



Constitution and Bylaws

Amended: 28 March 2018

CONSTITUTION

Article I: Name

The name of this organization shall be "The Associated DeMolay Chapters of Georgia."

Article II: Purpose

The purpose of this organization shall be to promote the general interests of the Order of DeMolay in Georgia by fostering the development of inter-chapter interest, by providing opportunities for the exchange of ideas and information between the chapters and by the distribution of information throughout the membership. All acts of the Association shall be in strict accordance with the Constitution, Statutes, and By-laws of the International Supreme Council of the Order of DeMolay, DeMolay International and subject to the ratification by the Executive Officer in Georgia.

Article III: Membership

Section 1: Composition

The Association shall consist of Chapters of the Order of DeMolay in Georgia that are in good standing with the International Supreme Council of the Order of DeMolay, DeMolay International and the Associated DeMolay Chapters of Georgia at the time of the annual convention of this Association.

Section 2: Delegates

Each Chapter shall be entitled to ten (10) votes on any issue which may come before this Association and as provided in the By-laws. Each Chapter delegation shall consist of the three (3) Chapter Councilors and seven (7) other members of the Chapter. Only those members of the chapter who have completed their proficiencies will be considered voting delegates. The number of votes of a Chapter delegation will be reduced by one (1) for each regularly elected and installed Councilor not present. No voting by proxy is allowed and no chapter delegation may substitute members of another chapter delegation for its own members.

Section 3: Others In Attendance

Members of the Advisory Councils and such other members of the Order as may be designated by the Chapter Advisor and approved by the Executive Officer may attend the sessions of the Association, but shall not have the privilege of voting.

Article IV: Officers

Section 1: Designations

The Officers of the Association shall be a Master Councilor, Senior Councilor, Junior Councilor, Chaplain, Scribe, Treasurer and other appointed officers.

Section 2: Qualification

- All candidates for elected State Office shall be Past Master Councilors of the chapter in Georgia that is sponsoring them for office. They shall have completed all five parts of the Leadership Correspondence Course, the Georgia Leaders Academy, and hold the designation of Representative DeMolay. All candidates for elected office must have attained the age of 16 by the time of election.
- All applicants for appointed State Office, with the exception of the Scribe and Treasurer, shall be Master Councilors or Past Master Councilors of a chapter in Georgia. They shall have completed all five parts of the Leadership Correspondence Course and hold the designation of Representative DeMolay.
- The State Chapter Dad for the Associated DeMolay Chapters of Georgia shall be appointed by the Executive Officer and shall serve at his pleasure for an amount of time to be arranged by the Executive Officer and State Chapter Dad.
- Candidates for the office of State Master Councilor must have served as an elected State Officer for at least one year.

Section 3: Selection and Term

Constitution and Bylaws

The Master Councilor, Senior Councilor and Junior Councilor shall be elected as provided by the By-laws of the Association. The Scribe and Treasurer shall be appointed by the Executive Officer. The State appointed officers shall be appointed as provided by the By-laws.

Article V: Executive Committee

There shall be an Executive Officers Steering Committee whose selection and duties shall be provided in the By-Laws.

Article VI: Finances

Funds for the operation of the State Association shall be provided by dues, assessments and contributions from all chapters of the Order of DeMolay in the Jurisdiction of Georgia. Upon their formation, chapters of the Order of DeMolay in Georgia shall automatically become members in the Association and pay the required dues and assessments as provided by the By-laws.

Article VII: Meetings

The Association shall meet once each year for election and convention purposes, and may meet on other occasions for business and/or pleasure at such time and place as may be authorized by the Executive Officer.

Article VIII: Amendments

This Constitution may be amended at an annual convention meeting by a two-thirds (2/3) majority provided that the proposed amendment shall have been approved by the Executive Officer and presented in manner consistent with requirements outlined in the By-laws of the Association, which shall include, but is not limited to submission to the member chapters at least thirty (30) days prior to the annual meeting.

