DEMOLAY
NEW JERSEY

# Standard Operating Procedures and Directives

**Effective June 15, 2025**
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## Local New Jersey Chapter Operations

### Chapters Within the Jurisdiction of New Jersey

- Regardless of status, all proceedings and transactions of every Chapter operating within the Jurisdiction of New Jersey, shall be governed by and operated pursuant to the Bylaws, Rules & Regulations of DeMolay International ("DI BRR"), second by these Jurisdictional Directives and SOP documents, third by its own Bylaws and SOP, and lastly by Robert's Rules of Order.
    - Current and updated copies of each of these documents shall be on file with New Jersey DeMolay Administration, and be available to Chapter leadership upon request.
- Chartered Chapters:
    - Chapters that have been presented a Charter pursuant to Article 12 of the DI BRR, shall be the working core of the DeMolay program within the Jurisdiction of New Jersey. All Chapters under any other status shall proactively work towards attaining this status, pursuant to the regulations outlined below.
    - Chartered Chapters shall operate at the discretion of the Executive Officer, assisted and supported by his corps of District Deputies and the Advisors appointed to each local Advisory Council.
    - Unless otherwise designated, each Chartered Chapter shall be afforded delegate representation at Jurisdictional meetings, consistent with these directives and the Rules & Regulations of the New Jersey Jurisdictional Chapter.
    - At each Official Visit of the State Master Councilor:
        - the chapter shall exemplify for purposes of proficiency, chapter of the year competition and ritual competition, the Initiatory and DeMolay Degree openings, Nine O'clock Interpolation, and Closing; and
        - the Advisory Council shall meet with the Executive Officer, or his designee, to review the maintenance of the chapter minutes, financial records and other matters of concern at the discretion of the Executive Officer or his designee.
- Chartered Chapters under Reorganization:
    - A Chartered Chapter shall be declared under reorganization automatically if its membership roster falls beneath the mandatory threshold of 15 active members required by DeMolay International to maintain a Charter; or as recommended by the District Deputy and approved by the Executive Officer based upon a prolonged decrease in activity or attendance.
    - A Chartered Chapter under Reorganization:
        - Must work with the District Deputy (or others designated to serve in similar supporting roles) and New Jersey DeMolay Administration to draft and execute an operational plan for rebuilding. This plan shall be comprehensive, establish benchmarks and deadlines, with monthly status reports to be submitted to and monitored by the District Deputy.

            - A thorough SWOT analysis (identifying the strengths, weaknesses, opportunities and threats) is recommended as a baseline for this plan.
        - Shall have the same restrictions as those under Letters Temporary, cited in this SOP.
        - By written request of the Advisory Council, or at the recommendation of the District Deputy, a Chartered Chapter under Reorganization may come out of reorganization and returned to full status so long as their membership exceeds the minimum and activity level has improved, by approval and declaration of the Executive Officer; once communicated, all restrictions shall be lifted, unless otherwise communicated.
- Chapters under Letters Temporary:
    - A new Chapter being formed shall be forwarded the initial Letters Temporary from the Executive Officer or by his representative upon the appointment of the initial Advisory Council members, outlined in §311.7 of the DI BRR, and the successful recruitment and initiation or transfer of at least five (5) youth members to serve the Chapter as its initial corps of officers.
    - Chapters under Letters Temporary:
        - Shall develop an initial plan of events, based on the PMC-MSA program, and develop an initial set of Bylaws and SOP.
        - May not sponsor subordinate or ancillary programs unless specifically recommended by the District Deputy and authorized by the Executive Officer.
        - An installed Master Councilor may apply for, and receive, a PMC-MSA, provided he meets all other criteria of eligibility.
        - May not compete in the Chapter of the Year Competition, nor State Ritual competition for chapter proficiency (individual members and small teams (i.e., 9 o'clock interpolation) may participate and win individual competitions)
    - Shall be released from these restrictions once the Charter qualifications have been met and approval has been announced by the Executive Officer.
        - Approval for Charter shall not be limited only to meeting the minimum membership requirement of fifteen (15) members; Chapters requesting approval for Charter status shall submit its Bylaws and SOP for review/approval, and must also be operating proficiently and independently as a functional Chapter – ritualistically, financially and operationally – consistent with §312.2 of the DI BRR.
- "Inactive" Chapters
    - Consistent with §313.4(f) of the DI BRR, the Executive Officer may declare a Chapter entity of any status above that has ceased activity as "inactive." This declaration temporarily preserves the Charter or Letters Temporary from forfeiture while all avenues for reactivation are explored. All active members and registered Advisors of the Chapter at the time it is declared inactive shall be reassigned to

New Jersey at-Large Chapter (10999), and the thorough process for reorganizing the Chapter shall begin. This process may involve the recruitment of new Advisors to serve on the Advisory Council.

- A chapter deeded "inactive" shall promptly turnover all funds, bank accounts, records and ritualistic properties to the Executive Officer or his designate and all bank accounts shall be closed.
  - New Jersey shall retain any inactive chapter funds, bank accounts, records and ritualistic properties for a period of no less than five (5) years.
  - If, after five (5) years, a chapter does not bring itself back into "active" status, then the Executive Officer of New Jersey DeMolay shall, at his sole and absolute discretion, direct that the funds, bank accounts, records and ritualistic properties, be re-allocated for other purposes.
- Upon declaring it back into "active" status, the Chapter shall operate as a Chapter under Letters Temporary, as cited in this SOP and must go through the necessary steps to restore its full Charter status once again.

**Chapter Bylaws & Standard Operating Procedures ("SOP")**

- Chartered Chapters within the Jurisdiction of New Jersey must be operating with a current set of bylaws, available to all members of the Chapter, Advisors or Jurisdictional Staff by request at any time.
- **A uniform code for bylaws and standard operating procedures** shall be provided by New Jersey DeMolay Administration to assist in the development of the Chapter's initial set of bylaws.
  - All Chapter bylaws are subject to review every three (3) years at maximum, through the process outlined therein. After review, should there be no amendments, a statement from the Advisory Council will suffice, attesting that the review has occurred and that no changes are recommended or required.
- A copy of the most current bylaws and SOP must be submitted for review with the annual report each year, and will be reviewed by the Executive Officer and provided to the District Deputy.
- Upon request, the Executive Officer may approve through special dispensation any actions outside the scope of the established Chapter bylaws and SOP, so long as they are not contrary to the Bylaws, Rules & Regulations of DeMolay International.
  - Requests for special dispensation, outlining the specific request and citing the conflicting regulation(s), shall be forwarded in writing to the District Deputy; the special dispensation shall not be considered approved until the Executive Officer has provided such notification in writing.

