



**STATUTES AND CHAPTER REGULATIONS
OF
THE SUPREME COUNCIL
OF
THE ORDER OF DEMOLAY OF AUSTRALIA**

First Edition – May 1975
Second Edition – July 1992
Third Edition – August 2006
Fourth Edition – September 2010
Fifth Edition – March 2018
Sixth Edition – 16 September 2020
7th Edition – 17 February 2021
8th Edition – 7 February 2023

PREAMBLE

WHEREAS the Order of DeMolay inculcates belief of God, patriotism, education, charity, benevolence and the moral and social virtues;

and WHEREAS the Order of DeMolay seeks to make practical application of such principles by extending relief to the orphan and the aged, to those sick in body or estate, by aiding youth to fit themselves, through education and training, for the duties of life and by other benevolences;

and WHEREAS numbers of adults in good standing have sought to promote such ideas among youth with the consequent encouragement and development of good citizenship and sound character in part using the Order of DeMolay as a means to that end;

and WHEREAS the Order of DeMolay expressly disavows any pretence or claim to be a branch of any other organisation, is offering itself as one agency to aid in the accomplishment of such desirable aims;

and WHEREAS it has been found wise to broaden the scope of influence of the Order to the fullest extent by admitting to its membership acceptable young men between the ages of twelve and twenty - one years without reference to their affiliations;

and WHEREAS to facilitate such laudable purposes the Order of DeMolay via its controlling entity, DeMolay Australia Ltd ABN 27 618 445 444, has formed a body known as The Supreme Council of the Order of DeMolay of Australia which acknowledges, accepts and agrees to work in accordance with the Sacred Landmarks of the Order of DeMolay.

Now, we, the Supreme Council of the Order of DeMolay of Australia, in order to form a perfect fraternal union, establish order and tranquility and to provide for, and promote the general welfare, and serve the best interests of the Order of DeMolay, do declare that we recognise the authority and Constitution of DeMolay Australia Ltd ABN 27 618 445 444 and establish, and will abide by these Statutes and Chapter Regulations (Statutes) which incorporate and include as part of these Statutes all policies, procedures, directives and similar documents authorised and in force from time to time by DeMolay Australia Ltd ABN 27 618 445 444 collectively known as the *Order's Policies and Procedures*.

Finally, in these Statutes, a reference to either gender includes all genders and a reference to the singular includes the plural and vice versa.

CONTENTS

COMMITMENT TO CHILD SAFETY.....	1
PROVISIONS RELATING TO SUPREME COUNCIL.....	2
1. NAME.....	2
2. JURISDICTION	2
3. POWERS	2
4. INCOME AND PROPERTY	2
5. MEMBERS	3
6. ELIGIBILITY.....	3
7. VOTING POWERS	3
8. PROXY	3
9. TERM OF OFFICE.....	3
10. ELECTION OF OFFICERS	3
11. CANDIDATES FOR ELECTION	4
12. GRAND MASTER	4
13. DEPUTY GRAND MASTER	4
14. EXECUTIVE DIRECTOR	4
15. GRAND SECRETARY	5
16. DEPUTY GRAND SECRETARY	5
17. GRAND TREASURER.....	6
18. REGULAR MEETINGS.....	6
19. SPECIAL MEETINGS.....	6
20. QUORUM	6
21. CHAIRMAN.....	6
22. NOTICES	6
23. EXECUTIVE OFFICER	7

24. EXECUTIVE OFFICER QUALIFICATIONS	7
25. EXECUTIVE OFFICER DUTIES.....	7
26. EXECUTIVE OFFICER TERM OF OFFICE.....	7
27. EXECUTIVE OFFICER AUTHORITY	8
28. APPOINTMENT OF COMMITTEES.....	8
29. STANDING COMMITTEES	8
30. FINANCE COMMITTEE	8
31. JURISPRUDENCE AND LEGISLATION COMMITTEE.....	9
32. RITUAL COMMITTEE	9
33. INTERNATIONAL RELATIONS COMMITTEE	9
34. DEMOLAY FRATERNITY SUPPLIES COMMITTEE.....	9
35. PUBLIC RELATIONS AND MARKETING COMMITTEE	9
36. MEMBERSHIP COMMITTEE	9
37. CONCLAVE COMMITTEE	9
38. SOURCES OF REVENUE	9
39. FEES AND CHARGES PAYABLE TO SUPREME COUNCIL	9
40. RITUAL.....	10
41. RITUAL ALTERATIONS	10
42. CEREMONIES.....	10
43. TITLE TO RITUALS.....	10
44. UNAUTHORISED PUBLICATIONS.....	10
45. REGALIA	10
46. PATENTS.....	10
47. NO PUBLICATION EXCEPT AS APPROVED.....	10
48. USE OF NAME.....	10
49. MEMBERSHIP LIST	10
50. HONOURS AND AWARDS.....	11

51. INSURANCES.....	11
52. GENERAL COUNSEL	11
53. VOTING	11
54. CHAPTER REGULATIONS	11
55. AMENDMENTS.....	11
PROVISIONS RELATING TO ADVISORY COUNCILS	12
56. ESTABLISHMENT OF CHAPTERS	12
57. MAY SURRENDER CHARTER	12
58. PROPERTY OF THE CHAPTER	12
59. ADVISORY COUNCIL	12
60. ADVISORY COUNCIL MEMBERSHIP ELIGIBILITY.....	13
61. ADVISORY COUNCIL MEMBER VOW.....	13
62. ADVISORY COUNCIL MEMBER TERM OF OFFICE	13
63. ADVISORY COUNCIL CHAIRMAN	13
64. CHAPTER ADVISOR (ALSO KNOWN AFFECTIONATELY AS CHAPTER DAD).....	14
65. ADVISOR	14
66. OPTIONAL ADVISOR ROLES AND DUTIES	14
(A) RITUAL ADVISOR	14
(B) MERIT BARS / AWARDS ADVISOR.....	15
(C) MEMBERSHIP ADVISOR.....	15
(D) FINANCIAL ADVISOR.....	15
(E) SCRIBE / TREASURER ADVISOR.....	15
(F) PUBLIC RELATIONS ADVISOR.....	15
(G) ACTIVITIES ADVISOR	15
67. REMOVAL OF ADVISOR	15
68. ADVISORY COUNCIL MEETINGS.....	16
69. QUORUM	16

70. ROLE OF ADVISORY COUNCIL IN CHAPTER MEETINGS	16
71. ADVISORY COUNCIL JURISDICTION.....	16
72. CHAPTER BUDGET AND EXPENDITURE.....	16
73. SUSPENSION / ERASURE FROM MEMBERSHIP	16
74. ELECTION OF CHAPTER MEMBERS BY DECLARATION.....	17
75. POWER TO EXCLUDE FROM A FUNCTION OR MEETING.....	17
76. REPORTING TO SUPREME COUNCIL	17
PROVISIONS RELATING TO CHAPTERS	18
77. MEMBERSHIP ELIGIBILITY	18
78. MEMBERSHIP APPLICATION PROCESS	18
79. INITIATION FEES AND DUES.....	19
80. INVESTIGATION COMMITTEE	19
81. AFFILIATION APPLICATION PROCESS	19
82. ELIGIBLE TO VOTE	20
83. REJECTED MAY APPLY AGAIN	20
84. DUAL MEMBERSHIP.....	20
85. RECEIVING DEGREES	21
86. NON-PAYMENT OF DUES.....	21
87. REINSTATEMENT OF A SUSPENDED MEMBER.....	21
88. MEMBERS AT LARGE.....	21
89. ATTENDING AN EDUCATIONAL INSTITUTION	21
90. ENROLLMENT	21
91. CERTIFICATE OF MEMBERSHIP	21
92. SENIOR DEMOLAYS	22
93. SENIOR DEMOLAYS MAY REMAIN AS MASTER COUNCILLOR	22
94. FORMER MEMBER MAY SECURE SENIOR DEMOLAY CERTIFICATE.....	22
95. POSTHUMOUS AWARD.....	22

96. ARMED SERVICE CERTIFICATE	23
97. CERTIFICATE	23
98. ADVISORY COUNCIL CERTIFICATE	23
99. CHAPTER CHARTER MEMBERS	23
100. FINANCES	23
(H) SUPREME COUNCIL FUNDS.....	23
(I) MINIMUM FEE	23
(J) CHAPTER BY-LAWS	24
(K) EXEMPT FROM DUES AND FEES.....	24
(L) FINANCES TRUST FUND.....	24
(M) REMITTANCES TO SUPREME COUNCIL	24
(N) LOANS	24
(O) BUDGET	24
(P) APPROPRIATIONS.....	24
(Q) GIFTS.....	25
(R) CASH PURCHASES	25
(S) CONTROL	25
(T) PETTY CASH.....	25
101. DEGREES.....	26
(A) TERM INITIATIONS	26
(B) AUTHORITY FOR CONFERRING	26
(C) DEGREES CONFERRED BY SUPREME COUNCIL.....	26
(D) RITUALS.....	26
(E) SOURCE RITUALS	26
(F) NO OTHER RITUAL OR CEREMONY MAY BE USED	26
(G) TITLE TO RITUALS.....	26
(H) SENIOR DEMOLAYS MAY PARTICIPATE IN DEGREE WORK	26

102. OFFICERS	27
(A) CHAPTER OFFICERS.....	27
(B) HOW ELECTED.....	27
(C) SCRIBE	27
(D) TREASURER.....	27
(E) APPOINTED OFFICERS	27
(F) VACANCIES CREATED	28
(G) WHO IS ELIGIBLE?	28
(H) OFFICERS ELECTION	28
(I) INSTALLATION.....	28
(J) ELIGIBLE TO VOTE	28
(K) MASTER COUNCILLOR	28
(L) CHAPTER MEETINGS	28
(M) SPECIAL MEETINGS.....	29
(N) REQUEST FOR SPECIAL MEETINGS.....	29
(O) SPECIAL COMMITTEES.....	29
(P) SENIOR / JUNIOR COUNCILLOR	29
(Q) SCRIBE DUTIES.....	29
(R) TREASURER DUTIES.....	29
(S) ALMONER DUTIES	30
(T) RESIGNATION	30
(U) RESIGNATION DEMANDED.....	30
(V) VACANCY – HOW FILLED	30
103. REPORTS AND REMITTANCES OF THE SUPREME COUNCIL	31
(A) CHAPTER MONTHLY RETURNS	31
(B) SUSPENSIONS AND FORFEITURES.....	31
(C) FINANCIAL OFFICER FOR DELINQUENT CHAPTERS.....	31