BY-LAWS

Preamble

In order to better coordinate the efforts of all DeMolay Chapters in the State of Georgia and to promote the interest of DeMolay in the State, and to bring said Chapters into closer unity for the betterment of all concerned, these By-laws are hereby ordained and established.

Article I: Rights and Duties of Members

Section 1: Attendance

Active members of Chapters, senior members, members of Chapter Advisory Councils, and Master Masons may register to attend the sessions and functions of the Association.

Section 2: Voting

- Delegates eligible to vote on matters coming before the State Association are defined in the Constitution of the Associated DeMolay Chapters of Georgia.
- The Chapter Representative or Chapter Representative Protem shall announce, upon a roll call of Chapters, the results of the respective Chapter's polling. Each Chapter is entitled to have a maximum often (10) voting delegates present at the stated sessions provided the Chapter shall have paid its respective per capita tax and insurance assessment, at least sixty (60) days prior to the State Conclave, based on its membership as reported by the International Supreme Council, DeMolay International, in its final membership report for the proceeding year. The Chapter shall also have filed its Annual Financial Report and its annual Advisory Council Registration with the State Headquarters for the current year within the allotted time.

Section 3: Participation

- Active members of Chapters who are registered at the meeting may participate in all competitive and other events, except as specified in these By-laws.
- Only members eligible to hold office and participate in degree work in their local chapters may participate in Conclave degree work.

Section 4: Senior Members

Senior members who are not members of a Chapter Advisory Council may attend all sessions and functions of the meeting. However, such senior members may not participate in activities restricted to active members, nor

Constitution and Bylaws

may they serve as one of a Chapter's voting delegates or in any manner attempt to influence the outcome of any pre-election or election activities.

Section 5: Advisors

- An advisor, registered for the convention, must attend the Annual Session with the members of each Chapter represented. He must be a Member of the Advisory Council of the Chapter or other registered advisor approved by the Advisory Council of the Chapter.
- No Advisor may represent more than one Chapter at any state DeMolay function. An individual active member of DeMolay may attend with a Chapter of which he is not a member, with the approval of the Advisory Councils of both Chapters involved. However, he must register and participate only as a member of the Chapter with which he attends and is subject to the supervision of the Advisor(s) of that chapter. The Advisor supervising the Chapter delegation to the session must be present during the election of officers and votes on other matters that come before the body.

Article II: Annual Reports and Advisory Council Registrations

Annual Advisory Council Registrations and Annual Financial Reports are due in offices of the International Supreme Council, DeMolay International, at the first of each DeMolay year as defined in the "STATUTES OF DeMOLAY INTERNATIONAL." Failure to submit reports in a timely fashion penalizes the entire State. Chapters who are negligent or careless in tending to these duties and who, by their actions, have penalized other Chapters that have met their responsibility in a prompt, efficient and timely fashion, may be denied part or all of their voting strength at the State Convention. This action may be authorized and taken by the Executive Officer. Chapters that fail to comply with the Statutes of International Supreme Council, DeMolay International, regarding these or other matters shall be considered to be operating outside of the Statutes and subject themselves to suspension and possibly dissolution for their actions. Such Chapters may not be permitted to hold meetings or any other functions until they are in compliance with those Statutes.

Article III: Duties of Officers

Section 1: Master Councilor

- The State Master Councilor shall preside at the business sessions of the Association and shall be the titular head of the Order during his term of office. He shall appoint committees as provided in these Bylaws and may make such visits as are expedient and within the limitations of the general fund as determined by the Executive Officer. He shall consult with and report to the Executive Officer on an agreed upon schedule, but in no case shall it be less than monthly. The State Master Councilor shall have no authority which affects any individual Chapter or member of the Order, except as provided by these By-laws.
- The State Master Councilor shall be responsible for appointing the appointed State Officers.

