

# State Officer Handbook

## Georgia DeMolay



This handbook belongs to:

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Dad Nathan L. "Skip" Mason – Executive Officer  
Dad Adam E. Roof – Director of State Officers

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## Welcome Letter

State Officer Candidate,

Thank you for submitting your application to be a State Officer. Should you be selected to serve, this handbook is to be your guide over the next year. With this opportunity, you will be asked to accept additional obligations and responsibilities on behalf of our Order. However, it will be the experience of a lifetime if you put in your best effort to make our Order succeed.

As a State Officer, you will be the face of Georgia DeMolay. You represent the best of what Georgia DeMolay has to offer. Out of the hundreds of DeMolays in Georgia, you were chosen to be a leader and represent your fellow members. The perception of you will reflect on how people see Georgia DeMolay as a whole. You must, at all times, act in a way to uphold the reputation of Georgia DeMolay.

Your job is ever-evolving. You will be responsible for interacting with new and older members, advisors, and senior DeMolays, as well as various Civic and Masonic Leaders. As such, you must be able to adapt to each group and “sell” DeMolay. Never forget that to some, you may be the only DeMolay they ever meet, and your impression will be lasting.

This manual is by no means a complete and definitive guide to your role. To some extent, you must define your own role as a State Officer. Your self-motivation and dedication is of primary importance. Always be on the lookout for ways to serve. Just because you weren’t explicitly asked doesn’t mean it isn’t your responsibility. You must always be prepared to offer your talents and counsel.

Throughout this manual, you will be asked to set personal goals for several areas. I ask you to take these goals seriously and consider setting high goals for yourself. We will share these goals, and you will hold the other state officers responsible for their goals. In turn, they will hold you responsible for your own goals.

As a former State Officer, I can attest that serving Georgia DeMolay was a defining aspect of my teenage years. It will require countless hours of service both at state events as well as behind the scenes. Nothing in DeMolay “just happens”. It is the result of hard work by the state staff, of which you are now an integral part. Once again, I congratulate you and look forward to serving as your director for the upcoming year.

Fraternally,

Dad Adam Roof  
Director of State Officers  
Georgia DeMolay

## *What a State Officer is **Not**:*

- ✘ Someone who just shows up to state events
- ✘ Someone whose primary duty is to perform ritual
- ✘ Dictatorial
- ✘ A slacker
- ✘ Someone incapable of compromise
- ✘ Someone who only cares about recognition
- ✘ Someone who is unwilling to put in the extra work at home

## *What a State Officer Is:*

- ✓ Someone who always takes an active role in planning/participating in state events
- ✓ Capable of performing exemplary ritual and public speaking
- ✓ Someone who promotes and knows the state programs for the year
- ✓ Self-Motivated and works well with others
- ✓ Always able to compromise individual needs for the good of the Order
- ✓ Someone who insists on the recognition of others, not himself
- ✓ Always willing to go the extra mile and work behind the scenes
- ✓ Constantly striving to become a better leader and is Dependable

## Who's Who?

### State Master Councilor

- Is responsible for the creation of a term program and its implementation.
- Is responsible to develop project plans for each program, with the help of the State Officers, the State Chapter Dad and the Director of State Officers.
- Is the primary representative for Georgia DeMolay at State Events and other events as necessary.
- Is responsible for managing the State Officers.

### State Sweetheart

- Is responsible for encouraging active sweetheart participation.
- Is responsible for organizing the sweethearts from around the state to achieve common goals.

### Deputy State Master Councilor

- Is responsible for the creation of a membership program and its implementation.
- Fills in as the primary representative for Georgia DeMolay at State Events and other events when the State Master Councilor isn't present.
- Is responsible for positive membership growth.
- Is responsible for the creation of an education program and its implementation.
- Is responsible for encouraging the members and adult volunteers to participate in DeMolay International and Georgia DeMolay educational programs (i.e., LLC, Representative DeMolay, BLAST Weekend, etc.)