104. OBLIGATORY OBSERVANCES	32
(A) OBLIGATORY DAYS	32
(B) NOTIFY MEMBERS.....	32
105. GENERAL REGULATIONS.....	33
(A) WEARING OF EMBLEM	33
(B) USE OF DEMOLAY EMBLEM	33
(C) LOANING OF EMBLEM.....	33
(D) RECOGNISE ANOTHER BROTHER	33
(E) PUBLIC USE OF UNIFORMS	33
(F) REGALIA OR OTHER PARAPHERNALIA NOT TO BE LOANED	33
(G) DEMOLAY DEGREE – OPENED IN	33
(H) PROHIBITED USE OF NAME OF DEMOLAY	33
(I) USE OF TITLES.....	33
(J) UNLAWFUL REVELATION	34
(K) PROHIBITED SUBSTANCES.....	34
(L) SEXUAL AND OTHER ABUSE	34
(M) APPEALS.....	34
(N) DEBATE RULES	34
(O) QUORUM	34
(P) ORDER OF BUSINESS – BUSINESS MEETING	34
(Q) ORDER OF BUSINESS – REGULAR MEETING	34
(R) MAY VISIT	35
(S) AUDITING AND INSPECTION OF CHAPTER BOOKS.....	35
(T) MAILING LIST PRIVATE	35
(U) CANNOT INCORPORATE	35
(V) CORRESPONDENCE.....	35
(W) SERVICE CERTIFICATES.....	35

106. BY-LAWS.....	36
(A) CHAPTER BY-LAWS	36
(B) FORM OF BY-LAWS.....	36
(C) ADDITIONAL BY-LAWS	36
(D) AMENDMENTS.....	36
107. PRIORIES	37
(A) FORMATION OF PRIORIES	37
(B) MEMBERS	37
(C) GOVERNMENT.....	37
(D) BY-LAWS	37
108. ALUMNI CHAPTERS.....	37
(A) FORMATION OF ALUMNI CHAPTERS.....	37
(B) MEMBERS	37
(C) GOVERNMENT.....	38
(D) BY-LAWS	38
ROBERT’S RULES OF ORDER SUMMARY	39
SCHEDULE OF FEES AND CHARGES.....	45

COMMITMENT TO CHILD SAFETY

Our commitment to child safety is absolute and adherence to our Policies and Procedures is mandatory.

Failure to comply will result in automatic and permanent expulsion from the Order of DeMolay and reference to the appropriate civil authorities for further action as they deem necessary.

Please refer to www.demolay.org.au/safety/ for comprehensive information.

PROVISIONS RELATING TO SUPREME COUNCIL

1. Name

The name of this body shall be Supreme Council of the Order of DeMolay of Australia which is a sub-committee of the Board of DeMolay Australia Ltd ABN 27 618 445 444 (hereinafter DAL) and shall hereinafter be referred to as Supreme Council.

2. Jurisdiction

The Jurisdiction of Supreme Council includes all the States and Territories of the Commonwealth of Australia, and its Dependencies under the authority and pleasure of the Board of DAL.

3. Powers

Supreme Council shall have the authority at the pleasure of the Board of DAL in all matters pertaining to the government of the Order of DeMolay in Australia and as such shall have complete original Jurisdiction and all essential powers and privileges necessary to such control and government and without limiting the foregoing it shall especially exercise the following powers:

- (a) To enact and enforce laws, statutes and regulations for the government of itself and the subordinate Chapters, Advisory Councils and the members or organisations of the Order and to alter, amend and repeal the same at pleasure;
- (b) To constitute new chapters (including youth and Alumni Chapters and Pories (hereinafter Chapters), by granting dispensations and Charters, under seal and for good causes to suspend, annul and revoke the same at pleasure;
- (c) To create, establish and preserve a uniform mode of work and lectures, and to publish and issue the rituals containing such authorised work and lectures;
- (d) To prescribe, adopt and approve all official emblems, jewellery, regalia and honours;
- (e) To assess and collect from Chapters such sums of money as may be deemed necessary by Supreme Council to accomplish the purposes of the Order;
- (f) To hear and decide finally all disputes between, Chapters or Advisory Councils thereof; all appeals from decisions of , Chapters and Advisory Councils and all charges and complaints against any member or officer of Supreme Council or of any subordinate organisation and to prescribe such discipline as may seem just and proper; and
- (g) To prescribe and define the duties and powers of the officers of Supreme Council.

4. Income and Property

The income and property of the Order where so ever derived shall be applied solely toward the promotion of the objects of the Order as set out herein and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to or amongst the members of the Order.

Provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by him or of remuneration to any officers or servants of the Order or to any member of the Order or other persons in return for any services actually rendered to the Order.

Provided further that nothing herein contained shall be construed so as to prevent the repayment to any member of out of pocket expenses and interest on money lent or hire of goods or rent for premises demised to the Order.

5. Members

The members of Supreme Council shall consist of:

- (a) Grand Master (the Chairman of DAL must fill this role);
- (b) Deputy Grand Master (the Deputy Chairman of DAL must fill this role);
- (c) Executive Director (the Company Secretary of DAL must fill this role and shall be the chief administrator of the Order); and
- (d) Other members as detailed in document *Supreme Council Membership*.

6. Eligibility

Only a DAL Trained Advisor shall be eligible to become a member of Supreme Council in accordance with the document *Supreme Council Membership*.

In addition, Supreme Council members are subject to the requirements as detailed in DAL's Constitution "Vacation of office by director" which sets out the circumstances under which the office of a director (or, in this case, a Supreme Council member) becomes vacant.

7. Voting Powers

- (a) Each member of Supreme Council shall be entitled to one personal vote on any subject except where an alternative representative including an alternative representative that has been appointed under the *Order's Policies and Procedures*. In this circumstance that personal vote transfers to that alternative representative; and
- (b) The Grand Master shall have a personal vote and shall also have a casting vote on any subject.

8. Proxy

Representation by proxy in Supreme Council will be allowed on the same terms and conditions as representation by proxy in the Board of DAL as detailed in DAL's Constitution

9. Term of Office

The Chairman of DAL must be the Grand Master. The Deputy Chairman of DAL must be the Deputy Grand Master. The Company Secretary of DAL must be the Executive Director. Any other functional positions will be decided by Supreme Council from time to time.

Supreme Council exists under authority from the Board of DAL which may disband it at any time without notice or reason.

Supreme Council membership is determined as set out in the document *Supreme Council Membership*.

It is preferred (but not mandated) that the following officers be limited to a 5 year term:

- (a) Grand Master and Deputy Grand Master;
- (b) Executive Director;
- (c) Grand Secretary and Deputy Grand Secretary; and
- (d) Grand Treasurer.

10. Election of Officers

Refer document *Supreme Council Membership*.

11. Candidates for Election

Refer document *Supreme Council Membership*.

12. Grand Master

The Chairman of the Board of Directors of DAL must hold the office of Grand Master.

The duties of the Grand Master are:

- (a) To be the presiding officer of Supreme Council. He shall have the right to exercise all the duties pertaining to his office in accordance with the *Order's Policies and Procedures* and the usages of Supreme Council, and on a day-to-day basis he shall have general supervision of the Order;
- (b) To report to Supreme Council at its next meeting, all his official acts, and decisions. An appeal from his decision shall not be regarded as suspensive;
- (c) To suspend any person from all rights and privileges pertaining thereto all honours and awards of Supreme Council when the good of the Order demands such action. His action shall be subject to review by Supreme Council at its next meeting;
- (d) To appoint any eligible person to the position of Executive Director, Grand Secretary or Grand Treasurer until the next meeting of Supreme Council should a temporary or permanent vacancy occur in either of these offices;
- (e) To appoint a qualified person who is a DAL Trained Advisor to serve as Executive Officer of a Jurisdiction;
- (f) To exercise the powers of Executive Officer in any Jurisdiction without one. In the discharge of those duties as Executive Officer, he may follow means not prohibited by the *Order's Policies and Procedures*. He must exercise his authority personally and may not designate any person to represent him in the exercise of his authority; and
- (g) To perform any other duty befitting of his office which may devolve upon him from time to time.

13. Deputy Grand Master

The Deputy Chairman of the Board of Directors of DAL must hold the office of Deputy Grand Master.

The duties of the Deputy Grand Master are:

- (a) To accompany the Grand Master where appropriate in the public and private performance of the Grand Master's duties;
- (b) To be mentored by the Grand Master in the role and duties of the Grand Master as part of succession planning (note: there is no guarantee that the Deputy Grand Master will succeed the Grand Master as this decision is wholly within the power of the Board of DAL to determine); and
- (c) To, in the event of a temporary vacancy in the office of Grand Master, act as Grand Master, ex-officio, until the Grand Master resumes the discharge of his duties or in the event of a permanent vacancy act as the Grand Master until a replacement Grand Master has been appointed by the Board of DAL.

14. Executive Director

The duties of the Executive Director are:

- (a) To act as Company Secretary of DAL and assume to general role of Chief Operating Officer of both DAL and Supreme Council;
- (b) To oversee the activities of the Grand Secretary (where one is appointed);

- (c) To oversee the activities of the Grand Treasurer (where one is appointed);
- (d) To oversee the activities of any Executive Officers (where appointed) and to act as the communication link between any Executive Officer and Supreme Council;
- (e) To oversee the duties of Grand Secretary, Grand Treasurer and / or Executive Officer in circumstances where those officers have not been appointed or the role is vacant; and
- (f) To act as Fraternity Supplies Officer.

15. Grand Secretary

The duties of the Grand Secretary are:

- (a) To be the Chief Administrative Officer of Supreme Council. He shall be charged with the general extension and promotion of the Order throughout the Jurisdiction of Supreme Council;
- (b) To see that the Advisory Councils are conducted in accordance with the principals of the Order and the *Order's Policies and Procedures* and receive and file the Chapter Monthly Returns and Reports;
- (c) To cause to be printed a full report of the transactions at each session of Supreme Council, omitting only such portions as Supreme Council shall deem prudent. Such report shall be sent to each member of Supreme Council within one Month of the date of the session;
- (d) To have authority to publish or cause to be published a DeMolay Publication for the purpose of issuing official bulletins, distributing information and maintaining contact with Supreme Council members, and issue such other publications as may be necessary;
- (e) To be responsible for all correspondence with other Supreme Councils of the Order of DeMolay and for maintaining the International standing of Supreme Council or DAL;
- (f) To receive, duly file and safely keep all papers and documents addressed to or belonging to Supreme Council and to present such, as may require action by them, to the Grand Master or Supreme Council;
- (g) Charters shall be signed by the Grand Master and the Grand Secretary and sealed with the Seal of Supreme Council;
- (h) At each regular meeting make a full report to Supreme Council of the transactions of his office since the last regular meeting. He shall also report all property in his possession belonging to Supreme Council; and
- (i) To perform such other duties as Supreme Council or the Grand Master may direct.

16. Deputy Grand Secretary

The duties of the Deputy Grand Secretary are:

- (a) To assist the Grand Secretary in the performance of his duties;
- (b) Manage the monthly meeting process (notices, agendas, supporting documents, minutes and to arrange implementation of any decisions made); and
- (c) In conjunction with the Executive Director and Grand Secretary to manage the organisation's legislative compliance.

