



General
Policies

2006

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. These policies apply to Active DeMolays, Senior DeMolays, Advisors, Sweethearts, Princesses, Chaperones, parents and any other people who work with or for a DeMolay Chapter.

Chapter Operations

Membership Eligibility

A. General - "Membership in the Order of DeMolay shall be limited to boys:

1. Who are not yet twenty-one years of age.
2. Who profess a belief in God and Reverence for His Holy Name.
3. Who affirm their loyalty to their country and respect for its flag.
4. Who adhere to the practice of personal morality.
5. Who pledge themselves to uphold the high ideals typified by the seven cardinal virtues in the Crown of Youth.
6. Who 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 twelfth (12) birthday and not yet reached his twenty-first (21) 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 body, Advisor or member of the Order of DeMolay in Indiana will not be tolerated. No Masonic body that sponsors a Chapter of the Order of DeMolay in Indiana would or could condone such discrimination.

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 Indiana as provided for in Article 6 of the Rules and Regulations of DeMolay International.

Diversity Statement

As an organization made up of members and volunteers, the Order of DeMolay in Indiana not only accepts, but desires and expects diversity in our members and adult leaders. Members of Indiana DeMolay are encouraged to welcome and involve friends who share like interests as well as those who differ in their backgrounds. With Chapters throughout the State of Indiana, we have members from different ethnic, religious, social and economic backgrounds. The ability to work with these differences allows us to develop as the leaders of tomorrow. Providing a safe, educational, and meaningful experience is the goal of Indiana DeMolay and we value all of our members and adult leaders who allow us to grow and develop.

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.

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 and our exposure to legal action. In order to accomplish this, the following regulations must be followed:

- A. Participation by a DeMolay Chapter in any competitive team athletic program must be approved, in advance, by the Executive Officer.
- B. Authorized athletic competitions sponsored by Indiana DeMolay must be supervised by the Director of Athletics and qualified referees/officials to insure 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.
- C. All practices held by Chapters for authorized competitions must be carefully supervised by the appropriate number of Advisors to reduce the risk of accident or injury.
- D. 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. Any Advisor, Active DeMolay, Senior DeMolay, parent, Sweetheart/Princess, or any other person associated with a Chapter must conduct themselves in the proper manner. Any abuse, complaints, negative comments, and/or swearing that crosses the line of good behavior may cause the Chapter to forfeit games in the tournament and possibly cause suspension of the Chapter from future tournaments.

Indiana DeMolay has in place a Code of Conduct that gives specific behaviors that are expected at any DeMolay competition. All Active DeMolays, Advisors, parents, Sweethearts, and any other guests of a Chapter must be made aware of the Code of Conduct. All people attending a competition must be given a copy of the Code of Conduct prior to any competition and they must familiarize themselves with the expectations. A Chapter Advisor must declare that each person attending the event has been given a copy of the Code of Conduct.

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 Indiana DeMolay.

Sweethearts

Chapters are allowed to have one Chapter Sweetheart and one or more Chapter Princesses and can develop a selection process of their own. Chapter Sweethearts and Princesses 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 and Princesses can attend Conclave, with an approved chaperone, and participate in the designated activities. A State Sweetheart program is also permitted and encouraged.

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.

DeMolay International Rule Changes and Chapter Bylaws

When changes in DeMolay International policy 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.

Tax Laws

All Indiana 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. **CHAPTERS ARE NOT EXEMPT FROM SALES TAX.**

Sponsoring Bodies

DeMolay Chapters are encouraged to have an Active relationship with their Sponsoring Body, and are permitted to have multiple sponsoring Masonic Bodies. 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.

Issuance of Obligations Cards

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

method followed must be consistent for all Chapters members, and may be decided by Advisory Council policy or by amendment to the Chapter's bylaws.

