

# **Washington State DeMolay By-Laws**

## **ARTICLE I - Name**

The name of this organization shall be: Washington DeMolay

## **ARTICLE II - Purpose**

The purpose of this organization shall be:

- a. To fraternally and socially unite the members and Chapters of Washington DeMolay for their mutual improvement;
- b. To help all members know and understand DeMolay and its values;
- c. To focus on developing and improving Chapters;
- d. To focus on recruiting and orienting new members;
- e. To sponsor jurisdictional programs designed to aid individual DeMolay Chapters and members in various phases of their own programs; and
- f. To meet annually in General Session, hereinafter referred to as Conclave/Convention, and at other times approved by the Executive Officer for the purpose of promoting the general interests of the Order of DeMolay throughout the Jurisdiction of Washington and conducting the business of Washington DeMolay.

## **ARTICLE III - Powers**

This organization shall have those powers stated herein and/or those granted to it by the Executive Officer designated by the International Supreme Council of the Order of DeMolay in the Jurisdiction of Washington and not specifically denied by the By-Laws, Rules, and Regulations of DeMolay International.

## **ARTICLE IV - Membership**

The membership of Washington DeMolay shall consist of each DeMolay Member Chapter in the State of Washington, and the members thereof, provided that each Member Chapter has met the following requirements:

- a. It is in good standing with DeMolay International and the International Supreme Council of the Order of DeMolay;
- b. It has submitted an accepted ACR/AWR form to the Executive Officer and held an Annual Advisory Council Meeting;
- c. It has paid its annual insurance fees to Washington DeMolay, and;
- d. It has a sufficient number of registered Advisors on its Advisory Council.

## **ARTICLE V - Voting and Delegates**

### ***Section 1. Voting Delegate – One Vote***

Each Active Washington DeMolay Member present at Conclave/Convention who is a full time

registrant and who has obtained his Proficiency Card shall be entitled to one (1) vote at the Conclave/Convention.

***Section 2. Elected State Officers – One Vote***

Each Elected State Officer present at Conclave/Convention, who is an Active Washington DeMolay Member, shall receive one (1) vote at Conclave/Convention. For the purpose of this section, the Elected State Officers of Washington DeMolay shall be those Officers defined in Article VI of these By-Laws.

***Section 3. No Fractional Votes Cast***

No allotted vote may be fractionalized.

***Section 4. No Proxy Votes Permitted***

No Voting Delegate may cast more than one (1) full vote (no vote may be cast by proxy).

***Section 5. Vote Cast or Abstained***

Each Voting Delegate may either cast his vote or he may abstain from voting.

***Section 6. Ranking Delegate***

Unless otherwise specified by the Chapter, the ranking delegate of the Chapter delegation shall be the Master Councilor.

***Section 7. Credentials Report***

A Credentials Report shall be submitted to the Conclave/Convention body and adopted prior to the time that the Conclave/Convention body votes on By-Law Amendments, resolutions, or elections of the Elected State Officers. The approval of this report shall require a simple majority of the delegates voting. Each Voting Delegate carrying a vote must be listed on the Conclave/Convention Credentials Report.

## **ARTICLE VI - Elected State Officers**

***Section 1. Elected State Officers***

The Voting Delegates at the Conclave/Convention shall elect a State Master Councilor, a Deputy State Master Councilor, a State Senior Councilor and a State Junior Councilor.