17. Grand Treasurer

The duties of the Grand Treasurer are:

- (a) To arrange for the keeping of all financial records and books of account of DAL (incorporating Supreme Council) which shall be at all times open for inspection by any member of Supreme Council and arrange for the payment of all obligations of DAL out of appropriations made by it and in accordance with its current budget.
- (b) To pay out money where appropriate when it is due against appropriate invoice documentation. Such payments are to be authorised / confirmed at the next meeting of Supreme Council or Board of DAL (Board). The Grand Treasurer shall retain the appropriate invoice documentation and issue payment in conformity therewith. All money transfers / payments must be signed or prepared by the Grand Treasurer and countersigned or authorised by one other person so authorised by Supreme Council or DAL.
- (c) To arrange for an annual audit of the books and accounts of DAL (incorporating Supreme Council), Grand Secretary and Grand Treasurer by a Certified Company Auditor (if required by law) or some other suitably qualified person. Such audit shall be completed as soon as possible after the closing of the books of the said officers on the 30th June of each year and forwarded to DAL.
- (d) To cause an Annual Statement of the financial condition of DAL, showing its assets, its revenues and sources thereof, its liabilities and its net worth as audited to be forwarded to every member of DAL not less than 30 days before the Annual General Meeting of DAL.
- (e) To perform such other duties as Supreme Council or the Grand Master may direct.

18. Regular Meetings

Supreme Council shall schedule meetings as often as it deems necessary but must meet at least once every three months at a minimum.

19. Special Meetings

Special meetings may only be called by the Grand Master when requested in writing to do so by a majority of the members to be held at such time and place as may be designated by their request.

20. Quorum

A quorum of Supreme Council for the transaction of business at any meeting shall be more than 50% of the current members of Supreme Council.

21. Chairman

The Grand Master will preside at all Supreme Council meetings or, in his absence, the Grand Secretary then the Executive Director and then the Grand Treasurer then the most experienced member present. The Chairman will have both a personal vote and will also have the casting vote on all subjects.

22. Notices

- (a) The Grand Secretary shall give written notice of all regular sessions to each member of Supreme Council at least 7 days in advance of such meeting together with copies of all reports to be tabled at such meeting.
- (b) The Grand Secretary shall give written notice of all special meetings to each member of Supreme Council and each Secretary of an Advisory Council not less than 7 days in advance of such special session.

23. Executive Officer

A DAL Trained Advisor may be assigned a jurisdiction as the Executive Officer for that Jurisdiction. He is the representative of Supreme Council in that Jurisdiction. The boundaries of a Jurisdiction shall be at the pleasure of The Grand Master.

24. Executive Officer Qualifications

An Executive Officer must be a DAL Trained Advisor and must live or work in his Jurisdiction or be able to demonstrate due diligence to the pleasure of the Grand Master.

25. Executive Officer Duties

The Executive Officer:

- (a) Is responsible for the administration, extension and promotion of the Order in their Jurisdiction;
- (b) May exercise within his Jurisdiction all power necessary for the best interest of the Order which is not prohibited by the *Order's Policies and Procedures*, Supreme Council, DAL or the Grand Master;
- (c) May appoint personal representatives who are DAL Trained Advisors to assist him in the organisation and supervision of the Order in his Jurisdiction;
- (d) Shall appoint Chapter Advisors only from those who are DAL Trained Advisors;
- (e) Must recommend to DAL / Supreme Council and / or the Grand Master the removal from any Advisory Council, a member who does not, or will not, perform their duties in accordance with these the *Order's Policies and Procedures*;
- (f) Shall investigate an Application to Form a DeMolay Chapter from an authorised *Chapter Formation Committee* compliant with the *Order's Policies and Procedures* and, if satisfied the Committee will supervise, guide and assist the proposed Chapter, submit the application to the Grand Secretary with his recommendation;
- (g) Shall recommend to the Grand Master and Grand Secretary the granting of Charters to Chapters when appropriate;
- (h) After rendering a decision on any question of law, shall immediately transmit a full report to the Grand Master and the Grand Secretary;
- (i) May declare a candidate elected or rejected if, in his judgement, it will promote the best interest of the Order. A report of the election or rejection must be immediately filed with the Grand Secretary;
- (j) May approve or decline all fundraising or solicitation activities; and
- (k) On behalf of Supreme Council, shall take possession of all books, records and other property of every description which are held or used by a Chapter surrendering its Charter, or which ceases to exist, withdraws its allegiance to Supreme Council and shall dispose of and distribute all the property and assets only to DAL.

26. Executive Officer Term of Office

Supreme Council has final control of the term of an Executive Officer. It may be exercised by formal resolution. It is expected that an Executive Officer will serve a minimum term of three (3) years and a maximum term of five (5) years but is eligible to be reappointed at the expiry of any term.

27. Executive Officer Authority

Regardless of other provision of the *Order's Policies and Procedures*, the officers and members of an Advisory Council and the officers and Advisors of all subordinate units of DeMolay serve at the pleasure of the Executive Officer.

An Executive Officer may decline their selection or remove them with or without cause. In such instances, the Executive Officer must discuss the matter with the Grand Master or Executive Director before making the decision public.

28. Appointment of Committees

Supreme Council may authorise the formation of such committees as it shall see fit from time to time to advise it with respect to any matter and such committee shall serve during Supreme Council's pleasure. Supreme Council may appoint any active member of the Order of DeMolay, any Advisory Council, or Supreme Council member or a member of any other organisation to serve on its committees.

Members of other organisations must not have direct contact or interaction with active members of the Order of DeMolay who are under 18 years of age without the required number of DAL Trained Advisors being present at all times.

Supreme Council shall designate the Chairman who when the committee is not in session shall have the power to act for the committee subject to the review by the full committee at its next meeting and shall be entitled on request or invitation to address Supreme Council on behalf of that committee. A majority of each committee shall constitute a quorum.

29. Standing Committees

The standing committees of Supreme Council, when considered necessary by DAL / Supreme Council, are:

- (a) Finance Committee;
- (b) Jurisprudence and Legislation Committee;
- (c) Ritual Committee;
- (d) International Relations Committee;
- (e) DeMolay Fraternity Supplies Committee;
- (f) Public Relations and Marketing Committee;
- (g) Membership Committee; and / or
- (h) Conclave Committee.

At their sole discretion, DAL / Supreme Council may:

- (a) form all, none or some of the above committees as they see fit;
- (b) form any other committees; and / or
- (c) disband any committee without being required to give reasons.

30. Finance Committee

The Finance Committee shall oversee the finances of Supreme Council. It shall review the finances of Supreme Council for the previous DeMolay financial year and recommend a budget for the ensuing year. It shall handle all investments and shall recommend changes and additions thereto.

31. Jurisprudence and Legislation Committee

All proposed legislation shall where possible, prior to adoption, must be referred to the Jurisprudence and Legislation Committee for proper phrasing and placement in these the *Order's Policies and Procedures*. This committee shall also make interpretations at the request of Supreme Council. It shall report to the next regular meeting of Supreme Council on all matters referred to or considered by it or coming to its attention.

32. Ritual Committee

The Ritual Committee shall make interpretations of the ritual and review all suggestions for changes in the ritual and for adoption of new ritual ceremonies.

33. International Relations Committee

The International Relations Committee will handle all matters affecting the international standing of Supreme Council and shall endeavor in co-operation with other Supreme Councils to foster the establishment of DeMolay Chapters in countries where none exist.

34. DeMolay Fraternity Supplies Committee

DeMolay Fraternity Supplies Committee shall be the sole importer, manufacturer, retailer and vendor in the first instance of official DeMolay supplies.

35. Public Relations and Marketing Committee

The Public Relations and Marketing Committee shall promote and encourage harmonious relations between the Order of DeMolay and other organisations and shall supervise all publications in consultation with the Grand Secretary and shall help to initiate and guide public relations and marketing projects.

36. Membership Committee

The Membership Committee shall engage in research and devise and with the consent of Supreme Council implement programs for the expansion and growth of DeMolay.

37. Conclave Committee

The Conclave Committee shall be responsible for the organisation and running of conclaves and camps when directed by Supreme Council.

38. Sources of Revenue

The revenues of Supreme Council shall be derived from fees and charges provided for in these the *Order's Policies and Procedures* and from such other sources as DAL / Supreme Council may approve from time to time.

39. Fees and Charges Payable to Supreme Council

Fees payable to Supreme Council shall be for the following:

- (a) Per Capita Fee Per Annum;
- (b) Initiation Fee;
- (c) Honour / Award Processing Fee;
- (d) Chapter Charter;
- (e) Replacement Certificate Fee;

- (f) Replacement Chapter Charter Fee; and
- (g) Any other fee or charge as determined and approved by DAL / Supreme Council from time to time.

Refer document *Fees and Charges* for current amounts.

40. Ritual

The rituals and ceremonies of the Order shall be exclusively promulgated by DAL / Supreme Council.

41. Ritual Alterations

No alterations or additions shall be made to the ritual or any approved ceremony except by DAL / Supreme Council.

42. Ceremonies

DAL / Supreme Council shall promulgate all official ceremonies of the Order.

43. Title to Rituals

DAL / Supreme Council retains title to all rituals and Books of Secret Work, which must be returned to the Grand Secretary upon demand or if the Chapter ceases to exist.

44. Unauthorised Publications

No ritual, secret work, monitor or books of a like character (including publications from other DeMolay jurisdictions), other than those prescribed or authorised by DAL / Supreme Council, may be used.

45. Regalia

DAL / Supreme Council may prescribe or authorise official regalia of the Order and may restrict or forbid unauthorised regalia. No DAL Trained Advisor, Senior DeMolay, other adult or non-Active Member youth person shall wear the robes of an Active Member.

46. Patents

All jewels, emblems and designs relating to the Order of DeMolay may be patented or copyrighted at the sole discretion of DAL / Supreme Council. The right to manufacture or to sell may be granted by license under such terms and conditions as may be agreed upon by DAL / Supreme Council.

47. No Publication Except as Approved

No news notice, communication, newspaper or other digital media publication of any organisation or connected with the Order of 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 DAL / Supreme Council as being presently official and correct.

48. Use of Name

Use of the word **DeMolay** in any form or construction for any purpose, unless licensed by DAL / Supreme Council is prohibited and is hereby reserved to DAL / Supreme Council, its Chapters and appendant organisations.

49. Membership List

The furnishing of a list of names of members of the Order or any segment thereof for commercial or business purpose is prohibited.

50. Honours and Awards

Refer to document *Honours and Awards Summary*.

51. Insurances

DAL / Supreme Council may arrange appropriate insurances as it sees fit including, but not limited to:

- Public Liability Insurance (including sexual molestation cover);
- Association Liability Insurance; and
- Group Personal Accident Insurance

at the expense of DAL / Supreme Council.

52. General Counsel

DAL / Supreme Council may select a member of the legal profession as general counsel. He shall advise and consult with the officers and agents of DAL / Supreme Council, render any legal advice and assistance as may be requested and perform any other duties delegated to him. He shall have the right to the floor at any session for explanatory purposes if so requested.