**Chapter Officers**

- Henceforth, all Chapter bylaws shall be amended to include at least these minimum qualifications for Chapter elected offices:
  - Master Councilor: proficiency (white obligation card), completion of all five portions of the Leadership Correspondence Courses, the attainment of the Representative DeMolay distinction and previous service as either the Senior or Junior Councilor.

    - Senior Councilor: proficiency (white obligation card), completion of the first three portions of the Leadership Correspondence Course.
    - Junior Councilor: proficiency (white obligation card) and completion of the first portion of the Leadership Correspondence Course.
- Before being installed into office, all newly elected Councilors shall demonstrate their ritual proficiency on their portions of the opening and closing ceremonies.
- No married DeMolay may be elected or appointed to office within his Chapter or District; but he may finish his term of office if he was elected or appointed prior to his marriage if doing so shall serve the good of the Order.

**Chapter Installations**

- Chapters shall hold their installations of officers every six (6) months at dates set forth in the chapters respective by-laws. Letters of intent and term plans shall be reviewed by the Advisory Council prior to each election cycle, and a report shall be sent to New Jersey DeMolay administration within forty-eight (48) hours of Chapter officer elections, outlining the Chapter officers to be installed and the date, time and location for the installation of officers.
- Copies of each Chapter's term plan shall be submitted to New Jersey DeMolay administration within ten (10) days of the Installation of Officers; any Master Councilor submitting a letter of intent to qualify for the Past Master Councilor's Meritorious Service Award (PMC-MSA) should send his letter accompanying this term plan.

**Chapter Treasury**

- All Chapter monies shall be kept in the name of the Chapter, registered as "DeMolay International" with "DBA 31### _____ Chapter" (Chapter ID Number followed by the Chapter Name) as a secondary name, consistent with the annual return to the IRS.
- A Chapter is permitted to have one (1) checking account and one (1) or more savings accounts.
- At least three (3) signatures shall be on file at each financial institution where the Chapter has funds on deposit.
- Two (2) signatures are required on all checks or withdrawals.
- The Chapter Treasurer shall make a financial report to the Chapter at each stated meeting and shall furnish a written monthly report for the Chapter Advisory Council's meeting, recorded in the minutes of the Advisory Council's meeting.

**Chapter Minutes**

- Consistent with his office, the Chapter Scribe records the minutes and transactions of the Chapter.
- Excluding the eState Review and routine publications from DeMolay International, all communications from the District, New Jersey DeMolay, the Executive Officer, or DeMolay International must be read at the next stated meetings, noted in the Chapter minutes, and filed in the Chapter records for reference.
- The Chapter minutes should also reflect the acceptance of a member's proficiency in his obligations. If the Chapter's Standard Operating Procedures allow its members to stand proficiency at a time other than in a stated meeting, the Scribe shall record the name of each member who has met proficiency in the minutes of the stated meeting following the

approval; at no time should a record be kept of a member who has failed to demonstrate proficiency in his obligations.
- At least annually, the Scribe's record book shall be reviewed and audited by the District Deputy.

**Chapter Ritualistic Provisions**

- These provisions are for implementation at the Chapter (only) and do not impact the evaluation requirements of ritual direction based on the regulations from any regional Ritual Tournament that New Jersey DeMolay may follow.
- Initiatory Degree:
    - During the Initiatory Degree, if there is only one candidate being initiated, the Junior Steward shall return to his seat once the Senior Deacon's questions have been answered and the candidate is being conducted to the Master Councilor (he is not to follow the Senior Deacon and Senior Steward while leading/conducting the candidate throughout the Degree).
    - Regardless of the number of candidates, when the obligation has been administered and the Master Councilor raps for the officers to return to their seats, both Stewards shall return to their seats and not accompany the candidates and the Senior Deacon along the symbolic journey.
- Short Form / Obligation Ceremony:
    - The short form "Procedure for Obligating New Members" provided in the DeMolay Ritual of Secret Work is authorized for use within the Jurisdiction of New Jersey, when the full initiation rites are impossible or impractical.
    - The Initiatory Degree Short Form/Obligation Ceremony is permitted at stated chapter meetings. The candidate(s) should remain outside for the opening and business of the meeting until the Senior Deacon is directed to present him(them) at the altar; he shall then retire from the Chapter room, and return leading the candidate(s) into the Chapter room.
    - No DeMolay Degree Short Form/Obligation Ceremony shall be permitted without prior District Deputy's approval.
    - The obligation(s) must be conferred from memory. All new Brothers obligated through this abbreviated process should be offered a conventional full form Degree (or Degrees, as appropriate) at the earliest opportunity (i.e., at the next State Initiation).
        - Any instances of conferring this short form obligation shall be reported to the District Deputy, and all appropriate Form 10's timely filed thereafter.
        - If the Chapter is not in a position, either through the process of organization/reorganization or for a lack of a quorum, to open in regular form for this abbreviated obligation ceremony, the Chapter may be declared open by the Master Councilor or another member, with the approval of the Advisory Council and notification to the District Deputy.
        - If the DeMolay Degree is communicated through this manner, the Chapter shall go through the normal process to open the Chapter on the DeMolay Degree, as prescribed in the Ritual prior to conferring the short-form DeMolay Degree obligation.

