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DEMOLAY

FLORIDA

Standard Operating Procedures and Executive Officer Directives



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Updated September 2020
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Florida Chapter Operations

Chapters within the Jurisdiction of Florida

- Regardless of status, all proceedings and transactions of every Chapter operating within the Jurisdiction of Florida, shall be governed by and operated pursuant to the Bylaws, Rules & Regulations of DeMolay International (“DI BRR”), second by these Jurisdictional Directives and SOP documents, third by its own Bylaws and SOP, and lastly by Robert’s Rules of Order.
 - Current and updated copies of each of these documents shall be on file with Florida DeMolay Administration, and be available to Chapter leadership upon request.
- **Chartered Chapters:**
 - Chapters that have been presented a Charter pursuant to Article 12 of the DI BRR, shall be the working core of the DeMolay program within the Jurisdiction of Florida. All Chapters under any other status shall proactively work towards attaining this status, pursuant to the regulations outlined below.
 - Chartered Chapters shall operate at the discretion of the Executive Officer, assisted and supported by his corps of Personal Representatives and the Advisors appointed to each local Advisory Council.
 - Unless otherwise designated, each Chartered Chapter shall be afforded delegate representation at Jurisdictional meetings, consistent with these directives and the Rules & Regulations of the Florida Jurisdictional Chapter.
- **Chartered Chapters under Reorganization:**
 - A Chartered Chapter shall be declared *under reorganization* automatically if its membership roster falls beneath the mandatory threshold of 15 active members required by DeMolay International to maintain a Charter; or as recommended by the Personal Representative and approved by the Executive Officer based upon a prolonged decrease in activity or attendance.
 - A Chartered Chapter under Reorganization:
 - Must work with the District Master Councilor, Personal Representative (or others designated to serve in similar supporting roles) and Florida DeMolay Administration to draft and execute an operational plan for rebuilding. This plan shall be comprehensive, establish benchmarks and deadlines, with monthly status reports to be submitted to and monitored by the Personal Representative.
 - A thorough *SWOT analysis* (identifying the strengths, weaknesses, opportunities and threats) is recommended as a baseline for this plan.
 - Shall have the same restrictions as those under Letters Temporary, cited in this SOP.
 - By written request of the Advisory Council, or at the recommendation of the Personal Representative, a *Chartered Chapter under Reorganization* may come out of reorganization and returned to full status so long as their membership exceeds the minimum and activity level has improved, by approval and declaration of the Executive Officer; once communicated, all restrictions shall be lifted, unless otherwise communicated.
- **Chapters under Letters Temporary:**
 - A new Chapter being formed shall be forwarded the initial Letters Temporary from the Executive Officer or by his representative upon the appointment of the initial Advisory Council members, outlined in §311.7 of the DI BRR, and the successful recruitment and initiation or transfer of at least five (5) youth members to serve the Chapter as its initial corps of officers.
 - Chapters under Letters Temporary:
 - Shall develop an initial plan of events, based on the PMC-MSA program, and develop an initial set of Bylaws and SOP.
 - Shall be afforded one (1) delegate representative at Jurisdictional meetings where the delegation are called to approve legislation.
 - May not sponsor subordinate or ancillary programs unless specifically recommended by the Personal Representative and authorized by the Executive Officer.
 - May not recommend potential candidates for elected State Office.

- Shall be released from these restrictions once the Charter qualifications have been met and approval has been announced by the Executive Officer.
 - Approval for Charter shall not be limited only to meeting the minimum membership requirement of fifteen (15) members; Chapters requesting approval for Charter status shall submit its Bylaws and SOP for review/approval, and must also be operating proficiently and independently as a functional Chapter – ritually, financially and operationally – consistent with §312.2 of the DI BRR.
- **“Inactive” Chapters**
 - Consistent with §313.4(f) of the DI BRR, the Executive Officer may declare a Chapter entity of any status above that has ceased activity as “inactive.” This declaration temporarily preserves the Charter or Letters Temporary from forfeiture while all avenues for reactivation are explored. All active members and registered Advisors of the Chapter at the time it is declared inactive shall be reassigned to Florida-at-Large Chapter (10999), and the thorough process for reorganizing the Chapter shall begin. This process may involve the recruitment of new Advisors to serve on the Advisory Council.
 - Upon declaring it back into “active” status, the Chapter shall operate as a *Chapter under Letters Temporary*, as cited in this SOP and must go through the necessary steps to restore its full Charter status once again.

Bylaws & Standard Operating Procedures (SOP)

- Chartered Chapters within the Jurisdiction of Florida must be operating with a current set of bylaws, available to all members of the Chapter, Advisors or Jurisdictional Staff by request at any time.
- A **uniform code for bylaws and standard operating procedures** shall be provided by Florida DeMolay Administration to assist in the development of the Chapter’s initial set of bylaws.
 - All Chapter bylaws are subject to review every three (3) years at maximum, through the process outlined therein. After review, should there be no amendments, a statement from the Advisory Council will suffice, attesting that the review has occurred and that no changes are recommended or required.
- A copy of the most current bylaws and SOP must be submitted for review with the annual report each year, and will be reviewed by the Executive Officer and provided to the Personal Representative.
- Upon request, the Executive Officer may approve through special dispensation any actions outside the scope of the established Chapter bylaws and SOP, so long as they are not contrary to the Bylaws, Rules & Regulations of DeMolay International.
 - Requests for special dispensation, outlining the specific request and citing the conflicting regulation(s), shall be forwarded in writing to the Personal Representative; the special dispensation shall not be considered approved until the Executive Officer has provided such notification in writing.

