

POLICIES
of the
THE OREGON STATE COUNCIL
ORDER OF DeMOLAY

DUES, INSURANCE AND MANDATORY FORMS

1. Each Chapter within 10 days of performing either or both the Initiatory or the DeMolay degrees or Vow Ceremony on new candidates shall submit a Form 10 directly to International Supreme Council and Oregon DeMolay with payment of \$25.00 payable to ISC and \$10.00 to OSC per initiate.
2. Each Chapter shall submit to the Council office within 11 days following their installation of Officers, a "Form 11", which shall list names, addresses, and phone numbers of their Chapter Councilors, Scribe and Dad Advisor.
3. This is a restatement of requirements in the International Rules and Regulations: Each Chapter Advisory Council Registration and changes must be approved by the Executive Officer. An Advisory Council registration must have a minimum of 3 Master Masons who are Advisors. New Advisory Council registration forms are due by November 15 (or as stated by the Executive Officer) to the Executive Officer for the new calendar year. All new Advisory Council Registration or Advisory Council Registration Supplements must have a check for \$10.00 per Advisor enclosed payable to ISC plus any other fees required for background checks or other programs or services. The Executive Officer will then forward all new or changed Advisory Council registration forms with a check to the International Supreme Council after review and approval. At least one member of the Advisory Council who is a Mason must be present at all meetings of the Chapter.
4. Non-Masonic advisors, including non-Masonic Senior DeMolays, non-Masonic parents, or interested and qualified non-Masonic adults may serve as Chapter Advisors in Oregon with the consent of the sponsoring body and subject to the approval of the Executive Officer.
5. All annual Advisory Council Registrations are to be accompanied by a properly completed Chapter Information Form as outlined by the Executive Officer.
6. All Sweetheart Chaperones/Advisors must be female and at least 25 years old and a member of the Chapter Advisory Council meeting the requirements of advisory council membership including training, background checks, Adult Worker Profile, etc. Exceptions to the age requirement should may be approved by the State Sweetheart Advisor.
7. An insurance premium for the new calendar year of \$250.00 or as is established annually is due by November 15 or at the stated deadline to the Executive Officer by check payable to Oregon DeMolay.
8. All Honor/Award Nominations for the new calendar year recommended by Advisory Councils must have the proper fee and be submitted to the Executive Officer by February 1. (checks payable to ISC)
9. Each Chapter by March 1st must submit to the Executive Officer a financial statement on the prescribed form. Copies of the January and December bank statements of every Chapter account must accompany each chapter's financial statement.

10. Chapters should require their Senior and Junior Councilor to attend a week long State Sponsored DeMolay Leadership camp each summer, unless a written viable excuse is presented to the Chairman 60 days before camp. Cost of registration to the camp each year will be set by the Executive Officer.

