
Memorandum of Policy

Changes to the Rules and Regulations of DeMolay International may alter these policies from time to time. In all cases, these policies are subordinate to the Rules and Regulations. They have been divided by general topic for ease of use.

Membership Eligibility

A. General - Membership in the Order of DeMolay shall be limited to boys:

1. Who are not yet twenty-one years of age.
2. Who believes in one Supreme Being and holds belief in the sacredness of faith.
3. Who affirm their loyalty to their country and respect for its flag.
4. Who adhere to the practice of personal morality.
5. Who pledge themselves to uphold the high ideals typified by the seven cardinal virtues in the Crown of Youth.
6. Who accept the philosophy of the Universal Brotherhood of Man and the nobility of character typified by the life and death of Jacques DeMolay.

The above six requirements are outlined in the Sacred Landmarks of the Order of DeMolay, published in the front of the DeMolay International Rules and Regulations.

Additionally, the Rules and Regulations of DeMolay International specify that an application (formerly called a petition) "may be received only from a young man who has passed his twelfth (12) birthday and not yet reached his twenty-first (21) birthday" (315.2) and that he must be "recommended by two (2) members of the Order of DeMolay, or by a Senior DeMolay, or by a Mason. The applicant must be sponsored by a Mason."

All applicants meeting the requirements stated above must be given equal treatment via the balloting procedures as prescribed by Article 15 of the Rules and Regulations of DeMolay International.

B. Age to Apply for Membership: Chapters in the Jurisdiction of Massachusetts may elect to recruit young men at ages higher than the minimum allowed, however it *may not* reject or refuse to accept an application from a young man of legal DeMolay age who has applied for membership solely based on age.

Dual Membership:

In conjunction with Section 315.12 of the Rules and Regulations of DeMolay International, dual membership will be permitted with the requisite written permission of the Executive Officer. A DeMolay seeking to hold dual membership shall state in writing his reasons for

Memorandum of Policy

requesting dual membership, and shall produce evidence that his "home" Advisory Council approves his request. Suspension or expulsion from one Chapter, reported through the Executive Officer, is binding upon the other Chapter.

Athletic Activities of Chapters:

Athletic activities that are covered under our current insurance policy and which may be authorized activities for DeMolay Chapters are specified in the Insurance Update issued annually and revised as necessary by DeMolay International.

It is necessary to ensure that all athletic activities are properly supervised to minimize the risk of injury and our exposure to legal action. In order to accomplish this, the following regulations must be followed:

- A. Participation by a DeMolay Chapter in any competitive team athletic program must be approved, in advance, by the Executive Officer. Competitions involving essentially individual, non-contact sports, such as bowling, golf, tennis and swimming are exempt from this condition.
- B. Authorized athletic competitions sponsored by Massachusetts DeMolay must be supervised by the Director of Athletics and qualified referees/officials to ensure that safety is of primary concern in all games. Competition rules that may not conform with the rules of other competitive leagues may be established to reduce the risk of accident or injury.
- C. All practices held by Chapters for authorized competitions must be carefully supervised by the appropriate number of Advisors to reduce the risk of accident or injury.
- D. It is the policy of the Executive Officer that athletic activities involving DeMolay Chapters are to be promoted for their educational and recreational nature, and not solely for competitive purposes. DeMolay athletics must be safe, must be fun, and must involve all members who want to participate.

Masonic Family Organizations:

All related Masonic Family organizations are welcomed supporters of the Order of DeMolay. Chapters are to be encouraged to work with these organizations in promotion of shared fraternal ideals. As such, DeMolays are permitted to serve as escorts, may participate in joint social, civic and fundraising projects, and are encouraged to support public functions of these groups. Participation with these organizations is left to the discretion of the Advisory Councils but shall not interfere with Chapter participation in any activity of Massachusetts DeMolay.

Sweethearts:

Memorandum of Policy

Chapters are encouraged to have one Chapter Sweetheart and are to develop a selection process of their own. Chapter Sweethearts can do much to promote interest of the members and of prospective members in the activities of the Chapter. However, Sweethearts of a Chapter are not permitted to enter a Stated and/or Special Chapter meeting for any reason. A proper and supervised social program can be the foundation of a good DeMolay Chapter, and Chapters are encouraged to program accordingly. A State Sweetheart program is also permitted and encouraged. All Sweethearts shall abide by all policies set forth herein.

Bylaws:

Chapters must annually review their Chapter Bylaws to ensure that all provisions are being observed, and that no provision is in conflict with the Rules and Regulations of DeMolay International. Bylaw changes must be approved by 2/3 vote of the Chapter. All amendments to Chapter Bylaws are subject to review by the Executive Officer, and do not become effective until he has provided written approval and authorization. Advisory Council Bylaws, Chevalier Court Bylaws and Legion of Honor Preceptory (Court where applicable) Bylaws, if they exist, are also subject to this review process.

DeMolay International Rule Changes and Chapter Bylaws:

When changes in DeMolay International policy conflict with existing provisions of Chapter Bylaws, the Bylaws of the local Chapter shall be considered automatically changed to conform to the Rules and Regulations of DeMolay International. Likewise, any local Chapter bylaw, extant or proposed, which conflicts with the Rules and Regulations of DeMolay International, is hereby declared null and void.