Chapter Officers

- Henceforth, all Chapter bylaws shall be amended to include *at least* these minimum qualifications for Chapter elected offices:
 - Master Councilor: proficiency (white obligation card), completion of all five portions of the Leader’s Correspondence Courses, the attainment of the Representative DeMolay Award and previous service as either the Senior or Junior Councilor.
 - Senior Councilor: proficiency (white obligation card), completion of the first three portions of the Leader’s Correspondence Course.
 - Junior Councilor: proficiency (white obligation card) and completion of the first portion of the Leader’s Correspondence Course.
- Before installation into office, all newly elected Councilors shall demonstrate their ritual proficiency on their portions of the opening and closing ceremonies.
- No married DeMolay may be elected or appointed to office, either within his Chapter, District or Jurisdiction; but he may finish his term of office if he was elected or appointed prior to his marriage if doing so shall serve the good of the Order.

Chapter Installations

- Terms of office shall be six (6) months in length, and Chapters shall hold their installations of officers as follows:
 - o Spring Installations shall be scheduled between January 15 and March 15th.
 - o Fall Installations shall be scheduled after Summer Conclave, but no later than September 15th.
- Letters of intent and term plans shall be forwarded by potential candidates for elected office prior to each election of officers. These documents shall be received and reviewed by the Chapter Advisory Council for approval.
- A report shall be sent to Florida DeMolay Administration within 48 hours of Chapter officer elections, outlining the Chapter officers to be installed and the proposed date, time and location for the installation of officers.
- Copies of each Chapter's term plan shall be submitted to the Personal Representative no later than 10 days following the Installation of Officers.
 - o All term plans shall be forwarded to FL DeMolay Administration and to the Director of DeMolay Awards, in consideration for the Past Master Councilor's Meritorious Service Award.

Chapter Treasury

- The Chapter Treasurer shall make a financial report of all monies held under the name of the Chapter, including investment accounts, at each stated meeting and shall furnish a written monthly report for the Chapter Advisory Council's meeting, recorded in the minutes.
- All Chapter monies shall be kept in the name of the Chapter, registered as "DeMolay International" with "DBA 10(###) (_____) Chapter" (Chapter ID Number followed by the Chapter Name) as a secondary name, consistent with the 990-N annual return to the IRS.
 - o Florida DeMolay Administration will handle the annual filing of the Chapter 990-N report to the IRS, the regular registration with the Florida Department of Revenue for sales tax exemption, and with the Florida Department of Agriculture for charitable solicitation compliance. Copies of these records shall be provided to the Chapter leaders in a Google Drive or electronic Dropbox folder, maintained and provided by Florida DeMolay Administration.
- A Chapter is permitted to have one checking account and one or more savings accounts. Or, if it is preferred, all monies may be kept in one account, with various ledgers. All monetary transactions are subject to annual audit.
- At least three (3) signatures shall be on file at each financial institution where the Chapter has funds on deposit.
 - o Two (2) signatures are required on all checks or withdrawals; one of these signatures should be an active member of the Chapter.

Chapter Minutes

- Consistent with his office, the Chapter Scribe records the minutes and transactions of the Chapter. At least annually, the Scribe's record book shall be reviewed and audited by the Personal Representative.
- All communications from throughout the District, from the Personal Representative or District Master Councilor, from Florida DeMolay, from the Executive Officer, or from DeMolay International must be presented at two (2) consecutive stated meetings, noted in the Chapter minutes and filed in the Chapter records for reference.
- The Chapter minutes should also reflect the acceptance of a member's proficiency in his obligations. If the Chapter's SOP allows, members may stand proficiency at a time other than a stated meeting; the Scribe shall record the name of each member who has met proficiency in the minutes of the stated meeting following the approval, along with the confirmation that a proficiency card has been issued. At no time should a record be kept of a member who has failed to demonstrate proficiency in his obligations.
 - o Upon successful completion of his proficiency, a member's record shall be updated in eScribe to reflect the same.