### State Committee Chairmen

- Responsible for the implementation of the SMC's programs and exceeding Georgia DeMolay's goals.
- Partnering with the appropriate Executive Officer Steering Committee member to execute programs that further the goals of Georgia DeMolay

### State Chapter Dad

- Your primary advisor for the term
- Your primary resource for helping you plan and implement your term programs.
- Oversees the State Officers at events
- Primary liaison between the State Officers and the members of the Executive Officer Steering Committee and coordinates the efforts of other adult volunteers to assist the State Officers.
- Assigns additional duties to the State Officers as necessary.

## Director of State Officers

- Provides the long term vision for the State Officers
- The primary liaison between the Executive Officer and the State Officers.
- Assists the State Officers and State Chapter Dad develop all State Officer programs ensuring that by-laws, traditions, and goals of the Executive Officer are observed and properly applied to programs within the term. Once satisfied with the programs, assists the State Officers to gain approval from the Executive Officer.
- A key resource for the State Officers in program implementation.
- With the assistance of the State Chapter Dad and Director of Events, establishes the scheduling of State Officer activities and decisions in order to successfully implement the state programs and sees to it that those schedules are adhered to.
- Evaluates the performance of the State Officers with the assistance of the State Chapter Dad, and makes recommendations to the Executive Officer as warranted.
- Assigns additional duties to the State Officers as necessary.

Note: The State Chapter Dad and the Director of State Officers are a pair of adult volunteers whose goal it is, more than anybody else, to see that the State Officer corps is successful in their endeavors. Since State Chapter Dads generally change with each State Officer corps, the Director of State Officers is a resource for the State Chapter Dad to know what is expected of the State Officers and when. They work as a team to make sure the State Officers handle their responsibilities in a timely manner. State Officer corps that pay attention to business and do what they're supposed to do, when it is supposed to be done will find these advisors very easy to work with and extremely cooperative. They will also be the State Officers' strongest advocate to the Executive Officer for their programs, especially when they want to do something different or out of the ordinary. State Officers that don't operate responsibly, will find these advisors to be a huge pain in the butt.

Neither of these advisors takes the place of the Executive Officer and you as a State Officer are within your rights and should feel free to consult with him any time and on any issue. If you are coming to the EO because you disagree with these advisors, keep in mind, that the EO does not operate in a vacuum and will consult with these advisors before decisions are made. Their support for your ideas are the strongest advocacy you can have for getting approval.

## Executive Officer's Steering Committee

- Adult Leaders that oversee departments within DeMolay
- Assists the Executive Officer in the direction, establishment, and enforcement of policy in Georgia
- A resource for you to work with directly for achieving the State Officer goals.

## Executive Officer

- Has the final decision-making power for all DeMolay matters in Georgia.
- Approves all programs of the State Officer corps.
- Assigns additional duties to the State Officers as necessary.

- State Officers of the Associated Chapters of Georgia serve at the pleasure of the Executive Officer.



## Your Life in the Fishbowl

Welcome to the world of the fishbowl. From this moment on, people in the DeMolay world will be looking to you as a leader and as an example of what DeMolay's are and should be. Unfortunately, some people will also look for your faults and weaknesses. It is all too easy to criticize others, and as a leader, you are subject to such criticism. In everything you do as a state officer, you must consider how people are going to perceive your actions. Never say or do anything that may be questionable to others. You should always maintain a positive attitude and be a good example for others to look too. You would do well to remember the wisdom of thinking twice before speaking (or acting) once.

## Open Communication

From the start of your term, you need to have an open line of communication between each other and with the State Chapter Dad, Director of State Officers, and Executive Officer. We have been in your shoes and understand what you are going through. Our primary goal is to help you be successful and we can be most effective helping you when you confide in and communicate with us.

You will have a lot of pressure on you from different sources. If ever you feel like something is going to impact your effectiveness as a state officer, be open about it. If you have family problems going on, let us know. If you have to miss a deadline, let us know. If work, school, and DeMolay become overwhelming and you need some help balancing it, let us know. We would rather know in advance than think that you are just willingly neglecting your responsibilities. The bottom line is: let us know your situation! We want to work with you to make your term successful, but in order for that to happen, you must be open!

You should have confidence, that issues which are sensitive or embarrassing to you, will be treated as such and your privacy will be respected as much as is prudent. The goal is not to be nosy, but to help you deal with situations so you can be successful as a State Officer.