53. Voting

Unless otherwise specified in the *Order's Policies and Procedures*, a motion is won or lost in any part of the organisation by simple majority of eligible members in attendance subject to quorum requirements being met. The Presiding Officer at the meeting shall have a personal vote and, in the event of a tie, the casting vote.

54. Chapter Regulations

Supreme Council shall adopt Chapter Regulations for the government and running of Chapters of the Order. Such regulations shall be published with the *Order's Policies and Procedures*. In the interpretation of the Chapter Regulations all acts, notices, applications or payments required to be carried out, given or made shall be carried out, given or made to DAL / Supreme Council.

55. Amendments

(a) Presentation

A proposed amendment to the *Order's Policies and Procedures* may be submitted to Supreme Council only by a Supreme Council Member, Chapter Advisory Council, Alumni Chapter or Priory.

(b) Time and Publication

A proposed amendment to the *Order's Policies and Procedures* may not be adopted by Supreme Council unless it first has been sent to the Grand Secretary in writing and in the form proposed at least 30 days before the meeting of Supreme Council at which it is to be submitted, and it shall be included in the notice of the meeting.

(c) Form of Publication

The notice of a proposed amendment must be published in such form as to show the entire section, subsection and paragraph, as the case may be, as it will read if adopted, with any change in language underscored if new, or {bracketed} if deleted.

(d) Consideration by the Jurisprudence and Legislation Committee

All proposed amendments shall be submitted to and reported upon by the Jurisprudence and Legislation Committee wherever possible.

(e) Modification

A proposed amendment may be modified in any manner by Supreme Council while it is under consideration, but such modification must be relative to the subject matter thereof.

(f) Adoption

A proposed amendment may be adopted only upon the affirmative vote of no fewer than two-thirds of the voting members present. Voting may be secret ballot if requested by at least one member of Supreme Council.

PROVISIONS RELATING TO ADVISORY COUNCILS

56. Establishment of Chapters

Refer document *How to Start a DeMolay Chapter*.

57. May Surrender Charter

Any Chapter may, by vote of its members, surrender its Charter, and cease to exist, unless one third of the members of such Chapter vote in the negative, in which event, the Charter and other property of the Chapter will be retained, and it may continue to work.

58. Property of the Chapter

A Chapter may, after thirty days' notice to its members, surrender its Charter to Supreme Council as provided in the *Order's Policies and Procedures*. When it does so, or ceases to exist from any cause, or withdraws its allegiance to Supreme Council, the Grand Secretary shall issue a demit or transfer of membership to those of the members who are in good standing.

All books, records and other property of every description, including both realty and personally as well as devices, legacies, trusts and other funds of any kind are at all times held and used by every Chapter as a subordinate unit or part of this Supreme Council and subject at all times to the control of the Executive Officer within those Jurisdiction, wherein a Chapter may be located, and, therefore, when the Chapter ceases to exist, or withdraws its allegiance as aforesaid, Supreme Council shall at once take possession of all such property and assets, to dispose of, or distribute in the best interests of the Order.

59. Advisory Council

There shall be an Advisory Council for each DeMolay Chapter and shall:

- (a) Consist of six (6) or more members, three (3) of whom shall be Freemasons in good standing or Senior DeMolays;
- (b) Meet regularly but at least monthly and a full record of each meeting shall be maintained; and
- (c) Ensure compliance with the *Order's Policies and Procedures*.

Members of an Advisory Council are volunteers, whose main aim is to assist the Chapter members by providing advice and support allowing the members to operate their DeMolay Chapter.

The purpose of the Advisory Council is to:

- Guide the DeMolay Chapter in its operations;

- Protect the DeMolay Chapter in its legal obligations; and
- Support the DeMolay Chapter and its members

insofar as it does not conflict with the *Order's Policies and Procedures* or the Chapter's By-Laws.

60. Advisory Council Membership Eligibility

Persons (male and female) over the age of 21 years are eligible to be appointed to a Chapter Advisory Council. This includes but is not limited to:

- Parent or legal guardian of a member; and / or
- Freemason in good standing; and / or
- Senior DeMolay; and / or
- Member of the community with a defined interest in DeMolay.

Any person seeking to be appointed as an Advisor of a DeMolay Chapter must meet the requirements of a DAL Trained Advisor – refer document *Trained Advisor Application Form* before appointment to the Advisory Council.

61. Advisory Council Member Vow

Each member of an Advisory Council shall take a vow of allegiance to the Order of DeMolay, Supreme Council of the Order of DeMolay of Australia, its officers, active members, deputies and other representatives.

62. Advisory Council Member Term of Office

The minimum term is 1 year. There is no maximum term.

63. Advisory Council Chairman

The role of the Chairman of each Advisory Council is to preside at the meetings of the Advisory Council and perform such other duties as set down below or as may devolve upon him, by reason of such office, or that the Advisory Council may prescribe.

A Chairman is the elected representative who is directly responsible to Supreme Council for the good running and operations of the associated DeMolay Chapter.

The duties of the Advisory Council Chairman (who must be a member of the Chapter Advisory Council) are to:

- Preside at all Advisory Council meetings;
- Manage the operations of the Advisory Council and report to Supreme Council, if necessary;
- Ensure the Chapter is operating within the *Order's Policies and Procedures* at all times;
- Report any action by any person or persons which breaches the *Order's Policies and Procedures*.

An election by simple majority vote of the Chapter Advisors present at the Advisory Council meeting, for which due notice shall have been given, for the position of Advisory Council Chairman shall be held at least annually with the result advised to the Grand Secretary / Executive Officer.

64. Chapter Advisor (also known affectionately as Chapter Dad)

The role of the Chapter Advisor is to liaise directly between the Advisory Council and the Chapter members. Ideally, this should be the Advisors who has a good but not controlling relationship with the members.

The duties of the Chapter Advisor (who must be a member of the Chapter Advisory Council) are to:

- Attend all DeMolay Chapter meetings;
- Maintain awareness of the program of events within the DeMolay Chapter;
- Report to the Advisory Council on the operations of the DeMolay Chapter;
- Ensure that the Chapter is conducted in accordance with the *Order's Policies and Procedures* and the Chapter By-Laws;
- Ensure the directions of the Advisory Council are properly observed;
- Observing all DeMolay activities and reporting to the Advisory Council Chairman any actions by any person which may lead to a breach of the *Order's Policies and Procedures*; and
- Perform such other duties as the Advisory Council may assign.

An election by simple majority vote of the Chapter Advisors present at the Advisory Council meeting, for which due notice shall have been given, for the position of Chapter Advisor shall be held at least annually with the result advised to the Grand Secretary / Executive Officer.

65. Advisor

An Advisor to a DeMolay Chapter can provide support and guidance in many forms, including but not limited to:

- Carry out the duties of Chapter Scribe or Treasurer if required;
- Mentoring the member incumbents of the above positions;
- Providing advice or assistance with planning of activities;
- Ensuring that all requirements of the *Order's Policies and Procedures* are met with respect to activity planning and execution; and
- Observing all DeMolay activities and reporting to the Advisory Council Chairman any actions by any person which may lead to a breach of the *Order's Policies and Procedures*; and
- Perform such other duties as the Advisory Council may assign.

66. Optional Advisor Roles and Duties

(a) Ritual Advisor

- Every DeMolay has the potential to be a good ritualist.
- This Advisor provides guidance to the members as required, sharing techniques to memorise parts, ensuring that the floor work of the ritual is correct, providing helpful observations to improve the presentation.

(b) Merit Bars / Awards Advisor

- This Advisor has the most important educational role in the Chapter.
- This Advisor has the important job of coordinating and promoting awards within the Chapter.
- This Advisor's responsibility is to see that all requirements are met and that an individual has truly earned a merit bar or award before it is granted or recommended.

(c) Membership Advisor

- Membership is one of the most important duties of any DeMolay Chapter. Without constant replenishment of members, a Chapter will cease to operate.
- This Advisor should become thoroughly familiar with the available resources and adapt programs for the Chapter.

(d) Financial Advisor

- This Advisor sees that the Chapter maintains a sound financial condition.
- This Advisor provides advice to all committees that require funds.
- This Advisor sees that all reports are filed promptly and accurately.
- This Advisor works with Chapter Treasurer to advance his knowledge in maintaining his records and understanding basic finance.

(e) Scribe / Treasurer Advisor

- This Advisor works with the Chapter Scribe and / or Treasurer to advance their knowledge about meeting procedure and Chapter administration.

(f) Public Relations Advisor

- This Advisor works with the Master Councilor and the Advisory Council to ensure that the Chapter is marketing the organisation and publicizing the events of the Chapter.
- This Advisor assists and advises on Chapter publications or social media activity ensuring compliance with the *Order's Policies and Procedures*.

(g) Activities Advisor

- Depending on the number of the Advisors available, this role may be filled by a number of Advisors and covers duties such as Athletics, Community / Civic Service, Social Events, Fund Raising, Obligatory Observances and any other activity the Advisory Council considers warranted.

67. Removal of Advisor

DAL / Supreme Council and the Grand Master have the power to remove any Advisor who does not, or will not, perform their duties in accordance with the *Order's Policies and Procedures*.

Any decision by the Grand Master must be advised to the next meeting of Supreme Council.

In such cases the Denial Notification and Appeal Process as set out in the document *Child Protection & Youth Management Strategy* shall apply.

68. Advisory Council Meetings

The Advisory Council should meet regularly to discuss the operations of the associated DeMolay Chapter and any issues related to DeMolay in general as may be raised by DAL or Supreme Council. It is expected that Advisory Council shall meet at least once per month.

The meeting shall have an agenda which shall meet as a minimum requirement the items listed in the template provided by Supreme Council and will record a set of minutes from each meeting. These and all other documents tabled at the Advisory Council meeting shall be held in such manner to allow inspection by Supreme Council should same be necessary.

69. Quorum

The Advisory Council meeting will require a quorum of 3 Advisors to be present except in the case of an appeal against a Suspension or Disciplinary matter where the minimum shall be 5 Advisors.

70. Role of Advisory Council in Chapter Meetings

The Advisory Council **does not** take an active role at meetings of a DeMolay Chapter and only the Chapter Advisor is permitted to speak at a meeting of the Chapter when provided with the appropriate opportunity or at the invitation of the Master Councillor.

Advisors in attendance at a meeting must remain silent and are there to support the members not to control or direct the proceedings. Intervention in a meeting must only be undertaken by the Chapter Advisor and then only through the Master Councillor or Presiding Officer at that time.

71. Advisory Council Jurisdiction

The penal jurisdiction of an Advisory Council includes all members, Senior DeMolays or Adult Advisors of the associated Chapter, wherever residing. When a member, Senior DeMolay or DAL Trained Advisor has been suspended for any cause, the Chapter to which that person belongs has exclusive penal jurisdiction over them subject to the ongoing approval / support of DAL / Supreme Council who may take charge of any matter at any time. A change of residence after charges have been filed with the Advisory Council does not divest the Chapter of the power to act.

