

Georgia DeMolay



State Officers' Manual

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P R E F A C E

Serving as a jurisdictional officer for any organization is a privilege that is enjoyed by a relatively few members within the group. Because of that, serving as a state officer should be considered an honor. To be placed among the leaders of the organization places the individual in a position of influence and responsibility. Positive actions, appearances and attitudes by a state officer can do much to enhance his own reputation as well as that of the organization. At the same time, negative actions, appearances and a poor attitude by a state officer can do equally as much to harm how others perceive him personally as well as the organization in general.

Much of what a state or jurisdictional officer in any organization does involves providing leadership to the officers and members on the local level, working to inspire the enthusiasm of the members toward the programs and activities of the organization and enhancing the image of the organization both internally and externally. DeMolay State Officers are no exception.

When a young man “graduates” from service on the local level to service as a state officer, he is elevated into a different arena—an arena that requires increased commitment in several areas. State officers are expected to be examples in every sense of the word, both within and outside the chapter room.

In order to project DeMolay in a positive light, the state officers corps must abide by a general group of guidelines. Each state officer should keep in mind how these guidelines apply in different situations and on different occasions. The guidelines aren't particularly difficult. Most of the guidelines are just common sense and proper planning. To be sure that the state officers are fully familiar with the guidelines, each state officer should take time to read them thoroughly before committing to become a state officer and then again periodically during the duration of his term. In doing so he will ensure that he lives up to the high level of personal quality, integrity and responsibility expected of a state officer of the Order of DeMolay.

Those members who find the guidelines more than they care to adhere to should avoid placing themselves in a position of responsibility that they cannot or simply do not want to adequately fulfill. By being realistic and admitting up-front that he either cannot or does not want to carry out the duties and responsibilities of a state officer a member can avoid the embarrassment of being asked to resign partway through the term, or worse, of being removed from office.

Following proper protocol in the situations each state officer encounters will ensure that DeMolay is positively displayed to its own members, advisors, parents and sweethearts, as well as to its friends and the public at-large.

This manual provides an overview of the appearance, responsibilities and activities expected of a Georgia DeMolay State Officer. While every possible occasion or situation cannot be addressed in a manual of this type, the information contained in this publication should provide enough guidance for a state officer to make sound and reasonable decisions for those situations that are not specifically covered.

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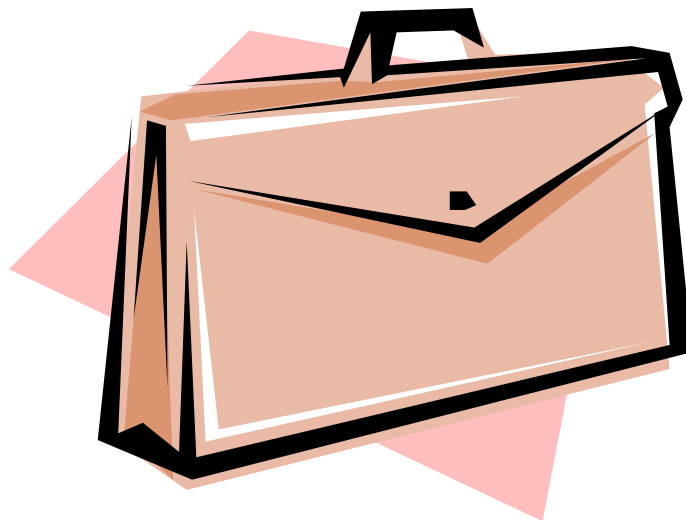
Overview of the Duties and Responsibilities of State Officers of the Associated DeMolay Chapters of Georgia

Georgia DeMolay state officers have many duties and responsibilities. Each duty/responsibility is singularly important. However, collectively these duties and responsibilities are of critical importance to the present day success of the organization as well as to its future growth and prosperity.

The duties and responsibilities that a state officer should be ready to fulfill include:

- Being an active and involved member of the state officers' team.
- Familiarity with and promotion of the state programs for the year.
- Making meaningful contributions to the effort to implement the programs of the State Master Councilor in the local chapters.
- Dependability.
- Living the precepts of the Order of DeMolay in his daily life, and in his dealings with others.
- Displaying a positive, professional and mature image of DeMolay in his grooming and dress.
- Proficiency in the ceremonies of DeMolay.
- Maintaining regular communications with key members of the state DeMolay leadership team.
- Visiting local chapters often, encouraging them to excel and assisting them when possible.
- Being a "self-starter" and looking for innovative ways to assist local chapters to be successful.
- Developing good public speaking skills.

Each of these duties and responsibilities will be explored briefly in the following pages to provide an overview of general expectations in each area.



Overview of Duties and Responsibilities (continued)

Team Relations/Skills

Teamwork is more than just a word to any group of officers who wants to be successful. It is a necessity. To be an effective member of the team, each officer must individually be ready, willing and able to pull his share of the workload without having to be prodded to do so. At the same time, he must also be willing to share the credit for the accomplishments that are made. As a member of the team, each officer must display a courteous, helpful attitude toward his fellow officers and be willing to assist another when called upon to do so. Likewise, he must also be able to count on other officers to assist him when he needs help. Each officer has to be willing to respect the differences between members of the team, while at the same time, working closely with each of the others to accomplish the common goal.

Contributions to the Team

As a member of the state officers' team, each officer must be able to be counted on to contribute his ideas, thoughts and talents to making the programs of DeMolay successful. This is especially true when it comes to aiding each other. If one state officer develops a way of implementing a program that is particularly successful, sharing that idea, approach or method with the other state officers can help them be successful as well. The sharing of successes will mean the success of the overall effort, which is the ultimate goal. In addition, each officer must be able to be counted on to attend the functions sponsored by Georgia DeMolay and other functions as appropriate such as the Region III conference, Knighthood functions (if he is a member) and other events and activities as may be scheduled from time to time. He must also be able to be counted on to attend and participate in local chapter-related activities such as installations of officers and other events as a member of the state officers corps.

Dependability

A member of a team who cannot be depended upon to pull his share of the load, to do what he says he will do, when he says he will do it, who does not consistently perform the duties and responsibilities that are incumbent upon him is more of a liability to the team than he is an asset. For, in not handling his duties in a responsible manner he becomes a drag on other members of the team who must handle their own duties and take up his slack. By distracting the attention of others from their own duties and responsibilities, he reduces the success of the entire group. Therefore, dependability is only one of a state officer's responsibilities, but it is an extremely important one and should be looked upon as such.



Overview of Duties and Responsibilities (continued)

Communications

Effective, consistent communications is key to keeping the state officers' team aware of the progress of state programs and activities. Consistent communications also provides a vehicle for sharing information on successes and challenges that the group, or an individual state officer, is facing. State officers are expected to function at the level of maintaining regular, written and verbal communication with the state office without having to be reminded.

Decorum and Conduct

Decorum is defined as "propriety or good taste in conduct or appearance." The definition of the word conduct is "a mode or standard of personal behavior." Basically "decorum and conduct" is how a state officer looks and acts. Scientific studies have shown that a person's basic impression of another is formed within the first 15 seconds of their meeting. Once that basic impression has been formed, it is very hard to change. For that reason, it is important that state officers subscribe to the highest standards of appearance and behavior at all times—even after the initial 15 seconds of time has passed. To those within the DeMolay organization, a state officer should set a positive standard for appearance and behavior for the other young men who look up to him to follow. To those outside the organization, a state officer, as a member of the leadership team, not only conveys an impression of himself, but an impression of the entire organization as well.

Ceremonial Proficiency

The ceremonies of DeMolay are central to conveying the lessons that the organization teaches. In order for the precepts of DeMolay to be effectively imparted to others, the ceremonies must be effectively performed. Each state officer should be familiar with all of the ceremonies of DeMolay, including being familiar with the message(s) each ceremony is attempting to teach. By understanding the points that the ceremony is trying to get across, it is easier for the state officer to learn his part in the ceremony and deliver it in such a way as to make the maximum impression on his audience. This level of understanding can also be invaluable to a state officer who is helping the members of a local chapter to improve their chapter's performance of the ceremonies. By helping them understand the meaning of what they are doing, it will be easier for them to learn their parts, too.

Program Awareness

A state officer cannot contribute to the success of a program if he doesn't know what the program is. Therefore, it is essential that each state officer be fully familiar with the state programs for the year and be able to discuss them in detail. The state officer's display of enthusiasm for the program can be contagious to members and advisors in the local chapters.



Overview of Duties and Responsibilities (continued)

Visitation

As noted at the very first of this publication, important parts of the responsibilities of a state officer are providing leadership to the officers and members on the local level, working to inspire the enthusiasm of the members toward the programs and activities of the organization and increasing the enthusiasm of the members toward DeMolay in general. These goals can be accomplished, in part, by state officers visiting chapters other than their own and showing an interest in the activities of those chapters. Each state officer is expected to regularly visit the meetings of chapters other than his own. During these visitations he is expected to be of service to those chapters by offering his counsel and assistance to the local officers in planning activities that will ensure the on-going success of the chapter.

Public Speaking

State officers are expected to develop themselves as public speakers. At a minimum the officer should be able to appear before an audience and deliver a well-organized talk that conveys a clear message. The ability to appear before a group and speak with confidence will help the officer when he talks before chapter meetings as well as when he is called upon to speak before other groups, both inside and outside of DeMolay.

Initiative/Innovation

As members of the state leadership team, state officers should exhibit high levels of initiative. They are expected to constantly look for ways to be of service to the DeMolay chapters in Georgia. They are expected to assist the local officers in finding workable solutions to challenges that face them. Each state officer should be willing to “roll up his sleeves” and help local chapter plan and execute activities aimed at strengthening the chapter and invigorating its members.



Team Commitments and Activities

It is not unusual for state officers to be called upon to function as a team for certain event, most often installations of officers and degree conferrals. When involved in these activities/events adherence to the following rules will ensure that the event/activity will not be demeaned by a member of the state officers' corps.

