2. Master Councilor, Senior Councilor, and Junior Councilor

- A) It will be required of the Councilors of the Chapter to arrive a minimum of 15 minutes prior to the start of stated meetings.
- B) Councilors who are going to be late, tardy, or miss a meeting of the Chapter will notify the Chapter Dad Advisor before the start of the meeting.

Sec. 3. Successful Completion of Term

This is an outline of the expectations and minimum review criteria for the awarding of the PMC Jewel to a Past Master Councilor of _____ Chapter.

It is the responsibility of the Advisory Council to review the performance of a Master Councilor at the end of his term and recommend whether or not to award a PMC jewel. Generally, if a Master Councilor fulfilled all requirements expected of a Master Councilor during his term of office, a Blue PMC Jewel would be awarded. If the Master Councilor fulfilled all except one or two of the requirements expected of a Master Councilor during his term of office, a Red PMC Jewel would be awarded. If the Master Councilor fulfilled less than 50% of requirements expected of a Master Councilor during his term of office, a PMC pin would be awarded.

The expectations of a Master Councilor during his term of office include but are not limited to the following:

1. Exemplify both degrees of the Order, along with his degree teams, from memory, at least once during his term of office
2. Initiate his pro-rata share of the Chapter's membership goal during his term

3. Hold at least one social, civic, Masonic service, athletic, and fund-raising activity in the Chapter
4. Observe each Obligatory Day that falls during his term
5. Establish a program that increases or maintains a high level of attendance at Chapter meetings through successful term planning.
6. He shall be well organized at all Advisory Council and Chapter meetings ready to present all information including dates, times, and prices of proposed events.
7. He shall complete the Past Master Councilors' Meritorious Service Award application and program.

ARTICLE IV

Fees

Sec. 1. Life Membership fees shall be \$XX for each petitioner.

Sec. 2. The disposition of fees will be as follows: fee due DeMolay International will be deposited to the checking account. A check for DeMolay International will be forwarded along with a prepared form 10 to DeMolay International. The balance of the Life Membership fees will be deposited to the Life Membership fund.

Sec. 3. Withdrawals from the Life Membership Fund are restricted to the interest earned during the past year and up to 10% of the principle on deposit at the end of each calendar year. The funds withdrawn from the Life Membership Fund are to be transferred to the checking account for general use by the Chapter. Withdrawals must be approved by the Advisory Council.

Sec. 4. The fee for dual membership (holding membership in more than one DeMolay Chapter of DeMolay International) shall be \$xx.xx, to be deposited to the Life Membership Fund.

Sec. 5. The Master Councilor-elect or his designee shall be re-imbursed up to \$50 for personal expenses incurred during installation after submitting receipts and approved by the Advisory Council. For a list of covered expenses see the Dad Advisor or the Chairman of the Advisory Council.

ARTICLE V

Chapter Sweetheart

Sec. 1. If the Chapter desires to have a Chapter Sweetheart, then there shall be a Chapter Sweetheart elected immediately following the election of Chapter Officers at the

_____ Communication. The sweetheart program will be governed in accordance with the Chapter Sweetheart Policy.

ARTICLE VI Degrees

Sec. 1. Under no circumstances shall anyone receive the degrees on the same day of their election unless approved by the Advisory Council and having received dispensation from the Executive Officer. Any candidate who receives the Initiatory Degree and does not present himself for the conferral of the DeMolay Degree within 90 days or two consecutive conferrals of the DeMolay Degree, whichever one falls later, shall be considered resigned. This may be waived at the discretion of the Advisory Council.

ARTICLE VII Order

Sec. 1. Robert's Rule of Order shall be the guide to all parliamentary procedure not already covered by existing regulations of DeMolay International.

