



Florida DeMolay

Advisor Handbook

Current Standard Operation Procedures

Taken from Florida SOP – January 2019

Local Florida Chapter Operations

Chapter Bylaws & Standard Operating Procedures

- Must be made available to all members of the Chapter upon request at any time.
- Must be on file with the Personal Representative and the Executive Officer.
- Shall be amended with the following process:
 1. Amendments to Chapter bylaws shall be submitted to the Chapter membership for approval and then to the Chapter Advisory Council for ratifying.
 2. Once both entities have approved, a signed copy of the new bylaws and a concise review of any approved amendments from the former bylaws must be submitted to the Personal Representative who will forward them to the Executive Officer for final approval.
 3. Amended bylaws are effective on the date approved by the Executive Officer.
 4. An approved copy will be returned to the Chapter through the Personal Representative.
- Shall be reviewed every three (3) years for appropriate amendments. Should there be no amendments, a letter from the Advisory Council will suffice, attesting that the review has occurred and indicating that no amendments were recommended by the Chapter or the Advisory Council.
- May be supplemented by a document of Standard Operating Procedures, which may be amended at any stated meeting, so long as the recommended amendments are offered to the Chapter membership at least 14 days before the vote; these amendments shall also be ratified by the Advisory Council at its next scheduled meeting. Amended SOP documents shall be forwarded to the Personal Representative, who will forward to the Executive Officer for final approval. Amended SOP documents are effective on the date approved by the Executive Officer. An approved copy will be returned to the Chapter through the Personal Representative.
- Upon request, the Executive Officer may approve actions outside the scope of the established Chapter bylaws and SOP, so long as they are not contrary to the Bylaws, Rules & Regulations of DeMolay International. A request for such special dispensation, outlining the specific request and any conflicting regulations, shall be forwarded to the Personal Representative; the special dispensation shall not be considered approved until the Executive Officer has provided such notification in writing.

Chapters under Letters Temporary:

- Shall be offered one (1) delegate vote at Conclave, Mini Conclave and other Jurisdictional gatherings where the delegation may approve legislation.
- May not sponsor any subordinate or appendant programs unless specifically authorized by the Executive Officer.
- May not recommend one of its members for elected State Office.
- Shall be released from these restrictions once the Charter application has been approved by the Executive Officer as communicated to (by) the Personal Representative to that particular District and the State Staff.
 - o Approval for Charter shall not be limited only to meeting the minimum membership requirement; Chapters requesting approval shall also be operating proficiently as a functional Chapter – ritualistically, financially and operationally

Chapters under Reorganization:

- A chartered Chapter shall be declared under reorganization if they fall beneath the threshold of 15 active members listed as a “minimum” required by DeMolay International; or based upon a prolonged decrease in activity or attendance as recommended by the Personal Representative and approved by the Executive Officer.
- Shall be under the same restrictions as those under Letters Temporary.
- Must work with the District Master Councilor, Personal Representative and Florida DeMolay Administration to draft and execute a plan for rebuilding, with monthly status reports submitted as appropriate.
- Through written request or at the recommendation of the Personal Representative, a Chapter under Reorganization may come out of reorganization and returned to full status by the Executive Officer; once this declaration is communicated, all of the aforementioned restrictions shall be lifted.

Chapter Officers

- Henceforth, all Chapter bylaws shall be amended to include at least these minimum qualifications for Chapter elected offices:
 - o Master Councilor: proficiency (white obligation card), completion of all five portions of the Leadership Correspondence Courses, the attainment of the Representative DeMolay distinction and previous service as either the Senior or Junior Councilor.
 - o Senior Councilor: proficiency (white obligation card), completion of the first three portions of the Leadership Correspondence Course.
 - o Junior Councilor: proficiency (white obligation card) and completion of the first portion of the Leadership Correspondence Course.
- Before being installed into office, all newly elected Councilors shall demonstrate their ritual proficiency on their portions of the opening and closing ceremonies.
- No married DeMolay may be elected or appointed to office within his Chapter or District; but he may finish his term of office if he was elected or appointed prior to his marriage if doing so shall serve the good of the Order.

Chapter Installations

- Chapters shall hold their installations of officers every six months, after Conclave but before September 15th and after Mini Conclave but before March 15th. Letters of intent and term plans shall be reviewed by the Advisory Council prior to each election cycle, and a report shall be sent to Florida DeMolay administration within 48 hours of Chapter officer elections, outlining the Chapter officers to be installed and the date, time and location for the installation of officers.
- Copies of each Chapter's term plan shall be submitted to Florida DeMolay administration within 10 days of the Installation of Officers; any Master Councilor submitting a letter of intent to qualify for the Past Master Councilor's Meritorious Service Award (PMC-MSA) should send his letter accompanying this term plan.

Chapter Treasury

- All Chapter monies shall be kept in the name of the Chapter, registered as "DeMolay International" with "DBA 10### _____ Chapter" (Chapter ID Number followed by the Chapter Name) as a secondary name, consistent with the annual return to the IRS.
- A Chapter is permitted to have one checking account and one or more savings accounts.
- At least three (3) signatures shall be on file at each financial institution where the Chapter has funds on deposit.
- Two (2) signatures are required on all checks or withdrawals; one of these signatures should be an active member of the Chapter.
- The Chapter Treasurer shall make a financial report to the Chapter at each stated meeting and shall furnish a written monthly report for the Chapter Advisory Council's meeting, recorded in the minutes of the Advisory Council's meeting.