## Chain of Command

Your primary advisor as a State Officer is the State Chapter Dad. He and the Director of State Officers will assist in developing the programs for the State Officer Corps. The State Chapter Dad will assist you in implementing your programs and making sure we have adult volunteers in place to support the program. The Director of State Officers will maintain the timeline and make sure that you are aware of significant details and desires of the Executive Officer, and that you complete each task in a timely fashion. You must keep these advisors in the loop, at all times, in any program/idea you wish to pursue as a State Officer. The Director of State Officers will then coordinate with the Executive Officer as appropriate to gain approval. While you are encouraged to seek advice and counsel from other chapter members and members of the state staff, and even garner their support, they are not authorized to approve your programs as a State Officer.

## Remember, you are a STATE officer

When you accept the responsibility of being a State Officer, you represent the *ENTIRE* state, not just yourself, or just your chapter. While we don't expect you to separate yourself from your chapter, your thoughts and ideas should center on what is good for the state association and not what favors your chapter. It is **NEVER** appropriate for you to speak negatively about a chapter or a member, outside of State Officer meetings. And even then, only to discuss ways to help the chapter or member be successful in DeMolay.

Your purpose is to work for the betterment of the entire jurisdiction that has elected you to serve and represent them. Favoring one chapter over another, can only hinder the jurisdiction as a whole. When such unhealthy animosity or resentment may exist between certain members or chapters within the jurisdiction, it is your duty to be impartial and encourage both sides in the spirit of brotherhood and comradeship.

## Membership

To put things bluntly, DeMolay membership is decreasing internationally. While Georgia DeMolay has seen several years of positive growth, such increases are not always guaranteed. As part of your new leadership responsibilities, you must be a motivating factor in membership growth.

As a state officer, you must always have a positive attitude about membership. It is easy for members and advisors to become discouraged about membership decline. You must always be positive and offer ideas for membership growth rather than agreeing with them about a seemingly dismal situation. Empathize – don't sympathize or justify. People want to be part of a winning team, and if they feel like they can be a part of the growth, they will be committed to the cause.

As a state officer, you must serve as a role model for recruitment. You are the example! If you are not actively recruiting members, you cannot reasonably expect other members to do so. As such, each of you must take the initiative to bring in new members. Often, state officers can fall in the trap of the credo that "I'm a state officer now. I'm too busy to bring in new members. That's the other members' responsibility." I cannot dictate how many members you should bring in. However, I ask that you set a reasonable goal for this year.

*My goal this year is to bring in \_\_\_\_\_ new members.*

*My Other Personal Goals (Obtain Blue Honor Key, Founders membership award, etc):*

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## Appearance

As a State officer, both other members and adults will be looking at you as a representation of Georgia DeMolay. As such, your appearance must reflect well on the Order. It is not the intent to blindly tell you how to style your hair, that you can't have your ears pierced, or that you cannot wear a certain brand of clothing. However, there are certain rules that must be enforced to maintain the dignity and professionalism of the Corps of officers. You have chosen to serve this Association as a State Officer, and you will be held to appropriate standards that appropriately represent Georgia DeMolay. Here are some general guidelines that you should follow:

- You should always be **clean-shaven** when at DeMolay functions.
- Your **hair must be neat and groomed**. This doesn't mean you need a GI style buzz cut, but your hair should be off your face. (In other words, you shouldn't have hair over your eyebrows, etc.) Also, it should always appear **groomed** at DeMolay functions (not like you just rolled out of bed).
- Your **clothing should always be appropriate** (no alcohol, drug, or sex references and no inappropriate or suggestive language)
- You should **remove any visible piercings** prior to appearing at a DeMolay function.
- You should **cover any tattoo**, should you choose to have one.
- Your clothing should be **free of rips or tears**.
- Your **hair and clothing should always be conservative** in nature (no crazy hair dyes/styles).