Chapter Ritualistic Provisions

- These provisions are for implementation at the Chapter (only) and do not impact the evaluation requirements of ritual direction based on the regulations from any regional Ritual Tournament that Florida DeMolay may follow.
- **Initiatory Degree:**

- During the Initiatory Degree, if there is only one candidate being initiated, the Junior Steward shall return to his seat once the Senior Deacon’s questions have been answered and the candidate is being conducted to the Master Councilor (he is not to follow the Senior Deacon and Senior Steward while leading/conducting the candidate throughout the Degree).
- Regardless of the number of candidates, when the obligation has been administered and the Master Councilor raps for the officers to return to their seats, both Stewards shall return to their seats and not accompany the candidates and the Senior Deacon along the symbolic journey.
- **Short Form / Obligation Ceremony:**
 - The short form “Procedure for Obligating New Members” provided in the DeMolay Ritual of Secret Work is authorized for use within the Jurisdiction of Florida, when the full initiation rites are impossible or impractical. Cited in the guidelines for ritual direction, the obligation(s) must be conferred from memory. All new Brothers obligated through this abbreviated process should be offered a conventional *full form* Degree (or Degrees, as appropriate) at the earliest opportunity – likely with the coordinated assistance of the District Master Councilor, or at the next State Conclave.
 - Any instances of conferring this short form obligation shall be reported to the Personal Representative.
 - If the Chapter is not in a position, either through the process of organization/reorganization or for a lack of a quorum, to open in regular form for this abbreviated obligation ceremony, the Chapter may be declared open by the Master Councilor or another member, with the approval of the Advisory Council and notification to the Personal Representative.
 - If this short form is conferred during a Stated Meeting, the candidate(s) should remain outside until the Senior Deacon is directed to present him(them) at the altar; he shall then retire from the Chapter room, and return leading the candidate(s) into the Chapter room.
 - If the DeMolay Degree is communicated through this manner, the Chapter shall go through the normal process to open the Chapter on the DeMolay Degree, as prescribed in the Ritual prior to conferring the short-form DeMolay Degree obligation.

General Chapter Operational Provisions

- **Attendance and participation at Stated Meetings:**
 - Attendance for Chapter Stated Meetings and Degrees shall be limited to those specified by the DI BRR (§318.9). Visitors not meeting the criteria therein described shall be asked to retire before the doors are tiled.
 - Exceptions to this regulation may be requested in writing to/through the Personal Representative, utilizing the same process for requesting special dispensation in these directives.
 - If specifically authorized in the Chapter’s Standard Operating Procedure, a Chapter may be placed in recess and the doors opened for the purpose of inviting non-members to participate in a particular discussion; however no secret work may be exemplified and no vote taken while the Chapter is at recess.
- **Chapter Officer assignments and Chapter Committees:**
 - Consistent with DeMolay International regulations, the Senior Councilor shall be responsible for the Chapter’s fundraising initiatives; and the Junior Councilor shall be responsible for the membership initiatives.
 - While other Chapter Committees are recommended and may be appointed by the Master Councilor to accomplish the goals of his term, only the Membership Committee is required by the Rules & Regulations of DeMolay International (§319.1).
 - The Membership Committee shall be responsible for planning and promoting a membership program through communication and efficient administration by its Committee Chairman with the assistance of an Advisor appointed to serve in such capacity.

- The Membership Committee Chairman shall keep record of membership stats for the Chapter, as well as the progress for any Brother towards the membership awards offered by DeMolay International, the International DeMolay Congress or the Jurisdiction of Florida.
 - Florida DeMolay also recommends the appointment of a Fundraising Committee, a Sick Committee, an Activities Committee and an Executive Committee; the latter being composed of Past Master Councilors to serve as a guidance and support team for the current Master Councilor.
 - **New Member Orientation & Onboarding:**
 - All new members should be presented a new member orientation program as appropriate, either by Chapter representatives or by Florida DeMolay Administration.
 - Once reported on eScribe, all new members shall have access to the electronic DeMolay ritual, referenced to aid them through their initial proficiency.
 - Once proficient in the obligations for both Degrees, a proficiency (or obligation) card shall be presented; said presentation should be reflected in the Chapter minutes, and the date of proficiency shall be documented in eScribe.
 - Through their home Chapter, all new members should be afforded a merit bar head and drop consistent with further regulations contained herein, a written copy of the Ritual of Secret Work, and any other regalia specified in the Chapter Bylaws.
 - **Reporting Practices:**
 - Form 10s are to be submitted electronically via eScribe within 10 days of either the Initiatory & DeMolay Degree. Payment shall be made electronically by the Chapter as part of the reporting process, unless there is some program sponsored by FL DeMolay which will fund the reporting fees.
 - If this is the case, an email should be sent to FL DeMolay Administration designating the Form 10 registration number and specifying the program from which the funds should be taken.
 - Any required annual or financial report for the preceding year shall be prepared after an audit and submitted before January 31st.
 - The Certification of Election form, to be submitted electronically to Florida DeMolay Administration within 48 hours of the stated meeting where elections occurred. Pursuant to these Standard Operating Procedures, this certification shall include the name of a Membership Committee Chairman and designated Membership Advisor.
 - Medical Release Forms shall be updated for ALL youth active with every Chapter each year, in January. These forms shall be kept in the Chapter files and copies shall be forwarded to Florida DeMolay Administration.
 - Media release forms shall be collected from each new member, kept in the Chapter files and copies shall be forwarded to Florida DeMolay Administration.
 - **Dual Membership and Membership Transfer (between Chapters):**
 - Members of a Florida Chapter may petition for dual membership. The petition must be approved by favorable ballot of the Chapter where membership is being sought and must also be approved by both Advisory Councils involved. Once these approvals have been documented, the matter will be forwarded to the Personal Representative assigned to the Chapter receiving the dual membership petition, who will relay the request to the Executive Officer for final approval and reporting to Florida Administration and the DeMolay Service & Leadership Center.
 - In cases of dual membership requests with two or more jurisdictions involved, the Personal Representative shall involve the Executive Officer who will relay the specifics of the request to the Executive Officer(s) having jurisdiction over the other involved Chapters.
 - Membership transfer may also be performed by this same process.
 - **Membership Suspension and other disciplinary measures:**
 - In the case where a DeMolay is suspended from his Chapter, any other memberships under the auspices of DeMolay International will also be suspended; this includes dual memberships and Priority membership. Upon confirmation of reinstatement by the suspending Chapter, he will automatically be reinstated to subsequent memberships, unless otherwise directed by the Executive Officer.