Chapter Minutes

- Consistent with his office, the Chapter Scribe records the minutes and transactions of the Chapter.
- All communications from the District, from Florida DeMolay, from the Executive Officer, or from DeMolay International must be read at two (2) consecutive stated meetings, noted in the Chapter minutes and filed in the Chapter records for reference.
- The Chapter minutes should also reflect the acceptance of a member's proficiency in his obligations. If the Chapter's Standard Operating Procedures allow its members to stand proficiency at a time other than in a stated meeting, the Scribe shall record the name of each member who has met proficiency in the minutes of the stated meeting following the approval; at no time should a record be kept of a member who has failed to demonstrate proficiency in his obligations.
- At least annually, the Scribe's record book shall be reviewed and audited by the Personal Representative.

Chapter Ritualistic Provisions

- Initiatory Degree
 - o During the Initiatory Degree, if there is only one candidate being initiated, the Junior Steward shall return to his seat once the Senior Deacon's questions have been answered and the candidate is being conducted to the Master Councilor.
 - o Regardless of the number of candidates, when the obligation has been administered and the Master Councilor raps for the officers to return to their seats, the Stewards shall return to their seats and not accompany the candidates and the Senior Deacon along the symbolic journey.
- These provisions are for implementation at the Chapter (only) and do not impact the evaluation requirements of ritual direction from the Old South Tournament.

General Chapter Operational Provisions

- Attendance for Chapter Stated Meetings and Degrees shall be limited to those specified by the DI BRR (§318.9). Visitors not meeting the criteria therein described shall be asked to retire before the doors are tiled.
- If specifically authorized in the Chapter's Standard Operating Procedure, a Chapter may be placed in recess and the doors opened for the purpose of including non-members in a particular discussion; however no vote, and no secret work, may be exemplified while the Chapter is at recess.
- While other Chapter Committees are recommended and may be appointed by the Master Councilor to accomplish the goals of his term, only the Membership Committee is required by DI BRR §319.1. The Membership Committee shall be responsible for planning and promoting a membership program through communication and efficient administration by its Committee Chairman with the assistance of an Advisor appointed to serve in such capacity.
- Regular reporting practices shall include, but not be limited to:
 - o Form 10s, to be submitted electronically within 10 days of the Initiatory & DeMolay Degrees.
 - o Squire induction forms (Form S), to be submitted electronically within 10 days of an induction.
 - o Any required annual or financial report shall be prepared after an audit and submitted before the opening of Mini Conclave in January.
 - o The Certification of Election form, to be submitted to Florida DeMolay Administration within 48 hours of the session where elections occurred. Pursuant to these Standard Operating Procedures, this certification shall include the name of a Membership Chairman and Advisor.
 - o Medical Release Forms shall be updated for ALL youth active with every Chapter each year, in January. These forms shall be kept in the Chapter files and copies shall be forwarded to Florida DeMolay Administration.
 - o Media release forms shall be collected from each new member, kept in the Chapter files and copies shall be forwarded to Florida DeMolay Administration.
- Members of a Florida Chapter may petition for dual membership. The petition must be approved by favorable ballot of the Chapter where membership is being sought and

must also be approved by both Advisory Councils involved. Once these approvals have been documented, the matter will be forwarded to the Executive Officer for final approval and reporting to Florida Administration and the DeMolay Service & Leadership Center.

- Membership transfer may also be performed by this same process.
- In the case where a DeMolay is suspended from his Chapter, any other memberships under the auspices of DeMolay International will also be suspended; this includes dual memberships and Priory membership. Upon confirmation of reinstatement by the suspending Chapter, he will automatically be reinstated to subsequent memberships, unless otherwise directed by the Executive Officer.
- Any acts of discipline or displays of disharmony should be reported to the Executive Officer as soon as possible. Should any individual's presence be declared objectionable pursuant to DI BRR §318.8, a written description of the circumstances surrounding the declaration shall be forwarded to the Personal Representative and the Executive Officer as soon as possible.

Subordinate or Appendant Programs

- At the favorable vote of a chartered Chapter, and with the approval of its Advisory Council, a subordinate or appendant program may be sponsored. This is to include local Manors of the Order of Squires or Chapter Sweetheart programs. This sponsorship shall begin with the vote of the Chapter, but its operation shall be evaluated and is contingent upon the successful operation of the program. At least one member of the Chapter's Advisory Council shall be appointed by the Council to spearhead the operations of the program as its supervisory liaison. This advisory liaison will be responsible for maintaining communication with the Advisory Council with updates at monthly meetings on operations, progress and good of the Order.
- The term of a Squires Manor shall be in conjunction with the term of the Chapter. Medical Release Forms must be submitted to Florida DeMolay Administration for each Squire and shall be renewed each calendar year.
- The term of a Chapter Sweetheart shall also be in conjunction with the Chapter, either electing each six-month term or for a full year spanning two Chapter officer terms as indicated in the Chapter's bylaws or SOP. All female guests regularly involved with the Chapter, including the Sweetheart and members of the Sweetheart Court, shall have a Medical Release form on file with Florida DeMolay administration, to be updated each year.

Local Advisory Councils

Advisor Service

- Appointment to a local Advisory Council is a privilege, and is subject to the approval of the Executive Officer. At any time, with or without reason, the Executive Officer may transfer the appointment of an advisor to the Florida-At-Large Council, or terminate the appointment altogether, if he feels the good of the Order will result.
- Advisory Councils shall be installed once per year, at the first installation of the calendar year. Any advisors absent from this installation may be installed at a Chapter Stated Meeting. Those advisors appointed after the annual installation may be installed at any regular Chapter meeting by the Personal Representative or the Executive Officer.
- While their appointment as advisors expires on December 31st of each year, if renewed and if applicable, they shall assume their new roles at the beginning of the calendar year; their continued appointment is effective January 1st.
- The Advisory Council Installation is ceremonial - meant to impress spectators.