72. Chapter Budget and Expenditure

The management of the finances of a DeMolay Chapter should remain with the members but it is the role of the Advisory Council through the Chapter Advisor to assist the members in managing the expenditure and budgeting for the DeMolay Chapter.

It may be appropriate for one of the following to occur:

- A suitably qualified / experienced Advisor to act as the Chapter Treasurer; or
- A suitably qualified / experienced Advisor to mentor and assist the Chapter Treasurer if they are an active member.

73. Suspension / Erasure from Membership

Where the Advisory Council concludes that any member, Senior DeMolay or DAL Trained Advisor is guilty of violating the *Order's Policies and Procedures* or whose conduct is unworthy of a member of the Order of DeMolay, the Advisory Council must submit a written report to the Grand Secretary / Executive Officer seeking suspension or erasure from membership of that person including reasons, witness statements and action to be taken (either a period of suspension or erasure from membership).

Following approval, all actions are to be confirmed in writing to all parties, including the suspended person and Chapter Advisory Council.

Refer document *Child Protection & Youth Management Strategy* for the Denial Notification and Appeal Process.

74. Election of Chapter Members by Declaration

The Advisory Council of a Chapter shall have the authority to declare a Membership or Affiliation applicant elected or rejected, if in their opinion, the best interests of the Chapter will be thereby served.

However, that in the event it is proposed to declare a Membership or Affiliation applicant elected, then the Chairman of the Advisory Council, before the applicant is informed and / or a degree is conferred, shall make a report of such action to the Grand Secretary / Executive Officer who may either approve or decline the same.

75. Power to Exclude from a Function or Meeting

Any member of an Advisory Council or any member of Supreme Council may exclude persons at a DeMolay meeting or function where the continued presence of a member, Senior DeMolay, DAL Trained Advisor or other person is detrimental to the laws of peace and harmony. Such exclusion may take the form of:

- Removal from that specific meeting or function;
- Suspension from their DeMolay Chapter; or
- Erasure from membership from DeMolay Australia.

Where suspension or erasure is concerned, refer to Suspension / Erasure from Membership above.

Should the exclusion only be for a single meeting or function, the Advisory Council or Supreme Council member must inform the Chairman of the DeMolay Chapter Advisory Council with which they are associated or the Grand Secretary / Executive Officer with 24 hours of the incident on the prescribed form.

Any such action shall be reported to the Grand Secretary / Executive Officer with 24 hours with a full report on the action including reasons and witness statements.

76. Reporting to Supreme Council

The Advisory Council shall be responsible for ensuring that all reporting from the DeMolay Chapter is completed within the approved procedures and timeframes as may be defined by Supreme Council.

The following specific reports are available and must be submitted when called for or as required:

- Monthly Chapter Report;
- Child Abuse Report Form;
- Child Protection & Youth Management Strategy Violation Report Form;
- Incident Report Form; and
- Risk Management Plan for High Risk Activity Form.

Where considered necessary by the Advisory Council, other reports are to be submitted to ensure that DAL / Supreme Council are aware of any matters effecting the good of the Order.

PROVISIONS RELATING TO CHAPTERS

77. Membership Eligibility

See document *Membership Eligibility Policy*.

78. Membership Application Process

At a high level, the membership application process is as follows:

1. Identify prospect.
2. Arrange for Chapter Advisor or other Advisory Council Member and 2 (two) active members of the Chapter to visit with the prospect and his parents / guardians to explain our Order and answer any questions. This may be considered the Investigation Committee if both the Advisory Council and Chapter agree.
3. Obtain Membership Application – see document *Membership Application* – ensure all requirements detailed on the Membership Application are strictly followed. Send a copy of the Membership Application to the Grand Secretary / Executive Officer.
4. The Membership Application is first referred to the Advisory Council who will organise an Investigation Committee, if required).
5. If approved / supported by the Advisory Council the matter is then referred to the Chapter for decision. The Chapter Meeting Notice must include:
 - an agenda item stating that the Membership Application will be balloted for upon at that regular meeting of the Chapter; and
 - a full copy of the Membership Application.

It is also common courtesy to advise the prospect and his parents / guardians when the ballot will be conducted.

Note

It is expressly forbidden to ballot for and initiate a candidate at the same meeting. Any requests for dispensation to do so must and will be declined by the Grand Secretary / Executive Officer.

6. At the Chapter Meeting where the ballot will be conducted, the Master Councillor:
 - will announce the ballot and request an oral report from the Investigation Committee;
 - ask if there are any questions;
 - declare the ballot open;
 - conduct a separate secret ballot for each applicant (the exact form of this secret ballot is at the discretion of the Chapter and Advisory Council);
 - ask if every member has voted according to his conscience – if any member states he has not, the ballot is declared null and void and the process started again;
 - declare the ballot closed;

- inspect the means of ballot with the Chapter Advisor and declare:
 - If no more than 1 no vote – declare the ballot in favour; or
 - If 2 no votes – declare the ballot deferred or
 - If 3 or more no votes – declare the ballot lost.

7. If:

- in favour – Chapter Scribe is to contact the prospect and parents / guardians to make arrangements for the prospect's Initiation.
- deferred or lost – the matter is referred to the Advisory Council for **urgent** consideration (within 24 hours) consideration.

79. Initiation Fees and Dues

No candidate shall be initiated until he has paid the Initiation Fee and Chapter Dues in accordance with the Chapter's By-Laws.

80. Investigation Committee

All Membership Applications shall be referred to an Investigation Committee to consist of at least three (3) active members and the Chapter Advisor or other Advisory Council Member, whose duty it shall be to inquire thoroughly into the character and fitness of the applicant, and make an oral report at the Chapter Meeting at which the Application will be balloted for.

The Committee must report favourably or unfavourably by a majority of its members.

If for any reason the Investigation Committee shall fail to report at the proper time, the Master Councillor may at his discretion, continue the Committee or appoint a new Committee.

81. Affiliation Application Process

At a high level, the affiliation application process is as follows:

1. Receive Affiliation Application – see document *Affiliation Application* – ensure all requirements detailed on the Affiliation Application are strictly followed. Send a copy of the Membership Application to the Grand Secretary / Executive Officer.
2. The Chapter Scribe is to, if the applicant is from:
 - Australian Jurisdiction – write to the applicant's current and former Chapters to ascertain if he is (or was) financial and of good report in that Chapter. Prompt written replies are to be provided; or
 - Any other Jurisdiction – the applicant is to provide written evidence from that jurisdiction that he is (or was) financial and of good report in that Jurisdiction.

Note

If the supporting documentation from former Chapter / s or Jurisdiction / s is unfavourable the Affiliation Application cannot proceed and must be referred to the Advisory Council for decision as to how to proceed.

3. The Affiliation Application and supporting documentation from former Chapter / s or Jurisdiction / s is then referred to the Advisory Council for approval / support.

4. If approved / supported by the Advisory Council the matter is then referred to the Chapter for decision. The Chapter Meeting Notice must include:

- an agenda item stating that the Affiliation Application will be balloted for at that regular meeting of the Chapter; and
- a full copy of the Affiliation Application and supporting documentation.

It is also common courtesy to advise the applicant and his parents / guardians when the ballot will be conducted.

5. At the Chapter Meeting where the ballot will be conducted, the Master Councillor:

- will announce the ballot;
- ask if there are any questions;
- declare the ballot open;
- conduct a separate secret ballot for each applicant (the exact form of this secret ballot is at the discretion of the Chapter and Advisory Council);
- ask if every member has voted according to his conscience – if any member states he has not, the ballot is declared null and void and the process started again;
- declare the ballot closed;
- inspect the means of ballot with the Chapter Advisor and declare:
 - If no more than 1 no vote – declare the ballot in favour; or
 - If 2 no votes – declare the ballot deferred or
 - If 3 or more no votes – declare the ballot lost.

6. If the vote is:

- in favour – Chapter Scribe is to contact the prospect and parents / guardians to make arrangements for the applicant's welcome into the Chapter.
- deferred or lost – the matter is referred to the Advisory Council for **urgent** consideration (within 24 hours).

82. Eligible to Vote

Only active members who are financial and have received the DeMolay Degree are permitted to vote on any matter including membership and affiliation applications.

83. Rejected May Apply Again

When an applicant for membership or affiliation has been rejected, he cannot apply again to the same Chapter or any other Chapter or be again proposed in the same Chapter until after the expiration of three (3) calendar months.

84. Dual Membership

Dual Membership in one or more Chapters is permissible provided that all dues are maintained.

Application for dual membership shall be in accordance with that for Affiliation. The conferring of degrees is unnecessary, and the fee charged shall be that prescribed in the *Order's Policies and Procedures* for affiliation.

A dual member can resign from any chapter he no longer desires membership of, provided that all dues are paid in full. All Scribes shall keep a record of their members who hold dual membership and advise the other Chapter(s) of a member's resignation, suspension, expulsion or demise.

Dual members may only hold office in no more than two chapters at any one time, but shall not occupy the chair of Master Councillor, Senior Councillor, or Junior Councillor concurrently.

85. Receiving Degrees

A candidate elected to receive the degrees in a Chapter must present himself at the proper time and place to receive the same within three (3) months from the date of his election. If he fails to do so, or to show good and sufficient cause for his delay, his eligibility to join will lapse and the applicant must reapply and again be proposed and be balloted upon as in the first instance.

86. Non-payment of Dues

A member may be suspended for non-payment of dues as provided in the *Order's Policies and Procedures*.

87. Reinstatement of a Suspended Member

A member suspended by a Chapter for non-payment of dues, who shall within one (1) year pay the arrears due at the time of suspension, together with such further dues that would have accrued against him, to the date of such payment had he retained his membership, shall be reinstated.

If the member fails to pay such dues within one (1) year, he shall not be reinstated unless the Chapter shall so order by vote at a regular meeting that the Chapter, with the consent of the Advisory Council may excuse all or any part of the said outstanding dues.

88. Members at Large

When a Chapter surrenders its Charter, or the Charter shall be suspended or annulled, an active member of said Chapter may affiliate as a Member at Large, by making application to the Grand Secretary / Executive Officer and paying current and back dues at the rate determined by Supreme Council from time to time.

Upon receipt of application and payments of such dues the Grand Secretary / Executive Officer shall issue a Member at Large certificate, valid for 12months, entitling the Member at Large to all privileges of a member of the Order of DeMolay, except that he shall not be allowed to vote or hold office in any Chapter which he may visit.

A Member at Large in good standing may secure a demit from the Grand Secretary / Executive Officer and make application for affiliation with any Chapter.

89. Attending an Educational Institution

An active member, who is attending an educational institution located out of the State or district in which he resides, or an individual attending an educational institution located in a city where there is no DeMolay Chapter, may make application to Supreme Council to become a Member at Large.

90. Enrollment

Every candidate who receives any degree in any Chapter or is accepted as an affiliate becomes thereby a member of the Chapter which elected him, and his name shall be entered upon its roll.

91. Certificate of Membership

A Certificate of Membership shall not be issued until the candidate has received both the Initiatory and DeMolay Degrees.

