

CONSTITUTION OF THE MARYLAND STATE ASSOCIATION OF DeMOLAY CHAPTERS

ARTICLE I

NAME AND ALLEGIANCE

Section 1. NAME

The name of this association is: The Maryland State Association of DeMolay Chapters.

Section 2. ALLEGIANCE

This Association acknowledges the authority of, and yields allegiance to DeMolay International, which Frank S. Land was founder, and to the Executive Officer in the State of Maryland, under whose authority and supervision this Association shall be governed.

ARTICLE II

PURPOSE

The purpose of this Association will be to:

- (1) coordinate DeMolay activities in the State of Maryland,
- (2) promote the improved welfare of DeMolays and Advisors in Maryland,
- (3) unite the DeMolay Chapters in Maryland in a program of activities which are interesting
fun, and will promote the educational and physical development of all participants.

ARTICLE III

MEMBERSHIP

Section 1. MEMBERS

All legally constituted DeMolay Chapters in the State of Maryland are members of this association.

Section 2. REPRESENTATION

- a. Each chapter shall be represented by three (3) delegates of their respective chapter.
- b. All chapters will elect alternate(s) to serve if the designated delegate(s) are not present.

- c. All delegates will have one (1) vote. It is the duty of the Advisory Council to ensure the presence of all delegates of their Chapter. The advisory Council may appoint a qualified member(s) to serve in the event the Chapter fails to elect alternate(s).
- d. Any Chapter that has failed to file any reports, or has not paid all sums due to the association, as required by the Executive Officer, will not be seated, heard in debate, or allowed to vote.

Voting by proxy is not permitted.

ARTICLE IV

OFFICERS

Section 1. ELIGIBILITY

Each officer of this Association must, at the time of his election or appointment, be a member in good standing of a DeMolay Chapter, that is a member in good standing of this Association.

Elected officers must be Past Master Councilors of a Chapter, and must be at least sixteen (16) years of age at the time of their Installation. Elected state officers must be unmarried at the time of their election, and must remain unmarried while in office. Candidates for elected state office must have completed course number four (4) of the Leadership Correspondence Course, or have attended a DeMolay Leaders Conference or Key-Man Conference. Candidate for State Master Councilor must have served in a subordinate elected state office.

Section 2. ELECTED OFFICERS

The elected officers of this Association will be:

State Master Councilor

Deputy State Master Councilor

Each will serve for one year, or until his successor is elected and installed: unless sooner removed for cause by the Executive Officer, or by a two-thirds (2/3) vote of delegates present and vote at a meeting of this Association. No elected officer shall secede himself unless he shall fail to advance to the next highest office.

Section 3. ELECTIONS

Each elected officer will be elected at the Conclave meeting of this Association, by an affirmative vote of a majority of the delegates present and voting.

Section 4. LETTERS OF INTENT

A DeMolay desiring to run for elected state office must file a letter of intent with the Executive Officer not later than thirty (30) days before the first day of Conclave. The letter must state the office(s) for which he is a candidate, and must be counter signed by one of his parents or guardians, and either the Chairman of the Advisory Council, or Chapter Advisor, of his chapter.

Section 5. TERM PLAN AND BUDGET

After his election and before his installation, the State Master Councilor elect will present a term plan and term budget to the Executive Officer for his approval.

Section 6. VACANCIES

a. When a vacancy occurs in the office of State Master Councilor, the Deputy State Master

Councilor will automatically succeed to the vacant office. A special election will be held,

if automatic succession does not fill the vacancy in an elected office, first giving notice of

three (3) weeks to the chapters.

b. A Letter of Intent (per Section 4) for special election must be filed with the Executive

Officer no later then ten (10) days prior to the election.

c. When the vacancy occurs in the office of State Master Councilor and was filled by the

Deputy State Master Councilor, he will be eligible for one subsequent full term as State

Master Councilor.

Section 7. INSTALLATION

With the consent of the Executive Officer, the State Master Councilor- Elect, shall set the time and place of the installation of officers.

Section 8. APPOINTED OFFICERS

The State Master Councilor may appoint, with the approval of the Executive Officer, such additional officers as may seem appropriate to the proper functioning of the Association. Such appointed officers will serve at the will and pleasure of the State Master Councilor and the Executive Officer.