Hamill DeMolay Reservation (Chateau)

The Chateau is available for Chapter use for weekdays and weekends on a first come/first served basis. The fee for use of the facility is \$5 per person (DeMolays, Advisors, parents, Sweethearts etc). A Chapter is not responsible to pay for any prospective member who attends a Chapter function at the Chateau. An Advisor must reserve the Chateau and accept complete responsibility for returning the key and payment for the use of the facility. The Chapter members and Advisory Council accept full responsibility for making sure that all DeMolay rules and regulations are followed.

The Chateau is a non-smoking facility. Those individuals who choose to not adhere to the 6th Preceptor of the Order of DeMolay are required to smoke outside and dispose of the cigarette or cigar butts properly.

To reserve the facility, please contact the Indiana DeMolay office at 317-536-8093. The phone number at the Chateau in Bloomington is 812-332-7757

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 8 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.

Chapter Websites

All Indiana DeMolay Chapter websites *MUST* adhere to the following requirements.

DeMolay International encourages use of the World Wide Web as a tool for communication and information sharing. Web sites associated with DeMolay should be in keeping with DeMolay's standing as a character-building and leadership development organization for young men. Every web site bearing the DeMolay name will inevitably be seen as a reflection on the entire organization. As such, all web sites associated with DeMolay should adhere to the highest legal, moral, and ethical standards. Following are policies which define minimum levels of quality, consistency, and appropriateness for all web sites established by, maintained by, or which purport to represent local DeMolay chapters, jurisdictions, appendant bodies, and other groups associated with DeMolay (henceforth referred to as "the web site").

Web Site Advisor(s)

- At least one registered advisor shall be designated to supervise activities related to and content posted on the web site.
- It shall be the duty of the Web Advisor(s) to ensure that the web site adheres to these web site policies.

Copyrights and Trademarks

- Copyright and trademark laws must be observed.

Content

- The web site shall contain nothing that would bring a local chapter, a jurisdiction, or DeMolay in general into disrepute.
- The web site shall contain nothing that is libelous, defamatory, obscene, pornographic, threatening, abusive, or illegal. Content containing nudity, profanity, or that is instructive about illegal activities is also prohibited.
- The web site shall not promote or encourage any action that would violate the rights of any party or that would constitute or encourage a criminal offense, or that would otherwise give rise to civil liability or violate any law.
- The web site shall contain nothing that is inconsistent with the standards of DeMolay or that could give the impression that such a situation exists within the DeMolay program.
- Material posted on the web site must be accurate in its content and updated as necessary to keep it accurate.
- DeMolay ceremonies not intended for public display may not be posted to a general access area of the web site.

Private Information

- **Advisors and Adults:** Private information of adults (age 21 and up) such as mailing/street address(es), e-mail address(es), or telephone number(s) must not be posted to a general access area of the web site without the consent of the individual who owns the information.
- **Members and Minors:** Private information of individuals under the age 21 and any information by which a person could gain access to the private information of a minor must not be available in a general access area of the web site without the expressed written consent of the minor's parent or legal guardian.

Linking

- Links to external web pages and resources must be noted so as to make clear to the user that the content of the external web site is not provided or maintained by those associated with the (DeMolay) web site.
- All pages of the web site must contain a prominent link to the "home page" or must contain the information required for the home page (see below).

Advertisements

- The web site shall not contain advertisements (within the content of a web page or "pop-ups") from a third-party ad service unless the service can provide assurances about the type of advertisements that will be displayed.
- Advertisement revenue must be used to defray the cost of web site hosting or to provide other benefit the DeMolay entity which is represented by the web site.

Home Page

- The web site's home page must contain the complete name of the chapter, jurisdiction, or appendant group (as appropriate) being represented by the web site. A chapter web site home page should also state the community or city in which it is located and the jurisdiction or state to which it belongs.
- If the connection is not readily apparent, the web site's home page must contain a statement acknowledging the affiliation of the body being represented by the web site with DeMolay.
- The web site's home page must contain the following information, or a link to it, near the top or bottom of the page: The name and e-mail address of the primary Web Site Advisor, the webmaster (if different from the primary Web Site Advisor), and at least one other advisor for the body being represented by the web site.
- The home page must contain the logo of DeMolay and/or the derivative logo for the appropriate jurisdiction that has been approved by the Board of Directors of DeMolay International. Display of the logo must adhere to the logo policies of DeMolay International.

