

# Charter, Rules and Regulations of the Florida Jurisdictional Chapter



Updated July 2022

## The Florida Jurisdictional Chapter of the Order of DeMolay Charter

Directive of the Executive Officer  
20190101-01

January 1, 2019

By directive of the Executive Officer, the Florida Jurisdictional Chapter is hereby chartered to promote the Order of DeMolay within the Jurisdiction of Florida.

The State Chapter shall be governed first by the Bylaws, Rules & Regulations of DeMolay International, second by directives and edicts of the Executive Officer of Florida and third by these Rules & Regulations and the Standard Operating Procedure (SOP) adopted by the Florida DeMolay Delegation.

The State Chapter shall be inclusive of all components and members of Florida DeMolay, and shall function through the active DeMolays, voting Delegates, Advisors and Jurisdictional Staff to promote and achieve the Jurisdictional Management plan as directed by the Executive Officer.

Take due notice thereof, and govern yourselves accordingly.

/s/ Robert J. "Jody" Meguiar  
Executive Officer

/s/ Hunter J. Hancock  
State Master Councilor

/s/ Allan J. Graulich  
Deputy Executive Officer

/s/ Shawn R. Lopez, II  
State Senior Councilor

/s/ Michael K. Blankinship  
Assistant Executive Officer

/s/ Somosa Ramdeen  
State Junior Councilor

/s/ John J. Hillyer, IV  
Assistant Executive Officer

/s/ Zachary Hardgrove  
State Scribe/Treasurer

/s/ Robert Morrison  
Illustrious Knight Commander

# **The Florida Jurisdictional Chapter of the Order of DeMolay Rules & Regulations**

## **Chapter 1: The Organization of the State Chapter**

Section 1.01. The membership of this State Chapter shall be inclusive of all members of every Chartered Chapter, as well as those holding Letters Temporary from DeMolay International, located within the Jurisdiction of Florida. All members of the individual Chapters shall be dual members with the State Chapter.

Any member who is initiated into, or moves to, an area where there is no Chapter shall automatically be a part of the Florida-at-Large Chapter.

Section 1.02. The members of this State Chapter shall meet at the Annual State Conclave, and at other times as necessary for the purpose of conducting business, electing officers, holding athletic and ritual competitions, and other activities deemed appropriate by the Executive Staff.

## **Chapter 2: State Chapter Leadership**

Section 2.01. The Elected Officers of this State Chapter shall be the State Master Councilor, the Deputy State Master Councilor, and one District Master Councilor for each district.

Elections for the office of Deputy State Master Councilor shall be held at the Annual State Conclave each year; the Brother elected shall serve until he ascends the office of State Master Councilor, until his successor is installed, he resigns or is removed. The Deputy State Master Councilor shall automatically ascend the office of State Master Councilor upon successful completion of his term, with the approval of the Executive Staff.

It is proper for the Delegation to offer a vote of confidence to support the ascension.

Section 2.02. The State Master Councilor shall be the duly elected head of this State Chapter and it shall be his duty to perform all duties which naturally pertain to such an office or which may devolve upon him from time to time.

The State Master Councilor shall preside at the Annual State Conclave.

Section 2.03. The Deputy State Master Councilor shall serve alongside the State Master Councilor and assist with the execution of his duties.

Section 2.04. The State Scribe/Treasurer shall be appointed by the Executive Staff at each Annual State Conclave.

The State Scribe/Treasurer shall work with an Advisor who is satisfactory to the Executive Staff.

Section 2.05. No candidate shall be elected to a State Office who would reach the age of twenty-one (21) prior to his installation. No State Officer may attend an out of state school or reside outside the State of Florida during his term of office.

Any violation of the provisions outlined in this Section shall automatically create a vacancy in the office.

Section 2.06. In the event of death, resignation or removal of the State Master Councilor, the Deputy State Master Councilor shall advance, with the recommendation of the Executive Staff and the approval of the Executive Officer. In this instance, or if a vacancy should ever occur in the office of Deputy State Master Councilor, the State Master Councilor shall consult with the District Master Councilors and nominate to the Executive Officer a candidate to fill the office.