ARTICLE VIII Decorum

Sec. 1. Proper conduct and deportment on the part of the members of this Chapter shall always include, but are not limited to, the following: Proper Dress – Proper dress at the 1st stated meeting of every month shall consist of trousers, shirt, tie, and presentable shoes and dark socks. The Officers dress shall consist of suit jacket, trousers, dress shirt, tie, presentable footwear, and officer's cape at the discretion of the Master Councilor. Proper dress for the second stated meeting of each month will be business casual which shall consist of khaki or navy blue pants, a polo or button up shirt, dark socks and presentable footwear unless otherwise approved by the Advisory Council.

- A) Posture – Officers shall maintain dignity while seated, i.e.; feet flat on the floor, body upright, etc.
- B) Courtesy – no member shall speak out during a meeting until recognized and given the floor by the Master Councilor. Members should raise their hand to be recognized and stand when speaking.
- C) Abstention – smoking is not permitted. alcohol or drugs of any kind are strictly forbidden, unless a medication is prescribed by a doctor and the Chapter Dad Advisor is notified of those circumstances.

- D) Exemplification – behavior which may reasonably be deemed to diminish the high reputation of the Order of DeMolay may result in disciplinary action.
- E) Responsibility – the Chapter is obligated to pay for all irresponsible actions of it's members and such costs may be billed to the offending member or members.

ARTICLE IX

Athletics

Sec. 1. As requested and voted on by the members of this Chapter, and implemented by the Chairman of the Advisory Council, no member shall participate in athletic events if they have not attended 50% of Chapter meetings from the Calendar year to year at the time of the event. (Basketball to Basketball, Bowling to Bowling)

Example: Member A must attend 50% or more of Chapter meetings from March 06 – March 07 to be eligible to participate in the basketball tournament.

Member B must attend 50% or more of Chapter meetings from December '12 – December '13 to be eligible to participate in bowling.

Sec. 2. New initiates must attend 50 % or more of all meetings from their date of initiation to be eligible to participate in any sports events for their first year as a DeMolay.

Sec. 3. This policy does not apply to sports being played at other events (conclave, awake-athon, etc.) classified as “pick-up games”.

ARTICLE X

Advisory Council

Sec. 1. Meetings of the Advisory Council of the Chapter shall be held on the 2nd Tuesday of every month or at the discretion of the Chairman of the Council. If the Advisory Council meeting is changed the Chairman will notify each member at least 5 days in advance.

Sec. 2. The Advisory Council will be composed of a maximum of 15 members.

Sec. 3. The Chapter will pay for their annual assessments and any books or material required by the Council for the members to be more effective advisors. These materials will remain as Chapter property and kept in the custody of the Chapter Chairman unless borrowed for a period of time.

Sec. 4. All Officers shall be elected annually at the Advisory Council meeting in November.

Sec. 5. If three (3) consecutive Advisory Council meetings are missed by an Advisor, their name shall be dropped from the roles as an Active Advisor, unless otherwise excused by the Chairman.

Sec. 6. The Advisory Council shall adhere to all duties as required of them by the International Supreme Council and the Executive Officer of the Jurisdiction of Massachusetts.

ARTICLE XI

Amendments

Sec. 1. This Chapter shall adopt by-laws which are consistent with DeMolay International Statutes and which shall cover the basic subject matter in the form which follows the Statutes of the International Supreme Council of the Order of DeMolay, and Massachusetts DeMolay. For the purpose of governing local conditions additional by-laws may be amended by a 2/3 vote of the members present at a regular communication of which 30 days notice shall be given.

Sec. 2. No alterations or amendments to the by-laws shall become effective until approved by a majority vote of the Advisory Council and the approval of the Executive Officer of the Jurisdiction. Any action of the International Supreme Council, which may affect these by-laws thereby, amends the by-laws of this Chapter automatically.

Sec. 3. Amendments to these policies shall become effective after discussion of the Advisory Council and implementation by the Chairman.

ARTICLE XII

Compliance

Sec. 1. Non-compliance with any of the previously mentioned articles may result in disciplinary action.