Advisor Training

- All new Florida DeMolay advisors are required to complete a supplemental advisor training sanctioned by Florida DeMolay, and the Leadership Correspondence Course. Doing so will assist them in establishing a baseline for organizational knowledge, so that they may better understand their role as a DeMolay advisor and be better equipped to serve our youth members.
- Those continuing advisors who have served for one (1) year on an Advisory Council as of December 31st and have not completed this requirement will be reappointed to the Florida-At-Large Council rather than to the local Chapter Advisory Council.

Petitions for Membership

- The Advisory Council must ratify any ballot held by the Chapter. If the Advisory Council concurs with a favorable ballot of the Chapter, the petitioner shall be declared elected to receive the Degrees of the Order. The Advisory Council also retains the authority to declare an elected petitioner rejected, or a rejected petitioner elected; but if the Advisory Council's ruling is different than that of the Chapter, the matter must be referred to the Personal Representative. The Executive Officer will make the final ruling in writing after necessary inquiries and in discussion with the Personal Representative. Should any petition be referred to the Personal Representative for this cause, no notice shall be sent to the petitioner until the decision of the Executive Officer is received.

Booster Clubs

- Similar to the establishment of the Subordinate or Appendant Programs sponsored by the Chapter, an Advisory Council may, in collaboration with the vote of the Chapter, sponsor a "Booster Club" for the parents & friends of the members of the Chapter.
- Booster Clubs shall be subject to the regulations maintained by the Advisory Council, and must have at least one Advisor attending all Club meetings in an advisory capacity to serve as a liaison to the Advisory Council.

- The purpose of the Booster Club will be to assist the Chapter and its overall operations, through support and assistance in planning, preparing and decorating for Chapter events, and other actions of this nature.
- If a Chapter has an operational Booster Club in place, membership to the Club shall be open to the parents, adult relatives and family friends of all current and new members of the Chapter. Membership is strictly voluntary, and level of involvement shall be at the discretion of the members under guidance of the Advisory Council.

District Operations

District Master Councilor

- Shall work with the constituent Chapters within his District to aid in their success. The District Master Councilor
- Shall plan and execute at least one School of Instruction during his term of office; as well as ritual and sporting competitions among the Chapters within his District. The victors from these District-level competitions will be eligible to participate in specific competitions at the State level, either at Conclave or Mini Conclave as appropriate.
- Shall assist with the promotion and successful implementation of any membership programs for the Chapters within his District.

Personal Representatives

- By definition of his title, the Personal Representative is to represent the Executive Officer in any matter within a particular District to which he is assigned. He does not possess Executive Officer authority, unless it is specifically stated in official communication by the Executive Officer for the Personal Representative to handle a specific matter.
- Should be assumed to be on official business whenever he calls a meeting with a Chapter or its Advisory Council; if he serves locally on an Advisory Council he may also act in that capacity.
- May also represent the Executive Officer outside of his assigned District when directed in writing to do so.
- Is a voting member, ex-officio, of each Advisory Council within their appointed jurisdiction.
- May have a Deputy Personal Representative as needed, appointed by the Executive Officer.
- Shall assist Florida DeMolay Administration with all administrative filings from the local Chapters required by Florida DeMolay and DeMolay International, appropriate to his position. These include, but shall not be limited to, Chapter bylaws, Medical & Media Release Forms, Financial Reports, Annual Chapter Reports to DeMolay International, and Honors Nominations.
- Shall assist in Chapter Development operations, for current and new Chapters/Manors
 - o Will include working with local Sponsoring Bodies and making membership presentations as appropriate

- Shall, at least annually, review the books and transactions of each Chapter within his assigned jurisdiction and file a report of his findings to the Executive Officer.

Miscellaneous Standard Operating Procedures

DeMolay Awards

- Awards, including Merit Bars, should be presented to the DeMolay members as soon as they are earned
 - o At each Installation of Officers, a list of awards earned by each DeMolay member shall be announced by the Awards Advisor or another individual approved by the Advisory Council.
 - DeMolay members who have competed and won a jurisdictional individual ritual competition – or served on a winning team in a jurisdictional competition – shall be authorized to include a (retired) green “RITUAL” merit bar with his personal merit bars to denote his accomplishment.
 - o DeMolay members should be encouraged to wear their Merit Bars and other honors and awards when appropriate.
- When a DeMolay in Florida attains his proficiency in both Degrees, he shall be eligible to wear the “Member Medallion” (on the red ribbon) regalia.
- Consistent with DeMolay BR&R, a Chapter may vote to approve monies for presenting a Past Master Councilor a PMC pin; should the Past Master Councilor serve multiple terms, and if a PMC pin has already been presented, a PMC red ribbon jewel may subsequently be presented.
- Upon successful completion of his term, the Chapter may vote to present an outgoing Scribe with a Past Scribe’s jewel
- The Distinguished Service Award is considered a “lifetime achievement” award for DeMolay service.
 - o Nomination packets for worthy Brothers shall include a personal and fraternal biography, a letter from the Advisory Council outlining his service and contributions to the Order, a current photo, and letters of endorsement from those in mentorship or leadership roles in all areas of the nominee’s life; to include but not be limited to DeMolay, church, school, work and home.
 - o Completed nomination packets shall be made in writing to Florida DeMolay Administration by the established deadlines of January 1 and July 1 of each year.
 - o The nominee shall have no knowledge of the nomination process, or letters being collected.
- The Jurisdiction of Florida shall implement and promote a District Master Councilor Meritorious Service Award.
 - o In order to be qualified to receive the award, the District Master Councilor shall submit a term plan within fifteen (15) days of his election, to include a fundraiser to benefit the SMC’s Charity, and at least one event of each of the following types: Civic, Social, Athletic and Masonic Service.
 - o The DMC may plan these events in conjunction with the term plans of his constituent Master Councilors, but must promote it throughout the District and proactively assist with the execution of the event for it to count for qualification.