Attendance At Activities/Functions

It should go without saying that state officers are expected to be in attendance at DeMolay functions as often as possible—especially functions considered “state functions.” Included in the list of state functions are such gatherings as the Tournament of Champions, Spring Jamboree, Conclave, Holiday Formal, state officers' meetings, state degree conferrals, workshops and other events as may be scheduled from time to time.

While much of the preparatory work for these events occurs out of the state office. It is essential that the state officers be ready to contribute to the effort to execute the event. Each officer has a particular strength that could be of great help in carrying off a successful event. State officers are encouraged, even expected to become a part of staging these events. They should make their interests known well in advance of the event itself. So that those planning the event can include the state officer's participation in the planning.

State officers also have a continuing responsibility to remain active on the local level, in their own chapters as well as visiting other chapters, encouraging them to excel and providing assistance when and where possible.

Schedule Planning

In placing themselves in the leadership circle of DeMolay in Georgia, state officers have committed themselves to make DeMolay activities a priority in their life. Obviously school classes and certain family and church activities have to be taken into account. However, as a general rule, DeMolay activities, especially state activities and the regular meetings of chapters the state officers are expected to visit are planned far enough in advance that a state officer can make adequate arrangements to be away from work or other commitments in order to fulfill his responsibilities as a state officer.

State Officers' Meetings

These meetings are the opportunities the state officers have to plan activities, discuss pertinent issues, and review the progress made on state programs, projects and/or activities. These meetings are also forums for brainstorming new ideas. Every State Officer is expected to contribute to the discussion and take part in brainstorming.

State/Local Event Conflicts

Periodically a conflict occurs between an activity that the state officer should be involved in because of his state office and a local chapter activity. If the activity is in the state officer's home chapter, it can present a dilemma for the officer.

Generally speaking, if the officers and advisors of a local chapter have been looking-out after the business of the chapter properly—that is, inducting adequate numbers of new members and planning activities that keeps the members involved and thus, the chapter strong—the attendance of the state officer at the local function should not be a critical issue. Basically, his absence would mean only one less member present for the activity—his presence being required at a DeMolay activity elsewhere.

Conversations should be held between the state officer and his local officers and advisors to determine exactly how critical his attendance is at the local function. When a situation occurs that presents a true need for the presence of the state officer at the local function the state officer should confer with the State Master Councilor and either the State Chapter Dad or the Executive Officer about the situation and together, they should arrive at a workable solution. Any conflicts between local and state events that bring into question a state officer's attendance at the state function should be brought to the attention of the S.M.C. immediately. The state officer should remember that his absence from the state activity or function could create the need to find someone to fill his role in order to accommodate his absence.

Ceremonial Parts

Proficiency

The state officers are expected to be the leaders among their Brothers in all aspects, not the least of which is in the proper presentation of the ceremonies of DeMolay. In short, KNOW YOUR PART. When performing a ceremony, state officers are expected by everyone from the Executive Officer down to the newest member of DeMolay to know their parts letter-perfect.

Not only is the memorization important--that should be a given. Perhaps just as importantly, the state officers are expected to be "top notch" in the presentation of their part(s). A flawless performance by the state officers sets a high quality-standard for the performance of the ceremonies of DeMolay by the officers and members in the local chapters.

While letter-perfect performance is, indeed, expected, it is not always completely attainable. Each state officer should learn his part(s) to the absolute best of his abilities and further, should concentrate on delivering the part in a way that conveys the intended message and achieves the desired effect.

In order to be the most effective in presenting a ceremonial part, take time to learn not only the words to the part, but the overall meaning of the words as well. A state officer should know in his heart as well as in his mind what the part is trying to say. This way, if he experiences a momentary memory lapse, recovery only requires a momentary pause before he can continue to convey the point of the part until he can get his memorized words back on track. If he maintains the flow of his presentation, few in the audience will likely know that he deviated from the printed word, and the concentration of those hearing his words will not have been broken. Keep in mind that deviating from the official written word should be used only as a last resort. A state officer should know his part.

While it is preferable not to have to prompt state officers in their parts, sometimes it's necessary. A moment before the ceremony to ask the State Chapter Dad, a State Staff member or a local advisor to be ready to prompt if necessary can help overcome any rough places that might occur. If a team of state officers are performing a ceremony as a team, only one "prompter" should be recruited. The ranking state officer present should approach the State Chapter Dad, other state staff member or local advisor and ask him about serving as the "prompter." (Remember to be sure the prompter has a copy of all ceremonies he will be prompting for.)

Not only should the state officers know the words to their parts, but each should be fully familiar with the floor movements that go along with his part as well.

Decorum and Conduct

State Officers are "public figures" in DeMolay. As public figures, they have a responsibility to embody the bulwarks and the precepts of the organization they represent. Every DeMolay member has committed himself to the seven cardinal virtues in the Crown of Youth.

As noted in one of the DeMolay ceremonies, these virtues are represented by "seven burning candles--lights to illuminate our pathway as we journey ever onward down the road of life. They are symbols of all that is good and right with the world. They are the standards upon which we as DeMolays have pledged to base our lives."

State Officers must reflect these cardinal teachings with every word and every action. Whatever impression the "public figures" make upon those outside of DeMolay is the impression that the public has of the entire organization and all associated with it. Therefore, we must reflect all that DeMolay represents.

In their general appearance and/or conduct, state officers should:

- Always be neat and well-groomed.
- Be attentive to whatever ceremony or activity is going on.
- Be helpful to others.
- Eliminate profane language from their vocabulary. In any case, never use profanity in public.
- Maintain good posture. Do not slouch when sitting, especially during installations or Degree ceremonies, at Conclave or other state functions. Remember, all others in DeMolay take their queues from those who are the leaders. EVERYONE is watching the State Officers!
- Be polite and courteous to everyone around them, especially those with whom they do not have regular contact.
- Not display inappropriate levels of affection for girlfriends or others in public.
- Always be attentive to others. People sometimes ask state officers questions (some of them even bizarre!) that the officer won't know the answers to. Be polite and listen to them. If an answer can't be given that is known to be correct, the officer should try to get the correct answer by contacting someone himself to help them or by referring them to someone who may be able to answer their question, usually an advisor, state staff member or the Executive Officer.
- Listen and be polite when someone says, "When I was in DeMolay...". (Even though things are different in many ways today, hearing the person out may result in a great idea. At the very least, they will feel good as they talk about a special time in their life, and the story may actually turn out to be interesting to boot!)
- NEVER DO ANYTHING THAT WOULD TARNISH THE IMAGE OF THE INDIVIDUAL STATE OFFICER, THE STATE OFFICERS' CORPS IN GENERAL OR THE REPUTATION OF DeMOLAY.

Decorum and Conduct (continued)

Dress for Events/Occasions

State Officers must “dress the part.” There is reason for it and value in it.

Any corps of officers should function as a team, especially state officers. In order to be perceived by others as a team they must present the appearance of a team. Coming from various chapters around the state, a group of officers who present a uniform appearance when they assemble for a ceremony or function immediately sends the message that they are “together,”—that they are a team. Many occasions, events or activities require the state officers to dress like a team. However, there are also occasions and activities that allow for more individualized dress.

Dressing as a team does not mean that the state officers must wear absolutely identical clothing (i.e.: the same brand name jacket, shirt or slacks, identical shoes, etc.) but it does mean that the state officers should use a designated "trademark uniform" for the events and activities they attend.

In addition, the state officers should wear their state officer's jewel and name-tag. Unless it is decided by the state officers not to wear jewelry other than the state officer's jewel during the year, or on a particular occasion, the following awards are encouraged to be worn by members of the state officers corps:

- P.M.C. Jewel
- P.M.C-M.S.A. Jewel
- Representative DeMolay Pin
- Blue Honor Key
- Founder's Membership Award
- L.C.C. Lamp of Knowledge
- The pin of the current S.M.C.

State officers holding several of these awards should limit the number worn on any one occasion (in addition to their state officer's jewel and the pin of the current State Master Councilor) to two. However, the awards worn can be rotated so that they all may be worn on one occasion or another. The wearing of merit bars by state officers should be limited to occasions in which the state officer's jewel is not worn. However, even when the team "uniform" is not worn, it is essential that every state officer is dressed and groomed appropriately for the occasion or activity.

Official State Officers' Team Dress: For formal occasions such as the Holiday Formal and Conclave Grand Ball, the state officer should wear a black tuxedo with a bow-tie and cummerbund designated to be used for the year. At semi-formal occasions such as State Function Openings and Official Visitations, the state officer should wear a navy-blue blazer, khaki slacks, white shirt, and designated tie. Black socks and black dress shoes should be worn. For casual occasions such as socials at State Functions or Spring Jam opening, the state officer should wear a collared shirt (like a golf or polo shirt) tucked in to a pair of khakis or dark slacks with a belt. For traveling occasions such as arrival to and departure from State Functions, the state officer may wear casual (not sporty) shorts or jeans with a casual shirt (not a t-shirt) tucked into the pants. For sporty occasions, such as the Spring Jam Sporting Competitions, shorts and t-shirts or other appropriate attire is allowed.

At Installations Performed by the State Officers: Based on the desires of the Chapter holding the installation, the state officers should wear either a black tuxedo with the bow-tie and cummerbund designated to be used that year, or the state officer's "uniform" dress of a navy-blue blazer, khaki slacks (no baggies!), white shirt and the designated tie (if a particular tie has been selected for that year) or a tie that smartly accents the colors of the uniform attire. Black socks (no white socks!) and black dress-type shoes should be worn with either of these two types of dress.

Decorum and Conduct (continued)

Dress for Events/Occasions (continued)

Formal Visitations: Generally speaking, attending a chapter's regular meeting (other than his own chapter) should be considered a formal visitation by the state officer and the state officer's "uniform" of a navy-blue blazer, khaki slacks, white shirt, designated tie (if any), black socks and shoes worn. Additionally, the State Officer's jewel and name-tag should be worn. The awards shown above may be worn under the guidelines noted above.

