

## XXXX Chapter

Order of DeMolay

### BY-LAWS



15 January 2020

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**1. CHAPTER NAME**

The name of this Chapter shall be “XXXX Chapter Order of DeMolay”.

**2. GOVERNMENT**

This Chapter, under Charter from DeMolay Australia Ltd ABN 27 618 445 444, shall be governed firstly by the Constitution, Statutes and Chapter Regulations and any other policy and procedure directives of DeMolay Australia Ltd ABN 27 615 445 444 and secondly by these By-Laws.

**3. MEETINGS**

**3.1 Venue**

Chapter Meetings and Chapter Installations shall be held at XXXX or at other such venue agreed by a majority of the members present at a Regular Meeting (see 3.2) or Business Meeting (see 3.3) and authorised by the Advisory Council. Any change must be approved by DeMolay Australia Ltd ABN 27 615 445 444.

**3.2 Chapter Regular Meeting**

The Chapter Regular Meeting shall be held on the XXXX of XXXX commencing at XXXX..

**3.3 Chapter Business Meeting**

The Chapter Business Meeting shall be held on the XXXX of XXXX commencing at XXXX.

**3.4 Chapter Installation**

The Chapter Installation shall be held on the XXXX of XXXX commencing at XXXX.

**4. ELECTION OF OFFICERS**

**4.1 Elections**

The Master Councillor, Senior Councillor and Junior Councillor shall be elected every 6 or 12 months at the Chapter Regular Meeting in Month. The Treasurer will be elected every twelve months at the Chapter Regular Meeting in Month (also see 5.2).

**4.2 Eligibility**

***4.2.1 Master Councillor***

No member shall be eligible to stand for election to the office of Master Councillor unless he has first demonstrated to a committee consisting of at least three members of the Advisory Council his ability to open the Chapter in both the Initiatory and DeMolay Degrees and close the Chapter from memory.

***4.2.2 Master Councillor, Senior Councillor and Junior Councillor***

No member shall be eligible to stand for election to the office of Master Councillor, Senior Councillor or Junior Councillor unless he has first demonstrated to a committee consisting of at least three members of the Advisory Council his ability to repeat the Initiatory and DeMolay Degree obligations from memory.

**4.3 Term Plan**

The Master Councillor-Elect shall present a Term Plan in a format approved by the Advisory Council for approval at the Month or Months meeting / s (as applicable) of the Advisory Council.

**5. APPOINTMENT OF OFFICERS**

**5.1 Chapter Officers**

The remaining Chapter Officers shall be appointed by the Master Councillor-Elect after consultation with the Chapter Dad and the outgoing Master Councillor and approval of the Advisory Council.

**5.2 Scribe / Treasurer**

If necessary, the Advisory Council may approve the Scribe also acting as Treasurer (see 4.1).

**5.3 Auditor**

The Advisory Council will appoint the Auditor in July each year (see 11.6). A competent lay person is acceptable.

**5.4 Progression of Chapter Officers**

Progression will be based on (but not limited to) the following attributes:

• Age • Attendance • Conduct

• Ability • Length of Service

**6. FEES**

**6.1 Initiation Fee**

The Initiation Fee (which covers both the Initiatory and DeMolay Degrees) must be paid prior to Initiation.

The amount will be as agreed by a majority of the members present at a Regular Meeting (see 3.2) or Business Meeting (see 3.3) and approved by the Advisory Council – see Appendix “A”

Pro-rata dues (see 6.3) must also be paid prior to Initiation.

**6.2 Affiliation Fee**

The Affiliation Fee must be paid prior to Affiliation.

The amount will be as agreed by a majority of the members present at a Regular Meeting (see 3.2) or Business Meeting (see 3.3) and approved by the Advisory Council – see Appendix “A”.

Pro-rata dues (see 6.3) must also be paid prior to Affiliation.

**6.3 Dues**

Dues shall be payable per annum in advance on 1 July each year.

The amount will be as agreed by a majority of the members present at a Regular Meeting (see 3.2) or Business Meeting (see 3.3) and approved by the Advisory Council – see Appendix “A”.