- Squires Manors and the Knighthood Priory each have their own systems of awards, to be determined by the regulations approved by the Florida Jurisdictional Staff Members in charge of those programs and the Executive Staff.

DeMolay Honors

- Nominations for the Cross of Honor, Degree of Chevalier and Legion of Honor (both active and honorary) shall be submitted through the normal electronic process, completed no later than March 1 of each year.
 - o All nominations must be accompanied by supporting documentation, to include pertinent information outlining exceptional service, as well as a DeMolay, Masonic and/or Personal Biography of the individual being nominated and a digital photo.
 - o Upon receipt, and before the filing deadline established by DeMolay International, the Executive Officer will review the credentials of those being nominated, consult with the corresponding Personal Representative, appropriate Advisors and/or Advisory Councilors and Jurisdictional Staff and make a final decision.
 - o A completed and on-time nomination package does not guarantee final approval by the Executive Officer, or by the International Supreme Council.
- Unless otherwise authorized by the Executive Officer, no nominations shall be approved from Chapters which have not completed the annual report required by DeMolay International.
- No relative of a member being considered for an Honor or Award may be present during the specific discussion of his consideration; if they are present at the Advisory Council meeting where honors are being discussed, they shall excuse themselves from the discussion and return once this portion of the discussion has concluded.
- The Degree of Chevalier may be exemplified at the discretion of the Personal Representative, and shall be performed exclusively by Chevaliers, ideally by a local Court of Chevaliers.

Senior DeMolays & Alumni Relations

- Upon attaining the age of 21, members of DeMolay shall be offered a Majority Service and receive a Majority Certificate. Majority Certificates may be acquired upon request from Florida DeMolay Administration.
- It shall become the practice of the DeMolay Chapters to recognize and make presentation of DeMolay tenure awards - for 10, 25, 50, 60, 65, 70, 75 + years of membership. These tenure awards may be acquired with the same process as Majority Certificates. Appropriate records shall be kept by Florida DeMolay Administration for future contact and opportunities for support.
- Senior DeMolays are welcome to attend any meetings of DeMolay Chapters unless disciplinary action or Executive Officer directive states otherwise.
- Chapter meeting agendas shall be amended to include the introduction of any Senior DeMolays from that particular Chapter, prior to the introduction of Visitors.

Masonic Relations

- Local Masonic leaders should be extended a standing invitation to attend meetings, ceremonies or installations of Chapters within the Jurisdiction of Florida.
- Chapter meeting agendas shall be amended to include the introduction of any Master Masons from the sponsoring Lodge, prior to the introduction of Visitors.

King Solomon Chapter

- King Solomon Chapter is an Honorary Chapter of Florida DeMolay, authorized by the Executive Officer.
- Shall be convened whenever there is an Initiatory or DeMolay Degree being performed in full form within the Jurisdiction of Florida.
 - o Master Masons who are members of Lodges within the Grand Lodge of Florida may submit a petition for membership in King Solomon Chapter with the requisite fee of \$100 (payable to Florida DeMolay).
 - o During the ceremony, Master Masons joining King Solomon's Chapter should be seated together in a conspicuous location within the Chapter room to observe the Degree(s) and be allowed to assume the obligation(s) with the DeMolay candidates.
 - o The petition and fee should be forwarded to Florida DeMolay Administration within 10 days of the ceremony. At no time should King Solomon Chapter petitions or monies be forwarded directly to DeMolay international.
- Membership in King Solomon's Chapter will procure for each Master Mason a certificate and membership card, and appropriate records shall be kept by Florida DeMolay Administration for regular contact and opportunities for future support.

Protocol & Introductions

Typical Introductions at Chapter Meetings and Installations

This is the approved order of introduction for dignitaries and guests at Florida DeMolay events, most notably chapter installations and meetings. Introductions are made in descending order: International, Jurisdiction, Region, and Chapter. Introductions at each level are made youth first, adults second. Definitions of directions are at the end of this listing.

DeMolay Introductions:

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| 1. State Master Councilor of Florida DeMolay | A to E by MC |
| 2. Deputy State Master Councilor of Florida DeMolay | Altar |
| 3. Executive Officer of Florida DeMolay | A to E by MC |
| 4. Members of ISC (Active, Deputy, Honorary, Emeritus) | Altar |
| 5. Your District PR and DMC | A to E by Mar |
| 6. Visiting District PR and DMC | Altar |
| 7. State Staff Members for Florida DeMolay | Seats |
| 8. Visiting Chapter Master Councilors | East |
| 9. Visiting Master Squires | East |
| 10. Visiting DeMolays, Squires, and Advisors | Seat (thank as group) |

Masonic Family Introductions:

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|--|-----------------------|
| 11. Worshipful Masters | Altar |
| 12. Dignitary from Your Sponsoring Body | East |
| 13. Assembly Worthy Advisors and Bethel Honored Queens | Altar |
| 14. Presiding Officers of Local Masonic Family Organizations | Seats |
| 15. Visiting Rainbow Girls and Job's Daughters | Seat (thank as group) |

PROTOCOL FLOOR WORK NOTES:

While the above listing may appear as if hours will be spent in introductions, it is well to keep in mind that the above list covers every possible introduction. It is highly unlikely that everyone listed will appear at a single event.

