

GENERAL POLICIES

**FOR THE OPERATION OF
THE LOUISIANA STATE ASSOCIATION
ORDER OF DEMOLAY
AND CONSTITUENT CHAPTERS
IN LOUISIANA**



2012

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EXECUTIVE OFFICER'S POLICIES

Changes to the Rules and Regulations of DeMolay International may alter these policies from time to time. In all cases, these policies are subordinate to the Rules and Regulations. They have been divided by general topic for ease of use.

I. Chapter Operations

A. General Membership Eligibility - Membership in the Order of DeMolay shall be limited to young men:

1. Not yet twenty-one years of age
2. Profess a belief in God and Reverence for His Holy Name
3. Affirm their loyalty to their country and respect for its flag
4. Adhere to the practice of personal morality
5. Pledge themselves to uphold the high ideals typified by the seven cardinal virtues of DeMolay
6. Accept the philosophy of the Universal Brotherhood of Man and the nobility of character typified by the life and death of Jacques DeMolay

The above six requirements are outlined in the Sacred Landmarks of the Order of DeMolay, published in the front of the DeMolay International Rules and Regulations.

Additionally, the Rules and Regulations of DeMolay International specify that an application (formerly called a petition) "may be received only from a young man who has passed his 12th birthday (Young men who have completed the sixth grade and are 11 years of age, may also apply for membership) and not yet reached his 21st birthday" (315.2) and that he must be "recommended by two (2) members of the Order, or by a Senior DeMolay, or by a Mason. The applicant must be sponsored by a Mason."

All applicants meeting the requirements stated above must be given equal treatment via the balloting procedures as prescribed by Article 15 of the Rules and Regulations of DeMolay International.

B. Discrimination

DeMolay does not express or imply discrimination against its applicants because of their race, creed, color, disability or economic status. Discrimination by any Chapter, Advisory Council, Advisor or member of the Order of DeMolay in Louisiana will not be tolerated. Any ballot which has been determined to have been influenced by said discriminatory judgments will be declared null and void and final election or rejection will rest within the authority of the Executive Officer of the Order of DeMolay in Louisiana as provided for in Article 6 of the Rules and Regulations of DeMolay International.

C. Age to Apply for Membership

Chapters in the Jurisdiction of Louisiana may elect to recruit young men at ages higher than the minimum allowed, however it may not reject or refuse to accept an application from a young man of legal DeMolay age who has applied for membership solely on the basis of age. Chapter bylaws that are in conflict with this policy are hereby amended to reflect consistency with DeMolay International Rules and Regulations. With all of the promotion and distribution of materials encouraging membership, it would hurt the image of the Order to contradict generally accepted and published eligibility guidelines by refusing to accept an applicant who is of legal age.

D. Dual Membership

In conjunction with section 315.12 of the Rules and Regulations of DeMolay International, dual membership will be permitted with the requisite written permission of the Executive Officer(s) involved. A DeMolay seeking to hold dual membership shall state in writing his reasons for requesting dual membership, and shall produce evidence that his "home" Advisory Council approves his request. Suspension or expulsion from one Chapter, reported through the Executive Officer(s), is binding upon the other Chapter.

E. Clarification of the Membership Joining Process

While section 315.4 of the Rules and Regulations of DeMolay International, and Masonic tradition, imply that a membership application must be received at a stated meeting of the Chapter before a Visitation Committee can be assigned, and therefore is presented twice before balloting, it is not explicit in the language that this sequence MUST be followed. Accordingly, Master Councilors of Louisiana Chapters are permitted to appoint Visitation Committees as soon as applications have been physically received, rather than waiting for the next Stated Meeting. Upon being assigned, the requirement of section 315.4 is that a Visitation Committee MUST report at the next Stated Meeting following its assignment, and thus, the application may be read, and the report presented, at the same meeting. Section 315.5 requires that balloting must take place at a meeting of the Chapter, and after the report of the Visitation Committee. With these requirements being met, it is therefore possible for an application to be presented and approved on the same night.

This may help streamline the process without thwarting its key elements. Action on applications may only be taken at Stated or Special meetings of the Chapter. A Visitation Committee must meet with each applicant and at least one parent, and must report prior to balloting. All applications must be read out loud in open Chapter at the time of balloting, which must be a secret ballot as described in Section 315.5 (b)(c) & (d). Chapters that wish to continue following the "traditional" process of reading at one Stated Meeting and balloting at the next Stated Meeting may continue to do so. However, this is a decision that is to be made by vote of the members, and not the Advisory Council. Chapters are STILL cautioned NOT to plan on initiating or obligating on the same day as the election, just in case the application is rejected.

Section 315.8 of the Rules and Regulations require that no applicant may be initiated until the full fee has been paid. While tradition has expected that the full fee be paid at the time when the application is presented, there is no specific requirement that the fees MUST be paid in full prior to election. Partial fees may be collected over time, but the full fee must be paid prior to obligating or inducting new members.

F. Athletic Activities of Chapters

Athletic activities that are covered under our current insurance policy and may be authorized activities for DeMolay Chapters are specified in the Insurance Update issued annually and revised as necessary by DeMolay International. It is necessary to ensure that all athletic activities are properly supervised to minimize the risk of injury. In order to accomplish this, the following regulations must be followed:

- Participation by a DeMolay Chapter in any competitive team athletic program must be approved, in advance, by the Executive Officer. Competitions involving essentially individual, non-contact sports, such as bowling, golf, tennis and swimming are exempt from this condition.
- Authorized athletic competitions sponsored by Louisiana DeMolay must be supervised by the Director of Athletics and qualified referees/officials to ensure that safety is of primary concern in all games. Competition rules that may not conform with the rules of other competitive leagues may be established to reduce the risk of accident or injury.
- The appropriate number of two Advisors for every five active DeMolay, to reduce the risk of accident or injury, must carefully supervise all practices held by Chapters for authorized competitions unless permission is requested and granted by the Executive Officer prior to the event.
- It is the policy of the Executive Officer that athletic activities involving DeMolay Chapters are to be promoted for their educational and recreational nature, and not solely for competitive purposes. DeMolay athletics must be safe, must be fun, and must involve all members who want to participate.

