



**JURISDICTIONAL
POLICIES**

August 2010

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Jurisdictional Policies

The number of DeMolay Chapters in Northern California requires that these chapters operate under certain rules and regulations for uniformity.

Please read these policies carefully as they are just as binding on the chapters, its members and Advisors, as are the Rules & Regulations of DeMolay International, the directives of the Grand Master of DeMolay, the Grand Master of Masons in California, and the Executive Officer of Northern California DeMolay.

The following policies are furnished to assist our Advisory Councils in those areas where the DeMolay International Rules & Regulations may not be clear, or in areas where the Executive Officer feels further guidance would be helpful to the Chapters. In those cases where the DeMolay International Rules & Regulations are referred to, the appropriate section of the Rules & Regulations will be noted for easy reference.

These policies should be inserted in the Advisor's Manual and include the following:

- Section 1:* Policy on those Reaching Age 21**
- Section 2:* Definition of a Master Mason**
- Section 3:* Authority of an Advisor Regarding Public Image and Appearance**
- Section 4:* Dual Membership Permitted**
- Section 5:* Proper Use of the DeMolay Robe**
- Section 6:* Policy on Proficiency in the Obligations**

(continued)

Section 7: Policy on the Annual A.C.R. Process

Section 8: Length of Term in Chapter By-Laws

Section 9: Policy on Unacceptable Actions

Section 10: Policy on I.S.C. Honors

Section 11: Policy on Awards

Section 12: Policy on Financial Matters

Section 13: Policy on Fund Raising Activities

Section 14: Policy on Life Membership Trust Accounts

Section 15: Policy on Fees in Bylaws

Section 16: Administration of Justice

Section 17: Policy on Chapter Property

Section 18: Policy on Chapter Installations

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Section 31: Policy on the Internet

Section 32: Policy of being both a DeMolay and a Master Mason

Appendix A: Procedures and Ritual for the “Vow Ceremony”

SECTION ONE

POLICY ON THOSE REACHING AGE 21

(DeMolay International Rules & Regulations 208.3)

- A. In the Jurisdiction of Northern California it is the policy that the following officers may remain in office following their twenty-first birthday:
- N.C.D.A. Master Councilor
N.C.D.A. Senior Councilor
N.C.D.A. Junior Councilor
Other elective or appointed N.C.D.A. Officers
- B. All other Chapter (except Scribe) Officers must relinquish their office upon reaching their twenty-first birthday.
- C. The only effect of this provision is to permit the specified N.C.D.A. Officers to remain in office and perform the duties of that office following their twenty-first birthday.
- D. Following their twenty-first birthday, they may not hold any Chapter (except Scribe) office. However in the case of a vacancy, they may advance to a higher N.C.D.A. office and complete the unfinished term.
- E. Following their twenty-first birthday, they may not compete in any DeMolay competition (athletic, ritual, etc.) as an Active DeMolay (except Jurisdictional Officers)..
- F. The fact that they continue to hold N.C.D.A. office following their eighteenth birthday in no way prevents them from applying for membership in any Masonic body.
- G. Divisional Officers may not be elected to office if they will reach their twenty-first birthday during the term (unless approved by Executive Officer).

SECTION TWO

DEFINITION OF A MASTER MASON

A "Mason" is any Master Mason who is a member in good standing of a Lodge chartered by the Grand Lodge of California, Free and Accepted Masons or by a Grand Lodge which is in communication with the Grand Lodge of California. Certified proficiency in the "Candidates Lecture" of the Master Mason Degree is not a requirement for visitation or for membership on a Chapter Advisory Council. An Advisor, who is a Master Mason, shall verify that all visiting Masons are qualified for admission. This definition does not in any way supersede the authority of an Advisor to exclude objectionable persons from chapter functions as stated in the DeMolay International Rules & Regulations 318.8.

With the permission of the Presiding Officer of the Sponsoring Body, and the Chairman of the Advisory Council, an Entered Apprentice or a Fellow Craft Mason may visit a DeMolay Chapter meeting.

SECTION THREE

AUTHORITY OF AN ADVISOR REGARDING PUBLIC IMAGE and APPEARANCE

(DeMolay International Rules & Regulations 318.8)

The authority of an Advisor to exclude persons from functions extends to excluding those who do not meet established dress codes. The dress code for activities hosted by the Northern California DeMolay Jurisdiction is as follows:

Minimum acceptable dress:

- * * **Meetings and Installations and any event in a Masonic Building:**
“DeMolay Dress” which is a shirt, tie and dress shoes (a suit coat or sport coat is preferable, but not required).
- * * **At other events:** “Dressy Casual” which would be jeans, sneakers, or T-shirts (in good taste), if appropriate.