Individuals should be introduced only ONCE. If an individual has several titles, introduce the individual at his senior office and incorporate his other positions at that time.

Never ask if a particular dignitary is present. Ask someone to observe the guests as they arrive and make a listing of the dignitaries and their positions that are present.

Explanations:

A to E by MC: Escorted to the Altar (MC gives three raps of gavel) and presented to the MC by the Marshal; MC escorts dignitary to the East via the North side of the chapter room and introduces guest to audience. MC extends the gavel to the guest to seat the audience.

The gavel is presented to the officer and not to the individual, and is a token of respect to the officer so receiving it.

For Example:

After the SMC (or DSMC) is introduced at the altar and brought to the East, the M.C. offers the gavel to the SMC (or DSMC).

M.C. Brother State Master Councilor, I extend to you the gavel of authority.

A to E by Mar: Escorted to the Altar by Marshal and presented to the MC; Marshal then escorts dignitary to the East via the North side of the chapter room and remains in the NE corner of the chapter room. MC receives the dignitary in the East and introduces dignitary to audience. Following applause, MC asks Marshal to re-conduct the dignitary to his/her seat in the chapter room.

East: Escorted by the Marshal directly to the east, via appropriate side: DeMolays and Masons via North side of chapter room; females to the south side of the chapter room.

Altar: Escorted by the Marshal to Altar; Master Councilor introduces dignitary to audience and asks the Marshal to re-conduct the dignitary to his/her seat.

Seat: Dignitary is asked to rise at his/her seat. MC introduces the dignitary, leads in applause, and then gives one rap to seat the dignitary.

NOTE: Group introductions at seat are just that. Do not embarrass yourself and guest by asking them to introduce themselves. Instead, thank the group for attending and ask the audience to give them a warm welcome. Following applause, MC gives one rap to seat the group. This applies especially to: visiting DeMolays, Squires, Chapter Advisors, and Rainbow and Job's Daughters

Tips on Introductions

Introductions should follow the Florida DeMolay Protocol List. **The Installing Officer should normally handle introductions.** Confirm this with your Installing Officer. The Installing Officer can do the Protocol List of Introductions either after the formal opening of the Chapter and before the installation of officers or immediately after the installation of officers and declaration and prior to the presentation of the gavel of authority. The preferred and suggested method is to make introductions immediately after the formal opening of the Chapter and prior to the installation of officers. If the State Master Councilor is present, you may wish to ask him to handle introductions. He will always be happy to do so.

If you elect to handle introductions, the Installing Officer will turn the program over to you. It will be YOUR turn. You get to preside during the “your personal introductions, presentations, awards, remarks, and thank you and acknowledgements.” This will let everyone in the room know how much preparation you have done for this day.

Remember that, in spite of preparation, you are going to be just a tad excited that night, if not just a little nervous and downright scared. Would you believe that many newly installed Master Councilors just got their gavel turned over to them and can’t even of their parents’ names and usually end up saying something “cutesy,” immature, dumb remark just when they wanted to come off sounding polished and mature? What can you do?

First – Practice. Even doing the practice in front of the mirror isn’t such a bad idea. Take a look at how others will be seeing you as you introduce your family. Start with your parents. Decide who will be first, or should you introduce them as Mr. And Mrs. Doe? What sounds best? John and Mary? This is my Dad, John and my Mom, Mary? Practice until you get it the way you really want it, and then practice it some more.

Now you can start practicing what else to do, like withy your hands, your facial expressions, your tone of voice. Practice some more. Decide how to introduce all those other relatives, friends, and dignitaries that will be there. Almost every family some “sticky situations” when it comes to introductions, like a step-parent or friend (boyfriend or girlfriend) or a relative brings a friend you haven’t meet yet.

Second – Use Cards. Family isn’t all you have to introduce that night; you will have to introduce people you don’t even know. Get some 5” x 8” lined index cards and type or print at the top of each card. You will need one that say “State Officers,” “Master Councilors,” etc. according to each category on the protocol list. Have these cards at the guest book table. Have your attendant learn how to pronounce unusual names. Remember a person only gets introduced once, so try to get all the titles in the first introduction. When beginning, use a variety of openings: “I have the pleasure...” or “It is with pleasure...” or “I’m honored to introduce....” Say things like: “Please join me in showing your appreciation...” or “Help me thank...for coming.” Be sincere.

Even the best plan goes awry. You may only have five (5) names on your card and six (6) people stand. Don't panic! If you know the person, no problem. If you don't, simply ask them to introduce themselves and then acknowledge them by name and thank them for coming. One more suggestion about the cards, number them according to the protocol list and ask your attendant to put them in order for you.

Order of Introductions. The following should be followed in all cases: Family and special friends of the MC, SC, and JC. Each in turn should make any pertinent remarks as he introduces his group. Be sure to tell they will be doing introductions.

To do self-introductions, you simply call on people who fit each category listed on the next page to stand and introduce him/herself.

Example 1:

“Will all Masters of Masonic Lodges who have not been previously introduced, please stand and introduce yourself.”

It is important to personalize the introduction. After an individual or group of individuals in a certain category introduce themselves, say something in appreciation of their attendance.

Example 2: (following the self-introduction in Example 1)

“Thank you for being with us tonight. Our chapter really appreciates the support we receive from the Masonic lodges in our community.”

Marshal introducing from the Altar:

“Brother Master Councilor, it gives me pleasure to present to you Brother/Dad/Mr./Mrs./Ms. _____ *name* _____ who is _____ *title* _____.”

