



Duties of  
New York DeMolay  
Elected State Officers

This document describes the general and specific duties of Elected State Officers, and expectations concerning conduct. This is not a complete document but is written to convey a sense of the responsibility a State Officer accepts when he is installed.

We acknowledge and thank Pennsylvania DeMolay for the use of the base document.

Adopted by the State Advisory Council 10/27/2019  
Adopted by the State Executive Committee 11/4/2019  
Approved by Personal Representative 11/5/2019

## ***Section 1: General Duties and Behavioral Expectations***

### **Obligations**

As a DeMolay you are held to the highest standard of the Obligations of the Degrees of the Order. Every Active DeMolay in every Chapter is accountable for his actions in observance of these solemn promises. This is not to say that EVERY DeMolay is expected to be perfect. Every DeMolay is expected to try his best to observe each point of the Obligations:

- To keep the secrets of the Order
- To be a better son
- To love and serve God and fellow human beings
- To show allegiance to our Country, and to obey the laws of the land
- To defend American civil, political, religious, and intellectual liberties and to respect freedom to act and think individually
- To honor the memory of Jacques DeMolay by behaving in a moral and ethical manner
- To be loyal to brothers of the Order, to aid them, and to support their character and reputation
- To be tolerant, and slow to judge or condemn another for their different beliefs
- To be trustworthy
- To be faithful to promises and commitments to the best of your ability
- To glorify the heroism, fidelity and martyred death of Jacques DeMolay

As a representative of the best leaders this Order produces, you are held to the standard of perfect observance of these obligatory promises, which is the same standard to which we hold Advisors.

### **Role Models**

We expect you to serve as Role Models for the members of the Order of DeMolay in New York in all that you say and do. Your deportment and character will set the example for hundreds of DeMolay brothers. If they perceive you are in earnest about living your obligations and performing your duties, they will take their DeMolay activities more seriously.

### **Conduct**

For the time that you are a State Officer, you live and act in a fishbowl—people will be watching you from all angles, and at all times. You do not have the luxury of turning your DeMolay position on and off at will. You are expected to act in accordance with DeMolay principles and rules ALL THE TIME. If you cannot abide by this, you should not be an elected officer. Nobody is perfect, and slip-ups may, occasionally, occur. They will not be excused, but generally you can survive them. However, repeated offenses and continuous lack of good judgment, or violation of a Zero Tolerance Policy, WILL result in termination of your service as an officer.

### **Prohibited Conduct**

No alcohol. No drugs. No tobacco products, including vaping. No hazing. No weapons. No pornography. No abusive behavior. No exceptions. Be sure to review the full ZERO TOLERANCE POLICY. You must absolutely adhere to it. Violations while at a DeMolay function will ABSOLUTELY result in removal from office, as well as the probability of other disciplinary action by your home Advisory Council. If you get into trouble with any of these things outside of DeMolay, they are still serious issues and violations of your obligations, and will be dealt with appropriately to protect you, and the image of a State Officer and the Order.

### **Being a Team, Not a Clique**

Building an “esprit de corps” and friendly relationships among elected and appointed officers is very important. However, spending all your time together as a group during state functions is the wrong way to do this. During social events, meals, and other functions that do not require you to be seen as a group (at a head table, for example) you should make a point of mixing with the members, rather than sticking together. Go out of your way to meet people you do not know. Invite yourself to join a Chapter at the dinner table, or on the sidelines of a sports competition. Look around when you are socializing and be aware of “too many Elected State Officers in one place.”

### **Decorum**

Respect is earned, and as an Elected Officer you need to first show respect for your peers and adult leaders to gain their respect. There is a proper time and place for unwinding, and for telling jokes. Knowing what that proper time and place is will keep you out of trouble. If you are not sure, DO NOT DO IT. Courtesy is the third precept and the easiest one to observe. Think twice before speaking once, but also emailing, group texting, tweeting, you name it.

### **Conforming to Schedules**

BE ON TIME! Or you will be left behind. Better yet—keep track of each other, and make sure your TEAM is on time.