Chapters should establish their own dress standards, which shall be approved by their Advisory Council. Chapter Advisory Councils are encouraged to take into consideration any financial hardship that might be caused by a very strict set of dress standards. In Chapters where no standards have been established, the Nor-Cal Dress Code listed above shall apply.

SECTION FOUR

DUAL MEMBERSHIP PERMITTED

(DeMolay International Rules & Regulations 315.12)

1. Transfer of membership or dual membership is acceptable in the following situations:
 - A member permanently relocates to a place closer to another chapter by at least 10 miles than he is to his home chapter.
 - The member's home chapter has ceased to function as a chapter (i.e., hold regular meetings).
2. Dual membership is acceptable in the following situation:
 - A member is temporarily (estimated for at least six months or for at least three months a year) closer to another chapter by at least 10 miles than he is to his home chapter. (e.g., attending college or regularly spending summers with another parent or relative)

Section Four (continued)

3. Transfer of membership or dual membership under other situations is acceptable only if approved by all Advisory Councils involved and the Executive Officer. This approval must be obtained in writing prior to any action being taken on the application.

Cases where this may be acceptable include:

- Cases of irreconcilable differences between the member and the members and/or Advisors of his home chapter (where no disciplinary actions are pending).
- The need of one chapter to have a member of a neighboring chapter serve as an elected Officer. (Note: a member may only serve as an Officer in one chapter at a time.)
- A new chapter is being formed.

Cases where this normally is not acceptable include:

- Cases where one chapter is seeking to improve its chances in a competitive area (e.g., athletics or ritual.)
 - Cases where a member is simply seeking additional personal recognition (e.g., by becoming a P.M.C. of more than one chapter.)
4. This policy applies to dual membership in two or more Northern California chapters and to transfers between Northern California chapters. Transfers or dual memberships involving other Jurisdictions are governed solely by the DeMolay International Rules & Regulations, and by any additional requirements established by the Executive Officer of the Jurisdiction(s) involved.
 5. Refer to the DeMolay International Rules & Regulations and the DeMolay Leaders Guide for details on how to properly take action on transfers and dual memberships, or call the Nor-Cal office for guidance.

SECTION FIVE

PROPER USE OF THE DeMOLAY ROBE

The DeMolay robe shall be worn by the officers at degree exemplifications and by all incoming officers at Installations. The robe shall be worn by all officers at all business meetings except where the Advisory Council authorizes an exception. Such exception shall only be authorized where Chapter Officers have adopted a specific unified dress (i.e. uniform blazers with a DeMolay patch) or when environmental conditions (i.e. summer heat) exist.

Section Five (continued)

The robe shall not be worn at a funeral of a member unless the family of the deceased and all other involved organizations so permit. Members attending a formal Religious Service, with the permission of those holding the service, may wear the robe.

The robe may be worn by a member representing DeMolay at a Masonic gathering with the permission of the organization holding the event.

Permission to wear the robe at any other public occasion (i.e. in a parade) must be secured prior to the appearance. Such permission is to be requested from the Executive Officer, and will be granted only on a case-by-case basis.

SECTION SIX

POLICY ON PROFICIENCY IN THE OBLIGATIONS

(DeMolay International Rules & Regulations 315.13)

1. It is a requirement of Northern California DeMolay that a member must be proficient in the Queries and Obligations of the Initiatory and DeMolay Degrees in order to:

- Vote on routine chapter business
- Ballot on petitioners
- Vote in chapter elections
- Compete in Nor-Cal events (including athletic and ritual contests)
- Vote on business of the Northern California DeMolay Association (N.C.D.A.)
- Vote in N.C.D.A. or Division elections
- Be installed into office in any chapter in Northern California
- Hold any N.C.D.A. or Division elective or appointive office

2. It is not a requirement of Northern California DeMolay that an initiate be proficient in the Queries and Obligation of the Initiatory Degree prior to receiving the DeMolay Degree. However, a chapter may impose this requirement on all candidates or only on “Vow Ceremony” candidates by including this requirement in their By-Laws.

3. Satisfactory completion of the Queries and Obligations must be reported to the Northern California DeMolay office for each member completing the Obligations. This report is to be made on a Form 12. Except as otherwise provided herein, members not having been reported as completing their Obligations on a Form 12 may not be eligible to compete in Nor-Cal events (including athletic and ritual contests), vote on business of the Northern California DeMolay Association (N.C.D.A.), vote in N.C.D.A. or Division elections, or, hold any N.C.D.A. or Division elective or appointive office.

SECTION SEVEN

POLICY ON THE ANNUAL A.C.R. PROCESS

(DeMolay International Rules & Regulations 314.1, 314.2, and 314.4)

As provided for in Article 14, the Advisory Council is appointed by the Executive Officer for a one-year term. The procedure for submitting the annual Advisory Council Registration (A.C.R.) will be outlined during the Annual Advisory Council Meeting process in the Fall of each year. This material will also contain the deadline for the submission of these forms.

