

# Southern Nevada DeMolay Jurisdictional Policies

September 8<sup>th</sup>, 2016

Southern Nevada DeMolay requires that all Chapters operate under certain rules and regulations for uniformity.

Please read these policies carefully as they are just as binding to the Chapters, its members and Advisors, as are the By-Laws and Rules & Regulations of DeMolay International, the directives of the Grand Master of DeMolay, and the Executive Officer of Southern Nevada DeMolay.

The following policies are furnished to assist our Advisory Councils in those areas where the DeMolay International Rules & Regulations may not be clear, or in areas where the Executive Officer feels further guidance would be helpful. In those cases, where the DeMolay International Rules & Regulations are referred to, the appropriate section of the Rules & Regulations will be noted for easy reference.

These policies should be inserted in the New Member Packet & the Advisor's Manual.

*All policies are subject to the discretion of the Executive Officer and may be amended at any time with or without notice.*

## CONTENTS

Article I. Active demolays & Squires (Class 6 & 9 members).....	3
Section 1.01 Reaching Majority (Age 21) .....	3
Section 1.02 Dress Code & Enforcement.....	3
Section 1.03 Dual Membership .....	3
Section 1.04 Proficiency in Obligations .....	4
Section 1.05 Holding a Chapter Office.....	5
Section 1.06 Participation in the Obligations .....	5
Section 1.07 Traveling for Southern Nevada DeMolay.....	5
Section 1.08 I.S.C. Honors.....	6
Section 1.09 Awards .....	6
Article II. Advisors (Class 5 Members).....	8
Section 2.01 Advisory Councils.....	8
Section 2.02 DeMolay Advisor Development Program .....	8
Section 2.03 Administration of Justice .....	8

Section 2.04	Advisory Council Quorum .....	9
Article III.	Chapter Operations .....	9
Section 3.01	Length of Term in Chapter By-Laws .....	9
Section 3.02	Application Fees in Chapter By-Laws .....	9
Section 3.03	Stated Meetings .....	9
Section 3.04	Chapter Elections .....	9
Section 3.05	Chapter Installations .....	10
Section 3.06	Applications for Membership .....	11
Section 3.07	Planning “Masonic Youth” Events .....	11
Section 3.08	Use of DeMolay Robe .....	11
Section 3.09	Chapter Properties .....	12
Section 3.10	Financial Matters .....	13
Section 3.11	Fundraising Activities .....	13
Section 3.12	<del>Life Membership Trust Accounts (NOT IN EFFECT)</del> .....	13
Section 3.13	Chapter Events .....	14
Article IV.	Jurisdictional Programs .....	15
Section 4.01	Sweetheart Program .....	15
Article V.	Miscellaneous Provisions .....	15
Section 5.01	Attending Degrees & Closed Meetings .....	15
Section 5.02	Internet & Social Media .....	16
Section 5.03	Unacceptable Actions .....	16

## ARTICLE I. ACTIVE DEMOLAYS & SQUIRES (CLASS 6 & 9 MEMBERS)

### Section 1.01 Reaching Majority (Age 21)

*(DeMolay International Rules & Regulations 208.3)*

- (a) Jurisdictional & Chapter Officers may not be elected to office if they will reach their twenty-first birthday during the term, unless approved by Executive Officer.
- (b) All other Chapter Officers must relinquish their office upon reaching their twenty-first birthday.
- (c) Following their twenty-first birthday, they may not compete in any DeMolay competition (athletic, ritual, etc.) as an Active DeMolay (except Jurisdictional Officers).

### Section 1.02 Dress Code & Enforcement

*(DeMolay International Rules & Regulations 318.8)*

The authority of an Advisor to exclude persons from functions extends to excluding those who do not meet established dress codes. The dress code for activities hosted by the Southern Nevada DeMolay is as follows:

Minimum acceptable dress:

**DeMolay Formal:** Suit or sport coat, shirt, tie and dress shoes

**DeMolay Casual:** Slacks, polo, dress shirt, appropriate shoes

**Casual:** T-shirt, jeans, shorts, athletic clothing

Attire should always be representative of a DeMolay's character in both message and overall presentation (not limited to wrinkles, worn/tattered clothing, etc.).

Chapters may establish their own dress standards, which shall be approved by their Advisory Council but must be in accordance with this section. Chapter Advisory Councils are encouraged to take into consideration any financial hardship that might be caused by a very strict set of dress standards.

