

## SCJ DeMolay

# **NEW CHAPTER DEVELOPMENT**

### *How to Organize or Reinstate a DeMolay Chapter:*

The establishment of a DeMolay Chapter is an important undertaking and it must be done properly to insure its future success and operation. While there are several forms to be filed and many decisions to be made, the following steps, if followed closely, will guide interested parties to the development of a new or reinstated DeMolay Chapter efficiently and effectively.

**DEFINITION:** A new Chapter is defined as one that is established to serve a community where there has never been a DeMolay Chapter before, or where there has not been a DeMolay Chapter for at least five years. A reinstated Chapter is one that is formed in a community where a Chapter was in existence and operating within the previous five years. The following procedures differ slightly for a reinstated Chapter:

#### **STEP 1**

#### **CONTACT THE JURISDICTIONAL OFFICE**

Parties interested in establishing a new or reinstated DeMolay Chapter should contact the SCJ DeMolay office to express their intent or desire to do so. This will begin the process. The current contact information for the office is as follows:

SCJ DeMolay

office@scjdemolay.org (*e-mail*)

www.scjdemolay.org (*web site*)

#### **STEP 2**

#### **THE PRELIMINARY MEETING**

Once SCJ DeMolay is aware of your interest, a meeting will be scheduled with all interested parties. This meeting is an opportunity to ask questions, discuss resources, and determine the feasibility of the project.

Also, at this meeting, a timeline will be established to complete the remaining steps.

**STEP 3**

**THE SPONSORING BODY**

A DeMolay Chapter must be sponsored by an organization composed of Master Masons. The sponsoring organization must adopt a Resolution of Sponsorship, pledging itself to assist the Chapter. The sponsoring organization must be approved by the Executive Officer. The Sponsoring Body can be a Masonic Lodge, a High Twelve Club, Shrine Club, Scottish Rite or York Rite Body, etc.

By agreeing to sponsor a DeMolay Chapter, the officers and members of the sponsoring organization accept the following responsibilities:

1. See that the \$250 Sponsorship Fee is provided which includes all filing fees, and a Chapter start-up kit. A schedule of fees is listed in the appendix.
2. Provide a proper place for the Chapter to meet that is rent free for a year and after that time at a fee, which can be reasonably raised by youth-led fundraisers, but not become a burden on the Chapter program. A typical monthly rental fee is \$50, which includes the Chapter meetings, and two installations of Officers per year.
3. Assist the Chapter in acquiring and storing the proper regalia. Many times, the regalia can be obtained at little or no cost. However, there may be limited expenses related to repairs or upgrades. A storage space should be provided which will adequately and safely organize and protect the regalia. A list of regalia may be found in the appendix.
4. Support the Chapter in its activities and fundraisers by encouraging members of the sponsoring organization to attend and participate to the fullest extent possible.
5. Assist the chapter in establishing a bank account with a minimum initial deposit of \$500 to enable the members to concentrate on membership in that first year.
6. Assist the Chapter is securing the necessary adult volunteers who will serve as the Advisory Council for the Chapter. (See Step 4)

## **STEP 4**

### **ADULT RECRUITMENT AND TRAINING**

*Adult Recruitment* - - - The selection of adult volunteers is crucial to the success of a DeMolay Chapter. At least six adults are required to serve as Advisors of a new or reinstated Chapter. Every Advisor must be at twenty-one years of age, and three of the Advisors must be Master Masons.

It may be necessary to conduct a prospect meeting to recruit and introduce adult volunteers to DeMolay.

*Adult Training and Certification* - - - Adults who have decided to volunteer as an advisor must attend and complete a three-hour certification workshop. This is called D.A.D. Training.

During this workshop, potential advisors will be introduced to the basic principles and procedures of DeMolay, receive instruction in the DeMolay Youth Protection Program, and explore the opportunities made available to them through their involvement as a DeMolay Advisor.

*Adult Worker Application* - - - All adult volunteers must complete an Adult Worker Application (AWA) before they can be registered as a DeMolay Advisor. The AWA is a four-page questionnaire that must be completed entirely, approved by the head of the Sponsoring Body and the Advisory Council Chairman and submitted to SCJ DeMolay for the approval of the Executive Officer.

*Background Check* - - - As a part of the Adult Profile form process described above, a background check will be conducted on each potential Advisor. This background check is administered by our international headquarters, DeMolay International. The fee for this background check is \$53. After the initial year of service as an Advisor, the Advisor registration fee will be \$25.