***Section 2. Eligibility Requirements to Stand for Office***

- a. All Candidates. To stand for election for an Elected State Office, a Candidate:
  1. Must be an Active Washington DeMolay Member in good standing of a Washington State DeMolay Member Chapter in good standing and obtained his Proficiency Card;
  2. Must provide a copy of his School cumulative GPA Transcript. The candidate must have a minimum of a 2.0 GPA (or equivalent depending on his schools grading system) with no current failing classes to run for office;
  3. Must submit a statement signed by the candidate's parent(s) or legal guardian(s) giving their consent for their son to run for Elected State Office and acknowledge that

- they have an understanding of the duties of the position and personal and financial responsibilities of being an Elected State Officer; and
4. The candidate's Chapter Advisory Council must submit a provided Candidate Form signed by the Chairman and Chapter Dad Advisor. This confidential Form provides for acknowledgement of candidacy, meeting of minimum requirements, and comments for consideration of final approval.
- b. State Master Councilor. To stand for election for the office of State Master Councilor, a Candidate:
    1. Must not have attained his twenty-first (21<sup>st</sup>) birthday at the time of election; and
    2. Must have served as the Deputy State Master Councilor prior to his election, or receive special dispensation from the Executive Officer.
  - c. Deputy State Master Councilor. To stand for election for the office of Deputy State Master Councilor, a Candidate:
    1. Must not have attained his twentieth (20<sup>th</sup>) birthday at the time of election;
    2. Must have served as an Elected State Officer for at least one (1) term prior to his election, or receive special dispensation from the Executive Officer; and
    3. Must have successfully completed all lessons of the Leadership Correspondence Course (LCC) and received the Representative DeMolay (RD) Award.
  - d. State Senior Councilor and State Junior Councilor. To stand for election for the offices of State Senior Councilor or State Junior Councilor, a Candidate:
    1. Must be a Past Master Councilor of a Washington State DeMolay Member Chapter;
    2. Must not have attained his twentieth (20<sup>th</sup>) birthday at the time of election;
    3. State Senior Councilor candidates must have submitted a completed application for the Representative DeMolay (RD) Award and have served either one (1) term as State Junior Councilor or have been awarded the Past Master Councilor's – Meritorious Service Award (PMC-MSA);
    4. Must have successfully completed the first three (3) lessons of the Leadership Correspondence Course (LCC); and
    5. Must be the First-Line Signer of at least three (3) DeMolay members.

***Section 3. Method of Electing State Officers***

The election of Elected State Officers provided for in this Article shall be conducted at the Conclave/Convention by ballot to be cast by Voting Delegates as outlined in Article V. A simple majority of votes cast shall be necessary to elect. Abstained and blank ballots shall not be counted as a cast vote.

***Section 4. No Step Down Permitted***

Any DeMolay who is running for the office of State Master Councilor, Deputy State Master Councilor or State Senior Councilor may not run for a lower office if defeated.

***Section 5. Commencement of Term***

The Elected State Officers shall take office at the Conclave/Convention at which they are elected or at such time as determined by the Executive Officer of the Jurisdiction.

### ***Section 6. State Master Councilor – Presiding Officer***

The State Master Councilor shall:

- a. Preside at all meetings of Washington DeMolay;
- b. Preside at all meetings of Washington DeMolay State Chapter;
- c. Regulate all activities of Washington DeMolay including management of the term programs and all committee performance;
- d. Shall appoint State Event and Committee Chairmen and serve as an ex-officio member of all committees of Washington DeMolay; and
- e. Attend the International DeMolay Congress as a delegate.

### ***Section 7. Subordinate Officers***

The Deputy State Master Councilor, State Senior Councilor and State Junior Councilor shall work and perform at the discretion of the State Master Councilor.

- a. The Deputy State Master Councilor shall:
  1. Serve as second-in-command of Washington DeMolay and assist the State Master Councilor as directed;
  2. Represent the State Master Councilor in his absence at designated functions or serve as the principal leader;
  3. Attend the International DeMolay Congress as a delegate; and
  4. Prepare a term plan and budget for approval by the Executive Officer for his presumptive term as State Master Councilor no later than February 10.
- b. The State Senior Councilor shall:
  1. Serve as third-in-command of Washington DeMolay and assist the State Master Councilor as directed; and
  2. Represent the State Master Councilor in his absence at designated functions or serve as the principal leader;
- c. The State Junior Councilor shall:
  1. Serve as fourth-in-command of Washington DeMolay and assist the State Master Councilor as directed;
  2. Represent the State Master Councilor in his absence at designated functions or serve as the principal leader; and
  3. Serve as the official Scribe for all meetings of the Elected State Officers and promptly compile written minutes of said meetings for internal record keeping.