Honors Nominations:

Nominations for DeMolay International Honors (Chevalier, Cross of Honor, and Legion of Honor) may only be submitted to DeMolay International by the Executive Officer. DeMolay Chapter Advisory Councils, Chevalier Courts, Legion of Honor Preceptories, previous Legion of Honor recipients, and Past State Master Councilors are hereby granted the privilege of making recommendations to the Executive Officer for his consideration. Nomination(s) are within the sole discretionary authority of the Executive Officer alone and are not subject to review by any person or body except DeMolay International.

The individual under consideration is NOT to know about the recommendation, and ***absolute secrecy*** regarding the submission of recommendations to the Executive Officer must be maintained, or the recommendations will be rejected, and nominations to

Memorandum of Policy

DeMolay International will be withdrawn. In order to preserve the integrity of these honors, the following guidelines have been established.

These basic requirements *should* be met in order to submit a recommendation for any DeMolay International Honor, include:

- Chapter/Court/Preceptory Officer report is current.
- Previous fiscal year's Chapter/Court/Preceptory Financial report is filed by deadline.
- Chapter Advisory Council Registrations (ACR) filed by deadline.
- Chapter Insurance Fees paid by deadline. (if applicable)
- A Legion of Honor Preceptory or Chevalier Court must document its services to the Order of DeMolay as performed by the group, e.g., sponsored pages in the Conclave Ad book, conferred Legion of Honor or Chevalier Degrees, hosted Chapter members at annual observances, contributed to DeMolays attending State Conclave and/or Leadership Training Conference, visited local Chapters as a group, sponsored initiation fees for new members in need, etc.
- Members of the Legion of Honor residing in Massachusetts, who wish to recommend a Senior DeMolay or a Master Mason to receive the Legion of Honor, may make their recommendation by submitting a complete Honor Nomination Form to the Executive Officer. Recommendations will only be received from those who actively support their Preceptory or local DeMolay Chapter(s). If there is any indication that a nominee is aware of, or has requested or contributed to the recommendation, it will not be accepted.

The absolute deadline for ALL Honor submissions is March 1st of each year. Recommendations received after that deadline will be held for consideration the following year. Other requirements may be established by the Executive Officer from time to time.

Memorandum of Policy

Tax Laws:

All DeMolay Chapters are included under the umbrella of DeMolay International as 501(c)(3) charitable organizations. As such, they are exempt from paying State and Federal income tax, by virtue of a group exemption issued to DeMolay International. However, all Chapters must file a Form 990, 990EZ, or 990-N ***REGARDLESS*** of their gross income, and must meet all applicable IRS reporting requirements.

Sponsoring Bodies:

DeMolay Chapters are encouraged to have an active relationship with their Sponsoring Body and are permitted to have multiple sponsoring Masonic Bodies. Chapters should attempt to involve their Sponsoring Bodies in their activities and business. Presiding Officers of Sponsoring Bodies, or their representatives, should be extended an invitation to attend any meeting of the Advisory Council, Installations of Officers, and other official Chapter functions.

Issuance of Obligations Cards:

As stated by The Rules and Regulations of DeMolay International, Section 315.13:

"Unless otherwise directed by the Executive Officer, a member must, by standing examination in an open Chapter meeting, demonstrate that he has committed to memory the obligations and examination queries of both degrees in order to vote or hold office. When a member has demonstrated his proficiency, he will be issued an obligation card."

Chapter Meetings:

As stated by The Rules and Regulations of DeMolay International, Section 318.1:

"Stated meetings of a Chapter must be held at least monthly."

As stated by The Rules and Regulations of DeMolay International, Section 318.2:

"Special meetings of a Chapter may be called by the Master Councilor, with the approval of the Advisory Council, but no business may be transacted other than conferring of degrees, unless specified in a notice mailed to each member at least five days before the meeting."

As stated by The Rules and Regulations of DeMolay International, Section 318.5:

"Eight members are a quorum for the transaction of business."

Memorandum of Policy

As stated by The Rules and Regulations of DeMolay International, Section 318.6:

"The Master Councilor shall, upon the written request of fifteen members, call a special meeting in accordance with Section 318.2. The request shall state the purpose of the meeting."

Chapter Business:

Chapters should find ways to minimize the length of their business meetings by eliminating time-wasters such as the traditional Calling of the Roll of Officers, when, in every Chapter it is obvious who is in the room, and what position they have assumed. Reading of correspondence should be summarized and kept to a minimum of only those portions that affect the members present. Minutes should also be summarized. The Scribe should read only the date of the meeting, motions and the action taken on them, membership applications read for the first time, ballot results, election results, the Chapter treasury balance, and topics of new business that require attention at the current meeting.