**General Chapter Operational Provisions**

- Attendance for Chapter Stated Meetings and Degrees shall be limited to those specified by the DI BRR (§318.9). Visitors not meeting the criteria therein described shall be asked to retire before the doors are tiled.
    - Exceptions to this regulation may be requested in writing to/through the District Deputy, utilizing the same process for requesting special dispensation in these directives.
- Chapter Officer assignments and Chapter Committees:
    - Consistent with DeMolay International regulations, the Senior Councilor shall be responsible for the Chapter's fundraising initiatives; and the Junior Councilor shall be responsible for the membership initiatives.
    - While other Chapter Committees are recommended and may be appointed by the Master Councilor to accomplish the goals of his term, only the Membership Committee is required by the Rules & Regulations of DeMolay International (§319.1).
        - The Membership Committee shall be responsible for planning and promoting a membership program through communication and efficient administration by its Committee Chairman with the assistance of an Advisor appointed to serve in such capacity.
        - The Membership Committee Chairman shall keep record of membership statistics for the Chapter, as well as the progress for any Brother towards the membership awards offered by DeMolay International, the International DeMolay Congress or the Jurisdiction of New Jersey.
    - New Jersey DeMolay also recommends the appointment of a Fundraising Committee, a Sick Committee, an Activities Committee and an Executive Committee; the latter being composed of Past Master Councilors to serve as a guidance and support team for the current Master Councilor.
- New Member Orientation & Onboarding:
    - Chapters should utilize the DeMolay International Light of Knowledge Mentorship Program for all new members.
    - All new members should be presented a new member orientation program as appropriate, either by Chapter representatives or by New Jersey DeMolay Administration.
        - Once reported on eScribe, all new members shall have access to the electronic DeMolay ritual, referenced to aid them through their initial proficiency.
        - Once proficient in the obligations for both Degrees, a proficiency (or obligation) card shall be presented; said presentation should be reflected in the Chapter minutes, and the date of proficiency shall be documented in eScribe.
    - Through their home Chapter, all new members should be afforded a merit bar head and drop consistent with further regulations contained herein, a written copy of the Ritual of Secret Work, and any other regalia specified in the Chapter Bylaws.
- Reporting Practices:
    - Form 10s are to be submitted electronically via eScribe within 10 days of the Initiatory & DeMolay Degree. Payment shall be made electronically by the Chapter

as part of the reporting process, unless there is some program sponsored by New Jersey DeMolay which will fund the reporting fees.
        - If this is the case, an email should be sent to NJ DeMolay Administration designating the Form 10 registration number and specifying the program from which the funds should be taken.
    - Any required annual or financial report for the preceding year shall be prepared after a review and submitted before January 31st.
    - The Certification of Election form, to be submitted electronically to New Jersey DeMolay Administration within forty-eight (48) hours of the stated meeting where elections occurred. Pursuant to these Standard Operating Procedures, this certification shall include the name of a Membership Committee Chairman and designated Membership Advisor. This form shall also provide the date and time of the installation.
    - Medical Release Forms shall be updated for ALL youth active with every Chapter each year, in January. These forms shall be kept in the Chapter files and copies shall be forwarded to New Jersey DeMolay Administration.
    - Media release forms shall be collected from each new member, kept in the Chapter files and copies shall be forwarded to New Jersey DeMolay Administration.
- Dual Membership and Membership Transfer (between Chapters):
    - Members of a New Jersey Chapter may petition for dual membership. The petition must be approved by favorable ballot of the Chapter where membership is being sought and must also be approved by both Advisory Councils involved. Once these approvals have been documented, the matter will be forwarded to the District Deputy assigned to the Chapter receiving the dual membership petition, who will relay the request to the Executive Officer for final approval and reporting to New Jersey Administration and the DeMolay Service & Leadership Center.
    - In cases of dual membership requests with two or more jurisdictions involved, the District Deputy shall involve the Executive Officer who will relay the specifics of the request to the Executive Officer(s) having jurisdiction over the other involved Chapters.
    - Membership transfer may also be performed by this same process.
- Membership Suspension and other disciplinary measures:
    - In the case where a DeMolay is suspended from his Chapter, any other memberships under the auspices of DeMolay International will also be suspended; this includes dual memberships. Upon confirmation of reinstatement by the suspending Chapter, he will automatically be reinstated to subsequent memberships, unless otherwise directed by the Executive Officer.
    - Any acts of discipline or displays of disharmony should be reported to the Executive Officer as soon as possible. Should any individual's presence be declared objectionable pursuant to DI BRR §318.8, a written description of the circumstances surrounding the declaration shall be forwarded to the District Deputy and the Executive Officer as soon as possible. The Executive Officer retains the right to sustain or overrule the objectionable declaration.

## Local Advisory Councils

### Advisor Service

- Appointment to a local Advisory Council is a privilege, and is subject to the approval of the Executive Officer. At any time, with or without reason, the Executive Officer may transfer the appointment of an advisor to the New Jersey-At-Large Council, or terminate the appointment altogether, if he feels the good of the Order will result.
- Advisory Councils shall be installed once per year, at the first installation of the calendar year, in accordance with the appropriate DeMolay International Public Ceremony. Any advisors absent from this installation may be installed at a Chapter Stated Meeting. Those advisors appointed after the annual installation may be installed at any regular Chapter meeting by the District Deputy or the Executive Officer.
- While their appointment as advisors expires on December 31st of each year, if renewed and if applicable, they shall assume their new roles at the beginning of the calendar year; their continued appointment is effective January 1st.
- The Advisory Council Installation is ceremonial - meant to impress spectators.

### Advisor Training

- All new New Jersey DeMolay advisors are required to complete a supplemental advisor training sanctioned by New Jersey DeMolay, and the Leadership Correspondence Course. Doing so will assist them in establishing a baseline for organizational knowledge, so that they may better understand their role as a DeMolay advisor and be better equipped to serve our youth members.
- All continuing advisors are required to attend at least one (1) youth protection training each year on or before February 28th, held either on the local, jurisdiction or international level.

### Petitions for Membership

- The Advisory Council must ratify any ballot held by the Chapter. If the Advisory Council concurs with a favorable ballot of the Chapter, the petitioner shall be declared elected to receive the Degrees of the Order. The Advisory Council also retains the authority to declare an elected petitioner rejected, or a rejected petitioner elected; but if the Advisory Council's ruling is different than that of the Chapter, the matter must be referred to the District Deputy. The Executive Officer will make the final ruling in writing after necessary inquiries and in discussion with the District Deputy. Should any petition be referred to the District Deputy for this cause, no notice shall be sent to the petitioner until the decision of the Executive Officer is received.

### Ancillary Programs

- At the favorable vote of a chartered Chapter, and with the approval of its Advisory Council, a subordinate or ancillary program may be sponsored. This sponsorship shall begin with the vote of the Chapter, but its operation shall be evaluated and is contingent upon the successful operation of the program. At least one member of the Chapter's Advisory Council shall be appointed by the Council to spearhead the operations of the program as its supervisory liaison; this advisory liaison will be responsible for

maintaining communication with the Chapter and Advisory Council with updates at monthly meetings, providing updates on operations, progress and good of the Order. Regulations governing the establishment and operation of these ancillary programs are provided through New Jersey DeMolay Administration.