The implementation of these guidelines is not to impede on your right to express yourself, but to maintain the professionalism of the state officer corps. You will often come into contact with adults from various organizations. While your choice of styling may be deemed trendy by your standards, others may easily misinterpret them. Don't take offense if asked to shave or get a hair cut; you just need to look professional at all times. If you feel like this is going to be an issue, please let the State Chapter Dad or Director of State Officers know as soon as possible so an agreement can be reached. Should you choose not to adhere to the guidelines, do not be surprised if the Director of State Officers or Executive Officer ask you to change your appearance or to remove your collar at an event. When in doubt, ASK (ahead of time)!



## Dress Code

On a similar note, your dress at all functions may be under scrutiny. Please adhere to the following standards and suggestions. As a general rule, you should always try to dress a step above the minimum standard. While this doesn't mean that you should wear a tuxedo for a sporting event, if the dress says business casual, you should make sure you have a dress shirt and dress pants with appropriate accessories.

**Casual** – Clean T-shirt, jeans (shorts when appropriate), tennis/casual shoes.

**Business/Dress/DeMolay Casual** – nice polo shirt or button down dress shirt, dress slacks (khakis/dark pants, not jeans), dark socks, matching belt and shoes.

**Coat and Tie-** As the title implies, you must wear a suit coat with matching slacks (or a blue blazer with khakis/not jeans, or grey dress slacks, if appropriate for the occasion) along with a dress shirt, matching belt and shoes, and dark socks.

**Black Tie Optional** – This is the dress for the annual Conclave Banquet. This implies that, if you own one, a tuxedo should be worn. If not, you should wear a dark (black or dark blue) suit. If you wear a tuxedo, you should have all appropriate accessories (studs for shirt, cufflinks, black shoes, black socks).

**Formal/Black Tie-** Tuxedo (see above)

Never be afraid of asking for clarification when dressing for an event. If you have any questions or aren't sure what you should wear, ask the State Chapter Dad or Director of State Officers.

There are times when your dress should be conservative and time when you are free for some individual expression. There is nothing wrong with wearing a colored shirt or tie. At other times, you should be more conservative in your choices (e.g. Grand Lodge/Masonic functions, etc).

At the Conclave Dance, there is a "No Dress-Down" policy. This means that you should remain in your formal wear at the dance. You may loosen your tie and remove your coat. Leave your tie on (around your neck). You are responsible for making sure that the other DeMolays follow this policy as well. Remember, you are the example, so please follow and enforce this rule.

## Collar

You should treat your collar with care and respect. If you lose or misplace it, it will be your responsibility to replace your collar at a price provided to you before assuming office (approximately \$600). Before taking office, you and your parents must sign a Statement of Responsibility. You are expected to wear your collar any time you have on a suit coat (with tie) or tuxedo in a formal DeMolay setting. **The collar should only be worn when wearing a coat and necktie/bowtie.**

## Travel

As a State Officer, you are encouraged to attend as many chapter meetings or other local Masonic functions. However, it is requested that you keep the Director of State Officers and State Chapter Dad informed of any public appearance you make as a state officer. This will ensure that the state staff knows who is making visits and will be aware in the event that inquires about DeMolay are made at an event you attended.

## Personal Calendar

You will be expected to carry a calendar at all times. You need a calendar where you can make notes about events. This should include both DeMolay and personal dates. At any given time, if someone asks you whether you are free on a certain date, you should be able to answer. The State Calendar of Events is provided at the beginning of the term, and you are responsible for those dates, regardless of when a reminder email is sent. Not knowing when an event is scheduled is not an excuse. You cannot live last minute; you must have dates planned in advance and be ready to commit to events months in advance.

## Attendance

You are required to attend ALL state functions including, but not limited to: Conclave, State Officers Accepting Responsibility (SOAR Weekend), Holiday Formal, New Year's Eve Lockin, State Officer Bash Weekend, Tournament of Champions, Spring Jam and any other State Events. If you cannot attend a given event, you must inform the Director of State Officers by phone or email immediately. You are also encouraged to attend as many chapter and Masonic functions as possible. You need to be visible as a State Officer, not just someone that members see a handful

of times throughout the year. You should visit every chapter in the state at least once during your term. If your attendance becomes an issue, your commitment to serve as a State Officer may need to be discussed.