Chapter Websites:

All Massachusetts DeMolay Chapter websites *MUST* adhere to the following requirements:

- All Chapter websites must be approved by the Chapter Advisory Council before being posted. The Advisory Council must appoint a Website Advisor, whose name should appear on the website. This Website Advisor is responsible for the content and appropriateness of the website.
- Non-Chapter websites (such as those of a Court of Chevaliers, etc.), if they involve Active DeMolays in any way, must also have a Website Advisor, who must be a registered and approved Adult Volunteer.
- An e-mail contact for the Website Advisor and/or Webmaster must appear on the website.
- The website should contain links to www.mademolay.org, www.region1demolay.org and www.demolay.org.
- The website must contain an allegiance statement, as follows: "*This website [or "This online publication"] acknowledges the authority and yields allegiance to DeMolay International, of which Frank S. Land was Founder.*"

Memorandum of Policy

- Addresses, home or cell phone numbers, and other direct contact information should never be posted for Active DeMolays under 18. E-mail addresses may be posted for active members, but only with their approval. Parental approval is needed for posting of any personal information, including e-mail, for members 13 and younger.
- Links should be carefully chosen, and periodically monitored for appropriateness. Links to websites inconsistent with the principles of DeMolay are not permitted. Links to member's individual websites are permitted, provided they give their permission to be linked. It is assumed that our members will maintain their own websites in conformity with DeMolay principles, but it is the responsibility of the DeMolay website owners to ensure appropriateness before linking to a member's website.
- Under no circumstances may any DeMolay website contain pornography, obscenity (including obscene language), sexual or other inappropriate humor, or material that is racist, sexist, or otherwise inconsistent with the high ideals of DeMolay. The Executive Officer, or his designee, has final right to determine appropriateness of material, and inappropriate material must be removed immediately upon notice from Massachusetts DeMolay. In some cases, additional measures may be taken, such as removal of a website or other appropriate disciplinary action.

Authorized Activities:

All activities held in the name of a DeMolay Chapter must be authorized by the Advisory Council of the Chapter and recorded in the minutes of the monthly Advisory Council meetings that are required by DeMolay International Rules and Regulations. A minimum of two members of the Advisory Council for every five (5) members present, must supervise all authorized activities of the Chapter.

Driving on a DeMolay Function:

The guidelines published in the DeMolay Insurance and Risk Management Guide, issued by DeMolay International, is recommended to all Advisory Councils when determining who should drive on Chapter functions. Advisory Councils may use their own discretion in permitting SAFE drivers who possess a current valid driver's license to provide transportation for Chapter members. Maturity and experience are known to make safer drivers. Drivers must have a safe driving record and must exhibit safe driving habits. The driver should insist that all passengers wear seat belts as required by state law. Motorcycles and open-air off-road vehicles, such as dune buggies, may not be used to

Memorandum of Policy

provide transportation for passengers to DeMolay functions; however, an individual may use these vehicles to transport himself to and from an activity.

Youth Protection Program:

The Youth Protection Program, provided to every Massachusetts DeMolay Chapter, must be used and the video must be shown at least once each year to the Chapter members, Advisors of the Chapter, and the Mothers'/Parents' Club. It is also required that all new members see the video, as a part of their orientation process. Chapters shall provide a written statement of compliance each year to the Executive Officer.

Authorization for Medical Care:

All Chapters must keep an active file of up-to-date authorizations for medical care, which shall accompany the supervising advisor(s) on long-distance trips. These authorizations are essential for obtaining needed emergency medical treatment. No authorization may be more than 12 months old. Chapters are urged to update the authorizations at the beginning of each calendar year.

Parents at Degrees, Meetings and Chapter Functions:

The Rules and Regulations of DeMolay International permit the father, mother, stepfather, stepmother, or legal guardian of a DeMolay and any other adult individual permitted by the Executive Officer to visit a tiled Chapter or witness any of the ritual. The purpose of this regulation was to alleviate parental concerns about their children participating in "secret" ceremonies (of which there are none). This is NOT optional. **PARENTS HAVE A RIGHT TO ATTEND EVERY TILED MEETING AND FUNCTION OF THE CHAPTER AT WHICH THEIR CHILD IS PRESENT.**

Policy Governing Who May Attend Tiled Meetings- In June of 2001, the DeMolay International Rules and Regulations Section #318.9 (d) were amended to read:

"The father, mother, stepfather, stepmother, or legal guardian of a DeMolay and any other individual permitted by the Executive Officer may, after giving a pledge not to reveal the secrets of DeMolay, visit a tiled Chapter to witness any of the secret work."

In Massachusetts, "any other individual permitted by the Executive Officer" automatically includes any adult family member, schoolteacher or administrator, local government or law enforcement official, or member of the clergy. Additionally, any other adult over the age of 21 years may be invited by the consent of a Chapter's Advisory Council. Siblings

Memorandum of Policy

(brothers, sisters) of members are still NOT permitted to attend inductions or tiled meetings, unless they are, or have been members of the Order of DeMolay.

Minimum Age for Advisors:

Regardless of Masonic membership, or other qualifications, no one may serve as an Advisor for a DeMolay Chapter in Massachusetts until they are at least 21 years of age. The minimum age for a Dad Advisor shall be 25. This paragraph defines the accepted "minimum" age for advisors in the jurisdiction of Massachusetts. Individual chapters may establish their own standards.

Mothers'/Parents' Clubs:

As stated by The Rules and Regulations of DeMolay International, Section 207.5:

"Mothers' Clubs composed of the female relatives of DeMolay members and those females who are dedicated to the Order may be formed and continued at the discretion of the Executive Officer. Local control must be exercised by the Chapter Advisory Council. A national or international organization of Mothers' Clubs is not permitted."