User-Updateable Content

- User-updateable content areas must be closely and regularly monitored by a registered DeMolay advisor. The monitor can be the Web Site Advisor or another assigned advisor. Asynchronous communication tools (like message boards) should be checked frequently. Live-time synchronous communication tools (like chat rooms) should be actively moderated.
- Content posted by users that violates the “Content” rules above must be removed as soon as such content is discovered.
- All content on the web site that is user-updateable must be clearly marked as such. The e-mail address of the content monitor must be prominently displayed on all pages containing user-updateable content.

Web Site Domain Names

No entity of DeMolay (chapter, jurisdiction, appendant organization, other group associated with DeMolay) or individual associated with DeMolay may register a domain name that is the name of another DeMolay or non-DeMolay organization, a misspelling of another organization name, or is otherwise confusing, misleading, or ambiguous.

Personal Home pages and internet postings

Active DeMolays, Advisors, Sweethearts, Princesses and other people directly associated with a Chapter must adhere to DeMolays personal conduct rules. Any conduct, behavior, postings, pictures or any other material posted on-line must not discredit to DeMolay in general, the Chapter, or the person in particular.

A common sense approach to internet use and postings must be followed. If you would not show the material to your parents, grandparents, minister/priest (or other clergy member) or Dad Land, then you must not post, display, or behave in that way on-line.

Risk Management and Youth Protection

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 or one Advisor with an adult volunteer, and a minimum of one adult for every ten (10) members present, must supervise all authorized activities of the Chapter.

Driving on a DeMolay Function

The guidelines published in The DeMolay Insurance and Risk Management Guide, issued by DeMolay International, are 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 coverages.

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.

Youth Protection Program

The Youth Protection Program, provided to every Indiana DeMolay Chapter, must be used and the videotape must be shown at least once 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.

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.

Parents 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 adult individual permitted by the Executive Officer to 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 any and every tiled meeting, activity, and function at which their child is present.

Policy Governing Who May Attend Meetings and/or Degree 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.

In Indiana, this policy will be executed according to the following: Any Mason in good standing, Senior DeMolay, father, mother, grandfather, grandmother, stepfather, stepmother, or legal guardian of a DeMolay may attend a Chapter meeting and/or witness Degree work, as long as they are over the age of 21. Furthermore, the phrase "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, as long as they are over the age of 21 and approved by the Chapters Advisory Council. Siblings (brothers, sisters) of members are NOT permitted to attend meetings or degrees, unless they are members of the Order.

Advisory Council Required

A chapter must have an Advisory Council, and at least three members must be Masons in good standing. All Advisors must be at least 21 years of age and recommended by the sponsoring body or the Executive Officer. No person may serve as an Advisor until they have successfully completed the DeMolay adult worker training program and the Executive Officer has approved the adult worker profile (AWP). Any Mason in good standing, Senior DeMolay, the spouse of a current advisor, father, mother, grandfather, grandmother, stepfather, stepmother, or legal guardian of a DeMolay may serve as an Advisor. To be eligible to serve as Chairman, an Advisor must be a Mason in good standing. To be eligible to serve as Chapter Advisor, an Advisor must be either a Mason in good standing or a Senior DeMolay. Every Advisor must annually sign and file with the Executive Officer a completed Advisory Council Registration form, a certificate of change or a certificate of no change.

Personal Conduct

Use of Tobacco

Use of any tobacco products at any DeMolay function is prohibited, 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, Advisors, parents, Sweethearts and any other guests of the Chapter, 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.

Alcohol

Indiana DeMolay has a zero tolerance policy to the use, possession, and/or consumption of alcohol/illegal drugs at any DeMolay activity, meeting, or function. No Advisor, parent or adult volunteer is allowed to consume alcohol/illegal drugs prior to a DeMolay activity to the extent that it would be noticeable to DeMolays, Advisors, and/or parents. No one is allowed to leave a DeMolay function to consume alcohol/illegal drugs and return to the DeMolay activity. Common sense needs to prevail. As we are charged with being supervisors for young men, we must maintain the highest possible decorum. It is our responsibility to be the role model during any DeMolay sponsored event.

