

# Maine DeMolay Association By-Laws

(As amended at DeMolay Congress, April 29, 2007)

## **Preamble**

Recognizing the need for a unifying framework around which the efforts of all DeMolay Chapters within our Jurisdiction shall be coordinated; to promote the general welfare, purposes and ideals of the Order of DeMolay, it's programs and policies as they apply to activities within our Jurisdiction; and to establish guidelines for the functions and activities of this State Association, which are aimed toward the growth of the Order, we herewith set forth these by-laws.

## **Article I – Name**

The name of this organization shall be the Maine DeMolay Association.

## **Article II – Allegiance**

**Section 1** – This Association and it's member Chapters acknowledge their allegiance and subscribe fully to the Constitution, Statutes and By-Laws of the International Supreme Council of the Order of DeMolay.

**Section 2** – It is the right of the Executive Officer of the International Supreme Council in this Jurisdiction to be present or represented at all meetings of this Association, and to review, revise or veto any and all acts of the Congress of this Jurisdiction and it's officers. All actions of this Association must be submitted to the Executive Officer for his approval before becoming valid.

## **Article III – Jurisdiction**

This Association shall include all DeMolay Chapters within the borders of the State of Maine exclusively.

## **Article IV – Membership**

**Section 1** – All Chapters within this Jurisdiction duly constituted by, in good standing with, and bearing due allegiance to the International Supreme Council of the Order of DeMolay, and presently recognized as such on the records of the Supreme Council shall comprise the membership of the Association.

**Section 2** – All existing, and any new chapters within this Jurisdiction, complying with the qualifications set forth in Section 1, automatically become members of this Association, and are subject to its by-laws.

**Section 3** – Chapters of this Association which, at any time fail to meet the requirements of Section 1 of this Article, and/or are forfeited or suspended by the International Supreme Council shall also stand suspended from this Association.

## **Article V – Purposes**

**Section 1** – To organize in one Association the Chapters of the Order of DeMolay in the State of Maine.



## **Article V – Purposes (continued)**

**Section 2** – To Exchange ideas and experience, to encourage fellowship among its members, and to sponsor and encourage inter-chapter activities and contests in ritual, sports and other pertinent areas on a state-wide level.

**Section 3** – To meet in general session at least twice each year; the first meeting for the purpose of establishing new policies governing all state activities, affecting changes if deemed necessary in existing policies (Congress); and the second meeting solely to elect a new slate of officers for the ensuing year (May).

**Section 4** – To organize state sponsored activities that fulfill these purpose and goals.

## **Article VI - Powers**

**Section 1** – This association shall be constituted under the authority of the Executive Officer of the International Supreme Council for this Jurisdiction and shall possess no legislative powers except to conduct its own affairs.

**Section 2** – The Maine DeMolay Congress shall act as the legislative body for the Maine DeMolay Association.

## **Article VII – Meetings**

**Section 1** – The biannual meetings of this Association shall be held at such time and place as may be decided by the Congress.

**Section 2** – Any Chapter wishing to host either meeting for the next calendar year must file a letter of invitation with the State Scribe prior to the annual Congress session.

**Section 3** – Due notice shall be given to all Chapters per the State Master Councilor at least 60 days prior to the date of such meetings with a second notice at 30 days.

**Section 4** – The Executive Officer may call such other meetings of the Association as he deems advisable, provided each state officer and chapter is given 45 days written notice of such meeting.

## **Article VIII – Officers**

**Section 1** – The officers of this Association, at the time of their election or appointment, must be active members in good standing of their Chapters of the Order of DeMolay within this Jurisdiction.

**Section 2** – All elected or appointed State Officers must be present at the time of their election to serve. In case of an emergency situation, a candidate may be represented with the approval of the Executive Officer.

**Section 3** – The offices of State Scribe, State Senior Deacon, State Junior Deacon, State Senior Steward, State Junior Steward, State Chaplain, State Marshal and State Organist (optional) may be appointed by the ingoing State Master Councilor.

**Section 4** – Candidates for the offices of State Master Councilor, State Senior Councilor and State Junior Councilor shall be past or present Master Councilors of their Chapter at the time of their election.

