

Rules and Regulations of  
the Florida Jurisdictional Chapter



Updated March 2017

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

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

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

The members of this State Chapter shall meet at least biannually at the Annual State Conclave and Mini Conclave for the purposes of conducting business, electing officers, holding athletic and ritual competitions, and other activities that are deemed appropriate by the Executive Staff.

## **State Chapter Leadership**

The Elected Officers of this State Chapter shall be the State Master Councilor, the State Senior Councilor, the State Junior Councilor and the State Scribe.

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 and Mini Conclave.

The State Senior Councilor and State Junior Councilor shall be elected at the Annual State Conclave assembled each year. The State Senior Councilor shall automatically ascend to the office of State Master Councilor at the Conclave following his election, with the approval of the Executive Staff.

These officers shall serve until their successors are installed, until they resign or are removed.

The State Scribe shall be elected by the delegates at each annual Mini Conclave. He shall not be eligible to run for elected office at Conclave while serving as State Scribe. All nominees for the office of State Scribe must meet the qualifications for an Elected Office. The State Scribe shall work with an Advisor who is satisfactory to the Executive Staff. The Advisor must be a member of the Jurisdictional Staff.

All candidates for the office of State Scribe shall submit a letter of intent to the Deputy Executive Officer, for distribution to the Executive Staff, no later than 20 days prior to the opening of Mini Conclave.

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 these provisions shall automatically create a vacancy in the office.

A vacancy in an elected State Office may be declared by the State Master Councilor, subject to the approval of the Executive Officer. A vacancy may also occur in the State Scribe position upon the recommendation of the State Master Councilor, subject to the approval of the Executive Officer.

In the event of death, resignation or removal of a State Elected Officer, each remaining State Councilor shall advance to the next highest office. In the event that a vacancy occurs in the office of State Junior Councilor, the State Master Councilor shall nominate to the Executive Officer a candidate to fill the office. In the event that a vacancy occurs in the office of State Scribe, the State Master Councilor shall nominate to the Executive Officer a candidate to fill the office.

Any qualified DeMolay who desires to run for the Elected Office of State Senior Councilor or State Junior Councilor shall send a Letter of Intent to the Deputy Executive Officer no less than 20 days prior to the opening of Conclave. The Deputy Executive Officer shall only insure that the Letters of Intent are complete and in proper form. He will then inform the Executive Staff that he possesses a complete Letter of Intent and secure their approval of the Candidate, which he will then communicate to the Candidate. There will be no extensions of the deadline, unless the delay is beyond the control of the candidate or caused by Jurisdictional Staff. Letters of Intent may be in the form of email, and the date stamp at the time of its submission shall be its postmark.

All candidates must be residents of the State of Florida for at least six months prior to the election and shall be members in good standing of a member Chapter of this Jurisdiction. All candidates for an Elected State Office must possess at the time of filing their Letter of Intent: proof of:

- a. Being a recipient of the Representative DeMolay Award
- b. Being a Past Master Councilor
- c. Having completed the five modules of the Leadership Correspondence Course.

Copies of such proof shall accompany said letter.

The candidates for State Master Councilor, State Senior Councilor and State Junior 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 Opening and Closing Ceremonies and Initiatory and DeMolay Degree in the Ritual of Secret Work for his sought Office. The criteria for the approval of said evaluation shall be determined by the Director of Ritual before the elections of the said office.

A candidate's Letter of Intent to run for an elected State Office 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." A letter must be submitted from the parent or guardian of a prospective candidate stating that the candidate has their approval to serve in the office he is running for. A letter must also be submitted from the prospective candidate's advisory council stating that the candidate has their approval to serve in the office he is running for, and that they feel he is qualified to be a state officer. The Executive Staff will provide final guidance on a candidate's suitability for office, and refer their recommendation to the voting delegation at conclaves.

All candidates for advancement to the office of State Master Councilor must be a high school graduate or its equivalent, and have been a member of this organization for at least two (2) years prior to the time of his advancement. Any candidates for said office from the Florida at Large Chapter shall require the approval of the Executive Staff.

A candidate shall not cause any distribution of materials, written or oral, pertaining to his candidacy before he has submitted his Letter of Intent to the proper persons. The date of submission shall be determined by the Letter of Intent's postmark. 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 the Annual State Conclave or at any time.

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 respective conclaves. 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 in the case of electing the State Master Councilor. A simple majority of the ballots cast shall be necessary for a candidate to be elected. An election shall be defined as having 2 or more candidates running for one office. In the event that there are less than 2 candidates running for an office, the position shall be filled by appointment by the Executive Staff, with the approval of the Executive Officer; the sole named candidate shall not be automatically appointed.

No more than 2 state officers may serve in office from any one chapter. Dual membership shall not be an exception to this rule. 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 ritual proficiency requirement shall be temporarily waived for a period of 60 days; at which time, the standard ritual proficiency for the elected office must be completed. Should this not occur, the officer may be removed from office by the Executive Officer.