92. Senior DeMolays

When a member of the Order of DeMolay reaches the age of twenty-one (21) years his active membership therein automatically terminates.

He is required to pay the fee for a Senior DeMolay Certificate. The fee for such certificate shall be determined from time to time.

93. Senior DeMolays may Remain as Master Councillor

- (a) Any member who attains the age of twenty-one (21 years) whilst occupying the office of Master Councillor shall be permitted to retain his active membership until the completion of his term of office.
- (b) Any member who attains the age of twenty-one years whilst occupying the office of Senior Councillor shall be permitted to retain his active membership until the completion of his term of office as Master Councillor provided he is elected to that office at the next election of officers of that Chapter.
- (c) Any member who attains the age of twenty-one years whilst occupying the office of Junior Councillor shall be permitted to retain his active membership until the completion of his term of office as Master Councillor provided he is elected to the office of Senior Councillor or Master Councillor at the next election of officers of that Chapter and if elected to Senior Councillor, is elected to the office of Master Councillor at the next election of officers of that Chapter.
- (d) When the Advisory Council considers it in the best interest of the Chapter, the Grand Secretary / Executive Officer, may where special circumstances exist, grant dispensation to a Senior DeMolay to be elected to the offices of Junior, Senior or Master Councillor provided he holds a Senior DeMolay Certificate.

94. Former Member may Secure Senior DeMolay Certificate

A DeMolay who has passed his twenty-first (21st) birthday may secure a Senior DeMolay Certificate by making application to Supreme Council accompanied by the required fee that will be determined by Supreme Council from time to time.

A former member of a DeMolay Chapter that has ceased to exist, and who has passed his twenty-first (21st) birthday may secure a Senior DeMolay Certificate showing that he retired from the At Large Chapter by making application to Supreme Council accompanied with the required fee that will be determined by Supreme Council from time to time.

Note

A former member of an existing Chapter not past his twenty-fifth (25th) birthday and who ceased membership prior to his twenty-first (21st) birthday, must adjust his past dues with the Chapter. A Senior DeMolay Certificate will be issued on request of the Chapter at a fee determined by Supreme Council from time to time.

95. Posthumous Award

A certificate may be awarded to the surviving relatives of one who has been a DeMolay, who shall have died as a result of services in any of the armed forces of Australia, or her allies.

The cost of such award shall be borne by the individual Chapter. Such fee shall be determined by Supreme Council from time to time.

96. Armed Service Certificate

A certificate maybe awarded to a DeMolay who has been, is, or shall be a member of the armed forces of Australia, or her allies.

The cost of such award shall be borne the individual Chapter. Such fee shall be determined by Supreme Council from time to time.

97. Certificate

A certificate may be awarded to a person who has performed some outstanding service on behalf of the Order.

The fee of such certificate shall be borne by the individual Chapter and the certificate shall be issued by Supreme Council. Such fee shall be determined by Supreme Council from time to time.

98. Advisory Council Certificate

A certificate may be awarded to any past or present member of an Advisory Council in appreciation of long and continued service as a member of an Advisory Council.

The fee of such certificate shall be borne by the individual Chapter and the certificate shall be issued by Supreme Council. Such fee shall be determined by Supreme Council from time to time.

99. Chapter Charter Members

All members initiated into a Chapter prior to the granting of a Charter are considered Charter members. Active members who are unattached and make application to join prior to dedication may also be Charter members.

100. Finances

(h) Supreme Council Funds

Funds collected for Supreme Council, such as the per capita fees, fees for Senior DeMolay or other Certificates and that portion of the initiation fees which belong to Supreme Council must not be used for other purposes, but must be retained in the Chapter treasury and paid to Supreme Council on the dates required by the Chapter Regulations. The Scribe and Treasurer shall keep a separate account of these funds. No vote of the chapter is required for the payment of these funds to Supreme Council.

(i) Minimum Fee

The fee for the degrees of a Chapter shall not be less than those prescribed by Supreme Council provided that a Chapter may by its By-Laws:

- establish a lower rate of annual dues for members in good standing who are regularly enrolled and attending for at least seven months of the DeMolay year, any institution of learning situated out of the State or district in which the Chapter is located, and / or those who also permanently reside outside of the above limits of the Chapter; and
- establish a life membership plan, which shall in the case of such member provide for the payment of an amount less than the total of the minimum annual dues he would pay if he remained a member until he became twenty-one (21) years of age.

(j) Chapter By-Laws

All Chapters must, by their By-Laws, establish an initiation fee, the annual dues for members, and the affiliation fee, the minimum of which shall not be less than specified by Supreme Council from time to time.

(k) Exempt from Dues and Fees

The Advisory Council of a Chapter may exempt from the payment of dues to the Chapter, a member whose circumstances justify such exemption.

(l) Finances Trust Fund

The funds of the Chapter, from whatever source derived, are trust funds set apart for the payment of the necessary expenses of the Chapter.

(m) Remittances to Supreme Council

Within ten days after conferring the Initiatory Degree, the Scribe of a Chapter shall remit to the Grand Secretary the prescribed fee for each newly initiated member for degree fees and certificate of membership. In either case the remittance must be accompanied by the meeting report of candidates initiated. No Certificate of Membership will be issued by the Grand Secretary until above mentioned remittance has been received by them.

(n) Loans

No funds of the Chapter shall at any time be loaned provided however that by vote of the Chapter and with the approval of the Advisory Council, surplus funds may be set aside for investment purposes, and such funds may be invested in stocks, bonds or properly secured loans as approved by Supreme Council. Each separate investment or loan shall be approved by a majority vote of all members of the Advisory Council and Supreme Council.

(o) Budget

The Finance Committee of the Chapter shall consider the income and obligation of the Chapter and shall prepare and submit to the Advisory Council a budget of proposed expenditure covering such funds as will be available after setting aside sufficient to pay the obligations of the Chapter to Supreme Council.

Such budget shall include only such proportions of the funds of the Chapter, as may properly be expended during the term of the newly elected Master Councillor and shall make suitable provision for the reduction of existing indebtedness, if any.

This budget shall become effective when approved by the Advisory Council, but the approval of the budget shall not relieve the Advisory Council from the obligation to approve each separate expenditure thereunder. The Advisory Council shall have the authority to modify the budget allotments from time to time in accordance with the increase or decrease of Chapter revenue.

(p) Appropriations

The Chapter cannot use or permit the use of its funds or any part of them for any purpose whatever, other than the payment of the necessary expenses of the Chapter in accordance with the approved budget of the Chapter.

Provided, however, that the Chapter may include in its budget, and may expend in each calendar year, an amount equal to forty per cent (40%) of its total revenue for the preceding year from dues, initiation fees, donations from persons not connected with the Order, Installation collections or charges; any other funds raised during any one year may be disposed of as the Chapter may deem proper provided such is not contrary to the *Order's Policies and Procedures* or Chapter By-Laws, and the approval of the Advisory Council is first given; for the purpose of refreshments and the promotion of fraternal harmony and intercourse.

And provided further, that the Chapter may by appropriate action request the consent of the Advisory Council to include in the budget and expend certain sums for charity, and for such other purposes as it may desire, which expenditure can only be made after the approval of the Advisory Council.

(q) Gifts

The funds of the Chapter cannot be used to purchase presents for retiring officers or for distinguished brethren nor to give any presents to new members, except in accordance with the *Order's Policies and Procedures*.

Provided that any Chapter may, with the approval of the Advisory Council, present to a retiring Master Councillor whose service has been outstanding, and whose record during his DeMolay membership has been above reproach, a Past Master Councillor's jewel of the form and design prescribed by Supreme Council.

The Past Master Councillor's jewel shall not be awarded to any Past Master Councillor who has failed to confer the Initiatory and DeMolay degrees from memory, at least once during his term of office, and more often, if necessary, in order that the Chapter may comply with the *Order's Policies and Procedures*, which require that there be one initiation in each six months term of the DeMolay year.

Provided that where the Master Councillor has been called to the armed services of his country, prior to the time when he has been able to comply with the terms of this section, that he shall be deemed to have made full compliance therewith, and entitled to the rights and privileges of this section.

(r) Cash Purchases

All books, supplies and merchandise furnished by Supreme Council to Chapters or other persons shall be delivered only after payment.

(s) Control

Every Chapter is required to retain control of its own financial affairs and to administer them by vote of its members upon approval of the Advisory Council.

(t) Petty Cash

Any 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 *Order's Policies and Procedures* and the Chapter By-Laws.

101. Degrees

(a) Term Initiations

The DeMolay year shall consist of two terms of six (6) months each or one term of twelve (12) months at the discretion of the Chapter with the approval of the Advisory Council. At least one (1) initiation must be conferred in a six (6) month term or two (2) initiations in a twelve (12) month term.

(b) Authority for Conferring

None of the degrees can be conferred except by Chapters established by authority of Supreme Council or by a group of Senior DeMolays and / or Freemasons in good standing having received special dispensation for the purpose from Supreme Council.

(c) Degrees Conferred by Supreme Council

Supreme Council reserves to itself the power to confer any of the degrees of DeMolay upon any candidate it may deem worthy to receive them.

(d) Rituals

The Rituals adopted and promulgated by Supreme Council shall be the only rituals used by a Chapter of the Order of DeMolay.

No alterations or additions shall be made in the rituals except by the authority of Supreme Council.

No one shall cause to be made any copies in full or part thereof of any ritual without the approval in writing, of the Grand Secretary.

(e) Source Rituals

Each Chapter must source from the Supreme Fraternity Supplies Officer Ritual Books approved by Supreme Council.

(f) No Other Ritual or Ceremony May Be Used

No Ritual, Secret Work, Manual, Emblems or Jewels, Monitor or Books of like character other than those prescribed and / or furnished by Supreme Council may be used by a Chapter.

(g) Title to Rituals

Supreme Council retains title to all the Rituals and Secret Work, which must be returned to Supreme Council upon demand if the Chapter ceases to exist.

(h) Senior DeMolays may participate in Degree Work

Holders of Senior DeMolay Certificates who meet all the requirements of Supreme Council may be permitted by the Chairman of the Advisory Council or the Chapter Advisor to participate in the work of conferring the degrees of the Order in due Ritual form on a case-by-case basis.

102. Officers

(a) Chapter Officers

The officers of a Chapter shall consist of the following:

Elective Officers

- Master Councillor
- Senior Councillor
- Junior Councillor

Appointed Officers

By the Master Councillor-Elect in conjunction with the Advisory Council – see sections (c), (d) and (e) below:

- Scribe
- Treasurer
- Senior Deacon
- Junior Deacon
- Senior Steward
- Junior Steward
- Chaplain
- Sentinel
- Standard Bearer
- Almoner
- Marshal
- Orator
- Organist
- Seven Preceptors
- Any other officers

Chapters may by their By-Laws, provide for the Scribe to also act as Treasurer. Assistant officers may be appointed if desired by the Advisory Council.

(b) How Elected

The Master Councillor, Senior Councillor and the Junior Councillor shall be elected as prescribed in the By-Laws of the Chapter.

