

## PENNSYLVANIA DeMOLAY

### **Chartering of Chapters** (Revised 10/15/17)

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 bring total Chapter membership up to a minimum of 15.
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 Pennsylvania 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. The Zerubbabel Key will be presented in conjunction with the presentation of the Charter.