- Manors of the Order of Squires
  - The term of a Squires Manor shall be in conjunction with the term of the Chapter. Medical Release Forms must be submitted to New Jersey DeMolay Administration for each Squire and shall be renewed each calendar year.
  - Squire induction forms (Form S) are to be submitted electronically via eScribe within 10 days of an induction.
  - Squire Manors should operate similarly to DeMolay Chapters; but the nature of the program should allow for more adult interaction due to the age of the Squire members.
  - Squire Manors have an open-door policy, in that anybody present at the event may witness the ceremonies and meetings of the Manor, but only active Squires and active DeMolays may hold office as appropriate to the program, and only active Squires may vote on pertinent business.
- Sweetheart Programs (or Sweetheart "Courts")
  - The term of a Chapter Sweetheart shall also be in conjunction with the Chapter, either electing each six (6) month term or for a full year spanning two Chapter officer terms as indicated in the Chapter's bylaws or SOP.
  - All female guests regularly involved with the Chapter, including the Sweetheart and members of the Sweetheart Court, shall have the proper Release forms on file with the Chapter and New Jersey DeMolay Administration.
  - All Chapter Sweethearts may, at the discretion of the Master Councilor, be admitted to a chapter meeting for business, at which time, prior to the entry of the Chapter Sweetheart, all secret signs shall be suspended. Notwithstanding, no Chapter Sweetheart may be present in a chapter room for balloting on candidates for membership, or the conferral of the Initiatory and/or DeMolay Degree, or any short form version thereof.
  - The current edition of the New Jersey State Sweetheart Guide is incorporated herein by reference as to all other policies and procedures.
- DeMolay Parents' (or "Booster" Clubs)
  - The purpose of the Booster Club will be to assist the Chapter and its overall operations, through support and assistance in planning, preparing and decorating for Chapter events, and other actions of this nature. If a Chapter has an operational Booster Club, membership to the Club shall be open to the parents, adult relatives and family friends of all current and new members of the Chapter. Membership is strictly voluntary, and level

of involvement shall be at the discretion of the members under guidance of the Advisory Council.
        - Booster Clubs are subject to the regulations maintained by the Advisory Council, and must have at least one Advisor attending all Club meetings in an advisory capacity to serve as a liaison to the Advisory Council.
    - Conference of Chapter Advisors
        - The purpose of the Conference of Chapter Advisors shall be to promote and facilitate thoughts and concerns among the respective Chapter Advisors of each chapter. The Chairman of the Conference shall be appointed by the Executive Officer, and he or she shall lead no less than quarterly meetings to facilitate discussion.

## District Operations

### Districts Defined

- Within the geographic boundaries of the State of New Jersey, New Jersey DeMolay shall operate four (4) districts.
    - District #1 shall consist of the counties of Sussex, Warren, Hunterdon, Somerset, and Morris.
    - District #2 shall consist of the counties of Bergen, Essex, Hudson, Middlesex, Passaic, and Union.
    - District #3 shall consist of the counties of Mercer, Burlington, Camden, Monmouth, and Ocean.
    - District #4 shall consist of the counties of Camden, Gloucester, Salem, Cumberland, Atlantic and Cape May.

### District Deputies

- The District Deputies are to represent the Executive Officer in any matter within a particular District to which he is assigned. Each respective District Deputy does not possess District Deputy authority, unless it is specifically stated in official communication by the Executive Officer for the District Deputy to handle a specific matter.
- Should be assumed to be on official business whenever he calls a meeting with a Chapter or its Advisory Council; if he serves locally on an Advisory Council he may also act in that capacity.
- May also represent the Executive Officer outside of his assigned District when directed in writing to do so.
- Shall hold regular district meetings, to foster programs encouraging chapter and advisor development, and term planning coordination.
- Is an ex-officio member of each Advisory Council within their appointed jurisdiction.
- Shall assist New Jersey DeMolay Administration with all administrative filings from the local Chapters required by New Jersey DeMolay and DeMolay International, appropriate to his position. These include, but shall not be limited to, Chapter bylaws, Medical & Media Release Forms, Financial Reports, Annual Chapter Reports to DeMolay International, and Honors Nominations.
- Shall assist in Chapter Development operations, for current and new Chapters/Manors
    - Will include working with local Sponsoring Bodies and making membership presentations as appropriate
- Shall, at least annually, review the books and transactions of each Chapter within his assigned jurisdiction and file a report of his findings to the Executive Officer.

## Jurisdictional Operations

### Jurisdictional Officers

- The New Jersey DeMolay State Council shall operate pursuant to its own by-laws.
- All Elected Jurisdictional Officers of New Jersey DeMolay serve at the discretion of the Executive Officer, and they shall consist of a State Master Councilor, a Deputy State Master Councilor, a State Senior Councilor, a State Junior Councilor, and a State Scribe.
    - All Elected Jurisdictional Officers must be Present or Past Master Councilors, and at the time of election, no younger than fifteen (15) years of age.
    - All candidates for an elected jurisdictional office must attend a candidate-parent orientation with at least one (1) parent/guardian, unless other arrangements are made with the Executive Officer.
    - Upon an individual's election as a Jurisdictional officer, and provided he is serving a local chapter as either Master Councilor, Senior Councilor or Junior Councilor, he must resign his office prior to his installation.
    - No Elected Jurisdictional Officer may stand for election as an elected officer of any chapter, except for Treasurer or Scribe, during their term of office.
- All Appointed Jurisdictional Officers of New Jersey DeMolay serve at the discretion of the State Master Councilor. Every State Master Councilor shall appoint a State Chaplain and State Marshal in accordance with the By-Laws of the State Council.
    - All Appointed Jurisdictional Officers must be Present or Past Master Councilor and no younger than fourteen (14) years of age.
    - Appointed Jurisdictional Officers may serve in any local chapter office, including that of a Master Councilor during their term of office.
- All Jurisdictional Officers, regardless of whether they are elected or appointed, shall attend school commencing the September after their installation (either high school, vocational or college/university) on a full-time basis, or maintain full-time employment.
- All Jurisdictional Officers, regardless of whether they are elected or appointed, shall attend a Jurisdictional Officer Retreat.
- The State Master Councilor each year shall strive to obtain the PJMC-MSA and each year he shall provide a term plan that meets no less than the minimum requirements of eligible for the PJMC-MSA.
- The attendance of a Jurisdictional or Past Jurisdictional Officer at the Annual DeMolay Congress is a privilege and not a right. New Jersey DeMolay shall only subsidize a present or Past Jurisdictional Officer's travel and housing expenses provided he has served on the New Jersey DeMolay State Council in the calendar year preceding the annual meeting, and he satisfactorily, at the sole and absolute discretion of the Executive Officer, performed his duties while an elected state officer.
- Delegates of New Jersey DeMolay to the International DeMolay Congress, unless agreed upon by those with priority, shall be the individuals in the following order: (1) the State Master Councilor, (2) the Junior Past State Master Councilor, (3) the Deputy State Master Councilor; (4) the Junior Past Deputy State Master Councilor; (5) the Junior Past State Senior Councilor, (6) the Junior Past State Junior Councilor; (7) the Junior Past State