Informal Visitations: An "informal visitation" is most often considered to be attendance at a state officer's own chapter's regular meetings, or a "drop-in" visitation at another chapter's meeting. Since these visitations are generally not considered to be an "official" visitation, state officers may show some individuality within certain bounds. The state officer may wear a suit or sport jacket or blazer of his choice, with appropriately matching slacks, dress shirt, tie, shoes and dark socks. While not required, he may wear his state officer's jewel and name-tag for informal visitations. Even though a state officer is "at home" and among the DeMolay members he knows best at these meetings, he should avoid getting sloppy in his dress. As a state officer it is his responsibility to always present DeMolay at its best and to maintain the dignity of the state officer's corps--even at home.

Masonic and Rainbow Installations: If attending the installation as the only representative of the Georgia DeMolay state officers' corps, the state officer should adhere to the guidelines in the section entitled "*Informal Visitations.*" However, if the officer is attending as one of a group of state officers, the officers should wear the state officers' uniform attire as outlined in the section entitled "*At Installations Performed by the State Officers.*" The State Officers jewel, name-tag and other awards as noted above may also be worn on these occasions.

State Officers Meetings: As a general rule these meetings allow for flexibility in dress. However, even then each state officer should remember that he should not wear anything that would tarnish his own image nor that of DeMolay. A safe "rule of thumb" is to wear casual slacks (jeans could be worn provided they are clean and do not have holes) and a pullover, collared shirt. Even in the casual atmosphere, shirt tails should be tucked in. As always, it is important that state officers reflect the dignity of their office and the organization in general. Therefore, it is necessary that they be dressed and groomed appropriately.

Decorum and Conduct (continued)



Arrival at Activities/Functions

Unfortunately, some Chapters joke about starting their functions late, calling it “DeMolay time.” Beginning a ceremony or an activity late is no laughing matter. It penalizes those who have respected the starting time and have arrived on-time. It actually encourages those who are usually on time to be late the next time.

It is essential that the state officers are on time to any event they are attending. Being late is disrespectful to those holding the event and portrays the officer as somewhat slack in the performance of his duties.

Obviously, sometimes things happen which makes being late unavoidable. But, as a general rule, enough time should be allowed to encounter a reasonable delay and still reach the meeting or activity on time. Therefore, each officer should plan to arrive an **absolute minimum** of fifteen minutes early to chapter visitations and other gatherings at which they will not have a part in the program. They should arrive **no less than** thirty minutes, before the scheduled start of every installation of officers at which they are performing, unless the team is asked to arrive earlier.

Exceptions to this are the State Marshal and the State Master Councilor. Because these two officers are critical to the smooth flow of the Installation service, they should arrive **at least** 45 minutes before the scheduled start of every installation in which the state officers are performing, preferably one hour early. This gives them adequate time to prepare or revise the list of names to be installed, ensure that the chapter room is properly prepared, review the program with the chapter Master Councilor and Chapter Dad to ensure a smooth flow and handle any other matters that may come up so the ceremony can begin on time.

Especially in the case of installations, the state officers should arrive properly dressed, regardless of the weather and the length of time it takes to get there.

After the Installation/Function

"Mingle, Mingle, Mingle!"

State officers should try not to "cling" to each other while at an event, but rather they should mingle with the DeMolay members, advisors, parents, sweethearts and other guests present. State officers are there to serve as resources and motivators for those on the local level and the time following an event is an excellent opportunity to put these things into practice.

The state officers should also try not to cling to the Executive Officer, the State Chapter Dad or any of the other member of the State Staff. Also state officers should be careful not to "hover" around the state sweetheart or the chapter sweetheart.

Short visits with any of these individuals are fine--in fact, are encouraged. However, the DeMolay members themselves are the primary constituents of the state officers and should get the bulk of the state officers' attention. Other constituencies of the state officers are the advisors, sweethearts, parents and others.

Each state officer should remember that the DeMolay members who want to talk with him may have helped him become a state officer by casting a vote for him or putting in a good word for him at, or before Conclave. In addition to his own performance as a state officer, the votes and/or opinions of the DeMolays in the local chapters can make a difference in whether he remains a state officer.

Decorum and Conduct (continued)

After the Installation/Function (continued)

Following an installation is a particularly good time to talk with the Master Councilor and the other councilors of the local chapter to offer helpful suggestions for the new term. Likewise, the “social time” following a regular meeting or other function is a good time to talk with the chapter officers and member about ways to make the current term more productive. Also, a smart state officer will pay attention to the chapter's leaders of today AND tomorrow.

State officers should work to serve their constituents’ needs whenever possible. They should be sympathetic to those needs that are beyond their capabilities to meet. However, state officers should be ready to offer suggestions on how the person can go about getting they help they need.

Departing Activities/Functions

A state officer should never “bolt” from the building at the close of a ceremony or activity, despite whatever other thing he might prefer to be doing. As a show of respect for the Chapter holding the event, state officers should always remain for any post-meeting event that is planned, and should remain properly dressed until the ranking state officer, State Chapter Dad, or Executive Officer decides that it would be appropriate to change to a less-formal attire. However, in any case the state officers should remain formally dressed for **at least** twenty to thirty minutes following the conclusion of an event.

It is a great show of respect to approach at least the local Master Councilor, Chapter Dad and Advisory Council Chairman before departing and thank them for the invitation or the opportunity to attend the function. If the situation allows, approaching the other councilors also to thank them is a nice gesture.



Communications

It is essential that the state officers communicate effectively as a team. Therefore, in addition to the state officer's meetings and their attendance at chapter and state events, they should be prepared to absorb the cost of some long-distance telephone calls in order to help each other out and to stay in touch. Frequent communication is critical for the successful operation of any team. It is the key to maintaining the unified approach needed among the state officers to promote state activities, programs, projects and goals, and to achieve membership and activities goals in the local chapters.

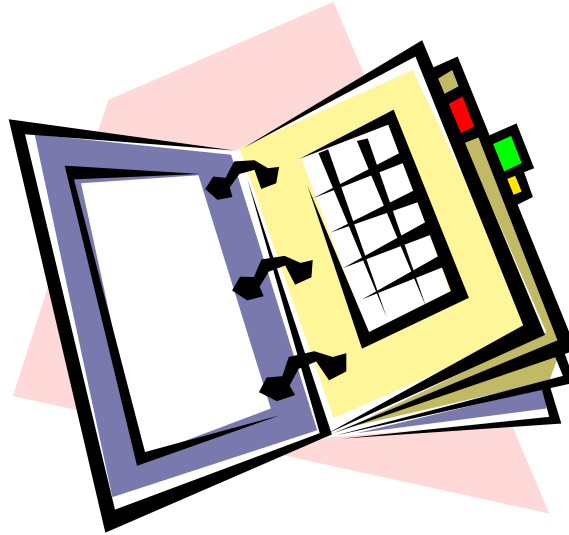
Likewise, it is important that each state officer be kept informed of upcoming events and current issues concerning the state officers. To some extent this is accomplished through the Monthly Memorandum, which is published each month by the State Office. If the state officer reads the Monthly Memorandum thoroughly when he receives it THEN KEEPS IT IN HIS BRIEFCASE SO HE CAN REFER TO IT WHEN HE IS ASKED ABOUT A STATE FUNCTION OR PROGRAM, he will appear much more informed and will be a much more valuable state officer to those who ask him questions.

However, on occasion something will come about “between times” and requires a special contact by the state office or the State Master Councilor. These contacts may be either by phone or by letter. A telephone call may come from the State Master Councilor, the State Chapter Dad, a member of the Executive Officer’s staff or the Executive Officer himself. State officers should read any letters received or return any phone calls received right away, as it may require some action on their part, or at the very least a response.

Communications is a two-way street. In addition to keeping the state officers abreast of “the latest,” it is also imperative that the state office be made aware of matters of interest occurring on the local level. On an on-going basis this is accomplished by monthly letters from the state officers updating the Executive Officer on their DeMolay-related activities within the last month, any problems and successes they are aware of from any chapters they have had contact with, and their plans for the upcoming month. A question or concern of particular urgency may be phoned in to the state office. Less urgent matters may be made a part of the state officer’s monthly check-in letter. If any issue, question or situation arises that is out of the ordinary or that is of a nature that the state office should be notified, *it is the responsibility of the state officer to contact the state office right away.*

Obviously communications is carried out in several forms. In the modern world, the telephone is a primary communications tool. Here are some guidelines regarding communicating via telephone and other methods.

Communications (continued)



Getting “Prepared” To Communicate By Telephone

First of all, each state officer should ensure that his family members are aware that he may have to place calls or will likely receive calls related to his status and responsibilities as a state officer. He also should convey the importance of these calls and work out a plan to ensure that he receives any messages left for him right away. He should also be sure that his family knows that it is important that he receive *the complete message* left for him.

He can help this process along by taking it on as a household responsibility to be sure that adequate note-taking materials (note pads, pen, etc) are kept beside every telephone in the house. (Because these communications tools have a way of “disappearing” in many homes, the officer should make it a point to check them regularly and to replace them as necessary.)

If there is not one already, he may want to help establish a place that can be “communications central” in the house—a place where telephone or other messages that come in for anyone in the family are posted. The message center allows everyone to go to one place to get their messages. It makes things much simpler for everyone and it ensures that everyone gets their messages right away.

As a part of getting prepared to communicate, each state officer should be sure that he keeps his state directory in a location that will be safe and secure, so it can be easily located when it is needed. The directory includes contact information for the state officers, the Knighthood Priory, the state office, the executive officer, the state staff, the advisory council of each chapter, a parents club contact for chapters who have a parents club, and the board of directors of the DeMolay Foundation of Georgia, Inc. It also has a general map to the meeting place of each chapter. It is a valuable tool for state officers when used properly.