CANDIDATES FOR ELECTED STATE OFFICE

1. All qualified young men desiring to become an Elected State Officer of Oregon DeMolay must request a *DECLARATION OF INTEREST* from the Executive Officer. The *DECLARATION OF INTEREST* must be turned in to the Executive Officer by February 15 or the deadline established by the Executive Officer prior to the Congress or Conclave where he is considering running. Presently serving Elected or Appointed State Officers must submit a new *DECLARATION OF INTEREST* if they decide to run for a new office. Term of office will be from Conclave to Conclave. A form for the *DECLARATION OF INTEREST* is appended to these policies.
2. Each Elected State Officer candidate must have a written endorsement from his parent(s) or guardian, his Chapter, and his Advisory Council filed with his *DECLARATION OF INTEREST*.
3. Each Elected State Officer candidate must agree to be interviewed by the Executive Officer and a Candidate Review committee appointed by the State Master Councilor and be approved before Election.
4. Each Elected State Officer must be at least 16 years of age and maintain a valid drivers license throughout the term of his office. Each Elected State Officer must have, at all times, transportation with which to travel throughout the state fulfilling his duties.
5. Each Elected State Officer must not have reached his twenty-first birthday at the time of his installation and must remain single or unmarried during his term of office.
6. On-going full support of the parents or guardians of each Elected and Appointed State Officer is mandatory to remain an Elected or Appointed State Officer.
7. Failure to perform the duties or responsibilities assigned by the Executive Officer or his designated representative, the State Officer Advisor, or non-compliance with any applicable Section of the ISC Statues, the Oregon DeMolay By-Laws or these OSC Policies, will be cause for removal as a State Officer.
8. Each State Officer candidate should have:
 - attended a Leadership Training Conference prior to his election
 - applied and completed the PMC-MSA
 - completed the Representative DeMolay
 - been a 1st line signer on two (2) new member petitions
9. Candidates for State Master Councilor must:
 - turn in a Term Plan to the Executive Officer for his term by April 1st and must agree to send in his monthly reports by the 1st of each month
 - be either a Past or a serving Chapter Master Councilor
 - have completed 5 lessons of the LCC
 - be a member of an active Chapter in Oregon.

SWEETHEART PROGRAM

1. The Oregon DeMolay Sweetheart Handbook is the official manual that rules and regulates all Sweetheart programs and activities.
2. The rules and regulations of the Sweetheart Handbook shall be distributed at each Annual Congress and take effect at Conclave.
3. It shall be the duty of the Sweetheart Handbook Committee to review and make recommendations on all proposed changes to the Sweetheart Handbook. This Committee will be chaired by the State Sweetheart and shall consist of the following additional members: the State Master Councilor, or his appointed representative; a Past State Sweetheart, appointed by the State Sweetheart; a current Chapter Sweetheart; and the Sweetheart Director, or her representative.
4. All recommended changes to the Sweetheart Handbook must be submitted to the Sweetheart Handbook Committee with a copy to the Oregon State Council Office by December 1. Approved changes do not take effect until the last day of Conclave. All committee rules and regulation changes must have the final approval of the Executive Officer.
5. At the discretion of Chapter members and Advisors, Chapter Sweethearts¹ may attend the business portion of DeMolay meetings when invited by the Master Councilor. Sweethearts are not permitted to be present during the ritualistic opening or closing ceremony of DeMolay meetings or to witness the Degrees of the Order of DeMolay.
6. When Sweethearts are invited to attend the business portion of a meeting, they must be accompanied by their Sweetheart Chaperone/Advisor and maintain proper decorum during the meeting. If Sweethearts are present during the business portion of a DeMolay meeting and DeMolay members need to enter or leave the Chapter room, the DeMolay must obtain permission from the Master Councilor, as they normally would, except there will be no exchange of signs. Sweethearts will also obtain permission from the Master Councilor to enter or leave the Chapter Room. The doors to the Chapter Room will remain open while the Sweethearts are present.
7. If a matter comes to the floor for debate that should be discussed by DeMolays and Advisors only (i.e. voting on new members), the Sweethearts will be asked to retire for as long as necessary.

JURISDICTIONAL AND CHAPTER WEB PAGES

Use of various communication channels to get information about DeMolay and DeMolay events in front of a broad audience is strongly encouraged. However, there must be balance between making information public, respecting individual privacy and avoiding putting our Order and its members at risk.

The following guidelines are intended to help with that balance. They are provided in recognition that the World Wide Web is open to the general public. Putting information on the Web is the same as posting it on every bulletin board and public library in the world. There are few practical and almost no foolproof ways of restricting access to information about our members that could be misused. We want

¹ Chapter Sweethearts as used in this policy refers to only those young ladies who have been officially selected by the Chapter to serve as their Sweethearts (including Senior and Junior Princesses or Alternates). This does not include their friends, sisters, or visiting Rainbow Girls and Jobs Daughters who might be interested in becoming a Sweetheart.

the world to know who we are and what we do. However, we do not want to allow our members to become targets for inappropriate contacts.

