

# BYLAWS OF PENNSYLVANIA DeMOLAY

## ARTICLE I - Name

The name of this organization shall be the Order of DeMolay in Pennsylvania, hereinafter referred to as Pennsylvania DeMolay.

## ARTICLE II - Purpose

The purpose of Pennsylvania DeMolay is to unite DeMolay Chapters in Pennsylvania and to promote brotherhood and comradeship, to foster fellowship through competition, to coordinate state-wide activities and conventions, to generate Masonic support and to promote the welfare of the Order, under the direction and supervision of the Executive Officer of the Jurisdiction.

## ARTICLE III - Members

**Section 1.** The members of Pennsylvania DeMolay shall consist of the subordinate Chapters of DeMolay International within the Jurisdiction of Pennsylvania.

**Section 2.** Chapters may be represented by all Past Master Councilors who are active members, present and voting at any session of the organization, plus up to 5 delegates elected by their members to represent them. Elected delegates must have been members of the Order for at least 6-months as of the day of the session at which they will serve.

**Section 3.** The State Master Councilor may appoint up to 5 delegates from the roster of those who were inducted as members-at-large and who have not become members of any Chapter, or who have become members-at-large by reason of forfeiture of their Chapter's charter, to represent all members at-large in Pennsylvania. The State Master Councilor shall attempt to distribute these appointments to provide an equal geographical representation among at-large-members. These appointments may be made, or changed, at any time.

**Section 4.** Each delegate shall have only one (1) vote, regardless of titles or offices held.

**Section 5.** If a delegate elected by his Chapter is unable to be present at any session he may be represented by a duly authorized alternate who shall have the same rights and privileges as the delegate had he been present.

**Section 6.** Each Chapter shall send to the Executive Officer the names of all active Past Master Councilors and the delegates and alternates who will represent the Chapter. The names are to be certified by an Advisor of the Chapter.

**Section 7.** Elected Officers of Pennsylvania DeMolay are entitled to one (1) vote. They shall not be delegates of any particular Chapter.

**Section 8.** Chapters on suspension owing to disciplinary action or to outstanding fees owed to the Pennsylvania DeMolay and/or DeMolay International shall be deprived of their votes at any and all sessions of the organization. Such Chapter shall be restored to full membership upon lifting of the suspension.

**Section 9.** A Chapter instituted during the year between annual sessions shall, upon institution, be admitted to membership in the organization; their delegates shall be seated and granted all rights and privileges of membership at the first annual session following institution, regardless of the minimum membership tenure requirement of Article III, Section 2.

**Section 10.** No Chapter delegation shall be seated nor permitted to participate in the annual session of the organization unless accompanied by at least one (1) Advisor for each five (5) DeMolays attending. Said Advisors and DeMolays must reside in the authorized convention facility. Any exception to this section must be approved by the Executive Officer.

## ARTICLE IV - Officers and Elections

**Section 1.** The elective officers shall be the State Master Councilor, Deputy State Master Councilor, State Senior Councilor, State Junior Councilor, State Scribe, and State Treasurer; to be elected at the annual Pennsylvania DeMolay Convention.

**Section 2.** A candidate for elective state office must be an active member (not having reached majority) in good standing of any Pennsylvania DeMolay Chapter, or an active DeMolay at large in good standing

within the Jurisdiction of Pennsylvania at the time of election. An officer, reaching majority during his tenure, shall complete his full term of office, but upon reaching majority, shall be governed by all rules and policies established pertaining to adults associated with the Order, except that they may not become advisors until they leave office.

**Section 3.** Candidates for elective state office must be a present or Past Master Councilor at the time of election. Candidates for elective state office must have successfully completed all five lessons of the Leadership Correspondence Course and have earned the Representative DeMolay Award. Candidates for the office of State Master Councilor must have served in a previous state elected office. No candidate shall be eligible to run for office if it is determined that he will not be able to fulfill the duties of his office due to out-of-state schooling, military service, or other cause.

**Section 4.** An aspirant for elective office must submit to the Executive Officer or his designated representative a letter of intent to become a candidate, to be received not later than 60 days prior to the opening of the annual session. This letter must include the office the candidate is seeking and the following signatures of authorization: the candidate, his parent or guardian, the Chapter Advisor and the Chairman signing on behalf of the Advisory Council of his Chapter. If the candidate is a member at large, his letter must include the office that he is seeking and the following signatures of authorization: the candidate, his parent or guardian, and signature of the Executive Officer or one of his deputies. No candidate will be eligible to seek elective state office without filing this letter of intent, which must be approved by the Executive Officer in writing before an aspirant may declare his candidacy publicly.

**Section 5.** An aspirant for the office of State Master Councilor must submit his letter of intent to become a candidate by February 1 prior to election. His letter must include an overview of his goals and a summary of his ideas for advancing Pennsylvania DeMolay. Interviews with all potential candidates will be held by the Executive Officer and a review panel of 5 participants chosen by him in consultation with the presiding State Master Councilor, to determine the qualifications of each candidate and readiness to serve. Not fewer than 120 days prior to the Annual meeting, the Executive Officer, upon advice of the review panel, will authorize one or more candidates for the office of State Master Councilor, whose duty will be to create a term plan for the subsequent DeMolay year.

**Section 6.** Campaigning will be permitted. A letter of intent must be filed prior to campaigning. Campaign speeches and remarks are strictly prohibited during Stated Meetings, Installations, and like Chapter meetings. Campaigning may be done before and after such meetings, but must not interfere with the business of the Chapter.

