**Suggested Chapter Sweetheart Progam**

**Introduction**

The title of Sweetheart is one of importance to a chapter or state. Much is expected of a Sweetheart, thus this guide has been created to assist in the explanation, qualifications, and expectations of a Chapter Sweetheart. It is crucial that while this is the official guide for Sweethearts within Massachusetts DeMolay, the final say in all matters regarding Sweethearts are left to the Director of State Sweethearts and then the Executive Officer.

The most important tool that a Sweetheart can have at her disposal is her personality. A Sweetheart that is friendly, cooperative, and enthusiastic can make a great difference for a DeMolay chapter and anyone involved with it. Sweethearts should attempt to attend all of the chapter’s activates and help recruit other young ladies to support the chapter.

As a Sweetheart, you are tied to DeMolay and all its rules and regulations and shall conduct yourself as such. You must hold yourself in such a manner that can never be seen in a negative fashion. You must, at all times, deserve and receive the commendation of everyone around you. Remember that it is the duty of all DeMolay to honor womanhood; and it is your duty to be worthy of that honor.

**Eligibility**

* A Sweetheart candidate must be at least 14 years of age.
* Due to the amount of time needed to perform the duties of a Chapter Sweetheart, a candidate should carefully consider her obligations before seeking candidacy.
* All Sweethearts are expected to comply with the dress code outlined later in this guide.
* Escort the master councilor to functions, when appropriate

**Chapter Sweetheart**

**Qualifications**

1. She does not have to be a member of Job’s Daughters or International Order of Rainbow for Girls.
2. She may not hold the title of Chapter Sweetheart or sweetheart court of more than one chapter at one time.
3. There is no term limit for a Chapter Sweetheart. She is eligible to run for Chapter Sweetheart again under the approval of the Advisory Council.
4. Chapter sweetheart candidate must be at least 14 years of age at the installation
5. She may not be over 21 years old at any time during her term of office
6. Any young lady may submit a Letter of Intent to run for Chapter Sweetheart, as long as she meets the eligibility guidelines previously stated. All Letters of Intent are subject to approval of the Advisory Council.

**Election Process**

1. The Letter of Intent must be submitted to the Chairman of the Chapter’s Advisory Council one meeting prior to the Election Night. The Letter of Intent should include their reasons for running and how they feel they can better the Chapter in question
2. Once approved by the Advisory Council, the candidate must be nominated and seconded by two separate members of the Chapter. Once all nominations are made, the Letters of Intent will be read aloud to the members or the Chapter. A Chapter may choose to bring the candidates in for “Hot Seat Questioning” if they so choose.
3. If only one candidate is running, a motion may be made to cast one unanimous ballot in favor of the candidate. If the motion fails, a ballot must be taken by the members of the Chapter. A simple majority would dictate a winner.
4. If two or more candidates are running, a ballot would be taken by the members of the chapter with a majority dictating the winner. If there is no majority after one ballot, then a re-ballot shall be taken with only the top two candidates to vote for. If no majority is reached again, then the decision shall fall upon the Master Councilor. Those who do not win the title of Sweetheart will be asked to be on the Sweetheart Court.
5. After a Chapter Sweetheart has been declared, her Sweetheart Court will be announced [*up to two (2)*] by the Advisory Council.
6. The term of Chapter Sweetheart will follow the same term as the regular members of the Chapter.
7. The Chapter Sweetheart and her court serve at the will and pleasure of the Chapter and its Advisory Council.
8. The chapter sweetheart and her court are expected to follow the dress code at all times.

**Duties and Responsibilities**

1. Get to know all the Chapters Members.
2. Attend all meetings of the Chapters, including their installation
3. Always be available to assist. Let members know that you are interested and want to be a friend to all.
4. Work together with the Master Councilor to plan special events and activities. She should go out of her way to use her initiative in helping with fundraising, dances and other fun activities.
5. Attend all Chapter activities at which it is proper to attend.
6. Work vigorously to enhance the membership of DeMolay by promoting DeMolay to young men who they feel would make good members. Keep a supply of membership literature and have an active member follow up on her recommendations.
7. Encourage the Chapter to travel throughout the State.
8. Take care of the symbols of your office. This includes a tiara and banner (*if provided by the Chapter*). If they are provided for you by the Chapter, they are to be turned over to your successor. If you lose or damage something, it will be your responsibility to repair or replace it.
9. The outgoing sweetheart is to install her successor
10. Write or submit articles for your chapter publications
11. Offer event ideas to the chapter but remember it is the members who should do the planning and execution of events.
12. Check with the master councilor and chapter dad for any duties, traditions, or responsibilities specific to your chapter

**Installation**

The retiring sweetheart is responsible for memorizing the ritual in preparation for the installation.

To ensure a respectful and dignified ceremony, take the time to practice not only the ritual but the placement of the regalia prior to the installation.

Retiring sweethearts will have their regalia removed during the ceremony before the new sweetheart is crowned.