



## CHAPTER FOUR

# Your DeMolay Chapter

**A** major part of your DeMolay experience will center around the operation of your Chapter. This part of your *DeMolay Leader's Resource Guide* is devoted to providing you with basic information on your Chapter and how it operates.

Three other publications are "musts" to operate your Chapter and carry on DeMolay traditions in an appropriate way — the *ISC Statutes*, *The Ritual of Secret Work of the Order of DeMolay* and the *Monitor of Public Ceremonies*. As time goes by, your DeMolay brothers and Advisors will help you learn of these traditions, and they'll become an important and memorable part of your life.

### GENERAL INFORMATION

The following background information lays a foundation for operating your Chapter and properly conducting yourself as a member of DeMolay.

#### DEMOLAY YEAR

The DeMolay fiscal year is January 1 through December 31.

#### CHAPTER BYLAWS

Each Chapter must adopt uniform bylaws as set forth in the *ISC Statutes*. Additional bylaws may be adopted by the Chapter if they are consistent with *ISC Statutes* and approved by the Executive Officer of your jurisdiction.

#### INITIATION AND AFFILIATION FEES

In their bylaws, all Chapters must establish an initiation fee and an affiliation fee. These fees cannot be less than the amount specified in the *ISC Statutes*. The Executive Officer in your jurisdiction may have specific requirements and guidelines for establishing your initiation fee.

It is mandatory that each DeMolay Chapter establish a Life Membership Plan for all initiates. The initiation fee your Chapter establishes should take into account the fee due to the *ISC*, plus an adequate amount to be set aside and withdrawn annually by the Chapter for general fund use. This provides the benefit of life membership to the new member and financial

security for the Chapter.

All sums prepaid under the Life Membership Plan must be deposited, by the Chapter, in a savings account or trust fund and paid in accordance with the fund plan approved by the Executive Officer.

Within 10 days after conferring the Initiatory Degree, the Scribe of the Chapter must submit the appropriate initiation fees set by and due to the *ISC* to the Service and Leadership Center. This amount covers all Degree fees, your membership patent, permanent membership card, the *DeMolay Leader's Resource Guide* and any other benefits prescribed for initiates by *ISC Statutes*.

#### PATENTS

Membership patents (certificates) are issued by the DeMolay Service and Leadership Center when a new member's name is reported on a Form 10 for both the Initiatory and DeMolay Degrees. The patents are forwarded to the Chapter Advisor or Scribe for presentation.

#### MEMBERSHIP CARDS

A permanent membership card is issued to each new member after he is reported to the DeMolay Service and Leadership Center on a Form 10. The cards are mailed directly to the new member. They are accompanied by a *DeMolay Leader's Resource Guide* and a DeMolay and More Store catalog.

#### QUORUM

Eight or more members must be present to transact the business of the Chapter.

#### BUYING PRESENTS

With one exception, the funds of the Chapter cannot be used to purchase presents for retiring officers or distinguished brethren, or to give presents to new members.

With the approval of the Advisory Council, a Chapter may present a Past Master Councilor's Jewel or Pin to a retiring Master Councilor whose service record as Master Councilor has been outstanding. The Past Master Councilor's Jewel or Pin may not be awarded to any Past Master Councilor who has failed

to confer the Initiatory and DeMolay Degrees at least once during his term of office. If the Master Councilor's term is interrupted by service in the armed forces of his country prior to actually complying with the above, then he'll be considered in full compliance and will be entitled to a Past Master Councilor's Jewel or Pin.

#### **WEARING THE EMBLEM**

A DeMolay should take pride in wearing the emblem of our Order. Any member of a Chapter seen wearing the official emblem of the Order in any place where he would not take his mother or sister will be subject to discipline for conduct unbecoming a member of the Order of DeMolay. No member of the Order is permitted to wear or use any jewel or emblem except those duly authorized.

It's forbidden to use any word, figure, letter, title, emblem or symbol to denote rank in, or connection with, the Order of DeMolay in any written or printed document not DeMolay in its character and purposes. It's also forbidden to use any such word, figure, letter, title, emblem or symbol for business or advertising purposes in any business, employment or avocation not DeMolay in its purpose, or not connected with DeMolay.