*Conflicts that I know of:*

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### Other Obligations/Priorities

As a teenager, you will likely have other obligations that require you to divide your time. These include school, homework, sports, work, church, family, friends, significant others, etc. To fulfill all of your responsibilities, you must be capable of effective time management. You will be required to prioritize. There are times when things (such as school) must take precedence over DeMolay activities and other times when DeMolay will take precedence over other activities. Any obligations that may have bearing on your service to DeMolay must be communicated well in advance. If you know that you must work every night and won't be able to respond to emails/return phone calls until late at night, be open about that information and don't hide it. Likewise, if you are involved in sports that may require your time on a couple weekends, make those conflicts known in advance. Sacrifice is a part of responsibility, so be willing and able to put your social life on hold at times so you can effectively carry out your duties. If you are employed, make sure you are aware of the policies at your place of employment about asking for time off. In the past, State Officers have waited until a few days before an event to ask off and then call to say they can't get off work. You will know of all major events you need to attend far enough in advance to ask for time off, so this will not be considered a valid excuse.

*Other commitments that I have that I must balance my time between:*

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## Member Interaction

Many times, a successful corps of officers will develop a close bond with each other. As a result, there are times when the state officers tend to only hang out with one another, or a small group of individuals. From the outside looking in, others may see this bond as being a clique, which is not the impression you want to leave on the members who elected you. You should always make a point to speak to each member present and make sure you are social with all DeMolays, not just each other. Many times, there will be times when you as a corps will have time to interact with each other, but in public you should make sure you are a friend to all.

This is also the time to make sure you put aside all disagreements you have with other members. If there isn't a single member who annoys or irritates you, then it is a miracle. You must make sure that you are cordial to all members, no matter what might irritate you about them. After all, they elected you, and it is your duty to serve as their leader.

## Your Love life

Simply put: put it on hold. When you are at a DeMolay function, you are a DeMolay... not someone's date or significant other. You are welcome to invite your significant other to Conclave banquets or other events as allowed, but you are still primarily a State Officer. You should not neglect the other members so you can have one-on-one time with your significant other. Likewise, you should not use your position as a State Officer as a way to attract relationships. Without a doubt, there will be people who will suddenly want to be friends once you become a state officer. You must always exercise caution! Always be gentlemen and remember you are a State Officer first at DeMolay events! Remember the "fishbowl".

## DeMolay International Congress

Traditionally, the State Master Councilor and State Senior Councilor are invited by the Executive Officer to serve as Delegates at the International DeMolay Congress each year. However, this is not a guaranteed trip. It is by no means a vacation or a reward for service. It is a learning opportunity and a chance to bring ideas back to Georgia from other Jurisdictions. There are three days which will require you to wear a coat and tie as well as a Formal Black Tie Banquet (Tuxedo). You will need your collar and casual and business casual wear as well. A detailed information packet will be sent to the delegates in advance with the events and suggested attire.

## Communication Policy

When you receive an email from either the Executive Officer, the Director of State Officers, or State Chapter Dad, a response is expected **within 24 hours!** Often there are time-sensitive issues that will be emailed to you and expect a quick response is expected. Please also extend this courtesy to all other DeMolay members and advisors. All DeMolay communication should sent by State Officers copy the state officer advisory team. If you know you are going to be out of email contact for several days, you should alert the Director of State Officers and Executive Officer.

A similar practice goes for phone calls as well. If you are contacted via phone and cannot take the call at the time, you should return that call by the end of the day. Also, your voicemail on your phone should be professional. If you do not want the Grand Master of the Grand Lodge to hear your voicemail greeting, you should change it.

Text messaging is becoming part of regular communication. However, there are certain instances when it is and isn't appropriate. Text messages should not be used to carry on a complete conversation. However, if you have a single question you need to ask, feel free. However, do not carry on a 30-minute conversation on text message that can be completed in 5 minutes on the phone. Also, be aware of your audience when texting. Many older advisors are not fond of texting and see it as too informal.

## Correspondence

More than likely, it will become necessary for you to send some sort of official correspondence during your term. The Director of State Officers or Executive Officer must first approve all planned, written correspondence before you may send it as a state officer. This is to maintain uniformity among the opinions and statements made by the jurisdiction.