G. Female Organizations

Female organizations such as the Order of the Rainbow for Girls, the International Order of Job's Daughters, the Order of the Eastern Star and the Order of the Amaranth are welcome supporters of the Order of DeMolay. Chapters are to be encouraged to work with these organizations in promotion of shared fraternal ideals. As such, DeMolays are permitted to serve as escorts, may participate in joint social, civic and fund raising projects, and are encouraged to support public functions of these groups. Participation with these organizations is left to the discretion of the Advisory Councils, but shall not interfere with Chapter participation in any activity of Louisiana DeMolay. All DeMolay youth risk management statutes apply.

H. **Sweethearts**

Chapters are encouraged to have one or more Chapter Sweethearts and are to develop a selection process of their own. Chapter Sweethearts can do much to promote interest of the members and of prospective members in the activities of the Chapter. A proper and supervised social program can be the foundation of a good DeMolay Chapter, and Chapters are encouraged to program accordingly. Chapter Sweethearts are encouraged to attend the Annual Conclave, with a proper chaperone as specified in the Sweetheart Manual, and participate in all of the scheduled activities.

I. **Sweethearts May Attend Business Meetings**

Chapter Sweethearts may be admitted to a majority of the business portion of a Chapter meeting if the Chapter members vote to allow it. The Chapter will first open ritualistically, then admit the Sweethearts for the business meeting. Once they have departed from the meeting, the Chapter will conclude any private business, and then close ritualistically. Obviously, no ritual instruction should be given with Sweethearts present. The Advisory Council may override the decision of the Chapter to permit Sweethearts to attend only if their presence disrupts or disturbs the business meetings.

J. **Conclave Merit Bar**

In Louisiana, DeMolays may earn credit for the Conclave Merit bar by attending any official State Louisiana DeMolay function. If Louisiana DeMolay sponsors the activity, it may count as a "conclave." Thus, it will be possible for a member to earn the purple and gold bars while still an active member of the Order, without having to travel to Conclaves or Conventions in other States.

K. **Bylaws**

Chapters must annually review their Chapter Bylaws to ensure that all provisions are being observed, and that no provision is in conflict with the Rules and Regulations of DeMolay International. Bylaw changes must be approved by 2/3 vote of the Chapter. All amendments to Chapter Bylaws are subject to review by the Executive Officer, and do not become effective until he has provided written approval and authorization to enforce. Advisory Council Bylaws, Chevalier Court Bylaws and Legion of Honor Preceptory Bylaws, if they exist, must also be subjected to this review process.

L. **DeMolay International Rule Changes and Chapter Bylaws**

When changes in DeMolay International policies conflict with existing provisions of chapter bylaws, the bylaws of the local chapter shall be considered as automatically changed to conform to the Rules and Regulations of DeMolay International. Likewise, any local chapter bylaw, extant or proposed, which conflicts with the Rules and Regulations of DeMolay International, is hereby declared null and void.

M. **Honors Nominations**

Nominations for DeMolay International Honors (Chevalier, Cross of Honor, and Legion of Honor) may only be submitted to DeMolay International by the Executive Officer. DeMolay Chapter Advisory Councils, Chevalier Courts, Legion of Honor Preceptories, and previous Legion of Honor recipients are given the privilege of making recommendations to the Executive Officer for his consideration. The individual under consideration is NOT to know about the recommendation, and **absolute secrecy** regarding the submission of recommendations to the Executive Officer must be maintained, or the recommendations will be rejected, and nominations to DeMolay International will be withdrawn. In order to preserve the integrity of these honors, the following guidelines have been established.

These basic requirements must be met in order to submit a recommendation for any DeMolay International Honor, include:

- Previous fiscal year's Chapter/Court/Preceptory financial report is filed by deadline.
- Youth Protection Video was shown at Chapter meeting and certified by deadline.
- Chapter Advisory Council Registrations filed by deadline.
- Chapter Insurance/Endowment Fees paid by deadline.

A Legion of Honor Preceptory or Chevalier Court must document its services to the Order of DeMolay as performed by the group, e.g.; sponsored pages in Conclave yearbook, conferred Chevalier Degrees, hosted Chapter members at annual observances, contributed to DeMolays attending Conclave, visited local Chapters as a group, sponsored initiation fees for needy new members, etc.

If you have complied with all of the above requirements, your Chapter or Court is eligible to recommend two Chevalier, and your Preceptory is eligible to recommend one Active OR Honorary Legion of Honor.

Recommendations may also originate from the Executive Officer directly. Members of the Legion of Honor residing in Louisiana, who wish to recommend a Senior DeMolay or a Master Mason to receive the Legion of Honor, must make one, and only one recommendation by submitting a complete Honor Nomination Form, check for full payment, and letters of recommendation from at least two other individuals (who do NOT need to be Legionnaires or Masons) attesting to the character and worthiness of the nominee, based on the criteria for each honor described on the nomination form. Recommendations will only be received from those who actively support their Preceptory or local DeMolay Chapter(s). If there is any indication that a nominee is aware of, or has requested or contributed to the recommendation, it will not be accepted.

The absolute deadline for ALL submissions is December 30th of each year. Recommendations received after that deadline will be held for consideration the following year. Other requirements may be established by the Executive Officer from time to time.

N. Tax Laws

All Louisiana DeMolay Chapters are included under the umbrella of DeMolay International as 501(c)(3) charitable organizations. As such, they are exempt from paying State and Federal income tax, by virtue of a group exemption issued to DeMolay International. However, all Chapters must file a Form 990 or 990EZ, when their gross income is great enough (presently more than \$25,000 gross income), and must meet all applicable IRS reporting requirements. **IT IS THE CHAPTER'S RESPONSIBILITY TO HAVE THEIR TAX ID# ON FILE WITH DEMOLAY INTERNATIONAL.**

O. Sponsoring Bodies

DeMolay Chapters are encouraged to have an active relationship with their Sponsoring Body, and are permitted to have multiple sponsoring Masonic Bodies. Sponsoring Bodies must be organizations composed exclusively of Master Masons. If the Executive Officer deems it appropriate, a Chapter can be formed without or cease to have a Sponsoring Body. Chapters must attempt to involve their Sponsoring Bodies in their activities and business. Presiding Officers of Sponsoring Bodies, or their representatives, must be extended an invitation to attend any meeting of the Advisory Council, Installations of Officers, and other official Chapter functions. Additionally, a Sponsoring Body must provide a safe place for the Chapter to meet.