**Section 7.** Candidates shall be permitted to promote their candidacies through the distribution of campaign materials, through the organization of volunteer campaign staffs, and through the organization of slates or teams of candidates. Campaign limitations that are placed on candidates also pertain to their campaign organizations.

**Section 8.** The election of state officers will take place at the annual session. To be included on the ballot, a candidate must be present at the annual meeting, unless a written exception is recommended by the State Master Councilor and granted by the Executive Officer. In voting, the secret ballot will be used. A majority of all votes cast shall be necessary to an election. Blank ballots and ballots cast for unauthorized candidates shall not be counted toward the majority. In the event no candidate obtains a majority vote, a second ballot will be held which will be limited to the two candidates receiving the most votes. The State Master Councilor must cast his ballot with the others and may not hold his vote to break a tie. In the case of a tie vote, additional ballots will be held until the tie is broken.

**Section 9.** The elective state officers shall serve through the next annual convention or until their successors have been duly elected and installed.

**Section 10.** Any elective state officer may be removed from any office by the Executive Officer for failure to perform duties or for violation of the obligations, landmarks, and standards of the Order of DeMolay.

**Section 11.** The Executive Officer, in consultation with the State Master Councilor, may appoint or promote an active DeMolay who meets the eligibility provisions of these bylaws to fill a vacancy in an elective office of Pennsylvania DeMolay. This appointment need not adhere to the traditional "line of succession" of the officers.

**Section 12.** Any officer may resign at any time during the year from their office, but is responsible for returning the jewel of office, and any other books, records or property of Pennsylvania DeMolay to the Executive Officer or his designated staff member within 7 days of the date of resignation. An officer who does not complete his term in office is not recognized by title or publication for a partial term of service.

**Section 13.** Any officer may be granted a temporary leave of absence for a specified period of time approved by the State Master Councilor and the Executive Officer. The jewel of office must be returned to

the State Master Councilor for the duration of the leave of absence.

## **ARTICLE V - Duties of Officers**

**Section 1.** The duties of the State Master Councilor shall be to preside at all meetings; assign duties and responsibilities to elected state officers; see that these Bylaws are duly observed; appoint committees to serve during his term; meet with the committees when in session; and to perform such other duties as may devolve upon him from time to time.

**Section 2.** The duties of the Deputy State Master Councilor shall be to preside in the absence of the State Master Councilor, and to perform such other duties as may be assigned to him.

**Section 3.** The duties of the State Senior Councilor shall be to preside in the absence of the State Master Councilor and the Deputy State Master Councilor, and to perform such other duties as may be assigned to him.

**Section 4.** The duties of the State Junior Councilor shall be to preside in the absence of the State Master Councilor, Deputy State Master Councilor, and State Senior Councilor and to perform such other duties as may be assigned to him.

**Section 5.** The duties of the State Scribe shall be to perform such duties as naturally pertain to such office or those which shall be assigned to him by the State Master Councilor. He shall provide written minutes of all meetings to the State Master Councilor within 15 days of the close of the session.

**Section 6.** The duties of the State Treasurer shall be to perform such duties as naturally pertain to such office or those which shall be assigned to him by the State Master Councilor.

**Section 7.** The State Master Councilor, with the advice and consent of the Executive Officer, shall appoint a State Marshal, a State Chaplain, and other officers as deemed necessary, all of whom shall be known as appointed officers and who shall serve at the direction of the State Master Councilor.

## **ARTICLE VI - Meetings**

**Section 1.** The Chapter delegates shall meet in an annual convention. Minutes of the annual meeting shall be distributed to all Chapters within 30 days of the closing session.

**Section 2.** The site of the annual convention shall be selected by the Executive Officer on the basis of convenience of location, cost, and adequacy of facilities.

**Section 3.** Special sessions may be called with 60 days' written notice given by the State Master Councilor to be held at such a time and place as he may name.

**Section 4.** A quorum shall consist of the delegates representing one-third of (1/3) the Chapters and at least one state councilor.

**Section 5.** Except to break a tie vote, the presiding officer shall not speak in favor or against any proposal, or vote on any consideration placed before the body. The presiding officer may assign the duty of presiding to another councilor in order to speak for or against, or to vote, on any proposal, but may not resume the chair until action on the proposal has been resolved.

## **ARTICLE VII - Dues or Assessments**

Dues or assessments may be required, from time to time, as determined by the Executive Officer.

## **ARTICLE VIII - Programs**

All programs of Pennsylvania DeMolay such as the State Sweetheart program, athletics, ritual, and competitions will be governed by rules and policies created by the State Officers and approved by the Executive Officer.

## **Article IX - Amendments**

Amendments to these bylaws may be proposed by any member who shall file with the State Master Councilor and the Executive Officer a copy of the proposed amendment, at least two (2) months before the annual convention. The Executive Officer shall send a copy of the proposed amendment to each Chapter at least one (1) month before the annual meeting. If supported by two-thirds (2/3) of the voting delegates present at the annual meeting the amendment will carry, and will become effective following the close of the annual convention. Emergency amendments may be proposed at the annual meeting; however, the unanimous consent of all the delegates present is needed before an emergency amendment can be considered. All amendments are subject to the final approval of the Executive Officer, who also has the

right and authority vested in him by DeMolay International to amend these Bylaws at any time by executive decree.

### **ARTICLE X - DeMolay International**

Anything herein inconsistent with the Rules and Regulations of DeMolay International, Order of DeMolay, shall be null and void.

*Last amended January 1, 2009 by Thomas R. Labagh, Executive Officer.*