Scribe, (8) the State Senior Councilor; (9) the State Junior Councilor; and (10) the State Scribe. In addition, to serve as a delegate, a past or present jurisdictional officer shall not yet have attained twenty-one (21) years of age before the opening of an annual International DeMolay Congress and will not attain twenty-one (21) years of age prior to the closing of the annual International DeMolay Congress.

**Jurisdictional Staff -** New DeMolay is composed of the Adult Leadership Team and the Jurisdictional Staff of New Jersey DeMolay:

- The Adult Leadership Team consists of the following individuals: (1) the Executive Officer and seven (7) Assistant Executive Officers, who shall include the Director of Administration, Director of Finance, Director of Conclaves, District Deputy #1, District Deputy #2, District Deputy #3, and District Deputy #4.
    - The Executive Officer shall serve in accordance with DI BRR.
    - The Director of Administration shall serve in the temporary absence of the Executive Officer from New Jersey on all emergent matters. The Director of Administration shall further act as the Secretary of New Jersey DeMolay, and ensure that all communications are properly being made.
    - The Director of Finance shall act as the Treasurer of New Jersey DeMolay, and shall oversee all financial matters. Oversight of financial reporting shall include, but not be limited to: compliance with 26 U.S.C. §501(c)(3) group exemption requirements, the annual 990 IRS return, Sales Tax exemption from the State of New Jersey, and solicitation of Contributions compliance with the New Jersey Division of Consumer Affairs.
    - The District Deputies shall serve as the representative of the Executive Officer in their respective districts, and further supervise Directors and programs as defined on the Staff Structure.
    - The Director of Conclaves shall oversee all matters relating to Winterfest and the New Jersey DeMolay annual convention.
- The Jurisdictional Staff of New Jersey shall include the Adult Leadership Team, as well as specific volunteer leaders appointed by the Executive Officer to lead a particular program or directed to operate for the betterment and advancement of DeMolay within the Jurisdiction of New Jersey, as included (but not limited to):
    - Director of Advisor Development;
    - Director of Alumni Relations;
    - Director of Athletics;
    - Director of Awards;
    - Director of Communications;
    - Director of Education and Scholarships;
    - Director of Fund Raising;
    - Director of Internet Services;
    - Director of Masonic Relations;
    - Director of Membership;
    - Director of Communications;
    - Director of Public Relations;
    - Director of Ritual; and
    - Director of Sweethearts.

Any director position may have more than one individual assigned, and in the event of more than one individual being appointed to a position, he/she shall work concurrently with the other individual in the performance of their respective duties.

Each jurisdictional staff member shall create and maintain regulations for his/her own program to include the recruitment of supporting personnel to assist in accordance with the Bylaws, DI BR&R, and any Jurisdictional Rules, Regulations & Directives, the New Jersey DeMolay Job Description Manual, and shall also be subject to the approval of the Executive Officer.

In the event of any question as to which Jurisdictional Staff member is ranking, in the absence of no members of the Adult Leadership Team present, the Senior Jurisdictional Staff member shall be the individual present who has the most cumulative years of Jurisdictional Staff service.

**State Leadership Team** – The State Leadership Team shall consist of all Elected Jurisdictional Officers of the New Jersey DeMolay State Council and the Adult Leadership Team. Meetings shall be held no less often than once every three (3) months, at times and places as designated by the State Master Councilor in conjunction with the advice and consent of the Executive Officer. The State Master Councilor shall preside at all meetings (and in his absence, the Deputy State Master Councilor), and the State Scribe (and in his absence, the State Junior Councilor) shall maintain minutes of each meeting. The Order of Business for each meeting shall be as follows:

(1) Call to Order
(2) Previous Meetings Minutes
(3) Financial/Budget Report;
(4) Chapter Reviews;
(5) Old Business;
(6) New Business;
(7) Good of the Order
    a. All Visitors;
    b. All District Deputies;
    c. All Elected Jurisdictional Officers (starting with State Scribe, then in ascending order to DSMC);
    d. Director of Administration;
    e. State Master Councilor (or ranking Elected Jurisdictional Officer Present); and
    f. Executive Officer; and
(8) Closing.

## Miscellaneous Standard Operating Procedures

### DeMolay Awards

- General DeMolay Awards
    - Awards, including Merit Bars, should be presented to the DeMolay members as at a public recognition event, including either an installation of officers or a chapter awards night.
    - At each instance awards are presented, a list of awards earned by each DeMolay member shall be announced by the Awards Advisor or another individual directed by the Advisory Council.
    - DeMolay members should be encouraged to wear their Merit Bars and other honors and awards when appropriate. More tenured members, who opt not to wear their merit bars are still encouraged to keep their merit bars up to date, to preserve and document their continued activity as an active DeMolay.
    - Senior DeMolays may earn the Blue Honor Key (for DeMolay recruitment) or Representative DeMolay Award.
        - Stars may be presented to any "key" award, denoting secondary occurrences of qualifying for said awards.
    - Squires Manors each have their own systems of awards, to be determined by the regulations approved by the New Jersey Jurisdictional Staff Members in charge of those programs and the Executive Staff.
- Merit Bars
    - The following addendums shall be approved within the Jurisdiction of New Jesey, with regard to specific Merit Bar qualifiers:
        - "CONCLAVE" – registered attendance at an official state Jurisdictional events either within or without New Jersey (i.e. New Jersey Winterfest, New Jersey Convention)
        - "VISITATION" – in addition to visitation to chapter events, attendance at a ceremonial Chapter event (such as an Installation of Officers or conferral of Degrees) shall also serve as basis for qualification; the qualification for this merit bar shall not be limited only to Chapter Stated Meetings.
    - The decision to wear a single or triple Merit Bar "head" is at the discretion of the individual DeMolay Member at his personal preference and expense.
    - Member Medallion
        - When a DeMolay in New Jersey attains his proficiency in both Degrees, in addition to his proficiency card, he shall be eligible to wear the "Member Medallion" (on the red ribbon) regalia. This may be presented at the expense of the Chapter.
    - Upon attaining twenty-one (21) years of age, all merit bar accrual records for a member shall freeze. At the next awards ceremony or installation following a member's attainment of twenty-one (21) years of age, he shall be presented and final merit bars that he may have earned, but not been presented with, prior to his 21st birthday.