Members who join during the year will pay pro-rata dues in advance based on complete months remaining to 30 June next (eg., join in November and pay 7/12 of yearly dues rounded down given that 7 complete months remain to 30 June next).

In cases of need, members can make individual arrangements with the Chairman of the Advisory Council to pay monthly in advance – see Appendix “A”.

No other payment options are available.

**6.4 Suspension for Non-Payment of Dues**

Any member who is three months in arrears in payment of dues shall be immediately notified by the Scribe in writing by letter that he is three months in arrears in payment of dues and requesting payment or some sufficient reason for non-payment within fourteen days of the letter.

If:

• the said dues in arrears are not paid, or

• some sufficient reason is not given for such non-payment within fourteen days of the date of the letter, then the member shall be notified by the Scribe in writing by letter that he:

* has been recorded as a “Severance Member”, and
* will not be entitled to visit or participate in the activities of his Chapter or any other Chapter of the Order of DeMolay (except by invitation)

until restored to active membership by the Chapter in accordance with the Chapter Regulations of DeMolay Australia Ltd ABN 27 615 445 444.

**7. LEAVE OF ABSENCE**

Leave of Absence will be granted to any member who applies in writing by letter and whose dues and other moneys owing are paid up to date.

Unless special circumstances exist (see below), Leave of Absence shall not be granted for:

• individual periods longer than one year, or

• cumulative periods of longer that two years.

In special circumstances, members can make individual arrangements with the Chairman of the Advisory Council whose decision is final and binding.

Dues will continue to be payable at 75% of the amount applicable under 6.3.

**8. RESIGNATION**

A resignation cannot be accepted unless in writing by letter and all dues and other moneys owing are paid up to date (also see 6.4).

**9. DEGREES**

**9.1 Ballot**

For Initiation, the ballot must be held at least seven days before performing the Initiatory Degree on the candidate.

For Affiliation, the ballot must be held before proclaiming the member an “Affiliation Member” of this Chapter.

**9.2 Initiation**

Immediately after Initiation the new member shall be presented with a copy of:

• these By-Laws, and

• the Constitution, Statutes and Chapter Regulations of DeMolay Australia Ltd ABN 27 615 445 444.

**9.3 Initiatory Degree Examination Queries**

No member shall receive his DeMolay Degree until he has repeated his Initiatory Degree Examination Queries at any stated meeting of the Chapter to the satisfaction of the majority of the members present.

**9.4 DeMolay Degree Examination Queries**

Every member after receiving the DeMolay Degree shall repeat his DeMolay Degree Examination Queries at any stated meeting of the Chapter to the satisfaction of the majority of the members present.

**9.5 Presentation of Ritual**

Upon satisfactorily repeating his DeMolay Degree Examination Queries, the member will have a copy of the Ritual made available to him.

**10. DRESS**

**10.1 Chapter Regular Meetings / Chapter Installations / Church Parades / ANZAC Services / Formal Occasions**

Dress shall be dark trousers (black or school gray are acceptable), white shirt, dark bow tie (or as agreed by a majority vote of the members present and approved by the Advisory Council), dark socks and dark dress shoes.

On appropriate occasions, as determined by the Advisory Council, white gloves shall also be worn.

**10.2 Chapter Business Meetings**

Dress shall be neat and tidy casual including shoes and socks.

Singlets, sandals and open-toed shoes are not acceptable.

**10.3 Exclusion for Unsuitable Dress**

A member of the Advisory Council may exclude any person from any meeting or function for unsuitable dress.

**11. FINANCES**

**11.1 Financial Year**

The financial year shall be the same as that for DeMolay Australia Ltd ABN 27 615 445 444. This is currently 1 July to 30 June.

**11.2 Chapter Bank Account**

The Chapter shall conduct a bank account as approved by DeMolay Australia Ltd ABN 27 615 445 444 and shall be conducted with the bankers of DeMolay Australia Ltd ABN 27 615 445 444 as advised from time to time.

