



New York DeMolay

Draft Standard Operating Procedures

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Contents

Introduction	3	Parents' or Mothers' Clubs.....	13
Chapters	4	Parents at all Chapter Functions.....	14
Adult Participation in Chapter Meetings.....	4	Past Master Councilors, and their regalia.....	14
Athletic Activities of Chapters.....	4	Petitions for Membership	14
Athletic Spectator Behavior.....	5	Presentation of Ritual and Ceremonies	14
Almoner or Charity Fund	5	Private Home Events	15
Audit Required	6	Tax Laws	15
Authorized Activities.....	6	Visitations.....	15
Bylaws	6	Youth Protection.....	16
Chapter Business	6	Advisory Councils	17
Chapter Meetings.....	7	Advisor Training	17
DeMolay Degree Costuming	7	Advisory Council Organization.....	17
Dress Code.....	7	Advisory Council Meetings.....	17
Driving.....	8	Audit Required	17
Dual Membership	8	Female Advisors Required	17
Education Day	8	Minutes Required	17
Electronic Communications	8	Appendant Bodies	18
Fundraising Approval.....	9	Audit Required	18
Funds and Assets of Forfeited Chapters	9	Bylaws.....	18
Honors Nominations.....	10	Honors and Awards	18
Housing Policy	11	Conclave Merit Bar	18
Informal Meetings	11	Conferral of Honors.....	18
Masonic Family Organizations.....	11	Prohibited Practices and Zero Tolerance.....	19
Medical Care	12	Bullying and Hazing.....	19
Meeting Without A Quorum.....	12	Controlled substances.....	19
Membership at Large.....	12	Inclusivity Standard.....	19
Nine O'clock Interpolation.....	12	Robo-calls.....	19
Obligating New Members.....	12	Zero Tolerance Policy	19
Parental Notification.....	13		

Introduction

This document is a standard operating procedure for New York DeMolay. It serves to provide guidance to the various parts of New York DeMolay and hopefully provide clarity on issues that arise from time to time. It is being promulgated as a draft in November for feedback and suggestions by members of the State Executive Committee and the State Advisory Council before being implemented.

The purpose of this document is to be able to answer the “What do we do in this situation?” “How do we run this part of the program?”

We are separately developing policies on social media, and other program areas that will be incorporated into this document.

Chapters

Adult Participation in Chapter Meetings

To enhance the leadership training inherent in the DeMolay program, and to support the growth of independent decision-making and peer motivation, the Chapter Advisor will be the only adult permitted to speak in open Chapter. Exceptions may be made when the Master Councilor has invited a speaker or arranged for an advisor to present specific instruction or information that, by its nature, cannot be communicated by an Active Member of the Chapter.

The Chapter Advisor may designate another Advisor of the Chapter to speak in his place. A representative of the Executive Officer, present at the meeting to perform an official duty, is exempt from this regulation. State Advisory Council members regularly attending their home Chapters should not speak at meetings unless directed to do so by the Executive Officer.

It is the Chapter Advisor's responsibility to see that a Master Councilor is adequately prepared in advance of the meeting so that it does not become necessary to call on Advisors for regular reports or comments. It is, of course, permissible for a Master Councilor to request clarification of some issue from any adult in the meeting, but this must be monitored by the Chapter Advisor to ensure that it does not become the routine order of business.

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 ensure 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 or his designee. Competitions involving essentially individual, non-contact sports, such as bowling, golf, tennis and swimming are exempt from this condition. However, swimming must be directly supervised by advisors and have appropriate lifeguard coverage must be present at all swimming activities.
- B. Authorized athletic competitions sponsored by New York DeMolay must be supervised by the Director of Athletics or other specified individual and qualified referees/officials to ensure 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.

Athletic Spectator Behavior

New York DeMolay enforces a low tolerance behavior policy regarding players, coaches, advisors, parents & spectators. Games will be stopped when subjects displaying inappropriate behavior interfere with others at the game or practice period. Officials will identify violators to NY DeMolay staff for the purpose of immediate removal from the facility. Only when removed will play continue. Lost time will not be made up. Violators may be subject to further disciplinary action by NY DeMolay, and the Grand Lodge of New York, or local government officials, when necessary. This inappropriate behavior shall include but not necessarily be limited to:

- directing obscene or vulgar language at anyone, 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 or causes an undue mess.
- violation of rules for the use of the competition facility.
- any other conduct unfitting the standards of behavior consistent with the principles of the Order of DeMolay.