### **Thank You Letters**

Write thank you letters and notes to people who help you. Everyone appreciates this small gesture. For example: somebody who picks you up at the train station; someone who drives you to an event; someone who loans you their tuxedo; someone who buys you lunch, etc. All should be thanked personally, when possible, but ALSO in writing at a later time. The public relations value of these notes is beyond explanation in terms of how people see you and your position as a State Officer. Even though email is a very standard mode of communication these days, a real handwritten thank you note communicates that you cared enough to take the time to write a few personal lines.

### **Youth Priorities**

Each officer has different personal priorities, but in general, we recognize that home, religious, and educational responsibilities should come first. In some cases, a job also is a priority, depending on economic necessity. This does not mean that you can choose not to attend events to which you are committed or shirk your responsibilities because of failure to plan around these priorities. Arrange for days off with your employer well in advance. He/She will appreciate advanced information and will likely reward your early communication with support for your DeMolay activity. You must communicate to let the State Master Councilor and the State Chapter Advisor know if you are having difficulty managing these priorities and meeting your DeMolay commitments. A reduced workload, and even a temporary leave-of-absence can be arranged to help you, but you should understand that a last-minute bailout on a major responsibility will not be well received. You generally know in advance if your workload is growing too big, but you have to be smart enough to admit it.

## **Your Home Chapter**

Your home Chapter is not to be neglected, but your Elected State Officer duties MUST come before your Chapter programs and your social life. Work with your Chapter Advisor, your Chapter Councilors and the State Chapter Advisor to resolve any scheduling conflicts that may arise. Sacrifice is a part of leadership. This is NOT the same for Appointed Officers, whose duty is first and always to the home Chapter.

## **Dedication**

Why would you want to be an Elected State Officer, if you are not dedicated? There isn't much glory in wearing an Elected State Officer collar if you do not work hard to prove yourself worthy of it. Real dedication gets you moving AFTER you win the election. No doubt about it—there is a boost to your ego when you attain the collar, but a truly dedicated DeMolay gains his reward from a job well done.

## **Self-Motivation**

It is your responsibility to keep yourself motivated to do your job. Keeping yourself motivated is primary, especially when you are expected to find creative and exciting ways to motivate Appointed State Officers and Chapter Officers. If the State Master Councilor has to talk to you about getting an assignment done, it should be a hint to you that you are not performing up to the level of which you are capable. If the State Chapter Advisor has to talk to you about your performance, you really need to look at yourself and determine your level of commitment and motivation. You were elected to a year-long term. That is a long time, but you are expected to perform your duties for 12 full months.

## **Teachability**

You have been elected to be a leader, but you are also expected to be a learner. Being an Elected State Officer is not the same as being a Chapter Officer, and the expectations and standards are naturally higher. You will not always hit the mark the first time, but you are expected to accept responsibility for, and learn from, your shortcomings. Expect the Executive Officer, State Chapter Advisor, and other adult leaders you work with, to offer feedback and constructive criticism. Listen, and learn from it. If you do not get feedback on a project, ask for it, and evaluate your own performance continually. Do not make excuses, ever. Be open to learn, and to improve. Handling constructive criticism, shows that you can handle leadership. Truth be told, we often learn more from our failed attempts than we do from our successful ones.

## **Motivation of Appointed Officers and Chapter Members**

You have both the title and the Elected State Officer collar to give you credibility and a sense of reward for your work, but the appointed State Officers and Chapter Officers get very little recognition or appreciation, except what YOU give to them. Words of thanks, encouragement, and admiration will go a long way in keeping your peers motivated to perform their duties. Special awards and recognitions during the year will help to keep them focused on their work. Above all, make sure their assignments are fun!