(c) Scribe

The Scribe shall be appointed by the Master Councillor-Elect in conjunction with the Advisory Council and may serve for a period of up to twelve (12) months. He may be removed at any time by the Advisory Council for failure or neglect to perform his duties correctly or promptly. He may be either an active member or a Senior DeMolay (provided he is the holder of a Senior DeMolay Certificate and is a DAL Trained Advisor) or an Advisory Council member.

(d) Treasurer

The Treasurer shall be appointed by the Master Councillor-Elect in conjunction with the Advisory Council and may serve for a period of up to twelve (12) months. He may be removed at any time by the Advisory Council for failure or neglect to perform his duties correctly or promptly. He may be either an active member or a Senior DeMolay (provided he is the holder of a Senior DeMolay Certificate and is a DAL Trained Advisor) or an Advisory Council member.

(e) Appointed Officers

The remaining officers shall be appointed by the Master Councillor-Elect in conjunction with the Advisory Council.

(f) Vacancies Created

If any officer is absent from three (3) consecutive meetings of the Chapter without excuse approved by the Chapter Advisor, his office will become vacant. The Advisory Council may appoint a replacement except Master Councillor, Senior Councillor or Junior Councillor which shall be filled by election.

(g) Who is Eligible?

No member shall be elected to the office of Master Councillor in the Chapter unless he shall have served as Senior or Junior Councillor, except in the event that the Advisory Council of the Chapter feels that the best interests of the Order would be promoted by the election of another member, or in the event of the formation of a new Chapter.

No member shall serve as an elected officer of the Chapter unless he has repeated both obligations from memory in open Chapter.

(h) Officers Election

The elective officers shall be elected by secret ballot as determined by the Advisory Council.

A majority of the ballots, not counting blank or invalid ballots, shall be necessary to determine the result.

(i) Installation

Officers may be installed at the same meeting at which they are elected, or at such time not more than sixty-five (65) days thereafter as may be determined by the Chapter.

(j) Eligible to Vote

No member shall be permitted to vote for the election of any officer or hold office unless he has stood examination in open Chapter by committing to memory the Examination Queries in the Initiatory Degree and the DeMolay Degree.

(k) Master Councillor

The Master Councillor has it in his special charge that the *Order's Policies and Procedures* and his Chapter's By-Laws are fully observed, that accurate records are kept and just accounts rendered, that all reports and / or remittances to Supreme Council are made at the time required and that an initiation is held at least once (in the case of a six (6) month term) or twice (in the case of a twelve (12) month term) in his term.

(l) Chapter Meetings

Chapters shall provide by their By-Laws to meet twice monthly of which all members shall receive due notice in writing not less than seven (7) days in advance of the first meeting of the month.

1. Business Meetings:

These shall be for the transaction of all business and, if necessary or desirable, to practice for degrees.

2. Regular Meetings:

These shall be degree working meetings at which no business, excepting that of an urgent nature, and the minutes of the previous meeting shall be conducted.

Installations may, if desired, take the place of the Regular meeting in that month, but no business shall be conducted at an Installation.

(m) Special Meetings

Special meetings of the Chapter may be called by the Master Councillor, with the approval of the Advisory Council, but no business shall be transacted other than conferring degrees, unless specified in a notice of summons which must be sent in writing to each member not less than seven (7) days in advance of the date of such meeting.

(n) Request for Special Meetings

The Master Councillor shall, upon the written request of seventy percent (70%) of the financial membership, call a special meeting in accordance with previous clause. The requests shall state the purpose for which the meeting is called.

(o) Special Committees

The Master Councillor shall also appoint such special Committees as may at any time be deemed expedient by the Chapter.

Special Committees may be appointed on any item of business and may consist of as many members as the Chapter at its discretion may think proper (e.g., Social, Membership, Sick, Charity, etc.).

(p) Senior / Junior Councillor

In the case of the absence of the Master Councillor, the Senior or Junior Councillor shall severally act as Master Councillor, according to rank.

(q) Scribe Duties

The Scribe shall:

- record all the transactions of the Chapter in writing;
- keep the records for inspection;
- collect all fees and dues and pay the same immediately to the Treasurer and take his receipt therefore;
- keep a monthly account of all receipts and disbursements and make a monthly report thereof to the Advisory Council, which report shall show separately the funds collected for and belonging to Supreme Council;
- see that the property of the Chapter is at all times cared for and keep an accurate inventory thereof; and
- make the monthly returns or reports as required to the Grand Secretary or as requested by the Grand Secretary, and send therewith the proper remittances.

He shall and at the expiration of his term of office, deliver all books, papers, money and other property to his successor or such other persons, and at such time as the Advisory Council may direct.

(r) Treasurer Duties

The Treasurer shall keep an accurate account of all the Chapter's receipts and disbursements which shall show separately the funds belonging to the Chapter and the disbursements therefrom, and the moneys collected for and belonging to DAL / Supreme Council and the disbursements therefrom.

Expenditure must be authorised only in accordance with the *Order's Policies and Procedures* and the Chapter's By-Laws.

He shall submit monthly reports of all funds under his control to the Chapter and Advisory Council.

At the July meeting he shall also submit an annual financial report for the year ended 30 June previously to the Chapter and Advisory Council.

At the expiration of his term of office, he shall deliver all money and other property of the Chapter in his possession to his successor or to such other person or persons, as the Advisory Council may direct.

The Chapter's bank account/s are to be conducted only with the banking institution authorised by DAL / Supreme Council.

(s) Almoner Duties

The Almoner, under the direction of the Master Councillor or the Advisory Council, shall disburse the charity funds of the Chapter, such funds to be secured by passing the box of fraternal assistance at such meetings of the Chapter as the Master Councillor may direct.

The amount collected shall be applied first to the relief of a distressed worthy member, or the relatives of one, and if there be none, then to the relief of some needy deserving person or persons.

(t) Resignation

Any active member of the Order may resign providing it is in writing to the Scribe and the member has full financial status.

Any officer of the Chapter may resign providing it is in writing to the Scribe.

When a resignation from the Order or the Chapter is received, it shall be placed on the table and voted by the members at the following business meeting.

Any active member of the Order who resigns and whose resignation is accepted can never be afforded the status of Senior DeMolay.

If the resignation is accepted by the Chapter meeting, the Scribe is to advise the Grand Secretary for advice to all Chapters.

(u) Resignation Demanded

The resignation of any officer may be demanded, and his place made vacant by resolution moved at one business meeting, provided such action is first approved by the Advisory Council, then approved by Supreme Council and then approved by the Chapter with at least a seventy-five percent in favour vote of the members present at the next business meeting.

(v) Vacancy – How Filled

When a vacancy occurs in the office of Master Councillor of the Chapter, the second officer will succeed the first, and the third, the second, and the third officer will be filled by election at a business meeting of which two (2) weeks notice, in writing, shall be given to the members provided that if:

- if both officers desire to retain their position, the election shall be held for the office of Master Councillor; and further

- if the second officer will accept the head of the Chapter, and the third officer desires to keep his old place, the election shall only be for the second place.

When vacancies occur in other offices they shall be filled by appointment.

103. Reports and Remittances of the Supreme Council

Note

Since no funds collected for Supreme Council can be expended for Chapter purposes per the *Order's Policies and Procedures* all reports and remittances required by this clause can be sent at the time specified.

(a) Chapter Monthly Returns

Every Chapter shall approve and publish in its By-Laws an Initiation Fee in accordance with the *Order's Policies and Procedures*, to include Supreme Council Initiation Fee as also prescribed in the *Order's Policies and Procedures*.

Chapter Monthly Returns (see document *Chapter Monthly Return*) are to be submitted to the Grand Secretary by the 7th of each month and must be accompanied by any fees and other charges due to Supreme Council for that month.

(b) Suspensions and Forfeitures

Any Chapter failing to submit the Chapter Monthly Return and / or fail to make the required remittances to Supreme Council for two (2) consecutive months, may be temporarily suspended by Supreme Council.

A Chapter so temporarily suspended may hold meetings and conduct activities for the purpose of raising funds, but shall not function otherwise as a Chapter.

The Charter of any Chapter, temporarily suspended for three months for non-payment of dues may also be annulled.

(c) Financial Officer for Delinquent Chapters

The Grand Secretary shall advise the Executive Officer within thirty (30) days from the date when the Monthly Reports to Supreme Council are due, under the *Order's Policies and Procedures*, the names of the Chapters in his Jurisdiction, which have neglected to file reports and / or to remit their proper payments to Supreme Council.

The said Executive Officer upon receipt of said information, shall promptly take up with the Advisory Councils of such delinquent Chapters, the matter of their delinquency.

If the Reports and / or remittances to Supreme Council are not made within two weeks after said notice the Executive Officer may require the selection of a Financial Officer by the Advisory Council of such delinquent Chapter.

The Financial Officer must be a DAL Trained Advisor approved by the Executive Officer.

The Financial Officer's functions shall be to collect the dues and other proper payments due from such members of that Chapter and pay those funds to the Chapter Treasurer in exchange for a cheque or other remittance payable to Supreme Council for the amount due.

The Financial Officer shall also submit a report to Supreme Council with the cheque / remittance above and will provide a copy of this report to the Master Councillor of the said Chapter.

The Executive Officer may appoint the Financial Officer if the Chapter's Advisory Council fails to do so.

The Financial Officer shall serve at the pleasure of the Advisory Council and / or the Executive Officer.

104. Obligatory Observances

The following days are fixed as special ceremonial days and the observance of the same is made obligatory on all members of DeMolay, unless prevented by unavoidable circumstances.

(a) Obligatory Days

- *Devotional Day* to be held on Anzac Day, April 25.

On *Devotional Day* it shall be the duty of the members of each Chapter of DeMolay to attend some service in a body at which a special service has been arranged, or on Anzac Day, each Chapter should arrange or participate in a special meeting at which the great patriotic events of our century shall be named, so that the Great Light of Patriotism may never grow dim in our citizenship.

- *Educational Day* to be held on a day convenient to the individual Chapter during the month of November each year.

On *Educational Day* it shall be the duty of the members of each Chapter to arrange a programme during the month of November in each and every year that will tend to emphasise the value of an education, and the fact that the public school is the particular bulwark of liberty and must be maintained.

- *DeMolay Day of Comfort* to be held on a day convenient to the individual Chapter at either Easter or Christmas time.

On *DeMolay Day of Comfort* it shall be the duty of every member of DeMolay to visit the hospitals of the city in which he lives and carry flowers and words of comfort to those who are confined therein. This duty is not limited to friends, but extends to everyone and especially to those who may not have many friends.

- *Parent's Day* to be held on either Mother's Day (second Sunday in May) or Father's Day (second Sunday in September).

On either *Mother's Day* or *Father's Day* it shall be the duty of every DeMolay to give his parents some token or to perform some act that will show his appreciation for all that his parents have done and are doing for him. It shall also be the duty of each Chapter to have a special meeting at which the parents shall be invited to attend and at which parents shall be suitably recognised.