Game forfeitures may be recommended by officials and/or staff 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.*

Almoner or Charity Fund

In years past, Chapters traditionally had an Almoner's Fund, or a charitable fund of the Chapter supported by money collected through fund-raising and voluntary donations at Stated Meetings. Most Chapters don't call it this anymore, but still set aside money for charitable purposes, sending flowers, get-well cards, and the like. Chapters are permitted to set a "box of fraternal assistance" or a collection basket out at Installations and other public functions to take donations to the Almoner's Fund. The members must decide at the last stated meeting prior to the Installation what the proceeds will be used for, and upon calling for the collection the Master Councilor or presiding officer should announce where the funds are being directed. A basket may be set out for voluntary donations in lieu of passing a basket within the chapter room, as long as there is a card or announcement indicating what that charity is going to be.

The money collected should be turned over to the Scribe and may be kept, either as a separate account, or as a line item in the Chapter's operating fund. It must not be kept in cash, nor shall cash disbursements be made. All disbursements must be made by a check issued by the chapter. When money is collected in this fashion it must be used for one of the following purposes:

- A donation to a 501(C)3 Charity approved by the Chapter at the last regular meeting prior to the installation/public event.
- A card or other charitable gesture for a member of the chapter or his family, or a member of the sponsoring/supporting concordant body.
- A donation to the State Charity Project
- A donation to a DeMolay International charitable project
- A donation to the DeMolay International Almoner's Fund
- A donation to a Grand Lodge of NY or DeMolay International Disaster Relief Fund
- A donation towards the Chapter's Charity Project i.e.: Shriners Hospital for Children

Discretion is urged that care should be taken not to be asking the same people for money. For example, if there is a charge for a dinner or a dance with the installation it is probably advisable not to also do an almoner's collection.

Audit Required

The Chapter Members must annually audit their chapter's checking account by February 1 of each year using the New York DeMolay chapter audit form.

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 for every five (5) members present, must supervise all authorized activities of the Chapter.

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 must also be subjected to this review process.

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

Chapter Business

Chapters should find ways to minimize the length of their business meetings by eliminating timewasters 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 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.”*

For the purposes of New York DeMolay, mailed shall also constitute electronic mail.

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

“The members present 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.”

For the purposes of New York DeMolay, Chapters having less than 15 members may call a special meeting upon the written request of 20% of the membership.

DeMolay Degree Costuming

In accord 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 and shirt, under their DeMolay Degree costumes. With ladies and parents attending our degrees, this practice is essential. Appropriate footwear is also recommended.

Dress Code

The Chapter Members, subject to approval by the advisory council, will establish and set their own dress code for chapter meetings. Chapters should take steps to ensure that dress codes do not create undue financial hardships on the members.

No dress code may be used to prohibit a DeMolay from wearing attire that is religious in nature.

Care should be taken to ensure that clothing does not contain un-DeMolay like sayings or graphics.

When visiting another chapter or another youth organization, care should be taken to observe their dress standards.

In general, DeMolay uses the following standards for young men and male advisors:

DeMolay Casual: A pair of slacks with a polo shirt. **Shorts and t-shirts are not casual.**
DeMolay Business: A pair of slacks, with a dress shirt, tie at a minimum, jacket or blazer,

- DeMolay Formal: or a culturally equivalent outfit such as a barong or a kilt or military uniform
A tuxedo or dark suit, or a culturally equivalent outfit, such as a barong or kilt or dress uniform.
- DeMolay Athletic: A pair of shorts or pants with an A-Shirt, Tee Shirt, or Tank Top.

Driving

The guidelines published in The DeMolay Insurance and Risk Management Guide, issued by DeMolay International, are recommended to all Advisory Councils when determining who should drive for 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 must insist that all passengers wear seat belts. The driver should carry more than the state-mandated minimum insurance coverages.