ARTICLE V

COMMITTEES

The State Master Councilor may appoint, with the approval of the Executive Officer, such committees as may seem appropriate to the proper functioning of the Association. Such committees and their chairman will serve at the will and pleasure of the State Master Councilor and the Executive Officer.

ARTICLE VI

MEETINGS

Section 1. **MEETINGS**

The meetings of this Association will be held semi- annually and will be held at the annual Conclave and Congress. Chapters will be provided thirty (30) days written notice of time and place of the meeting.

Section 2. **SPECIAL MEETINGS**

The State Master Councilor, with the approval of the Executive Officer, may call a special meeting of this Association. Chapters will be notified promptly to the time and place of the special meeting.

ARTICLE VII

QUORUM

A quorum at all meetings will be considered present if delegates from a majority of the member chapters in good standing are present. In the absence of a quorum, the Executive Officer may declare that the meeting is in order for the conduct of any and all business.

ARTICLE VIII

PARTICIPATION

Section 1. **MEMBERS**

All active DeMolays in good standing in a member chapter of this Association are eligible to attend all meetings. With the permission of the State Master Councilor, they may take part in the discussions on the floor and make constructive suggestions to the Association.

Section 2. **REGISTRATION**

In order to register for any meeting, all delegates must present a membership card and an obligation card attesting to their membership in a member chapter of this Association.

Registration will be through an agent of the State Master Councilor prior to the opening of each session.

Section 3. COMPETITIVE ACTIVITIES

No DeMolay may participate in any of the competitive activities held under the auspices of this Association unless he is a member in good standing of a member chapter, in good standing of this Association, and has been issued an obligation proficiency card.

ARTICLE IX

VOTING

Section 1. MAJORITY VOTE

A majority vote of the delegates present and voting at any meeting will constitute the decision of this Association, unless otherwise required by this Constitution.

Section 2. METHOD OF VOTING

Voting may be done orally or by show of hands. The State Master Councilor will determine the method of voting, and besides the above, may call for a standing vote, or a written ballot.

ARTICLE X

DUTIES OF THE OFFICERS

Section 1. STATE MASTER COUNCILOR

The State Master Councilor will preside at all meetings of this Association, receive all distinguished guests and visitors, have the prerogative of being received with honors in all chapters of this jurisdiction, provide all reports necessary for the government of this Association.

See that the administrative duties of his officers and appointments are conducted; promote the Order of DeMolay throughout the jurisdiction. He will prepare a written report of his activities in office, and will present it at the Conclave meeting of this Association. It will become a part of the minutes of that meeting. He will transmit to his successor any records and paraphernalia pertinent to the administration of the office of State Master Councilor.

Section 2. DEPUTY STATE MASTER COUNCILOR

The Deputy State Master Councilor will preside at meetings in the unavoidable absence of the State Master Councilor, and will otherwise assist the State Master Councilor and Executive Officer in the promotion and operation of this Association.

ARTICLE XI

FINANCIAL AUDITS

The Executive Officer will appoint an auditing committee to examine the books of the Association, and make a report to the Association.

ARTICLE XII

FEES

Section 1. **FEES DUE**

The Executive Officer shall from time to time, assess member chapters fees for insurance and any other charges deemed necessary.

Section 2. **NOTICE OF FEES DUE**

The Executive Officer will notify the chapters when these fees are due and to be paid. Chapters delinquent in their payment of sums due this Association may not participate in any sports or ritual competitions, nor may delegates be seated, heard in discussion, or vote at any meetings of the Association.

Section 3. **REINSTATEMENTS**

Upon payment of all delinquent sums, chapters will be reinstated and are eligible to once again participate in all Association activities, providing that such chapters are current with their Annual Advisor Certification.

Section 4. **FUNDS**

Funds belonging to this Association will be deposited in approved banks or other financial institutions / organizations as directed by the Executive Officer. Funds may be paid out in accordance with a budget approved by or upon order of the Executive Officer. All payments will be made by check requiring two (2) signatures. The Executive Officer will, from time to time, promulgate a list of authorized signatures for checks.