The name of the account shall be “DeMolay Australia Ltd – XXXX Chapter Account”.

No other body (e.g., Advisory Council, Mothers Circle, etc) may conduct a bank account.

**11.3 Other Chapter Bank Accounts**

The Chapter may conduct other bank accounts only as approved by DeMolay Australia Ltd ABN 27 615 445 444 as agreed by a majority vote of the members present and approved by the Advisory Council for any worthwhile DeMolay purpose (such as investment account, conclave account, fund raising account and so on).

The name of such accounts shall be as detailed in 11.2 with the addition of an appropriate suffix (ie., “Investment Account”, “Conclave Account”, “Fund Raising Account” or similar depending on purpose).

All accounts shall be conducted with the bankers of DeMolay Australia Ltd ABN 27 615 445 444 as advised from time to time.

**11.4 Petty Cash Account**

The Alumni Chapter may operate a petty cash account subject to the following:

• Maximum amount $250.00;

• Account to be included in the Chapter's Financial Reports together with the bank account;

• All transactions to be recorded correctly; and

• All expenditure to be approved in accordance with the Chapter's By-Laws (11.5 - Expenditure / Investment of Funds).

**11.5 Bank Account Operating Authorities**

Authority to operate on the Bank Accounts will be only as approved by DeMolay Australia Ltd ABN 27 615 445 444 with a minimum of two (2) persons to sign on the account.

**11.6 Expenditure / Investment of Funds**

Expenditure / Investment of Funds must be approved by either:

* the Chapter at a Regular Meeting (see 3.2) or Business Meeting (see 3.3), or
* the Advisory Council.

Investment of Funds must be approved by DeMolay Australia Ltd ABN 27 615 445 444.

**11.7 Audit**

The financial records of the Chapter shall be audited annually at the end of the Financial Year (see 11.1) by the Auditor (see 5.3).

**12. AMENDMENTS**

**12.1 DeMolay Australia Ltd ABN 27 615 445 444**

These By-Laws will be automatically amended by any action of DeMolay Australia Ltd ABN 27 615 445 444 which may affect or alter these By-Laws.

**12.2 Majority Vote**

The Chapter may amend these By-Laws by motion and majority vote of the total members after one months’ written notice of motion tabled at a Chapter Regular Meeting (see 3.2) or Chapter Business Meeting (see 3.3).

However, any such amendment will not take effect until approved by the Advisory Council and DeMolay Australia Ltd ABN 27 615 445 444.

**13. SUB-GROUPS**

The formation of sub-groups (such as “Mothers Circle”, “Parent’s Committee” and so on) and operating procedures for those sub-groups must be approved by the Advisory Council.

**14. OTHER MATTERS**

**14.1 Authority to Make Decisions**

The Advisory Council has authority to make the final decision on matters not covered by these by-laws.

**14.2 Trained Advisors**

All adult leaders must be at least 21 years of age and must become DeMolay Australia Trained Advisors before they can assume any leadership role within the Order of DeMolay.

**14.3 Adult Youth Members**

Youth members who turn 18 years of age must become DeMolay Australia Adult Youth Members to retain their active member status.

**15. DISSOLUTION**

If, in the opinion of the Advisory Council, the Chapter is unable to continue to function, the Chapter may be dissolved if a resolution to that effect is carried by a three-fourths majority vote of the financial members present at a general meeting convened to consider the matter.

Members will receive one month’s written notice of such general meeting.

Upon dissolution of the Chapter, all property and other assets of the Chapter (including all property and other assets of the Advisory Council and any sub-groups [see 13]) remaining after the payment of all expenses and other liabilities shall be handed over to, and become the property and assets of, DeMolay Australia Ltd ABN 27 615 445 444.

**APPENDIX “A”**

The following amounts are current as at XXXX.

* Initiation Fee (see 6.1) – $XXXX.
* Affiliation Fee (see 6.2) – $XXXX.
* Dues (see 6.3) – **Active Members** – $XXXX per annum / $XXXX per month, and

– **Senior DeMolays / Advisors** – $XXXX per annum. There is no monthly payment option.