Generally the state directory is updated at the first of the year, when new advisory council registrations are filed, and again after Conclave, when the new state officers are elected and appointed. It comes to the state officers as a part of their Monthly Memorandum packet right after it is published.

Communications (continued)



Placing Calls:

When making calls on DeMolay business state officers should extend the same courtesy to others that they would expect others to extend to them.

State officers should be experienced-enough planners to plan time into their schedule to make the calls they need to make.

Do not call at inappropriate times such as meal times or late at night. Remember, some households go to bed as early as 9:00 or 9:30 p.m. A call placed at 10:00 p.m. or later may be considered intrusive and should be avoided if possible, unless it is specifically known that calling at this time of night is acceptable. However, even then an earlier calling time should be observed if at all possible.

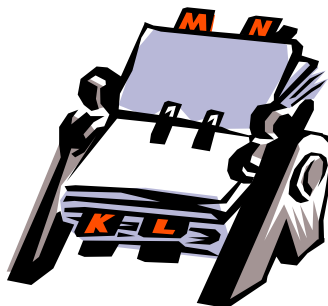
When attempting to reach someone, if you must leave a message, be sure to leave both your first and last names, your complete telephone number (including area code), and information on when will be the best time to reach you to return the call. If the call is being placed to get some information from the person, leave the information that is needed as part of the message. Knowing what is needed may help the person get the information together before calling back, thus getting the information to you quicker and keeping the number of calls necessary to a minimum.

Returning Calls:

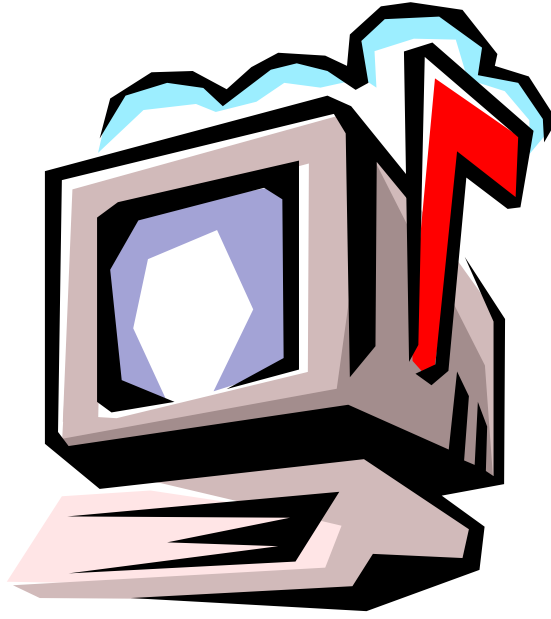
It is very important that state officers return telephone calls in a timely manner. "In a timely manner" basically means within a reasonable time--usually later the same day or sometime the following day. Few things are more annoying than trying to contact someone who either does not get their messages or does not care enough when they receive the message to return the call.

If you are going to experience an unusually long delay in returning the call, see if someone could give a quick call-back to notify the caller that you are unable to return the call right away. Be sure the person calling on your behalf lets the original caller know when they can expect to hear from you. This at least lets the caller know that you are not ignoring their call. Then you must **REMEMBER TO MEET YOUR OBLIGATION TO RETURN THE CALL WHEN YOU SAID YOU WOULD.**

So, remember, making calls on DeMolay business is to be expected and should be handled in a responsible manner. Also, responding promptly to the calls you receive is not only a courtesy, as a state officer it is your **RESPONSIBILITY.**



Communications (continued)



Communications in Writing:

From time to time state officers may receive written communications from the state office, a fellow state officer or a local chapter. Proper business protocol dictates that, if the communications is received in a written form, it should be responded to in a like manner. When functioning in an “official business” mode, the term “written communications” generally means a typed, grammatically correct, correctly spelled letter.

Periodically, “written communications” may come in the form of a printed invitation to an activity. Sometimes when a timeframe for response is particularly short, a phone call response can be made to meet the deadline. However, a written response should be sent as a follow-up to the phone call, even if you know that the response will arrive late.

To aid in responding to written communications, it is strongly recommended that each state officer ensure that he has access to a computer with a word processing package, or at least to a typewriter. It is also recommended that the state officer get access to a book that explains how to write a business letter and how to arrange it on a page. Books on how to write proper business letters are generally available in libraries, or may be purchased from most bookstores, where they are most often displayed in either the “Business” or the “Reference” section.

In the modern world, “written communications” can also come in the form of electronic mail, or “e-mail.” Obviously, those receiving e-mail messages must have the capability to respond via e-mail. While e-mail is often thought of as a more casual form of communication, it is not necessarily so. Responding via e-mail is acceptable. However, even e-mail responses should be done in a professional manner.

Informal Communications

State officers are encouraged to converse with fellow state officers outside of normal DeMolay activities. These are opportunities for the state officers to get to know each other better or to exchange ideas about projects, programs or activities they are assisting a chapter with. However, the officers should be careful not to let conversation turn into gossip. Men are often want to accuse women of being “gossips.” However, if they are not careful, men can gossip just as much as their female friends. Just because they say they heard it through “the grapevine,” doesn’t mean that it isn’t “gossip.” Gossip can destroy friendships and potential friendships. State officers should not get caught up in it.

Failure to Perform the Duties of a State Officer/Removal From Office

As have been outlined in other areas of this manual, a state officer has duties and responsibilities that by accepting the office--either as an elected or an appointed officer--he agrees to uphold. A young man who either cannot or will not meet his responsibilities as a state officer is more of a liability to the state officers' team than he is an asset.

A young man who is not interested in giving a state office and the duties that come with it the attention that it requires, or, whose work, school, home or other situation cannot reasonably accommodate the duties and responsibilities of serving as a state officer--and that means functioning on the level of a true leader among his brothers--should not seek a state office to begin with.

If the realization that the duties and responsibilities of the office are too great comes about after term is underway, the state officer should submit a letter of resignation to the State Master Councilor and the Executive Officer right away after making his determination. By voluntarily vacating a state office, it allows the state leadership to move ahead right away considering others for the position--others who *can* devote the time and attention the office deserves and who will be a committed member of the state officers' team.

It should be noted that for an individual to resign from an office that he cannot truly fulfill--whether the non-performance be from a lack of personal interest and commitment, or whether it is due to factors beyond his control--is not a negative. In fact, a resignation under such circumstances shows respect for the organization, the office and the other members of the state officers' team. It also shows maturity on the part of the state officer. It shows that he recognizes his limitations, is willing to acknowledge and accept them and will make responsible decisions that puts the best interests of the organization above his individual self-interest.

In those instances when a state officer either doesn't recognize, or refuses to admit that his performance is below par, unfortunately, it becomes the duty of others to make the decision to remove him from the state officers' line.

To be removed from office is perceived as much more a negative than is a resignation. Removal conveys that the officer's performance as a member of the state officer's team was below an acceptable level and that the officer either could not, or would not recognize it and bring his performance up.

Making a decision to remove a state officer from office is something that is not taken lightly and is a decision that is not made hastily. When it is determined that a state officer's performance is such that he should not continue in the state officers' line, usually it is the final step in a process that has taken weeks, if not months of review and discussion.

The best situation for all concerned is for an aspiring state officer to review his situation well in advance of taking on the responsibilities of a state office and to commit himself to meeting those obligations. If his situation changes once he becomes a state officer, his situation should be re-evaluated in light of the changes and a determination made on whether he should resign.

Georgia DeMolay State Officers' Manual

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GEORGIA DeMOLAY STATE OFFICER'S Mid-Term Review and Evaluation

Officer's Name: _____ Review Period: _____

Office/Position: _____ Review Date: _____

Reviewer(s): _____

Each category in this evaluation contains key components that should be present in any State Officer. Your performance thus far during the term is being evaluated to provide feedback on how well you are doing in each of these categories. While weaknesses are noted and pointed out to you, this evaluation is intended to be constructive feedback that will allow you to build upon your successes and improve on any deficiencies noted.

Scoring:

- 50 - 55 points: You're an excellent state officer!
Keep this up and you'll be successful at whatever you do.
- 45 - 49 points: You're on the brink of excellence. A little more effort and you can join an elite group!
- 40 - 44 points: Your efforts as a state officer are acceptable. But are you satisfied with just being "acceptable?" With just a little more effort you could move to a whole new level of accomplishment.
- 35 -39 points: You're tending toward mediocrity. Maybe you should take your responsibilities as a state officer more seriously and work harder.
- 30 - 35 points: Your duties as a state officer don't seem to get very much of your attention. It's time to give some serious thought to turning the office over to someone who is willing to give it more time and effort.

Each category in this evaluation is rated on a scale of one (1) to five (5), with a rating of one (1) being unsatisfactory and a rating of five (5) being excellent. Reviewer's comments are provided at end of each category evaluation to aid the officer in understanding how to improve.

Category	Score	Category	Score
Team Relations/Skills	_____	Communications	_____
Contribution to Team	_____	Visitation	_____
Dependability	_____	Public Speaking	_____
Decorum and Conduct	_____	Overall Program Awareness	_____
Appearance/Dress	_____	Initiative/Innovation	_____
Ritual/Ceremonial Proficiency	_____		
		Total Score _____	

Team Relations/Skills:

How well does the Officer function as a member of the overall jurisdictional officers’ team. How does he interact with others on the leadership team including the State Master Councilor, his fellow State Officers, the State Chapter Dad, other adult leaders with whom he deals and comes into contact and the Executive Officer and his Staff?

TEAM RELATIONS: Excellent 5 4 3 2 1 Unsatisfactory

Comments:

Contribution to Team:

How involved is the Officer at meetings of the State Officers’ corps? Does he arrive on time, ready to make constructive contributions to the discussions? Is it apparent that he puts thought into how to make the programs of DeMolay in Georgia successful and how to help local Chapters be more successful? Does he work to make himself “a real contributor”—a positive and productive part of the Georgia DeMolay team, or is he satisfied to sit by and allow the programs, projects and activities to be planned and executed by others? Does he consistently attend state functions?