## **STEP 5**

### **ADVISORY COUNCIL ORGANIZATION & REGISTRATION**

*Election and Appointment of Advisors* - - - The Advisors, with the assistance of the Executive Officer or his staff, will elect a Chairman of the Advisory Council and a Chapter Advisor. Then the Chairman will discuss and assign responsibilities to the remaining Advisors.

*Advisory Council Meeting Time* - - - The Advisory Council is required to meet once a month. The Chairman, with the consent of the advisors, should establish the meeting date, time, and place. Typically, Advisory Councils meet on a week-night that is NOT a Chapter meeting night at 7:00 or 7:30 pm at the meeting place of the Chapter. However, you may also meet at the home of one of the Advisors, or some other appropriate location.

*Advisory Council Registration (ACR)* - - - The Advisors are officially appointed by completing an Advisory Council Registration form. The ACR requires basic information on each Advisor and a fee of \$25 per Advisor. (*The first-time Advisor fee is \$53*). The ACR is completed annually. Each Advisor, as well as the Chairman of the Advisory Council must sign the ACR. Once completed, the form is sent with the proper fees to SCJ DeMolay for further processing.

*Select a Chapter Name* - - - A Chapter name should be carefully selected for its permanency and public recognition. Many Chapters are named for the city in which the Chapter meets or the geographical area from which it will recruit members. Examples might be: “Moreno Valley Chapter” which meets in Moreno Valley, or “South Bay Chapter” which meets in Manhattan Beach and is named after the general geographical area south of the Santa Monica Bay. A Chapter may not be named for a living person.

The Chapter name requires the approval of the Executive Officer.

### **APPLICATION FOR LETTERS TEMPORARY**

The Letters Temporary is the document issued by DeMolay International that gives the new Chapter authority to operate as a DeMolay Chapter.

In order to apply for the Letters Temporary, the Advisory Council Chairman must submit the following to SCJ DeMolay as soon as possible following the organization of the Advisory Council:

- a. Application for Letters Temporary with fee
- b. Completed Advisory Council Annual Meeting form with the appropriate fees to SCJ (\$53 (\$48 ISC fee plus \$5 handling fee) per Advisor)
- c. Adult Worker Application for each Advisor listed on the ACR form.

After the Letters Temporary have been processed, DeMolay International will then send a Chapter Start-Up Kit to the Advisory Council Chairman. This kit includes a Ritual, copy of the Youth Protection Program, a copy of the Rules and Regulations of DeMolay International, plus other resources.

### **STEP 7**

#### **CHAPTER ORGANIZATION**

*Select Chapter Meeting Days and Time* - - - DeMolay Chapters normally meet twice a month on a weekday evening. Meetings usually start at 7:00 pm or 7:30 pm although the Chapter could decide to meet at another time. This decision should involve the young men who will make up the Chapter so that their desires can be taken into account when deciding.

*Chapter Meeting Location* - - - A Lodge room in a Masonic Center or building is best suited for DeMolay Chapter meetings since the room arrangement of a Masonic Lodge is designed for the type of ceremonies that DeMolay presents.

*Chapter Finances* - - - The Chapter should establish a checking account and if at all possible, utilize a financial institution that will provide good service with little or no monthly banking fees. The checking account should be a two-signature account and normally the checks are prepared by the Scribe and/or Treasurer who sign the check. Each check is then counter-signed by a member of the Advisory Council such as the Scribe Advisor, or Chapter "Dad" Advisor.

*Chapter Regalia and Supplies* - - - A complete inventory of Chapter regalia and supplies should be assembled for the opening of the Chapter. The listing of necessary items is listed in the appendix. If a DeMolay Chapter existed once before in your community, it is possible that much of what you need is stored in the Masonic building where the Chapter last met. If not, SCJ DeMolay may be of assistance in acquiring other used equipment. Otherwise, all necessary items can be purchased from the DeMolay & More Store at the DeMolay Headquarters in Kansas City, Missouri.

## **STEP 8**

### **MEMBERSHIP RECRUITMENT**

A minimum of fifteen members must be recruited to institute a new Chapter. SCJ DeMolay provides a membership guidebook with many ideas on recruiting new members.

