

Step 1 – Make your intentions known

We ask that if you are intending to try and establish a new DeMolay Chapter that you contact us and get the latest information and legal requirements. You can contact us through the Company Secretary at the address below

DeMolay Australia – Executive Director
Bob Jenkinson
0400 840939
coy-sec@demolay.org.au

Step 2 – Meet with your Liaison Officer

Our first step will be to assign a Liaison Officer to your request. They will make contact with you to discuss your plan and to offer useful advice. They will also be your direct contact with DeMolay Australia Ltd.

Part of this contact is to transfer to you any knowledge and information that is necessary for starting a DeMolay Chapter including the various steps you may follow and what legal requirements you must meet including arranging DeMolay Australia Trained Advisor Training.

Step 3 – Establish your local “Formation Committee”

After speaking with our Liaison Officer you will be able to establish a “Formation Committee” (both males and females are welcome) with the purpose of assessing the potential for a DeMolay Chapter in your area. This committee should have about 5 – 7 members some of whom should be Freemasons as they understand the basic workings of a DeMolay Chapter. You will need to expand the committee to a minimum of 10 adults before a chapter can commence.

If you already have a committee, then you are part way through this stage. However, it is imperative that at least 3 members of your committee become DeMolay Australia Trained Advisors within 3 months of making contact with DeMolay Australia. A minimum of 6 adults must become DeMolay Australia Trained Advisors to form the Chapter Advisory Council before a Chapter can start.

This training will provide you with a very detailed understanding of the legal impacts and ramifications of setting up and running a DeMolay Chapter as well as the activities leading up to submitting the necessary documentation for a new Chapter.

Step 4 – “Formation Committee” operations

Your Committee should meet regularly to establish strategies for identifying and attracting other adult leaders and potential DeMolay members. The frequency of meetings is up to you but it is recommended that you formally meet at least once every 4 – 6 weeks to monitor and discuss your progress (note that this process can take a while as you establish the concept in people’s minds of what you are trying to achieve).

Keep in regular contact with your Liaison Officer as he will also be monitoring your progress and assisting in any way they can from DeMolay Australia. These Liaison Officer meetings do not need to be in person but can make use of common technologies such as Skype or telephone conferences.

A marketing budget of \$500.00 is available and will be paid on a prior application and approval basis.

Step 5 – Establishing your DeMolay Chapter

When your committee has attracted 15 young men between the ages of 12 and 21 and your Committee has 10 adults (all members of the proposed Chapter Advisory Council must be DeMolay Australia Trained Advisors) you can commence the process to form a DeMolay Chapter.

To do this (again with the assistance of your Liaison Officer) you will need to prepare and submit an "Application to Form a DeMolay Chapter" and attach:

- "Membership Applications" for the youth members; and
- A proposed set of Chapter By-laws (your Liaison Officer can help with these – we have a template set to guide you); and
- Details of those adults (minimum 6 members) who will form the initial Chapter Advisory Council.

This Application will then be assessed by the DeMolay Australia Supreme Council.

If approved, we will formally advise you of the decision, the next steps to be taken (some of which are detailed in the final stage below) and applicable fees.

Step 6 – Completing the process of forming a DeMolay Chapter

On approval of your "Application to Form a DeMolay Chapter", DeMolay Australia will:

- advise the relevant fees applicable;
- arrange the joining ceremonies (Initiatory Degree and DeMolay Degree) for the youth members;
- will issue the Chapter Charter (which is the official authority to operate a DeMolay Chapter); and
- arrange for formal Chapter Dedication and first Chapter Installation.

The Chapter is now fully instituted and will meet using the full DeMolay International Ritual / Book of Ceremonies.

Congratulations!