## **Conveying A Sense of Fraternalism**

As an Elected State Officer, you need to set an example of brotherhood and unity as a corps of officers. As such, it is important that you make up your mind from the start to support the programs and plans of the State Master Councilor. It is also essential that you support one another. You will not always agree on everything that is done, but keep your disagreements private, and do not bring them to those on the outside. Never let a rift in the elected corps show to the Chapters. You need to set the example for how Chapter Officers get along and work together toward a common goal. In other words, you must practice what you preach, if you want to enjoy the respect and confidence of your peers. It is likely that some of you will be political rivals in the future, but there is a way to be adversaries in an election without becoming

enemies. We all have the same ultimate goal—to improve ourselves, and to help the Order reach out to others through membership growth. Remember the meaning of the word, T.E.A.M.—Together Everyone Accomplishes More.

**There is no I in team**

Watch out for the “I/ME/MY” problem. We work together to make sure that we achieve success.

## ***Section 2: Specific Duties***

### **Program Responsibilities**

Your role in the promotion of all New York DeMolay programs varies from program to program, and from year to year. Philosophically, DeMolays should be allowed to take charge of any and all programs, but the need for consistency in a statewide program does not always permit this. However, you are challenged to TAKE OWNERSHIP of the promotion and execution of these programs:

- State Charity program
- Athletics Competitions
- Program and Award Competitions
- Visitations competition
- Ritual Performances and Competitions
- Membership Promotions and Regional Degree Conferrals
- Convention and the NY DeMolay Ad Journal
- Educational Workshops
- Other programs established for all Chapters in New York

### **Installations of Officers**

We expect State Officers to be prepared to conduct Installations of Officers. That means that every elected officer is to learn all parts in the Ceremony of Installation, and that, by the end of the term, each will have served in the East as the Installing Officer more than once, doing the ritual work from memory.

### **Membership**

Membership is always a top priority, and you need to be the leader in this effort. There are several things you can do:

- If you have received a Blue Honor Key, wear it. If not, make it a priority to earn it, and encourage others to do the same. The Blue Honor Key is the most prestigious award the Order of DeMolay has to offer. It will be valued by the members if you show that it has value.
- Help Chapters organize and conduct prospect events and other types of membership drives.
- Develop effective programs and themes for state-sponsored competitions, and for inductions, wherever and whenever held.

### **Personal Attention to Chapters**

We expect you to assist the Chapters to become stronger and more self-sufficient. The strength of DeMolay in New York relies on strong Chapters. Therefore, your biggest impact on the Order will be made by spending time helping Chapter Officers improve their activities, membership drives, and meetings. Do not minimize the effect of your personal participation in the activities of the Chapters.

### **Visiting Chapters**

You are here to be of service, not to be a star. When you visit a Chapter, the question should always be, "What can I do to help this Chapter be better?" The answer is as varied as the situations you will face, but you must have an answer for every Chapter and situation you attend. In some cases, you need to

lead... in others, you need to teach. In some situations, you need to inspire, while others, the task is simply to motivate. Sometimes, you need to just make friends, and build stronger relationships. On other occasions, you may need to repair damaged egos or reputations. Never go to a DeMolay function as an elected officer with the feeling that you just had to “be there.” In your position, you will always be expected to take some kind of leadership role, either ritualistically, or socially. Notification to the Master Councilor of the Chapter you plan on visiting is just common courtesy and you should also let the chapter advisor know as well. You must plan what you will say or do and leave the impression that you attended for a reason, and are personally interested in the Chapter. Giving personal attention to each and every member of the Chapter and Advisory Council is the best way to leave this impression. Make it a point to meet everyone present and try to learn the names of “key” leaders. You will likely see them again, and you should include their names in your reports.

### **Attendance- general**

If you are assigned to attend a program, be there – or let the State Master Councilor and the State Chapter Advisor know well in advance that you will not be present, and why. In general, you are expected to be at all major state events, unless unavoidable circumstances prevent it.

### **Transportation**

It is essential that you have access to a car, or that you have the commitment of your parents and Advisors to get you where you need to be. Most of the time you can plan your attendance in advance, but there will be some “last minute” calls for help to which you will need to be able to respond. While we can help with some travel expenses, NY DeMolay cannot pay airplane fares except in specific situations approved by the Executive Officer in consultation with the State Chapter Advisor or his designee.