Section 2: Senior Councilor

The State Senior Councilor shall assist and serve the State Master Councilor and perform such duties as may be assigned him, and in the absence of the State Master Councilor, he shall preside over the meetings and activities of the Association.

Section 3: Junior Councilor

The State Junior Councilor shall perform such duties as may be assigned him. In the absence of the State Master Councilor and State Senior Councilor he shall preside over the meetings and activities of the Association. He shall also act as the State Parliamentarian, in case of any discrepancy in parliamentary procedure in any meeting of the state association.

Section 4: Chaplain

The State Chaplain shall lead the Association in its devotions at the state convention, state officers' meetings and at other functions of the association as appropriate. He shall further perform such duties as may be assigned to him in his capacity as a State Officer.

Section 5: Scribe

The State Scribe shall keep an accurate record of the activities of the Associated DeMolay Chapters of Georgia during the year and at the annual convention. He shall issue such bulletins and circulars as the State Master Councilor or the Executive Officer may direct. He shall perform other duties as may be assigned to him in his capacity as a State Officer. The State Scribe, at the end of his appointment, will surrender all records in his

Constitution and Bylaws

possession pertaining to the Associated DeMolay Chapters of Georgia to the Executive Officer for transmittal to the new State Scribe or to be maintained in the State Headquarters, as appropriate.

Section 6: Treasurer

The State Treasurer shall receive all money due the Associated DeMolay Chapters of Georgia and deposit them in a bank approved by the Executive Officer and pay them out on vouchers countersigned by the Executive Officer. At the end of his appointment, the State Treasurer will relinquish all records in his possession pertaining to the business of the Associated DeMolay Chapters of Georgia to the Executive Officer for transmittal to the new State Treasurer or to be maintained in the State Headquarters as appropriate.

Section 7

State Officers are not a legislative body; they cannot make laws. All of their actions must be in accord with the Constitution and By-laws of the International Supreme Council, DeMolay International and within the confines of the directives of the Grand Master of the Order of DeMolay and those of the Executive Officer of the jurisdiction.

Article IV: Finances

Section 1: General Fund

There shall be a General Fund which shall be maintained by per capita dues of two dollars (\$2.00) per member per year. Each Chapter shall pay this per capita assessment on the basis of the Annual Report of the International Supreme Council, DeMolay International, for the preceding year. This per capita tax shall be paid by each Chapter to the State Association immediately upon receipt of a statement of amount due. However, no chapter is to pay per capita tax in excess of \$200.00. New chapters, instituted after January 1 of that year until the opening day of the State Convention, shall be required to pay one dollar (\$1.00) per capita as its membership is reported at the time of the institution. Any Chapter not paying its per capita tax by the last day of the month preceding the annual Convention shall have no voice in any matter.

Section 2: Convention/Conclave Fund

The net proceeds of all Association-sponsored functions (annual Convention, Tournament of Champions, etc.) including the profits from program ad sales shall be placed in the general fund of the Association to help defray the expenses of other Georgia DeMolay-sponsored activities and administrative and operational costs.

Section 3: Elected Officer Financial Support

The registration fee to the annual Convention of the Association and the annual Tournament of Champions competition shall be paid by the State Association for the State Master Councilor, State Senior Councilor, State Junior Councilor, and the State Sweetheart and her chaperone. The State Association shall also pay the travel expenses, registration fees, and an expense allowance of at least \$50.00 each for two (2) Delegates to the International DeMolay Congress Session each year.

Article V: Committees

Section 1: Special Committees

Subject to approval by the Executive Officer, the State Master Councilor may appoint special committees from among the membership in general. Their duties shall be prescribed and their term shall expire at the close of the term of the State Master Councilor making the appointment. The State Master Councilor is permitted to appoint any members from the State Association to serve on his committees subject to the Executive Officer's approval.