P. Issuance of Obligations Cards

In accordance with Section 315.13 of the DeMolay International Rules and Regulations which allows an Executive Officer to specify the requirement for an Obligations Card, the following policy shall be observed in all Louisiana DeMolay Chapters:

An Obligations Card shall be issued to any active DeMolay who can prove a working knowledge of the Obligations and Examination Queries of the Order. A working knowledge is defined as the ability to name the important concepts in each Degree Obligation, to prove an understanding of the promises made, and to demonstrate the Step, Signs, Password and Token of the Order. The method followed must be consistent for all Chapter members, and may be decided by Advisory Council policy or by amendment to the Chapter's bylaws.

In the Jurisdiction of Louisiana it shall NOT be necessary to hold an Obligations Card in order to vote or hold office. Members shall NOT be denied the right to vote on applications for membership, motions, or election of officers. In particular, members should first be encouraged to learn the ritual work assigned to their office, to ensure that the Chapter can properly open and close its meetings, and confer degrees.

This is not to minimize the value of memorization of the Obligations. Members should be encouraged to memorize the Obligations, prior to running for an elective office, as a demonstration of their leadership and ability to serve. A Chapter may take time in a Stated Meeting to hear and vote on Obligations proficiency or the Chairman of the Advisory Council may assign two Advisors or members the duty to examine and approve the issuance of Obligations Cards at the request of the Master Councilor.

Q. Charity (or Almoner's) Fund

In years past, Chapters traditionally had an Almoner's Fund, or a charitable fund of the Chapter, supported by money collected through fund-raising and voluntary donations at Stated Meetings. Most Chapters no longer refer to it by this name, but still set aside money for charitable purposes, sending flowers and get-well cards, and the like. Chapters are permitted to set a "box of fraternal assistance" or a collection basket out at Installations and other public functions to take donations to the Almoner's Fund, as long as there is a card or announcement that all donations will be used for charity and relief. **HOWEVER, CHAPTERS ARE PROHIBITED FROM PASSING ANYTHING THROUGH THE CROWD TO TAKE UP A COLLECTION.** (This practice, perpetuated in other organizations, is not appreciated by family and visitors, and has been the source of severe public criticism against our Order.) The money collected should be turned over to the Scribe and may be kept, either as a separate account, or as a line item in the Chapter's operating fund. It must not be kept in cash.

R. Meeting Without A Quorum

A Chapter, meeting on its regular Stated Meeting night, is authorized to open and conduct business, even without a quorum of eight members as defined in the DeMolay International Rules and Regulations, as long as one of the elected Councilors of the Chapter presides over the meeting. If the members are not present to vote at a regular Stated Meeting, they forfeit their right to vote to those who ARE present. It is possible to open a meeting with less than a quorum if visiting DeMolays are willing to fill in ritualistic stations, or if officers fill more than one part. However, a quorum of eight MUST be present to open any Special Meetings called, no matter what the purpose of that meeting.

S. Informal (without Ritual) Stated Meetings

A Chapter may conduct its Stated Meeting informally (that is, without ritualistic opening/closing or formal conduct of business) at the discretion of its officers and under the supervision of the Advisory Council. However, when such meetings are held, the Chapter's Scribe or another designated person must still keep minutes. The minutes of such meetings are to be made part of the official records of the Chapter. This is intended for summer meetings, and for small Chapters, but is to be the exception, not the rule. Further, consistent with the vows of the Master Councilor and the principles of our Order, informal meetings must be opened and closed with appropriate DeMolay prayers (ritualistic or otherwise).

T. Chapter Business

Chapters should find ways to minimize the length of their business meetings by eliminating time-wasters such as the tradition Calling of the Roll of Officers, when, in every chapter it is obvious who is in the room, and what position they have assumed. Reading of correspondence should be summarized, and kept to a minimum of only those portions that affect the members present. Minutes should also be summarized. The Scribe should read only the date of the meeting, motions and the action taken on them, membership applications read for the first time, ballot results, election results, the Chapter treasury balance, and topics of new business that require attention at the current meeting.

U. Chapter Social Media Usage

All Louisiana DeMolay Chapter Social Media MUST adhere to the following requirements.

1. All Chapter social media sites must be approved by the Chapter Advisory Council before being posted. The Advisory Council must appoint a site advisor, whose name must appear on the site. This web advisor is responsible for the content and appropriateness of the site.
2. Non-Chapter sites (such as sites those of a Court of Chevaliers, etc.), if they involve active DeMolays in any way, must also have a web advisor, who must be a registered and approved Adult Volunteer.

3. An e-mail contact for the advisor and/or site manager must appear on the site.
4. The site should contain links to both Louisiana DeMolay website (la-demolay.info) or Louisiana DeMolay's Facebook page, and DeMolay International (www.demolay.org).
5. The site must contain an allegiance statement, as follows: "This website [or "This online publication"] acknowledges the authority and yields allegiance to DeMolay International, of which Frank S. Land was Founder."
6. Addresses, home or cell phone numbers, and other direct contact information should never be posted for Active DeMolays under 18. E-mail addresses may not be posted for active members.
7. Links should be carefully chosen, and periodically monitored for appropriateness. Links to sites inconsistent with the principles of DeMolay are not permitted. Links to member's individual home pages are permitted, provided they give their permission to be linked. It is assumed that our members will maintain their own sites in conformity with DeMolay principles, but it is the responsibility of the DeMolay site owners to ensure appropriateness before linking to a member's site.
8. Under no circumstances may any DeMolay site contain pornography, obscenity (including obscene language), sexual or other inappropriate humor, or material that is racist, sexist, or otherwise inconsistent with the high ideals of DeMolay. The Executive Officer, or his designee, has final right to determine appropriateness of material, and inappropriate material must be removed immediately upon notice from Louisiana DeMolay. In some cases, additional measures may be taken, such as removal of a site or other appropriate disciplinary action.