### **Out of Jurisdictional Travel**

Travel to DeMolay events held by other jurisdictions must be in compliance with the jurisdictional policies of New York DeMolay. Per DeMolay International policies you may not travel out of state for DeMolay purposes without the approval of the Executive Officer or his designee. Note: Incidental travel through another state to get back to New York, such as taking the Lincoln Tunnel in and out of New York City or the George Washington Bridge is exempted from this policy.

### **The Bridge, Website Articles, Blog Posts and Newsletters**

The Director of Communications is responsible for these official communication vehicles of New York DeMolay, with the specific degree of your responsibility for them determined by the State Master Councilor. You are each required to provide program information and articles to the Bridge editor (or the Director of Publications) on a scheduled and timely basis. Depending on your program assignment, your deadlines may differ from other officers. Each issue of the Bridge will be sent via email on an established timeline. The same is true with a printed newsletter. If you are late in meeting article deadlines, your material will not be used. Website material will be posted within a few days of submission. If you are assigned to write a website article to follow-up on a program, it should be submitted within two days of the program’s conclusion. Accurate, precise, and timely communication is everyone’s responsibility. Blog posts, which are more philosophical and historical, rather than filled with timely information, are less urgent, and will be assigned infrequently, with long lead times. However, their use will be scheduled, so you will need to meet deadlines here, as well.

### **International DeMolay Congress**

Attendance at the International DeMolay Congress is usually reserved for the State Master Councilor and the Deputy State Master Councilor, at the expense of New York DeMolay. If one cannot attend, the Executive Officer MAY offer the opportunity to another officer to attend to represent the jurisdiction. This

is not a vacation, or a reward for service. It is an opportunity to learn about DeMolay outside of our Great State, and to represent the interests of your brethren in discussions that may affect the future of the Order. If you decide to go and change your mind after non-refundable plane tickets or registrations have been purchased, you will be required to reimburse New York DeMolay for that expense. Other Officers and DeMolays may attend the Congress, with the Executive Officer's permission, but at their own cost.

### **Representative DeMolay Program**

As a Representative DeMolay it is your obligation to help another member earn the RD Award. As a State Officer, it is your duty to promote the RD award and make it prestigious by commending those who have received it. The New York version of the Representative DeMolay form is available on the website, and it is the only version that will be accepted. Your goal as a state officer is to mentor at least one young man to earn the RD.

### **NY DeMolay Ad Journal**

Each Elected State Officer is required to secure at least \$250.00 worth of sponsorships for the NY DeMolay Ad Journal. These can be any combination of page sizes totaling \$250.00. Elected Officers who meet this requirement will attend Convention for free. Those who do not are expected to pay the registration fees for Convention. For any amount sold above and beyond this amount, the usual commission will be placed in the State Officer Travel Fund. This requirement was established as an exercise in leadership and setting an example for others. Each Appointed State Officer is requested to get at least \$100.00 worth of sponsorships for the Ad Journal as an example of leadership and for the benefit of his own Chapter. "Leadership" implies getting it done before others—to put yourself out there saying—"I did this, and you can, too!" If you wait until the last minute to secure these ad journal pages, you will fulfill the dollar amount, but not the spirit of the requirement.

### **Appointed Officers**

Upon discussion with the Executive Officer and State Chapter Advisor additional appointive officers may be created.

### **Reports**

The State Master Councilor must make a regular report to the State Chapter Advisor and the Executive Officer. He may require his Elected Officers to make timely written reports of each of their activities. Reports could include a list of visitations, installations and ceremonies performed, telephone calls, and expenses incurred. This is his option.

### **Expense Reimbursement**

Please refer to the reimbursement policies.

### **E-mail Policy**

Read it daily and respond to it within 24 hours. Even if your response is to say, "I received your message, and will provide a full answer at a later date" you need to acknowledge ALL legitimate communications that come to you.