ARTICLE XIII

PROCEDURES

Robert's Rules of Order will govern the meeting procedures of this Association. The Executive Officer shall have the authority to render any part or parts of this Constitution overruled or negated when the best interest of the fraternity shall be served.

ARTICLE XIV

ACTIVITIES AND FUNCTIONS

All activities and functions of this Association, its member chapters, or appendant bodies, will be supervised by an advisor, who is an approved adult worker, as prescribed by DeMolay International. The advisor's duty is to ensure that the activity or function is governed in accordance with the Statutes of DeMolay International and this Constitution, as well as in accordance with the principles and precepts of the Order of DeMolay

ARTICLE XV

AMENDMENTS

Amendments to this Constitution must be submitted, in writing, to the Executive Officer at least forty-five (45) days in advance of the next meeting of this Association. Unless such amendments are determined to be contrary to the Statutes of the International Supreme Council, they will be forwarded to each chapter at least thirty (30) days prior to the next meeting of the Association. Amendments will be present at the meeting, and will require a two-thirds (2/3) majority vote of the delegates present and voting in order to pass. Such amendments will go into effect immediately upon passage, unless otherwise directed by the Executive Officer.

Approved this 15 day of June, 1998

Robert W. England

Robert W. England,
Executive Officer in Maryland

ATTEST: **William C. Eppig**

William C. Eppig
Executive Secretary in
Maryland

PROCEDURES OF THE MARYLAND STATE ASSOCIATION OF DeMOLAY CHAPTERS

FUNDS

No Chapter or Appendant Organization shall be allowed general operation from a savings account. The general operating funds shall be received and disbursed from a checking account with two (2) signatures required. Funds belonging to a DeMolay Chapter or Appendant Organization shall not be deposited into any other account except those that are titled under the Chapter's name or the Appendant Body's name. Co-mingling of funds is not permitted under any Circumstances.

AUDITS AND REPORTS

The Executive Officer shall require. In accordance with the regulations of DeMolay International, annual financial reports from all Chapters, Foundations, Courts, and all other Appendant Organizations. Audit reports may be required from time to time. Failure to submit any report as requested and required by the Executive Officer shall result in suspension of Chapter operations.

FORM 11

All Chapters shall file with the Executive officer, the names, addresses, and telephone numbers of the Councilors, Scribe, the Chapter Sweetheart, and the President of the Parent's Club. This information shall be provided on a Form 11. This form will be forwarded to the Executive Officer within ten (10) days of the Installation of the Chapter.

EXPENSES

1. The Elected Officers of this Association shall be paid for travel expenses incurred in the discharge of their respective DeMolay duties. A prescribed itinerary report must be submitted to the Executive Officer, with receipts, which will be reviewed and paid by the Association as follows:

State Master Councilor - Up to \$800.00 annually unless he resides 150 miles or more miles from Baltimore, Maryland, then he shall receive \$1000.00 annually

Deputy State Master Councilor - Up to \$600.00 annually.

Itinerary reports must identify the date, location, function, purpose of travel, and are due as follows:

1 ST Quarter August – October	Due by November 15
2 nd Quarter November - January	Due by February 15
3 rd Quarter February - April	Due by May 15
4 th Quarter May - July	Due by August 15

Failure to submit itineraries by the due date could result in non-payment for the quarter.

2. Telephone, postage, and other appropriate bills are to be submitted to the State P.O. Box on a monthly basis. Receipts must be submitted with the request for the reimbursement. A copy of the telephone bill with a explanation of the purpose of the contact must be included with any telephone reimbursement request. Bills received for payment after Thirty (30) days may not be paid.

Re-approved this 15 day of July, 2008

William C. Eppig

William C. Eppig,
Executive Office in Maryland

Attest:

Carl A. Michel

Carl A. Michel,
Executive Secretary in Maryland

Pages: A-2 Dated 8/01
A-3 Dated 8/01
A-6 Dated 8/01

Of The Constitution of the Maryland State Association of DeMolay Chapters

Has been approved as Amended this 3 day of August, 2001

Robert W. England

Robert W. England,
Executive Officer of Maryland

Attest:

William C. Eppig

William C. Eppig,
Executive Secretary in