In other words, do not use the emblem for any purpose without written permission of the Grand Secretary. To obtain permission, send a letter of explanation to the DeMolay Service and Leadership Center, and send a copy to your Executive Officer.

#### **ROBES AND REGALIA**

No Chapter is permitted to appear in public in DeMolay robes, except at the funeral of a member of the Order, in observance of an Obligatory Day, at a public installation of officers or by permission of the Executive Officer of the jurisdiction.

No Chapter may grant, loan or allow the use of its regalia, or other paraphernalia used in the work of its Degrees or ceremonies, for non DeMolay purposes. No newsletter, notice, communication, newspaper or other publication of DeMolay or of any group or organization in any way connected with DeMolay shall contain any advertising of jewels, emblems or designs relating to the Order of DeMolay which are not authentic, up-to-date, genuine and approved by the ISC as being presently official and correct.

#### **ALCOHOL AND CONTROLLED SUBSTANCES**

Spending Chapter funds to purchase any liquor or controlled substances, or serving any such substances at any Chapter meeting or any public or social function held in the name of the Chapter or under its auspices or control, is strictly prohibited.

Any member or officer who permits intoxicating

liquors or controlled substances to be sold, distributed or used at any DeMolay function or meeting, or who has in his possession or distributes such substance at any DeMolay conclave, function or meeting, shall be subject to the provisions of the ISC Statutes.

#### **ATTENDANCE**

A last-minute, hastily-thrown-together meeting will result in confusion, disinterest and poor attendance. Plan your meeting and your program well in advance. Appoint a Reception Committee to meet and greet every member as he comes through the door. If necessary, have some name tags made up and pinned on every member, Advisor and guest so no one is embarrassed at not knowing each person.

The Membership Committee might want to appoint a secret handshaker before each meeting. This will encourage friendly and open fellowship. People like to be appreciated. The tenth person to shake the hand of the secret handshaker could be given a prize. This encourages members to shake hands and introduce themselves.

Also try appointing a committee to capture and bring one or more non-attenders to each meeting. You can use a Transportation Committee to pick up members before a meeting. Be aware of current insurance regulations through your Advisors and Executive Officer.

It pays to advertise, and the best advertising is free. DeMolay activities make good news copy. Keep the press, television, cable stations. DeMolay BBS (Electronic Bulletin Board System) and radio informed of your activities.

Use the mail or phone for making the direct contact to announce your meetings. If Chapter members have personal computers that can be linked by modems, use computer and community bulletin boards to remind members and Advisors about Chapter meetings and activities. Make use of the DeMolay Electronic Bulletin Board System (BBS) @ (816) 891-0058. Drop a card to absent members before the next meeting. Have a speaker for your program on a regular basis. If your treasury can afford it, an occasional professional entertainment act will never fail to "pack them in" for the meeting.

#### **PROCEDURES**

Chapter meetings should be the best-run and best-planned of any DeMolay activity because basically the same procedure is used for each meeting. Each of these very special sessions reflects our tradition and pride.

But Chapter meetings also should reflect the

character of each Chapter. For this reason, it is critical that every member regularly attend meetings.

#### THE CHAPTER ROOM

The meeting room should be properly set up ahead of the scheduled starting time. It is best to have a special committee to handle this task. Many Chapters assign their Seven Preceptors and Stewards to this committee.

Chapter officers should make it a point to arrive at the meeting place well ahead of the scheduled meeting time.

#### ENTERING CHAPTER MEETINGS

A member attending a meeting of his own Chapter should check with the Sentinel stationed just outside the Chapter room door and receive the Word of the Day. This word is selected by the Chapter Advisor and communicated to the Sentinel before the opening of Chapter. When the Word of the Day is collected inside the Chapter room, the members will rise one at a time and whisper the word to a Deacon.

#### DECORUM

Members attending meetings or other Chapter functions in a Masonic building are guests and should conduct themselves accordingly. Whether you are attending your own Chapter meeting or visiting another Chapter, be sure to act with the maturity and common sense expected of all DeMolays. As a guest in a Masonic Temple, or any public facility, your actions will reflect on all other DeMolays in your Chapter.