### ***Section 8. Official Visits***

The State Master Councilor shall endeavor to make two (2) official visits to each Member Chapter in the Jurisdiction of Washington during his term of office.

### ***Section 9. Conduct of Elected State Officers***

- a. The Elected State Officers shall at all times conduct themselves in the manner consistent with the high ideals and principles of the Order of DeMolay.
- b. Elected State Officers (if in school) shall maintain a minimum of a 2.0 GPA with no failing classes throughout his term of office.

***Section 10. Vacancy of Office***

When a vacancy occurs in an Elected State Office of Washington DeMolay, the next lower Elected State Officer who is willing to accept the vacant office shall automatically succeed to the vacant office. If a vacancy cannot be filled in this manner, the vacancy shall be filled by an Active Member of Washington DeMolay, who will be appointed by the State Master Councilor with approval of the Executive Officer. If the Executive Officer desires, the office may go unfilled.

***Section 11. Removal from Office***

Any Elected State Officer may be removed from office, provided that the following procedures are implemented:

- c. An Active Member of Washington DeMolay may bring charges of nonfeasance, misfeasance or malfeasance by submitting the charges in writing to the Executive Officer of the Jurisdiction of Washington.
- d. The Executive Officer shall promptly review the charges and conduct such inquiry into the validity of the charges as he shall deem necessary. If the Executive Officer finds no merit in the charges, he shall dismiss them.
- e. If the Executive Officer finds merit to the charges, may take such action as he deems necessary up to and including dismissal of the Elected State Officer.

**ARTICLE VII – Election Code**

***Section 1. Roll Call and Quorum***

The procedure of Roll Call and Quorum shall consist of:

- a. Following adoption of the final Credentials report, the State Master Councilor shall call upon the State Scribe to call roll of the Member Chapters and the Elected State Officers of Washington DeMolay.
- b. The State Scribe shall read the names of the Member Chapters in alphabetical order. As each Chapter is called, all Voting Delegates shall rise and the ranking delegate shall answer for the presence of their Chapter.
- c. A quorum of a simple majority of the Member Chapters of Washington DeMolay shall be necessary to conduct the election.

***Section 2. Nominations***

The Nomination process shall be conducted as followed:

- a. The State Master Councilor shall declare the floor open for the purpose of nominations, beginning with the office of State Master Councilor, then the office of Deputy State Master Councilor, State Senior Councilor, and ending with the office of State Junior Councilor.
- b. Only a Voting Delegate may make a nomination.
- c. Nomination speeches, seconding speeches, acceptance speeches and demonstrations shall be limited to a combined total of five (5) minutes for a particular candidate.
- d. At the conclusion of nominations for each specific office, the State Master Councilor shall call three (3) times for further nominations. If none appear during this period, the nominations for that particular office shall be declared closed.

***Section 3. Voting***

The process of voting will be administered as follows:

- a. After nominations for a particular office have been declared closed, the State Master Councilor shall direct the State Scribe to call the roll of the Member Chapters and the Elected State Officers. The Elected State Officers shall be elected by ballot or by acclamation where there is only one (1) candidate for that office, to be cast by the Voting Delegates present who are eligible to cast a ballot at the time of election.
- b. Elections for office will be held in the following order: State Master Councilor, Deputy State Master Councilor, State Senior Councilor and State Junior Councilor.
- c. At the conclusion of the roll call, a committee of three (3) Active Members appointed by the State Master Councilor shall count the votes out loud for each candidate and the number of votes abstained. The committee shall give the results of their tabulations to the State Master Councilor who shall communicate the results to the Conclave/Convention body. A committee member shall not be a candidate for an Elected State Office.
- d. A simple majority of the ballots is necessary for election. A simple majority is defined as one half of the ballots cast excluding abstained and blank ballots and rounded to the next higher whole number plus one additional ballot.