As stated by The Rules and Regulations of DeMolay International, Section 207.6:

"Parents' Clubs composed of the relatives of DeMolay members and those adults who are dedicated to the Order may be formed and continued at the discretion of the Executive Officer. Local control must be exercised by the Chapter Advisory Council. A national or international organization of Parents' Clubs is not permitted."

Dress Code:

The proper dress for all meetings (i.e. – Stated and/or Special Chapter meetings, Installations, Initiations) within the Jurisdiction of Massachusetts DeMolay is coat and tie, a neat shirt and pants, and shoes (not sneakers). Informal functions may carry a less formal dress code, which should be announced in conjunction with each function.

Harassment Policy:

For the protection, safety and welfare of our DeMolays, Advisors, Parents, Sweethearts, Adult Volunteers, Guests and others involved in DeMolay or who may come into contact with them, Massachusetts DeMolay has a **NO TOLERANCE POLICY** with regard to

Memorandum of Policy

physical, verbal and sexual abuse, the use of alcohol (possession and/or use, whether or not under the influence), illegal drugs (possession and/or use, whether or not under the influence), pornography, weapons, or hazing of any kind at any DeMolay function, including to and from any function, whether or not the event is in a public or private environment.

This policy applies to all DeMolays, Senior DeMolays, Sweethearts, Advisors, Parents, Adult Volunteers, Guests and anyone else present and/or involved at any DeMolay function. Violations of risk management, youth protection, or prohibited substance or other said policies will result in suspension or expulsion from membership, or termination of the privilege to participate in or attend DeMolay functions.

Hazing:

Massachusetts law prohibits the practice of hazing by any organization. Massachusetts DeMolay is committed to emphasizing that all prospective member activities be made constructive, educational and safe for individuals and for this organization. Therefore, in support of the DeMolay's commitment to the mental emotional and physical well-being of every member, it is the policy of Massachusetts DeMolay and the Commonwealth of Massachusetts that hazing in any form is prohibited, and its practices in any fashion be condemned.

An Act Prohibiting the Practice of Hazing in the Commonwealth of Massachusetts

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Massachusetts General Law, Chapter 269:

Section 17. Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than \$3,000 or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include but is not limited to whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any

Memorandum of Policy

food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any such student or other person, or that subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than \$1,000.

No unauthorized ceremonies or organizations:

Only ceremonies published in the DeMolay Ritual, or the Monitor of Ceremonies, or those approved in writing and in advance by the Executive Officer, may be performed. "Secret" activities, unofficial organizations and unsanctioned ceremonies outside of DeMolay are not authorized by DeMolay International and are not permitted as part of any DeMolay activity.

Use of Tobacco:

DeMolays who are legal adults must refrain from smoking or using tobacco products in the presence of active DeMolay members who are NOT of lawful age. Advisors must NEVER smoke or use tobacco products around active DeMolays. That includes traveling to and from events – the entire length of time an Advisor is intentionally involved with DeMolay members. In fact it is preferred that no one smoke at all, to set the proper example.

Use of any tobacco products at DeMolay functions is strictly prohibited. This policy applies equally to DeMolays and Advisors, and includes cigarettes, cigars, pipes, chewing tobacco, snuff, etc.

Regardless of the provision of a public smoking area, DeMolays of lawful age, and Advisors, must refrain from smoking in the presence of DeMolay members who are NOT

Memorandum of Policy

of lawful age. In no instance should the actions of a DeMolay or Advisor lead anyone to believe that the Order of DeMolay or its leadership endorses the dangerous habit of smoking or using tobacco products.

Drugs and alcohol:

The use or distribution of alcohol or illicit drugs, or the misuse of legally prescribed medications by leaders or members is prohibited while participating in or assisting at any DeMolay event or while in the presence of members. Conversations related to alcohol or drug use is not acceptable except in an educational context.

Physical contact:

Adults will avoid unnecessary physical contact with members, such as (but not limited to) placing hands on legs, tickling, wrestling, and patting backsides/buttocks.

Recognizing the signs and be responsive:

If a DeMolay member or youth involved in a DeMolay activity complains or comments about an experience he or she has had with an adult that may suggest or infer physical abuse, sexual molestation, or any other type of inappropriate activity, the youth should be taken seriously. Adult volunteers should remember that the youth is not likely to articulate his or her concern in an adult manner. It may take the form of declining to associate with a particular adult for no apparent reason or abruptly leaving the activity.

Invention:

When an adult observes another adult volunteer or significantly older DeMolay relate to an active DeMolay in a manner that is not clearly objectionable, but possibly may be misconstrued as abuse or harassment, he or she should respectfully warn the observed person to avoid conduct that may be misunderstood, and should then alert the Advisory Council Chairman of the occurrence.

Parental notification of activities:

Parental notification of official DeMolay activities should communicate the date, place, and beginning and ending times for the activity. Parents are always welcome and should be encouraged to participate in DeMolay activities. Adults who witness or become aware of any violation of policy or instance of abuse have an obligation to report the incident according to the "Disclosures and Reporting."