SECTION EIGHT

LENGTH OF TERM IN CHAPTER BY-LAWS

(DeMolay International Rules & Regulations 317.2(a))

The By-Laws of Chapters in Northern California shall specify either six or four month terms. Chapters requesting a By-Laws change to alter the length of their term (especially from six months to four months) shall explain why the change is in the best interest of their Chapter. Only the larger Chapters should consider By-Laws specifying four-month terms. (Sample By-Laws are available from the Jurisdictional Office, or may be found in the DeMolay International Rules & Regulations)

SECTION NINE

POLICY ON UNACCEPTABLE ACTIONS

(DeMolay International Rules & Regulations 325.1(1))

In Northern California, this policy is also applicable to any person (Active or Senior DeMolay, Advisor, Master Mason, or any other individual) present at any DeMolay or quasi-DeMolay function at which active DeMolays are invited or present. No person under the influence of alcohol or any illegal drug shall be present at any such function. All persons in violation of this regulation are to be excluded from the function or activity. Active DeMolays who violate this regulation are subject to disciplinary provisions of Article 14 of the DeMolay International Rules & Regulations. Senior DeMolays who violate this regulation are to be referred to the Advisory Council of their home Chapter or to the Executive Officer for discipline. Advisors who violate this regulation are to be removed from their Advisory Council position. If criminal prosecution of illegal activity is in order, this course will also be followed.

Advisors should use discretion as to a DeMolays involvement at Masonic activities where alcohol is present. DeMolays may be present at such events to serve food and clean up following a dinner; however, they cannot be asked to serve alcohol.

SECTION TEN

POLICY ON I.S.C. HONORS

(DeMolay International Rules & Regulations Article 6)

Article 6 of the DeMolay International Rules & Regulations provides for several Honors to be granted each year. The requirements for each of these Honors are outlined in Article 6 of the DeMolay International Rules & Regulations as well as additional information is contained in the DeMolay Leader's Resource Guide. Northern California DeMolay sends out recommendation forms to each Advisory Council Chairman once each year with the appropriate deadline shown for the submission of these recommendation forms. Advisory Councils are encouraged to recognize worthy individuals each year for the various Honors.

Advisory Councils making nominations for the Degree of Chevalier should remember that Chevalier is not simply a reward for good performance as Master Councilor, nor is it a requirement that nominees be Past Master Councilors. The award for performance as a Master Councilor is the PMC-MSA. The honor of Chevalier is for those DeMolays over 17 years old or Senior DeMolays who give "above and beyond the call of duty". Therefore, under normal circumstances, a PMC should not be nominated for Chevalier until approximately one year following his term as Master Councilor. This will give the Advisory Council the opportunity to view the potential nominee's dedication to DeMolay as a "sideliner".

If a member of the immediate family of a DeMolay or Senior DeMolay being considered for any DeMolay Honor is a member of the Advisory Council considering the nomination, that person should not be part of the nomination process and should have no knowledge of the nomination. The nomination must remain confidential, and if the nominee or his family has knowledge of the nomination, it shall not be considered.

SECTION ELEVEN

POLICY ON AWARDS

(DeMolay International Rules & Regulations Article 6)

Article 6, DeMolay International provides for several Awards that may be applied for and earned. The requirements for each of these Awards are outlined in Article 6 of the Rules & Regulations as well as in additional information which is contained in the DeMolay Leader's Resource Guide. Northern California DeMolay provides application forms for such awards as the Representative DeMolay Program (R.D.), Leadership Correspondence Course (L.C.C.), and the Past Master Councilor Meritorious Service Award (P.M.C.-M.S.A.). Advisory Councils are encouraged to promote and encourage the members of the Chapters to be aware of the various Awards, and to use these Awards to recognize worthy individuals each year for their efforts on behalf of DeMolay.

SECTION TWELVE

POLICY ON FINANCIAL MATTERS

(DeMolay International Rules & Regulations Article 22)

All Chapter Advisory Councils are strongly encouraged to establish an effective Financial Procedure for their Chapter. A sample accounting system may be obtained from the Northern California DeMolay Office. In particular, the following should be adhered to:

- * * As indicated in Article 22, all withdrawals from Chapter accounts must have two (2) signatures, and one of the signatures should be that of an Active DeMolay with the other being a member of the Advisory Council. Chapter accounts may list several names as approved signers.
- * * Unless otherwise approved by the Executive Officer, all Chapter funds shall be deposited in accounts insured or guaranteed by the Federal Government.