V. Advisor Certification

In order to provide the best experience possible for all young men, Advisors in Louisiana must take part in a DeMolay Advisor Development (DAD) training event and certified as successfully completed to DeMolay International with a fully executed Adult Worker Application (AWA) and the requisite fees. Chairmen of each Advisory Council will maintain a list of Advisors which will include when the last DAD training occurred for each. All Advisors (Including members of the Supreme Council) will complete a DAD training once every five (5) years and attend two (2) Advisor Workshops every three (3) years.

W. Adult Participation in Chapter Meetings

To enhance the leadership training inherent in the DeMolay program, and to support the growth of independent decision-making and peer motivation, the Chapter Advisor will be the only adult permitted to speak in open Chapter. Exceptions may be made when the Master Councilor has invited a speaker, or arranged for an advisor to present specific instruction or information that, by its nature, cannot be communicated by an Active Member of the Chapter.

The Chapter Advisor may designate another Advisor of the Chapter to speak in his place. A representative of the Executive Officer, present at the meeting to perform an official duty, is exempt from this regulation. Adult State Staff members regularly attending their home Chapters should not speak at meetings unless directed to do so by the Executive Officer or if their position within the home Chapter requires their active participation (i.e. State Staff Member and Chapter Advisor of home chapter.)

It is the Chapter Advisor's responsibility to see that a Master Councilor is adequately prepared in advance of the meeting so that it does not become necessary to call on Advisors for regular reports or comments. It is, of course, permissible for a Master Councilor to request clarification of some issue from any adult in the meeting, but this must be monitored by the Chapter Advisor to ensure that it does not become the routine order of business.

II. Risk Management and Youth Protection

A. ZERO TOLERANCE

Louisiana DeMolay enforces a Zero Tolerance policy with regard to the use of alcohol, illegal drugs, weapons, or hazing of any kind at any DeMolay function. This policy applies to both Active DeMolays and adult volunteers. Violations of risk management, youth protection, or prohibited substance policies will result in suspension or expulsion from DeMolay.

Zero Tolerance means exactly what it says. The Order of DeMolay will not tolerate these items or behaviors in conjunction with DeMolay programs. We will not look the other way. We will be proactive in this and all efforts to provide for the safety of our members. Parents who permit their children to participate in the activities of DeMolay have a right to expect us to strictly observe this standard of care.

A Zero Tolerance Policy demands adherence to the principles of common decency and common sense, and is totally in keeping with the ideals of DeMolay. All DeMolay Members, Senior DeMolays, Advisors, parents and unaffiliated adult volunteers (hereinafter "adults") should instantly recognize that the foundation of the Zero Tolerance Policy is built upon the Seven Cardinal Virtues, and the ancient injunction about thinking twice before speaking or acting on anything. Zero Tolerance is based on the simple expectation that participating adults know the difference between right and wrong, and that they are willing to stand for our basic principles. Zero Tolerance is the uncompromising expectation that these adults will practice common sense, self-discipline, emotional and physical restraint, and all the normal behaviors required for living peacefully within society.

Zero Tolerance is also about reaching maturity, and the need for young people who are seeking independence and personal identity to know the moral and social boundaries that should be respected if they want to be treated like adults. It is about earning the rights granted at the legal age of 18, ONLY by accepting the responsibilities that go with those rights. DeMolays who are of legal age are held to the same high standards of behavior as adults who participate with the organization. DeMolay members who are minors are also expected to obey these rules and regulations, and it is expected that they will be taught these behaviors by both the instruction and example of adult participants.

There is no definitive list of "do's and don'ts," nor a list of specific punishments for each violation. However, by way of providing a representative example, all participating adults should EXPECT to be suspended, expelled, or otherwise forbidden to participate in the program:

- If they physically, verbally or sexually abuse anyone, whether or not they are at a DeMolay function, or allow it to happen to a member or guest.
- If they endanger someone (driving recklessly, for instance) or threaten them with any weapon--real or imagined, or allow it to happen.
- If they engage in a sexual relationship with anyone who is under 21 AND as an Advisor/volunteer hold a position of influence over the youth below the age of 21.
- If they provide, or allow others to provide, members or guests such substances (tobacco products included) that they are not legally allowed to have.
- If they use, or are even found in possession of, weapons, prohibited materials or illegal substances at a DeMolay function, or knowingly allow others to use or possess them.
- If they incorporate or allow any kind of hazing or scare tactics in ANY activity of the Chapter with the intent to frighten, degrade or purposely embarrass a member or guest, (such as an "old Chapter tradition" that might have been incorporated in any of the rituals or ceremonies of the Chapter, or used as an "additional initiation rite," at conclaves, etc.)
- If they fail to report any physical or sexual abuse as addressed in Louisiana Revised Statutes or the Louisiana Child Code.

Additionally, if any of these actions also violate laws of the city, state or nation, while at a DeMolay function, they will be reported to proper authorities for potential prosecution. Participating adults who knowingly turn a blind eye and allow these things to happen may also be subject to appropriate disciplinary action.

This is a no-nonsense, hard-line approach, and doesn't leave any room for the old "boys-will-be-boys" attitude. Part of our program is to occasionally allow young men to make mistakes and learn from them, however, participating adults must teach, and strictly adhere to, the policy of Zero Tolerance. There are some mistakes that require drastic consequences, in order to assure that the lesson will be learned. Zero Tolerance defines boundaries that must never be crossed.

B. Authorized Activities

All activities held in the name of a DeMolay Chapter must be authorized by the Advisory Council of the Chapter, and recorded in the minutes of the monthly Advisory Council meetings that are required by DeMolay International Rules and Regulations. A minimum of two members of the Advisory Council, and one for every five (5) members present, must supervise all authorized activities of the Chapter.