- Any acts of discipline or displays of disharmony should be reported to the Executive Officer as soon as possible. Should any individual's presence be declared objectionable pursuant to DI BRR §318.8, a written description of the circumstances surrounding the declaration shall be forwarded to the Personal Representative and the Executive Officer as soon as possible. The Executive Officer retains the right to sustain or overrule the objectionable declaration.

Ancillary Programs

- At the favorable vote of a chartered Chapter, and with the approval of its Advisory Council, a subordinate or ancillary program may be sponsored. This sponsorship shall begin with the vote of the Chapter, but its operation shall be evaluated and is contingent upon the successful operation of the program. At least one member of the Chapter's Advisory Council shall be appointed by the Council to spearhead the operations of the program as its supervisory liaison; this advisory liaison will be responsible for maintaining communication with the Chapter and Advisory Council with updates at monthly meetings, providing updates on operations, progress and good of the Order. Regulations governing the establishment and operation of these ancillary programs are provided through Florida DeMolay Administration.
 - Manors of the Order of Squires
 - The term of a Squires Manor shall be in conjunction with the term of the Chapter. Medical Release Forms must be submitted to Florida DeMolay Administration for each Squire and shall be renewed each calendar year.
 - Squire induction forms (Form S) are to be submitted electronically via eScribe within 10 days of an induction.
 - Squire Manors should operate similarly to DeMolay Chapters; but the nature of the program should allow for more adult interaction due to the age of the Squire members.
 - Squire Manors have an open-door policy, in that anybody present at the event may witness the ceremonies and meetings of the Manor, but only active Squires and active DeMolays may hold office as appropriate to the program, and only active Squires may vote on pertinent business.
 - Sweetheart Programs (or Sweetheart "Courts")
 - The term of a Chapter Sweetheart shall also be in conjunction with the Chapter, either electing each six-month term or for a full year spanning two Chapter officer terms as indicated in the Chapter's bylaws or SOP. All female guests regularly involved with the Chapter, including the Sweetheart and members of the Sweetheart Court, shall have the proper Release forms on file with the Chapter and Florida DeMolay Administration.
 - DeMolay Parents' (or "Booster" Clubs)
 - The purpose of the Booster Club will be to assist the Chapter and its overall operations, through support and assistance in planning, preparing and decorating for Chapter events, and other actions of this nature. If a Chapter has an operational Booster Club, membership to the Club shall be open to the parents, adult relatives and family friends of all current and new members of the Chapter. Membership is strictly voluntary, and level of involvement shall be at the discretion of the members under guidance of the Advisory Council.
 - Booster Clubs are subject to the regulations maintained by the Advisory Council, and must have at least one Advisor attending all Club meetings in an advisory capacity to serve as a liaison to the Advisory Council.

Local Advisory Councils

Advisor Service

- Appointment to a local Advisory Council is a privilege, and is subject to the continued approval of the Executive Officer. Per DeMolay International Rules & Regulations, the Executive Officer may – at any time, with or without reason – transfer the appointment of an advisor to the Florida-At-Large Council, or terminate the appointment altogether, if he feels the good of the Order will result.

- While the appointment of all advisors expires on December 31st of each year, the full renewal process must be completed by November 30th, pursuant to the Rules & Regulations of DeMolay International.
- The Advisory Council Installation Ceremony is ceremonial, meant to impress spectators. Advisors shall assume their new roles at the beginning of the calendar year; their continued appointment is effective January 1.
 - Advisory Councils shall be installed once per year, at the first installation of the calendar year. Any current advisors absent from this installation may be installed at the next Chapter Stated Meeting; those advisors appointed after the annual installation may be installed at the Chapter Stated Meeting following their appointment by the Executive Officer, Personal Representative or Council Chairman.

Advisor Training

- All new Florida DeMolay advisors are required to complete a supplemental advisor training sanctioned by Florida DeMolay, and the Leadership Correspondence Course within six (6) months of their initial appointment. Doing so will assist them in establishing a baseline for organizational knowledge, so that they may better understand their role as a DeMolay advisor and be better equipped to serve our youth members.
 - Those continuing advisors who have served for one (1) year on an Advisory Council as of November 30 (renewal) and have not completed this requirement shall be reassigned to the Florida-At-Large (10999) Council rather than to the local Chapter Advisory Council.