SECTION THIRTEEN

POLICY ON FUND RAISING ACTIVITIES

(DeMolay International Rules & Regulations 325.1(b))

Northern California DeMolay Chapters and other appendant organizations may engage in the following types of fund raising activities without the need of additional approval of the Executive Officer:

- * * The sale of legal consumer goods to the public (except fireworks or alcoholic beverages) for which a fair price is charged.
- * * The charge for the service of the members (i.e. a car wash or serving a dinner) for which a fair price is charged.

A Masonic Youth Order may solicit and receive financial support for its fraternal operations and charitable activities from its members, advisors and their families and friends, as well as from the general public, when done within the bounds of propriety and when fair prices are charged.

The Grand Lodge of California Masonic Code provides that a Masonic Youth Order may conduct raffles for their charities and special needs such as leadership development and travel to special events, if conducted strictly in accordance with all applicable federal, state and local laws and with the foregoing provisions. *(Source: Section 27900 of the 1991 California Masonic Code)*

As a reminder, donations made to a DeMolay Chapter are tax deductible as DeMolay International and its Chapters has been classified as a 501(c)(3) organization. For any donation of \$250 or more, the DeMolay Chapter must issue a receipt to the donor. Further information on this topic may be found in the material on our 501(c)(3) status in the Northern California DeMolay Advisor Manual.

SECTION FOURTEEN

POLICY OF LIFE MEMBERSHIP TRUST ACCOUNTS

(DeMolay International Rules & Regulations 320.2(b)(3))

Each chapter shall establish a Chapter Life Membership Trust Fund. Unless otherwise approved by the Executive Officer, this fund shall be one or more savings accounts and/or certificates of deposit separate and apart from other chapter accounts.

The amount specified in the chapter's bylaws must be deposited in the account for each member initiated into the chapter. An amount equal to one-sixth of the account's balance may be withdrawn each year and placed in the chapter's checking account. If a chapter's Life Membership Trust Account has grown to an amount greater than 15 times the number of members shown on the DeMolay International roster, then, with the approval of the Executive Officer, the chapter may make additional withdrawals to lower the amount in the account to 15 times the number of members on the books. It is acceptable to make the deposits and withdrawals to the account either on an as-received / as-needed basis or as a "net" deposit/ withdrawal once a term or once a year.

SECTION FIFTEEN

POLICY ON FEES IN By-LAWS

(DeMolay International Rules & Regulations 320.1)

The Bylaws of Chapters in Northern California shall specify that the fee for life membership in the Chapter (the fee for receiving both degrees) shall be no less than the total of the current DeMolay International fee plus \$25.00. The distribution of the fee shall be as follows:

- DeMolay International Fee of \$35 (submitted with the Form 9)
- \$10.00 to Nor-Cal (submitted with the Form 9)
- \$20.00 to be deposited in the Life Membership Account
- The remainder to the chapter's current operating account (the checking account)

SECTION SIXTEEN

ADMINISTRATION OF JUSTICE

(DeMolay International Rules & Regulations 314.12)

The concept of proper Administration of Justice (Discipline) within DeMolay is a very important subject and it deserves the complete understanding of each and every Advisory Council. It is vital that if a situation should occur, that the Advisory Council is fully aware of its obligation to be both fair and proper in its treatment of a member of DeMolay under Section 314.12. Each Advisory Council should be completely familiar with the provisions of Section 314.12 as well as the policies of Northern California DeMolay. A complete procedural guide is available from the Jurisdictional Office which will outline the rights, procedure timetable, and obligations of the Advisory Council as well as the accused.

SECTION SEVENTEEN

POLICY ON CHAPTER PROPERTIES

(DeMolay International Rules & Regulations 313.3)

Section 313.3 of the Rules & Regulations states as follows: "All the books, records, and other property of every description including both realty and personalty as well as devises, legacies, trusts, and other funds of any kind, are held and used by every Chapter as a subordinate unit or part of this Supreme Council and are subject at all times to the control of the Executive Officer. When a Chapter ceases to exist or withdraws its allegiance to the Supreme Council, the Supreme Council, acting through its Executive Officer, shall at once take possession of all such property and assets to dispose of or distribute for the best interest of the Order."

In accordance with the above Section, the Policy contained herein shall affect all Chapters in the Jurisdiction of Northern California, having been designated by the Executive Officer as inactive or closed.

For the purpose of this Policy, the word Inactive shall be defined as "A Chapter that has been unable to meet for an extended period of time, due to its inability to elect and install a corps of Officers, or, the absence of a minimum number of Advisors to constitute an Advisory Council." For the purpose of this Policy also, the word Closed shall be defined by the terms contained in Sections 313.4 of the Rules & Regulations, or by any other terms as deemed appropriate by the Executive Officer.

Therefore; it shall be and is the policy of the Jurisdiction of Northern California that any Chapter that has been designated as Inactive (for a period of two years,) or shall have been declared Closed, whichever comes first, shall forthwith surrender to the Executive Officer, or his Representative, all property described in, but not limited to, Section 313.3 of the Rules & Regulations.