The State Chapter Advisor, subject to the approval of the Executive Officer, may declare a vacancy in an elected State Office.

The State Master Councilor, subject to the approval of the Executive Officer, may declare a vacancy in the State Scribe/Treasurer position. In this instance, the State Master Councilor shall nominate to the Executive Staff a candidate to fill the office.

Section 2.07. Any qualified DeMolay who desires to run for elected State Office shall send a Letter of Intent to the Deputy Executive Officer by July 1st for Deputy State Master Councilor. The Deputy Executive Officer shall only ensure that the Letters of Intent are complete and in proper form. He will then inform the Executive Staff that he is in possession of a complete Letter of Intent and secure their approval for the Candidacy, which he will then communicate to the Candidate.

Letters of Intent may be in the form of email, and the date stamp at the time of its submission shall serve as its postmark. There will be no extensions of the deadline, unless the delay is beyond the control of the potential candidate or caused by Jurisdictional Staff; the Executive Staff will consider these on a case-by-case basis.

Section 2.08. All candidates for elected State Office must be residents of the State of Florida for at least six months prior to the election and must be members in good standing of a member Chapter of this Jurisdiction. Any prospective candidates for elected State Office from the Florida-at-Large Chapter shall require the prior consideration and approval of the Executive Staff.

At the time of filing their Letter of Intent, all prospective candidates for elected State Office must be a Past District Master Councilor or currently be serving in such capacity, having no less than nine (9) months of service in this particular station.

Prospective candidates for Deputy State Master Councilor shall demonstrate, to the approval of the Director of Ritual or panel of Evaluators designated by the Director of Ritual, his proficiency in the Master Councilor's portion of the Opening and Closing Ceremonies and Initiatory and DeMolay Degree in the current edition of the Ritual of Secret Work. The criteria for the approval of said evaluation shall be determined by the Director of Ritual.

All candidates for the office of State Master Councilor must be a high school graduate or its equivalent, licensed and insured to drive, and have been a DeMolay for at least two (2) years prior to his installation.

A prospective candidate's Letter of Intent must include the following statement: *"I have read and am familiar with the Bylaws, Rules and Regulations of DeMolay International, and the Charter, Rules and Regulations of the Florida Jurisdictional Chapter."*

As part of the Letter of Intent package, a letter must be received from:

- the parent/guardian of a prospective candidate stating that he has their approval to serve; and
- the prospective candidate's Advisory Council stating that he has their approval to serve, that they feel he is qualified to be a State Officer and that his potential for absence from the Chapter while serving as an elected State Officer is not anticipated to cause detriment to the progress or overall operation of the Chapter.

The Executive Staff will provide final guidance on a prospective candidate's suitability for office, and refer their recommendation to the voting delegation.

Section 2.09. A prospective candidate shall not cause any distribution of materials, written or oral, pertaining to his candidacy before he has received confirmation of approval of his candidacy based on the postmark of the notification he receives from the Deputy Executive Officer. He will be authorized to distribute business size calling cards only. These cards will contain no information other than the candidate's name, address, phone number, and emblem of the Order of DeMolay, titles and/or honors, and the title of the office being sought by the candidate. This card will be the only authorized material which may be distributed on his behalf at any time.

Section 2.10. Any qualified candidate, who is not elected to the office for which he has submitted a Letter of Intent, may be nominated for a lower office from the floor during elections.

The State Master Councilor shall, prior to his installation, select an Advisor from the list of certified Florida Advisors to serve as the State Chapter Advisor. The State Chapter Advisor shall assist and advise the State Master Councilor in such matters as may be deemed necessary by the State Master Councilor and Executive Staff.

Section 2.11. All nominees for the office of State Scribe/Treasurer must meet the qualifications for an elected State Office as outlined in Section 2.08.

Qualified prospective candidates for the office of State Scribe/Treasurer shall submit a Letter of Intent to the Deputy Executive Officer, for distribution to the Executive Staff, no later than July 1st.