**ARTICLE VIII - State Chapter**

***Section 1. Composition of State Chapter***

There shall be a Washington DeMolay State Chapter which shall meet quarterly. The State Chapter shall be comprised of the Elected State Officers, and other State Officers appointed by the State Master Councilor.

***Section 2. State Chapter Purpose***

The State Chapter shall continuously review State goals and programs and shall make recommendations for implementation, revision, continuation, termination, and/or the creation of new goals and programs to serve the needs of Washington DeMolay.

***Section 3. Duties / No Conflict***

All State Chapter Officer duties and responsibilities will be outlined by the State Master Councilor, approved by the State Dad Advisor, and shall not be in conflict with the duties and responsibilities as outlined in these By-Laws.

***Section 4. Removal of State Chapter Officer***

An appointed State Chapter Officer can be dismissed or reassigned to a different position by the State Master Councilor with prior approval of the State Dad Advisor.

**ARTICLE IX - Region Master Councilors**

***Section 1. Election / Term of Service***

Each Region shall elect a Region Master Councilor at, or prior to, the annual State Conclave/Convention to serve for a period of one (1) year. The term shall run from State Conclave/Convention to State Conclave/Convention

### ***Section 2. Election Requirements***

- a. To be elected as a Region Master Councilor, a DeMolay must be a Past Master Councilor or become one within two (2) months following the State Conclave/Convention at which he is installed;
- b. Must be a member in good standing of a Member Chapter in good standing within the Region he is running for, shall have obtained his Proficiency Card and completed the first Leadership Correspondence Course prior to his election;
- c. Must submit a statement signed by the candidate's parent(s) or legal guardian(s) giving their consent for their son to run for Region Master Councilor and acknowledge that they have an understanding of the duties of the position and personal and financial responsibilities of being a Region Master Councilor;
- d. The candidate's Chapter Advisory Council must submit a provided Candidate Form signed by the Chairman and Chapter Dad Advisor. This confidential Form provides for acknowledgement of candidacy, meeting of minimum requirements, and comments for consideration of final approval.

### ***Section 3. Removal***

The State Master Councilor and/or Region Deputy shall have the authority to remove from office any Region Master Councilor with or without cause with prior approval of the State Dad Advisor.

### ***Section 4. Vacancy of Office***

In the event a vacancy occurs in the office of Region Master Councilor, the Region will meet within thirty (30) days and elect a successor to serve the balance of the unexpired term. Should the Region fail to meet and elect a new Region Master Councilor within thirty (30) days, the State Master Councilor may appoint a successor to serve the balance of the unexpired term.

### ***Section 5. Duties and Responsibilities of the Region Master Councilor***

- a. The Region Master Councilor shall provide for open and frequent communication between Washington DeMolay and the Member Chapters within his Region.
- b. In conjunction with the Elected State Officers and his Deputy, the Region Master Councilor shall be responsible for implementing and promoting activities, programs, and events, which will aid and strengthen the Member Chapters within his Region.
- c. In conjunction with the Elected State Officers and his Deputy, the Region Master Councilor shall be responsible for promoting all State sanctioned events, activities and programs. He shall attend all such State Events including all Official Visits by the State Master Councilor within his Region unless previously excused by the State Master Councilor.
- d. The Region Master Councilor shall visit each Member Chapter in his Region at least every two (2) months.
- e. The Region Master Councilor shall promote and provide for effective inter-Chapter communications within his Region and with other Regions and Washington DeMolay.
- f. The Region Master Councilor shall at all times conduct himself in a manner consistent with the high ideals and principals of the Order of DeMolay.