- Representative DeMolay Award
    - All applicants for the Representative DeMolay Award ("RD"), both Active DeMolays and Senior DeMolays, shall provide the completed applications to the Director of Awards for his review on the approved upon forms based upon the age of the applicant. The age groups for the required forms are twelve-fourteen (12-14), fifteen to seventeen (15-17), and eighteen plus (18+).
    - Any application that is not completed shall be returned for further revisions, and any application that is completed with unsatisfactory answers may likewise be returned for further revision.
    - Those successfully completing the RD requirements for the first time will receive the RD medallion during a formal ceremony and will be invited to the Annual RD Review.
        - Subsequent attempts to earn the RD for a different age class will not earn a Medallion, but will earn an invitation to the Annual RD Review. DeMolays completing their RD within one week of the Annual RD Review date may be invited to a subsequent year's review.
        - The Annual RD Review shall not apply to Senior DeMolays applying for the RD.
    - At the Annual RD Review, the RD recipient will have 30 minutes to discuss their RD with a board of advisors. The board of advisors may ask any relevant question and will then select the one RD from each age group who best displayed the virtues of DeMolay during their interview. This DeMolay will earn the title of RD of the year for their respective age group. Prizes will be awarded at Convention.
        - Participation in the Annual RD Review is optional and will not affect eligibility to receive the RD medallion.
    - The Executive Officer shall select one recipient from each category for further competition in the DeMolay International Representative DeMolay of the Year Contest.
- Past Master Councilor Awards and Regalia
    - Consistent with DeMolay BR&R, a Chapter may vote to approve monies for presenting a Past Master Councilor a PMC pin or jewel; should the Past Master Councilor serve multiple terms, and if a PMC pin or jewel has already been presented, a PMC red ribbon jewel may subsequently be presented.
    - Past Master Councilor's Meritorious Service Award (PMC-MSA):
        - Since all Chapter plans of term shall be modeled in conjunction with the Past Master Councilor's Meritorious Service Award (PMC-MSA) qualifications, all Master Councilors shall be automatically registered upon the submission of his plan of term; the initial letter to New Jersey DeMolay Administration declaring his intent to qualify is unnecessary. A copy of his term plan shall still be forwarded within 10 days through the appropriate online submission form.
        - The New Jersey Director of DeMolay Awards shall review the term plan and identify any shortcomings that would prevent the Master Councilor from attaining the qualifications for the award. The Director will maintain a dialogue of encouragement with the Master Councilor throughout his term, copying the Chapter Advisor.

        - All membership goals for PMC-MSA eligibility shall be those goals in effect as of the date of the Master Councilor's installation. For a Master Councilor to be eligible for PMC-MSA eligibility as to the membership criteria, eligibility shall be based upon either (1) whether the chapter initiated his share of all initiates during the months of his term (i.e., half of the goal during a 6-month term), or (2) the chapter meets its membership goal during the calendar year, regardless of whether the initiates were initiated during his term.
        - Within ten (10) days of the close of his term, the Past Master Councilor shall send a copy of the final, executed term plan with a written description of each element of qualification. This will be reviewed by the Director, and approval shall be subject to the rules governing the MSA program.
- Past Scribes
    - Upon successful completion of his term, the Chapter may vote to present an outgoing Scribe with a Past Scribe's jewel.
- Distinguished Service Award (DSA)
    - The Distinguished Service Award is considered a "lifetime achievement" award for DeMolay service while an "active" DeMolay (Class 6 member of DeMolay International, per the DI BRR).
    - Nomination packets for worthy Brothers shall include a personal and fraternal biography, a letter from the Advisory Council outlining his service and contributions to the Order, a current photo (in digital format), and letters of endorsement from those in mentorship or leadership roles in all areas of the nominee's life; to include but not be limited to DeMolay, church, school, work and home.
    - Completed nomination packets shall be made in writing to New Jersey DeMolay Administration by the established deadline of May 31 of each year.
    - The nominee shall have no knowledge of the nomination process, or letters being collected.
    - The final decision regarding the recipient(s) for the DSA shall lie with the Executive Officer, and those recipient(s) shall then be eligible for the DeMolay International "DeMolay of the Year".
- Advisor Medallion
    - Upon retirement as Chairman or Chapter Advisor, he or she shall be eligible to wear the "Advisor Medallion" (on the white and gold ribbon) regalia. This may be presented at the expense of the Chapter, and it should be presented at the first awards night or public installation following the individual's retirement from office.
- Advisor Honor Key
    - Notwithstanding any DeMolay Internationals, in New Jersey, only a Chapter Advisor of a Chapter is eligible for this recognition.
    - In order to meet eligibility requirements, all requirements must be met with DeMolay International rules and regulations for the preceding calendar year including on-time reporting, membership growth, and new initiates equally or exceeding the number of new members initiated in the previous year.

    - The Executive Officer, annually, shall review all Chapter Advisors and file applications on behalf of deserving individuals for presentation(s) at an appropriate time and place.
- White Honor Key
    - Any advisor may make the recommendation of an eligible recipient, but the request must be submitted to DeMolay International by the Executive Officer in accordance with the required information of DeMolay International.
- Pink Honor Key
    - Any Chapter Sweetheart or Sweetheart Court member who is primarily responsible for bringing in three (3) new members shall be eligible for this award.
    - Any advisor may make the recommendation of an eligible recipient, but the request must be submitted to DeMolay International by the Executive Officer, Director of Sweethearts, or his/her designate in accordance with the required information of DeMolay International.