### Section 1.03 Dual Membership

*(DeMolay International Rules & Regulations 315.12)*

- (a) Transfer of membership is acceptable in the following situations:
  - (i) *A member permanently relocates to a place closer to another Chapter.*
  - (ii) *The member's home Chapter has ceased to function as a Chapter (i.e., hold regular meetings).*
- (b) Dual membership is acceptable in the following situation:

- (i) A member is temporarily closer to another Chapter where regular attendance at his home Chapter is unreasonable. (e.g., attending college or regularly spending summers with another parent or relative)*
- (c) Transfer of membership or dual membership under other situations is acceptable only if approved by both Advisory Councils involved and the Executive Officer. This approval must be obtained in writing prior to any action being taken on the application.

Cases where this may be acceptable include:

- Cases of irreconcilable differences between the member and the members and/or Advisors of his home Chapter (where no disciplinary actions are pending).
- A member of one Chapter is needed to serve as an elected Officer in another Chapter. (Note: a member may only serve as an Officer in one Chapter at a time.)
- A new Chapter is being formed.

Cases where this normally is not acceptable include:

- Cases where one Chapter is seeking to improve its chances in a competitive area (e.g., athletics or ritual.)
  - Cases where a member is simply seeking additional personal recognition (e.g., by becoming a P.M.C. of more than one Chapter.)
- (d) This policy applies to dual membership in two or more Southern Nevada Chapters and to transfers between Southern Nevada Chapters. Transfers or dual memberships involving other Jurisdictions are governed solely by the DeMolay International Rules & Regulations, and by any additional requirements established by the Executive Officer of the Jurisdiction(s) involved.
  - (e) Refer to the DeMolay International Rules & Regulations and the DeMolay Leaders Guide for details on how to properly take action on transfers and dual memberships.

## Section 1.04 Proficiency in Obligations

*(DeMolay International Rules & Regulations 315.13)*

- (a) It is a requirement of Southern Nevada DeMolay (S.N.D.) that a member must be proficient in the Queries and Obligations of the Initiatory and DeMolay Degrees in order to:
  - (i) Vote on routine Chapter business*
  - (ii) Ballot on petitioners*
  - (iii) Vote in Chapter elections*
  - (iv) Compete in S.N.D. events (including athletic and ritual contests)*

- (v) *Vote on business of the Southern Nevada DeMolay Association*
- (vi) *Vote in S.N.D. elections*
- (vii) *Be installed into office in any Chapter in S.N.D.*
- (viii) *Hold any S.N.D. elective or appointive Jurisdictional Office*

- (b) It is not a requirement of S. N. D. that an initiate be proficient in the Queries and Obligation of the Initiatory Degree prior to receiving the DeMolay Degree. However, a Chapter may impose this requirement on all candidates by including this requirement in their By-Laws.
- (c) Individual Chapter Advisory Councils are responsible for keeping record of satisfactory completion of the Queries and Obligations of the Initiatory and DeMolay Degrees. Record should be made in the eScribe system following proficiency in the DeMolay Degree.

### **Section 1.05 Holding a Chapter Office**

No member of this Chapter may hold the same office, elective or appointive, more than two (2) consecutive terms, except the Scribe and Treasurer.

All elected and appointed officers shall be required to commit to memory their parts in the Chapter Opening (Initiatory and DeMolay), Nine O'Clock Interpolation and Closing Ceremonies. It is required to prove proficiency in their part to a Chapter Advisor prior to the Installation of Officers. (This policy may be adjusted by the Executive Officer based upon individual's needs.)

### **Section 1.06 Participation in the Obligations**

It is the policy of Southern Nevada DeMolay that at the conferral of the Initiatory and/or DeMolay Degree, all active and senior DeMolays in the room shall, as an indication of brotherhood and unity, repeat the obligation along with the candidate(s). It is suggested that the Master Councilor, while at the Altar and before beginning the Obligation, use the following ritual: "We ask that all Active and Senior DeMolays join the candidate(s) in repeating the Obligation of this degree."

### **Section 1.07 Traveling**

*(DeMolay International Rules & Regulations 204.3(b))*

- (a) Any DeMolay event that requires Advisors to transport Chapter members, require form SND Transportation 07/16 to be completely filled out and signed by the members' parent(s) or legal guardian(s). Originals should be kept on file at the Chapter and copies should be in the possession of an advisor(s) while traveling so that access is readily available if needed.
- (b) It is the policy of the Executive Officer in Southern Nevada that all Chapters desiring to travel outside the Jurisdiction of Southern Nevada must first obtain his approval for

such travel. This would include any Chapter trips relating to sports, or ritual tournaments or any other travel when it is an official Chapter event, which has been approved by the Advisory Council.

