

# DeMolay International

## New Chapter Start-Up Kit



John Whitaker  
Executive Officer in Tennessee  
4517 Woodside Circle  
Old Hickory, TN 37138  
615-847-5075  
[eo@ndemolay.org](mailto:eo@ndemolay.org)  
[www.tndemolay.org](http://www.tndemolay.org)  
[www.demolay.org](http://www.demolay.org)

## NEW CHAPTER START-UP KIT

- The following are the steps in forming a DeMolay chapter. The term “council” refers to the adult leaders who advise, assist, and supervise the young men of a chapter. The term “chapter” generally refers to all the young men that are members.



## GETTING STARTED

### STEP 1 – SECURE A SPONSORING BODY

The first thing you need to do is to secure a body of Masons who will accept the responsibilities of sponsorship of a DeMolay chapter. Any organization composed exclusively of Masons may sponsor a chapter. Most often this will be a lodge, although in many cases it is a Scottish Rite Body, York Rite body, Shrine groups, Grotto, High Twelve, Tall Cedars, etc.

1. If no organization is available for the sponsorship of a chapter, a group of Masons forming a Masonic club (Square Club, Fellowcraft Club, etc.) may act as the sponsor for the chapter, if acceptable to the Executive Officer.
2. Joint sponsorship may be undertaken by two or more Masonic groups that will share these responsibilities.

Whenever a sponsoring group is obtained, it must officially adopt a “**Resolution of Sponsorship and Petition for Letters Temporary**”, which is part of this kit.

By agreeing to sponsor a DeMolay chapter, the sponsor accepts the following responsibilities:

1. Providing a proper place for the chapter members to meet.
2. Providing, organizing and maintaining an active advisory council.
3. Assisting the chapter in acquiring the proper regalia and storing the same.

### STEP 2 – FORM AN ADVISORY COUNCIL

Upon adopting the “**Resolution of Sponsorship and Petition for Letters Temporary**,” the sponsoring body recommends to the Executive Officer, at least three Masons to serve on the advisory council. Even though the minimum number of advisors required is three, it is suggested that a new chapter start with at least five advisors.

## Who are the Advisors?

Any Mason, Senior DeMolay, or upstanding citizen may be recommended as an advisor. They are not necessarily required to be members of the sponsoring body. Appointments to an advisory council are **recommended** by the sponsoring body and **appointed** by the Executive Officer of the jurisdiction. The term of office on an advisory council is one year. The Executive Officer has absolute discretion over the service, appointment, and tenure of all advisors. Each advisor must be appointed by the Executive Officer annually. Senior DeMolays may serve on the advisory council in any capacity other than Chairman. Interested adults that are not Masons or Senior DeMolays may serve the council in any capacity except Chairman or Chapter Advisor. All members of the advisory council have full voting rights.

### Appointment as an Advisor

- Before advisors can be appointed, their Adult Worker Profiles must be approved by the Executive Officer. Adult Worker Profile forms are included in this kit.
- **D.A.D. Program** – the advisor training program, which provides a general introduction to the organization and instruction for interacting, advising, and supervising members. Non-Masonic, non-Senior DeMolay volunteers **must** complete the D.A.D. Program prior to their appointment. Masons and Senior DeMolays have until the end of the calendar year in which they are appointed to complete the D.A.D. Program. Contact the Executive Officer for dates of next training sessions.
- **Advisory Council Registration** - the procedure in which advisors register with DeMolay International. Registration entitles an advisor to be covered under DeMolay insurance, receive DeMolay publications, and deduct appropriate expenses as an advisor from their income taxes (DeMolay is a 501(c) 3 Charitable Corporation). An **Advisory Council Registration Form** is included with this kit.

## **STEP 3 – BASICS OF START-UP**

### **Select the Chapter Name**

Most new chapters are named for the city or region in which they are located. The name should be carefully selected for permanency and should be meaningful to the young men. Outstanding geographic features may also be used. The DeMolay members of the chapter should be a part of the naming process, especially if it is not the name of the community. A DeMolay chapter cannot be named for a living person. The name of the chapter must be approved by the Executive Officer.

### **Resolution of Sponsorship and Petition for Letters Temporary**

When the sponsoring body has formally decided to sponsor a DeMolay chapter and has selected an advisory council, the **Resolution of Sponsorship and Petition for Letters Temporary** must be filled out and forwarded to the Executive Officer along with a check payable to DeMolay International. Check with your Executive Officer for the appropriate fee. **Letters Temporary** is an authorization for the Executive Officer to allow the advisory council to organize and operate a chapter.