CONTRIBUTION TO TEAM: Excellent 5 4 3 2 1 Unsatisfactory

Comments:

Dependability

Is the officer dependable? Can he be counted on to do what he says he will do, when he says he will do it? Does he consistently perform his duties and responsibilities? Is his dependability of the level that should be present in someone in a leadership position?

DEPENDABILITY: Excellent 5 4 3 2 1 Unsatisfactory

Comments:

Decorum and Conduct:

How well does the Officer reflect the virtues of DeMolay in his interactions with others with whom he comes into contact both within DeMolay and outside the organization? Is he arrogant and aloof? Does his conduct reflect well on his fellow State Officers and on the organization in general?

DECORUM AND CONDUCT: Excellent 5 4 3 2 1 Unsatisfactory

Comments:

Appearance/Dress

What kind of physical image does the Officer present as an “image of DeMolay?” How neat and well-groomed is he? How professional is his appearance? Does he project the image of one who is mature and responsible? How well does he adhere to the dress standards for State Officers?

APPEARANCE/DRESS: Excellent 5 4 3 2 1 Unsatisfactory

Comments:

Ritual/Ceremonial Proficiency:

How proficient is the Officer in performing the ceremonial parts assigned to him? Has he memorized his part(s)? Does he have a clear understanding of the meaning of the part(s) he performs? Is he familiar enough with the complete ceremony(ies) to know how his part fits in among the others? Does he take time to learn the floor movements completely?

RITUAL/CEREMONIAL PROFICIENCY: Excellent 5 4 3 2 1 Unsatisfactory

Comments:

Communications:

Does the Officer maintain regular contact with the State Master Councilor, his fellow State Officers, the State Chapter Dad and the Executive Officer? Does he meet his commitment to provide written reports to the state office on a regular basis? Is he a responsible-enough individual to fulfill his communications commitments without having to be constantly reminded and prodded? Does he communicate regularly with Chapter officers and Advisors in his area and/or across the state?

COMMUNICATIONS: Excellent 5 4 3 2 1 Unsatisfactory

Comments:

Visitation:

How frequently does the Officer visit the meetings and activities of Georgia chapters other than his home chapter? Does he visit frequently-enough to make a meaningful contribution to the effort to inspire the members and advisors of the chapters in Georgia to strive for higher goals and greater accomplishment? In his visitation efforts does he meet the minimum visitation expectation and “just get by”, or, does he go beyond the minimum?

VISITATION: Excellent 5 4 3 2 1 Unsatisfactory

Comments:

Public Speaking:

How well does the State Officer present himself and DeMolay to audiences he is appears before to make remarks—both inside and outside of the DeMolay organization? Is it apparent that he has made an effort to improve his speaking abilities and style? When speaking, does he present a clear, concise and cohesive message so his audience leaves with a clear understanding of what his message was?

PUBLIC SPEAKING: Excellent 5 4 3 2 1 Unsatisfactory

Comments:

Overall Program Awareness:

How well does the Officer know the jurisdictional program for the year? Is he familiar enough with the jurisdictional programs currently underway to be able to discuss them with the members of a local Chapter and educate them on the programs? Has he taken time to analyze the programs and how they can help the Chapters, so he can explain to a Chapter the benefit of its participation in the programs?

OVERALL PROGRAM AWARENESS: Excellent 5 4 3 2 1 Unsatisfactory

Comments:

Initiative/Innovation:

Is the officer self-motivated? Is he constantly looking for ways to be of service to the DeMolay chapters in Georgia? Does he work to help local officers find constructive, workable solutions to problems that confront them? Is he willing to “roll up his sleeves” and help plan and execute local chapter activities so as to ensure the success of the effort? Is he actively looking for opportunities to use his experience in DeMolay, his talents and his influence as a State Officer to help local Chapters grow and prosper?

INITIATIVE: Excellent 5 4 3 2 1 Unsatisfactory

Comments:

General Comments:

INFORMAL OPENING

TOC Form

This ceremony is to be used to open the State Association informally, with parents and guests present. The entire ritual is to be given from memory. If some State Officers are not available, the Executive Officer may designate such persons to participate.

Required Parts: State Master Councilor: S.M.C.; State Senior Councilor: S.S.C.; State Junior Councilor: S.J.C.; State Senior Deacon: S.S.D.; State Junior Deacon: S.J.D.; State Senior Steward: S.S.S.; State Junior Steward: S.J.S.; State Chaplain: S.Ch.; State Marshal: S.Mar.; Executive Officer: E.O.; State Chapter Dad: S.C.D.

Required Paraphernalia: Gavel on S.M.C.'s pedestal, Holy Bible in possession of S.S.S., School books in possession of S.J.S., National flag in standard, State flag in standard, seven candlesticks with candles arranged around the Altar in the usual manner.

Optional Paraphernalia: Altar cloth, Altar flowers, pedestal covers, gavel on S.S.C.'s and S.J.C.'s pedestals.

Prior to the beginning of the ceremony, officers line up in the following order:

<u>Door A</u>	<u>Door B</u>
S.M.C.	S.Ch.
S.S.C.	S.J.C.
S.S.D.	S.J.D.

S.C.D. (welcoming remarks)

Lights dimmed. S.Mar. enters from Door B proceeds to the spot equidistant from the Altar and the East. Upon a nod from S.Mar., officers lined up at the doors enter and form a two lines parallel to the sides of the room and lined up with the outer edges of the Altar.

S.C.D. * * * (3 raps)

S.S.S., carrying open bible, and S.J.S., carrying school books, enter simultaneously, S.S.S. from Door A, and S.J.S. from Door B. The Stewards proceed directly to the front of the Altar, S.S.S. in front of S.J.S. S.S.S. approaches Altar and, without kneeling, places open Bible on the Altar, does about-face, and proceeds to the spot behind S.S.D. S.J.S. approaches Altar and, without kneeling, places school books on the northeast corner of the Altar, does about-face, and proceeds to the spot behind S.J.S.

Upon a nod from S.Mar., officers in line turn inward and kneel for a moment of silent prayer. S.Mar. does not kneel.

S.M.C. Amen.

Those kneeling rise. S.Mar. moves to the south side of the Altar and proceeds across the west walking band. When he turns East, S.M.C. turns north and moves out to the north walking band. S.Mar. escorts S.M.C. from that point to his podium. When S.M.C. is behind his podium, S.Mar. moves to his station.

S.M.C. * (rap)

S.Ch. turns south, moves to his station. When S.Ch. has reached the first walking band, S.S.C. turns north, moves to his station. Simultaneously, S.J.C. turns south, moves to his station. When S.S.C. and S.J.C. have reached the first walking band, S.S.D. turns north, moves to his station. Simultaneously, S.J.D. turns south, moves to his station. When S.S.D. and S.J.D. have reached the first walking band, S.S.S. turns south, crosses in front of S.J.S. and moves to his station. Simultaneously, S.J.S. turns north, crosses in front of S.S.S. and moves to his station.

S.M.C. * (rap)

All except S.M.C. sit down.

S.M.C. Brethren and friends, on behalf of the Associated DeMolay Chapters of Georgia, I welcome you most cordially to this Tournament of Champions. It may not be out of place at this time to explain briefly the general purposes of our Order, to which only young men between the ages of 13 and 21 years are eligible. While we have secret signs, words, and modes of recognition, we have no secrets from the world so far as our central purposes are concerned. We are banded together for mutual improvement, to help each other live clean, manly, upright, patriotic lives, which will be a credit to our parents and friends, and which will merit the commendation of all good men. In our meetings we inculcate only principles which are in harmony with this exalted purpose in our daily lives and seek to carry them into effect. We feel we can rightly bespeak for our Order in general and for ourselves in particular the hearty assistance of all good men and women.

S.M.C. Brother State Senior Deacon, you will attend at the Altar.

S.S.D. lights the candles in the usual manner. S.M.C. begins his next part as S.S.D. lights the first candle.

S.M.C. Our forefathers were well aware that religious liberty, represented by the Holy Bible, civil liberty, represented by the flag of our country, and intellectual liberty, represented by the school books, must go hand in hand in order to be effective. Around these bulwarks, the Order of DeMolay places seven candles which are symbolic of the seven cardinal virtues of a DeMolay — filial love, reverence for sacred things, courtesy, comradeship, fidelity, cleanness, and patriotism. As the light from the candles permeates this Chapter room, let your light so shine before men that they may see your good works and glorify your Father Who is in heaven.

S.S.D. returns to his station.

S.M.C. Brother State Senior Deacon, you will present the flag of our country at the Altar.

S.M.C. * * * (3 raps)

S.S.D. moves to the National flag, removes it from its stand.

S.M.C. Brethren and friends, you will stand at attention and salute our flag.

S.S.D. moves to the west side of the Altar by way of the east and south.

S.M.C. Brethren and friends, join me in saluting and pledging allegiance to the flag.

ALL I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

S.M.C. As no great undertaking should ever begin without asking the blessing of Almighty God, let us give our attention to the State Chaplain as he leads us in prayer.

Brother State Chaplain, you will lead us in prayer.

Lights dimmed. S.Ch. conducted by S.Mar. moves to the west side of the Altar by way of the south.

S.M.C. Active DeMolays will kneel on left knee. All others will remain standing.

All Active DeMolays except S.Mar. kneel in unison as S.Ch. kneels.

S.Ch. Almighty God, our Heavenly Father, we thank Thee for the many opportunities we have had to display Thy manifold gifts of grace. We thank Thee for the privilege of service and for the knowledge of Thine eternal love. We ask Thy special blessing upon these State Officers who have assumed the responsibilities of leadership in this State Association this year. Reassure them of Thy continued guidance and protecting care. Give them the will to understand, the courage to do that which is right, and the strength to carry out Thy teachings. Amen.

ALL Amen.

Active DeMolays rise as S.Ch. rises. S.Ch. conducted by S.Mar. moves back to his station by way of the north. Lights raised to full.