Appendix 1

Requirements for the Election of Office

Junior Councilor

Requirements to run for the office of Junior Councilor:

- Has been a member of _____ Chapter for at least one (1) year *
- Has held 2 speaking parts of which one has been a major part (performed all ritual from memory). Major parts are considered to be Senior Deacon, Marshal, Chaplain, or has performed the Ceremony of Light or Flower Talk.
- Has successfully served on one of the following committees:
 - Fundraising
 - Membership
 - Chapter Newspaper / Publicity
- Has successfully performed the Junior Councilor Ritual prior to the elections.

Senior Councilor

Requirements to run for the office of Senior Councilor:

- Has been a member of _____ Chapter for at least one (1) year *
- Has held 2 speaking parts of which one has been a major part (performed all ritual from memory). Major parts are considered to be Junior Councilor, Senior Deacon, Marshal, Chaplain, or has performed the Ceremony of Light or Flower Talk.
- Has successfully been the chairperson of one of the following committees:
 - Fundraising
 - Membership
 - Chapter Newspaper / Publicity
- Has successfully performed the Senior Councilor Ritual prior to the elections.

Master Councilor

Requirements to run for the office of Master Councilor:

- Has been a member of _____ Chapter for at least one (1) year
- Must be 14 years of age or older unless waived by the Advisory Council.
- Has held 2 major speaking parts performed all ritual from memory. Major parts are considered to be Senior Councilor, Junior Councilor, Senior Deacon, Marshal, Chaplain, or has performed the Ceremony of Light or Flower Talk.

- Has successfully been the chairperson of one of the following committees:
 - Fundraising
 - Membership
 - Chapter Newspaper / Publicity
- Has successfully performed the Master Councilor Ritual prior to the elections.
- Has served the Chapter as Senior Councilor and/ or Junior Councilor.
- Has presented to, and had approved by the Advisory Council a term plan for the entire term.
- Has presented a list of Officers.
- Has presented an installing suite. installing suite members should be a Past Master Councilor (of any Chapter), a State Officer, or with the approval of the Advisory Council a Senior DeMolay.
- Has or will attend Leadership Training Conference prior to or within the first 2 months he is in office. **

* This requirement can be waved at the discretion of the Advisory Council if the member has affiliated from another Chapter and has been in DeMolay at least 1 year between both Chapters.

** The Leadership Training Conference Registration fees will be paid for by the Advisory Council once elected to the office of Senior or Junior Councilor. The Chapter will only pay for a member to attend once. Any and all other costs associated with attending (i.e. travel, DeMolay and More Store, etc.) are to be paid for by the individual. If a Chapter member has been appointed or elected as a state officer, the Advisory Council may vote to pay for that individual to attend the jurisdictional officer training program.

Committees

For successful completion of serving on a committee you must fulfill the following requirements during the 6 month term you are on the committee:

- Fundraising – Consists of three (3) members of which the Junior Councilor is the chairperson.
 - Plan and coordinate all fun raising projects.
 - Raise a minimum of \$200 while serving on the committee.
- Membership – Consists of three (3) members of which the Senior Councilor is the chairperson.
 - Organize membership programs
 - Arrange programs for prospective members
 - Contact candidates concerning degrees
 - Coordinates orientation for new members
 - Plans at least one prospect party during the term of office



- Chapter Newspaper / Publicity – Consists of four (4) members of which the chairperson will be a PMC of the Chapter chosen by the Advisory Council.
 - Handles all Chapter publicity
 - Publishes a regular newspaper
 - Arranges visitations to other Chapters
 - Writes at least one article for every issue of the newspaper.



NOMINATION FOR ELECTION
CHAPTER
ORDER OF DeMOLAY

Name: _____ Date _____

Date of Birth _____ Age _____ Grade _____

Do you have a reliable means of transportation? Yes _____ No _____

Proposed Office for Nomination (Check one)

Master Councilor Senior Councilor Junior Councilor

List all offices which you have held to date:

List all Merit Bars and awards which you have earned in DeMolay:

List all activities which you attended during the current term:

List reasons why you wish to be considered for the elected office which you have noted above:

List the goals and objectives which you plan to pursue during the next term if you are elected:



Other Comments:

Signature _____

Parent / Guardian Signature _____

TO BE ELIGIBLE FOR ANY ELECTIVE OFFICE, ALL LETTERS OF NOMINATION MUST BE SUBMITTED TO THE CHAPTER DAD AND ADVISORY COUNCIL AT OR BEFORE THE ADVISORY COUNCIL MEETING IN _____ AND _____.