Activities in private homes:

Memorandum of Policy

Activities involving DeMolay members and adult volunteers in private homes should not be conducted without the approval of the chapter's Advisory Council and notice provided to members' parents, and then only while adhering to the "two-deep" leadership policy.

Respect of privacy:

Adult volunteers must respect the privacy of DeMolay members in situations such as changing clothes or taking showers and intrude only to the extent that health and safety requires. Adult volunteers must also protect their own privacy in similar situations. Adult volunteers must always change clothes and shower separately from DeMolay members.

Personal Conduct:

Use of E-mail and Electronic Communication:

Many Chapters and individuals are using electronic means of communication to supplement their phone chain and other forms of communication. This is an acceptable communication enhancement, but not all members have access to e-mail, and it should not replace regular monthly meeting notices, calendars, newsletters or other communications. E-mail should never be considered a private communication.

Material sent by e-mail should always be consistent with the ideals of DeMolay. Advisors, Members and all others involved with DeMolay are cautioned that, even if sent/published by error, a communication of offensive, rude, or crude material to or about anyone will result in suspension or expulsion from membership, or termination of the privilege to participate in or attend DeMolay functions.

Distribution of obscene or pornographic material by anyone will almost certainly result in criminal prosecution. Such actions are unconscionable in the context of our Order.

A ZERO-TOLERANCE POLICY is in effect.

Anyone receiving or viewing inappropriate material from anyone, should immediately inform the sender/publisher that distributing/publishing such material is inconsistent with the principles of the Order of DeMolay, and that they are opening themselves to charges of "unbecoming conduct" will result in suspension or expulsion from membership, or termination of the privilege to participate in or attend DeMolay functions. Offenses should be reported to the local Advisory Council and the Executive Officer for appropriate action.

These policies are applicable to e-mails, websites, blogs, text messages, tweets, etc and all other forms of electronic communication.

Memorandum of Policy

ADVISORS STANDARD

General

DeMolay requires the highest standard of deportment and the application of high personal ethics while conducting the duties and responsibilities concerning the business of a chapter. As adult leaders, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all Advisors to comply with the Rules & Regulations of DeMolay International and to report violations or suspected violations in accordance with those rules.

No Retaliation

No Advisor who in good faith reports a violation of the Rule & Regulations shall suffer harassment, retaliation, or adverse consequence. An Advisor who retaliates against someone who has reported a violation in good faith is subject to discipline, up to and including termination of involvement. This policy is intended to encourage and enable anyone to raise serious concerns within the organization prior to seeking resolution outside the organization.

Reporting Violations

This organization has an open door policy and suggests that adult volunteers share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the Executive Officer is in the best position to address an area of concern. However, if you are not comfortable speaking with him or you are not satisfied with his response, you are encouraged to speak with someone in the hierarchy of Massachusetts DeMolay, the Grand Lodge of Massachusetts or DeMolay International.

Memorandum of Policy

Accounting and Auditing Matters

The audit committee of the board of directors shall address all reported concerns or complaints regarding accounting practices, internal controls or auditing with a chapter.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the rules, by-laws, or regulations of DeMolay. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

DEMOLAY AND FACEBOOK

10 Ways to Use Facebook for DeMolay



Facebook has to be the most talked about and the most misunderstood web service/platform right now. If you haven't gotten drawn in by the hype, it may surprise you to learn that many people have already found Facebook to be an essential addition to everything they do, including DeMolay. Why? Because the Facebook social networking experience can be precisely what you want to make it. Think of Facebook as a professional tool, and that's what it is.

Let's look at ten ways Facebook can benefit Chapters, State Officers and Massachusetts DeMolay. The more connected you are to your brothers and advisors without being intrusive, the better your fraternal relationship.

1. **Add friends selectively.** Contrary to popular belief, Facebook isn't about "collecting" friends. The quality of your Facebook experience will be based on the quality of the people in your network. Create a limited profile for those

Memorandum of Policy

- people that you are on the fence about whether to include. By default your limited profile contains everything in your full profile, so take the time to edit it down.
2. **Don't complain about your job, advisors, or brothers in "messages," statuses," or "comments."** Any negative comments about your advisors or brothers (even if not specifically named) should not be posted. These comments reflect poorly on you, the organization, and the persons that you criticize. Examples of inappropriate postings may range from a comment about the competency of your advisor to a comment about how your brothers always show up late.
 - a. We may complain about our work to a friend or a family member now and then, but doing so in a public forum where it can be easily read by others who may not be so close to you is not a wise move. Negative and derogatory comments can also lead to claims of defamation and slander.
 - b. Avoid any status updates that discuss other brothers or Chapters that may implicate unprofessional conduct. You should avoid statuses like, "I'm tired of visiting those annoying kids from Old Colony" or "Dan is watching music videos online at the visitations." Statuses that imply you or others are unreliable, dishonest, deceitful, or unprofessional may jeopardize your membership in DeMolay or even your employment status.
 3. **Don't misrepresent yourself or others.** You should be careful that what you post about your training and education is accurate and consistent with information that you have given to your employer or your school. Your employer has the right to check out statements you make from a variety of sources, including your social networking profile.
 - a. For example, if you call in sick and later that day you post a status that says, "Off to the beach for the day to go surfing" and your employer is made aware of it, you can expect them to take action against you.
 - b. Or if you claim on your job application that you have a college degree but your on-line profile states that you did not yet obtain a degree and are still going to school, your employer may question the accuracy of the information you supplied to them.
 4. **Add apps selectively.** Right now, there are over 2,000 apps that you can add to your Facebook account. The temptation may be to try them all. Don't. Just because you can add "Love Quotes" to your profile, it doesn't mean you should if you want Facebook to be a professional tool for you. Read the app's description carefully and know exactly what you're getting, and what the privacy settings are before you go forward. It helps to see how your friends