Motorcycles, vespas and open-air off-road vehicles, such as dune buggies, may not be used to provide transportation for passengers to DeMolay functions. Jeep style vehicles are permitted but must have their doors and roof affixed when transporting youth. An individual may use these vehicles to transport himself to and from an activity.

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(s) involved. 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(s), is binding upon the other Chapter. Members cannot simultaneously hold elective line officer positions in both chapters per DeMolay International Statute.

Education Day

According to the Rules and Regulations of DeMolay International [323.1(b)], the Executive Officer has authority to change the date of any Obligatory Day. Therefore, in New York, Educational Day will be held during the month of September of each year, to coincide with the beginning of school.

The Rules and Regulations of DeMolay International [323.1(g)] describe a specific form for this observance. "On Educational Day it is the duty of each Chapter to arrange a program that will tend to emphasize the value of an education and the fact that the public school is a bulwark of liberty and must be maintained."

As part of the requirements to qualify for the PMC-MSA in New York, Educational Day must be observed in accordance with this policy.

Electronic Communications

Almost all Chapters are using e-mail, text messaging, Facebook and other forms of social networking to

supplement their phone chain and other forms of communication. This is an acceptable communication **enhancement**, but not all members, especially the younger ones, have access to e-mail or the internet, or smart devices.

While e-mail is an acceptable form of communication for meeting notices, it should not entirely replace the distribution by mail of invitations to installations, chapter events, term plans, Ad Journal solicitations, or calendars.

When email is used as the primary source for meeting notices it should be done in a consistent manner. Always send your meeting notice in the same window of time. If you are sending a monthly meeting notice it should be sent **no less than 10 days prior to the first of the month**. Follow up emails should be sent 7 days prior to the actual meeting date, requesting that members reply to the Master Councilor or Chapter Advisor advising if they will be attending the meeting. That email should be followed up with phone calls to members who did not respond. Phone calls can be made by the Master Councilor or delegated to one of the other councilors but should be made to every member within a week prior to each stated meeting. In addition, if the need arises to cancel a stated meeting notification to members and advisors should be made **by phone** by the Master Councilor. The Chairman must also notify, **by phone or email**, the Executive Officer, State Chapter Advisor and District Deputy.

Electronic communications should never be considered as private and should have limited use as a form of “official” chapter correspondence or notifications, particularly in disciplinary and procedural matters.

In addition, at least one parent of each member – particularly those who do not have a parent on the Advisory Council or Parents Club should be included on **ALL** electronic correspondence. Parents need to be kept informed of Chapter, Region and State activities, especially those with a financial obligation.

The use of apps such as ‘Go to Meeting’, BAND, and similar apps is prohibited, as is the use of **any** tracking software used to monitor when communications are read by the recipients. These apps have the potential to have an expense attached to them.

Material and information distributed by electronic communication must always be consistent with the ideals of DeMolay. Advisors and members alike are cautioned that, *even if sent by error*, a communication of offensive, rude, or crude material to an active DeMolay may result in disciplinary action up to and including dismissal from the Order or from Advisory service. Distribution of *obscene* or *pornographic* material (whether by an advisor to an active DeMolay or by an older DeMolay to a DeMolay who is a minor, by one advisor to another, or by an advisor to a parent.) will almost certainly result in *criminal prosecution*. Such actions are unconscionable in the context of our Order.

A **ZERO-TOLERANCE POLICY** is in effect, and violation may result in suspension or expulsion from the Order, or removal from Advisory service

Fundraising Approval

All fundraisers must be approved by the advisory council in compliance with DeMolay International rules and regulations, Grand Lodge rules and regulations and the laws of the State of New York.

Funds and Assets of 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. Chapters that forfeit their Charter may be reinstated within five years of their closing. All Chapter funds initially deposited with New York DeMolay will be returned to any reinstated Chapter. A Chapter instituted in a community where a DeMolay Chapter previously met, but has been dormant for more than five years, is entitled to request funding assistance, but does not have a claim on the funds or properties of the previous Chapter. Funds deposited for longer than five years are released for use in promotion of the Order of DeMolay and for the establishment of new Chapters. All interest generated by these deposits may be used by the Executive Officer to promote the Order of DeMolay in New York.

