

# Jurisdiction of Illinois – Order of DeMolay 2023 Application for Elected State Office



The application should be completed in full and returned to the State Chapter Advisor no later than April 30 prior to the DeMolay year requesting to serve.

## Qualifications:

- For SMC candidates: Have served as Deputy State Master Councilor during the current term
- For DSMC candidates:
  - Be at least 18 years of age or High School graduate (by Conclave).
  - Having been elected and served in an Elected State Officer position, Appointed Officer (see next requirement to qualify), or Area Master Councilor.
  - Served as a Youth Director as an Elected or Asst Youth Director as an Appointed Officer
  - Travel: Has sole independent ability to travel where and when directed by the Jurisdictional Office and has parental support. A signed letter from parent acknowledging support is required.
  - Attended a DeMolay Leadership Camp.
- Senior and Junior Councilors, and State Scribe:
  - Be at least 16 years of age (by Conclave).
  - Have served as Master Councilor of your Chapter.
  - Have completed the Representative DeMolay Award and earned Lamp of Knowledge.
  - Holds an Obligation Card having learned the Initiatory and DeMolay Degree Obligations.
  - Attended a DeMolay Leadership Camp.

## Elections:

- DSMC, SSC, and SJC will run in a drop-down Election process. State Scribe and State Master Councilor are excluded.
  - Candidates who are not elected can (candidate choice) drop down into the next election and run for that office. The Candidate can choose to end his election process at any time.
  - If an individual candidate runs for DSMC and does not get elected, he can choose to run for SSC or skip to SJC.

Last Name		First Name			Member ID
Home Chapter	Year Joined	Age	Grade	MC Term Year(s)	Appointed Officer Term(s)
Address		City & Zip		Home Phone	Cell Phone

## **I hold the following honors/awards (check all that apply):**

- |  |   |                                    |  |
|--|---|------------------------------------|--|
| <input type="checkbox"/> Obligation Card | <input type="checkbox"/> Rep. DeMolay (RD)  | <input type="checkbox"/> PMC-MSA   | <input type="checkbox"/> Lamp of Knowledge   |
| <input type="checkbox"/> Blue Honor Key  | <input type="checkbox"/> Founders Mbr (FMA) | <input type="checkbox"/> Chevalier | <input type="checkbox"/> DeMolay of the Year |
| <input type="checkbox"/> Legion of Merit | <input type="checkbox"/> Ambassador Award   |                                    |  |

## **I am running for the following State Office\* : (check one)**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> State Master Councilor | <input type="checkbox"/> Deputy State Master Councilor | <input type="checkbox"/> State Senior Councilor |
| <input type="checkbox"/> State Junior Councilor | <input type="checkbox"/> State Scribe                  |   |
- \*Duties are attached to the application for each office.

## **STEP 1: COMPLETE THE LETTER OF INTENT**

A type written letter of intent must be submitted. This letter MUST include:

- |                |                              |   |
|----------------|------------------------------|---|
| • Your Name    | • Office you are running for | • What you hope to accomplish as a State Officer. |
| • Your Chapter | • Your qualifications        |   |

**Sign your letter of intent and submit with this nomination form.**

**STEP 2: SECURE NOMINATION AND SECOND**

You must secure the signature of two DeMolays to nominate and second your candidacy for State office. The DeMolay nominating you may NOT be from your home Chapter and will be expected to speak about you at Conclave. Any DeMolay may second your nomination.

	DeMolay Name	Home Chapter	Signature
<b>NOMINATED BY:</b>			
<b>SECOND BY:</b>			

**STEP 3: ACKNOWLEDGE YOUR DUTIES & RESPONSIBILITIES**

**Duties of an Elected State Officer in Illinois DeMolay:**

- Represent Illinois DeMolay 7x24x365 at DeMolay activities, outside DeMolay and online postings.
- Attend all State Staff and State Officer Meetings.
- Attend all State events. Serve as Youth Director for one State event during the year.
- Assist in Chapter Installation Ceremonies when requested.
- Attend at least one meeting per month for your home chapter.
- Make regular visits to assigned Chapters throughout the year. Visit each Illinois Chapter (ones not assigned to you) no less than once during the term.
- Make regular contact with the Master Councilors from your assigned Chapters.
- File reports and travel reimbursement requests on time.
- Serve at the will and pleasure of the Executive Officer of Illinois DeMolay