Pursuant to the Bylaws, Rules & Regulations of DeMolay International, if no qualified DeMolay expresses his interest in serving as State Scribe/Treasurer, an Advisor may be appointed to complete the duties of this position. Should this option be employed, the Advisor chosen to serve shall serve only to complete the Proceedings and shall not be considered part of the State Line; in no manner should

this Advisor be granted any privileges or benefits afforded an Active DeMolay, nor shall the collar of this position be worn at any time.

### **Chapter 3: State Elections**

Section 3.01. An election shall be defined as having two (2) or more approved candidates running for one office. In the event that there are less than two (2) approved candidates running for an office, the position shall be filled through appointment by the Executive Staff, with the approval of the Executive Officer; the sole named candidate shall not automatically be appointed. Should an Officer be appointed according to these provisions, the Delegation may opt to elect the appointed Officer by acclamation.

Section 3.02. The election of Officers for this State Chapter shall take place at the discretion of the State Master Councilor during a regular business session at the Annual State Conclave. The election of Officers shall be in order of rank, the highest being first, by secret (written) ballot of those entitled to vote or by acclamation. A simple majority of the ballots cast shall be necessary for a candidate to be elected.

The ballots for the election of Officers shall be prepared by the State Scribe. Blank ballots, ineligible ballots and those otherwise deviating from the proper form described at the time of election shall be tabulated as abstentions, lowering the simple majority required for legal election.

Section 3.03. Each Chartered Chapter within the Jurisdiction of Florida shall be entitled to three (3) votes and be represented by up to three (3) voting Delegates. Chapters under Letters Temporary shall be entitled to one (1) Delegate vote, until all of their requirements are met and they receive approval for chartering from the Executive Officer.

In order to serve as a Delegate, a DeMolay must have not yet reached his majority, must be proficient in both Degrees and be able to produce a white obligation card. He must also be a member of the Chapter he represents as a Delegate. Each selected Delegate shall vote in all matters brought on the floor of Conclave. In the event that less than three (3) DeMolays qualified to serve as Delegates from a Chartered Chapter are in attendance at Conclave, any or all of the absent delegate votes may be designated to a remaining Delegate from that Chapter.

Each Chapter shall designate a Senior Delegate before the opening of Conclave, who shall announce the vote of the Chapter Delegation with the exception of a secret (written) ballot.

In all matters concerning this Jurisdiction, proxy votes are prohibited.

Section 3.04. Every Past Elected State Officer and every Past State Scribe/Treasurer, who has not yet reached the age of majority before the opening of Conclave, and who is properly registered with the Director of Conclave, will be entitled to one (1) delegate vote on all business matters of the delegation. His eligibility to this vote shall be waived if the Past Elected State Officer is selected to serve as a delegate representing his Chapter or is currently serving as an elected State Officer.

District Master Councilors and Past District Master Councilors shall not be entitled to a delegate vote.

The Deputy State Master Councilor and State Scribe/Treasurer will be entitled to one (1) delegate vote on all matters of the delegation. The State Master Councilor will be given one (1) delegate vote only to be used in a tie breaker circumstance.

## **Chapter 4: State Officer Responsibilities**

Section 4.01. The State Master Councilor shall report in writing to the State Chapter at each Annual State Conclave his entire official acts, whether performed in person or by his official representative or District Master Councilor. Additionally, at a time convenient to the delegation, the State Master Councilor shall deliver a “State of the Order” address consistent with the current progress made by the Jurisdictional Chapter with regard to the Jurisdictional Management Plan.

It is the duty of the State Master Councilor to ensure that each Chapter in this Jurisdiction receives at least one official visitation during his term of office, either by an elected State Officer, a District Master Councilor, or both.

The State Master Councilor shall also be responsible for the actions and progress made by the corps of District Master Councilors.

Section 4.02. The Deputy State Master Councilor shall represent the State Master Councilor when directed to do so, and assist the State Master Councilor in every way possible in the discharge of his duties.

The Deputy State Master Councilor shall also be responsible for the progress and direction of the State Committees through their appointed Chairman.