If your Chapter requires a certain dress code for members attending Chapter meetings, you must abide by it. If you are visiting another Chapter, respect its dress code.

The Sentinel will not admit members while the Chapter is being opened on either the Initiatory or the DeMolay Degree. Members arriving after the Chapter has opened, must receive permission to enter. Then go to the altar and give the "step," "sign" and "token" if the Chapter is opened on the Initiatory Degree, or the "sign" only if the Chapter is opened on the DeMolay Degree. The Master Councilor will return it. The Sentinel will let the member know which Degree the Chapter is working on.

After the Chapter is opened, members should remain seated and maintain silence unless the member is called upon to speak or the member desires to speak to the Chapter. If a member desires to speak, he should rise and wait to be recognized by the Master Councilor before speaking.

The following system of gavel raps is used:

- Two raps cause the officers to rise.
- Three raps cause everyone to rise.

- One rap seats everyone or calls them to order.

Officers or members rise and face the Master Councilor when he addresses them. They do not salute him with the sign of the Degree.

During prayers, all members should kneel in unison, with the Chaplain, on the left knee (as described on the next page) facing the altar. Advisors, visiting adults and Senior DeMolays should remain standing. After the Chaplain says "Amen" at the close of the prayer, all members should respond "Amen."

While the Chapter is in session, a member does not pass between the altar and the East except when the Ritual requires him to do so. This is a longtime custom and part of our traditions.

If a member needs to leave the Chapter room while the Chapter is in session, he should rise and wait until recognized by the Master Councilor and then request permission to leave. When permission to leave is granted, he should approach the altar, give the step, sign and token if on the Initiatory Degree, or sign only if on DeMolay Degree, and turn and leave from the Chapter room.

#### ABSENCE OF OFFICERS

In the absence of the Master Councilor, the Senior Councilor or Junior Councilor shall conduct the meeting. In the absence of other officers, the Master Councilor will appoint a member to fill the position for that meeting or occasion.

#### OPENING YOUR CHAPTER/ CONDUCTING BUSINESS

#### SAMPLE ORDER OF BUSINESS

1. Opening.
2. Call Roll of officers.
3. Reading of minutes of previous session.
4. Almoner's report.
5. Treasurer's report.
6. Sicknes and distress.
7. Reading of communications.
8. Reports of committees on applications for membership.
9. Balloting for candidates.
10. Bills against the Chapter.
11. Reports of committees.
12. Unfinished business.
13. New business.
14. Good of the Order.
15. Closing.
16. Entertainment and refreshment.

A Chapter must open on both the Initiatory and DeMolay Degrees to conduct the Chapter's business

unless a member present has only received the initiatory degree in which case business will be conducted on the initiatory degree. Use the "Sample Order of Business" as a guide to conduct your Chapter's business.

If only the Initiatory Degree is being conferred, and no business is to be transacted, it is not necessary to open on the DeMolay Degree.

#### **KNEELING**

A member kneels on the left knee, right elbow resting on the right knee, forehead resting in the cup of the right hand, left hand cupped around the front of the right elbow.

#### **YOUR RIGHT TO VOTE AND SPEAK**

Every member of a DeMolay Chapter has the right to speak on any issue facing the Chapter. Unless otherwise directed by a jurisdictional Executive Officer, to vote, you must have received your Proficiency Card. It attests to the fact that you have proved proficiency in the obligations, examination queries, grips, words and signs of the Order. You will be required to demonstrate your proficiency to the satisfaction of the Chapter members in an open Chapter meeting, and they will vote on your performance. A majority vote is needed for approval. Other requirements may apply in cases of voter eligibility. It is best to check with your local Chapter officers for requirements.

#### **PARLIAMENTARY PROCEDURE**

All DeMolay Chapters are to conduct their business meetings using parliamentary procedure, as described in *Robert's Rules of Order*. This exact procedure ensures fairness in discussions, voting and meeting decorum.

While *Robert's Rules of Order* is complex, it is not necessary to know all about the subject. It is important, however, that every member know the proper way to make a motion, to second a motion, to participate in discussion or to reintroduce a topic.

All Chapters should hold periodic parliamentary procedure workshops. Use the "Basic's at a Glance" on the next page as your guide to help you.

