

Starting a Squire Manor

A Guide to Help Your Chapter Organize a Manor of the Order of Squires

Introduction & General Information

Congratulations! Your Chapter is interested in starting a Squire Manor and that's great news! Starting a Squire Manor is a great way to help your Chapter grow in membership, as well as help the members of your Chapter grow as mentors by working with the younger Squires. Before you can start your new Manor, let's first understand what Squires is.

The Order of Squires, commonly referred to just as Squires, is an organization for young men ages nine to twelve that is an appendant body of the Order of DeMolay. Established in 1995, it supports the purposes and ideals of DeMolay through quality programs teaching leadership skills, social development, and cooperative activities with the DeMolay Chapters and other local community groups. The goal of Squires is for its members and their parents to have fun while learning three important life lessons: Wisdom (the importance of education), Truth (honesty), and Justice (equality and fairness).

The basic Squire organization is called a "Manor." Each Manor is sponsored by either an Advisory Council of a DeMolay Chapter or a DeMolay Jurisdiction. Each Manor has seven officers:

Elected	Appointed
Master Squire Senior Squire Junior Squire	Squire Treasurer Squire Recorder Squire Chaplain Squire Marshal

Additionally, one Active DeMolay of the sponsoring Chapter serves as Squire Mentor. As Squire Mentor, he is to be a liaison between the Manor and the Chapter, as well as to be a role model and example to the Squires as his title suggests. Each Manor must also have an Manor Council made up of current, registered DeMolay Advisors.

Now that we have an understanding of Squires, let's look at the steps to start your Manor.

Getting Started

Step 1: Review the Guidelines for Squires in Your Jurisdiction

Each Jurisdiction has a set of guidelines for how its Chapters, Priories, and Squire Manors should be founded and operated. Be sure to review the guidelines for establishing and operating a Manor of the Order of Squires as set forth by your Jurisdiction, as well as those created by DeMolay International. This way, you can be sure your Manor is built and run properly. Contact your Executive Officer or Director of Squires (if applicable) to clarify any questions.

Step 2: Obtain a Sponsoring Organization

As previously stated, each Manor is sponsored by either a DeMolay Chapter's Advisory Council or a DeMolay Jurisdiction. A Chapter interested in forming a Manor should discuss the impacts it could have to the Chapter and the Advisory Council should vote on whether or not to sponsor the Manor.

Step 3: Determine Leadership

Each Squire Manor must have a Manor Council consisting of a Squire Mentor and at least two registered DeMolay Advisors. As we covered earlier, the Squire Mentor is an Active DeMolay liaison between his Chapter and the Manor. The success of your Manor will depend heavily upon your Chapter selecting Advisors and DeMolays who have the enthusiasm and energy to work with the Squires.

The Manor Council is responsible for the coordinating, planning, and executing of all functions of the Manor. The Manor Council must comply with the DeMolay International Risk Management Guidelines. Advisors of the Manor Council must be Advisors of the sponsoring DeMolay Chapter Advisory Council.

Step 4: Draft Your Manor's By-laws

All Manors must adopt a set of by-laws that govern how the Manor will be run. By-laws are typically a simple document that details such things as:

- The name of the Manor
- Meeting dates and place (usually the same place as the sponsoring Chapter)
- Officer terms
- Membership fees

Advisory Councils may expand the by-laws at their discretion. Your Manor's by-laws must conform to all regulations and guidelines established by DeMolay International and your Jurisdiction.

Getting Approved

Step 5: Complete the Manor Declaration of Intent

Now that your Chapter has completed all the planning and your by-laws are drafted it's time to file a Declaration of Intent to start a Squire Manor. This document is the official document stating your intention to form a Squire Manor.

Step 6: Submit Your By-Laws and Declaration of Intent to your Executive Officer

Now that you have all the planning done and all of the documentation ready, it's finally time to request approval to start your Squire Manor! Submit your by-laws and Declaration of Intent to the Executive Officer of your Jurisdiction. If he feels that your Manor has a thorough and proper foundation of documentation and people to operate it, then your Executive Officer may approve the founding of your Manor. Once you've been approved, it's time to start...

Getting Down To Business

Step 7: Draft Your Manor's Members

Now that you've been approved to start your Manor, it's time to draft its members. For a young man to be eligible to join the Order of Squires, he must be between the ages of nine and eleven years old, complete the Squires Membership Application, and be approved by the Manor. Remember that, as the Order of Squires is an appendant body of DeMolay, you should hold perspective Squires to the same standard as a perspective DeMolay.

For your Manor to begin operating on a temporary basis, you will need at least three Squires. This temporary period should last no more than six months. Once your Manor has at least five members, your Charter can be issued.

Step 8: Acquiring Paraphernalia

Like any organization, the Order of Squires has a certain set of items which are integral to its ceremonies. These include:

- A round table top, decorated with the emblem of the Order of Squires
- A Bible
- 2 gavels in the East at the Master Squire's station
 - 1 is ceremonial
 - 1 is for use
- A sword in the West at the Senior Squire's station
- A set of schoolbooks in the South at the Junior Squire's station

Step 8: Inducting the First Class of Squires

Congratulations, you're ready to induct your first class of Squires!

Typically, a Squire induction should be performed by your Manor's members. However, in this instance where your Manor has no members, the ritual may be performed by Active DeMolays.

Within ten days of the induction of these and any other Squires, you must report these new Squires to your Jurisdictional staff with the Form 10-S .

Step 9: Election & Installation of Your Manor's Officers

Once your Manor has been established and has garnered members, you can now hold elections for Master Squire, Senior Squire, and Junior Squire. Candidates should be nominated by another member and then elected by a majority of the members of the Manor.

Once the officers have been elected, your Manor can hold an Installation of Officers. Like in DeMolay, Installations of Squires are public ceremonies. It is common for Squire Installations to take place at the Installation of the sponsoring Chapter. The Installation ritual includes the following parts:

- Squire Mentor
- Installing Officer
- Installing Chaplain
- Installing Marshal

Each of the Installing parts should be performed by Active DeMolays of the sponsoring Chapter or other Squire Manors.

Within 10 days of the Installation of Officers, your Manor must submit to your Jurisdictional Staff a Form 11-S.

Conclusion

After completing these steps, your Chapter will have a fully-fledged Manor! Much like a DeMolay Chapter, the success of a Manor boils down to activity. As a member or Advisor of the sponsoring Chapter of a Manor, two of your biggest duties are to see that the members are participating in the Manor's activities and that the Manor has several scheduled events to promote activity. Ensure that the members of your Manor enjoy every moment of their experiences as Squires, remembering that these Squires are the future of your Chapter. Use your Manor as a place to foster quality young men, prepared to be great DeMolays and excited to join DeMolay upon reaching the age of twelve.

For any further questions, please contact your Executive Officer or your Jurisdiction's Director of Squires. They will be able to guide you through your Jurisdiction's policies to start a Squire Manor.

Best of luck to you and your new Manor as you begin a long and prosperous journey in the Order of Squires!