

**BY-LAWS
of the
THE OREGON STATE COUNCIL**

ORDER OF DeMOLAY

PREAMBLE

In order to better carry on the inter-Chapter relations of the several chapters of the Order of DeMolay in Oregon and to bring said Chapters into closer unity for the betterment of all concerned, these by-laws are hereby established and ordained in accordance with the Statutes of the International Supreme Council Order of DeMolay.

ARTICLE I Name

- 1.0 This body shall be known as **THE OREGON STATE COUNCIL, ORDER OF DeMOLAY**, hereafter referred to as The Council.

ARTICLE II Membership

- 2.0 The Council shall consist of: Its Elected Officers; its Appointive Officers, Members of its statutory committees; and all other Members and Advisors of all Chapters in the Jurisdiction of Oregon.
- 2.1 At Conclave and Congress each constituted Chapter in good standing may have four votes, one to be cast by each of the three Councilors, plus one additional vote to be cast by a Chapter member designated by the Chapter. In the event that not all Councilor positions are filled, the Chapter may vote to have a delegate in that Councilor's or Councilors' place. If a Chapter Councilor cannot attend or is a State Officer, or a State statutory committee member, he may issue a written proxy to a member of his Chapter. This proxy and any delegates in unfilled Councilor positions must be submitted to the Chairman of the Credentials Committee prior to voting.
- 2.2 If present, elected Council Officers, including District Officers, State Appointed Officers (excluding Chapter Representatives), and State statutory Committee members shall have one vote. He may not issue a proxy. No person shall have more than one vote.
- 2.3 A Chapter in good standing is a Chapter who is current and up to date with all forms and reports as per the International Supreme Council Statutes and OSC Policies established by the Executive Officer. Non payment or delinquency of any such forms or reports may cause Chapters to be placed on suspension and cancel that Chapter's and its members' privileges at the next Annual Congress and Conclave, if still under suspension.

ARTICLE III Officers

- 3.0 The Elective Officers of this Council shall be State Master Councilor, State Senior Councilor, State Junior Councilor, and the State Council Secretary.

- 3.1 In the election of a State Elected Office, if a majority has not been reached by a candidate running for that office, or in the event of a tie, there will be a re-vote. Upon re-voting, the person with the lowest amount of votes shall be dropped from running for that office and re-voting shall occur until a majority has been reached.
- 3.2 In the event of a loss during an election for a State Elected Office, the person who loses may drop down one time and run for any another State Elected Office.
- 3.3 The State Master Councilor shall be the principle DeMolay Officer of the Council and shall preside at the annual Congress and Conclave. He shall perform such duties that pertain to such an office or that may be assigned to him by the Executive Officer or his appointed Representative. He shall keep a complete and accurate record of his activities during his tenure and report on the same at Conclave. He shall not receive less than \$500.00 as a partial payment to defray expenses incurred during his term.
- 3.4 The State Senior Councilor shall perform such duties as may be assigned to him by the State Master Councilor. He shall keep a complete and accurate record of his activities during his tenure and report on the same at Conclave. He shall not receive less than \$400.00 as payment to partially defray expenses incurred during his term.
- 3.5 The State Junior Councilor shall perform such duties as may be assigned to him by the State Master Councilor. He shall keep a complete and accurate record of his activities during his tenure and report on the same at Conclave. He shall not receive less than \$200.00 as payment to partially defray expenses incurred during his term.
- 3.6 The State Council Secretary shall keep a true and accurate record of the activities of the Council during the year at the annual Congress and Conclave. He shall issue bulletins and circulars as requested by the State Master Councilor, and publish and distribute to each Chapter a synopsis of the proceedings of the Annual Congress and Annual Conclave within 45 days of each of those events. Unless delegated to another member of the Oregon State Council, the Oregon DeMolay News shall be the responsibility of the State Council Secretary. In addition, he shall maintain a record of all State Officer funds received by the Council. He shall see that they are deposited in the State Officer's Account, and shall maintain a record of all checks and other withdrawals from the State Officer's Account. All Checks and withdrawals shall require two signatures, one of which must be the Executive Officer or State Dad, and the other signature must be the State Council Secretary or State Master Councilor. An Audit of the State Officer's funds shall be required at the end of each State Officer term. He shall assist the State Master Councilor in preparing the State Officer annual budget and preparing the annual State Officer financial reports. He shall keep a complete and accurate record of his activities during his tenure and report on the same at Conclave. He shall not receive less than \$200.00 as payment to partially defray expenses during his term.
- 3.7 At the request of the State Master Councilor; the Elected and Appointed State Officers shall submit to him a monthly report of activities.

