



**Georgia DeMolay
STATE OFFICERS APPLICATION PROCEDURE**

To be considered for a state office in the Associated DeMolay Chapters of Georgia, the following criteria must be met.

-All candidates for state office, *whether elected or appointed*, must be a recipient of the Representative DeMolay award.

-A State Officer Application Form must be completed, with all required signatures affixed and, *along with a separate Letter of Intent containing the information noted on the application form*, forwarded to the Georgia DeMolay Director of State Officers by the deadline specified on the application form.

-The form entitled Requirements for Care and Maintenance of Georgia DeMolay State Officers' Collars must be read, signed, dated, and returned with a check for \$25.00 to cover the collar maintenance fee, in the same packet with the State Officer Application Form.

-The sheet of information headlined "State Officers' Duties" should be read carefully to determine whether the applying DeMolay is willing to commit the time and energy necessary to fulfill the duties of the state office he is seeking. **A copy of the sheet must be signed by the candidate for state office and returned in the packet with the application form and other materials.**

State Officer Application Checklist

When applying for a state office, the following materials must be a part of the application packet:

- ___ Signed Copy of the "State Officers' Duties" from
- ___ Fully completed and signed "Application to Serve as a State Officer" form
- ___ Letter of Intent to accompany application form
- ___ Signed "Requirements for Care and Maint. of Georgia DeMolay State Officers' Collars" form
- ___ \$25.00 Collar Maintenance Fee check made to Georgia DeMolay

State Officers' Duties

Associated DeMolay Chapters of Georgia

STATE MASTER COUNCILOR:

- 1) Attend all Georgia DeMolay state functions
- 2) Maintain regular contact with Executive Officer, State Chapter Dad, and other state officers
- 3) Memorize ritual parts used as part of his official duties
- 4) Maintain regular schedule of visitations to meetings and functions of DeMolay chapters throughout Georgia (minimum 2 visitations to each chapter during course of year with at least one of those to attend a regular chapter meeting)
- 5) Maintain active role in the activities of his own chapter
- 6) Coordinate state communications program by producing a monthly publication about Georgia DeMolay happenings, news and information
- 7) Write monthly article to appear in state publication
- 8) Function as lead state officer for Conclave activities
- 9) Perform other duties as requested by Executive Officer, the State Chapter Dad, and/or as situations may require

STATE SENIOR COUNCILOR:

- 1) Attend all Georgia DeMolay functions
- 2) Maintain regular contact with Executive Officer, State Chapter Dad, State Master Councilor, and other state officers
- 3) Memorize ritual parts used as a part of his official duties
- 4) Maintain regular schedule of visitations to meetings and functions of DeMolay chapters throughout Georgia (minimum 1 visitation to each chapter during course of year)
- 5) Maintain active role in the activities of his own chapter
- 6) Coordinate state membership program by promoting chapters reaching their annual membership quota, and individual DeMolays qualifying for one or more of the several membership awards available
- 7) Write monthly article about Georgia DeMolay events/happenings and forward to state office for inclusion in the state newsletter
- 8) Function as lead state officer for Tournament of Champions activities
- 9) Perform other duties as may be requested by the Executive Officer, State Chapter Dad, and/or as situations may require

STATE JUNIOR COUNCILOR

- 1) Attend all Georgia DeMolay functions
- 2) Maintain regular contact with Executive Officer, State Chapter Dad, State Master and Senior Councilors, and other state officers
- 3) Memorize ritual parts used as a part of his official duties
- 4) Maintain regular schedule of visitations to meetings and functions of DeMolay chapters throughout Georgia (minimum 1 visitation to each chapter during course of year)
- 5) Maintain active role in activities of his own chapter
- 6) Coordinate state education program by promoting the Leadership Correspondence Course and the Representative DeMolay program
- 7) Write monthly article about Georgia DeMolay events/happenings and forward to state office for inclusion in the state newsletter
- 8) Function as lead state officer for Spring Jamboree
- 9) Perform other duties as may be requested by the Executive Officer, State Chapter Dad, and/or as situations may require

APPOINTED STATE OFFICERS

- 1) Attend all Georgia DeMolay functions
- 2) Maintain regular contact with Executive Officer, State Chapter Dad, and elected state officers
- 3) Memorize ritual parts used as part of their official duties
- 4) Maintain regular schedule of visitations to chapters in their area
- 5) Maintain active role in activities of his own chapter
- 6) Write monthly article about DeMolay happenings in their home chapter and nearby chapters and forward to the state office for inclusion in the state newsletter
- 7) Assist elected state officers with the promotion of the state communications, membership and education programs

I have read and agree to meet the above duties for State Office in Georgia DeMolay.

Signature of Applicant

Date

Requirements for Care and Maintenance of Georgia DeMolay State Officers' Collars

All members of the Georgia DeMolay State Officers' Team are required to adhere to the following criteria when in possession of the State Officer's Collar and Jewel of their Office:

- The State Officer's Collar is for the use of the State Officer to which it is assigned ONLY. No other person should wear the collar or handle it.
- The Collars are for use during sanctioned DeMolay meetings, programs, and/or ceremonies, or the meetings, events and/or ceremonies of other organizations as may be approved by the Executive Officer or the Director of State Officers. Due to their delicate nature, the Collars are not to be worn while participating in certain social or sports activities.
- After each use, the Collar should be wiped clean with a soft cloth before storing. Do not apply any type of cleaning solution to the Collar.
- When not in use, the Collar is to be carefully and properly stored. The Collar should only be stored in its original carrying case.
- The Collar and its carrying case are to be stored in a cool, dry place, and only in areas that will protect the Collar and its case from damage of any type.
- The Collar is not to be altered in any manner whatsoever.
- Any breakage, proposed alteration or needed maintenance must be reported to the State Chapter Dad, Director of State Officers or the Executive Officer, so that the proper steps to be taken.