## **Correspondence**

Review any planned correspondence between you, other state officers, and Chapters with the State Master Councilor or the State Chapter Advisor. Send copies of all correspondence with DeMolay Chapters, Advisors and leaders to the State Master Councilor for his review, and to the Executive Officer for the official files. Always use both "spell-check" AND a proofreader to review your work!

## **Communication**

In this day and age of telephones, cellular phones, text messaging, email, Facebook and instant messaging, there is no excuse for not communicating with each other, with the State Chapter Advisor, with the Chapter officers, or with the Executive Officer. If lack of communication becomes a habitual problem, your services as an elected State Officer may no longer be necessary.

## **Committees**

State or Region: Committees are encouraged to be formed by the State Executive Committee (SEC) to assist in planning events or executing Programs. All appointees to State Committees or Region Committees need to be approved by the Executive Officer's designated representative (State Chapter Advisor for State Committees or the specific Region Advisor or his designee for Region Committees).

## **Invitations**

If you are invited to an event, please use common courtesy and RSVP in a timely manner to the person receiving the reservations. Asking someone else to let "Mom" Smith or "Dad" Jones or Brother Brown know that you will be attending is not an acceptable RSVP. When invited to any event always be prepared to speak. General rules of protocol are that the highest-ranking State Officer will speak on behalf of NY DeMolay, but every state officer should always be prepared to bring remarks when invited to do so.

## **Travel Plans**

It is important to plan ahead to get where you need to be. It is equally important that you share your plans with the State Master Councilor and the State Chapter Advisor. We need to know where you are going, how you will get there, and probable arrival and departure times. Know who your contact people are at each destination so you can advise them of any change of plans. Do not travel to DeMolay events out-of-state without permission of both the State Chapter Advisor and the Executive Officer.

## **DeMolay Protocol**

You are expected to know and to teach the New York DeMolay Protocol model in every DeMolay activity. A protocol is designed to give order and consistency to our business, and as such, should be both adhered to and promoted by our leaders. It is posted on the website under Resources.

## **Deadlines**

... are always to be observed. Do not try to stretch them or ignore them. They are established for a reason. Do yourself a favor and get in the habit of being early, rather than late, in fulfilling your responsibility and completing assignments.

## **Grand Lodge of New York**

We get almost all of our funding for food, lodging, supplies, and programming as well as the state office and the website, from the Grand Lodge of New York. Naturally we will support every program of the Grand Lodge when asked to participate. This may occasionally require us to change some of our plans, and we will do it gladly, remembering the support that Grand Lodge gives us. Additionally, we will follow their guidelines and directives in exchange for the privileges granted us as users of their facilities.

## **State Master Councilor Portrait & other Photographs**

New York DeMolay staff members will take State Officer photos as needed for Internet and other use.

## **Attendance and Display at Statewide Masonic Programs**

It is going to be essential for you to attend some of the annual banquets and programs of statewide Masonic bodies when invited, as a group, to show a strong presence for the Order of DeMolay, and to learn how to mix and mingle with the Masonic leadership in New York. This will also serve to support the State Master Councilor when he is called upon to make brief remarks at such functions. Every officer is expected to attend his "share" but not all of these programs. The State Master Councilor will coordinate assignments for everyone's benefit.

## **Speaking to Masonic Organizations**

You may be called upon to speak at a statewide or even a local Masonic organization. There are certain protocols you will learn about addressing each group differently. Review with the Executive Officer or his ranking representative all speeches or remarks before given. You must PREPARE for these opportunities to represent the Order of DeMolay, or you will make costly misstatements. Review pronunciation of words, names and titles of people you expect to see at the events. As a State Officer, please remember that you are NEVER to ask for money or specific financial support for any program without permission from the Executive Officer. And never try to SELL anything from the podium, either. Leave that to other groups. We do not do that.