All of the books, records and other property shall be held, or disposed of, in such manner as deemed in the best interests of the Order of DeMolay by the Executive Officer.

All devises, legacies, trusts, funds of any kind including funds derived from the sale of property, real or otherwise, shall be held in trust by the Executive Officer

The revenue generated by such funds held in trust shall be used at the discretion of the Executive Officer, for the promotion and development of new Chapters and to assist in the process of reinstating Inactive Chapters. The exercise of this Policy by the Executive Officer, or his Representative, shall be constructed as a direct order and shall be adhered to under the authority of the Rules & Regulations of DeMolay International.

POLICY ON CHAPTER INSTALLATIONS

(DeMolay International Rules & Regulations 317.8)

It is the duty of the Advisory Council to assure that Chapter Installations are conducted with proper dignity and in accordance with the ceremony as printed in the "Monitor of Ceremonies". The Advisory Council shall assure that all Installation expenses are within the financial capabilities of the Chapter and are not significantly supplemented by the personal contributions of the Officers or their families. In addition, the following regulations are issued:

1. The option of installing the Officers in reverse order is not to be used.
2. All elective and appointed Officers to be installed shall wear Chapter Officer Robes
3. The Master, Senior and Junior Councilors may not be installed by proxy.
4. All participants in the Ritualistic Ceremonies shall be Active DeMolays (of any Chapter), or Senior DeMolays **of the Chapter being installed**. We should try and always use Active DeMolays when possible. A male Guest Installing Officer may be used to obligate the Master Councilor-Elect, provided he knows the appropriate ritual part from memory.
5. Since the Installation of Officers is a public relations tool, all participants must present their parts from memory. **No parts may be read.**
6. Photos may be taken during the Ceremony provided the taking of the photo does not interfere with the Ceremony. The only exception would be the use of flash equipment during a presentation such as the Flower Talk or Ceremony of Light when the use of flash equipment would be distracting in the darkened room.
7. Once the Bible is opened by the Senior Councilor in the Opening Ceremony, it shall not be closed until the Senior Deacon closes it during the Closing Ceremony to officially close the Installation.
8. Officers may be seated in a triangle of chairs or stand in a triangle as specified in the Monitor of Ceremonies with the Master Councilor-Elect at the apex of the triangle. It is recommended that Officers sit rather than stand.
9. Introductions and Escorts are an important part of the Installation Ceremony. The Installation Guide of Northern California DeMolay provides additional information on Protocol Guidelines and Introduction Tips.
10. Mascots are not to be present (or presented) in the Chapter Room before, during or after the Installation.
11. Within 10 days following the Installation, the Chapter shall submit an updated "Form 11" to Northern California DeMolay. (This form may also be submitted via the website)
12. Any social event or party following an Installation (an "after party") is considered an "official DeMolay event" and as such, must have the formal approval of the Advisory Council.

13. In order to provide the best public image, a minimum of eight (8) Officers should be installed. If the chapter knows in advance that they will not install at least 8 officers, a non-public installation must be held. A non-public installation is defined as one held on a regular meeting night and where no special activities are held such as a reception and/or dance. A chapter, which cannot hold a regular installation, **MUST** coordinate the planning for a non-public installation with the Divisional Advisor, who will provide additional guidelines to assist the chapter.
14. The Sweetheart and/or Princess may be installed in the Chapter Room following the closing ceremony and after the Installing Team has exited the room.
15. **All Installing Teams MUST be approved by the Divisional Dad Advisor at least three (3) weeks prior to the scheduled date of the Installation.**

SECTION NINETEEN

POLICY ON STATED MEETINGS

(DeMolay International Rules & Regulations 318.1)

The Bylaws of Chapters in Northern California shall specify when the chapter's stated meetings are scheduled. The Rules & Regulations require that chapters have at least one stated meeting per month. However, it is recommended that two stated meetings per month be specified.

At the stated meetings specified in the chapter's Bylaws, the chapter shall be first be opened on both the Initiatory and DeMolay Degrees, then called down to the Initiatory Degree for business (unless the only business is the conferral of the DeMolay Degree.) DeMolays who have not received the DeMolay Degree are to be excused from the Chapter Room during the opening of the chapter on the DeMolay Degree and during examination of members on their DeMolay Degree Proficiencies. It is not necessary to call back up to the DeMolay Degree for Closing.