C. Driving on a DeMolay Function

The guidelines published in The DeMolay Insurance and Risk Management Guide, issued by DeMolay International, is recommended to all Advisory Councils when determining who should drive on Chapter functions. Advisory Councils may use their own discretion in permitting SAFE drivers who possess a current valid driver's license to provide transportation for Chapter members. Maturity and experience are known to make safer drivers. Drivers must have a safe driving record, and must exhibit safe driving habits. The driver should insist that all passengers wear seat belts and should carry more than the state-mandated minimum insurance coverage.

Motorcycles and open-air off-road vehicles, such as dune buggies, may not be used to provide transportation for passengers to DeMolay functions; however, an individual may use these vehicles to transport himself to and from an activity if licensed by the State of Louisiana for street use.

D. Youth Protection Program

The Youth Protection Program, provided to every Louisiana DeMolay Chapter, must be used and at least one vignette must be shown at least four times each year to the Chapter members and to the Advisors of the Chapter. It is also required that all new members see the video, as a part of their orientation process. Chapters shall provide a written statement of compliance each year to the Executive Officer.

E. Medical History and Authorization for Medical Care

All Chapters must keep an active file of up-to-date Medical Histories and Authorizations for Medical Care, which shall accompany the supervising advisor(s) on long-distance trips. These authorizations are essential for obtaining needed emergency medical treatment. No authorization may be more than 12 months old. Chapters are urged to update the authorizations at the beginning of each calendar year. Refer to www.la-demolay.org for the appropriate forms.

F. Public at Degrees, Meetings and Chapter Functions

The Rules and Regulations of DeMolay International now permit the father, mother, stepfather, stepmother, or legal guardian of a DeMolay and any other individual permitted by the Executive Officer to visit a tiled Chapter or witness any of the secret work. In June of 2001, the DeMolay International Rules and Regulations Section #318.9 (d): were amended to read:

The father, mother, stepfather, stepmother, or legal guardian of a DeMolay and any other individual permitted by the Executive Officer may, after giving a pledge not to reveal the secrets of DeMolay, visit a tiled Chapter or witness any of the secret work.

The purpose of this regulation was to alleviate parental concerns about their children participating in "secret" ceremonies from which they were excluded. This is NOT optional.

PARENTS HAVE A RIGHT TO ATTEND EVERY TILED MEETING AND FUNCTION OF THE CHAPTER AT WHICH THEIR CHILD IS PRESENT.

In Louisiana, “any other individual permitted by the Executive Officer” automatically includes any adult family member, schoolteacher or administrator, local government or law enforcement official, or member of the clergy. Additionally, anyone may be invited by the consent of a Chapter’s Advisory Council, which includes Rainbows, Job’s Daughters, Chapter Sweethearts/Royalty and other appendant Masonic Organizations. The Advisory Council may ask anyone to leave who causes a disturbance in the meeting and to ensure peace and harmony at the meeting.

G. Minimum Age for Advisors

Regardless of Masonic membership, or other qualifications, no one may serve as an Advisor for a DeMolay Chapter in Louisiana until they are at least 21 years of age.

H. Female Advisors

The opportunity to add female adults to DeMolay Advisory Councils has been available to all Louisiana Chapters since August 1990. Of course, all new Advisors must be DAD trained, file an Adult Worker Profile, and pass through the criminal background check. The obvious benefit of having additional Advisors for supervision of the Chapter members is enhanced greatly. While some Advisory Councils initially rejected the idea of female advisors, our experiences since August 1990 have been good, and the young men have overwhelmingly expressed their favor for continuing to include females as Advisors. Our Grand Lodge has long been a supporter of the concept. It is beneficial to the Order, and to our young men.

I. State Youth Protection Laws Requiring a Report

Advisors and Adult Volunteers should familiarize themselves with pertinent State Laws that govern the reporting and treatment of those reporting acts of abuse as defined by state law. LA Revised Statutes 14:403 and Children’s Code Article 603, LA Revised Statute 23:968; LA Revised Statute 14:131.1, LA Revised Statute 14:46, LA Revised Statute 14:106 have set specific penalties and specific requirements on adults who work with youth in regard to abuse and neglect. For the full text of these laws and to search for additional state requirements, go to: <http://www.legis.la.gov/legis/LawSearch.aspx>.

III. Personal Conduct

A. Use of Tobacco

Use of any tobacco products at all DeMolay functions is prohibited inside buildings, meeting rooms, or dorms, unless an area is specifically designated as a public smoking area, and does not immediately impact the gathering areas of active DeMolay members. Smoking rules may be revised or posted, per site, and participants at DeMolay functions are bound to observe these rules as a condition of their participation. This policy applies equally to DeMolays and Advisors, and includes cigarettes, cigars, pipes, chewing tobacco, snuff, etc. This policy does not supersede or conflict with any federal, state or local laws or ordinances. Regardless of the provision of a public smoking area, DeMolays of lawful age, and Advisors, must refrain from smoking in the presence of DeMolay members who are NOT of lawful age. In no instance should the actions of a DeMolay or Advisor lead anyone to believe that the Order of DeMolay or its leadership endorses the dangerous habit of smoking or using tobacco products.

B. Dress Code

The proper dress for all Louisiana DeMolay meetings is coat and tie, a neat shirt and pants, and shoes (not sneakers.) Informal functions may carry a less formal dress code. This dress code will be announced in conjunction with each function of Louisiana DeMolay. Dress codes within Chapters are left to the discretion of the Chapter Advisory Council, or as specified in the Chapter's Bylaws. It is to be noted that when a Chapter is visiting another Chapter, it is common courtesy to observe the dress code standards as applied in the Chapter being visited.

C. Use of Social Media in Communication

Many Chapters are using e-mail to supplement their phone chain and other forms of communication. This is an acceptable communication enhancement, but not all members have access to e-mail, and it should not replace regular monthly meeting notices, calendars or newsletters. E-mail should never be considered a private communication, and should never be used to send "official" chapter correspondence or notifications, particularly in disciplinary and procedural matters.