DeMolay International has developed several pamphlets and an inter-active membership CD that can be very helpful in recruiting new members. These pamphlets and CD's can be obtained by contacting the SCJ DeMolay office @ 1-866-DAD-LAND or by ordering from the DeMolay & More Store at 1-800-DEMOLAY or by checking out their website at: [www.demolay.org](http://www.demolay.org)

Initially, potential members complete a membership application. The Advisory Council must review each application to insure that the applicant is a good candidate and will benefit from and contribute to the positive and wholesome environment DeMolay provides. After the Chapter is instituted, the Chapter members will ballot on all new membership applications.

A life membership fee must accompany each application. The Chapter and its Advisory Council determine the fee and it is normally \$75.00. Within 10 days after a membership class, the Chapter must submit \$50 to SCJ DeMolay. SCJ DeMolay will forward \$35 to DeMolay International to pay for the individual's patent of membership, membership card, and Leader's Resource Guide. SCJ DeMolay retains \$15.

In special cases, the Advisory Council may elect to waive the application fee or provide for installment payments to be made. Financial hardship should never prevent anyone from joining DeMolay. Many times, funds can be obtained for membership fees by contacting the local Masonic Lodge or Masonic organization.

## **STEP 9**

### **THE FIRST MEMBERSHIP CLASS**

Once the Advisory Council approves at least fifteen applications, a date will be set to initiate the original members of the new Chapter. There are two ceremonies that complete the initiation of new members. When done on the same day, this requires at least 4 hours so it is best done on a Saturday afternoon or on a non-school night. The following is a typical schedule for an all-day class and includes the Installation of Officers:

11:00 am	Degree Teams arrive and organize
1:30 pm	Orientation for New members & Parents
2:00 pm	Opening Ceremony
2:30 pm	Initiatory Degree
3:30 pm	DeMolay Degree (1 <sup>st</sup> Section)
4:15 pm	DeMolay Degree (4 <sup>th</sup> Section)
4:30 pm	Flower Talk
5:00 pm	Closing Ceremony
5:30 pm	Installation Rehearsal
6:30 pm	Dinner???
7:30 pm	Institution and Installation of Officers
9:30 pm	Reception and/or Dance???

The membership ceremonies of DeMolay are formal and all new members should be instructed to wear a dress shirt, dress pants, dress shoes, and a tie.

SCJ DeMolay will provide the ritual teams necessary to conduct the membership class and the Installation of Officers. The Advisory Council is responsible for securing the Masonic Center or building, informing the new members and parents of the date, time, place, and dress code, and for providing refreshments and/or a dinner if that is desired.

**STEP 10**

**INSTITUTION & INSTALLATION OF OFFICERS**

After the Chapter members have been initiated, they will be installed into one of the Chapter offices. The Installation of Officers is the official ceremony recognizing and installing the youth leadership of the Chapter. The Advisory Council is usually installed on the same night.

On the same occasion, the Executive Officer (or his Representative) will officially institute the Chapter by presenting the Letters Temporary to the adult and youth leadership. This provides the authority for the Chapter to operate until such time as the Charter is issued.

**STEP 11**

**CHAPTER ORIENTATION & EDUCATION**

Once the original members are initiated and installed, they and the advisors will begin meeting regularly on the fixed meeting nights. SCJ DeMolay will provide as much assistance as possible in the first 2-3 months of the Chapter's existence.

**STEP 12**

**The Chapter Charter**

The Charter is the official license from DeMolay International that permits a Chapter to operate. The Charter is usually not granted until the Chapter has, by actual conferral degrees and by the conduct of its affairs for a period of time of at least one year, shown that it will be successful and permanent.

The Executive Officer makes the determination as to when the Chapter receives its Charter. Proof of ongoing activities and membership growth is essential.



**SCJ DeMolay is committed to the establishment of new Chapters and will provide as much assistance as possible in completing these twelve steps. It does take the dedicated effort of local volunteers to be truly successful.**

**If you and the interested parties are serious about starting a new DeMolay Chapter in your area, contact our office and we will begin this very rewarding process.**

# New Chapter Inventory Check-list

## Chapter Paraphernalia

- \_\_\_\_\_ 21 Officer robes
- \_\_\_\_\_ Crown of Youth
- \_\_\_\_\_ Crown of Youth Pillow
- \_\_\_\_\_ 7 jewels for the Crown of Youth
- \_\_\_\_\_ 2 gavels (for Master and Senior Councilor)
- \_\_\_\_\_ 7 candlesticks with candles or lights
- \_\_\_\_\_ Bible & Bible Marker
- \_\_\_\_\_ Schoolbooks
- \_\_\_\_\_ Altar Cloth
- \_\_\_\_\_ American Flag
- \_\_\_\_\_ Bell or gong
- \_\_\_\_\_ Chapter Banner (optional)
- \_\_\_\_\_ Set of costumes for the DeMolay Degree
- \_\_\_\_\_ Props for DeMolay Degree (as desired)

