



TO: Washington DeMolay  
FROM: Dad Matthew M. Luedke, State Dad Advisor  
DATE: December 9, 2023  
RE: **2024-2025 State Officer Elections**

The 2024 Washington DeMolay Convention will be held May 2-5, 2024 at the Pasco Red Lion Hotel and Conference Center.

Pursuant to the Washington DeMolay Bylaws and direction of the Executive Officer in Washington, this Notice is given to all DeMolays interested in standing for election to a State Office. The deadline for submitting a Letter of Intent and supporting documents (Transcript, Parent Letter, and Advisory Council Letter) seeking approval to run for any of the following Elected State Officer positions: State Master Councilor, State Senior Councilor, and State Junior Councilor, is **POSTMARKED no later than February 16, 2024** (emails will not be accepted).

**A Letter of Intent is defined as a written letter, stating:**

- The full name, age / date of birth, mailing address, email, and phone number (cell and/or home) of the DeMolay Member requesting permission to run for office;
- The name of the DeMolay Chapter in Washington the member is from;
- The Elected State Office for which he is seeking approval to be a candidate;
- A listing of his qualifications to run for the desired office (see attached Eligibility Requirements to hold Elected State Office). Include DeMolay Chapter offices held and the number of members brought into DeMolay as a First-Line Signer;
- Copy of current school official or unofficial transcript. If graduated, a copy of Diploma or Degree equivalent.
- The reason(s) why he is running for Elected State Office and what he hopes to accomplish if elected to State Office (no less than 500 words, but no more than 1000);
- A signed and sealed confidential acknowledgement form signed by the candidate's Chairman and Chapter Dad Advisor. (Form and instructions provided with this Notice); and
- A letter signed by the candidate's parent(s) or legal guardian(s) giving their consent for their son to run for Elected State Office and acknowledgment that they have an understanding of the duties of the position and personal and financial responsibilities of being an Elected State Officer. (Sample provided with this Notice).

**All Letters of Intent and supporting documents to run for Elected State Office must be POSTMARKED no later than February 16, 2024 and must be mailed (hand delivered is acceptable) to:**

Dad Jeff Brunson, Executive Officer  
Washington DeMolay  
1111 A Street, Suite 1919  
Tacoma, WA 98402

Executive Officer, Dad Brunson, has set forth the following Approval Process to stand for election:

1. **Thursday, December 9, 2023** - Notice to Chapters requesting Letters of Intent to run for Elected State Office;
2. **Sunday, February 16, 2024** - Deadline to submit Letters of Intent and supporting documents to the Executive Officer. Must be Postmarked no later than the deadline date (hand delivered is acceptable, emailed Letters of Intent will NOT be accepted);
3. **Saturday, February 24, 2024** - Candidate Interviews (to be held in Tacoma). Time and schedule to be announced;
4. **Sunday, February 25, 2024** - “So You Want to be A State Officer Meeting” (discussion with candidates and parents about the responsibilities of being an Elected State Officer and details of the election process and rules). Will be held in Tacoma at 12pm.
5. **Monday, February 26, 2024** – Official Announcement of approved candidates and written notice to all candidate applicants.
6. **Friday, May 3, 2024** – Candidate Caucus.
7. **Saturday, May 4, 2024** – Elections.
8. **May 10-12, 2024** – State Officers’ Retreat

**Please note that:**

1. Informal campaigning for Elected State Office is not permitted until after official announcement of the approved candidates..

*Candidates and/or parents with questions about running for Elected State Office are encouraged to contact Dad Matthew Luedke at 509-979-6124 or email at: [LUEDKEM@GMAIL.COM](mailto:LUEDKEM@GMAIL.COM).*

**Washington State DeMolay Bylaws Article VI**  
**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. Candidates who have graduated must provide a copy of their Diploma or Degree equivalent;
  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 (21st) birthday at the time of election; and
  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.
  3. Must prepare a term plan and budget for approval by the Executive Officer for his presumptive term as State Master Councilor no later than March 15th.
- c. 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 (20th) birthday at the time of election;
  3. Must have served either one (1) term as a Region Master Councilor or have been awarded the Past Master Councilor's—Meritorious Service Award (PMC-MSA); and
  4. Must be the First-Line Signer of at least three (3) DeMolay members.