- 3.8 All State Elected Officer disbursements for expenses will be distributed in four equal payments to be given quarterly by the Executive Officer or his appointed Representative.
- 3.9 The State Master Councilor may appoint the following officers: State Senior Deacon, State Junior Deacon, State Senior Steward, State Junior Steward, State Orator, State Sentinel, State Chaplain, State Marshal, State Standard Bearer, State Almoner, State First Preceptor, State Second Preceptor, State Third Preceptor, State Fourth Preceptor, State Fifth Preceptor, State Sixth Preceptor, State Seventh Preceptor, State Chapter Representatives.
 - (A) The State Master Councilor Elect shall confer with the other State Officers Elect in considering active DeMolay for State Appointed Offices. The State Master Councilor shall make the final decision on the appointment of State Appointed Officers, with the approval of the Executive Officer or his appointed Representative.
- 3.10 All State Appointed Officers shall serve at the discretion of the State Master Councilor. They shall perform and complete all tasks delegated to them by the State Master Councilor.
- 3.11 State Chapter Representatives will communicate all business of the State Council to their respective Chapters, as directed by the State Master Councilor, in a regular and timely fashion. The Chapter Representatives should encourage all Chapters to stay active and work towards goals set forth by them and by the State Council. The Chapter Representatives must be able, at all times, to answer any and all questions from Chapters and relay any and all information from the State Council to the Chapters.

ARTICLE IV Districts

- 4.0 One DeMolay Representative from each district shall be known as the District State Officer.
- 4.1 Each district shall have District By-Laws. All Amendments and adoptions for District By-Laws must be approved first by a quorum of the members in the District and second by the Executive Officer or his appointed Representative.
- 4.2 The Nominations and Elections for District State Officers shall be held according to the District by-laws. All candidates for District State Officer must have the approval of the Executive Officer and/or his appointed Representative to run for office. Their office shall run from Conclave to Conclave.
- 4.3 The District State Officers of each District shall be elected by the individual chapters in that district no later than one month before installation.
- 4.4 The District State Officer shall act as the Chief DeMolay Administrator of all District Activities within their District. The District State Officer shall schedule no activity that conflicts with a State Activity.

- 4.5 The District State Officer shall work to complete his duties as outlined by the District By-Laws and State Master Councilor.
- 4.6 Any member of the District that meets the requirements of the State Council and District By-Laws may run for the office of District State Officer. He must file a letter of intent with the Executive Officer or his appointed Representative one month before election, and have passed the third lesson of the International Supreme Council Leadership Correspondence Course by time of election.

ARTICLE V State Officer Eligibility Requirements

- 5.0 Any member of the Oregon State Council who has attained his sixteenth birthday by the Conclave at which he would be installed, who has not attained his twenty-first birthday at the time of installation, may run for an Elective Office or apply for an Appointed Office on the Oregon State Council. All State Elected Officers must have completed the fifth lesson of the Leadership Correspondence Course by the time of election.
- 5.1 Any Member of the Oregon State Council, who has served as either an Elected or Appointed Officer, and who has the approval of the Executive Officer or his appointed Representative and meets the requirements of these by-laws, may run for the office of State Master Councilor.
- 5.2 All State Elective (and Appointed) Officers must have proof of adequate transportation and must have approval from the Executive Officer or his appointed Representative before he can campaign and run for office.