Section 4.03. The State Scribe/Treasurer shall record the minutes of the business sessions of the Annual State Conclave and any official Jurisdictional meetings. He shall then, within sixty (60) days, have the aforementioned minutes, together with the Charter, Rules and Regulations of the Florida Jurisdictional Chapter in their latest revision, compiled, published, and distributed as follows:

- One copy to the Executive Officer and one copy to each member of the International Supreme Council residing in the Jurisdiction of Florida;
- One copy to the State Master Councilor and Deputy State Master Councilor;
- One copy to each member Chapter, either chartered or under Letters Temporary within the Jurisdiction of Florida;
- One copy to each of the Executive Officer’s Personal Representatives, the State Chapter Advisor and State Scribe/Treasurer Advisor;
- One copy to each District Master Councilor and State Committee Chairman; and
- One copy to the Jurisdictional Webmaster.

This distribution may be made electronically, and confirmation of completion shall be forwarded to the Executive Officer, State Master Councilor and State Scribe/Treasurer Advisor.

The State Scribe, with the approval of the State Scribe/Treasurer Advisor, shall have the authority to correct any grammatical and typographical errors in the minutes, Rules and Regulations of the Florida Jurisdictional Chapter as he deems necessary and appropriate.

The State Scribe/Treasurer shall maintain a true copy of the Charter, Rules and Regulations of the Florida Jurisdictional Chapter which will be made available to any active DeMolay or Advisor within Florida upon request.

## **Chapter 5: State Appointed Officers & Committees**

Section 5.01. The State Master Councilor reserves the authority to appoint a corps of State Officers for the function of the State Chapter, who shall assist the State Master Councilor in his work.

Section 5.02. The State Master Councilor shall appoint the State Committee Chairmen serving this State Chapter.

Section 5.03. The State Master Councilor-elect shall announce the names of his appointed State Officers and appointed Committee Chairmen at the last business session of the Annual State Conclave. The names of these officers shall be published in the proceedings of this State Chapter.

When a vacancy in any appointed State Officer position or Committee chairmanship occurs, it is the duty of the State Master Councilor to appoint a new chairman.

Section 5.04. The standing Committees for this Jurisdictional Chapter shall be:

- Legislative Revisions
- Membership
- Public Relations and Social Media
- Ritual
- Sports
- Fundraising
- Continuity

These Committees shall be assisted by Jurisdictional Staff Members.

The Continuity Committee shall serve as a long-term planning committee. The committee will consist of the State Master Councilor, the Deputy State Master Councilor, and the Junior Past State Master Councilor. Each year, the incoming Deputy State Master Councilor will select one Brother to serve on the committee for two years. For the first year of this committee, the incoming State Master Councilor will appoint one Brother to serve on the committee for one year.

The first draft of a Committee's report shall be submitted to the State Scribe/Treasurer before June 1st in preparation for Conclave. The State Scribe/Treasurer shall work with the State Master Councilor, Legislative Revisions Committee and Executive Staff to determine physical and fiscal feasibility of any



action items presented. The Legislative Revisions Committee Report must be submitted by June 15th. Proposed legislative changes shall be distributed electronically to the Master Councilor and Advisory Council Chairman of every member Chapters within this Jurisdiction and published on the Jurisdictional Website. The Master Councilors and Advisory Council Chairmen will be responsible for distributing proposed legislative changes to the Chapter members.

Section 5.05. The State Master Councilor shall have power over the establishment of any special committees he deems necessary. These special committees may be abolished by the State Master Councilor with the approval of the Executive Officer.

Section 5.06. In consultation with each appointed Committee Chairman, the State Master Councilor shall appoint the committee members from among the members of this State Chapter.

## **Chapter 6: District Master Councilors**

Section 6.01. Each year at the Annual State Conclave, one (1) active DeMolay from each district shall be elected by the Delegates from that district to serve as the District Master Councilor (DMC). The DMC shall be the State Master Councilor's representative within the district. DMCs shall be at least 16 years of age and a Past Master Councilor of a Chapter formally recognized by DeMolay International. DMCs shall not be a sitting Chapter Master Councilor.