**DeMolay Honors**

- Nominations for the Cross of Honor, Degree of Chevalier and Legion of Honor (active, honorary and civic) shall be submitted through the normal electronic process, completed no later than March 1 of each year.
    - All nominations must be accompanied by supporting documentation, to include pertinent information outlining exceptional service, as well as a DeMolay, Masonic and/or Personal Biography of the individual being nominated and a digital photo.
    - Upon receipt, and before the filing deadline established by DeMolay International, the Executive Officer will review the credentials of those being nominated, consult with the corresponding District Deputy, appropriate Advisors and/or Advisory Councilors and Jurisdictional Staff and make a final decision.
    - A completed and on-time nomination package does not guarantee final approval by the Executive Officer, or by the International Supreme Council.
- Unless otherwise authorized by the Executive Officer, no nominations shall be approved from Chapters which have not completed the annual report required by DeMolay International.
- No relative of a member being considered for an Honor or Award may be present during the specific discussion of his consideration; if they are present at the Advisory Council meeting where honors are being discussed, they shall excuse themselves from the discussion and return once this portion of the discussion has concluded.
- The Degree of Chevalier shall be performed exclusively by Chevaliers, ideally by a local Court of Chevaliers.
- <u>Because of the prestigious nature, a list of all Chevalier team members shall be provided to the Director of Ritual and District Deputy no less than fourteen (14) days prior to the planned investiture, and no investiture shall occur unless the Director of Ritual approves of all members of the investiture. Under no circumstances shall any part of the investiture ceremony be read.</u>

**Senior DeMolays & Alumni Relations**

- Upon attaining the age of 21, members of DeMolay shall be offered a Majority Service and receive a Majority Certificate. Majority Certificates may be acquired upon request from New Jersey DeMolay Administration.
- Senior DeMolays are welcome to attend any meetings of DeMolay Chapters unless disciplinary action or Executive Officer directive states otherwise.
- It shall become the practice of the DeMolay Chapters to recognize and make presentation of DeMolay tenure awards - for 10, 25, 50, 60, 65, 70, 75 + years of membership.
    - The counting of years shall commence from a Senior DeMolay's initiatory degree date.
    - Because of the prestigious nature, the presentation of all pins for 50 years of membership and above shall be with that of the Executive Officer, or his designee, and all requests for the presentation of these pins shall be submitted to the Executive Officer no less than fourteen (14) days prior to the planned investiture.
- Chapter meeting agendas shall include the introduction of any Senior DeMolays from that particular Chapter, prior to the introduction of Visitors, who are not advisors.

**Masonic Relations**

- Local Masonic leaders should be extended a standing invitation to attend meetings, ceremonies or installations of Chapters within the Jurisdiction of New Jersey.
- Chapter meeting agendas shall include the introduction of any Master Masons from the sponsoring Lodge, prior to the introduction of Visitors.

## Protocol & Introductions

**Ceremony of Visitation – This section is prepared as a guide to all DeMolay leaders and is to be used by all Chapters and appendant DeMolay organizations within the Jurisdiction of New Jersey.**

- Upon declaring the Chapter meeting open, the Master Councilor shall call on all Past Master Councilors of the Chapter, Senior DeMolays of the Chapter and Master Masons from the sponsoring Lodge to rise for acknowledgement and/or introduction.
- The Worshipful Master of the sponsoring Lodge, or his official representative, shall be offered the seat to the right of the Master Councilor in the East.
- Should the Executive Officer be in attendance, it is proper to utilize the "Ceremony of Visitation" (in the Monitor of Public Ceremonies) and to formally offer him a seat in the east. He should be offered the floor as the last DeMolay representative to speak before the close of the meeting. In the case where the Executive Officer is in attendance at the same session with Masonic dignitaries, the Worshipful Master shall speak, followed by the State Master Councilor (or ranking Jurisdictional Officer), Executive Officer, then the Deputy Grand Master and/or Grand Master.

In stated and special meetings which are closed, the Marshal makes introductions at the Altar, as soon as the Chapter is opened for business. At Installations, introductions are made by the Installing Marshal just after the Installing Officer has turned the meeting over to the Master Councilor. Use the term "at the Altar" rather than "West of the Altar." The Marshal, in conducting female guests to the Altar, extends his arm, for male guests, he takes the visitor by the arm.

It is poor policy for the presiding officer to ask "Are there any (particular organization) present?" It is more courteous to find out who the visitors and distinguished guests are before the meeting and call on them by name (correct pronunciation) and correct title. Don't burden the members and guests with a long list of titles. Ask the distinguished guests how they would like to be introduced. It is a good idea to have the names and titles of the visitors on a small card so that they can be correctly introduced by the Marshal or Installing Marshal.

This method is more courteous than asking those presented at the Altar to "introduce yourself and state your title(s)." When Masonic dignitaries are unknown in the Chapter, have an Advisory Council member introduce himself and find out who the visitor is and if he should be introduced. When specific people are known to be absent, save time by not calling on them and introductions will not sound like a roll call. Each Mason is addressed as "Mr." unless he is known to be an Advisor, in which case he is referred to as "Dad."

Visitors are introduced. Those known in your Chapter are presented. This is just a matter of terminology by the Marshal as those familiar to your Chapter do not need to be introduced. They are recognized by being "presented" by the Marshal.

The Master Councilor should take care to welcome visiting Masons according to the ritual (page ____) during the opening of a Chapter meeting and may add his personal remarks. He should also welcome and associate with all visitors before and after the meeting in order to make them feel truly welcome. At closed meetings, all visiting DeMolays should be recognized and asked to rise. Masons should be accorded the same courtesy. Be sure to give the most important title.

Extreme care should be taken not to abuse the privilege, or reduce the dignity of the honor, by having everyone introduced presented in the East. It may be testing the patience of those on the side lines if presentations and introductions become a lengthy process and could affect the attendance at future meetings. Do not insist that visitors sit in the East as some would prefer to remain with their friends and family.

After the Ceremony, it is proper to suggest brief remarks, and they should be asked for made in ascending order similar to introductions or presentations. It is the presiding officer's responsibility to establish the order that remarks will be given and whom to call on first. Group 4 must always be called upon last to give remarks and when that group is done there should be no further remarks made by anyone except the closing of the meeting.

**Order of Introductions**

The most important element in making introductions is COURTESY. Welcomes should be warm, friendly and sincere. It is both a good public relations practice and a matter of courtesy to begin programs and meeting at the pre-announced timed. Time is a premium commodity for most people in today's society, and we must not be guilty of wasting it unnecessarily. In order to retain a good impression of our Order, we must show appreciation for members and guests by conducting well run and timely programs and meetings, which will be remembered and worthwhile attending because of their professional and enjoyable nature.