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 Past State Master Councilors are hereby granted the privilege of making recommendations to the Executive Officer for his consideration. Nominations 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. (if applicable)
- Chapter has achieved its membership goal for the previous year as established by New York DeMolay and the chapter.
- 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 Convention Ad Journal, conferred Legion of Honor or Chevalier Degrees, hosted Chapter members at annual observances, contributed to DeMolays attending State Convention and/or Leadership Training Conference, visited local Chapters as a group, sponsored initiation fees for new members in need, etc. The Preceptory or Chevalier Court must have filed their annual report to New York DeMolay on time.

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

Housing Policy

New York DeMolay Chapters will adhere to the Youth Protection Policies of DeMolay International, and in recognition of this when arranging rooms for all DeMolay functions, whether a state-wide program at the Masonic Care Community Center, or a Convention or other commercial location, or on a Chapter trip, each person will be housed in an age-appropriate room. Typically, this means that we will house young people in age-ranges of 12-14, 15-17, 18-20 For bunk rooms the age grouping is waived. **Advisors and adults never stay in rooms with youth**, (*except that parents may be housed with their own children; additionally in emergency situations which are known and discussed among the advisors present at an activity, it may be necessary, however, the Executive Officer should be consulted, if available, and if not, a full report must be made to him as soon as possible. The parents should also be consulted whenever possible.*)

Sometimes there are comfort problems encountered when more than two young people are housed in the same hotel room. While it is preferred that young people be given individual beds when roomed together, we realize that cost is an issue for most Chapters and individuals, and housing four to a room may be the only way to afford an activity. This is a Chapter's choice, and young men who require single beds have the option of paying extra for that comfort, or not participating. In cases where there are three or four young men in a room, all have a right to sleep in a bed. Any situation where a DeMolay is involuntarily made to sleep on the floor will be considered as hazing and appropriately dealt with.

Elected and Appointed State Officers, who travel on DeMolay business to perform Installations, degree conferrals, official visitations, prospect parties, etc., are sometimes placed in a situation where housing them together, regardless of age, is necessary for cost control, convenience, or other legitimate reasons. These activities are optional, and the officers may choose not to participate if they are uncomfortable with the housing arrangements.

Informal Meetings

A Chapter may conduct its Stated Meeting informally (that is, without ritualistic opening/closing or formal conduct of business, including elections or voting of any type) at the discretion of its officers and under the supervision of the Advisory Council. However, when such meetings are held, the Chapter's Scribe or another designated person must keep minutes. The minutes of such meetings are to be made part of the official records of the Chapter. This is intended for summer meetings, and for small Chapters, but is to be the exception, not the rule. Every effort should be made to hold a formal meeting at one of the two scheduled monthly meetings, with ritualistic opening/closing formal conduct of business.

Further, consistent with the vows of the Master Councilor and the principles of our Order, informal meetings must be opened and closed with appropriate DeMolay prayers (ritualistic or otherwise).

Masonic Family Organizations

All related Masonic Family organizations are welcomed 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 fundraising 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 New York DeMolay.

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. Each transporting advisor should be given the authorizations for the members in his/her vehicle.

Meeting Without A Quorum

Previously, a quorum was defined as a set number of DeMolays present at a meeting. In 2017, this was changed to read “318.5 Quorum. The members present are a quorum for the transaction of business.”

Membership at Large

Applications for membership from candidates who are not residents within the normal territory of any Chapter may be received and approved by any member of the Executive Officer's Staff, who, upon approval of the Executive Officer, shall supervise the administration of the obligations of the Order and cause proper reporting and payment of necessary fees to DeMolay International and New York DeMolay. The Staff Member then must also arrange for the opportunity to receive the full Degrees of the Order at a later date.

Nine O'clock Interpolation

The Nine O'clock Interpolation is to be given before the close of any DeMolay meeting even if the meeting did not go all the way to 9PM. If a meeting does not go past 9:00PM, per the ritual the closing prayer becomes the 9 O'clock Interpolation. During DeMolay socials or other activities that go past 9PM, at a convenient time the 9 O'clock Interpolation should be done. Chapters are urged to use common sense on modifying the prayer to fit circumstances. For example, kneeling may not be required if the terrain does not support it.