While it is probable that some individual members may be permitted to participate in chats or e-mail correspondence or other Web activity freely under the guidance of their parents or guardians, DeMolay has a responsibility to ensure that its association with its members does not provide inappropriate access to those members.

Jurisdictional Web “Page”

1. Oregon DeMolay will maintain ONE jurisdictional Web site under the management of a Webmaster appointed by the Executive Officer or by the Communications Director.
2. Confidential and, occasionally, inappropriate material may be directed to the Webmaster. This individual must be able to maintain a high level of confidentiality, discretion and maturity in addition to technical proficiency.
3. Jurisdictional level officers and sweethearts are expected to manage general public contact as part of their responsibilities. Personal contact information for jurisdictional level advisors, officers, and sweethearts may be published on the Web site **with their consent**. This includes names, addresses, phone numbers, e-mail addresses and photographs.
4. Content in the Web site is to be approved by the Communications Director or Executive Officer prior to publishing. An appropriate statement of allegiance and authority is required as with all DeMolay publications.
5. Calendars of events, “who we are” information, event photographs and contact information, links to other appropriate sites, etc. are encouraged.

Chapter Web “Pages”

1. Oregon Chapters may each maintain ONE chapter Web site under the management of a Webmaster appointed or designated by the Advisory Council.
2. If the Webmaster is to receive and respond to e-mail directed to the site, careful consideration must be given to the Webmaster’s selection due the possibility that confidential or inappropriate material might be directed to the site from outside the organization. An advisor or senior DeMolay serving in this role is recommended.
3. Chapters are encouraged to arrange for permanent sites that are not dependent on the individual Internet Service Provider subscriptions of members or advisors. Rather, the site should be able to be maintained by successive Webmasters without disruption. Chapters choosing to publish a Web site assume a responsibility to ensure it is properly maintained with current information.
4. Chapters are encouraged to provide information to link their Chapter Web Page with the jurisdictional page.
5. For Chapter Web sites, any personal contact information other than names, titles, and photographs may not be published for active members or sweethearts. Do not publish addresses, phone numbers, e-mail addresses or other information that could be used as a basis for unsupervised contact with a member or sweetheart by a member of the general public. Personal contact information should be limited to chapter advisors and only with consent of the individual advisors. Password schemes and similar mechanisms to screen general access to information are difficult to maintain and can be defeated. They may not be used as a basis to publish personal contact information for active members or sweethearts.

6. Calendars of events, “who we are” information, event photographs and **advisor** contact information, links to other appropriate sites, etc. are encouraged.
7. Web site content and content changes are to be approved by the Advisory Council or by an Advisor designated with that responsibility by the Advisory Council prior to publishing. An appropriate statement of allegiance and authority is required as with all DeMolay publications.

Parents and Adult Guests in Meetings

1. Under changes in the DeMolay International Rules and Regulations adopted in 2001, “the father, mother, stepfather, stepmother and legal guardian of a candidate for the degrees, or of a member of DeMolay, AND ANY OTHER INDIVIDUALS WHO HAVE ATTAINED THE AGE OF 21 PERMITTED TO ATTEND BY THE EXECUTIVE OFFICER, may, after giving a pledge not to reveal the secrets of DeMolay, visit a tiled Chapter.” (emphasis added) In Oregon, adults 21 and older who have a reasonable positive interest in the welfare of a member, candidate or chapter have the permission of the Executive Officer to attend a tiled Chapter including witnessing the Degrees of DeMolay.
2. As provided in the Ritual of Secret Work parents or legal guardians who are not Masons, Active or Senior DeMolays or Advisors must take the “Oath of Secrecy” from the Ritual prior to witnessing any instance of performance from the Ritual of Secret Work.
3. All chapters, members and advisors in Oregon will welcome parents and guardians, both men and women, of active members from their own chapter or from any chapter, and encourage their participation in chapter meetings and activities.