Honor Guards - Honor guards consisting of uniformed Knights Temple Commanders officer may be used (with permission of the Advisory Council) during the presentation and introduction of distinguished guests, and only if it will lend dignity to the program.

Special Note – Many dignitaries plan their schedules no less than six months in advance, if not years. Therefore, it is courtesy to write to any dignitary that you may wish to attend your event well in advance, even before a printed invitation is sent.

Inquiries – Questions about this protocol, clarifications or specific situation s may be addressed by contacting the District Deputy, and if not available, then the Executive Officer.

Opening
Prior to any public installation or public ceremony, the following individuals should always be received at the alter prior to the start of the formal ceremonies: **State Master Councilor (or ranking Elected Jurisdictional Officer), International Master Councilor/International Congress Secretary, Executive Officer for the State of New Jersey, Grand Master of DeMolay International, and Grand Master (or Deputy Grand Master) of the Most Ancient and Honorable Society of Free and Accepted Masons for the State of New Jersey**. The

following ritual should be used for all these individuals with the exception of the Grand Master of New Jersey, and in that instance, he will direct whether he prefers for Grand Marshal to present him, or whether to use the ritual below.

The ritual for reception is as follows:

MC: Bro. Marshal, please retire and escort to the Altar (Insert Title).

(Marshal retires informally; baton in left hand.)

MC: *** (As the Marshal is conducting the individual past the J.D. station).

Marshal (at altar): Bro. Master Councilor, it is my pleasure and privilege to introduce to you and the assembled brethren and guests (Insert Name), (Insert Title).

MC: Bro. or Dad _____, it is a pleasure to welcome you to _____ Chapter. If you remain under your present escort, it would be my honor to receive you in the East and present you to the assembled brethren and guests.
(Marshal conducts the guest to face North, then to the East by way of the Northern walking band. Marshal, after shaking the dignitaries hand and depositing the dignitary in the East, returns to his seat but does not sit down).

MC (Shake the Dignitaries Hand): It is my pleasure to introduce Bro. (or Dad) (Insert Name), (Insert Title), you will afford him a hearty round of applause.

*For SMC Only: Bro. _____, it is my pleasure to present to you the gavel of authority for you to use as you see fit. (SMC may rap, make comments, take action, or return the gavel to MC.)*

MC: Bro. (or Dad) (Insert Name), it would my honor to offer you a seat in the East with me, or on the sidelines as you may prefer.

(After each individual is received, MC or presiding officer should commence the program.)

Upon declaring the Chapter meeting open, the Master Councilor should greet all in attendance with warm, appreciative and friendly words. He should then introduce all Past Master Councilors of the Chapter, Senior DeMolays of the Chapter and Master Masons from the sponsoring Lodge to rise for acknowledgement and/or introduction. Once all introductions are completed, he should then proceed with business.

<u>Closing</u>
At all meetings, Installations and other ceremonies, closed or open, introductions at the END of the meeting and or event are made in ascending order. Groups 1, 2, 3 and 4 are introduced from their seats. Groups 5 should always be presented at the altar (unless the speaker requests otherwise prior to the start of the event and/or meeting):

Group 1 – Master Councilor may either introduce each person individually or simply call upon them as a group to introduce themselves

a) Your Chapter Sweetheart
a) PMC's of your Chapter
b) Visiting Master Councilors
b) Visiting DeMolays
c) Visiting Members of the International Order of the Rainbow for Girls
d) Visiting Members of the Order of Eastern Star and Amaranth
e) Visiting Master Masons

Group 2- Master Councilor should introduce each person individually

a) Chapter Chairman - who will make comments and introduce advisory board members
b) Chapter Advisor - who will make comments

Group 3 – Master Councilor should introduce each person individually

a) Presiding Officer of Masonic Bodies (Lodge, Chapter, Council, Commandery, Scottish Rite, Shrine, Grotto, High Twelve, etc).
b) Visiting state elected and appointed officers who are NOT State Master Councilors from other jurisdictions

Group 4 – Must be recognized and offered the opportunity to speak

a) Grand Worthy Advisor and Supreme Inspector for New Jersey Rainbow Girls
b) The ranking officer, in attendance, of your Chapter's sponsoring body (if he has not spoken already under Group 2)
c) District Deputy
d) Senior Jurisdictional Staff member (but only if the District Deputy or EO are not present).
e) The highest-ranking Grand Lodge officer, EXCEPT IF THE GRAND MASTER OR THE DEPUTY GRAND MASTER IS PRESENT

Group 5 – For the presentation of this group the presiding officer will give three (3) raps of the gavel to bring the assembly to its feet for the presentation. They must be at all times recognized at the Altar, unless they advise otherwise prior to the start of the ceremony that they would prefer to speak from their seat.

a) State Master Councilors from other Jurisdictions;
b) The State Master Councilor (or the ranking Jurisdictional Officer ("JO") if the SMC is not present);
c) The Executive Officer of New Jersey (who will offer any PGM's of DeMolay International the opportunity to speak);
d) The Grand Master of DeMolay International; and
e) The Grand Master (or Deputy Grand Master) of Masons for the Most Ancient and Honorable Society of Free and Accepted Masons for the State of New Jersey.

The gavel is presently only to the State Master Councilor or the Grand Master/Deputy Grand Master of Masons. It is presented in each instance to the office and not to the individual and is a token of respect to the officer so receiving it. It is tended with a symbolic gesture of loyalty, after

introduction while the assembly is still standing. These words are appropriate, "**In token of our allegiance to __1__, and to you as __2__, I present you with the gavel of authority of _____ Chapter for you to use as you see fit."**

**Corresponding Inserts**

**(1)**

**(A) New Jersey DeMolay State Council**
**(B) The Grand Lodge of the Most Ancient and Honorable Society of Free and Accepted Masons for the State of New Jersey**

**(2)**

**(A) State Master Councilor (or applicable title on behalf of the State Master Councilor)**
**(B) Grand Master (or Deputy Grand Master)**

**The dignitary may proceed as he desires until he returns the gavel to the presiding officer. Members of Group 5 are always on official business. Once the last person in Group 5 speaks, and only if the MC requests the ranking Jurisdictional Officer to close, then the MC tenders the ranking JO the gavel of the chapter and switches seats with him. Otherwise, DeMolay International Ritual shall control for all closing ceremonies.**