Petitions for Membership

- The Advisory Council must ratify any ballot held by the Chapter. If the Advisory Council concurs with a favorable ballot of the Chapter, the petitioner shall be declared elected to receive the Degrees of the Order.
- The Advisory Council also retains the authority to declare an elected petitioner rejected, or a rejected petitioner elected; but if the Advisory Council's ruling is different than that of the Chapter, the matter must immediately be referred to the Personal Representative for communication with the Executive Officer.
 - The Executive Officer will make the final ruling in writing after necessary inquiries and in discussion with the Personal Representative. Should any petition be referred to the Personal Representative for this cause, no notice shall be sent to the petitioner until the decision of the Executive Officer is received.

District Operations

District Master Councilor (DMC):

- The DMC shall work with the constituent Chapters within his District to aid in their success.
- The DMC shall plan and execute at least one School of Instruction during his term of office; as well as ritual and sporting competitions among the Chapters within his District. The victors from these District-level competitions will be eligible to participate in specific competitions at an upcoming Jurisdictional event or Conclave.
- The DMC shall assist with the promotion and successful implementation of any membership, training, fraternal or operational programs for the Chapters within his District.
- The Jurisdiction of Florida shall implement and promote a District Master Councilor Meritorious Service Award.
 - In order to qualify for the award, the District Master Councilor shall submit a term plan within fifteen (15) days of his election to the State Chapter Advisor, including the plans for a fundraiser to benefit the SMC's Charity, and at least one event per term of the following types, for participation by all of his assigned Chapters: Civic, Social, Athletic and Masonic Service.
 - The DMC may plan these events in conjunction with the term plans of his constituent Master Councilors, but must promote it throughout the District and proactively assist with the execution of the event for it to qualify for consideration for the DMC-MSA award.
 - Similarly to the PMC-MSA, a recap letter must be sent to the State Chapter Advisor by July 1st, so that the qualifying criteria for the DMC-MSA award may be reviewed and, if approved, presented.

Personal Representatives:

- By definition of his title, the Personal Representative is to represent the Executive Officer in any matter within a particular District to which he is assigned.

- He does not possess Executive Officer authority, unless it is specifically cited in official communication from the Executive Officer for the Personal Representative to handle a specific matter.
- He should be assumed to be on official business whenever he calls a meeting with a Chapter or its Advisory Council; he may also act in the capacity of a local Advisor on the Advisory Council.
- He may also represent the Executive Officer outside of his assigned District when directed in writing to do so.
- He may appoint a Deputy Personal Representative, with the approval of the Executive Officer.
- The Personal Representative is a voting member, ex-officio, of each Advisory Council within his appointed jurisdiction, and shall assist in Chapter Development operations, for current and new Chapters/Manors.
 - His job duties also include working with local Sponsoring Bodies and making membership and fraternal presentations as appropriate.
- The Personal Representative shall assist Florida DeMolay Administration with all administrative filings from the local Chapters required by Florida DeMolay and DeMolay International, appropriate to his position.
 - These include, but shall not be limited to, Chapter bylaws, Medical & Media Release Forms, Financial Reports, Annual Chapter Reports to DeMolay International, and Honors Nominations.
- The Personal Representative shall, at least annually, review the books and transactions of each Chapter within his assigned jurisdiction and file a report of his findings to the Executive Officer.

Jurisdictional Operations

Jurisdictional Staff Members:

- The Florida DeMolay Executive Staff is composed of:
 - Core Executive Staff members (executive.staff@fldemolay.com)
 - The Executive Officer (eo@fldemolay.com);
 - The Deputy Executive Officer;
 - Three Assistant Executive Officers, for
 - Membership; Education; and Operations.
 - Ex-officio Executive Staff members, named by the Executive Officer.
- The Jurisdictional staff of Florida:
 - Are specific volunteer leaders appointed by the Executive Officer to lead a particular program or directed to operate for the betterment and advancement of DeMolay within the Jurisdiction of Florida, as included (but not limited to):
 - Alumni Relations (alumni@fldemolay.com)
 - Ancillary Programs
 - Athletics
 - Conclave (conclave@fldemolay.com)
 - DeMolay Awards (isc_awards@fldemolay.com)
 - Knighthood
 - Ritual
 - Shall create and maintain regulations for his/her own program to include the recruitment of supporting personnel to assist in accordance with the Bylaws, DI BR&R, and any Jurisdictional Rules, Regulations & Directives, and shall also be subject to the approval of the Executive Officer.