ARTICLE VI Committees

- 6.0 The State Master Councilor shall appoint the following statutory committees, each consisting of a minimum of five DeMolays, and maximum of 8 DeMolays all of which must be from the membership of different Chapters with the exception of the Budget Committee and the Audit Committee. For each committee, an Advisor shall be appointed by the Executive Officer or his appointed Representative with the right to speak, but without vote. All committee reports shall be prepared in duplicate copy and be submitted to the Executive Officer or his appointed representative before their presentation at Conclave or Congress.
- (A) The **JURISPRUDENCE COMMITTEE**. It shall consider all proposed amendments to these By-Laws, which are referred to it, and render a report to the Congress body as to the legality, necessity, and/or desirability of the amendment together with the recommendation for adoption or rejection. It shall be within the authority of this committee to return any proposed legislation to its sponsor without presentation to the Congress body after fair consideration and a unanimous vote of rejection by the committee. It shall submit all of the proposed By-Law amendments to each of the chapters at least 30 days before the annual Congress. The State Master Councilor shall appoint the Chairman of the Jurisprudence Committee at Conclave.

- (B) The **CREDENTIALS COMMITTEE**. It shall be the duty of the Credentials Committee to see that all Chapter and State Delegates have the proper approved authority before the delegates are allowed to vote on State Legislation or for the Election of State Officers. This Committee will give a report before each meeting to the Council body on its findings.
- (C) The **CANDIDATE REVIEW COMMITTEE**. It shall interview all candidates for State Elected Office a minimum of 14 days before election. A report of its findings shall be distributed to the State and Chapter Delegates before election.
- (D) The **AUDIT COMMITTEE**. It shall be the duty of the Audit Committee to report on the financial transactions of the State Officers Account after the financial statements have been completed at the end of the year. Such auditing shall be completed no later than February 1 of each year, in order that the report of this committee may be made at the Annual Congress. This committee will be chaired by an active member of the Order of DeMolay, who is not the State Treasurer, appointed by the State Master Councilor, and shall consist of the following additional members: the Oregon State Council Director of Finance and a Senior DeMolay or Advisor appointed by the State Master Councilor.
- (E) The **BUDGET COMMITTEE**. It shall be the duty of the Budget Committee to prepare a budget for the State Officers for the year in which they serve, projecting income and expenditures. The budget shall be presented to each Chapter by Conclave of each year. The State Elected Officers shall serve on this committee, which shall be chaired by the State Master Councilor. He may appoint additional members to the committee to the limit of five additional active DeMolays.

ARTICLE VII Vacancies

7.0 In the event of a vacancy in the office of State Master Councilor, the State Senior Councilor and State Junior Councilor shall move up, upon the approval of the Executive Officer, in consultation with the State Dad Advisor. No State Junior Councilor shall be appointed, and the State Council Secretary shall not move up to State Junior Councilor.

In the event of a vacancy in the office of State Senior Councilor, the State Junior Councilor shall assume his responsibilities and title, upon the approval of the Executive Officer, in consultation with the State Dad Advisor. The office of State Junior Councilor shall remain vacant.

In the event of a vacancy in the office of State Junior Councilor, the office shall remain vacant.

In the event of a vacancy in the office of State Council Secretary, the State Master Councilor, with approval of the Executive Officer, or his appointed representative, shall appoint a member of the Oregon State Council to fill the position.

- 7.1 If District State Officer vacancies are not filled one month prior to the Oregon State Council's Conclave by Chapters within that District, the State Master Councilor shall appoint a new District State Officer with the approval of the Executive Officer or his appointed Representative and the District.
- 7.2 By Conclave of each year, the State Master Councilor-elect shall submit to each of the incoming Elected, District and Appointed State Officer(s), a description of their specific duties and responsibilities for their term of office. If these officers fail to meet those responsibilities during their term of office, the State Master Councilor with approval of the Executive Officer or his appointed Representative may remove any elected State or District Officer from Office. All Appointive Officers and Committee members serve at the discretion of the State Master Councilor.