When S.Ch. and S.Mar arrive at their stations, S.S.D. returns to his station by way of the north and returns flag to standard.

S.M.C. In the name and under the authority of the International Supreme Council of the Order of DeMolay, whose See is at Kansas City in the State of Missouri, and by virtue of the power in me vested as State Master Councilor of the Associated DeMolay Chapters of Georgia, sponsored by the Grand Lodge of Georgia, I declare this State Association informally open.

S.M.C. * (rap)

S.M.C. Brother State Marshal, you will present the Executive Officer of this jurisdiction west of the Holy Altar for introduction.

S.Mar. moves to the west side of the Altar by way of the south, descends stage, and receives E.O. at the right rear door. E.O. conducted by S.Mar. enters from the Door B, and moves to the west side of the Altar.

S.Mar. Brother State Master Councilor, it gives me great pleasure to present to you and through you, to the members and guests here assembled, Dad William R. Carver, Jr., Executive Officer of the Jurisdiction of Georgia and Active Member of the International Supreme Council of the Order of DeMolay.

S.M.C. Brother State Marshal, you will present him further east.

As E.O. conducted by S.Mar. moves to the east by way of the north, S.M.C. leads applause. When E.O. arrives at the east, S.M.C. comes out from behind podium to receive him and tenders the gavel to E.O. Once E.O. is received by S.M.C., S.Mar. returns to his station.

E.O. * (rap)

All except E.O. sit down. After saying any words he might have, the E.O. returns the gavel to the S.M.C. so he can proceed.

INFORMAL OPENING

Conclave Form

This ceremony is to be used to open the State Association informally, with parents and guests present. The entire ritual is to be given from memory. If some State Officers and Preceptors are not available, the Executive Officer may designate such persons to participate.

Required Parts: State Master Councilor: S.M.C.; State Senior Councilor: S.S.C.; State Junior Councilor: S.J.C.; State Senior Deacon: S.S.D.; State Junior Deacon: S.J.D.; State Senior Steward: S.S.S.; State Junior Steward: S.J.S.; State Chaplain: S.Ch.; State Marshal: S.Mar.; Executive Officer: E.O.; State Chapter Dad: S.C.D.; 7 Preceptors: 1P. - 7P

Required Paraphernalia: Gavel on S.M.C.'s pedestal, Holy Bible in possession of S.S.S., School books in possession of S.J.S., National flag in possession of S.S.D., State flag in possession of S.J.D., a lighted candle in possession of each Preceptor, seven candlesticks with candles arranged around the Altar in the usual manner.

Optional Paraphernalia: Altar cloth, Altar flowers, pedestal covers, gavel on S.S.C.'s and S.J.C.'s pedestals.

S.C.D. (welcoming remarks)

Lights dimmed. Preceptors enter through side door with candles lit in reverse order and proceed around the left side of the altar to their respective candles. Each preceptor lights his respective candle, then says his speech.

If not enough Preceptors are available, the following options may be used:

- (1) A speaker may be assigned to give all of the Preceptors' parts from either the point inside the seven candles or from the East. Seven members of the degree team light the candles as the speaker refers to each candle.*
- (2) A speaker may be assigned to give all of the Preceptor's parts. As he refers to each candle, he approaches and lights that candle.*

- 1P.** The first candle symbolizes the love between parent and child, that love which existed before we were born, has remained with us all our life through, and will follow us even beyond the grave. The sages named this love "agape", love for no other reason than the sake of being.
- 2P.** The second candle is emblematic of reverence for all that is sacred. A young man crossing the threshold of DeMolay for the first time professes a deep and abiding faith in one living and true God. Without this steadfast faith and the grace of our heavenly Father, our toil would be for nothing.
- 3P.** The third candle stands for courtesy, a courtesy which reaches to the stranger, to the aged, to all men. It is this courtesy that brings a warm feeling and a smile and makes this life more pleasant for others as it lights the pathway before us.
- 4P.** The fourth candle, the candle in the center of our seven, stands symbolically for comradeship. Millions of young men such as ourselves have knelt at this symbolic Altar and dedicated themselves to the same good sonship and good citizenship. As long as we remain faithful to these pledges, as long as there is an Order of DeMolay—we are one.
- 5P.** The fifth candle stands simply for fidelity. A DeMolay can never justly be false to his vows, his promises, his friends, and his God. He is called upon daily to defend the bulwarks and precepts of the Order that he might never fail as a leader or as a man.
- 6P.** The sixth candle is symbolic of cleanness, not only the bodily cleanness which we all practice, but the cleanness of every thought, word, and deed. Only in cleanness can a DeMolay rightly be representative of the pureness of our teachings.

7P. The last candle is emblematic of patriotism. Perhaps we shall never be called upon to defend our country in the field of battle, but each day affords new opportunities to stand as good and upright citizens in behalf of that beloved banner and our hallowed land.

Preceptors exit, 1P. leading, through the side door. Lights brought up to full.

S.C.D. * * * (3 raps)

S.S.S., carrying open bible, and S.J.S., carrying school books, enter simultaneously through rear doors, S.S.S. from the left rear door, and S.J.S. from the right rear door. When Stewards reach the steps to ascend the stage, S.J.S. stops, waits for S.S.S. to ascend stage and pass in front of him, and then ascends the stage and follows behind S.S.S. to west of the Altar.

S.S.S. approaches Altar and, without kneeling, places the open Bible on the Altar. S.S.S. takes one step back.

S.S.S. We place the Holy Bible, the foundation of our faith in everlasting days, upon the Altar as symbol of the religious liberty which is the birthright of all people.

S.S.S. does an about-face and moves to his station.

S.J.S. approaches Altar and, without kneeling, places the school books on the northeast corner of the Altar. S.J.S. takes one step back.

S.J.S. We place the school books on the Altar as a symbol of the intellectual liberty, without which there could be neither civil nor religious freedom.

S.J.S. does an about-face and moves to his station.

S.S.D., carrying National flag, and S.J.D., carrying State flag, enter from the right rear door. As S.S.D. enters the room, all persons salute. S.S.D. and S.J.D. ascend stage. S.S.D. moves to the northeast corner of the stage and places his flag in its stand. Simultaneously, S.J.D. moves around the west side of the Altar to the southeast corner of the stage and places his flag in its stand. S.S.D. and S.J.D. move to their respective stations.

S.Mar. enters from right rear door, ascends stage, and moves to the point between the center candle and the east. As S.Mar. nods his head, S.M.C., S.S.C., S.J.C., and S.Ch. enter from right rear door in that order, ascend stage, move to the point west of the Altar, and form the triangle as listed below:

	S.M.C.	
S.S.C.	S.Ch.	S.J.C.

As S.Mar. nods his head, S.M.C., S.S.C., S.J.C., and S.Ch. kneel for a moment of silent prayer. S.Mar. does not kneel.

S.M.C. Amen.

Those kneeling rise. S.Mar. moves to the south side of the Altar. As he turns north, heading for the point west of the Altar, S.M.C. turns north and takes one step west. S.Mar. escorts S.M.C. from west of the Altar to his podium by way of the north side of the Altar. When S.M.C. is behind his podium, S.Mar. moves to his station.

S.M.C. * (rap)

S.S.C. turns north, moves to his station. Simultaneously, S.J.C. turns south, moves to his station. Simultaneously, S.Ch. takes one step east, turns north, and moves to his station by way of the east.

S.M.C. * (rap)

All except S.M.C. sit down.

S.M.C. Brethren and friends, on behalf of the Associated DeMolay Chapters of Georgia, I welcome you most cordially to this Conclave. It may not be out of place at this time to explain briefly the general purposes of our Order, to which only young men between the ages of 13 and 21 years are eligible. While we have secret signs, words, and modes of recognition, we have no secrets from the world so far as our central purposes are concerned. We are banded together for mutual improvement, to help each other live clean, manly, upright, patriotic lives, which will be a credit to our parents and friends, and which will merit the commendation of all good men. In our meetings we inculcate only principles which are in harmony with this exalted purpose in our daily lives and seek to carry them into effect. We feel we can rightly bespeak for our Order in general and for ourselves in particular the hearty assistance of all good men and women.

S.M.C. Brother State Senior Deacon, you will present the flag of our country at the Altar.

S.M.C. * * * (3 raps)

S.S.D. moves to the National flag, removes it from its stand.

S.M.C. Brethren and friends, you will stand at attention and salute our flag.

S.S.D. moves to the west side of the Altar by way of the east and south.

S.M.C. Brethren and friends, join me in saluting and pledging allegiance to the flag.

ALL I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

S.M.C. As no great undertaking should ever begin without asking the blessing of Almighty God, let us give our attention to the State Chaplain as he leads us in prayer.

Brother State Chaplain, you will lead us in prayer.

Lights dimmed. S.Ch. conducted by S.Mar. moves to the west side of the Altar by way of the south.

S.M.C. Active DeMolays will kneel on left knee. All others will remain standing.

All Active DeMolays except S.Mar. kneel in unison as S.Ch. kneels.

S.Ch. Almighty God, our Heavenly Father, we thank Thee for the many opportunities we have had to display Thy manifold gifts of grace. We thank Thee for the privilege of service and for the knowledge of Thine eternal love. We ask Thy special blessing upon these State Officers who have assumed the responsibilities of leadership in this State Association this past year. Reassure them of Thy continued guidance and protecting care. Give them the will to understand, the courage to do that which is right, and the strength to carry out Thy teachings. Amen.

ALL Amen.

Active DeMolays rise as S.Ch. rises. S.Ch. conducted by S.Mar. moves back to his station by way of the north. Lights raised to full.

When S.Ch. and S.Mar arrive at their stations, S.S.D. returns to his station by way of the north and returns flag to standard.