SECTION TWENTY

POLICY ON THE ADVISORY COUNCIL

(DeMolay International Rules & Regulations 314.1(a), 314.1(b) and 314.1(c))

In Northern California, an Advisory Council shall consist of at least six members, three of which must be Master Masons. All Advisors in Northern California DeMolay must be at least 21 years of age. Adults over the age of 21 may be appointed to Advisory Councils by the Executive Officer provided that they have (1) completed the DeMolay Advisor Development Program (D.A.D.), (2) completed an adult worker profile which includes the necessary Advisor Background Check, and (3) have been interviewed by the Executive Officer, or his representative. Completing the D.A.D Program does not entitle a person to be considered as an Advisor until the other sections of this process have been completed.

The Advisory Council Chairman must be a Master Mason in good standing. The Chapter "Dad" Advisor may be a Master Mason, a Senior DeMolay or any other registered Advisor. Properly appointed and registered Advisors from other Jurisdictions are entitled to visit tiled Chapter functions in Northern California.

SECTION TWENTY-ONE

POLICY ON APPLICATIONS FOR MEMBERSHIP

(DeMolay International Rules & Regulations 315.4)

The Rules & Regulations 315.4 allows each Executive Officer the prerogative to permit alternatives in his Jurisdiction to the requirement for formal visitation of applicants.

In Northern California, it is still recommended that formal visitation be made of each applicant. However, it is acceptable to read and ballot on an application at the same meeting without a formal visitation report if (1) the applicant is adequately known, and (2) there is no objection from any DeMolay or Advisor present.

As an alternative and in order to provide for a shorter processing time for a membership application, a chapter may propose the name of a potential member at a stated or informal meeting or activity. Provided that there is no objection from any DeMolay or Advisor present, the Master Councilor may then assign a visitation committee so that they can report to the chapter at its next Stated Meeting, when the election may take place. The same provision is in effect as in the paragraph above that a formal visitation is not necessary if the conditions as set forth in sections (1) and (2) above are met.

SECTION TWENTY-TWO

POLICY ON CHAPTER ELECTIONS

(DeMolay International Rules & Regulations 317.7)

The Advisory Council must establish a process of requiring a "Letter of Intent" for the three Councilor positions. These "Letters of Intent" should be approved (or disapproved) by the Advisory Council at a meeting prior to the night of balloting. The provision of requiring "Letters of Intent" should be included in the Chapter By-Laws. This process can alleviate the concept of "nominations from the floor" which often causes conflicts among the members.

The Rules & Regulations require a "...paper ballot cast by the individual members ..." for chapter officer elections. However this is time consuming and unnecessary when there is only one approved nominee. Therefore, in Northern California, the common practice of "having the Scribe cast a unanimous ballot" may be used when there is only one nominee.

The vote on the motion to have the Scribe cast a unanimous ballot must be unanimous and must not be objected to by any DeMolay Advisor present. If these conditions are not met, a paper ballot must be held.

Whenever a paper ballot is required, each elective officer shall be balloted upon by a paper ballot distributed to all eligible members present. The Master Councilor is entitled to a vote. A majority of the ballots, not counting blank ballots is necessary for election. If there is only one candidate, it is permissible to vote by writing "yes" or "no".

There is no provision in the Rules & Regulations for breaking ties or for automatically dropping the candidate(s) with the fewest votes to help achieve a majority. Therefore, unless otherwise specified in the Chapter's by-laws, successive ballots must be taken until an absolute majority is reached.

SECTION TWENTY-THREE

POLICY ON JURISDICTIONAL ORGANIZATIONS

(DeMolay International Rules & Regulations 208.2 and 208.3)

The Chapters of Northern California DeMolay are authorized to organize a Jurisdictional Organization and sub-tier organizations, which shall be governed by bylaws adopted by those organizations. Those bylaws shall take effect upon the approval of the Executive Officer and may be modified at his direction.

SECTION TWENTY-FOUR

POLICY ON SWEETHEARTS

A chapter may choose a "Sweetheart" and/or a "Princess" to represent them. A chapter may not have more than two such positions. The minimum qualifications for Chapter Sweetheart and Princess are:

- Be a member in good standing of Job's Daughters or Rainbow for Girls and who has not reached the age of majority in her organization
- Be 16 years old or older
- Have the written permission of her parent or legal guardian, and verbal permission from her Bethel Guardian or Mother Advisor (*both are required if she is a member of both organizations*), and the Chapter Advisor

Each chapter may decide how the selection is to be made among the eligible candidates.

The Sweetheart and Princess are not officers of the chapter and are not to take part in any of the chapter's ritualistic ceremonies, either public or private. The crowning of the Sweetheart or Princess may take place in the Chapter Room only after the Chapter or Installation has been declared "closed" **and the Installation Team has left the room.**

Any time the Sweetheart or Princess is present at or travels with the chapter on an over-night event, an adult (over 25 years old) female chaperone must be present.

The Jurisdictional Organization may provide in its bylaws for selection of a Jurisdictional Sweetheart, and Princess. Most requirements for Chapter Sweethearts apply to the Jurisdictional Sweetheart and Princess.