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. Said advisor shall assist and advise the State Master Councilor in such matters as may be deemed necessary by the State Master Councilor.

## **State Elections**

The ballots for the election of Officers shall be prepared by the State Scribe for each Annual State Conclave. Blank ballots, ineligible ballots and those otherwise deviating from the proper form provided herein shall be tabulated as abstentions.

Each member Chapter shall be entitled to three (3) votes and be represented by up to three (3) delegates. Each delegate shall have one vote in all matters brought on the floor of Conclave. In the event that less than three (3) delegates from a Chapter are in attendance at Conclave, any or all of the absent delegate ballots may be given to a remaining Delegate from that Chapter.

All of a Chapter's delegates must be members of said Chapter. Every Past Elected State Officer, 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 Florida Jurisdictional Chapter. His eligibility to this vote shall be waived if the Past Elected State Officer is serving as a delegate representing his Chapter.

The State Senior Councilor, State Junior Councilor and State Scribe 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.

Each Chapter delegation shall elect a Senior Delegate before the opening of Conclave. The vote of the Chapter Delegation shall be announced by the Senior Delegate with the exception of a secret (written) ballot.

## **State Appointed Officers**

The State Master Councilor shall appoint all State Officers which are not elected and the State Committee Chairmen of this State Chapter. In consultation with each chairman, the State Master Councilor shall appoint the committee members.

The State Master Councilor elect shall announce the names of his appointed Committee Chairmen and appointed State Officers at the last business session of the State Conclave. The names of these officers shall be published in the proceedings of this State Chapter. The State Master Councilor shall have power over the establishment of any special committees he deems necessary. Either standing or special committees may be abolished by the State Master Councilor with the approval of the Executive Officer.

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

The State Master Councilor shall appoint one (1) active DeMolay from each district to serve as the District Deputy State Master Councilor (DDSMC). The DDSMC shall be the State Master Councilor's representative within the district. Said DDSMCs shall be at least 16 years of age. DDSMCs shall not be a sitting chapter Master Councilor.

All DDSMCs shall be required to make an official visit to each chapter in their district prior to January 1st of the year of their appointment. A report on this visit shall be submitted to the State Master Councilor no later than January 1st.

The State Appointed Officers of this State Chapter shall include the officers necessary for the function of the State Chapter. The State Appointed officers shall assist the State Master Councilor in his work.

### **State Officer Responsibilities**

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 DDSMC or official representative.

It is the duty of the State Master Councilor to ensure an Elected State Officer makes an official visit, in person, to each Chapter in this Jurisdiction, at least once during his term of office.

The State Senior Councilor, State Junior Councilor and State Scribe shall represent the State Master Councilor when so ordered, and assist the State Master Councilor in every way possible in the discharge of his duties.

The State Scribe 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, State Senior Councilor, State Junior Councilor; One copy to each member Chapter, either chartered or under Letters Temporary within the Jurisdiction of Florida.

The State Scribe, with the approval of the State Scribe 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 shall publish the Conclave Proceedings on the jurisdictional website before the next biannual Conclave.

The State Scribe shall keep and maintain a true copy of the Charter, Rules and Regulations of the Florida Jurisdictional Chapter. He shall also supply a copy to the State Master Councilor, the Director of Conclave and the Executive Officer of Florida at the Annual State Conclave.

## **Conclave and Mini Conclave**

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.

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

There shall be Ritual Competition, Sports Competition, Election and Appointment of State Officers and any other business for the good of the Order held at the Annual State Conclave and Mini Conclave.

The Director of Conclave shall make decisions concerning the registration of chapters.

## **Legislative Process**

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

Recommendations for legislative call items shall be submitted to the State Scribe no later than 45 days prior to the opening of Conclave. He shall forward any legislative items to the State Master Councilor, the Deputy Executive Officer (for distribution to the Executive Staff) and the Executive Officer upon receipt.

The State Master Councilor may recommend changes to these Rules & Regulations if necessary; these changes are subject to the approval of the Executive Staff and the Executive Officer.

## **Miscellaneous Regulations**

Chapters around the state may institute any programs sanctioned by and in accordance with the DeMolay International Bylaws Rules & Regulations.

The official charity of the Florida Jurisdictional Chapter shall be the Masonic Home of Florida.

The Florida Jurisdictional Chapter shall have a State Almoner's Fund. All funds within the State Almoner's Fund shall go to the official charity of the Florida Jurisdictional Chapter. Fundraising efforts shall be put in motion, along with service projects being implemented, to benefit this charity.

### **Appointed Honor Court**

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 have jurisdiction over all disciplinary actions taking place at Conclave and Mini Conclave. The Executive Officer shall use his discretion to approve all rulings by the Honor Court. Disciplinary action at all other Jurisdictional events shall be turned over to the Chapter or Priory responsible for the DeMolay/Sir Knight at the event.