Obligating New Members

In accordance with the Rules and Regulations of DeMolay International, the Executive Officer has authorized the obligating of candidates by having them take the Initiatory and DeMolay Degree Obligations only, without the balance of the Degree ceremonies, with the understanding that the candidate will receive his full Degrees within 90 days at a future Region, Statewide or Chapter class. The procedure on pages 73-82 in the 15th Edition of the Ritual (2013) must be followed.

The purpose of this procedure is to allow interested new members to join our organization and participate in activities, while waiting for the planned membership class. This allows a Chapter the flexibility to plan and work towards quality Degree conferrals without losing interested candidates. It will also assist a Master Councilor in meeting the PMC-MSA membership requirement but does not satisfy the Master Councilor ritual proficiency requirement of the PMC-MSA.

Chapters are not encouraged to use the obligation option in lieu of the full induction ceremonies, but rather this option is for the benefit of the Chapters, who need participating members, and the candidates, who do

not wish to wait several months to view the full Degrees. What IS required is the following:

Procedure:

1. A membership application must be received with full fee; the applicant must be visited in his home, and balloted upon, as required by the DeMolay International Rules and Regulations. Every applicant must receive the same treatment in this respect.
2. Once elected, the candidates must be given the option to choose the immediate Obligating Ceremony, or to wait for the full degrees.
3. The Obligations must be administered with proper solemnity at a stated or special meeting of the Chapter, whether meeting formally or informally
4. Candidates must repeat the Initiatory Degree Obligation (and preferably ALSO the DeMolay Degree Obligation) at the Chapter Altar at a regular or special chapter meeting. The candidates must also be taught the step, sign and token, the word of emulation, the grip, and if obligated in the DeMolay Degree, the grip, sign and password of a DeMolay. This may be done in ritualistic fashion or informally.
5. The new members must be immediately reported on a Form 10 with the proper fees paid, and they are then considered to be FULL-FLEDGED MEMBERS of DeMolay, even if, by chance, they never receive the full Degrees. A second Form 10 may be submitted later to provide the Degree dates for record-keeping purposes, but for insurance purposes, the reporting cannot be delayed.
6. The newly obligated members may then participate as full-fledged members in good standing, with the knowledge that they should be participating in the conferral of the full Degrees as soon as possible thereafter but not to exceed 90 days.

Parental Notification

Parental notification of official DeMolay activities should communicate the date, place, and beginning and ending times for the activity, as well as the cost. Parents are always welcome and should be encouraged to participate in DeMolay activities. Adults who witness or become aware of any violation of policy or instance of abuse have an obligation to report the incident according to the “Disclosures and Reporting.”

Parents’ or Mothers’ Clubs

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.”

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.”

It is the preference of New York DeMolay that we have Parents’ clubs, so we are fully welcoming all of our parents to participate and not just mothers.

Parents at all 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 secret work. The purpose of this regulation was to alleviate parental concerns about their children participating in "secret" ceremonies from which they were excluded. This is NOT optional. Parents have the right to attend any tiled meeting, or ceremony that their Active DeMolay is participating in.

In New York, "any other individual permitted by the Executive Officer" automatically includes any family member over the age of 21, 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 with the consent of a Chapter's Advisory Council. Siblings (brothers, sisters) of members under the age of 21 are still NOT permitted to attend inductions or tiled meetings, unless they are, or have been members of the Order of DeMolay.

Chapters should make sure that they are welcoming and inviting parents to be involved and engaged.

Past Master Councilors, and their 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. He is, by this designation entitled to wear the regalia of a Past Master Councilor.

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 also is 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.

Petitions for Membership

The petition for membership shall take the form adopted by New York DeMolay which may be found on the jurisdictional webpage. All previous petitions are obsolete. A chapter may use a customized petition upon written request to the Executive Officer and his subsequent written approval. Petitions must be retained by the chapter in a safe and secure place to ensure privacy.