I hereby certify that the foregoing is a true copy of the Policies of _____ Chapter of the Order of DeMolay on _____ (Date)

Chairman, Advisory Council

_____ Chapter, Order of DeMolay

Membership

Membership is a key focus to the DeMolays who attend the Region One Leadership Training Conference each year. LTC breaks down membership into four different classes.

Membership I: Defining your Product
Membership II: Pitching the Product
Membership III: Prospect Party Outlines
Membership IV: The Big Brother Program

Included are the outlines that are handed out to the DeMolays for your reference. It is important that you, as Advisors, keep membership on the minds the DeMolays in your Chapters.

Membership I: Defining Your Product How to Train Your Home Chapter in Selling DeMolay

Step 1: Plan a training session – Pick a date

This can be done after a meeting or as its own event, but in order for it to work; the members need to be there. Try having something else at the session like a Pizza party or video games when it is finished.

Step 2: Introduce the concept of Features and Benefits –

*Feature: Something specifically offered to DeMolay members
Benefit: How that feature impacts the DeMolay*

Step 3: Use an example of Feature and Benefit

*Feature: Ritual
Benefit: Public speaking skills
Memorization skills
Confidence
Better understanding of DeMolay
Competition*

Step 4: Create a Feature list specific to your home chapter

Include all events that are unique to your chapter in the feature category. The chapter members should be brainstorming for this feature list, you are merely the moderator.

Step 5: Create flash cards

Each member creates 5 flash cards on five different features/benefits

Step 6: Study the flash cards

Here the members pass their completed cards around and share their features/benefits. This will expand their ability and knowledge on different aspects of DeMolay

Step 7: Practice on non-members

After training session, hold a prospect party

Membership II – Pitching the Product

Week to week checklist for Prospect Party

Weeks Prior to Party	Duties needed to be completed	Person who completes duties
4-6 weeks	Collect names, phone numbers, addresses, emails of prospects	All chapter members and advisors Rainbows and others can help
3 Weeks	Invitational letters to prospect Invitational letters to parents	Chapter MC or membership chair Dad Advisor or membership advisor
2 Weeks	Call prospects on telephone Hold a training session on how to sell DeMolay	All members, especially those who can speak comfortably about DeMolay All members should attend and participate
1 Week	Call Parents – Confirm and Questions Email prospects - Reminder	Dad Advisor or Membership Advisor Chapter MC or Membership Chair
Prospect Party	Educate and then Initiate	All members and Advisors
Within 1 week after	Fun event	Members and prospects
Within 2 weeks	Collect Membership Applications	First line signers
After 2 weeks	Collect names and begin process again	All members and advisors

TIPS

- When sending letters, be sure to have them proof read. Professionalism is important
- People making phone calls should be comfortable speaking about DeMolay. They should have a list of things to talk about prepared and in front of them
- Someone should be making sure all of these things happen
- Enter names, addresses, emails, and phone numbers into a database. Invite the same prospects to all of your parties...unless they ask to not be contacted again
- When talking to prospects on the phone, or in person, ask them what they like to do. Relate a DeMolay activity to their interests.
- If no one comes to your party, evaluate where the problems were. Fix them, and try again. Use poorly planned events as examples of what not to do in the future

- Call in reinforcements. If your chapter is small maybe another chapter can help with the party. The State Officers might also be able to help.
- Think outside of the box. This is only a guideline of how things have worked. You can modify, alter, or change this plan.