Chapter Installations

In Oregon, when performing the Installation of Officers, chapter members who are assuming the offices are to be pre-seated inside the chapter room at the beginning of the ceremony or invited to enter immediately following the Installing Officers. As stated in the Monitor of Ceremonies, they may be seated along the sidelines, in a triangle between the Stewards and the Altar, or at the stations to which they are to be installed. When their names are called by the Installing Marshall, if they are pre-seated in a triangle, they may simply stand, or if they are seated elsewhere in the chapter room, they may assume their proper position in the opening triangle. This provides an appropriate audience for the opening remarks of the installing officers which are addressed to the members of the Chapter.

Advisory Council Installations

Chapters are reminded that according to the Rules and Regulations, the Advisory Council is to be installed. It is recommended that the first installation of each calendar year be the occasion for this installation. The Advisory Council Installation in the Monitor of Ceremonies can be performed by the Executive Officer or the Assistant Executive Officer for the Chapter.

Order of Escorts, Introductions and Remarks

At Installations and other public events, the following Order of Escorts and Forms of Introduction may be observed.

Escorts for Introduction at the Altar

- Executive Officer or his Official Representative (to be seated in the East)
- Members of the International Supreme Council (to be seated on the sidelines)
- State Master Councilor or his Official Representative (to be seated in the East)

- State Elective Officers (to be seated on the sidelines)
- Visiting Jurisdictional Presiding Officers (to be seated in the East)
- Visiting Other Jurisdictional Officers (to be seated on the sidelines)
- State Sweetheart (to be seated in the East)
- State Honor Court (to be seated on the sidelines)
- Visiting Jurisdictional Sweethearts or equivalent officers (to be seated in the East)
- Visiting Other Jurisdictional Sweethearts or equivalent (to be seated on the sidelines)
- International or Jurisdictional Presiding Officers or Representatives of Jobs Daughters and Rainbow (to be seated in the East)
- Worshipful Master or Presiding Officer or his Official Representative of Sponsoring Body (to be seated in the East)
- Grand Master of Mason in Oregon or his Official Representative (to be seated in the East) and attending officers (to be seated in the East if sufficient room or on the sidelines)

Pre-seating should be afforded in the East at Chapter events for the presiding officers of appendant and concordant bodies of the Chapter's Masonic family, such as OES, Amaranth, Royal Arch, etc.

Pre-seating should be afforded in the East at Jurisdictional events for presiding officers of appendant or concordant bodies of the Jurisdiction.

Introductions at the altar should be along the form of: "Brother Installing Officer, it is my pleasure to present to you and to the members and guests here assembled, Dad Roland Gleason, Emeritus Member of the International Supreme Council and Past Executive Officer of Oregon DeMolay."

A brief response of welcome should be offered by the presiding officer along the form of: "Thank you for attending. Bro. Marshall, you will escort him to the East (or to a seat on the sidelines)." The presiding officer should lead brief applause during the escort. A re-introduction from the East is not necessary.

Other Introductions

For installations, the newly installed Master Councilor should begin introductions with family introductions, inviting the Senior Councilor and Junior Councilor in turn to introduce their families.

During introductions, individuals who were already introduced when escorted at the opening, need not be introduced again. The presiding officer may use the form of: "Introductions. I would like to begin by introducing our guests in the East who have not already been introduced..."

After introductions of the East are completed, the following introductions should be made. The presiding officer may introduce them by name from their seats or invite them to introduce themselves along the lines of: "Would all members of our Advisory Council please rise? Would you please introduce yourselves beginning on my left."

