

# Application to Seek the Office of Jurisdiction Congress Secretary Southern California Jurisdiction, Order of DeMolay

**This application (with all required signatures) and all accompanying materials must  
be emailed to [campaigning@scjdemolay.org](mailto:campaigning@scjdemolay.org) by May 25, 2024**

Full Name \_\_\_\_\_ Chapter \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_

Zip Code \_\_\_\_\_ E-mail \_\_\_\_\_

## **ALL CANDIDATES MUST TURN 18 BY CONCLAVE**

Do you have a Driver's License?  YES  NO **(REQUIRED)**

Insurance?  YES  NO Access to a reliable form of transportation?  YES  NO

What is the average drive time from your home to the DeMolay Center in Anaheim? \_\_\_\_\_ mins.

Check all that apply. If the question does not apply write "N/A"

## **Education**

Currently attending school?  YES  NO Name of school \_\_\_\_\_

Current grade/year \_\_\_\_\_ GPA \_\_\_\_\_ Major \_\_\_\_\_

## **Employment**

Currently Employed?  YES  NO Employer \_\_\_\_\_

Position \_\_\_\_\_ Average # of hours worked per week \_\_\_\_\_

Do you have any other obligations/commitments?  YES  NO

If YES, please explain \_\_\_\_\_

Are you able to arrange your schedule to accommodate DeMolay activities?  Yes  No

I have read and agree with all the Responsibilities of a Jurisdiction Officer. I have also read and agree to abide by the Campaign Rules and Acknowledgment.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of Parent/Guardian is required for all candidates regardless of age)

Signature of League Administrator \_\_\_\_\_ Date \_\_\_\_\_

## **Minimum Requirements**

Past Master Councilor

Must be a current or past elected League Officer

CA Driver's License, reliable vehicle and insurance

Flexible weekend schedule

Good time management skills

Able to speak in front of large crowds

Able to create and work within a budget

Be an effective team member

Effective communication skills

Working knowledge of the following:

Social Media

Google Suite Products

Canva or other graphics program

## **Awards:**

Representative DeMolay

Lamp of Knowledge

## **Desired Requirements**

Founder's Membership Award

Past Master Councilor – Meritorious Service Award

Able to perform all Installation ritual from memory

Able to raise enthusiasm throughout DeMolay

Able to motivate others to assume more responsibility within DeMolay

## **Questions**

On a separate piece of paper, answer the following questions:

1. What projects have you personally managed in your Chapter or League?
2. In your opinion, what are DeMolay's top three challenges today?
3. What SCJ Leadership Camp(s) have you attended?
4. What do you expect to accomplish as a Jurisdiction Officer?

## **What must accompany this application?**

1. A DeMolay Resume. Resume should include information on positions of Leadership you have held and relevant Honors and Awards. While this is primarily a DeMolay Resume, you should include any outside leadership experience or honors that will demonstrate your ability to be an effective Jurisdiction Officer.
2. A digital picture of the candidate (jpeg or tiff, minimum 480 x 720 pixels, 300 dpi 3"X5")
3. The first set of campaign materials intended for use following candidate announcements. (Campaign materials may follow the submission, as long as those materials are received no later than the June 10<sup>th</sup> deadline)

All materials (signed application, resume, photo, and answers to questions) must be e-mailed to:  
[campaigning@scjdemolay.org](mailto:campaigning@scjdemolay.org)

# Responsibilities of a Jurisdiction Officer

## Southern California Jurisdiction

The Jurisdiction officers of Southern California are expected to:

- 1) Make the position of a Jurisdiction Officer a top priority.
- 2) Oversee and execute, either directly or indirectly, with the assistance of the Jurisdiction Advisors, all activities, events, and programs of the jurisdiction.
- 3) Be responsible for publicizing events and taking pictures for use in the Preceptor and for its timely publication and distribution via electronic media.
- 4) Represent the Jurisdiction and the Order, by attending all events which are deemed appropriate by the Executive Officer.
- 5) Follow the edicts and orders of DeMolay International, the Executive Officer, and the Jurisdiction Advisors.
- 6) Perform any portion of ritual from memory **only!**
- 7) Arrange their schedule to be able to attend as many events as possible but in such a manner that does not violate the obligations to family, employer, or education.
- 8) Represent DeMolay, whether attending a DeMolay function or non-DeMolay event, by conducting themselves in a manner that accurately reflects the bulwarks, precepts, and purposes of the Order. This includes prohibiting the use of alcohol or drugs. A jurisdiction officer that turns 21 during the term, will not consume alcohol during the term. Respectful language and respectable behavior are mandatory at all times.
- 9) Will lay aside petty jealousies and ambitions and work loyally and earnestly with all members of the Jurisdiction. Understanding, a Jurisdiction Officer must put aside personal feeling in order to fulfill the higher duty of promoting harmony in the Jurisdiction.
- 10) Communicate and meet with the Jurisdiction Advisors regularly and the Executive Officer as requested.
- 11) Travel regularly to Chapter and League events and meetings.
- 12) Travel to the International Supreme Council Sessions and represent the Jurisdiction as a delegate if requested by the Executive Officer (*male officers only*).

If, in the judgment of the Executive Officer, the Jurisdiction Officer fails to meet of the responsibilities outlined above, or any such other duties that are requested of him by either the Executive Officer or Jurisdiction Advisors, he may be removed from office.

# Campaign Rules and Acknowledgment

## Rule #1 - Remember, we are all brothers!

- 2) The Director of Campaigning must approve all campaign materials in advance. Only properly submitted materials will be reviewed for approval.
- 3) You will be required to submit your nominator's nomination speech, nomination acceptance speech. ***Substantive deviation from the submitted speeches is unacceptable.***
- 4) You may not spend more than \$400 in total on your campaign materials. A list and receipts for all materials and services must be provided to the Director of Campaigning. If services, etc. are rendered at no charge that would normally have a cost, a fair market value of those supplies or services must be used in calculating total expenses.
- 5) Campaign materials must be submitted for approval by the deadlines listed below. All submissions must be in the Director of Campaigning's possession **on the date of the deadline**. Late submissions will not be accepted. Materials may be submitted physically or electronically and they will be returned or commented on by the same method in which they were received. **Remember - Submitted does not mean approved.**

### Schedule of deadlines:

5/25/2024	Application Materials Due
6/01/2024	Candidate and Parent Interviews
6/08/2024	Announcement of Candidates at SCJ Sports Day
7/01/2024	Draft of Nomination and Acceptance Speeches Due & Specify Nominator
7/22/2024	Final Nomination and Acceptance Speeches Due, Summary of Expenses Due

DeMolay conduct and appearance are required at all times. The use of defaming or inflammatory language during private conversations or public speeches is not acceptable. It is better to emphasize your strengths than it is to concentrate on your brother's weaknesses.

- 6) You are applying for a leadership position. You are the leader of your campaign and should encourage your supporters to treat all candidates as a Brother. All members are expected to work together for the Good of the Order. Refer to Rule #1.

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I understand that before and during the campaign it is my responsibility to notify the Director of Campaigning of any material changes to my personal data since the submission of this application.

I understand that violation of any of the above campaign rules may result in my disqualification for candidacy or election.

Prior to running for office, a candidate interview will be required. Candidacy is definite only upon verbal or written notice of approval from the Executive Officer. Until such notification is secured, I understand that I am only considered an applicant, and as such, under no circumstance am I to announce, imply, or in any way give notice of my candidacy to anyone in advance of the official announcement of candidates. **Violation of this rule will result in my immediate disqualification as a candidate.**