At the beginning of your term, you will be provided with an electronic Word version of the official letterhead you will be using for all official correspondence as well as business cards. Remember, when writing letters on this letterhead, you are, in essence, writing on behalf of the State Officers. The highest decorum must be utilized at all times.

Any contact to the heads of other Masonic bodies must be approved by the Director of State Officers or Executive Officer. These adults will work with you to ensure you have success in your

requests and communication with outside Masonic bodies. They also will work with you to make the communication a joint effort and guarantee maximum impact from your letter, phone call or other correspondence. For these reasons all communication to outside Masonic bodies must be approved.

Also, when sending emails, they must be sent in a professional manner. This means you should use proper capitalization, punctuation, and grammar. If your email program does not have a spell check option, you should first type it in another application (such as Microsoft word) and then paste it in the email body once it has been spell- and grammar-checked. Remember, email and text messages are not the same thing. *As a rule of thumb, if you wouldn't send it in a formal business letter, you shouldn't send it as an email.*

### Online profiles

Bottom line...Your online presence will be monitored. This means Facebook, Twitter, and anything you use online. If there is anything questionable on your profile, you will be asked to remove it immediately. If this becomes a chronic problem or you choose not to remove the material, disciplinary actions will be taken. Disciplinary actions may include removal from office. Other members and advisors monitor this (including the DeMolay International Staff), so don't let your profile reflect poorly on Georgia DeMolay.

### Kach Essay Contest

As a State Officer, it is your duty to set an example in participating in DeMolay International programs. As such, you are expected to write and compete in the Kach Essay contest. The essays are due to the Executive Officer no later than February 1<sup>st</sup> of each year. You should be on the lookout for the topic via email. This is a great way to earn some cash as well as provide recognition to Georgia DeMolay.

### Ritual Work

Ritual is an integral part of our organization. As such, you should be proficient in the work. All State Officers should be capable of opening or closing a chapter; this means any part from Master Councilor to Standard Bearer. As far as the initiation goes, there is more flexibility. Without a doubt, you should be capable of performing the Initiatory Degree part corresponding to your

office. You should also commit to memory various other parts to fill in as needed. The same standard applies for the Installation Service parts. You should commit at least two parts to memory (your office's part, plus one). If asked, the State Officer Corps should be capable of putting together an installation team.

*I am committing myself to learn the following ritual parts:*

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### Chapter Visits/Interaction

Due to the geographic location of chapters and state officers, it may or may not be possible for you to visit chapters on a regular basis. However, if you live close to several chapters, you should make an effort to visit your local chapters. In addition, you should attempt to support chapters at other events on the weekends. You should not be a distant figure to the chapters.

For chapters that you cannot regularly visit, you should make every effort to contact the Chapter Master Councilors as often as possible. There is no excuse for not interacting with Chapter MCs. This can be done through multiple channels: email, phone, Facebook, MySpace, etc. You must build a relationship with these gentlemen. Whenever chatting with an MC, your primary focus should be "What can I/We (as State Officers/Jurisdictional Staff) do for you and your Chapter?", and soliciting their participation in upcoming state events and programs.

### Public Speaking/Remarks/Prayers

One of your primary responsibilities is to be a public speaker on behalf of Georgia DeMolay. You should always be capable of speaking on behalf of the Jurisdiction at any venue. You should plan remarks in advance for specific audiences, often known as "canned" remarks. You need to develop your own canned remarks for different scenarios that you might encounter such as chapter installation, Masonic events, initiations, etc. You may be called on in a moment's notice to speak on behalf of Georgia DeMolay, and you must be able to do so. You are the spokesmen for our Order, and must be prepared to represent Georgia DeMolay appropriately. Also, State Officers are often called upon to give a prayer before a meal or at the beginning of a meeting. Just like you have "canned" remarks, you should prepare some canned lines for prayer situations. You should

always speak with confidence. If this is a skill in which you feel you have a weakness, please let the Director of Communication know, and he will work with you and try to hone your speaking skills.