Section 2: Election Committee

This committee shall consist of three Active DeMolays and an Advisor. The members of the committee shall come from different Chapters. It shall be the duty of this committee to supervise the collection and tabulation of votes on matters coming before the State Association. Its members shall act as tellers during the election or in any other matter on which a vote is taken. The committee shall provide such materials and equipment as is necessary for conducting the election or other voting. The committee shall be appointed by the State Master Councilor and approved by the Executive Officer.

Article VI: Appendant Organizations

Constitution and Bylaws

State organizations of related groups, such as a Priory of the Order of Knighthood, a Court of Chevaliers, a body of Representative DeMolays, a Preceptory of the Legion of Honor and/or others may be permitted when approved by the Executive Officer. Time shall be allotted on the program at state meetings for these groups, if requested. However, their activities should be confined to degree work and election of officers. No dues may be assessed by these organizations, except as approved by the Executive Officer.

Article VII: Suspensions

A Chapter whose state assessments have not been paid by the time of the Annual Conclave shall be suspended from participation in the meeting. A suspended chapter may be reinstated by the payment of dues for the current year and one year preceding, but without voting privileges.

Article VIII: Appeals

Appeals from the ruling of the Committee on Credentials, or the Committee on Elections may be made to the Executive Officer, whose decisions shall be final.

Article IX: Quorum

A Quorum shall consist of a majority of the registered delegates of the chapters present at the meeting and two (2) elective State Officers.

Article X: State Headquarters

Section 1

It shall be the function of the State Headquarters to keep a permanent record of all activities of the State Association. The State Headquarters shall keep an accurate record of all active Chapters in the State of Georgia, their locations, names and addresses of Advisory Council members, names and addresses of Chapter members, and other information deemed necessary by the State Association and the Executive Officer. The State Headquarters shall also be responsible for maintaining regular communications with the Chapters. It shall also be responsible for publication of a state newspaper aimed at the active DeMolays in the jurisdiction. The State Headquarters will keep all records and other materials belonging to the State Association and will receive from the State Officers at the close of the Annual Conclave all records received or made by them and/or any other information in their possession pertaining to the State Association.

Section 2

The State Headquarters shall operate under the direction of a Senior DeMolay or a Master Mason in good standing, who shall be appointed by the Executive Officer at the Annual Conclave.

Section 3

The State Headquarters shall be located at a place selected and sanctioned by the Executive Officer.

Article XI: Nominations and Elections

Section 1

The nominations and elections of the State Elective Officers will be held at the Annual Conclave as a special order of business. These officers shall be elected by secret ballot of the delegates with a simple majority of the votes cast necessary to elect. A simple majority shall consist of 50% of the votes cast plus one.

Section 2

Each candidate will furnish to the Executive Officer, no later than one month prior to the annual convention, a letter or resolution from his chapter endorsing his candidacy. A candidate for any elected office may be allowed to campaign for office, after receiving approval from the Executive Officer, by means of visitation, word of mouth, the distribution of business cards (2 in. x 3 in.), and/or social media. A campaign advisor shall be appointed by the Director of State Officers, to ensure that the virtues of DeMolay are upheld by all candidates during the campaign. Candidates may not incur more than one-hundred dollars (\$100.00) in campaign expenses, excluding travel costs. A record of campaign expenses must be furnished to the Executive Officer if requested.

Article XII: Qualifications

As described in Article IV, Section 2 of the Constitution of the Associated DeMolay Chapters of Georgia.

Constitution and Bylaws

Article XIII: Vacancies

- Any State Officer who shall permanently remove his residence from the State of Georgia or shall leave the state with the declared intention of an absence of four months or more shall be required to resign from office. The vacancy so created shall be filled by any qualified DeMolay at the discretion of the State Master Councilor and with the approval of the Executive Officer, except as otherwise set forth in these By-laws.
- Should the office of State Master Councilor become vacant with seven months or more remaining in the term, the State Senior Councilor shall be installed as State Master Councilor, the State Junior Councilor shall be installed as State Senior Councilor, and the office of State Junior Councilor shall remain vacant.
- Should the office of State Master Councilor become vacant with less than seven months remaining in the term, the State Senior Councilor shall become the Acting State Master Councilor.