Statement of Understanding

I have read the Requirements for the Care and Maintenance of Georgia DeMolay State Officer's Collars. I understand the requirements and submit to use and care for any Collar assigned to me as a State Officer of the Associated DeMolay Chapters of Georgia so as to be in compliance with the requirements.

I understand that a maintenance fee of \$25.00, paid to Georgia DeMolay must be included in my State Officer's application packet, and that this fee will be refunded if I am not elected or appointed to a state office, or if I am appointed to a State Office for which a link-style collar is not available.

I understand that for those State Officers positions for which there is a link-style Collar available, I may elect not to submit the Collar maintenance fee. However, by not electing to submit the fee, I understand that my possession of the Collar will be reserved for selected functions and/or activities, and that the Collar will remain in the possession of Georgia DeMolay at other times.

I understand that at the close of my service as a State Officer, whether it be at the end of the current term, by resignation or by removal from office, I will ensure that the Collar in my possession is returned to Georgia DeMolay in a timely manner for maintenance and/or to be re-issued.

By my signature below, I confirm my understanding of the information set forth and my willingness to comply with the requirements established herein.

Signature of Applicant

Date

Print Name: _____ DeMolay I.D. Number: _____

Address: _____

City/State/Zip Code: _____ Telephone No. (____) _____

**Application to Serve as a State Officer
of the Associated DeMolay Chapters of Georgia**

(Please type or **Print Neatly**)

Name: _____

Home Address: _____ City: _____ State/Zip: _____

Home Phone: (____) _____ Work Phone: (____) _____ Other Contact No. (____) _____

Applicant's Age: _____ Date of Birth: _____ Home Chapter: _____ Location: _____

Are you a student?: _____ What Grade/Year _____ Name/location of school attending: _____

If living away from home to attend school, give contact information at school:

Address at School: _____ City/State/Zip: _____ Phone: (____) _____

Are you employed?: _____ Full or Part Time?: _____ Name of Employer and Location: _____

Briefly explain your educational and employment plans for the coming year: _____

Do you have a valid driver's license?: _____ Do you have consistent access to a dependable vehicle by which you can travel to and from DeMolay functions and use to handle other matters of DeMolay business as may come about?

Do you have access to a black tuxedo? _____ Family vehicle? _____ Personal Vehicle? _____ Other?

Check all that apply and provide information requested:

_____ Representative DeMolay (RD) _____ Current Master Councilor (term: _____) _____ Attended Leadership Training Conference?

_____ Founders Membership Award _____ Past Master Councilor (term date(s): _____) _____ Lessons of LCC Completed? _____

_____ Blue Honor Key _____ Past Master Councilor's Meritorious Service Award (PMC-MSA)

Provide information on DeMolay involvement that should be considered in evaluating you to become a members of the State Officer's Team including Awards received, offices held, specific accomplishments, etc.

Statement of Personal Commitment: In making application for a State Office, I understand that I will be expected to attend all announced DeMolay state events, plus other activities/events that may be appropriate for the attendance of members of the State Officers Team. I commit that, if selected to serve, I will give the time, energy and effort necessary to fulfill my obligations as a state officer, and to further the growth and development of the Order of DeMolay in Georgia. I certify that I am a current or past Master Councilor, that I have completed the Leadership Correspondence Course and that I have obtained the designation of Representative DeMolay (RD). If I have noted above my candidacy for an elected office, I understand that the expectations of an elected officer are even greater than those for an appointed office and will require additional time, energy and effort on my part. I hereby certify that I have read and understand the responsibilities of a state officer as outlined in the "Overview of the Duties and Responsibilities of State Officers of the Associated DeMolay Chapters of Georgia" publication circulated as a part of the State Officer's application packet. I commit myself to perform on the level expected of a state officer. I understand that, should I abandon my duties as a state officer and/or consistently fail to perform the duties requested/required of me, my office may be declared vacant and my service as a state officer ended. I further understand that I must be registered and in attendance at Conclave. I understand that I must be unmarried at the time of my election or appointment as a state officer and must remain so during the time I serve as a state officer.

Signature of Applicant

Date

Chapter Advisory Council Consent: On behalf of the Advisory Council of the above named DeMolay Chapter, I certify that the applicant named hereon is a member in good standing of the Chapter and is considered by this Council to be worthy of service as a state officer of the Associated DeMolay Chapters of Georgia. If he is selected to serve as a state officer, we understand the expectations and requirements of service as a state officer and pledge our support of his work and involvement on the state level. We pledge the support of his Chapter for him individually, as well as to the state officer's team in general so that the work of the state officers can be successful.

Signature of Advisory Council Chairman or Chapter Dad only

Date

Confirmation of Parental Understanding and Support: I/We, the parent(s)/guardian(s) of the above named candidate for appointed/elected office in the Associated DeMolay Chapters of Georgia, do hereby confirm my/our approval of his candidacy for a state office. I/We have reviewed the Statement of Personal Commitment above and understand that serving as a state officer will require a financial commitment to attend functions during the year, as well as requiring a commitment of time, energy and effort from him. I/We understand that his failure to fulfil the requirements of his office can result in his removal from office and his service as a state officer ended. I/We pledge our support for his work as a state officer during the duration of his term.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

LETTER OF INTENT: This application must be accompanied by a separate letter from the applicant explaining how his activities, accomplishments and/or responsibilities in DeMolay and elsewhere have prepared him to be an effective state officer, and how his selection as a state officer will help Georgia DeMolay prosper.

Return State Officer's Application Packet Materials To: GA DeMolay; c/o Richard Eells; 530 Piedmont Ave; Suite 905; Atlanta, GA 30308
Materials must be postmarked no later than: June 25th