ARTICLE VIII Meetings

- 8.0 A quorum shall consist of 5 active (two of which are from different Districts) Chapters of the Oregon State Council and at least two State Elective Officers.
- 8.1 Decisions relating to arrangements and programming for the annual Conclave and Congress shall be the responsibility of the State Master Councilor and the Executive Officer or his appointed Representative with assistance of Special Events Committee.
- 8.2 The voting members of the Council at the annual Congress may make a recommendation to the Executive Officer and the State Master Councilor indicating their preference for the site and date of the next Conclave and Congress.
- 8.3 Floor debate on legislation at Congress may be limited at the discretion of the presiding officer, provided that the provision is made of at least three presentations for each of the opposing viewpoints in question. A recess or a caucus may be granted by the presiding officer at the request of five delegates, one caucus per Chapter per call item.
- 8.4 All Chapters must be notified at least one month in advance of any meeting held to amend these By-Laws in order for the amendment(s) to be binding.
- 8.5 Secret ballots for Elected Offices, the State Sweetheart, and the Honor Court will be tallied in the presence of the voting delegates.
- 8.6 If the event is hosted by Oregon State Council, the Council shall realize all profit or loss. The committee in charge of the event shall properly account for its financial activities and present verified receipts and disbursements to the Executive Officer or his appointed Representative. Profit arrangements with any specific chapter or district shall be made only with the approval of the Executive Officer.
- 8.7 An annual Congress shall be held not later than three months prior to Conclave of each year.

- 8.8 Out of State Travel must have approval of the Executive Officer. Registration may be paid in full by the Council for the State Elective Officers or State Appointive Officers to any State or Supreme Council function that the Executive Officer approves.
- 8.9 Only Active DeMolays of Chapters in good standing of the Council shall be allowed to participate in debate. Others may participate with the specific consent of the presiding officer. Proof of violation of this rule will bring about the removal of the violator from the Conclave or Congress.

ARTICLE IX Seal

- 9.0 The seal of this Council shall be as follows: On the outer circle, **OREGON STATE COUNCIL, ORDER OF DeMOLAY**; on the inner circle, **INSTITUTED JUNE 15, 1923**; and the DeMolay Emblem inside the inner circle.

ARTICLE X Approval

- 10.0 No action, law or resolution presented or passed by this council shall be binding on the Oregon State Council unless with full approval of the Oregon Executive Officer of the International Supreme Council or his appointed Representative.
- 10.1 All amendments approved shall take effect at the closing of the next Annual Conclave.

ARTICLE XI Amendments

- 11.0 Proposed amendments to these By-laws may be submitted by any two members of the Council, or by any duly constituted Chapter in good standing. All proposed amendments shall be referred directly to the Jurisprudence Committee for their actions prescribed in these By-laws.
- 11.1 If the vote at the Annual Congress on a proposed amendment is by two-thirds in favor, it shall be declared adopted. But, if there shall be a majority vote favorable failing to reach two-thirds, it shall lie over for one year and be published with the proceedings of the Congress, and at the next Annual Congress, if it receives a majority vote in favor, it shall be declared adopted and henceforth be part of these By-Laws.
- 11.2 Any proposed amendment to these By-Laws shall be submitted and/or forwarded to the Committee Chairman of the Jurisprudence Committee, at least 60 days before the annual Oregon State Council Congress of each year.

ARTICLE XII Rules of the Order

- 12.0 Business of the Council shall be conducted in conformity with "Robert's Rules of Order" except where otherwise provided in these By-laws.

ARTICLE XIII Sweetheart Program

- 13.0 The Oregon DeMolay Sweetheart Handbook is the official manual that rules and regulates all Sweetheart programs and activities.
- 13.1 The rules and regulations of the Sweetheart Handbook shall be distributed and take affect at Conclave.
- 13.2 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 shall be chaired by the State Master Councilor and shall consist of the following additional members: Two members from two other Chapters appointed by the State Master Councilor, the State Sweetheart, and current Sweetheart appointed by the State Sweetheart. The State Officer Advisor and the State Sweetheart Advisor shall be the advisors of this Committee.
- 13.3 All recommended changes to the Sweetheart Handbook must be submitted to the Sweetheart Handbook Committee. Approved changes do not take effect until the last day of Conclave. All committee rules and regulation changes must have final approval of the Executive Officer.

These By-Laws reflect amendments adopted at the 2004 Congress and Conclave, as approved by the Executive Officer. These By-Laws will become effective at close of Conclave on July 18, 2004.

Respectfully Submitted,

/s/ Devin Gentry

DEVIN GENTRY
Chairman, Jurisprudence Committee

Approved,

/s/ Gib Thonstad

GIB THONSTAD
Executive Officer, Oregon