Membership III

Prospect Party Outline

Follow or adapt this Prospect Party Guideline

- | | | |
|------|--|----|
| I. | Welcome
minutes | 5 |
| | a. Introduce yourself and DeMolay | |
| | i. If others are speaking, introduce them too | |
| | ii. Try to give a sentence or two on DeMolay | |
| | b. Explain the night's program | |
| | c. Encourage questions | |
| II. | What is DeMolay?
minutes | 10 |
| | a. Define the organization – show video or cd-rom | |
| | b. Identify features of DeMolay (Your chapter did this when holding a training session) | |
| III. | Explain the History of DeMolay
minutes | 5 |
| | a. Frank S. Land and the original 9 boys | |
| | i. WWI and the need for male role models | |
| | ii. Its growth throughout the world | |
| | iii. Local chapter's history | |
| | b. Why are we called DeMolay | |
| | i. Small explanation of Templars | |
| | ii. Focus on loyalty and fidelity | |
| IV. | Reiterate the features of DeMolay
minutes | 15 |
| | a. Explain the multiple benefits to the members | |
| | b. If there are parents in attendance, divide the group. Some benefits are for adults, others for members | |
| | c. Encourage questions | |
| V. | Detail upcoming and special events
minutes | 5 |
| | a. Local and Jurisdictional Events | |
| | i. What events are happening in the next month | |
| | ii. What special events are held throughout the year that your chapter participates in (Conclave, Brotherhood weekend) | |
| | b. Events unique to home chapter | |
| | i. Makes joining your chapter special | |
| | ii. Stress fun and enjoyment | |

- VI. Ritual or ceremonies 5
minutes
 - a. Ceremonial purposes and conformity between all members and chapters
 - i. Open to parents
 - ii. No hazing
 - b. Benefits of Ritual
 - i. Public speaking skills
 - ii. Confidence
 - iii. Better understanding of DeMolay
- VII. Closing 20
minutes
 - a. Hand out literature – Sales tools
 - b. Entertain questions
 - c. Invite to next fun event
 - d. Do something with them
 - i. Pizza party
 - ii. Build your own sundae

Times are estimates...use this as a guide to build your own model. Good Luck

SAMPLE LETTER TO PROSPECT

Dear Prospect Name,

What do you like to do? Chances are, DeMolay already does it. If not, we give you the opportunity to do it with your friends. You might be asking yourself, “What is DeMolay?” It is a youth group for young men that has been around for over 80 years and prides itself on allowing you to plan and carryout your own events. No other youth group in the world has such a long history of allowing its members to plan and execute their own activities.

You are receiving this letter because someone thinks you would make a great DeMolay. We at Chapter Name are planning a meeting where you can see who we are, what we stand for, and what type of events we already hold. We want you to attend this meeting. It is being held at time on date. We will hold this meeting in city or town at address of meeting location.

We hope you will be able to attend this meeting and see what exciting opportunities DeMolay provides. To make a reservation, or receive further information, please call Chapter Advisor at His Phone number.

Thank you,

Master Councilor or Membership Chair

Phone number

PS. We will be contacting you within the next week or so to confirm that you received this letter, see if you have any questions, and see if you will be attending the meeting.

SAMPLE LETTER TO A PROPECT’S PARENT

To the Parents/Guardians of *Prospect Name*,

Your son has been recommended to us as a young man of good character and who benefit from *Chapter name*. DeMolay is a youth group for young men over 12 years old. Our members are responsible for planning events that are both fun and safe. Through the process of planning their own activities they learn responsibility, time management skills, leadership skills, and other beneficial tools which will prepare them for success at high school, college, or beyond.

DeMolay began in 1919 and has seen millions of young men join its membership. Some of these men received success in business, politics, athletics, acting, and other fields as well. We would like for you and your son to attend an informational meeting on *date at time*. We will hold this meeting at *location in city or town*. The young men of *Chapter Name* are working hard to make this meeting educational and fun.

I serve as an adult supervisor or advisor at many of our functions. It is important that you are aware that the adult advisors for DeMolay must undergo a criminal background check and extensive training before supervising our members. We strive to provide the safest environment possible for all of our members. You will have an opportunity to meet myself and the other advisors of *Chapter name* at our meeting.