Florida DeMolay Administration

- Assists in the general operation of Florida DeMolay at all levels; to include
 - Education
 - John Bates University of DeMolay Knowledge
 - Jurisdictional, District and Chapter leadership and educational presentations
 - DeMolay International educational programs
 - Financial reporting

- i.e.: 501c3 group exemption, annual 990 IRS return, Sales Tax exemption from the Florida Department of Revenue, Solicitation of Contributions compliance with the Florida Department of Agriculture & Consumer Services
 - Chapter returns shall be returned in a timely manner, so that FL DeMolay Administration may continue to submit these returns.
- Communications
 - Regularly scheduled communications through an array of mediums, to include the jurisdictional website and calendar, electronic newsletters and communications

Miscellaneous Standard Operating Procedures

General DeMolay Awards

- Awards, including Merit Bars, should be presented to the DeMolay members as soon as they are earned.
 - At each Installation of Officers, a list of awards earned by each DeMolay member shall be announced by the Awards Advisor or another individual directed by the Advisory Council.
 - DeMolay members should be encouraged to wear their Merit Bars and other honors and awards when appropriate. More tenured members, who opt not to wear their merit bars are still encouraged to keep their merit bars up to date, to preserve and document their continued activity as an active DeMolay.
 - Senior DeMolays may earn the Blue Honor Key (for DeMolay recruitment) and the Green Honor Key (for Knighthood recruitment). Stars may be presented to any “key” award, denoting secondary occurrences of qualifying for said awards.
 - Squires Manors and the Knighthood Priory each have their own systems of awards, to be determined by the regulations approved by the Florida Jurisdictional Staff Members in charge of those programs and the Executive Staff.
- **Regulations, specific to Merit Bars**
 - The following addendums shall be approved within the Jurisdiction of Florida, with regard to specific Merit Bar qualifiers:
 - “CONCLAVE” – registered attendance at an official state or District Conclave, Jurisdictional event (i.e. “Escape to Florida”) shall serve as qualification.
 - “VISITATION” – attendance at a ceremonial Chapter event (such as an Installation of Officers or conferral of Degrees) shall serve as qualification; the qualification for this merit bar shall not be limited only to Chapter Stated Meetings.
 - The decision to wear a single or triple Merit Bar “head” is at the discretion of the individual DeMolay Member at his personal preference and expense.
 - DeMolay members who have competed and won a jurisdictional individual ritual competition – or served on a winning team in a jurisdictional competition or at a regional Ritual Tournament – shall be authorized to include a (retired) green “RITUAL” merit bar with his personal merit bars to denote his accomplishment.
- **Member Medallion**
 - When a DeMolay in Florida attains his proficiency in both Degrees, he shall be eligible to wear the “Member Medallion” (on the red ribbon) regalia. This may be presented at the expense of the Chapter, should the Chapter’s SOP allow.
- **Past Master Councilor awards and regalia**
 - Consistent with DeMolay BR&R, a Chapter may vote to approve monies for presenting a Past Master Councilor a PMC pin; should the Past Master Councilor serve multiple terms, and if a PMC pin has already been presented, a PMC red ribbon jewel may subsequently be presented.
 - Past Master Councilor’s Meritorious Service Award (PMC-MSA):
 - Since all Chapter plans of term shall be modeled in conjunction with the Past Master Councilor’s Meritorious Service Award (PMC-MSA) qualifications, all Master Councilors shall be automatically registered upon the submission of his plan of term to the Personal Representative; the initial letter to Florida DeMolay Administration declaring his intent to

qualify is unnecessary. A copy of his term plan shall still be forwarded within 10 days of his installation to the Personal Representative, Director of DeMolay Awards and FL DeMolay Administration.

- The Florida Director of DeMolay Awards shall review the term plan and identify any shortcomings that would prevent the Master Councilor from attaining the qualifications for the award. The Director will maintain a dialogue of encouragement with the Master Councilor throughout his term, copying the Chapter Advisor.
- Within ten (10) days of the close of his term, the Past Master Councilor shall send a copy of the final, executed term plan with a written description of each element of qualification. This will be reviewed by the Director, and approval shall be subject to the rules governing the MSA program.
- **Past Scribes**
 - Upon successful completion of his term, the Chapter may vote to present an outgoing Scribe with a Past Scribe's jewel.
- **Distinguished Service Award (DSA)**
 - The Distinguished Service Award is considered a "lifetime achievement" award for DeMolay service while an "active" DeMolay (Class 6 member of DeMolay International, per the DI BRR).
 - Nomination packets for worthy Brothers shall include a personal and fraternal biography, a letter from the Advisory Council outlining his service and contributions to the Order, a current photo, and letters of endorsement from those in mentorship or leadership roles in all areas of the nominee's life; to include but not be limited to DeMolay, church, school, work and home.
 - Completed nomination packets shall be made in writing to Florida DeMolay Administration by the established deadline of July 1 of each year.
 - The nominee shall have no knowledge of the nomination process, or letters being collected.
 - The final decision regarding the recipient(s) for the DSA shall lie with the Executive Officer.
- **The Grand Master's Youth Award**
 - The Grand Lodge of Florida sponsors two recognitions, through its Masonic Youth Activities Committee:
 - The Grand Master's Youth Award is presented to an outstanding member of each DeMolay Chapter, as selected by the Advisory Council. Nomination forms shall be submitted to the Grand Lodge office by December 31st for processing and the return of the certificate and pin in time for the Installations of Officers.
 - Recognition certificates for outstanding adult volunteer service may be requested from the Grand Lodge of Florida. Lists of nominated adult volunteers shall be sent to the Grand Lodge office by December 31st in order to receive the certificates for presentation at the Installation of Officers.