- Members of our Advisory Council
- Visiting members of Advisory Councils who have not been introduced
- Worshipful Masters
- Visiting Master Councilors
- Visiting Chapter Sweethearts and Honor Court Members

- Visiting Chapter Members (Acknowledge and thank with no individual introduction)
- Visiting Honored Queens of Jobs Daughters
- Visiting Jobs Daughters and members of Guardian Councils (Acknowledge and thank with no individual introduction)
- Visiting Worthy Advisors of Rainbow
- Visiting Rainbow Girls and Rainbow Board Members (Acknowledge and thank with no individual introduction)
- Worthy Matrons and Patrons of the Order of Eastern Star
- Royal Matrons and Patrons of the Order of the Amaranth
- Other presiding officers known to the present
- “Presiding officers of other organizations with Masonic affiliation not already introduced.”

During remarks, it is recommended that the Presiding Officer avoid an open invitation such as “Does anyone have any Remarks?” Instead, individuals can be called upon who have expressed an interest in making some remarks or who, due to the position they hold, would be expected to make remarks. Planning ahead and asking individuals pre-seated in the East, for example, if they would like to make any remarks would be a good idea.

Presentations should follow introductions and precede remarks. There is no particular form for presentations other than, for installations, the family of the Master Councilor is usually offered the opportunity to make the first presentation. Also, presentations of chapter awards and honors by the Chapter Dad or Awards Advisor typically conclude presentations.

Remarks

For installations, the new Master Councilor may lead with his remarks, which should include a summary of his goals and objectives from his term plan.

The Presiding Officer should call on individuals for remarks observing this protocol of order for final remarks. No remarks should follow the Executive Officer or the Grand Master.

- Chapter Dad Advisor
- Worshipful Master
- Chapter Sweetheart
- State Sweetheart
- State Master Councilor
- Executive Officer
- Grand Master

Form for Declaration of Interest for Elective State Office

Date: _____

From: _____

To: Members and Advisory Council of _____ Chapter

It is my intent to place my name in candidacy for a State Elective Office in Oregon DeMolay. I would appreciate your endorsement of my candidacy. In support of my candidacy I am making the following statements:

I agree to be interviewed by the Executive Officer and a Candidate Review committee appointed by the State Master Councilor and be approved before Election.

I am at least 16 years of age and will maintain a valid drivers license throughout the term of my office. I have and will maintain transportation with which to travel throughout the state to fulfill my duties.

I will not have reached my twenty-first birthday at the time of installation and agree to remain single or unmarried during my term of office.

I understand that failure to perform the duties or responsibilities assigned by the Executive Officer or his designated representative, the State Dad, the State Master Councilor, or non-compliance with any applicable Section of the ISC By-Laws, Rules and Regulations, the Oregon DeMolay By-Laws or these OSC Policies, will be cause for removal as a State Officer.

I understand that each State Officer candidate should have the following qualifications and stipulate that I

- have have not (check one) attended a Leadership Training Conference prior to my election
- have have not (check one) applied for and completed the PMC-MSA
- have have not (check one) completed the Representative DeMolay
- have have not (check one) been a 1st line signer on two (2) new member petitions

I understand that candidates for State Master Councilor must:

- turn in a Term Plan to the Executive Officer for his term by April 1st and agree to send in monthly reports by the 1st of each month
- be either a Past or a serving Chapter Master Councilor in Oregon
- have completed 5 lessons of the LCC
- be a member of an active Chapter in Oregon.

I understand that on-going full support of the parents or guardians of each Elected State Officer is mandatory to remain in office. My parents or guardians understand that there is considerable financial and time commitment required to fulfill these duties and agrees to provide the necessary support.

x _____

Signature of candidate for Oregon DeMolay State Elective Office

x _____

Signature of parents or guardians

x _____

Signature of Chapter Chairman representing Advisory Council Endorsement

x _____

Signature of Master Councilor representing Chapter Endorsement

These Policies will become effective February 1, 2002. The Executive Officer is the only person that may interpret this Policy, and/or authorize any deviation therefrom.

/s/ Warren R. Cole

WARREN R. COLE
Executive Officer, Oregon