Please feel free to contact me at *phone number* for more information. I hope that this letter is the first step for your son into DeMolay. We are also sending a letter to your son regarding DeMolay and we will be calling in the next couple of days to address any concerns you might have.

Thank you for your time,
Chapter Advisor
Phone number

Membership IV--Big Brother Program

The Big Brother Program is the most important key in keeping new prospects active once they have submitted their membership application. While there may be small variations from this outline due to individual situations in your chapter, all of the information below will help you develop and operate a good Big Brother Program.

The Big Brother

- A. A member who is active and knows about DeMolay in your chapter.
- B. Be around the same age as the petitioner, up to about two years older, and should never be younger.

- C. Should have transportation himself, or be able to arrange it. *If the Big Brother has a license, Junior Operator restrictions may apply, and it is expected that the Big Brother will honor those restrictions accordingly.
- D. All members of the chapter shall fill out the DeMolay Members Questionnaire, enabling the best match up for the Big Brother.

Purpose of the Big Brother

- A. Start including the petitioner in appropriate chapter events even before his degrees
- B. Build the petitioner's interest and enthusiasm in joining.
- C. Ensure the petitioner understands the process of initiation, gets involved right away in the chapter, and stays active during the first year.
- D. Begin building the sense of brotherhood we all share through actions, not just talk

At the Investigation

- A. Have the petitioner fill out members survey, and turn it in to the Investigation Committee.
- B. Have the petitioner identify two friends for DeMolay membership.

Responsibilities Prior to the Initiatory Degree

- A. Explain the history of your chapter
- B. Inform the candidate of his election to receive his degrees.
- C. Meet or speak with parents and invite them to attend the degrees.
- D. Introduce candidate to other members at all activities.
- E. Give phone reminder of activities, and make sure candidate gets on the chapter phone list/tree.
- F. Be with him prior to the degree to answer questions.

Responsibilities between degrees

- A. Explain what he saw in the Initiatory Degree and it's meaning-immediately afterwards.
- B. Explain the obligation and begin helping him memorize it.
- C. Be with him prior to the DeMolay Degree to answer questions.
- D. Go over step, sign, token, and word of emulation before the chapter meeting.
- E. Go over the raps of the gavel, how to kneel in prayer, the response to the Nine O'clock Interpolation, and word of the day.

After the DeMolay Degree

- A. Give him new member packet.
- B. Explain what he saw and why it is part of his initiation.
- C. Practice password and sign.
- D. Get a committee assignment from the Master Councilor if available.
- E. Help him with memory work until proven up.
- F. Encourage him to attend every chapter meeting.

New Member Packet

New Member Packet Should Include:

1. Chapter Phone List
2. Chapter Contacts (Councilors, Dad Advisor, Chairman of the Advisory Council)
3. Chapter E-mail list
4. List of links to DeMolay websites. (DeMolay International, Massachusetts DeMolay, and local chapter site if available)
5. DeMolay literature (DeMolay in a Nutshell, Here is your key....etc.)
6. Three membership petitions
7. Ritual book
8. Flyers of upcoming events (D.U., Congress, Sports Tourneys....etc)

Working with youths

Youth have a language all their own. Motivating our membership and recruiting new members mean learning to communicate effectively with the current generation of young people.

This is not a simple, one-size-fits-all situation. We need to be adaptable, and learn to do new things, even when we think they're silly.

We need to understand that kids are NOT _____. They communicate in a totally different way, and using totally different_____.

Although they may appear to be human, they actually exist in a _____, which is a place of _____ and _____.

As a result, they generally do not use _____ and _____ to communicate with each other. Rather, they use _____ and _____. This can create some issues of its own. Some possible pitfalls are:

Translate:

w@ tym r LEvN? _____
drivN? _____
IL B 18, cn u w8 10 mins? _____
Cn I borrrO sum \$ 4 Inch? _____

Getting the attention of young people means reaching out to them in a way that they understand, using the media that they use. Such as: _____





