The Jurisdiction has developed "The Sweetheart Manual" that will provide further guidelines for the Sweetheart Program. This manual and other related material may be found on the website at: **www.norcaldemolay.com**

SECTION TWENTY-FIVE

POLICY ON “THE VOW CEREMONY”

(Ref. 14th Edition of the Ritual of Secret Work, page 70)

The Executive Officer in Northern California DeMolay has approved the use of “The Vow Ceremony” which is a short form initiation. The description of this ceremony may be found following Section Thirty-Two at the close of these Jurisdictional Policies under Appendix A. The “Vow Ceremony” may also be found on the Northern California DeMolay website. It is important to note that new members obligated by use of the “Vow Ceremony” MUST be reported on a Form 9 promptly after the ceremony.

SECTION TWENTY-SIX

**POLICY ON TRAVELING OUTSIDE THE
JURISDICTION OF NORTHERN CALIFORNIA**

(DeMolay International Rules & Regulations 204.3(b))

It is the policy of the Executive Officer of Northern California DeMolay that all chapters desiring to travel outside the Jurisdiction of Northern California must first obtain his approval for such travel. This would include any chapter trips relating to sports, or ritual tournaments or any other travel when it is an official chapter event, which has been approved by the Advisory Council. This approval may be given by the Executive Officer either in writing or verbally.

This does apply to individual members traveling (*such as on a family vacation*) when they might wish to visit a DeMolay Chapter or activity in another Jurisdiction.

SECTION TWENTY-SEVEN

POLICY ON ATTENDING DEGREES & CLOSED MEETINGS

(DeMolay International Rules & Regulations 318.9)

The Rules and Regulations of DeMolay International allow the Executive Officer of a jurisdiction to permit individuals to witness the Degrees of DeMolay who are not Advisors, Senior DeMolays or Master Masons. Accordingly, the following expansion has been made to Section 318.9 of the Rules and Regulations of DeMolay International pertaining to Visitors at Meetings:

The father, mother, stepfather, stepmother, grandmother, grandfather, and legal guardian of an active or prospective member of DeMolay may witness the Initiatory and DeMolay Degree during a Chapter, Division, or Jurisdiction conferral of either or both degrees on one or more occasions prior, during, or after the initiation of their son, grandson, or ward.

(continued)

The Oath of Secrecy from the DeMolay Ritual should **not** be used. The Master Councilor shall utilize the welcome remarks as shown in the ritual, which are as follows: *“To our visiting parents and friends, I take great pleasure in welcoming you as the 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. We hope you will visit us frequently and enjoy this visit exceedingly. Thank you.”*

In addition, Parents (or Guardians) may also attend the regular closed meetings of the chapter as well as any other activity of the chapter. These visitors should be brought into the room before the chapter performs the Opening Ceremony. Since this may be an unfamiliar environment for some of these visitors, every effort should be made to make them feel welcome by explaining such things as where to sit, the use of the gavel, etc.

Younger brothers, sisters, friends, or other relatives cannot be present at the conferral of either degree or should not attend closed chapter meetings. To avoid embarrassing situations, it is recommended that a letter be sent to the parents or legal guardian of a candidate in advance of the Degrees to welcome them to the ceremonies and explain that other children or relatives should not attend.

SECTION TWENTY-EIGHT

POLICY ON PARTICIPATION IN THE OBLIGATIONS

It is the policy of Northern California DeMolay that at the conferral of the Initiatory and/or DeMolay Degree, all active and senior DeMolays in the room shall, as an indication of brotherhood and unity, repeat the obligation along with the candidate(s). It is suggested that the Master Councilor, while at the Altar and before beginning the Obligation, use the following ritual: *“We ask that all Active and Senior DeMolays join the candidate(s) in repeating the Obligation of this degree.”*

SECTION TWENTY-NINE

POLICY ON PLANNING “JO-RA-DE” ACTIVITIES

It is the policy of Northern California DeMolay that any activities being planned with Job’s Daughters, Rainbow for Girls and DeMolay, commonly referred to as “JO-RA-DE”, MUST be coordinated with the local adult and youth leaders of both of Job’s Daughters and Rainbow for Girls before the event or activity may be promoted as a “JO-RA-DE” activity.

SECTION THIRTY

POLICY ON D.A.D. TRAINING

In order to serve as an Advisor for a DeMolay Chapter, an individual must complete the DeMolay Advisor Development Program, commonly referred to as “D.A.D.” An individual who has had a “break in service” as an Advisor (*who has served in the past and wishes to return as an Advisor after one or more year’s absence*) must complete D.A.D. again if it has been more than five (5) years since he or she last completed the D.A.D. program.

SECTION THIRTY-ONE

POLICY ON THE INTERNET

Since the internet is a public forum, it is very important that any comments, profiles or blogs that involve the Order of DeMolay or those involved in the organization must be appropriate to the purposes and ideals of the Order of DeMolay.