**\*\*\*ALL SPEECHES MUST BE EMAILED TO The Director of State Officers and Director of Communication AT LEAST 30 DAYS IN ADVANCE TO BE APPROVED! \*\*\***

*My Weaknesses as a Public speaker:*

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### New Chapter Development Questions

As a State Officer, you are often working where you might encounter individuals interested in starting a new chapter. While you are not responsible for handling this process, you must be familiar with what goes on in order to start a new chapter so that you can answer any questions that might come your way. In order to start a chapter, there must be at least three advisors who are committed to starting the chapter. They do not necessarily all have to be Master Masons, but at least one must be a Master Mason to serve as the chairman of the Advisory Council. In order to Charter a chapter, there must be 25 young men. We can start the chapter with fewer young men by using a “Letters Temporary” to operate. A sponsoring body should be identified to sponsor the chapter. There is not a set cost to starting a chapter, but the general rule is that it takes about \$500 (a little here and there, but not all at once). Sometimes, paraphernalia can be obtained from old chapters to cut down on costs. The advisors who are working with the chapter must be trained through the “DAD Training” course, which takes about 5 hours and can be scheduled through the EO. Insurance each year runs about \$300, but changes year to year based on International Membership and insurance carrier. The first step is to find the advisors and get them trained, and then start looking for members. Direct interested individuals to the Executive Officer for more information. (You should also know the Director of New Chapter Development’s email and phone number to give them.) Before they start a chapter, the Director of New Chapter Development or a member of the State Staff will visit the lodge (or the group that wants to sponsor) and do a presentation on DeMolay to ensure they know the details. Tell them to visit [www.gademolay.org](http://www.gademolay.org)

and demolay.org for more info. Also ask for their contact information, and give it to the Director of New Chapter Development, and let him know that they are interested in starting a chapter.

## Elevator Speeches

By now, you have dedicated several years of your life to DeMolay. You know what DeMolay is about. So, it should be easy to explain DeMolay to others, right? Not for all! You need to be able to explain DeMolay to anyone who asks you. Without a doubt at some point in the next year, someone not associated with the organization will ask, “What is DeMolay?” You will need to give a professional and concise response. This response is known as your “elevator speech,” as it is something that you should be able to answer in the time you might spend with someone in an elevator: approximately thirty seconds. Below are several examples of when this might occur. Take the time to craft what you might say. These will be shared at the State Officer retreat.

*You are on an elevator at the hotel at Conclave, and there is a family on the elevator with you. The Dad asks, “What is DeMolay?”:*

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*You are helping at a Shrine Circus, and a 12-year-old boy sees your DeMolay shirt and stops you to ask, “What is DeMolay?”:*

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*You are at high school wearing a DeMolay shirt, and a junior that you don’t know too well stops you in the hallway and asks, “What is DeMolay?”:*

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*You are at a Masonic Installation at a Lodge that does not sponsor a chapter. A Mason at the lodge sees your DeMolay tie and asks, "What is DeMolay?":*

### Self-motivation

Your positive attitude as a State Officer is directly correlated with your effectiveness. In order to be a good leader, you must be self-motivated. Don't wait to be told to complete a task. If you see something that needs to be done, do it! If you aren't capable of completing a task on your own but see a task that needs to be completed, work with the other state officers and an advisor to make it happen. After all, this is YOUR organization, and YOU have been elected to be the voice of the Order. The future of the organization is what you make it, so always be willing to take on a task to improve our organization.

### Deadlines

If you are given a deadline, complete the assigned task before that date. Many times, if a deadline is not met then decisions will be made for you, and those decisions will not necessarily be the same ones you would make yourself. If you develop a habit of missing deadlines, you will have a problem. Deadlines are set for a reason, not arbitrarily or to make your life difficult. If you are given a deadline for a task and you know that you may not be able to complete it by the given date, let the appropriate person know ASAP. This means days in advance, not at 10 pm on the day it's due. Be aware that others may be waiting on you to complete your portion of a task before they

can begin their portion. A deadline is the absolute latest date. Always attempt to be early on deadlines if at all possible. This means that if you are given a deadline of January 1, you should try to get the project done as soon as possible, not as close to the deadline as possible.