Memorandum of Policy

- are using the app first. Never fear, worst comes to worst you can always remove an app as easily as you added it.
- a. Think of apps in two ways... what do you want to see (that will appear on your Facebook home page) and what do I want the world to see (that will appear on your profile)? You might consider adding an app that you don't display on your profile at all, but it uses the collective wisdom and usage patterns of your network to provide you with valuable information.
 - b. If you visit your Facebook home page often it can help keep you organized having nothing to do with your friends' actions.
5. **Edit your profile and security settings.** Give careful consideration to exactly who sees your profile and when. Don't take the default settings which tend to expose more information than you may be comfortable with. Take the time to go through each link in the Privacy area and make necessary adjustments. Maybe you don't want people who are casually searching to know who your friends are or to have the ability to "poke" you. Maybe you don't want a public profile (accessible to people who are not on Facebook). Facebook can come back to bite you. Posts on your wall, picture album, etc are visible for up to three years.
 6. **Join Groups related to DeMolay.** Many groups on Facebook are nonsense. There are quite a few that can provide useful information and professional connections. Rather than trying to search for groups, watch the groups that your friends are joining, often you will find them of interest for yourself. After all, they're in your contact list because you have something in common. You might even think about using Facebook to virtually address our causes, like the growth and development of DeMolay.
 7. **Look for events.** Stay interested in what our brothers are doing across the state. Most, if not all, Chapters have smartened up and posted events on Facebook for their dances, Installations, and other events. Join them, and have interest in what they are doing. Other Chapters undoubtedly go to other Chapter's events if they know that others, like the State Officers, are going too.
 8. **Limit time wasted on Facebook.** Facebook can suck you in easily. Remember, you have other things to do. You won't help your school work or your job if you fall behind on projects and assignments because you were too busy playing Farmville. If you find that you're spending too much time reading Facebook message boards or reading about your friend's favorite movie selections then set limits for yourself. Facebook is a black hole. In order to get the most of Facebook, you have to be on the platform. Consider the Facebook toolbar for Firefox™ which will notify you when you have a reason to

Memorandum of Policy

- go check the home page. You can also work with Facebook from your mobile smart phone. So think about babysitting your profile which you're waiting in line or otherwise bored and not being productive anyway.
9. **Don't use social networking while engaged in DeMolay activities.** Access to social networking sites on your personal devices should only occur in absolute down time as you would use a personal cell phone when at work or school. It is inappropriate to post statuses or to view social networking profiles while with other brothers or Chapters.
 10. **Respect copyright and fair use laws.** For yours and DeMolay's protection it is critical that you respect laws governing copyright and fair use of copyrighted material owned by others, including DeMolay's copyrights, logos or images. You should never quote more than short excerpts of someone else's work. And it is a good general practice to provide a "link" to the original source of your posting.

Chapters and Facebook.

It is recommended that your Chapter have and use a Facebook page. Ninety-seven percent of the active membership of DeMolay in Massachusetts subscribe to Facebook. So naturally being where they are is good.

- The Facebook page should be updated regularly and the membership should be encouraged to post to the wall.
- Current events with a Who, What, Where and When should be listed and be updated regularly.
- There should be at least three responsible DeMolays and one advisor listed with "administrative rights." Be sure that the privacy settings are such that photos of Chapter activities and members are not visible to those not "friended."
- Let your members request to join the Facebook site.

—For Advisors

It is recommended that you try a Facebook account for yourself. It is a great way to hear what is going on in member's lives and to understand their interests. You may be better enabled to comprehend their attitudes and desires and to incorporate them into the term program.

- Advisors should not solicit "Friend" status from an Active DeMolay, but rather wait for the invitation in reverse.

Memorandum of Policy

- Posts and pictures in your Facebook account must not depict “un-DeMolay” like behavior.

—For Active DeMolays

The world is not always a safe or forgiving environment. Be sure to maintain your privacy settings and be cautious who you “friend.” Try not to give out any information that would allow a stranger to pinpoint your exact location or worse find your home. Be careful about the pictures you post, the things you say in posts and things that you write of other’s walls.

- Posts on your Facebook are “findable” for up to three years.
- Inappropriate postings and pictures have lead to not getting the job you want or even not getting into the college or your choice.
- Be sure that anything that appears on your Facebook profile or on your wall or things you post on other’s walls would not be offensive to your Mother or Grandmother should they see them.