S.M.C. In the name and under the authority of the International Supreme Council of the Order of DeMolay, whose See is at Kansas City in the State of Missouri, and by virtue of the power in me vested as State Master Councilor of the Associated DeMolay Chapters of Georgia, sponsored by the Grand Lodge of Georgia, I declare this State Association informally open.

S.M.C. * (rap)

S.M.C. Brother State Marshal, you will present the Executive Officer of this jurisdiction west of the Holy Altar for introduction.

S.Mar. moves to the west side of the Altar by way of the south, descends stage, and receives E.O. at the right rear door. E.O. conducted by S.Mar. enters from the right rear door, ascends stage, and moves to the west side of the Altar.

S.Mar. Brother State Master Councilor, it gives me great pleasure to present to you and through you, to the members and guests here assembled, Dad William R. Carver, Jr., Executive Officer of the Jurisdiction of Georgia and Active Member of the International Supreme Council of the Order of DeMolay.

S.M.C. Brother State Marshal, you will present him further east.

As E.O. conducted by S.Mar. moves to the east by way of the north, S.M.C. leads applause. When E.O. arrives at the east, S.M.C. comes out from behind podium to receive him and tenders the gavel to E.O. Once E.O. is received by S.M.C., S.Mar. returns to his station.

E.O. * (rap)

All except E.O. sit down. After saying any words he might have, the E.O. returns the gavel to the S.M.C. so he can proceed.

State Officers' Installation Service **Associated DeMolay Chapters of Georgia**

This ceremony is to be used to install the officers of the Associated DeMolay Chapters of Georgia. The entire ritual is to be given from memory. If some Installing Officers are not available, the Executive Officer may designate such persons to participate.

Required Parts: Installing Officer: I.O.; Installing Marshal: I.Mar.; State Master Councilor: S.M.C.; State Senior Councilor: S.S.C.; State Junior Councilor: S.J.C.; Appointed State Officers

Required Paraphernalia: Gavel on S.M.C.'s pedestal, Holy Bible and school books on the Altar, National flag in standard, seven candlesticks lit with candles arranged around the Altar in the usual manner.

Optional Paraphernalia: Altar cloth, Altar flowers, pedestal covers, gavel on S.S.C.'s and S.J.C.'s pedestals

Prior to the beginning of the ceremony, the outgoing State Officers will be asked to retire their collars. They will rise, go to the west side of the Altar, remove their collar, and place it beside the Bible and return to their seat if they will not be returning as a State Officer for the ensuing year. At this time also, the incoming State Officers will assemble outside the Chapter room.

I.O. Brethren and friends, it gives me great pleasure to install the officers of the Associated DeMolay Chapters of Georgia. The young men that I am about to introduce will be the leaders of our State Association in the year ahead. They have proven themselves by their service in prior years on the Chapter level, and for some of them, on the state level. They have worked hard to make DeMolay better and to help it grow. These Brothers have been elected or appointed to their office to serve as an example of the best of DeMolay and to lead the growth and prosperity of every Chapter in this jurisdiction. The task before them is great, but it is not impossible. By working together and making a sincere contribution to the effort, they can make a difference for DeMolay in Georgia.

I.O. Brother Installing Marshal, you will read the names of the State Officers elected or appointed to serve this State Association for the coming term.

I.Mar. (reads the names of officers and stations)

As each officer's name is called, he walks into the room and assembles in a triangle on the west side of the Altar.

I.O. My Brothers, you are the leaders of this State Association. You have accepted added responsibilities and have committed to carry them out. It will be your duty to execute the programs of DeMolay International and this State Association and to work with the Executive Officer and his staff to promote the growth and prosperity of DeMolay in Georgia. Truly, the future of Georgia DeMolay is in your hands. I trust that each of you will do your part to make it grow and flourish in the year ahead.

I.O. Brother Installing Marshal, you will present the State Master Councilor-Elect for installation.

I.Mar. Brother Installing Officer, it gives me great pleasure to present to you and through you to the members and guests here assembled, Brother *****, who has been elected to the honorable office of Georgia State Master Councilor.

I.O. Brother *****, you have been elected to the highest office that it is in our power to grant. This office is an honorable one. You are the leader of the body. But more importantly, you represent the Order of DeMolay in Georgia. Your actions, attitudes, and appearance will reflect on the hundreds of other young men of DeMolay in Georgia. You are not to be arrogant or dictatorial, but rather, you should lead your Brothers by example and should always be worth of the trust and confidence that they have placed in you. You should be willing to listen to counsel as well as give it. It will be your duty preside at all meetings and functions of the State Association.

Before assuming this office, however, we must hear from you a public declaration. Are you ready to make this declaration?

S.M.C. (reply)

I.O. * * * (3 raps)

I.O. proceeds to the east side of the Altar.

I.O. Then you will kneel on both knees and place both hands upon the Holy Bible.

S.M.C. places knees and places hands on the Bible.

I.O. Do you promise to follow in the footsteps of Jacques DeMolay should service and duty demand it?

S.M.C. (reply)

I.O. Do you promise on your honor as a DeMolay, that you will demand of each member clean living, high respect for parents, and deference to womanhood?

S.M.C. (reply)

I.O. Do you promise to obey the Statutes of the International Supreme Council and the by-laws, rules, and regulations of the Associated DeMolay Chapters of Georgia?

S.M.C. (reply)

I.O. Do you promise to carry out the duties and responsibilities of your office to the best of your ability and consistently throughout your term?

S.M.C. (reply)

I.O. Do you promise that you will at all times conduct yourself in a manner that will bring no discredit upon your office, your Brothers, or this State Association?

S.M.C. (reply)

I.O. Do you promise to work loyally and earnestly with your fellow State Officers, the Executive Officer, and the members of the State Staff?

S.M.C. (reply)

I.O. Then you will seal your vows by kissing the Holy Bible.

S.M.C. kisses the Bible but does not rise.

I.O. Will all Past State Master Councilors of Georgia please join me at the Altar?

I.O. kneels on the east side of the Altar.

I.O. I now return this collar to the Altar from which I received it.

I.O. removes the collar and places it on the Altar.

I.O. Brother Past State Master Councilors, please assist me.

All participate in elevating the collar and placing it around the neck of the new S.M.C.

I.O. As I place this collar around your neck, you will arise, the State Master Councilor of the Associated DeMolay Chapters of Georgia.

I.O. and S.M.C. return to the east.

I.O. Brother State Master Councilor, before you and about you are your Brethren. Brethren, before you is your State Master Councilor.

I.O. leads applause.

- I.O.** * (1 rap)
- I.O.** Brother Installing Marshal, you will present the State Senior Councilor-Elect for installation.
- I.Mar.** Brother Installing Officer, it gives me great pleasure to present to you and through you to the members and guests here assembled, Brother *****, who has been elected to the office of Georgia State Senior Councilor.
- I.O.** Brother *****, you have been elected to the second highest office in our gift. It will be your duty to assist the State Master Councilor and perform the duties prescribed to you. You are the second in authority. and it will be your duty to preside in the absence of the State Master Councilor.
- I.O.** Brother Installing Marshal, you invest the State Senior Councilor with the jewel of his office and conduct him to his seat, after which you will present the State Junior Councilor-Elect for installation.
- I.Mar.** Brother Installing Officer, it gives me great pleasure to present to you and through you to the members and guests here assembled, Brother *****, who has been elected to the office of Georgia State Junior Councilor.
- I.O.** Brother *****, the office of State Junior Councilor is one of dignity and honor. You have certain duties and responsibilities that are important to the overall quality of the Georgia DeMolay program. Your diligence in performing those duties will be a major factor in their success. You will also be called upon from time to time to assist the other councilors with special projects. A spirit of teamwork is essential in every office in the state line, but no office is it more essential than in yours.
- I.O.** Brother Installing Marshal, you will invest the State Junior Councilor with the jewel of his office and conduct him to his seat, after which you will present the appointed officers for installation.
- I.Mar.** Brother Installing Officer, it gives me great pleasure to present to you and through you to the members and guests here assembled, Brother ***** and Brother *****, who have been appointed to the offices of Georgia State Deacons; Brother ***** and Brother *****, who have been appointed to the offices of Georgia State Stewards; Brother *****, who has been appointed to the office of Georgia State Chaplain; Brother *****, who has been appointed to the office of Georgia State Marshal; and Brother *****, who has been appointed to the office of Georgia State Scribe for the ensuing term.

As each State Officer is mentioned by the I.O., he steps forward.

- I.O.** My brothers, each of you has an important place in the officers corps of our State Association.

Brother ***** and Brother *****, you have been appointed to the offices of State Senior Deacon and State Junior Deacon. I need not remind you that the duties of the State Deacons are many and varied. You will be responsible for much of the floor work involved in opening, recessing, and closing this State Association. Brother State Senior Deacon, to you is entrusted the beloved banner of our nation, the symbol that stands as a sentinel of our freedom and safety and for all that reside beneath its protective folds. Brother State Junior Deacon, to you goes the task of guarding our deliberations and ensuring that only those who are qualified are admitted to the closed proceedings of this Association. Yours is an important task and should not be taken lightly.

Brother ***** and Brother *****, you have been appointed to the offices of State Senior Steward and State Junior Steward. Yours are very respectable offices. As State Stewards, you are responsible for the care of our Holy Altar. Brother State Senior Steward, you are responsible for care and keeping of the Holy Bible. As it is the rule and guide of our faith, it is important that it always be carried with great reverence and respect. Within its pages are the fundamentals of DeMolay. Brother State Junior Steward, you are responsible for the care and keeping of school books, the symbol of the great public school system of our country. Take care that they are never neglected, for they are the foundation upon which has been built a system for the enlightenment of the masses.

Brother *****, you have been appointed to the office of State Chaplain. Your duties are to keep us ever mindful of our dependence on our Heavenly Father, for you are the religious guide of our State Association. You will be responsible for leading the devotions of the State Association at appropriate times during activities and functions.