#### **COMMITTEE REPORTS**

A DeMolay Chapter should have many committees. The planning, coordination and discussion of activities and programs should be completed by committees made up of two to five members. The committees, working with an Advisor, should complete all research into programs, costs, arrangements, etc., and report their findings to the Chapter with a recommendation for action. Committee reports are received at stated meetings. They should be short, simple and prepared

in advance, with a copy given to the Scribe to be attached to the Minutes.

#### **ALMONER'S FUND**

Many Chapters have an Almoner's Fund to provide charitable relief to a distressed or ill member or his family. Members should donate to the Almoner's Fund when the "box of fraternal assistance" is passed at meetings and public ceremonies. The Almoner usually collects and distributes these monies.

#### **PAYMENT OF BILLS**

All bills against the Chapter should be paid promptly. It is important that no expense be made in the name of the Chapter unless it has been duly authorized by approval of the Chapter and the Advisory Council. Bills should be presented to the Scribe, and he will read them to the members during the business meeting. All bills must then be approved by majority vote of the Chapter.

#### **MINUTES**

The official minutes of Chapter meetings are taken by the Scribe. All resolutions and motions should be recorded in full, and the final actions on those motions should be reported. All visitors who speak to the Chapter should be noted in the minutes, and the attendance record of officers also should be kept. Summaries of committee reports and appropriate remarks may also be recorded. Minutes should not include jokes, controversy, arguments or the Scribe's personal opinions.

# PARLIMENTARY PROCEDURE

## THE BASICS AT A GLANCE

TO DO THIS:	YOU SAY THIS	May you interrupt the speaker	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be re-considered?
ADJOURN	"I move that we adjourn"	NO	YES	NO	NO	MAJORITY	NO
CALL INTERMISSION	"I move that we recess for..."	NO	YES	NO	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	"I rise to a question of privilege"	NO	NO	NO	NO	NO VOTE	NO
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	"I move to table the motion"	NO	YES	NO	NO	MAJORITY	NO ①
END DEBATE AMENDMENTS	"I move to the previous question"	NO	YES	NO	NO	2/3	YES ②
POSTPONE DISCUSSION FOR A CERTAIN TIME	"I move to postpone the discussion until..."	NO	YES	YES	YES	MAJORITY	YES
GIVE CLOSER STUDY OF SOMETHING	"I move to refer the matter to committee"	NO	YES	YES	YES	MAJORITY	YES ③
AMEND A MOTION	"I move to amend the motion by..."	NO	YES	YES ④	YES	MAJORITY	YES
INTRODUCE BUSINESS	"I move that..."	NO	YES	YES	YES	MAJORITY	YES
<i>The motions listed above are in order of precedence... Below there is no order...</i>							
PROTEST BREACH OF RULES OR CONDUCT	"I rise to a point of order"	YES	NO	NO	NO	NO VOTE ⑥	NO
VOTE ON RULING OF THE CHAIR	"I appeal the chair's decision"	YES	YES	YES	NO	MAJORITY	YES
SUSPEND RULES TEMPORARILY	"I move to suspend the rules so that..."	NO	YES	NO	NO	2/3	NO
AVOID CONSIDERING AN IMPROPER MATTER	"I object to consideration of this motion"	YES	NO	NO	NO	2/3 ⑤	YES ⑦
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	"I call for a division" or "Division!"	YES	NO	NO	NO	NO VOTE	NO
REQUEST INFORMATION	"Point of information"	YES	NO	NO	NO	NO VOTE	NO
TAKE UP A MATTER PREVIOUSLY TABLED	"I move to take from the table..."	NO	YES	NO	NO	MAJORITY	NO
RECONSIDER A HASTY ACTION	"I move to reconsider the vote on..."	YES	YES	YES ⑧	NO	MAJORITY	NO

**Notes:**

① Affirmative votes may not be reconsidered.

② Unless vote on question has begun.

③ Unless the committee has already taken up the subject.

④ Unless the motion to be amended is not debatable.

⑤ Unless the chair submits to the assembly for decision.

⑥ A 2/3 vote in negative is needed to prevent consideration of main motion.

⑦ Only if the main question has not been debated yet.

⑧ Unless the motion to be reconsidered is not debatable.