## Advancement

While it is not obligatory or a given that you will progress through the state line of officers, it is true that the purpose of having a progressive line is for you to build your skills as a leader over several years in order to ensure a successful term as State Master Councilor. However, your progression is subject to the vote of the delegates at Conclave. Do not assume that just because you were elected the SJC that you will automatically serve as SMC in three years. You should use your term as an opportunity to prove yourself as a leader.



## Future Corps

How well you perform as a state officer will directly impact the decision of others to serve as a state officer in the future. If you work hard and make Georgia DeMolay a success, others will naturally want to become part of that success and join the team. If you fail to serve effectively, others will not be motivated to be a state officer. Always be on the lookout for the promising young men who have the qualities to serve as state officers. Do not be afraid to encourage their possible participation as a state officer. It is your duty to groom the next generation of state officers to take your place. Your time as a state officer is limited, and your legacy as a state officer will be the next generation that you train to serve as leaders.

*People who I think would make good state officers:*

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## Progressive Disciplinary Steps

The Director of the State Officers will administer the standards and procedures outlined below, without regard to a State Officer's position or length of service. Using progressive disciplinary steps, the Director of State Officers may repeat a step if improvement has been noted. If a State Officer is not able to meet the State Officer standards, the State Officer may be subjected to disciplinary action up to and including removal from office. The Director of State Officers, Executive Officer and State Chapter Dad will collaborate in applying this policy under special or unique circumstances. This progression of disciplinary steps may be accelerated at any time depending upon the severity of infraction and the impact on Georgia DeMolay.

**1<sup>st</sup> occurrence:** Coaching/counseling session with State Chapter Dad

**2<sup>nd</sup> occurrence:** Coaching/counseling session with Director of State Officers

**3<sup>rd</sup> occurrence:** Written warning from Director of State Officers copying Executive Officer

**4<sup>th</sup> occurrence:** Final written warning from Executive Officer

**5<sup>th</sup> occurrence:** Removal from office

## Now What?

Please revisit this handbook as often as necessary until you are comfortable with the responsibilities and obligations with which you have been entrusted. However, it is by no means complete and all-inclusive. Use it as a guide, not the definitive source for your duties. If you are ever unsure of the expectations or have questions, please contact the personnel below as soon as possible so that your issue can be resolved. Please share your ideas, no matter how impossible or crazy they seem. Remember, the more energy you put into your duties as a state officer, the more successful your term and Georgia DeMolay will be.

Questions? Contact:

**Dad Adam E. Roof**  
**Director of State Officers**  
559.430.9563 (Cell)  
aroom@gademolay.org

**Dad Nathan L. "Skip" Mason**  
**Executive Officer**  
770.855.4995 (Cell)  
smason@gademolay.org

# Appendices

- Appendix A- State Officers' Mid Term Review and Evaluation
- Appendix B- Parliamentary Procedure: A Quick Reference
- Appendix C- Guidelines for Writing a Business Letter
- Appendix D- Sample Business Letter
- Appendix E- What Do They Mean? (Awards/Programs)



### 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.

<b>Scoring:</b>	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 . . . . .	_____	
	<b>Total Score</b> _____	

**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, the Director of State Officers, 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:**

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**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:**

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***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:**

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***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:**

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***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:**

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***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:**

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**Communications:**

Does the Officer maintain regular contact with the State Master Councilor, his fellow State Officers, the State Chapter Dad, the Director of State Officers, 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:**

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**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:**

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**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:**

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**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:**

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**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:**

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**General Comments:**

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# 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 <u>?</u>	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



## **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 an "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).

19 July 2012  
1234 Your Road Name  
City, State Zip  
Your Phone Number

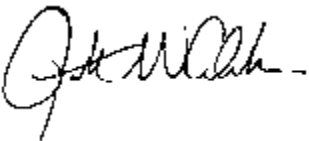
Nathan L. "Skip" Mason  
Executive Officer, Georgia DeMolay  
1690 Peachtree Street NW  
Atlanta, Georgia 30309

Dear Dad Mason:

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,



Jonathan Challen  
Director of Programs  
Georgia DeMolay

JWC/dc  
c: Adam Roof  
enc: State Officers' Manual

## 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.