SECTION THIRTY-TWO

**POLICY ON BEING BOTH A DeMOLAY
and a MASTER MASON**

With the age to petition a Masonic Lodge in California now set at eighteen (18), we now have the situation of having Active DeMolays (under the age of 21) also being members of a Masonic Lodge.

It is therefore the policy of Northern California DeMolay that such a member may not serve as an elected officer in both a DeMolay Chapter and a Masonic Lodge. This does not preclude an Active DeMolay of serving as an appointive officer such as Scribe in his DeMolay chapter if he is serving as either an elective or appointed office in his Masonic Lodge.

APPENDIX A

VOW CEREMONY RITUAL

Northern California DeMolay

All ritual printed below is to be recited from memory. **Please note that both obligations and the demonstration of the signs and grips for both degrees are to be done.**

MC: My Brothers, tonight (*today*) we will receive into our Chapter a friend (*friends*) who we have elected to receive the degrees of DeMolay.

Brother Marshal, you will conduct our friend (*friends*) into the Chapter room and west of the altar.

(If the Marshal is absent or the office vacant, another officer or member may conduct the candidate(s) to the altar.

The lights are dimmed.

The Marshal moves X Z I K B and opens the door. He arranges the candidate(s) in a line from shortest to tallest or two abreast or in some other logical order to enter the room. When they are prepared, he conducts them B K J, west of the altar.

Mar: Brother Master Councilor, it is my pleasure to introduce (full name of candidate(s)).

MC: My friend(s), you are about to begin your journey into membership in the Order of DeMolay.

To be permitted to join DeMolay is a very high honor. The members of this Chapter expressed their confidence in your character and ideals when they elected you to receive the degrees of DeMolay.

Are you ready to take these obligations?

Reply

Master Councilor descends the dais and stands before the fourth candle.

MC: Brother Senior Councilor, you will call the officers to line.

SC: * (rap)
** (rap rap)
*** (rap rap rap)

(If the Senior Councilor is absent or the office is vacant, the Master Councilor will omit the instruction above and call the officers to line himself before he descends the dais).

Music cue

The officers come to line and form the shield as indicated in diagrams Seven and Eight. If there are not sufficient officers to form the shield in an impressive manner, or the Chapter is not proficient in forming the shield, this step can be omitted. Or the Senior and Junior Councilors, if both present, may join the Master Councilor as they would in forming the shield, without being instructed to do so.

MC: My friend(s), you will kneel on both knees.

You will place your right hand on the Holy Bible or on the shoulder of the one in front of you.

You will say “I”... (reply) ... speak your name... (reply) ...and repeat after me.

The Master Councilor pauses after each phrase of convenient length in the Obligation in order to give candidates an opportunity to repeat it. As noted on pages 42-43 of the Fourteenth Edition of the Ritual of Secret Work, a diagonal is placed at suggested points for pausing, but the Master Councilor should understand that he may phrase as he chooses. Once the Initiatory Degree obligation is completed, the Master Councilor will continue into the DeMolay Degree Obligation, found on page 66-67 of the Fourteenth Edition of the Ritual of Secret Work. He will omit the “I”, “speak your name” and “and repeat after me” and the start the obligation with “I solemnly.....”

MC: You will arise

You will seal your vows by kissing the Holy Bible.

I now extend to you the right hand of comradeship and lasting fraternity.

The officers break the shield as usual, if it was formed.

Music cue. The lights are brought to full.

The Master Councilor and Deacons proceed with the instruction of secrets just as it continues on pages 43-45 of the 14th Edition of the Ritual of Secret Work, ending with the proper response to the sign of distress. This is followed by the secrets of the DeMolay Degree, as found on pages 68-69 of the 14th Edition of the Ritual of Secret Work, ending with the proper use of the sign.

If one or both of the Deacons are absent or vacant, other officers may demonstrate the secrets. If no officers are available, the Master Councilor will demonstrate the secrets himself, shaking the hand of a candidate to demonstrate the grip of the degree and omitting the repetition of the dialogue involving the sign of distress. This will require the Master Councilor to descend the dais and give these instructions west of the altar with the candidates.

MC: *(From his station)* **My brother(s) in our Order, we have two very distinct degrees and each has an associated obligation. Today, you have taken both obligations together, and have bound yourself to our fraternity. Later, you will be required to observe the full presentation of both the Initiatory and DeMolay Degrees. Until then, you may participate fully in our meetings as well as those of other Chapters. You are also entitled to participate in all Chapter activities. Congratulations and welcome my brother(s).**

Leads applause.

<p>Please note that new members initiated by use of the “Vow Ceremony” must be reported promptly on a Form 9.</p>
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