- (c) Any individual member(s) traveling to a DeMolay Chapter or activity in another Jurisdiction must obtain approval from the Executive Officer prior to submitting any registration form or attending any event/Chapter. Requests must be submitted to the Executive Officer with sufficient time to coordinate with appropriate adult leaders in the Jurisdiction of the event/visitation and receive mutual approval. This policy applies to all organizations in the Masonic Family or where DeMolay membership is well known or significant to the occasion.

### Section 1.08 **I.S.C. Honors**

*(DeMolay International Rules & Regulations Article 6)*

Article 6 of the DeMolay International Rules & Regulations provides for several Honors to be granted each year. The requirements for each of these Honors are outlined in Article 6 of the DeMolay International Rules & Regulations as well as additional information is contained in the DeMolay Leader's Resource Guide. Southern Nevada DeMolay sends out recommendation forms to each Advisory Council Chairman once each year with the appropriate deadline shown for the submission of these recommendation forms. Advisory Councils are encouraged to recognize worthy individuals each year for the various Honors.

Advisory Councils making nominations for the Degree of Chevalier should remember that Chevalier is not simply a reward for good performance as Master Councilor, nor is it a requirement that nominees be Past Master Councilors. The award for performance as a Master Councilor is the PMC-MSA.

The honor of Chevalier is for those DeMolays over 17 years old or Senior DeMolays who give "above and beyond the call of duty". Therefore, under normal circumstances, a PMC generally should not be nominated for Chevalier within one year following his term as Master Councilor. This will give the Advisory Council the opportunity to view the potential nominee's dedication to DeMolay as a "sideliner".

If the member or a member of the immediate family of a DeMolay or Senior DeMolay being considered for any DeMolay Honor is a member of the Advisory Council considering the nomination, that person should not be part of the nomination process and should have no knowledge of the nomination. The nomination must remain confidential, and if the nominee or his family has knowledge of the nomination, it shall not be considered.

### Section 1.09 **Awards**

*(DeMolay International Rules & Regulations Article 6)*

Article 6, DeMolay International provides for several Awards that may be applied for and earned. The requirements for each of these Awards are outlined in Article 6 of the Rules & Regulations as well as in additional information that is contained in the DeMolay Leader's Resource Guide. Southern Nevada DeMolay provides application forms for such awards as the

Representative DeMolay Program (R.D.), Leadership Correspondence Course (L.C.C.), and the Past Master Councilor Meritorious Service Award (P.M.C.-M.S.A.). Advisory Councils are encouraged to promote and encourage the members of the Chapters to be aware of the various Awards, and to use these Awards to recognize worthy individuals each year for their efforts on behalf of DeMolay.

## ARTICLE II. ADVISORS (CLASS 5 MEMBERS)

### Section 2.01 Advisory Councils

*(DeMolay International Rules & Regulations 314.1, 314.2, and 314.4)*

- (a) As provided for in Article 14, the Advisory Council is appointed by the Executive Officer for a one-year term.
- (b) In the Southern Nevada DeMolay, an Advisory Council shall consist of at least five members, three of which must be Master Masons. All Advisors in Southern Nevada DeMolay must be at least 21 years of age. Adults over the age of 21 may be appointed to Advisory Councils by the Executive Officer provided that they have (1) completed the online DeMolay Advisor Development Program (D.A.D.), (2) completed an Advisor Registration Form which includes the necessary background check, and (3) have been interviewed by the Executive Officer, or his representative. Completing the D.A.D Program does not entitle a person to be considered as an Advisor until the other sections of this process have been completed.
- (c) The Advisory Council Chairman must be a Master Mason in good standing. Properly appointed and registered Advisors from other Jurisdictions are entitled to visit Chapter functions in Southern Nevada DeMolay.

### Section 2.02 DeMolay Advisor Development Program

- (a) In order to serve as an Advisor for a DeMolay Chapter, an individual must complete the online DeMolay Advisor Development Program, commonly referred to as "D.A.D." An individual who has had a "break in service" as an Advisor (who has served in the past and wishes to return as an Advisor after one or more year's absence) must complete D.A.D. again if it has been more than five (5) years since he or she last completed the D.A.D. program.
- (b) All advisors must complete the online DeMolay Advisor Training program (launched July 1<sup>st</sup>, 2016) to be appointed to an Advisory Council for the 2017 calendar year.