Memorandum of Policy

Massachusetts DeMolay Athletics Spectator Behavior:

Massachusetts DeMolay enforces a low tolerance behavior policy regarding players, coaches, Advisors, parents and spectators. Games will be stopped when individuals displaying inappropriate behavior interfere with the game. Violators may be subject to disciplinary action by Massachusetts DeMolay. This inappropriate behavior includes, but not necessarily only the following:

- Directing obscene or vulgar language at anyone, for any reason.
- Taunting, ridiculing or threatening anyone, for any reason.
- Throwing any object to distract or gain attention that in any manner creates a safety hazard for anyone.
- Any other conduct unbecoming the standards of behavior consistent with the principles of the Order of DeMolay.

Game forfeitures may be recommended by officials to deter potential situations. *The game is just a game.* Character development is the PRIMARY PURPOSE of all DeMolay competitions. *Please give your encouragement and support to ALL participants.*

Tax Deductibility of Un-Reimbursed Expenses:

Advisors are cautioned that un-reimbursed personal expenses incurred in service to DeMolay, such as mileage and other expenses, may not be automatically deductible contributions when computing Federal Income Tax.

Expenses that meet the mission of the Order of DeMolay *may* qualify, **if properly substantiated**, in accordance with a determination letter issued by the IRS establishing DeMolay International as a 501(c)(3) organization.

However, there is no recent test or ruling available relating specifically to the Order of DeMolay to substantiate this interpretation. If you have been deducting such expenses in the past, **YOU ARE STRONGLY ADVISED TO CAREFULLY DISCUSS THIS PRACTICE WITH YOUR TAX ADVISOR.**

In order to substantiate the value of services rendered, the Advisory Council Chairman would be responsible for issuing a statement from the Chapter that contains a description of the services provided, and a statement of how they help meet the core mission of the Order of DeMolay. There are specific regulations concerning the issuance of such statements that must be observed.

Memorandum of Policy

DeMolay Degree:

There is a "tradition" in some Chapters that the candle lighter part, as called for by the DeMolay Degree ritual, be portrayed as a hunchback, or as a foot-dragging, groaning character with other physical or mental disabilities. The practice of this portrayal must cease. (The role of candle lighter is still permitted.)

We must take care not to inadvertently offend anyone with disabilities, especially a young man who is about to become a brother. Our precept of Courtesy and our lessons of fidelity and toleration demand nothing less.

All performers will walk as they are able, and the portrayal of all characters will be with dignity and the utmost decorum.

Any action, movement, or performance, which causes laughter or snickering (whether in candidates or members) or is designed to create fear among the candidates, fails to properly convey the message of the Degrees of DeMolay.

No cast member should be handled in such a way as to cause injury.

In accordance with Youth Protection policies and the preservation of proper modesty and dignity, all performers *must* wear street clothes, or, at minimum, a pair of dark shorts, under their DeMolay Degree costumes. With women and parents attending our degrees this practice is even more important, and in fact, essential. Appropriate footwear is also recommended. All elements of the degree should be designed to maintain dignity and the utmost decorum during the conferral.

DeMolay Robes:

DeMolay robes are a part of the official regalia of the Chapter and are subject to the rules of DeMolay International. Chapters may **NOT** wear DeMolay robes in public, except at a public Installation of Officers, without written dispensation issued by the Executive Officer. Under no circumstance are Chapters to wear DeMolay robes in any parade, unless specifically authorized by the Executive Officer.

Ritual and Regalia:

Public Ceremonies:

The public ceremonies of the Order of DeMolay may be presented on any appropriate occasion. Such occasions might be at a Chapter Installation of Officers, an Obligatory Day Observance, before a recognized Masonic body, at a worship service, or for a ladies

Memorandum of Policy

organization affiliated with the Masonic fraternity. It is recommended that care be exercised by the Advisory Council to see that these ceremonies are not "over-used" by being presented at too many functions.

Presentation of Ritual Work and Public Ceremonies:

As the Order of DeMolay is a young men's organization it is intended that all ritual work and public ceremonies (except where specifically stated in the ceremony) shall be performed by DeMolays who have not yet reached their majority.

Since every Chapter does not have an Installing Team etc., it is expected that a nearby Chapter, or State Officers, will be invited to participate. When adults are employed in performing DeMolay ritual, they must meet the highest performance standard possible, as they will be setting an example for the young men they lead.

While it has been convenient in a number of Massachusetts DeMolay Chapters for Advisory Council Members to perform The Flower Talk, the Installation of Officers and other ceremonies, these Chapters are *directed* to diminish the exercise of those customs, so as to encourage *active* members to perform these ceremonies.

This does not forbid Advisors from doing these parts—but they should not do them on a regular basis. Part of the growth process in DeMolay comes when a young man is provided experience performing ritualistic ceremonies in front of family and peers. Advisors should make use of every opportunity to develop self-confidence and poise in the Chapter members by encouraging their performance of these ceremonies. Our goal in Massachusetts DeMolay is to have only Active DeMolays perform the ritual work.

There shall be no open ritual books in the ceremonies of DeMolay with the exception of one prompter operating from the sidelines.

Installation Scheduling:

To ensure proper planning, maximizing the probability of State Officers attending or participating, and to improve the likelihood of other Chapters attending the Installation, Chapters are requested to submit the confirm date of the NEXT Chapter Installation with the new term's Form 11.