Master Councilor:

It is an honor for me to introduce Brother/Dad/Mr./Mrs./Ms. _____ *name* _____ who is _____ *title* _____. Please join me and greet him/her with a very warm welcome.” (If he is in the East, offer him/her the gavel to seat the audience, and to speak if you desire, and if he wishes to make comments at this time.

Remember:

1. You will note that introductions are listed in descending order: International, State, Region, Chapter, DeMolay, and then Advisors.
2. All male Masonic dignitaries are presented to the north side of the East; all females and non-Masonic males are presented on the south side of the East.
3. The Grand Master of Masons in Florida should be given the opportunity to introduce his Grand Line Officers. If the Grand Master is not in attendance, but other Grand Lodge Officers are, they should be introduced after the Executive Officer's staff.

The Advisory Council

An active and organized Advisory Council is the most important element of a strong and successful DeMolay Chapter. Regardless of the number of Advisors on the Advisory Council, the important thing is to see that the responsibilities and duties are divided where everyone has something to do that is meaningful and important to the success of the Chapter.

While being an Advisor for a DeMolay Chapter takes time, energy, and personal expense, the reward is in the knowledge that you are helping to shape the lives of young people and mold their character for the responsibility of the citizenship and leadership that is awaiting them.

Responsibilities:

- 1. Organize**
Select a Chairman, Chapter Advisor, and divide up the duties and responsibilities among the other Council members.
- 2. Meet Regularly**
The Advisory Council should meet monthly. Try to keep the meetings to no longer than one hour.
- 3. Provide Guidance**
Always remember that you are working with young people and you are there to advise, teach and mentor them. Try to find a good balance between what you do for the members and what you let them do for themselves. Always keep the goals of DeMolay in mind which are to help and improve our DeMolays. They need to learn the basics of life, of leadership and social interaction. It will make your heart proud when you see just one of these young men be very successful and they say "It is because of my Advisors that I learned how to grow and reach for my goals."
- 4. Protect the Chapter**
See that the Chapter operates within the guidelines of the Jurisdiction and DeMolay International. Provide chaperones for all DeMolay activities and make certain that the Chapter follows the Youth Protection and Risk Management policies at all times. Watch the Chapter finances closely so that major financial problems are avoided.
- 5. Insist on Growth, Expansion and Excellence**
Don't let the members lose sight of constant recruitment by encouraging them to ALWAYS invite their friends to Chapter activities. Encourage participation in Chapter, Jurisdictional and DeMolay International programs and set goals for the Chapter to expand through those programs. Set standards that promote excellence in ritual, athletics, personal growth and more. Every DeMolay should have a well-rounded DeMolay Experience!
- 6. Advisory Council Appointments**
Council Members should be appointed and installed at the February Installation.
- 7. Chapter Installation of Officers**
Should be after Mini-Conclave and before March 15 and after Summer Conclave and before September 15 of each year. If you need to hold the Installation outside of this

time frame you must request and receive approval from the Executive Officer to have your Installation outside of the required months.

8. Sustainability

Set goals, timelines and deadlines to keep the success of your Chapter continuing for years to come. Ensure financial stability year after year.

9. Put Your Best Foot Forward

ALL ritual events need to be performed at the highest level of quality possible. Degrees should impress our candidates. Public Ceremonies and Installations should show the public in attendance the quality of our Organization.

Meetings

- All Advisors should attend the monthly Advisory Council meetings. Also, the three Chapter Councilors and the Scribe/Treasurer should attend.
- The Chairman of the Advisory Council presides at the meetings and he should see that everyone is notified of the time and place.
- Minutes of each meeting should be forwarded to your District Personal Representative monthly.
- Don't be afraid to open your Advisory Council meetings to interested parents and volunteers who are not members of the Council. Encourage their participation and support. If there is private business to conduct, do so after the general meeting and excuse all but Advisory Council members.

Meeting Agenda

Advisory Council meetings are conducted more efficiently when an agenda is used. Basic parliamentary procedure should be followed.

Suggested Agenda for Advisory Council meetings:

Call to Order

Roll Call

Reading minutes of the previous meeting

Business arising from the minutes

Communications

Bills

Reports

Master Councilor

Senior Councilor

Junior Councilor

Scribe/Treasurer

Sweetheart

Chapter Advisor

All Other Advisors

Prospects (keep track of your prospects and keep them informed of activities)

Unfinished Business

New Business

Good of the Order

The Chairman

The Chairman of a DeMolay Advisory Council must be a Master Mason, and is responsible for the Advisors of the Chapter and to be the liaison between the Lodge and the DeMolay Chapter. The Chairman must provide the cohesiveness with the Advisors and DeMolay, making sure they are paired with their strengths to get to very best out of everyone.

Responsibilities:

1. He must assemble a team of Advisors to guide and develop the DeMolay program in the community. The Chairman must lay down a basic organization for the operation of the Advisory Council. After the Chapter Advisor is elected, he must see that the other Advisory Council members are given specific duties and responsibilities as Advisors. He should see that Advisors who are not doing their jobs correctly are trained properly or switched to another position that would better fit them.
2. He must schedule regular Advisory Council meetings and preside over these sessions in a business-like manner.
3. He must see that the annual Advisory Council Registration is completed promptly in e-Scribe.
4. He must complete and submit the Annual Report to DeMolay International on time.
5. He should ensure that all reports to DeMolay International or the Jurisdiction are forwarded promptly and timely.
6. He should see that a Scribe is appointed to handle the day-to-day administration of the Chapter.
7. He should communicate with the sponsoring body on a regular basis so that they are aware of the DeMolay program and should seek their assistance when necessary (Advisors, financial, members, etc.). Always encourage them to attend your Chapter's events.
8. He should ensure that the Chapter closely follows the Youth Protection and Risk Management policies of DeMolay International and the Jurisdiction.
9. He should conduct on-going recruitment programs to build and supplement the Advisory Council. Plan Fun Events with Council Members outside of the Chapter!
10. He should be thoroughly familiar with the DeMolay programs and resources including the awards and honors, the Ritual, the Leader's Resource Guide, the MC Buddy, and other guides and handbooks provided by DeMolay International and Florida DeMolay. He should be knowledgeable of the Rules and Regulations of DeMolay International and the By-laws, Rules and Regulations of the Florida DeMolay and your Chapter. Review these documents with your Councilors, especially the MC Buddy.