DeMolay Honors

- Nominations for the Cross of Honor, Degree of Chevalier and Legion of Honor (both active and honorary) shall be submitted through the normal electronic process in eScribe, completed no later than March 1 of each year.
 - All nominations must be accompanied by supporting documentation, to include pertinent information outlining exceptional service, as well as a DeMolay, Masonic and/or Personal Biography of the individual being nominated and a digital photo.
 - Upon receipt, and before the filing deadline established by DeMolay International, the Executive Officer will review the credentials of those being nominated, consult with the corresponding Personal Representative, appropriate Advisors and/or Advisory Councilors and Jurisdictional Staff and make a final decision.
 - A completed and on-time nomination package does not guarantee final approval by the Executive Officer, or by the International Supreme Council.
- Unless otherwise specifically authorized by the Executive Officer, nominations shall not be considered from Chapters that have not completed the required annual reports, so long as these reports remain delinquent.

- No relative of a potential nominee being considered for an Honor or Award may be part of the specific discussion; if present at the Advisory Council meeting where honors are being discussed, he/she shall be excused from the discussion and may return once that portion of the discussion has concluded.
- The Degree of Chevalier may be exemplified at the discretion of the Personal Representative, and shall be performed exclusively by Chevaliers, ideally by a local Court of Chevaliers.
- The Legion of Honor investiture shall be called by the Executive Officer or his representative, scheduled at a time communicated by appropriate channels to the Jurisdiction and the Legionnaire designates.
 - o It is allowable for active DeMolays to participate in the LOH investiture, as the Preceptors. Participating DeMolays should recite their assigned part from memory, and be dressed appropriately in ceremonial robes.

Senior DeMolays & Alumni Relations

- Upon attaining the age of 21, members of DeMolay who are in good standing shall be offered a Majority Service and receive a Majority Certificate. Majority Certificates may be acquired upon request from Florida DeMolay Administration.
- It shall become the practice of the DeMolay Chapters, and District leaders, to recognize and make presentation of DeMolay tenure awards - for 10, 20, 25, 40, 50, 60, 65, 70, 75 + years of membership. These tenure awards may be acquired with the same process as Majority Certificates. Appropriate records shall be kept by Florida DeMolay Administration for future contact and opportunities for support.
- Senior DeMolays are welcome to attend any meetings of DeMolay Chapters unless disciplinary action or Executive Officer directive states otherwise. Senior DeMolays may also pro-temp in an officer position, if directed by the Master Councilor.
- Chapter meeting agendas shall include the introduction of any Past Master Councilors and Senior DeMolays from that particular Chapter, to be prior to the introduction of Visitors.
- DeMolay International's Membership Committee provides recognition for DeMolay Legacies and Alumni leadership, as follows:
 - o Established by the DeMolay International Membership Committee and approved for implementation by the International Supreme Council, the DeMolay Legacy program officially recognizes multiple DeMolay members in a family. Known DeMolay Legacies should be reported to the DeMolay International Membership Committee.
 - o Likewise any known Senior DeMolay, or member of King Solomon Chapter, who is the elected leader of a fraternal or civic organization is due recognition through the DeMolay International Membership Committee.
 - o Once reported to the DeMolay International Membership Committee, certificates shall be generated and returned to the Executive Officer, who will distribute them to their Personal Representative who will work with the local and District leaders to arrange for proper recognition and presentation.

Masonic Relations

- Local Masonic leaders should receive a standing invitation to attend meetings, ceremonies or installations of the DeMolay Chapters within the Jurisdiction of Florida.
- Chapter meeting agendas shall include the introduction of any Master Masons from the sponsoring Lodge, prior to the introduction of Visitors.

King Solomon Chapter

- King Solomon Chapter is an Honorary Chapter of Florida DeMolay, authorized by the Executive Officer.
- Membership in King Solomon's Chapter will afford each Master Mason a certificate and membership card, and appropriate records shall be kept by Florida DeMolay Administration for regular contact and opportunities for future support.
- King Solomon Chapter shall be convened whenever there is an Initiatory or DeMolay Degree being performed in full form within the Jurisdiction of Florida.

- Master Masons who are members of Lodges within (or in amity with) the Grand Lodge of Florida may submit a petition for membership in King Solomon Chapter with the requisite fee of \$100 (payable to Florida DeMolay).
 - The \$100 fee shall be disbursed as follows:
 - \$10 to the DeMolay Service & Leadership Center to register the new KSC member;
 - \$50 to a local DeMolay Chapter within the Jurisdiction of Florida for the purpose of sponsoring the initiation of a new youth member, referred by the new KSC member;
 - \$20 to the SMC's personal charity; and
 - \$20 to Florida DeMolay for deposit in its jurisdictional endowment fund.
- The petition and fee shall be forwarded to Florida DeMolay Administration within 10 days of the ceremony.
 - At no time should King Solomon Chapter petitions or monies be forwarded directly to DeMolay international.
- During the ceremony, Master Masons joining King Solomon's Chapter should be seated together in a conspicuous location within the Chapter room to observe the Degree(s) and be allowed to assume the obligation(s) with the DeMolay candidates.