Material sent by e-mail should always be consistent with the ideals of DeMolay. Advisors and members alike are cautioned that, even if sent by error, a communication of offensive, rude, or crude material sent to an active DeMolay or Advisor may result in disciplinary action up to and including dismissal from the Order, from Advisory service or membership in the Order of DeMolay. Distribution of obscene or pornographic material (whether by an advisor to an active DeMolay or by an older DeMolay to a DeMolay who is a minor) will almost certainly result in criminal prosecution (See Louisiana Children's Code (CHC) 1525, 603 (15) (j) and LA Revised Statute Sections 3, 12, 13, 14, 17, 18, 19 and 20). Such actions are unconscionable in the context of our Order. **A ZERO-TOLERANCE POLICY** is in effect.

Anyone receiving inappropriate material from an Active DeMolay, or a DeMolay Advisor, should immediately inform the sender that distributing such material is inconsistent with the principles of the Order, and that they are opening themselves to charges of "conduct unbecoming a DeMolay" which could lead to suspension or expulsion from the Order, or removal from Advisory service. Further offenses should be reported to the local Advisory Council and the Executive Officer for appropriate action.

D. Louisiana DeMolay Athletics Spectator Behavior

Louisiana DeMolay enforces a low tolerance behavior policy regarding players, coaches, advisors, parents and spectators. Games will be stopped when subjects displaying inappropriate behavior interfere with others at the game or practice period. Officials will identify violators to Louisiana DeMolay staff for the purpose of immediate removal from the facility. Only when removed will play continue. Lost time will not be made up. Violators may be subject to further disciplinary action by Louisiana DeMolay, the Louisiana Youth Foundation, the Grand Lodge of Louisiana, or local government officials, when necessary. This inappropriate behavior shall include but not necessarily be limited to:

- Directing obscene or vulgar language at anyone, for any reason.

- Taunting, ridiculing or threatening anyone, for any reason.
- Throwing any object to distract or gain attention that in any manner creates a safety hazard for anyone, or causes an undue mess.
- Violation of rules for the use of the competition facility.
- Any other conduct unfitting the standards of behavior consistent with the principles of the Order of DeMolay.

Game forfeitures may be recommended by officials and/or staff to deter potential situations. The game is just a game. Character development is the **PRIMARY PURPOSE** of all DeMolay competitions. Please give your encouragement and support to all participants.

III. Ritual and Regalia

A. DeMolay Capes

DeMolay capes are a part of the official regalia of the Chapter and are subject to the rules of DeMolay International. Chapters may **NOT** wear officers' capes in public, except at a public Installation of Officers, without written dispensation issued by the Executive Officer.

B. Public Ceremonies

The public ceremonies of the Order of DeMolay may be presented on any appropriate occasion. Such occasions might be at a Chapter Installation of Officers, an Obligatory Day Observance, before a recognized Masonic body, at a worship service, or for a ladies organization affiliated with the Masonic fraternity. It is recommended that care be exercised by the Advisory Council to see that these ceremonies are not "over-used" by being presented at too many functions. The Shield Talk is not an official ceremony recognized by DeMolay International, but is hereby authorized as a Louisiana ceremony, to be presented in public, and shall be worth up to 20-points towards the Ritual Merit Bar.

C. Presentation of Ritual Work and Public Ceremonies

As the Order of DeMolay is a young man's organization it is intended that all ritual work and public ceremonies (except where specifically stated in the ceremony) should be performed by DeMolays who have not yet reached their majority. Since every Chapter does not have an Installing Team or a Representative DeMolay Team, etc., it is expected that a nearby Chapter, or State Officers, will be invited to participate. When adults are used in performing DeMolay ritual, they must meet the highest performance standard possible; as they will be setting an example for the young men they lead.

While it has been the custom in a number of Louisiana DeMolay Chapters for Advisory Council Members to Installation of Officers and other ceremonies, these Chapters are directed to diminish the exercise of those customs, so as to encourage active members to perform these ceremonies. This does not forbid advisors from doing these parts—but they should not do them on a regular basis. Part of the growth process in DeMolay comes when a young man is provided experience performing ritualistic ceremonies in front of family and peers. Advisors should make use of every opportunity to develop self-confidence and poise in the Chapter members by encouraging their performance of these ceremonies.

D. Past Master Councilors and their Regalia

A Past Master Councilor is one who has completed a term as Master Councilor by serving until his successor has been elected and installed. He is, by this designation, eligible to run for a State Elected Office, and to wear the regalia of a Past Master Councilor.

The Past Master Councilor's Jewel, PMC Pin, and other regalia designed for Past Master Councilors, are items of personal jewelry. They are not awards. Anyone who has the right to the title also is entitled to receive, purchase, and wear the emblems of a PMC.

An Advisory Council may, in accordance with DeMolay International Rules and Regulations 322.8, permit the Chapter to spend Chapter funds to purchase a PMC Jewel, pin or other appropriate award, as a gift to a retiring Past Master Councilor. (This expenditure of funds must then be approved by regular vote of the Chapter.) The Rules and Regulations specify that the jewel, pin or other token may **NOT** be awarded as a gift of the Chapter if the PMC has failed to confer the Initiatory and DeMolay Degrees from memory, at least once. This is the only control that an Advisory Council may exercise over PMC regalia. This does not prevent any advisor or parent from purchasing or presenting such a token at an installation or Chapter meeting.

[Note: By contrast, an Advisory Council may exercise some control over the awarding of the Past Master Councilor's Meritorious Service Award (PMC-MSA) through the statements required of the Chapter Advisor attesting to the performance of the Master Councilor.]