## **ARTICLE X – Committees**

### ***Section 1. Standing Committees***

The Standing Committees of Washington DeMolay shall be: Jurisprudence, Credentials, Special Events, Leadership, Communications and Membership. The standing committees shall have the following purposes:

- a. The Jurisprudence Committee shall receive the resolutions and amendments to these By-Laws, to consider them and to recommend to the Conclave/Convention their acceptance, rejection or modifications, and shall assist the State Master Councilor in resolving all questions relating to the interpretation of these By-Laws.
- b. The Credentials Committee shall determine the amount of votes each Chapter shall be entitled to receive in accordance with Article V of these By-Laws, to certify those registered as voting delegates and to submit its report to the State Conclave/Convention for its acceptance, rejection, or modification.
- c. The Special Events Committee shall plan, organize, and direct the annual State Conclave/Convention.
- d. The Leadership Committee shall continue efforts and find new methods of leadership training for the Chapter leadership and members. This committee shall also collect and centralize all calendars of the Chapters, Regions, State and Masonic Family.
- e. The Communications Committee shall publish the jurisdictional newsletter; see that all communication efforts desired by the State Master Councilor are executed; and maintain a responsible social media presence for the jurisdiction.
- f. The Membership Committee shall help execute the State Master Councilor's membership program.

### ***Section 2. Discretionary Committees***

The State Master Councilor may appoint such committees as he deems necessary to fulfill the purposes of Washington DeMolay, with prior approval of the Executive Officer.

### ***Section 3. Coordination of Advisory Committees with Washington DeMolay***

Where such committees share common objectives with their advisory counterparts, the State Master Councilor shall be consulted on all matters related to the advisory committee's activities, organization, and membership.

## **ARTICLE XI – Finances**

### ***Section 1. Fiscal Year***

The Fiscal Year for Washington DeMolay shall run from January 1 to December 31.

### ***Section 2. Authorized Expenditures***

All expenditures of Washington DeMolay must have written authorization of the Executive Officer or his designated representative(s).



## **ARTICLE XII – Authority**

Washington DeMolay and its subordinate organizations shall act in accordance with the following, and accord them in the order listed:

- a. the By-Laws, Rules and Regulations of DeMolay International;
- b. the directives of the Executive Officer of the Jurisdiction of Washington and his duly appointed Deputies and Directors;
- c. the By-Laws of Washington DeMolay;
- d. the directives of the State Master Councilor of Washington DeMolay; and
- e. Robert’s Rules of Order Revised.

## **ARTICLE XIII – Procedures**

### ***Section 1. Quorum***

A quorum shall consist of a simple majority of the Member Chapters of Washington DeMolay.

### ***Section 2. Procedural Posture***

All motions, amendments, and resolutions shall be executed in accordance with Robert's Rules of Order Revised, except when in conflict with these By-Laws.

## **ARTICLE XIV – Resolutions**

### ***Section 1. Submission***

Resolutions must be signed by at least one (1) Voting Delegate of Washington DeMolay and must be submitted in writing to the Chairman of the Jurisprudence Committee and Executive Officer not less than thirty (30) days prior to annual State Conclave/Convention.

### ***Section 2. Simple Majority Required***

Resolutions to the State Conclave/Convention shall require a simple majority to pass.

## **ARTICLE XV – Amendments**

### ***Section 1. Submission***

An amendment to these By-Laws must be sponsored by at least one (1) Voting Delegate of Washington DeMolay and must be submitted in writing to the State Master Councilor and Executive Officer at least sixty (60) days prior to the first day of Conclave/Convention.

### ***Section 2. Notice to Chapters of Request for Amendment Submissions***

Notice shall be given to all Member Chapters no less than ninety (90) days prior to first day of Conclave/Convention, notifying them of the deadline for submitting amendments.

### ***Section 3. Notice to Chapters of Proposed Amendments***

The State Scribe shall send at least one (1) copy of each proposed amendment to each Member Chapter at least thirty (30) days prior to the first day of Conclave/Convention.

***Section 4. Two-Thirds Majority Required***

An amendment must have a two-thirds (2/3) majority of the votes cast by the Voting Delegates to the State Conclave/Convention body to be adopted.