Presentation of Ritual and Ceremonies

As the Order of DeMolay is a young man's organization it is intended that all ritual work and open 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 or a Representative DeMolay Team, etc., it is expected that a nearby Chapter, or State Officers, will be invited to participate. When adults are used in performing DeMolay open ceremonies, they must meet the highest performance standard possible; as they will be setting an example for the young men they lead. Exceptions to this rule must be approved by either the District Deputy or Executive Officer.

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.

The DeMolay ritual is a serious part of what we do. Care should be taken that the presentation of ritual is done in a manner that lends dignity and honor to the work we do. Therefore, care should be done that ritualistic work is done in a formal and serious setting. Advisors are expected to encourage this positive behavior.

The Director of Ritual may set additional requirements for the presentation of ritual.

Private Home Events

Activities involving DeMolay members and adult volunteers in private homes should not be conducted without the written approval of the chapter's Advisory Council and notice provided to members' parents, and then only while adhering to the "two-deep" leadership policy. The Executive Officer must be informed by the Advisory Council of approval of such an event by email.

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 must 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 the Installations of Officers, and other official Chapter functions as well as Chapter Meetings.

Tax Laws

All 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. All Chapters are required to submit a copy of the 990 and/or evidence of a filing to the Executive Officer or his designee.

Unauthorized Ceremonies or Organizations.

Only ceremonies published in the DeMolay Ritual, or the Monitor of Ceremonies, or those approved in writing and in advance by the Executive Officer, may be performed. "Secret" activities, unofficial organizations and unsanctioned ceremonies outside of DeMolay are not authorized by DeMolay International and are not permitted as part of any DeMolay activity.

Visitations

A key part of DeMolay is the brotherhood and bonding of travel and visitations among chapters. We want

to see chapters traveling and Visitations among chapters are encouraged. Regardless if the chapter is less than an hour away from you or clear across the state, it is a good example of the third cardinal virtue to let the Chapter Advisor and Master Councilor know you will be visiting. It also allows the host to make arrangements and share if there are special things going on that night. Concurrently, if you have visitors coming and you need to change your meeting please notify the visiting Master Councilor and their advisors by phone. All out of state visitation must be approved in advance by New York DeMolay in accordance

Youth Protection

A designated portion of the Youth Protection Program, authorized by DeMolay International and provided to every New York DeMolay Chapter, must be reviewed at least once each term, or a minimum of twice per year by the Chapter members and the Advisors of the Chapter. An alternative youth protection presentation is permitted to be used once a year to meet this requirement as long as it is pre-approved by the Executive Officer a minimum of two months in advance. It is also required that all new members review a portion of this program as a part of their orientation process. Chapters shall provide a written statement of compliance each term to the Executive Officer. Please refer to the New York DeMolay Youth Protection guidelines.

Advisory Councils

Advisor Training

In addition to the online training provided by DeMolay International, advisors in New York will need to take an additional in-person training coordinated with the Designated Member of jurisdictional staff. The Executive Officer may require an advisor to take additional training or to take a refresh on the in-person training.

Advisory Council Organization

Bylaws – In the jurisdiction of New York, Advisory Councils must adopt a set of minimum standard bylaws to govern its own organization process. Sample bylaws are available from New York DeMolay.

Membership—Any adult who is of good moral character and who agrees to abide by the Rules and Regulations of DeMolay International and submit themselves to a criminal background check are eligible to be considered to serve on the Council for the current calendar year. Members of The Advisory Council shall be appointed by the Executive Officer upon a positive recommendation by another DeMolay advisor. Once appointed to membership, they may remain on the Council as long as they recertify themselves on E-scribe with the “Change/No Change” form for continuing advisors according to DeMolay International Guidelines. Ultimately, all Advisor appointments emanate from the Executive Officer, acting upon the advice of the Chairman and the Council at large.

Advisory Council Meetings

Meetings—Advisory Councils **MUST** have a Stated Meeting at a standard location, and on a standard day and time, established by bylaw or agreement, and recorded on the Annual Meeting record submitted with the ACR’s to the Executive Officer. Any change of that Stated Meeting shall then first be approved by the Executive Officer before being advertised to the membership. District Deputies should be invited to Advisory Council meetings, but only registered advisors of that advisory council have a vote. If a meeting is canceled the chairman must notify the District Deputy and Executive Officer.