Potential candidates for the office of DMC shall submit a Letter of Intent to the State Master Councilor, the Executive Officer, and the Personal Representative in their respective district by July 1st. The State Master Councilor shall only ensure that the Letters of Intent are complete and in proper form. He will then inform the Executive Staff that he is in possession of a complete Letter of Intent and secure their approval for the Candidacy, which he will then communicate to the Candidate.

Letters of Intent may be in the form of email, and the date stamp at the time of its submission shall serve as its postmark. There will be no extensions of the deadline, unless the delay is beyond the control of the potential candidate or caused by Jurisdictional Staff; the Executive Staff will consider these on a case-by-case basis. Letters of Intent for DMC must comply with Section 2.08. of these Rules and Regulations.

Section 6.02. All DMCs shall be required to make an official visit to each Chapter in their district prior to November 1st of the year of their election, and again prior to June 1st before his term expires. A report on this visit shall be submitted to the State Master Councilor no later than July 1st for inclusion in the State Master Councilor's official report at Conclave.

Section 6.03. It shall be the task of the DMC to relay specifics relating to the SMC's program in monthly communications to the Chapters within his district, and at each of his official visits. Each Chapter Master Councilor will be responsible for assisting the DMC with communication between the DMC and their respective Chapter.

Section 6.04. The State Master Councilor may remove a District Master Councilor who has not completed his duties. In the event of a vacancy in the office of District Master Councilor, the State Master Councilor shall fill the vacancy with a qualified brother in the district. All removals and appointments must be approved by the Executive Officer.

## **Chapter 7: Conclave**

Section 7.01. There shall be an Annual State Conclave, held in or about the month of July at a specific time and place to be determined by the Director of Conclave, State Master Councilor and Executive Officer.

Section 7.02. At the Annual State Conclave, time shall be allotted for any business deemed appropriate at the discretion of the State Master Councilor and Executive Staff, to include but not be limited to Ritual Competition, Sports Competition, Election and Appointment of State Officers

Section 7.03. The Director of Conclave shall work closely with the Jurisdictional Executive Staff to make decisions concerning the registration of Chapters.

## **Chapter 8: Legislative Process**

Section 8.01. The Rules and Regulations of the Florida Jurisdictional Chapter may be changed by vote of the Delegates at any State Chapter meeting with the approval of the Executive Staff and the Executive Officer.

Section 8.02. Recommendations for legislative call items shall be submitted to the State Scribe/Treasurer no later than June 1st for Conclave. He shall forward any legislative items to the State Master Councilor, the Legislative Revisions Committee Chairman, the Deputy Executive Officer (for distribution to the Executive Staff) and the Executive Officer upon receipt.

Section 8.03. In emergent situations, it shall be understood that the Executive Staff may make changes determinate upon the good of the order at any time. Such changes shall be communicated by the Executive Officer to the Member Chapters of this Jurisdiction, State Line Officers, Personal Representatives and District Master Councilors upon effect.

## **Chapter 9: Miscellaneous Regulations**

Section 9.01. Chapters within the Jurisdiction of Florida may institute any programs sanctioned by and in accordance with the DeMolay International Bylaws Rules & Regulations.

Section 9.02. The State Master Councilor may select a personal charity to support during his term of office.

Jurisdictional fundraising efforts shall be put in motion, along with service projects being implemented, to benefit these charities.

Section 9.03. An appendix to these Rules & Regulations shall be maintained by the Executive Staff and may be amended through the same legislative process as defined in Chapter 8.

## **Chapter 10: Disciplinary Authority**

Section 10.01. The Florida Jurisdictional Chapter shall establish an Honor Court consisting of 2 advisors and 1 DeMolay. Those individuals serving on the Honor Court shall be appointed in agreement by the State Master Councilor and the Executive Officer. The Honor Court shall be called as needed and have jurisdiction over all disciplinary actions taking place at Conclave. The Executive Officer shall use his discretion to approve or disapprove all rulings by the Honor Court.

Section 10.02. Disciplinary action at all other Jurisdictional events shall be referred to the Chapter, Manor or Priory responsible for the member, to be handled pursuant to subsection 314.12 of the DeMolay International Rules & Regulations.