## Chapter Business Inventory

- \_\_\_\_\_ Attendance Register
- \_\_\_\_\_ Check Book
- \_\_\_\_\_ Deposit slips
- \_\_\_\_\_ Receipt Book
- \_\_\_\_\_ Accounting journal or software (such as Money or Quicken)
- \_\_\_\_\_ Ritual for each member and advisor
- \_\_\_\_\_ Several copies of the Monitor of Ceremonies
- \_\_\_\_\_ Proficiency cards
- \_\_\_\_\_ Keys to Masonic building (for Chairman & Chapter Advisor)
- \_\_\_\_\_ Members Record system
- \_\_\_\_\_ Supply of forms such as
  - \*\*\* Form 10 (can be submitted on line at [scjdemolay.org](http://scjdemolay.org))
  - \*\*\* Form 11
  - \*\*\* Membership Applications (petitions)
  - \*\*\* Various promotional brochures
  - \*\*\* Representative DeMolay Preliminary Forms
  - \*\*\* L. C. C. Application forms (this is on line at [scjdemolay.org](http://scjdemolay.org))
  - \*\*\* Scholarship forms and/or Information
  - \*\*\* Chapter of the Year Information & forms
  - \*\*\* PMC-MSA forms
  - \*\*\* Orientation Program material
  - \*\*\* Pink Honor Key Applications

# **NEW CHAPTER DEVELOPMENT**

## **CHECKLIST**

- \_\_\_ **Contact the DeMolay office**
- \_\_\_ **Set up Preliminary Meeting for potential Advisors and Adult Volunteers**
- \_\_\_ **Secure Sponsoring Body .....**  
**the Sponsoring Body must agree to:**
  - \_\_\_ *See that the \$250 Sponsorship Fee is provided*
  - \_\_\_ *Provide a proper place for the Chapter to meet at a reasonable rental rate*
  - \_\_\_ *Assist the Chapter in acquiring and storing the proper regalia*
  - \_\_\_ *Assist in the Chapter in securing an adequate Advisory Council*
  - \_\_\_ *Support the Chapter in its activities*
- \_\_\_ **Advisor Recruitment (a minimum of six adults is required—three must be Master Masons)**
- \_\_\_ **All Advisors attend the advisor training and certification workshop (D.A.D.)**
- \_\_\_ **All Advisors complete the Adult Worker Profile form**
- \_\_\_ **The Advisors elect a Chairman and a Chapter Advisor**
- \_\_\_ **All Advisors are assigned a role on the Advisory Council**
- \_\_\_ **Determine the Advisory Council meeting day and time**
- \_\_\_ **Select a Chapter name**
- \_\_\_ **Complete the Application for Letters Temporary and submit to Executive Officer**
- \_\_\_ **Select Chapter meeting days and time**
- \_\_\_ **Acquire the proper regalia and supplies**
- \_\_\_ **Schedule the date for Institution and Installation of Officers**
- \_\_\_ **Recruit at least 15 members**
- \_\_\_ **Finalize plans for first membership class and Institution of Chapter**
- \_\_\_ **Provide ongoing activities and membership growth once Chapter is instituted**

## **NEW CHAPTER DEVELOPMENT**

### **FEE's INVOLVED WITH DeMOLAY CHAPTERS**

<b>Letters Temporary Fee for a <u>NEW</u> Chapter:</b>	<b>\$250.00</b>
<b>Letters Temporary Fee for a <u>REINSTATED</u> Chapter:</b>	<b>\$ 50.00</b>
<b>Charter Fee (<i>once approved by the Executive Officer</i>)</b>	<b>\$150.00</b>
<b>Initiatory Degree Fee:</b>	<b>\$ 35.00</b>
<b>SCJ DeMolay New Member Fee:</b>	<b>\$ 15.00</b>
<b>Advisor Registration Fee (for 1<sup>st</sup> time Advisors):</b>	<b>\$ 53.00</b>
<b>Annual Advisor Registration Fee:</b>	<b>\$ 25.00</b>