***Section 5. Default Effective Date***

An amendment becomes effective one (1) month following Conclave/Convention, unless otherwise stated in the amendment.

## **ARTICLE XVI - Dress Code**

The Dress Code for all Washington DeMolay Member Chapters, Regions, State Chapter, and guests will be defined as follows and enforced by the members and advisors.

***Section 1. Formal***

The Formalwear of Washington DeMolay is as follows:

- a. Tuxedo or Dark Suit/Sport Coat
- b. Dress Shirt or Banded Collar Dress Shirt (tux shirt)
- c. Must be wearing a Tie
- d. Dress Shoes (leather) and Dress Socks (dark color)
- e. Honors/Awards as desired and appropriate for the occasion

***Section 2. Semi-Formal***

The Semi-Formalwear of Washington DeMolay is as follows:

- a. Dress Slacks (no Khakis or Cotton Pants)
- b. Jacket, Coat, or Sweater is optional
- c. Dress Shirt or Banded Collar Dress Shirt
- d. Must be wearing a Tie
- e. Dress Shoes (leather) and Dress Socks (color to match pants)

***Section 3. Business Casual***

The Business Casual Apparel of Washington DeMolay is as follows:

- a. Dress Slacks/Pants or Khakis (no Jeans)
- b. Collared Dress Shirt or Polo Shirt (no tie)
- c. Dress Shoes (leather) and Dress Socks (no Athletic Shoes)

***Section 4. Casual***

The Casual Apparel of Washington DeMolay is as follows:

- a. Nice Jeans (No Holes)
- b. Collared or Polo Shirt
- c. Shoes and Socks

***Section 5. DeMolay Casual***

The DeMolay Casual Apparel of Washington DeMolay is as follows:

- a. Nice Jeans or appropriate Shorts
- b. DeMolay Shirt
- c. Athletic Shoes (no Sandals)

### ***Section 6. Sporting***

The Sporting Apparel of Washington DeMolay is as follows:

- a. Jeans or Shorts
- b. T-shirts, Sweatshirts
- c. Athletic Shoes or Sandals

## **ARTICLE XVII – Insurance**

### ***Section 1. Insurance Mandatory***

Medical, Liability and Fidelity Bond Insurance shall be mandatory.

### ***Section 2. Chapter Annual Assessment***

Each Member Chapter, subject to the recommendation of the Executive Officer, will be assessed annually on the basis of its membership to meet the financial requirements of the insurance premium.

## **ARTICLE XVIII – Ceremony**

### ***Section 1. High Standard of Performance***

Ritual shall be performed according to the standards established by the International Supreme Council of the Order of DeMolay and DeMolay International.

### ***Section 2. Restricted Performance of Specific Ceremonies***

The Ceremony of Light and Flower Talk shall be performed only by the State Master Councilor with the approval of the Executive Officer or by members of Washington DeMolay as certified at Conclave/Convention.

Ratified April 17, 1998, at the 1998 State Conclave in Fife.

Effective at the close of Conclave, April 19, 1998.

Amended on April 4, 2003. Effective May 4, 2003.

Amended on April 9, 2010. Effective May 9, 2010.

Approved by Executive Officer James N. Reid, Jr. on May 9, 2010.

Amendments submitted on February 20, 2015.

Presented at State Chapter Meeting held March 7, 2015.

Amended on April 25, 2015 Effective April 26, 2015.

Approved by Executive Officer Jeffery A. Brunson on April 27, 2015.

Executive Officer Edits (Article V, Section 1; Article VII, Section 3, Article VIII, Section 1, Article IX, Section 2 and 3) - Jeffery A. Brunson on August 20, 2015.

Executive Officer Edits (Article VI, Section 2) - Jeffery A. Brunson on November 27, 2015.

Executive Officer Edits (Articles II, V, VI, VII, VIII, IX, XIV, XV) - Jeffery A. Brunson on December 31, 2015.