## **Article VIII – Officers (continued)**

**Section 5** – All candidates for elected office must have attended a Leadership Training Conference.

**Section 6** – Any DeMolay seeking State Office must have held that office, its equivalent or higher (in the official line) within his home chapter. Candidates for the office of State Senior Councilor or State Junior Councilor must have held an appointed state office for a minimum of one full year. Candidates for the office of State Master Councilor shall have served at least in one of the State Councilors offices for a full year. All members seeking an elected or appointed State Office must submit the proper State Officer Application to the Executive Officer by the dates established.

**Section 7** – State Councilors will be elected at a special session of this Congress, to be held at a date to be determined by vote of this body in annual session, but no less than 30 days prior to the annual Convention. Appointed officers will be appointed by the State Master Councilor, Elect, and announced at the opening session of Convention. All officers will serve until their successors are duly installed.

**Section 8** – With the exception of the State Master Councilor, if a vacancy occurs in any elected office, it shall remain vacant until the next formal election. In the case of the State Master Councilor, should a vacancy occur, the State Senior Councilor would assume the position, and his office will remain vacant until the next election. The Executive Officer retains the option of appointing replacements to any office, if necessity warrants.

**Section 9** – Any State Officer who does not fulfill his appointed duties and/or poses a threat to the successful completion of any State Program or event may be replaced by the Executive Officer, providing the best interests of the Association are considered. Any appointed State Officer may be replaced by the appointing authority, providing the best interests of the Association are considered, with approval of the Executive Officer.

## **Article IX – Election of Officers**

**Section 1** – All qualified members of this Association interested in running for a State elected position, or desiring an appointed position, must submit a completed application for State Office to the Executive Officer at DeMolay University.

**Section 2** – A list of all DeMolay seeking an office shall be forwarded to each Chapter for their consideration at least 45 days prior to elections for that year.

**Section 3** – Campaigning for an elected office is prohibited, until election session has opened for nominations. Campaigning defined: Informing others of a candidacy for office, in a manner that one is soliciting votes from the members.

**Section 4** – Prior to elections, each member Chapter shall evaluate the candidates, and shall invest their appointed delegates with its voting preferences. This vote shall serve as a guideline to said delegates in their official voting capacities, and their ballots shall reflect the Chapter's decision.

## **Article X – Duties of Officers**

**Section 1** – The duties of all officers of the Maine DeMolay Association shall be similar to the corresponding officers of a chapter, and each of the top three elected officers shall have specific administrative and ceremonial duties to perform.

## **Article X – Duties of Officers (continued)**

**Section 2** – The State Master Councilor shall provide a quality Installation Team to those Chapters throughout the Jurisdiction, when requested to do so.

**Section 3** – The State Master Councilor is the ranking leader of the Association, and shall act as the Association's chief good will ambassador during his term of office. It shall be his duty to see that the Order of DeMolay is represented before the public in all available instances. It is his duty to visit or be represented at every Chapter during his term. He shall work closely with his elected and appointed suite to build the Order. He shall chair the committee for the annual Convention, and shall preside over the proceedings. He shall offer all possible assistance to other committees and activities of this Association during his term.

**Section 4** – The State Senior Councilor shall assume responsibility for rendering all prescribed services of Section 3 in the absence of the State Master Councilor. He, too, shall serve as a representative to all gatherings requesting his presence. He shall coordinate and preside at the annual DeMolay Congress. It shall also be his duty to chair a committee, appointed by the State Master Councilor, to research and develop better and more widespread public relations for the Order within our Jurisdiction. Said committee shall present to Congress feasible plans for action, and shall also submit a summary, at end of term, stating actions and degree of success.

**Section 5** – The State Junior Councilor shall be responsible for promoting the special programs of the International Supreme Council, and making sure that Maine is always represented. He shall also be charged with maintaining an active state-wide Representative DeMolay program, and, if he has not already done so, shall be expected to earn the award himself during his term of office, as an example to all other DeMolays.

**Section 6** – The burden of the paperwork rests with the State Scribe. He must make sure that proper notification is given all Chapters before any and all State meetings. He must faithfully notify every Chapter of all actions taken by the Congress and Convention, and explain the ramifications for the individual Chapters. He must also work closely with the other State Officers, to make sure that all are in tune with every event.

**Section 7** – All other officers of this Association, upon taking office, assume the responsibility of doing all in their power to promote the Order of DeMolay throughout the Jurisdiction.