Brother *****, you have been appointed to the office of State Marshal. You are one of the most visible officers in the State Line for you will serve as the conductor of dignitaries and special guests at our functions. By virtue of your visibility, you will naturally become an example and an integral part of Georgia DeMolay's image. Always remember that your actions are under constant scrutiny, so they should be carried out in a manner befitting the important place you hold in the State Officer Corps.

Brother *****, you have been appointed to the officer of State Scribe. As the personal appointment of the Executive Officer, you will be working closely with him to carry out the programs of Georgia DeMolay. Much of the work you do will not be noticed by most of the other members. However, the minutes you take will serve as a record of our activities for generations to come. Remember, though, that it is this work that is needed, and without it, Georgia DeMolay would be missing an important part of its historical record.

In addition to performing the duties I have just prescribed, each of you will be called upon to assist the Councilors with carrying out the programs aimed at improving DeMolay in Georgia. You will also serve as a liaison to your own Chapter and to other Chapters in the state. Because your station is not an elected post, do not count it as inferior or unnecessary, for neither can be farther from the truth.

Brother Installing Marshal, you will invest the appointed officers with the jewels of their offices and conduct them to their seats, after which you will proclaim the officers of the Associated DeMolay Chapters of Georgia duly and regularly installed.

I.Mar. In the name and under the authority of, the International Supreme Council of the Order of DeMolay, and by direction of the Installing Officer, I now proclaim the State Officers of the Associated DeMolay Chapters of Georgia duly and regularly installed.

I.O. * (1 rap)

I.O. This concludes our ceremony of installing the officers of the Associated DeMolay Chapters of Georgia. May God guide these officers for the ensuing year that they may help DeMolay prosper and grow and that they may never forget the fundamental purpose of DeMolay, the candle in the center of our seven: Comradeship.

Guidelines for Writing a Business Letter

Modern Language Association Style

- Always use a font with serifs. Examples of serif fonts are Times New Roman, Courier, and Century Schoolbook. Examples of non-serif fonts are Arial, *Brush Script*, and **Impact**. Serif fonts are typically easier to read and look better in large blocks of text.
- Never use a font size like 8-point or 16-point. Usually, 12-point or 10-point fonts are the standard. You should never type a letter smaller than 10-point or larger than 12-point.
- Make sure your margins are reasonable. Usually, one-inch margins are standard. Your margins should never be larger and rarely smaller.
- Remember to include all parts of the letter: the date, your address and phone number; the recipient's name and address; the greeting, body, and closing; and also note any copies or enclosures.
- Remember to print your name as well as sign it.
- Noting copies: if you have copied the letter and sent it to someone else, this should be noted at the end of the letter with a "c: person's name". "cc:" used to be the standard but carbon copies are not used anymore.
- Noting enclosures: if you have enclosed anything with the letter, you should note that at the end of the letter with a "enc: whatever it is you enclosed".
- Noting secretaries: if someone else has typed the letter for you, then note it at the end with the author's full initials in capital letters and then the secretary's first and last initials in lowercase letters. Ex: "WRC/jc"
- You can use either normal paragraph style (an indent for new paragraph, no space between paragraphs) or block paragraph style (no indent for new paragraph, one space between paragraphs).

Business Letters and E-Mail

- Using e-mail to send a business letter is acceptable. There are some differences, though.
- Prepare the letter the exact same way, except do not put the date, sender's address and phone, or the recipient's name and address. E-Mail programs will automatically include a date and time as well as the sender's name and a return address.
- DO NOT WRITE IN ALL CAPS. do not write in all lower case. Remember to include all necessary punctuation. Don't overuse the exclamation point! Don't use multiple exclamation points!!!!
- You cannot sign an e-mailed business letter. However, you may want to include a "signature". Usually, an e-mail "signature" is a footer included on all outgoing mail. This would usually include your full name, full e-mail address, and a phone number where you can be reached. Some people may also include their address. This is acceptable as long as your signature does not exceed five lines.
- Things that should not be included in an e-mail "signature": quotes, anecdotes, extraneous or redundant information, or anything that would make the "signature" more than five lines.
- Typically, e-mail should be written in block paragraph style, since some e-mail programs may not interpret a TAB or an indent properly.
- You do not have to note copies. That information is automatically sent with the e-mail. If you want to note it, though, you may.
- If you want to include an e-mail attachment, make sure the person's e-mail accepts attachments. If you do send an attachment, note it with a "attach: thing you've attached"

20 December 1997
1974 Skyland Glen Drive
Snellville, GA 30078-3862
(770) 979-2745

William R. Carver, Jr.
Executive Officer, Georgia DeMolay
1690 Peachtree Street NW
Atlanta, Georgia 30309

Dear Dad Carver:

This is a sample of how to write a business letter. Notice the date and the sender's address and phone number in the upper right corner. Also notice the use of the recipient's full name and title on the left side. Remember to use a colon after "Dear Recipient:".

Since this is block paragraph style, there is no indent at the beginning of a new paragraph. Rather, a one-line space is left between paragraphs. Notice that the sender's name and title are printed below where he has signed it. The closing is indented five times (2.5 inches) and there are five lines between the closing and the printed name and title. Also notice the proper way to denote copies, enclosures, and secretaries.

Fraternally,

A handwritten signature in black ink, appearing to read "Jonathan Challen". The signature is written in a cursive style with a horizontal line at the end.

Jonathan Challen
State Marshal

JWC/dc
c: Andre E. Lovas
enc: State Officers' Manual

Parliamentary Procedure

A Quick Reference

History

The rights of others must be respected to have a free society including the rights of the majority, minority, individuals, and absentees. There can be no orderly meetings unless members agree to follow certain rules. Parliamentary procedures generally in use today follow the guidelines that have been used in England for more than 650 years. Many scholars consider England's greatest contribution to the world as her system of legislative control which was a forerunner of the Constitution of the United States. Where there is no law in society, it is a matter of mob rule. Where there is too much law invested in one person, it is a dictatorship.

Parliamentary Procedure

Efficiency in handling Chapter business does not require a great deal of parliamentary procedure. In fact, the books of parliamentary rules were developed generally for large groups of many people with conflicting opinions. Any Chapter from 20 to 30 members, who can cooperate in spirit, can handle its business with orderly information, plus a minimum of parliamentary procedure when its needed.

The suggested procedure may be enough to handle most situations within the Chapter meeting pattern.

Handling a Motion:

- A motion may be made by any member except the Master Councilor.
- The motion may be seconded by any member except the Master Councilor.
- The motion is restated by the Master Councilor.
- The motion is discussed by the Chapter.
- The motion is acted on by the Chapter.
- The motion may be passes by majority vote.
- The motion may be rejected by majority vote.
- The motion may be withdrawn by the one who made it.
- The motion may be amended by the one who made it.
- The motion may be amended by majority vote.

There are eight steps in securing action on a main motion, four for the member and four for the Master Councilor.

1. A member arises and addresses the Master Councilor.
2. The Master Councilor recognizes the member who arose.
3. The member makes the motion: "I move that . . ."
4. Another member seconds the motion (without rising).
5. The Master Councilor states (repeats) the motion.
6. The Master Councilor asks, "Are there any remarks?" or "Are you ready for the question?" (This indicates that debate is in order, and members may discuss the motion.)
7. The vote is called for by the Master Councilor (after discussion).
8. The Master Councilor announces the results of the vote and states whether the motion is carried or lost.

Four basic principles of Parliamentary Law:

1. Courtesy and Justice to all.
2. Consider one thing at a time.
3. The Minority must be heard.
4. The Majority must prevail.

Motions frequently used:

<u>Motion</u>	<u>Purpose</u>	<u>Second Required?</u>	<u>Debatable?</u>	<u>Amendable?</u>	<u>Vote Required</u>
Main	Introduces business	Yes	Yes	Yes	Majority
Table	To table action	Yes	No	No	Majority
Previous Question	Stops debate	Yes	No	No	2/3
Postpone Definitely	Not beyond next meeting	Yes	Yes	Yes	Majority
Postpone Indefinitely	To kill main motion	Yes	Yes	No	Majority
Refer to Committee	Enables further study	Yes	Yes	Yes	Majority
Amend	To change or modify	Yes	Yes	Yes	Majority

What Do They Mean?

Chevalier (Chev.): The highest honor an active DeMolay or the second highest honor a Senior DeMolay can receive for DeMolay service. Cannot be applied for.

Legion of Honor (LOH): The highest award a Senior DeMolay (over 30) can receive for outstanding leadership and for service to God, Country, and Humanity. Cannot be applied for.

Honorary Legion of Honor (HLOH): Conferred upon Masonic leaders who have performed unusual and meritorious service to DeMolay. Cannot be applied for.

Cross of Honor (COH): Highest award is given to a DeMolay Advisor or member of Executive Officer's Staff, for outstanding and long-time service to DeMolay. Cannot be applied for.

Representative DeMolay (RD): The highest award a DeMolay can petition for and receive for self-evaluation.

Blue Honor Key (BHK): An award giving recognition to a DeMolay who has been a first line signer on ten petitions.

Past Master Councilor's Meritorious Service Award (PMC-MSA): Outstanding service as a Master Councilor (above and beyond).

Distinguished Service Award (DSA): Outstanding DeMolay in the state for the term. His record will then compete with those from other states for the DeMolay of the Year Award.

Medal of Heroism: Recognizing a DeMolay for endangering his life in an act of heroism to save a human life.

Medal of Valor: Recognizing a DeMolay for an act of heroism with no maximum risk of his life.

Leadership Correspondence Course (LCC): A course that teaches you all about DeMolay (for DeMolays, parents, Sweethearts, and Advisors). Use of these initials after name indicates completion of this valuable course.

Hats Off Award: An award giving recognition to a non-DeMolay for "above and beyond" service to the Order. Includes certificate and optional pin.

Flower Talk: A beautiful ceremony to be given to the public. A captivating influence on parents and relatives of new initiates.

Ceremony of Light: An inspiring ceremony that centers itself around the seven lessons represented by the Seven Cardinal Virtues.