Dress Code

The proper dress for all Indiana DeMolay meetings is shirt and tie or a collared DeMolay polo-style shirt, neat dress 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 Indiana 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.

Use of E-mail and Electronic 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, phone chains, 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 to an Active DeMolay may result in disciplinary action up to and including dismissal from the Order or from Advisory service. 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*. 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.

Tax Deductibility of Un-Reimbursed Expenses

Advisors are cautioned that un-reimbursed personal expenses incurred in service to DeMolay, such as mileage and other expenses, may not be automatically deductible contributions when computing Federal Income Tax.

Expenses that meet the mission of the Order of DeMolay *may* qualify, **if properly substantiated**, in accordance with a determination letter issued by the IRS establishing DeMolay International as a 501(c)(3) organization. However, there is no recent test or ruling available relating specifically to the Order of DeMolay to substantiate this interpretation. If you have been deducting such expenses in the past, **YOU ARE STRONGLY ADVISED TO CAREFULLY DISCUSS THIS PRACTICE WITH YOUR TAX ADVISOR.**

In order to substantiate the value of services rendered, the Advisory Council Chairman would be responsible for issuing a statement from the Chapter that contains a description of the services provided, and a statement of how they help meet the core mission of the Order. There are specific regulations concerning the issuance of such statements that must be observed; therefore, any Advisory Council Chairman issuing statements of receipt of money or services contributed for deductible purposes **MUST** file a copy with the Executive Director.

Ritual and Regalia

DeMolay Degree Performance

Any action, movement or performance, which causes laughter or snickering (whether in candidates or members) or is designed to create fear among the candidates, fails to properly convey the message of the Degrees of DeMolay. No cast member should be handled in such a way as to cause injury. No "racking" noises or "moaning" of any actors is allowed "off-stage." Attention must not be distracted from the serious portion of the degree occurring inside the chapter room.

DeMolay Degree Costuming

In accord with Youth Protection policies and the preservation of proper modesty and dignity, all performers *must* wear street clothes, or, at minimum, a pair of dark shorts, under their DeMolay Degree costumes. With ladies and parents attending our degrees, this practice is even more important, and in fact, essential. Appropriate footwear is also recommended. All elements of the degree should be designed to maintain dignity and decorum during the conferral of all Degrees.

DeMolay Robes

DeMolay robes are a part of the official regalia of the Chapter and are subject to the rules of DeMolay International. Chapters may **NOT** wear officers' robes in public, except at a public Installation of Officers, without prior written authorization issued by the Executive Officer. Under no circumstance are Chapters to wear officers' robes in any parade or function outside of the Chapter, unless specifically authorized to do so or without written permission of the Executive Officer.

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.

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 an R. D. 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 Indiana DeMolay Chapters for Advisory Council Members to perform The Flower Talk, Ceremony of Light, 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. Active DeMolays should be used whenever a Chapter is performing degree work. If they do not have enough Active members to perform the degree work in a manner that conveys the full meaning of the degrees to the candidates well, Senior DeMolays may be asked to help fill some positions. If, after using Active and Senior DeMolays, there is still a need for additional participation, Master Masons may be asked to assist with the degree work.

Should there not be enough help from Senior DeMolays and Master Masons, the Chapter is therefore directed not to proceed with the degree work until additional help has been secured either from the State Officers, DeMolay Headquarters, and/or another DeMolay Chapter.

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 Indiana:

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)

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.... 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 insure proper opening of the Chapter with parents and authorized invited adults present at meetings.

State Administration

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 initiate at least 15 total members.
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. Responsible fiscal procedures must be demonstrated by the Chapter and Advisory Council.
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 Indiana 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.

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 Indiana 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 Indiana.