COVID Response and Necessitated Virtual Events

- In response to the COVID-19 pandemic, virtual operations are hereby authorized, with certain guidelines:
 - As necessitated by national or gubernatorial directive, the Executive Officer shall issue general statements with specific time periods regarding the blanket approval for upcoming DeMolay operations to be held virtually within the Jurisdiction of Florida.
 - If not falling within the specified time periods referenced by the Executive Officer in his communications, a request for dispensation must be filed with the Personal Representative and approved by the aforementioned process prior to the event.
 - It is up to each individual Chapter and Advisory Council to determine the appropriateness for continuing virtual operations, consistent with local, state and national regulatory guidelines.
 - FL DeMolay Administration has developed certain resources specifically for the purpose of assisting local Chapters with their virtual operations. The use of these resources shall be coordinated through FL DeMolay Administration and the appropriate Personal Representative, following an approved request from the local Chapter.
 - Stated meetings held by virtual means (Zoom, etc.) shall be scheduled and appropriate notice shall be given to the membership, Advisors, DMC and Personal Representative. To maintain a timely order of business, since many of the virtual platforms have time limits for meetings, FL DeMolay Administration has prepared and distributed a business meeting agenda for virtual meetings.
 - Likewise, virtual Installations of Officers for Chapters (Manors, etc.) are authorized through the same approval process, but shall be scheduled utilizing the virtual platform utilized by FL DeMolay Administration, and attended/monitored by a member of the Executive Staff.
 - The virtual exemplification of the Installation Ceremony negates the need for an Installing Senior Deacon or Installing Marshal, and FL DeMolay Administration has amended the ceremony in response.
 - Virtual conferrals of the Initiatory and DeMolay Degrees are prohibited, unless specific, written approval is received from the Executive Officer. If a short-form obligation ceremony is deemed necessary for the induction of new members, a request shall be made to the Personal Representative – who shall relay the request to FL DeMolay Administration. These virtual obligations may be approved, but shall be scheduled through the virtual platform utilized by FL DeMolay Administration, attended/monitored by a member of the Executive Staff, and conducted from memory by one of the elected State Line officers.

- This regulation has been reviewed and vetted by the Executive Staff and the State Line, and has been deemed appropriate to maintain the consistency, continuity and quality of the work being communicated to our new Brothers.
- All newly obligated Brothers going through this process shall be offered the same new member orientation & onboarding protocols previously described in this document.
- Regarding DeMolay Awards for virtual operations, the following exceptions are authorized:
 - Merit Bars
 - Attendance – qualifying attendance may include virtual stated meetings, if deemed appropriate by the local Advisory Council.
 - Installing – qualifying participation does include serving on the installing team for a virtual Installation, if approved.
 - Ritual – ritual points may be granted for ceremonies conducted by virtual means, so long as they are of high quality and conferred from memory.
 - Visitation – qualifying visitations may include visitation to virtual stated meetings.
 - PMC-MSA
 - Depending on the deviation from the standard PMC-MSA program, a Master Councilor’s conformity to local regulations and a Chapter’s ability to operate, even on a limited capacity, will be considered when reviewing qualification for the PMC-MSA.

Protocol & Introductions

This section is prepared as a guide to all DeMolay leaders and is to be used by all Chapters and appendant DeMolay organizations within the Jurisdiction of Florida. The most important element in making introductions is COURTESY. Welcomes should be warm, friendly and sincere.

During Stated Meetings:

- Upon declaring the Chapter meeting open, the Master Councilor shall call on all Past Master Councilors of the Chapter, Senior DeMolays of the Chapter and Master Masons from the sponsoring Lodge to rise for acknowledgement and/or introduction.
- If attending in his official capacity, the Worshipful Master of the sponsoring Lodge shall be offered the seat to the right of the Master Councilor in the East, and shall be offered the last opportunity to speak before the meeting ends. The only exception shall be if the Grand Master of Masons, his District Deputy Grand Master or official representative is in attendance in official capacity; he shall be offered the opportunity to speak after the Worshipful Master.
- Should the Executive Officer be in attendance, it is proper to utilize the “Ceremony of Visitation” (in the Monitor of Public Ceremonies) and to formally offer him a seat in the east. He should be offered the last opportunity to speak before the close of the meeting.
 - In the case where the Executive Officer is in attendance at the same session with Masonic dignitaries in official capacity, the Worshipful Master shall be offered the opportunity to speak, followed by the Executive Officer, District Deputy Grand Master and/or Grand Master.
 - If only the Worshipful Master and Executive Officer are present, the Executive Officer shall be asked for his comments, and upon completion shall introduce the Worshipful Master for last comments prior to the closing ceremony.

Additional regulations surrounding Protocol & Introductions may be released from FL DeMolay Administration, as an addendum to this Directives & SOP document.