- *Government Day* to be held on Australia Day, January 26.

On *Government Day* it shall be the duty of each and every Chapter to arrange and / or participate in a programme of observance, which shall most appropriately extol the government of the country in which the Chapter is located.

(b) Notify Members

It shall be the duty of the officers of each Chapter (and especially the Scribe) to arrange for the observance of the foregoing Obligatory Days and to notify every member of the Chapter of the date fixed therefore.

105. General Regulations

(a) Wearing of Emblem

Any member of a Chapter seen wearing the emblem of the Order in any place where he would not take his mother or sister, will be subject to discipline for conduct unbecoming to a member of the Order of DeMolay.

(b) Use of DeMolay Emblem

The use of any word, figure, letter, title, emblem or symbol to denote rank, or in connection with the Order of DeMolay, in any written or printed document, not DeMolay in its character and purposes, or the use of 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, is forbidden.

(c) Loaning of Emblem

No member of the Order shall be permitted to wear or use any jewel or emblem, except as duly authorised by Supreme Council, nor shall such emblem or jewel be given away, loaned or permitted to be worn by any other person.

(d) Recognise another Brother

Every member must at all times recognise any brother of the Order of DeMolay by a personal salute, whether known to him personally or if wearing the DeMolay emblem; and the brother so recognised must return the salute.

(e) Public Use of Uniforms

No Chapter is permitted to appear in public in uniform, except at the funeral of a member of the Order, in the observance of an Obligatory Day, at a public installation of officers, or at a Church parade, or by dispensation issued by the Executive Officer for the Jurisdiction.

(f) Regalia or Other Paraphernalia not to be Loaned

No Chapter shall grant, loan or allow the use of its regalia or other paraphernalia used in the work of its degrees or ceremonials for any other than DeMolay purposes.

(g) DeMolay Degree – Opened In

When the Chapter is opened in the DeMolay Degree, all preceding degrees are opened, and it may pass from work in one degree to work in another, without other form than the declaration that it does so.

(h) Prohibited Use of Name of DeMolay

The name of the Order of DeMolay shall not be used in connection with any movement or function except with the consent and approval of the Executive Officer and no one shall represent the Order of DeMolay in any conference with any other organisations without the written approval of the Grand Secretary.

(i) Use of Titles

The use of the word or title Supreme or Grand by any DeMolay body, group of officers, except for Supreme Council is forbidden.

(j) Unlawful Revelation

Any member who shall be so unmindful of his duties as to improperly reveal any of its transactions, shall upon proof thereof, be immediately suspended or expelled.

(k) Prohibited Substances

See document *Child Protection & Youth Management Strategy*.

(l) Sexual and Other Abuse

See document *Child Protection & Youth Management Strategy*.

(m) Appeals

An appeal may be taken from the decision of the Master Councillor of any Chapter to the Advisor or Advisory Council of such Chapter, and then to the Executive Officer, and from his decision an appeal may be taken to Supreme Council whose decision shall be final and binding.

(n) Debate Rules

[Robert's Rules of Order](#) shall be the guide to all meeting procedure and debates where the same is not covered by any provisions of the *Order's Policies and Procedures* and / or the Chapter's By-Laws.

(o) Quorum

To transact the business of a Chapter, ten (10) members or two-thirds of the membership, whichever is the lesser number shall, constitute a quorum.

(p) Order of Business – Business Meeting

The order of business for a Chapter Business Meeting shall be as follows:

1. Opening in Initiatory Degree
2. Opening in DeMolay Degree (if required)
3. Roll call of all Chapter Members
4. Conferral of Degree practice (if required)
5. Minutes of Regular Meeting
6. Business out of the Minutes
7. Correspondence
8. Reports of Investigation Committee / s on Membership Applications
9. Balloting for candidates
10. New Membership Applications / Affiliation Applications
11. Accounts
12. Financial Statement
13. Reports of Committees
14. General Business
15. Good of the Order
16. Closing

Business may be transacted in either Degree.

(q) Order of Business – Regular Meeting

The order of business for a Chapter Regular Meeting shall be as follows:

1. Opening in Initiatory Degree
2. Opening in DeMolay Degree (if required)
3. Roll call of all Chapter Members
4. Conferral of Degree (if required)
5. Minutes of the Business Meeting

6. Urgent Business
7. Good of the Order
8. Closing

Business may be transacted in either Degree.

(r) May Visit

Supreme Council may determine, at its absolute discretion and without appeal, a detailed visitation policy.

The following persons may visit a Chapter in closed session and witness any portion of the secret work:

1. Active DeMolays
2. Senior DeMolays
3. DAL Trained Advisors
4. Parents / guardians of Active DeMolays
5. Any person over the age of twenty-one (21) years vouched for and approved by the Advisory Council

Notes

1. No person may be excluded solely on the basis of gender (for absolute clarity, females meeting the above criteria are welcome to visit DeMolay Chapter Meetings as detailed above); and
2. Visitors in categories 4. and 5. above must declare publicly before the Chapter is opened that they will keep secret anything that they witness during the Meeting.

(s) Auditing and Inspection of Chapter Books

The books, records and accounts of all subordinate Chapters are subject to inspection, audit and approval by the Grand Treasurer or Grand Secretary or by the Executive Officer or by the accredited representative of any or either such officer.

(t) Mailing List Private

The mailing list of the Chapter shall not be used for any other purpose than that of the regular business of the Chapter.

(u) Cannot Incorporate

No Chapter is permitted to become a corporation under the laws of the Commonwealth of Australia or of any state or territory of Australia.

(v) Correspondence

All official correspondence with the Grand Master and between Chapters of the Order located in different Jurisdictions relating to the status of members to questions of jurisdictions, to DeMolay business, all appeals for DeMolay charity or fraternal assistance, or to every subject requiring legislation by Supreme Council, shall be carried on through the Executive Officer.

(w) Service Certificates

At the expiration of their term of office, Chapter Officers desiring a memento of their services, may receive on recommendation of their Chapter Advisor, a Service Certificate from Supreme Council.

The cost of such certificate shall be borne by the individual Chapter. Such fee shall be determined by Supreme Council from time to time.

106. By-Laws

(a) Chapter By-Laws

The Order's Policies and Procedures established now or hereafter by Supreme Council and the additional By-Laws, adopted by the Chapter in accordance with the *Order's Policies and Procedures*, shall govern it.

(b) Form of By-Laws

Each Chapter shall adopt By-Laws in the form prescribed by Supreme Council - see document *Chapter By-Laws*.

(c) Additional By-Laws

For the purpose of governing local conditions, additional By-Laws, not inconsistent with the *Order's Policies and Procedures* as established by Supreme Council, may be adopted by any Chapter by a two-thirds vote of the members present at a Regular meeting. Such additional By - Laws shall become effective immediately upon the approval thereof by Supreme Council.

(d) Amendments

Presentation

Proposed amendments to the Chapter By-Laws may be made by an Active Member or current Advisory Council Member and must be approved by the Advisory Council before being placed before the Chapter for decision.

Time and Publication

Following Advisory Council approval, the proposed amendment shall be tabled as a Notice of Motion at a Chapter Business Meeting and placed on the Meeting Notice for voting at the next Chapter Business Meeting.

Form of Publication

The notice of a proposed amendment must be published in such form as to show the entire section, sub-section and paragraph, as the case may be, as it will read if adopted, with any change in language underscored if new, or (bracketed) if deleted.

Adoption

A proposed amendment may be adopted only upon the affirmative vote of not fewer than two-thirds of the voting members present. Voting may be secret ballot if requested by at least one member of the Chapter.

Approval

The successful amendment shall be forwarded to the Grand Secretary for final approval.

107. Pories

(a) Formation of Pories

A Priory of the Chivalric Knights of the Holy Order of the Fellow Soldiers of Jacques DeMolay, known as the Order of Knighthood, may be formed in the same manner as a Chapter as provided in the *Order's Policies and Procedures* and with the guidance of Supreme Council as follows:

- A DeMolay Chapter may have its own Priory of the Order of Knighthood, bearing the same name as itself.
- A number of DeMolay Chapters may form a priory of the Order of Knighthood in a composite manner, bearing a name mutually agreed upon by all Chapters participating, approved by the respective Advisory Councils, and in accordance with the *Order's Policies and Procedures*.

(b) Members

In a Chapter's Priory there shall be a minimum of fifteen (15) members, but in a composite Priory there shall be a minimum of twenty (20), all of whom shall be over the age of seventeen (17) years.

Members shall consist of youth members, adult youth members and Senior DeMolays.

Pories may in their By-Laws provide for a maximum age, which shall not be lower than twenty-five (25) years.

(c) Government

Pories shall be governed in their organisation and management by such of the *Order's Policies and Procedures* which shall be applicable thereto.

The operation of a Chapter Priory shall be under the supervision of the Advisory Council of the Chapter to which it is attached.

Composite Pories shall be under the supervision of their own Advisory Council formed in accordance with the *Order's Policies and Procedures*, but for the express purpose of the operation of such pories.

(d) By-Laws

All Pories shall, for the purpose of Government of local conditions adopt By-Laws, not inconsistent with the *Order's Policies and Procedures* and the Chapter By-Laws and as approved by Supreme Council.

108. Alumni Chapters

(a) Formation of Alumni Chapters

An Alumni Chapter may be formed in the same manner as a Chapter as provided in the *Order's Policies and Procedures* and with the guidance of Supreme Council.

(b) Members

In an Alumni Chapter there shall be a minimum of fifteen (15) members with a minimum age of twenty-one (21) years.

Members shall consist of Senior DeMolays, past Advisory Council members and Freemasons invited to membership by the Alumni Chapter.

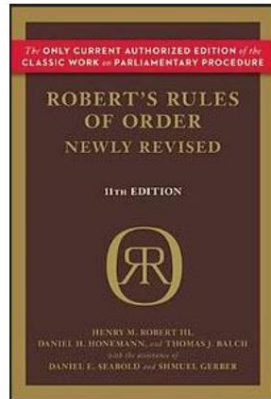
(c) Government

Alumni Chapters may govern themselves in accordance with the *Order's Policies and Procedures* and under the guidance of Supreme Council.

(d) By-Laws

All Alumni Chapters shall, for the purpose of Government of local conditions adopt By-Laws, not inconsistent with the *Order's Policies and Procedures* and the Chapter By-Laws and as approved by Supreme Council.

ROBERT'S RULES OF ORDER SUMMARY



Robert's Rules of Order - Summary Version

Introduction to Robert's Rules of Order

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officer's reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
 - c. Wait until the Chairman recognizes you.
2. Make Your Motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
 - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
 - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion

- a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the chairman.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
- a. The Chairman asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.

4. Obey the rules of debate.

Most importantly, *BE COURTEOUS*.

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies requires all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!

Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr/Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair!
Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!

- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists includes size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table

- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "**Close Debate**" if preferred
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

Taken from: <http://www.robertsrules.org/>

SCHEDULE OF FEES AND CHARGES

See document *Fees and Charges*.

.....\\End//.....