Chapter Advisor

This Advisor can be a male or female. The importance of the Chapter Advisor cannot be over emphasized. The leadership you provide the members will ensure the progress and successful results in any Chapter activity, as well as the Chapter as a whole.

Responsibilities:

1. The Chapter Advisor must become thoroughly familiar with the DeMolay programs, Chapter By-laws, Florida DeMolay rules and regulations, and the Youth Protection Program and all of the resources available including the Leader's Resource Guide, the MC Buddy, which includes: Installation Guide, PMC-MSA information (if followed the Chapter will have a successful term), Stated Meeting Order of Business, Balloting Procedures, and Roberts Rules of Order.
2. The Chapter Advisor is responsible for seeing that Chapter meetings are well planned, attended, and executed. You should attend all Chapter meetings and Advisory Council meetings OR see that a Certified Advisor attends ALL Chapter activities. Remember, 1 Advisor for every 5 DeMolays.
3. The Chapter Advisor works with the Councilors to establish a well-balanced program plan to provide a well-rounded DeMolay experience for the members.
4. The Chapter Advisor should communicate often with the parents of the members so that they are aware of what is expected of their son. The Chapter Advisor will ensure that all communications received are brought to the meetings and addressed as appropriate.
5. The Chapter Advisor should develop the leadership skills of the Councilors and constantly work with the younger members to develop future leadership. Find opportunities for them to use their leadership and public speaking skills at meetings and activities of Masonic, civic, and other youth organizations. Suggested ideas: speaking about what DeMolay is, Public Ceremonies, etc.
6. Gathering the support of all adults involved with the Chapter will aid you tremendously.

Networking with other Chapter Advisors is another way of developing your skills as a Chapter Advisor.

Scribe Advisor

Since the position of Scribe in a DeMolay Chapter is such a crucial one, Advisory Councils have found it to the Chapter's advantage to designate a Scribe Advisor to assist the young man appointed as the Chapter Scribe.

Sometimes this special Advisor is called the Financial Advisor, and he\she works with both the Scribe and the Treasurer. In some Chapters, the offices of Scribe and Treasure are held by the same person. And in some cases, there is no DeMolay assigned in either role, requiring the Advisor to see the tasks completed themselves.

Responsibilities:

1. He\She should be thoroughly familiar with the Rules and Regulations of DeMolay International, the Policies of Florida DeMolay, the By-laws of the Chapter, and the Chapter Administration Handbook.
2. He\She should supervise the Chapter Scribe and Treasurer in accordance with the Scribe's duties, which are outlined in the Chapter Administration Handbook.
3. He\She should see that the Chapter maintains a sound financial condition.
4. He\She is normally the person designated to record the minutes of the Advisory Council meetings and prepare them for approval at the subsequent meeting.
5. He\She should see that all reports are filed promptly and accurately including the annual Financial Report, Insurance payment, and the submission of the Form 10, and Form 11, when appropriate.
6. He\She should be one the signers on the Chapter bank accounts.
7. He\She should assist the Chairman with the completion of the annual Advisory Council Registration.
8. He\She should see that the Chapter has an adequate supply of forms, postage, and necessary office supplies and equipment.
9. Don't be incompetent or an asshole

The Scribe Advisor's job is a large one. The use of a personal computer with database and financial management software will make the performance of his duties more effective and efficient.

Membership Advisor

Membership is an important function of all DeMolay Chapters. Be sure your Chapter is always strong and growing by having attainable membership goals, incentives and competitions. Keeping your membership growing will ensure that your Chapter is sharing the brotherhood and comradeship that is part of a well-rounded DeMolay Experience. It is necessary, therefore, that a Chapter have a competent and dedicated Membership Advisor. They are a very important part of the Chapter and should work with your members to keep a steady flow of new brothers. Dad Land said that each DeMolay should bring in 2 members; 1 to replace himself and 1 to grow the Order.

Responsibilities:

1. With the Councilors and his Membership Chairman, lay out definite goals and a program to seek new members, including regular events and encourage the members to invite their friends.
2. Keep a list of prospective members so you can follow-up. Utilize every available source for new members such as
 - public school officials
 - church leaders
 - co-workers
 - leaders in activities involving teenagers
 - Social Media
 - Community boards
 - Masonic Organizations.
3. Promote membership contests with interesting incentives and awards.
4. Insure that initiations are held frequently enough that candidates do not have a long wait after turning in their petition.
5. Promote the use of the various resources on the Florida DeMolay website and the DeMolay International website.
6. Have promotional fliers and Petitions ready to hand out at all events.
7. Always be mindful that retention is a very important part of your chapter and educate and keep all members involved.
8. And most Important don't be incompetent or an asshole.

Ritual Advisor

There has been a long-standing statement of DeMolay that the Ritual is what sets DeMolay apart from all of the other youth organizations and keeps it in a class by itself.

DeMolays can be outstanding ritualists despite their young years, because they have the intelligence, the education, and the inherent ability to do well. It is the job of the Ritual Advisor to turn this potential into action.