**Initial the following:**

- \_\_\_\_\_ - I read and understand the duties of an Elected State Officer and agree to fulfill the duties and responsibilities.
- \_\_\_\_\_ - I understand as an Elected State Officer, my DeMolay duties begin and end with my State Officer responsibilities.
- \_\_\_\_\_ - I understand, if enrolled in school, that I will continue to maintain passing grades.
- \_\_\_\_\_ - I agree that I will continue to improve myself with my membership in DeMolay.
- \_\_\_\_\_ - My parents and Chapter Advisor approve and support my decision to serve as an Elected State Officer in Illinois DeMolay.
- \_\_\_\_\_ - I understand that I may be provided a travel stipend to help cover costs for travel expenses and that if I use all funds prior to the end of my term, I am responsible for all travel costs to fulfill my duties.
- \_\_\_\_\_ - I understand that I may be responsible to pay registration fees for the state events I attend.
- \_\_\_\_\_ - I understand that I will be responsible to complete and submit reports to the State Master Councilor and State Chapter Advisor in a timely manner.
- \_\_\_\_\_ - I understand that I serve at the will and pleasure of the Executive Officer and may be removed for failure to perform my duties.

Mail or email by April 30th: •

Dad David Capes • 410 Birch Ave • Genoa, IL 60135-8181

Or scan and email: [d.capes@ildemolay.org](mailto:d.capes@ildemolay.org)

Signatures:

\_\_\_\_\_  
*Nominee Signature*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Chapter Advisor Signature*

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Jurisdiction of Illinois – Order of DeMolay

## 2023-24 Duties for Elected State Office



OFFICE	STATE EVENT CHAIR	COMMITTEE	GENERAL DUTIES
<b>STATE MASTER COUNCILOR</b>	Conclave 2024	All Committees	<p>Preside at Officer Meetings and Conference Calls</p> <p>Represent DeMolay at all Official Functions</p> <p>Fulfill Elected Officer Duties as Outlined</p> <p>Provide leadership and guidance to all State Officers.</p>
<b>DEPUTY STATE MASTER COUNCILOR</b>	Spring Fest 2024 (Ritual Competition)	Marketing Committee	<p>Preside in the Absence of the SMC and prepare for SMC Term</p> <p>Fulfill Elected Officer Duties as Outlined</p>
<b>STATE SENIOR COUNCILOR</b>	Head of one of the remaining State Events 2023-2024, (will be assigned by SMC after conclusion of Conclave 2023)	Kanes for Kiddies, Membership, Masonic Relations, or Toolbox	<p>Oversee Committee as Assigned</p> <p>Oversee assigned Appointed Officers and Districts</p> <p>Fulfill Elected Officer Duties as Outlined</p>
<b>STATE JUNIOR COUNCILOR</b>	Head of one of the remaining State Events 2023-2024, (will be assigned by SMC after conclusion of Conclave 2023)	Kanes for Kiddies, Membership, Masonic Relations, or Toolbox	<p>Oversee Committee as Assigned</p> <p>Oversee assigned Appointed Officers and Districts</p> <p>Fulfill Elected Officer Duties as Outlined</p>
<b>STATE SCRIBE</b>	Head of one of the remaining State Events 2023-2024, (will be assigned by SMC after conclusion of Conclave 2023)	Oversee Communications, Social Media Committee, Website, Facebook, and Band App	<p>Execute Electronic Media</p> <p>Record Proceedings of Illinois DeMolay</p> <p>Oversee assigned Appointed Officers and Districts</p> <p>Fulfill Elected Officer Duties as Outlined</p>

## **Parental Acknowledgement of Travel Responsibility and General Oversight**

1. As the parent or legal guardian, by signing this application, you are acknowledging the following to the Jurisdictional Office about the ability of the applicant to fulfill his duties and responsibilities should he be elected.
  - a) I will ensure that the applicant is provided with a reliable vehicle, that he has access to, that will allow him to drive (when required) as directed by the Jurisdictional Office and that vehicle is properly insured to meet the minimum requirements of state laws.
  - b) I understand that at times, unplanned events whether chapter or state related, will require his attendance and every effort will be made to have that travel available to attend those events.
  - c) I will ensure that the applicant will be provided with a reliable and consistent cell phone number and service for use 24/7/365 during the length of his term in his elected office. The cost of the phone and service is the responsibility of the applicant. If the phone is lost during the term, every effort will be made to replace the phone as soon as possible. I acknowledge that this position requires travel, and in the essence of safety, he will not be traveling without a cell phone.
  - d) Considerations also need to be made for WI-FI access that allows the State Officer to be accessible to his email account and conference calls as additional methods of contact.
  - e) I also acknowledge that if he is enrolled in school (High School or College) that I will continue to follow up with him to make sure he is keeping up with his education commitments at an acceptable and passing level.
  - f) I understand that if the State Officer shows a pattern of not being able to attend required events that it will be grounds for disciplinary action which could include removal from his Elected office.

Parent/Guardian Signature:

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Printed Name:

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