### **The Membership Fee**

The council should establish a Life Membership Fee, which must be paid by all new members prior to their ceremony of membership (initiation). Chapters are not permitted to charge annual dues. Life Membership fees vary -- check with your Executive Officer. Upon initiation, a Form 10 (new member report form) is completed and sent with the appropriate fees to the address supplied by your Executive Officer. Sponsoring groups may help supplement items like the annual per capita insurance fee and the annual registration of advisors, as well as membership fees.

### **Chapter Meeting Night**

Selecting the schedule of meetings is important to the long-term success of a DeMolay chapter. A DeMolay chapter is required to have at least one stated meeting each month. Most successful chapters meet on a weekly basis for some sort of activity. The advisory council meets once per month at a separate time from the chapter.

First select the day of the week that is best for most of the members, then select the meeting time, and then determine the number of meetings the chapter needs to hold each month. To help decide which day is best, the council will want to consult the schedules of advisors, availability of a meeting place, as well as

other potential conflicts from religious organizations, school programs, including athletics, and other local events or activities. Once selected, the chapter meeting may not change without a vote of the chapter and approval from the advisory council and the Executive Officer.

*Example: Our Town Chapter meets 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays at 7:00 p.m. and the advisory council meets on the 1<sup>st</sup> Thursday at 7:00 p.m.*

### **Chapter By-laws**

Each chapter shall adopt uniform by-laws as set forth in the **Rules and Regulations** of DeMolay International. These by-laws should contain specifics dealing with the chapter and be provided to each new member. By adopting by-laws, you will be establishing the day, time, and location of your chapter's regular meetings, and other basic rules for the chapter. All complete by-laws and any changes adopted by the chapter members must be consistent with the aforementioned rules and approved by the Executive Officer. Assign an advisor to write the initial by-laws for the chapter. Sample by-laws are located at the end of the **Rules and Regulations** of DeMolay International, which are included in this kit.

### **Chapter Regalia and Supplies**

There are some supplies and regalia items that are absolutely essential for starting a chapter. Some regalia items are necessary for chapter operation while others are optional. Some items can be substituted and others can be locally made. Assign an advisor to the task of obtaining equipment for chapter start-up. Contact your Executive Officer about the availability of needed regalia.

- Bible Required
- School Books Required
- Two Gavels Optional
- Dress Officers Robes Optional
- DeMolay Degree Costumes Optional
- Ballot Box Optional
- Altar Cloth Optional
- Crown of Youth and Jewels Required

Apx \$150.00 -Someone may wish to donate this if a used one not available

- Chapter Banner Optional
- Flag of Country Required

These and other supplies are necessary for chapter start-up and initial operation. Assign an advisor to insure proper ordering and receipt of all supplies. A DeMolay & More Store catalog is included in this kit.

## **STEP 4 – RECRUITING THE NEW CHAPTER’S FIRST MEMBERS**

### **Member Selection Criteria**

The minimum number of members for the establishment of a new chapter is 15. DeMolay accepts members from all races, colors, religions, creeds, and economic backgrounds that meet the membership criteria. Each candidate must fill out an **Application for Membership** (petition) and the advisory council must vote on the membership applications following the procedure outlined by the Executive Officer. Detailed information on how to run a membership recruitment drive is available from your Executive Officer; the following is a short outline.

### **Membership: Recruitment Through Installation**

1. Obtain names of prospective members.
2. Send letters inviting prospects and parents to a membership information party.
3. Follow up with calls reminding them about membership information party.
4. Hold membership information party, and ask those attending to join and help them fill out an application.
5. Follow up with those who did not fill out the application at the membership information party.
6. Send letters announcing the next fun activity.
7. Follow up with calls reminding about the next fun activity.
8. Hold fun activity.
9. Send letters announcing the first chapter meeting.
10. Follow up with calls reminding about the first chapter meeting.
11. Hold first chapter meeting.
12. Begin executing planned chapter activities.
13. Send letters announcing Ceremony of Membership (Initiation), and write parents.
14. Elect and select chapter officers.
15. Have Installation of Officers.
16. Orientation of new members.
17. Continue the above steps for the application and initiation of additional new members.

A membership handbook is included in this start-up kit.

### **Ceremony of Membership (Initiation)**

New members must be initiated in a serious ceremony. This ceremony can be arranged for conferral at your chapter's meeting location, or you can arrange to take the candidates to another chapter's initiation ceremony. The jurisdictional officers may also be available to assist you with the ceremonies. It is recommended that you coordinate the initial Ceremonies of Membership with your Executive Officer.

### **Orientation of New Members**

A well-thought out program of familiarizing new members with the procedures and traditions of DeMolay must be carried out during and soon after the Ceremony of Membership. Available for purchase from DeMolay International is the **Member Orientation Program**. This program should be on hand and "rehearsed" prior to its presentation.