E. Welcoming Visitors, a Revision to the Ritual

Due to recent changes in who may attend meetings, which have not yet been accounted for in the older edition of the Ritual, the following procedure shall be followed in the Jurisdiction of Louisiana:

The "Welcome To Visitors" and the "Oath of Secrecy" (included on page 15 of the corrected 14th Edition of the Ritual) MUST NOT be used. Instead, the Master Councilor shall, in place of the Welcome To Visitors, address all guests by saying,

"Will all visitors to the Chapter who are not Advisors or Members of the Order of DeMolay please rise? (Done.) I take great pleasure in welcoming you as guests of [name] Chapter. We deeply appreciate the interest which your visit proves, and we know that it is not inspired by mere curiosity. I need hardly ask that you keep secret anything you may witness here which your judgment tells you should not be disclosed. In the Chapter meeting we use gavel raps to raise and seat all present. One rap commands order, two raps call up the officers, three raps call the entire room to stand, and one rap seats them. We hope you will enjoy your visit exceedingly." (rap)

F. Conferral of Honors

Honors granted by DeMolay International (Degree of Chevalier, Cross of Honor, Active and Honorary Legion of Honor) are the highest DeMolay accolades, which DeMolay members, Senior DeMolays, Master Masons, and Advisors can receive. Therefore it is imperative that Chapters be able to arrange for the proper conferral, from memory, of the honor ceremonies.

The Legion of Honor is conferred by the Executive Officer, or a member of DeMolay International designated by him. A team of Active DeMolays must confer the Cross of Honor, and the Degree of Chevalier must be conferred by a team of Chevaliers, working under the direction of an Advisory Council. All honors conferral teams MUST confer the work from memory.

G. Installation of Officers- Modifications

The Public Installation of a Chapter's Officers is one of the few times when we can display the ritualistic abilities of many of our members to those who are not entitled to attend our private ceremonies. It is also a time to put our best face on our Chapter programs, while being good stewards of the time our audience has lent to us. Therefore, the following modifications have been authorized, and will be implemented by the State Officers and those designated to perform public installations.

Marshal's Floor Work:

The Installing Marshal should use the most direct route, following the walking bands, to move around the Chapter room, rather than following a continual clock-wise movement, as a timesaving courtesy to our public audience. Immediately following the delivery of the last installed officer to his station, the Marshal shall go to the west side of the altar and make the required proclamation, eliminating the time for him to return to his station, and receive instruction from the Installing Officer that is redundant to his proclamation.

Dividing the Installation Ritual:

To facilitate the public performance of more than just a few individuals, and to provide a more balanced performance burden to each team member, the actual installation of specific officers will be divided among the installing team members. This is permitted to allow the other members of the team an opportunity to learn more parts, to showcase their abilities, and to encourage them to learn more, eventually serving as Installing Officers themselves. In any case, the Installing Officer must be able to perform the entire ceremony from memory in the event that a junior officer does not know the work or cannot attend.

To provide uniformity, and allow team members across the state to perform together, it is suggested that assignments should be made in accordance with the chart below. The chart also shows a division of the officers to be installed. With a full officer corps, each installing team member will install two groups of officers.

When installing any officer, the Installing Team member performing that particular function will do his work from the east side of the altar, within the candles. The Installing Senior Councilor will approach the east side of the altar via the north side marching line, turn inward and proceed to the altar. The Installing Junior Councilor will approach the altar directly from his station. The Installing Chaplain will follow the south side marching line to a point even with the east side of the altar, turn inward and proceed to the altar. The Installing Senior Deacon will follow the north side marching line to a point even with the east side of the altar, turn inward and proceed to the altar. Each officer will retrace his steps to return to his station. Officers should move to the altar while the Installing Marshal is presenting Chapter officers to their new stations.

Installing Team Member	Officer(s) Installed	Order
Installing Officer	Master Councilor	1
Scribe/Standard Bearer		8
Installing Senior Councilor	Senior Councilor	2
Treasurer/Almoner/Orator		9
Installing Junior Councilor	Junior Councilor	3
Preceptors		10
Installing Senior Deacon	Deacons	4
Stewards		5
Installing Chaplain	Marshal/Sentinel	6
Chaplain		7
Installing Marshal	Responsible for his usual duties, including introduction of distinguished guests, correct pronunciation of names, and presentation of officers to be installed.	

H. Opening Ritual to Accommodate Female Advisors and Guests

In the Opening of the Chapter, on page 15 of the Ritual of Secret Work, where the Master Councilor asks all Senior DeMolays, Advisors etc. to rise,

This shall be revised to say:

MC: Will all those who are not Active DeMolays please rise? Dad [last name], Can you vouch for these advisors and guests of the Chapter?

The Master Councilor will then give the welcoming address included in the Ritual to all adults who are NOT advisors. Because ladies are now welcome to the Chapter meetings, remove the beginning word, "Gentlemen" from this address. No other changes will be made. This address shall take the place of the "Oath of Secrecy" previously distributed by DeMolay International.

This change is to be implemented immediately, to ensure proper opening of the Chapter with parents and authorized invited adults present at meetings.

I. Shorter Balloting Procedure

This is the balloting process that should be followed by all Louisiana DeMolay Chapters. It is shorter, and easier to conduct, than the "suggested" procedure in the DeMolay Leaders Resource Guide. This process accomplishes all the necessary tasks without wasting time.

The Master Councilor reads the name of the applicant and the key facts in his Application, and states if the application is for the Degrees, or for membership by affiliation.

The Master Councilor says:

"Brother Senior Deacon, you will prepare the ballot."

The **SENIOR DEACON** clears the drawer in full view of the Chapter members, shows that the drawer is empty, and then replaces it in the ballot box. He also looks to make sure there are enough white balls and black cubes for the members who will be voting. When ready, he places it on the Master Councilor's pedestal.

After inspection, the **MASTER COUNCILOR** announces:

"Brethren, we are about to ballot on the membership applications of _____, _____, _____ for the Degrees of DeMolay. The report(s) of the committee(s) is (are) favorable (unfavorable). Remember that white balls elect and black cubes reject. Be careful with your ballot, and vote for the good of the Order."

The **MASTER COUNCILOR** casts his ballot, and then the Senior Deacon takes the ballot box to the pedestals of the Senior and Junior Councilors, who each vote at their stations. The Senior Deacon places the ballot box on the southwest corner of the altar, votes, and stands facing West, between the altar and the Senior Councilor's station.