Audit Required

Annually, the advisory council shall audit the books of the chapter. This audit must be done by at least two advisors not related by blood or marriage to the individuals with access to the account. The audit must be done using the New York DeMolay audit form. This must be done by February 1 of each year. The jurisdiction may randomly review audits.

Female Advisors Required

In New York DeMolay, it is a **REQUIREMENT** that all Advisory Councils **MUST** register at least two female advisors each year. This policy is being promulgated at the end of 2019; each chapter has until April 1, 2020 to be in compliance. If a Chapter is unable to locate a female advisor the Executive Officer may assign jurisdictional staff to comply with the requirement.

Minutes Required

Minutes of each advisory council meeting are required to be kept. Upon request of the District Deputy or the Executive Officer these minutes must be provided to them.

Appendant Bodies

Audit Required

Annually, the body shall audit the books of the body. This audit must be done by at least two members not related by blood or marriage to the individuals with access to the account.

Bylaws

Chevalier Courts and Legion of Honor Preceptories must annually review their 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 entire body, not just the Executive Board. All amendments to Bylaws are subject to review by the Executive Officer, and do not become effective until he has provided written approval and authorization to enforce.

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

Honors and Awards

Conclave Merit Bar

In New York, DeMolays may earn credit for the Conclave Merit bar by attending any official New York DeMolay function such as a Convention, LeadCon, Winterfest, or State Membership Class. In addition, Region I LTC, KeyMan Conference, MATOC and ODLE will also count. Other events may count upon prior permission of New York DeMolay. Thus, it will be possible for a member to earn the purple and gold bars while still an active member of the Order, without having to travel to Conclaves or Conventions in other states. If an event does not count towards the Conclave Merit bar this will be stated in the registration form.

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 can be received by DeMolay members, Senior DeMolays, Master Masons, and Advisors. 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 Personal Representative, or a member of DeMolay International designated by him. Active DeMolays and Senior DeMolays who are not Legionnaires may perform the part of Herald, or the rededication to the seven ideals of DeMolay.

The Cross of Honor must be conferred by a team of Active DeMolays. Upon written permission of the Executive Officer a team of Senior DeMolays may be used if appropriate.

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. Any Chapter conferring these ceremonies in a sub-standard fashion, without the dignity due those who have been selected for DeMolay International's highest honors, will forfeit the privilege of recommending additional brethren for honors in the succeeding

year.

Public honor ceremonies are a big deal and the use of written invitations is strongly recommended, ideally no less than three weeks prior to the event. To lend to the seriousness of the event there should also be a printed program for the evening's presentation.

Honors are a chance to recognize and appreciate those who have done outstanding work. Every effort should be made to involve the honoree and their family in these conferrals, as well as to make the conferral special to the honoree. This should include asking them if there are specific people they want on the team.

Prohibited Practices and Zero Tolerance

Bullying and Hazing

Bullying and hazing in any form is prohibited in DeMolay. This includes youth on youth bullying, adult on youth bullying and adult on adult bullying.

Controlled substances

Alcohol, tobacco, vaping, and prescription drugs without a prescription. All prescription medication must follow the New York DeMolay medication policy.

Inclusivity Standard

We believe that there is a place for everyone in DeMolay, and our membership should reflect that standard. DeMolay exists for any young man between the ages of 12-21 who is of good moral character and expresses a belief in a supreme being. Young men, regardless of their or their families' race, color, religious belief or expression, national origin, ancestry, disability, orientation, veteran status, political beliefs, economic background, source of income, or other demographic characteristic are welcome and included in all activities of DeMolay. All chapter, region and state functions shall conform to this standard.

Robo-calls

Robo-calls and "call them all" services and 'apps' are prohibited forms of communication.

Zero Tolerance Policy

New York DeMolay enforces a Zero Tolerance Policy with regard to the use of alcohol, illegal drugs, weapons, illegal tobacco use including vaping, hazing, or any physical, verbal, sexual, or emotional abuse of any kind at any DeMolay function. This policy applies to both Active DeMolays and adult volunteers. Violations of risk management, youth protection, or prohibited substance policies will result in suspension or expulsion from DeMolay.