## **Dress Codes**

Elected State Officers are expected to dress well. Clean clothes, decent grooming, relatively conservative colors, and modest styles will serve you best, as you must move in and out of a variety of circles of friends and associates. When a specific dress code is provided for an activity, you are expected to abide by it. The fashion statements of your generation are likely to be misunderstood, and in some cases, disdained, by older Advisors, parents, Grand Lodge and other Masonic leaders. Current examples (and we all know that trends change) include well-groomed facial hair, earrings, other piercings, hair dye, tattoos, brandings, revealing or suggestive clothing (including t-shirts or other clothing with sexual innuendo or other questionable content). Some of these fashions have a proper time and place, and dress codes may change depending on the activity. If you are asked to modify your appearance it is because you are losing credibility as a leader or representative of the organization. Obviously, if some aspect of your appearance is offensive, you will be required to change it or resign from office.

In general, be careful of the message you send about yourself by the way you dress, not only AT DeMolay and Masonic functions, but also while traveling to and from them. Hint: You will never get in trouble for wearing a DeMolay shirt.

## **Tuxedos**

Elected State Officers will need to have access to a traditional black tuxedo, or a black suit, black bowtie or traditional tie, vest and/or cummerbund, black shoes, and white formal shirt to wear at Masonic banquets and appropriate DeMolay functions. White dinner jacket is permissible at some events between Memorial Day and Labor Day only. The State Master Councilor and the State Chapter Advisor must approve variations in this style of dress.

## **Coordinated Dress Standards**

The State Master Councilor, in consultation with the State Chapter Advisor, may establish a uniform standard of dress for State Officers. This may include a standard for formal, business, and casual events.

## ***Section 3: Performance Evaluation***

### **Measuring Your Effectiveness**

You should expect your performance as a State Officer to be measured by both quantitative and qualitative means.

Some of the important quantitative areas you can count on being measured are:

- Number of articles written and submitted on-time
- Number of members recruited
- Number of prospect events participated in
- Number of visitations made
- Number of Installations performed
- Number of activities and events attended
- Number of communication efforts by phone, mail, email, and conference calls.

Some of these qualitative measures include:

- Accuracy of ritual work, and effectiveness of presentation
- Success in leading various activities
- Performance as a leader while on visitations
- Speeches and workshops presented
- Completeness of written communications
- Manner in which you relate with DeMolay members and Advisors
- Knowledge of the customs, rules, regulations, and history of the Order
- Ability to live and practice the principles of the Order of DeMolay

### **Non-Performance of Duties**

An unpleasant subject, but one that must be addressed, is what will happen if you fail to fulfill the duties of your office. Some of the options available include the loss of privileges, restriction from participation in incentives, verbal and written warnings, and reduction of responsibilities, temporary removal of jewel and collar, or removal from office. This is not an “order of discipline” and any one of these actions may be imposed with or without prior warning. Such actions are situational and will only occur after the State Master Councilor has conferred with the State Chapter Advisor and the Executive Officer.

### **Accountability**

The State Master Councilor is accountable for the actions of his elected and appointed officer corps. He is to supervise all activities assigned to his officers and is responsible for the successful completion of these functions. He may even request that an Elected Officer’s collar and jewel be confiscated and may suggest removal from office by the Executive Officer but cannot himself effect that removal. He shall report such actions to the State Chapter Advisor who generally reports the actions of the corps to the Executive Officer; however, the State Master Councilor is also directly accountable to the Executive Officer and may be called upon to explain directly any and all situations.

### **The Final Judge**

The Executive Officer is the final official judge of your performance and your ability to accomplish the mission of the State Officer Corps. But, in truth, you will be the final judge of your performance, and whether or not you served to the very best of your ability.

## **Acknowledgement**

Name \_\_\_\_\_  
print

Office \_\_\_\_\_  
print

I have read the Duties of New York Elected State Officers and I fully understand my responsibilities and these performance standards and agree to perform to the best of my ability at all times.

Further, I understand the concept of Zero Tolerance, and the reason for its absolute enforcement.

Additionally, I understand and agree to the consequences of failure to meet these standards.

I pledge to maintain a safe and encouraging environment for my Brothers in DeMolay and in the State Officer Corps.

Signature \_\_\_\_\_

Date of Signature \_\_\_\_\_