The **MASTER COUNCILOR** then says: **"All members of this Chapter will now vote."**

The Chapter members then proceed to vote by forming a line, regardless of rank, and approaching the altar from the West. **In Louisiana DeMolay it is NOT necessary to hold an Obligations Card to vote.**

The **MASTER COUNCILOR** then inquires:

"Have all members voted?" (pause)

"All having voted, I declare the ballot closed." (Rap)

"Brother Senior Deacon, you will take charge of the ballot."

The Senior Deacon presents the ballot box to the Junior and Senior Councilors who inspect the ballot, but say nothing. He then places the ballot box on the Master Councilor's pedestal in the East.

The Master Councilor then inspects the ballot and if **NO MORE THAN ONE BLACK CUBE** appears, he says:

"I declare _____, _____, _____, duly elected to membership in this Chapter."

IF TWO OR MORE BLACK CUBES APPEAR, and the vote is on more than one applicant, the **MASTER COUNCILOR** says:

"It will be necessary to take a separate ballot on each applicant. Bro. Senior Deacon, prepare the ballot."

(Repeat the procedure above.)

IF TWO BLACK CUBES APPEAR IN AN INDIVIDUAL BALLOT, the **MASTER COUNCILOR** says:

"The application of _____ shall lie over until our next Stated Meeting."

IF TWO OR MORE BLACK CUBES APPEAR ON ANY INDIVIDUAL BALLOT, the **MASTER COUNCILOR** says:

"I declare the application of _____ for membership in this Chapter to be duly rejected."

IV. State Administration

A. Chartering of Chapters

The following basic requirements shall be met to the satisfaction of the Executive Officer before a Charter will be issued to a new or reinstated Chapter:

1. The Chapter must bring total Chapter membership up to a minimum of 15.
2. The Chapter's Annual Financial Statement, Advisory Council Registration and other required reports must be submitted on time and in proper form.
3. The Chapter must display reasonable proficiency in the ritual work of the Order.
4. The Chapter and Advisory Council must demonstrate responsible fiscal procedures.
5. The Chapter must work under Letters Temporary for a minimum of six months.
6. The Chapter must not owe any money to DeMolay International or Louisiana DeMolay.
7. When approval is granted in writing by the Executive Officer for the Charter, the Chapter must submit a check for the required amount payable to DeMolay International; a typewritten list of those Advisors whose names are to appear on the Charter shall also be submitted.
8. The Chapter shall arrange for an appropriate public occasion when the Executive Officer, or his designate, can formally present the Charter. The Zerubbabel Key will be presented in conjunction with the presentation of the Charter.

B. Funds from Forfeited Chapters

In accordance with the DeMolay International Rules and Regulations, all funds and properties of a Chapter that forfeits its Charter are retained as the property of the Order of DeMolay, under the direct supervision of the Executive Officer for the jurisdiction. Chapters that forfeit their Charter may be reinstated within five years of their closing. All Chapter funds initially deposited with Louisiana DeMolay will be returned to any reinstated Chapter. A Chapter instituted in a community where a DeMolay Chapter previously met, but has been dormant for more than five years, is entitled to request funding assistance, but does not have a claim on the funds or properties of the previous Chapter. Funds deposited for longer than five years are released for use in promotion of the Order of DeMolay and for the establishment of new Chapters. All interest generated by these deposits may be used by the Executive Officer to promote the Order of DeMolay in Louisiana.

C. Louisiana DeMolay Foundation

The Louisiana DeMolay Endowment Fund was established to create a source of revenue for the organization from interest generated. All contributions, assessments and other sources of revenue, except interest and dividends to the fund, shall be considered principal, and shall not be expended. The funds may be reinvested or spent, at the direction of the Executive Officer.

D. Pilot Chapters

The Executive Officer of Louisiana has authorized the establishment of Pilot Chapters, made up of a group of Active DeMolays and trained and certified Advisors in a locality where a Chapter is not currently established. The primary purpose of such Pilot Chapters is to work toward the establishment of new Chapters in areas currently not served by another Chapter. In general, and unless otherwise provided in writing, all rules, regulations, and policies governing local Chapters shall also apply to Pilot Chapters. Advisors in a Pilot Chapter must be certified and registered through the Executive Officer, and must be in a 2:5 ratio with members at any activity. Active DeMolays in such a Pilot Chapters must be members, in good standing, of a properly chartered Chapter of DeMolay, or at-large members, in good standing, of Louisiana DeMolay or another recognized jurisdiction. Individuals must notify the Executive Officer of their intent to meet and to form a Pilot Chapter prior to beginning said Chapter.

E. Induction of Members At-large

Applications for membership from candidates who are not residents within the normal territory of any Chapter may be received and approved by any member of the Executive Officer's Staff, who, upon approval of the Executive Officer, shall supervise the administration of the obligations of the Order and cause proper reporting and

payment of necessary fees to DeMolay International and Louisiana DeMolay. The Staff Member then must also arrange for the opportunity to receive the full Degrees of the Order at a later date.

F. Membership Goals

The PMC-MSA Goal and the Chapter Membership Goal are **NOT** tied to one another. Membership Goals are established by the Executive Officer and the goal for all Chapters in Louisiana is 12.

The Chapter Chairmen may recommend an adjustment to this number for good cause provided to the Executive Officer prior to the beginning of the competition year. These goals are set on the DeMolay year beginning at Conclave and are for competition purposes only. Awards will be given for at least three divisions of membership competition - Small (<25), Medium (>25 and <40) and Large (>40) Chapters.

Part of the PMC-MSA program is a membership component to measure the ability of the Chapter to successfully recruit. It is not solely a reward for meeting a membership goal, however, membership recruitment is an important part of overall Chapter success. The goal will be equal to that portion of the year which corresponds with the term of office (six (6) months = 1/2 yearly goal; four (4) months = 1/3 yearly goal).

G. State Officers

Elected State Officers may be elected to office prior to their 21st birthday, and will remain active members of the Order in all ways until they complete their term of service, at which time they will assume all the rights and responsibilities of a Senior DeMolay. Appointed State Officers may complete their term of appointment past their 21st birthday, but assume all the rights and responsibilities of a Senior DeMolay immediately upon attainment of their Majority.