Article XIV: State Sweetheart

Section 1: Selection Process

Provided qualified candidates are available from which to choose, a State Sweetheart shall be elected at each annual Convention by a vote of the voting delegates at the Convention and a panel of three (3) adult judges designated by the present State Sweetheart, the Coordinator of the State Parents Club and the Georgia DeMolay Sweetheart Program Coordinator. The judges selected may not be related to any candidate for the honor, nor to a member of any sponsoring body or Chapter having a representative in the competition. The total vote of the panel of judges shall equal the total votes cast by the voting delegates. The selection of the State Sweetheart shall be made by a process involving 50% of the weight of the candidates' score coming from the voting delegates from the DeMolay Chapters in Georgia, and 50% from the scores given the contestants by the panel of judges.

Section 2: Contestants

Each Chapter shall be allowed one candidate for State Sweetheart per year and said candidate must conform to the rules spelled out in the Sweetheart Handbook and the decisions of the individual on the Executive Officer's staff designated to handle matters related to the State Sweetheart program. Candidates for State Sweetheart must be between the ages of sixteen (16) and twenty (20) years of age, inclusive, at the time they assume the crown. Each candidate must meet the qualifications outlined in the Sweetheart Handbook, jurisdiction of Georgia. No person who has previously held the designation of State Sweetheart shall be entitled to compete for the title of State Sweetheart a second time.

Section 3: Judging

In reaching their decision, the judges will give equal consideration to the contestants personality, poise, beauty and accomplishments both in and out of school. Each candidate shall be properly chaperoned at the convention at which they are competing by an adult female meeting the criteria set forth in the state Sweetheart Handbook.

Article XV: State Publication

Section 1

The Associated DeMolay Chapters of Georgia shall maintain a state publication for the purpose of maintaining contact with the members of the local Chapters.

Section 2

The state publication shall maintain a regular schedule of publication under the direction of the State Headquarters.

Section 3

The position of Editor of the state publication shall be held by the State Master Councilor. He may delegate the duties of editing the publication, but shall retain primary responsibility for it being published regularly, on-time and being maintained as a quality publication that is a credit to the State Association.

Section 4

As a part of their duties, State Officers shall be regular contributors of articles for the state publication. Articles may be secured from persons other than State Officers as well.

Constitution and Bylaws

Article XVI: Executive Committees

Section 1: Executive Officer's Steering Committee

- The primary purpose of the Executive Officer's Steering Committee shall be to provide counsel to the Executive Officer on matters pertaining to DeMolay. The members of this committee shall be appointed by the Executive Officer at his discretion. These members, along with the Executive Officer should help Chapters stay active and enthusiastic. The Executive Officer shall preside over all meetings of this Committee. The Executive Officers Steering Committee shall meet at least once quarterly but may do so more often if necessary.
- Members of this Committee shall take office immediately upon acceptance of their position after notification by the Executive Officer.

Article XVII: Approval

No action, law or resolution enacted by the Associated DeMolay Chapters of Georgia shall be binding upon any Chapter within the jurisdiction except with the full approval of the Executive Officer in Georgia, of the International Supreme Council, Order of DeMolay.

Article XVIII: Rules of Order

In the absence of any provision to the contrary in the Constitution or these By-laws, all meetings shall be guided by the parliamentary rules and usages contained in the current edition of ROBERT'S RULES OF ORDER, Revised.

Article XIX: Amendments

These By-laws may be amended by a two-thirds (2/3) majority vote at an annual Convention of the Associated DeMolay Chapters of Georgia, provided the proposed amendment has been submitted to the Executive Officer for consideration at least 60 days prior to the annual Convention, approved by the Executive Officer for presentation to the Association and then circulated to the member Chapters at least thirty (30) days before the annual Convention.