### **Selection of Chapter Officers**

The first set of chapter officers may be selected by the advisory council, or elected by the new members. Where the new members know each other well, and there are several leaders among the group, it is generally better to have them elect their own officers. It is important to have a strong group of councilors when starting a new chapter. While none of the councilors will have the experience of future officers, good leaders can generate enthusiasm for the new program.

### **Installation and Institution**

Upon receipt of **Letters Temporary**, a chapter can start working, holding degrees and activities. Once the chapter has a total of 15 members, either by initiation or by affiliation or any combination thereof, it can be instituted. A **Chapter Institution Form** is completed and sent to the Executive Officer. This **Chapter Institution Form** is included with this kit.

### **Chartering the Chapter**

Obtaining the charter is the final step in establishing a chapter. The charter is the permanent authorization to operate a chapter in the community. It is issued after a chapter has demonstrated that it will be a successful and a permanent part of the community. This is accomplished, in part, by the chapter conferring both degrees and by operating the complete DeMolay program successfully for a



minimum of six months. The Executive Officer will request a charter when he is certain that the chapter will flourish.

If organized properly, the day of the chartering can be a big affair for the chapter. Representatives of Masonic groups, local government, parents, and the local news media should be invited to attend. The highlight of the program is the presentation of the charter to the chapter, by the Executive Officer.

### **Additional Resources**

Several resources are available to assist you in promoting the DeMolay program in your area:

- The Executive Officer is in place as a clearinghouse, resource for information, and chief administrator of DeMolay in the jurisdiction.
- Communications: several jurisdictions have DeMolay newsletters, web pages, and extensive use of e-mails to keep local chapters abreast of jurisdictional progress reports, calendar of activities, and directives, etc. Make sure your advisors and members avail themselves of these resources.
- Jurisdiction activities: many DeMolay jurisdictions sponsor events such as conventions, athletic tournaments, Leadership Conferences, workshops, etc. These activities build enthusiasm and knowledge to strengthen your chapter programs.

Take full advantages of all the publications and services available from your Executive Officers and the DeMolay International Service and Leadership Center (1-800-DEMOLAY).

## CHAPTER START-UP PROCEDURE AND CHECKLIST

### Step 1 – Securing a sponsoring group

- Arrange for a DeMolay informational presentation to Masonic groups.
- Sponsoring Body officially passes the “**Resolution of Sponsorship and Petition for Letters Temporary**”
- Sponsoring group recommends three Masons to serve on the advisory council.

### Step 2 – Form an Advisory Council (Done at the first council meeting)

- Organize the first meeting of the advisory council and invite all interested adults.
- Elect one of the Masons as Chairman of the Advisory Council.
- All prospective council members complete the Adult Worker Profile (ANSWER ALL QUESTIONS)
- Chairman completes Advisory Council Registration and obtains necessary signatures.
- Appoint/select council positions.
- Set date for D.A.D. training.
- Insure completion of the **Resolution of Sponsorship and Petition for Letters Temporary**.
- Select a name for the chapter.
- Set a Membership Fee.
- Set the advisory council meeting night.
- Set a chapter meeting night or nights.
- Select an advisor to write initial chapter by-laws.
- Select an advisor to inventory and obtain needed chapter regalia and supplies.
- Announce date of next council meeting.

### Insure the following paperwork is submitted to the Executive Officer:

- **Adult Worker Profiles** with all questions answered and properly signed.
- **Advisory Council Registration** properly completed and signed.
- The **Resolution of Sponsorship and Petition for Letters Temporary** is properly completed and signed.

### **Step 3 – Membership Recruitment**

#### **Hold the second advisory council meeting**

- Review status of assignments from prior meeting.
- Gather names and addresses of potential members.
- Set membership recruitment timeline.
- Assign advisor for refreshments and other arrangements for membership information party.
- Plan at least the first two months of activities.
- Assign supervision and transportation for all events.

#### **Continue monthly advisory council meetings.**

#### **Some Basic Fees for Tennessee DeMolay as of 1-1-2011**

1. Resolution to Sponsor (1x fee) \$250.00
2. Advisor Annual Registration (48.00 1st year-background ck)  
20.00/per year to renew
3. DAD Training Materials per person (1x fee) 20.00
4. Annual Insurance 350.00 (2011)
5. Member's Life Fee to DeMolay International per person  
35.00 + what you want to charge for the chapter portion.
6. Charter Fee (1x fee) 150.00 Includes Frame

## Check List

Letters Temporary Completed & Mailed with Fee to EO \_\_\_\_\_

Following Advisors Trained & AWP Completed:

	AWA	TNG
Name _____	_____	_____
Name _____	_____	_____
Name _____	_____	_____
Name _____	_____	_____
Name _____	_____	_____
Name _____	_____	_____
Name _____	_____	_____

Degree Date Set \_\_\_\_\_

Installation Date Set \_\_\_\_\_