**Section 8** – Because the behavior of DeMolays has a large influence on the perception of our Order to the general public, ALL DeMolays must refrain from smoking at DeMolay sponsored, or DeMolay related functions, as well as events where they are present as a DeMolay member. Advisors are requested to NOT smoke in the presence of DeMolay members, as they are setting an example for our members to follow. (they may do so in designated areas only)

## **Article XI – Delegates and Voting**

**Section 1** – Voting delegates to any meeting of this Association shall be four (4) in number and elected annually from the membership of a member chapter. A delegate must be present at a meeting of the Association to vote. Each Chapter may elect one (1) alternate, to act as a substitute for any delegate, and may vote only in the absence of a delegate.

**Section 2** – All elective officers of this Association will be entitled to vote as delegates.

**Section 3** – To be eligible to vote at any of the Association meetings, a delegate shall be fully registered at said meeting.

## **Article XI – Delegates and Voting (continued)**

**Section 4** – Delegates representing one-third of the member Chapters of this association shall constitute a quorum.

**Section 5** – The transaction of all legislative business of the Association, other than the election of State Officers, shall be conducted by the Congress.

## **Article XII – DeMolay Congress**

**Section 1** – The Congress will meet every other year for the transaction of all Association business, with the odd years voting on proposals that were made the previous year, the even years. The election of State Association Officers will be held annually, at least 30 days prior to date of the Annual Convention as established by the Executive Officer.

**Section 2** – The State Senior Councilor will act as chairman for the Annual Congress Session. The State Master Councilor will preside during the election of State Officers.

## **Article XIII – Chapter Representatives**

**Section 1** – It will be the discretion of the State Master Councilor to appoint Chapter Representatives who will serve under the term of the State Master Councilor who appoints him.

**Section 2** – Any DeMolay chosen for this capacity must be a member of his chapter, in good standing.

**Section 3** – The Chapter Representative is to act as the official representative of the State Officers at his chapter meetings, and to act as the liaison between his chapter and the State Suite.

## **Article XIV – Resolutions and Amendments**

**Section 1** – Resolutions and motions other than those motions required in the usual conduct of business of this Association shall be submitted in writing to the State Scribe, 45 days prior to the Congress Session.

**Section 2** – Only an active DeMolay can present a resolution on the floor of the Congress. Said DeMolay must be a fully registered delegate representing his member Chapter, or an elective State Officer.

**Section 3** – These by-laws may be amended at a Congress of the Association by a two-thirds vote of those delegates present, provided a written copy of said amendment has been presented to the State Scribe, the State Officers, and all delegates prior to the day of consideration.

## **Article XV – Zero Tolerance Policy**

**Section 1** – Abuse, possession, or distribution of alcohol, tobacco, or drugs by any active DeMolay at any time is not permitted and will not be tolerated. Substance abuse is not reflective of the virtues of a DeMolay and does not create a positive image for the Order. If any advisor comes into knowledge of any DeMolay abusing, distributing, or possessing alcohol, tobacco, or drugs at any time, an investigative committee will be formed of the Dad Advisor, Advisory Board Chairman, and Master Councilor of that chapter. If the committee determines that the boy was in fact abusing or distributing any of these substances or was in possession thereof either of those purposes, that boy will be permanently expelled from the Order.

## **Article XV – Zero Tolerance Policy (continued)**

**Section 2** – The term ‘abuse’ is defined as follows:

Abuse of tobacco: The use of any tobacco product including cigarettes, cigars, tobacco pipes, smokeless tobacco (snuff/dip), etc. by any member under the age of 18.

Abuse of drugs: The use of any non-food substance, legal or illegal, that alters the body’s function for other than medical reasons, i.e. depressants, hallucinogens, inhalants, such as marijuana, mushrooms, amphetamines, cocaine, etc.

Abuse of alcohol: Consumption of any alcoholic beverage, except for religious purposes.

**Section 3** – The decision of the investigative committee may be appealed. Appeals will be investigated by a committee consisting of the State Dad Advisor, the Dad Executive Officer, and the State Master Councilor. In the case of an appeal, the decision of the appellate committee will be final.

**Section 4** – In the case that a conflict of interest may exist within an investigative committee, i.e. if the subject of the investigation is the son of the Dad Advisor or Chairman, or is the Master Councilor, alternate members will be chosen, such that the conflict of interest is resolved. The same will be done in the case of an appellate committee.

**Section 5** – If any Advisors found to be abusing, distributing, or possessing any of the aforementioned substances in a manner that is illegal or reflects poorly upon the Order, he will be asked by the Dad Executive Officer to terminate involvement with the Order.