*(Authority: Washington State Chapter Bylaws and Executive Officer directive April 28, 2019)*

**CONFIDENTIAL ADVISORY COUNCIL  
CANDIDATE ACKNOWLEDGMENT FORM**

**Instructions.** *This form is to be completed by the Chapter Advisory Council and co-signed by the Chapter Dad Advisor and Chairman. This form is confidential and will not be shared with the candidate. This form may be mailed directly to the Washington DeMolay Office, emailed to Dad Brunson, or sealed in an envelope with the Dad Advisor or Chairman’s signature over the seal. The purpose of the confidentiality of this form is to ensure honest feedback to be used by the Executive Officer and his staff during the Candidate approval process. To that end, your thoroughness in completing this form is greatly appreciated. Due Sunday, February 28, 2024.*

- 1. **Candidate Name:** \_\_\_\_\_
- 2. **Chapter Name:** \_\_\_\_\_
- 3. **Office Seeking:** \_\_\_\_\_

Qualifications (note, not all below are qualifications for office) of Candidate:

- 4. **Obligations Proficient?**  Yes  No
- 5. **# of First-Line Signer on DeMolay members:** \_\_\_\_\_
- 6. **# Times Served as Master Councilor:** \_\_\_\_\_
- 7. **PMC-MSA?**  Yes  No
- 8. **Did the Candidate Serve as Region Master Councilor?**  Yes  No
- 9. **# of Leadership Correspondence Courses Completed:**  1  2  3  4  5
- 10. **Received the RD?**  Yes  No
- 11. **(If No to #10) Submitted a Complete Application for RD?**  Yes  No When: \_\_\_\_\_

By signing below we attest to all of the information provided and it’s accuracy to the best of our knowledge. We acknowledge that the above named DeMolay is a member of our Chapter and has submitted his name to run for an Elected State Office.

\_\_\_\_\_  
Chapter Chairman                      Date

\_\_\_\_\_  
Chapter Dad Advisor                      Date

**Please share your insights and comments for consideration by the Executive Officer and his staff in the approval process? Be as detailed as you can regarding the Candidate’s leadership style and quality, activity level in the Chapter, ability to perform complex tasks, ability to communicate, personal demeanor, family support, and perceived ability to perform as an Elected State Officer.**

(Attach additional paper as necessary)

## PARENT / GUARDIAN LETTER OF PERMISSION

**Instructions.** *This is a sample letter to be used as a guide for parent(s) and legal guardian(s) giving consent for their son to run for Elected State Office. An Elected State Officer is expected to provide a service to the Members of Washington DeMolay. As with all extra-curricular activities at a high level, this involves a considerable amount of time and travel around the state and, in some cases, outside of the jurisdiction. An Elected State Officer is expected to have the ability to communicate by cell phone and email and be able to travel to meetings and functions. While the Jurisdiction does provide a small budget for travel, many times an Elected State Officer will be purchasing meals away from home or paying for gas or event functions that are not reimbursed or are beyond the limits of their budget. Because we know that many times Elected State Officers call upon family support to bridge the additional expenses, we request that you provide a letter of support acknowledging that your son is seeking this office and that you have an understanding that, if elected, your son will have additional responsibilities that can and will require his time and reasonable travel. Due Sunday, February 28, 2024.*

\*\*\* SAMPLE \*\*\*

Dad Jeffery Brunson, Executive Officer  
Washington DeMolay  
1111 A Street, Suite 1919  
Tacoma, WA 98402

*Re: Candidate for SJC: Louis Lower, Jr.*

Dear Dad Brunson,

It is our pleasure to offer this letter of support for our son Louis Lower, Jr. Louis is seeking approval to run for the office of State Junior Councilor. We understand that Louis, if elected, will be asked to spend a considerable amount of time on behalf of the members of Washington DeMolay including travel to Chapter, Region and State functions as well as State Corps Meetings and training. We understand that this may impact his school and home life but are excited for the opportunity of personal growth that this position will offer him. We are also aware that there is some financial cost to service including cell phone, travel, meals, event money, dress clothes and incidentals and we can or will make arrangements to accommodate those needs.

We also want to let you know that our son is a great kid. He always does his chores without question, including doing the dishes right now. He shows respect for his parents and elders, is an honor roll student and has high aspirations in DeMolay.

Thank you for your consideration of our son. Please feel free to contact us directly at 555-555-5555 should you need any further information.

Sincerely,

Marge E. Lower

Homer Q. Lower