The date can then be coordinated with other events and posted on the Massachusetts DeMolay on-line calendar. Once confirmed, the State Officers will have it as a priority program on their schedule. This will also allow the Chapter to plan far enough in advance

Memorandum of Policy

to involve local Masonic family organizations, and to get parents involved in supporting the event.

Requests for the State Officers to perform the Installation of Officers for your Chapter must be submitted to the Director of State Officers.

Past Master Councilors' Regalia:

A Past Master Councilor is one who has completed a term as Master Councilor by serving until his successor has been elected and installed. The Past Master Councilor's Jewel, PMC Pin, and other regalia designed for Past Master Councilors, are items of personal jewelry. They are *not* awards.

Anyone who has the right to the title is also entitled to receive, purchase, and wear the emblems of a PMC.

An Advisory Council may, in accordance with DeMolay International Rules and Regulations 322.8, permit the Chapter to spend Chapter funds to purchase a PMC Jewel, pin or other appropriate award, *as a gift* to a retiring Past Master Councilor. (*This expenditure of funds must then be approved by regular vote of the Chapter.*) The Rules and Regulations specify that the jewel, pin or other token may NOT be awarded as a gift of the Chapter if the PMC has failed to confer the Initiatory and DeMolay Degrees from memory, at least once. This is the only control that an Advisory Council may exercise over PMC regalia. This does not prevent any Advisor or parent from purchasing or presenting such a token at an installation or Chapter meeting—it only restricts the Chapter from paying for it.

Conferral of Honors:

Honors granted by DeMolay International (Degree of Chevalier, Cross of Honor, Active and Honorary Legion of Honor) are the highest DeMolay accolades, which DeMolay members, Senior DeMolays, Master Masons, and Advisors can receive. Therefore it is imperative that Chapters be able to arrange for the proper conferral, from memory, of the honor ceremonies. The Legion of Honor is conferred by the Executive Officer, or a member of DeMolay International designated by him. The Cross of Honor must be conferred by a team of Active DeMolays, and the Degree of Chevalier must be conferred by a team of Chevaliers, working under the direction of an Advisory Council. All honors conferral teams MUST confer the work from memory.

Unless otherwise provided, any chapter wishing to perform the Chevalier Degree or the Legion of Honor Ceremony and not using one of the recognized state organizations (i.e. Bay State Court, Hunter Court, or Massachusetts Court) shall require the specific, written

Memorandum of Policy

permission of the Executive Officer. Requirements include providing the Executive Officer with a list of the officers to be employed and if necessary the scheduling of a dress rehearsal for the Executive Officer and/or his representative to qualify the degree team. The public ceremonies of DeMolay must at all times reflect the high standards of the organization.

Public honor ceremonies require the use of written invitations (issued no less than three weeks prior to the event) and a program for the evening's presentation. Written invitations (email and/or Facebook may not be substituted here) are required to the sponsoring body and its' presiding officer, the State Master Councilor, and the Executive Officer.

Funds from Forfeited Chapters:

In accordance with the DeMolay International Rules and Regulations, all funds and properties of a Chapter that forfeits its Charter are retained as the property of the Order of DeMolay, under the direct supervision of the Executive Officer for the Jurisdiction.

State Administration:

Executive Officer's Duties and Authority:

As stated by The Rules and Regulations of DeMolay International, Section 204.3(b):

"The Executive Officer may exercise within his Jurisdiction all power necessary for the best interest of the Order which is not prohibited by the bylaws or these rules and regulations, or by DeMolay International, the Board of Directors, or Grand Master. "

As stated by The Rules and Regulations of DeMolay International, Section 204.5:

"Regardless of other provisions of these rules and regulations: The officers and members of an Advisory Council, and the officers and Advisors of a DeMolay body or organization [including sweethearts] using the name DeMolay in a Jurisdiction serve at the pleasure of the Executive Officer. An Executive Officer may disapprove their selection or remove them, with or without cause."

Important Changes to the Rules and Regulations of DeMolay International
Adopted June 2010

Treasurer:

Memorandum of Policy

The position of Chapter Treasurer will no longer be elected by the membership. It is now a position like that of the Scribe—appointed by the Advisory Council to serve at their pleasure. The position may be held by an Active DeMolay who is at least 18 years old, or an Advisor, but it should be someone who lends stability to the position. This change was adopted to conform to modern banking laws, specifically the Patriot Act of 2001.

The Treasurer and the Scribe positions may be held by the same advisor.

NOTE: Taking the election of the Treasurer away from the members doesn't take any power away from them. They must still approve ALL expenditures, except in the transfer of funds collected for but belonging to DeMolay International or the Jurisdiction, such as Initiation fees.

Posthumous Granting of the Degree of Chevalier or a Legion of Honor:

An Executive Officer make nominations for the Degree of Chevalier and/or the DeMolay Legion of Honor to be approved and awarded posthumously to one who was otherwise qualified, within 12 months of Annual Session at which the nomination is considered.

Initiation Fees:

Effective January 1, 2010 the DeMolay International fee for Lifetime Membership that must accompany the Form 10 initiation report will be \$35. Chapters should review their fee structure and amend their by-laws to increase their Life Membership fee accordingly.

APPROVED:

PHILIP A. DROUIN
Executive Officer