Responsibilities:

If the Chapter is new or developing a ritual program for this first time, it is important to set priorities and goals. The Chapter should first learn the Opening and Closing Ceremonies so that they can function as a Chapter.

During this period, call on other Chapters for assistance in doing the degree work or attend jurisdiction degrees days. Once the Chapter has become proficient in the Opening and Closing Ceremonies then introduce the other degrees at a pace that will keep their interest and at which they can be successful.

Set goals in conjunction with these priorities. Set a goal for the Chapter, like entering the ritual tournament or “By the next term we will be performing the Initiatory Degree”.

Create a timeline so that members and Advisors can see how the Chapter will progress with its ritual program.

Guidelines and Suggestions:

1. The latest edition of the Ritual should be followed exactly. Including floorwork and the fine print for direction.
2. All of the degree work should be given from memory and to the best of the performer's ability.
3. Encourage good posture from all officers, whether sitting or moving.
4. ALL ritual events need to be performed at the highest level of quality possible. Degrees should impress our candidates, Public Ceremonies and Installations should show the public in attendance the quality of training we promise our members when they join.
5. Use music for degrees.
6. Appropriate degree robes and costumes should be utilized. Be sure they are well maintained and ironed as necessary.
7. Make sure there are multiple members who know the same parts
8. Ask your PR and DMC for help in getting parts filled

Ritual Practices

It is a great practice to have something on each week so that you can have two meeting days, a ritual practice and a fun event, this way guys don't forget which week is DeMolay.

Go through the ritual

- Floorwork
- Opening
- Closing
- Initiatory Degree
- DeMolay Degree
- Memorization and Presentations
- Installation (Installing team and Officers to be Installed)
- Business Meeting- Roberts Rule of Order, how to make a motion, voting,
- General Ritual - all the other pages in the ritual

Marketing and Public Relations Advisor

They should work with the Councilors and the Advisory Council to ensure that the Chapter has marketed the organization and publicizing the events of the Chapter, in the communities. You should analyze the program plan and identify potential marketing opportunities for the Chapter and make sure that it is hip an up to date.

Fundraising Advisor

They should organize the fundraiser

- Have planning meetings with the committee for each fundraiser, so that everyone on the team has a job and the DeMolays are doing the work and you are guiding and mentoring them through the project.
- Create a flyer with the Public Relations Advisor, to get the best promotion, you can get.
- Look at the potential income and make sure that it is not cost prohibitive and the payout is worth what you are putting into it.
- Organize your Team, put key people into rolls and time slots that work best for everyone.
- Be sure the chairman of the committee explains the details of the plan well so that everyone knows what they are doing. e.g. charity the fundraiser is for, who needs to buy what items, how it will work.
- Hold a lessons learned meeting at the end of each project, to discuss each aspect of your event to make it better each time.

Sweetheart Advisor

This Advisor must be a female over the age of 25 years. She will chaperone the girls at all times. Be sure to guide and mentor the girls and be sure they are acting lady like at all times. As the Sweetheart or Sweetheart Court it is important to achieve the ultimate goal in supporting the Chapter, District, and Jurisdiction.

Responsibilities:

1. The primary role of the Sweetheart Advisor is to be an advisor. This means to support and encourage the young ladies while ensuring their duties and responsibilities are met.
2. Always be available to assist. Let the Sweetheart and the Court know that you are interested and want to be a support whenever needed.
3. If the Sweetheart Advisor is unavailable, it is up to the Sweetheart to secure a female chaperone. If necessary, the Sweetheart Advisor can assist with this process.
4. Work vigorously to enhance the membership of DeMolay in addition to encouraging participation in the Sweetheart Program.
5. Act as an adult liaison between the Jobs Bethel's and Rainbow Assemblies in the area, by communicating upcoming events and activities, when appropriate.
6. Serve as an advocate for the girls in the Sweetheart Program amongst other adults and advisors.
7. Assist the Sweetheart in completing any remaining LCC's in order to achieve the 'Lamp of Knowledge', which provides additional understanding of DeMolay and its lessons. Also, the RS, which is a self-evaluation of her.
8. Encourage her to recruit DeMolay and earn her Pink Honor Key.
9. Be available to assist the Sweetheart in preparing for Installation. This includes the assembly of new banners, cleaning the crowns and assisting with memory work and Installation practice.

Advisor Resources

Florida DeMolay Web Site: <http://www.fldemolay.org/>

DeMolay International: <http://www.demolay.org>

All advisors are encouraged to take advantage of the following resources:

- Florida DeMolay Standard Operation Procedures
(www.fldemolay.org > Resources > Florida DeMolay Regulations)
- Florida DeMolay Rules and Regulations
(www.fldemolay.org > Resources > Florida DeMolay Regulations)
- DeMolay Advisor Development Program
- Chapter Activity Guide
- Program Planning Guide
- Orientation Program for Initiations
- A Parent's Guide to DeMolay
- Rules and Regulations of DeMolay International
(www.demolay.org > Resources > Downloads > DeMolay International Bylaws – Rules & Regulations)
- Leadership Correspondence Course
- Shop DeMolay
(www.demolay.org > Store > Shop DeMolay)
- Hi, Dad! Book
- The Life and Times of Jacques DeMolay
- The Risk Management Guide
- Youth Protection Kit
- New Member Orientation Kit
- Adult Recruitment Kit
- 501 (c) 3 Guide for Chapters
- Installation Planning Guide

For more information, contact your Personal Representative, their contact information can be found on the Florida DeMolay website under your District.

For More Information:

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10200 NW Ambassador Drive
Kansas City, MO 64153

Voice: (800)DEMOLAY
Email: demolay@demolay.org