### Section 2.03 Administration of Justice

*(DeMolay International Rules & Regulations 314.12)*

The concept of proper Administration of Justice (Discipline) within DeMolay is a very important subject and it deserves the complete understanding of all Advisory Councils. It is vital that if a situation should occur, that the Advisory Council is fully aware of its obligation to be both fair and proper in its treatment of a member of DeMolay under Section 314.12. An Advisory Council should be completely familiar with the provisions of Section 314.12 as well as the policies of Southern Nevada DeMolay.

## Section 2.04 **Advisory Council Quorum**

Advisory Council's may adopt specific quorum requirements by adoption of By-Laws. Otherwise quorum shall be at the discretion of the Advisory Council Chairman under supervision of the Executive Officer.

## **ARTICLE III. CHAPTER OPERATIONS**

### Section 3.01 **Length of Term in Chapter By-Laws**

*(DeMolay International Rules & Regulations 317.2(a))*

The By-Laws of Chapters in Southern Nevada DeMolay shall specify either six or four month terms. Six-month terms shall be preferred over four month terms. By-Laws specifying four-month terms require Executive Officer approval.

### Section 3.02 **Application Fees in Chapter By-Laws**

*(DeMolay International Rules & Regulations 320.1)*

The By-Laws of Chapters in Southern Nevada DeMolay shall specify that the fee for life membership in the Chapter (the fee for receiving both degrees) shall be no less than the total of the current DeMolay International fee plus \$25.00. The distribution of the fee shall be as follows:

- \$35.00 to DeMolay International
- \$15.00 to Southern Nevada DeMolay
- \$10.00 to the Chapter
- The remainder to the Chapter's current operating account

### Section 3.03 **Stated Meetings**

*(DeMolay International Rules & Regulations 318.1)*

The By-Laws of Chapters in Southern Nevada DeMolay shall specify when the Chapter's stated meetings are scheduled. The Rules & Regulations require that Chapters have at least one stated meeting per month. However, it is recommended that two meetings per month be specified, one stated and one called.

At the stated meetings specified in the Chapter's By-Laws, the Chapter shall be first be opened on both the Initiatory and DeMolay Degrees. DeMolays who have not received the DeMolay Degree are to be excused from the Chapter Room during the opening of the Chapter on the DeMolay Degree and during examination of members on their DeMolay Degree Proficiencies. It is not necessary to call back up to the DeMolay Degree for Closing.

### Section 3.04 **Chapter Elections**

*(DeMolay International Rules & Regulations 317.7)*

The Advisory Council must establish a process of requiring a "Letter of Intent" for the three Councilor positions. These "Letters of Intent" should be approved (or disapproved) by the Advisory Council at a meeting prior to the night of balloting. The provision of requiring "Letters of Intent" should be included in the Chapter By-Laws, including a deadline for submission. This

process can alleviate the concept of “nominations from the floor” which often causes conflicts among the members.

The Rules & Regulations require a "...paper ballot cast by the individual members..." for Chapter officer elections. However, this is time consuming and unnecessary when there is only one approved nominee. Therefore, in Southern Nevada DeMolay, the common practice of voting by acclamation may be used when there is only one nominee.

The vote on the motion to vote by acclamation must be unanimous and must not be objected to by any DeMolay or Advisor present. If these conditions are not met, a paper ballot must be held.

Whenever a paper ballot is required, a paper ballot is distributed to all eligible members present for each elective office. The Master Councilor is entitled to a vote. A majority of the ballots, not counting blank ballots is necessary for election.

There is no provision in the Rules & Regulations for breaking ties or for automatically dropping the candidate(s) with the fewest votes to help achieve a simple majority. Therefore, unless otherwise specified in the Chapter's By-Laws, successive ballots must be taken until a simple majority is reached.

### Section 3.05 Chapter Installations

*(DeMolay International Rules & Regulations 317.8)*

It is the duty of the Advisory Council to assure that Chapter Installations are conducted with proper dignity and in accordance with the ceremony as published by DeMolay International. The Advisory Council shall assure that all Installation expenses are within the financial capabilities of the Chapter and are not significantly supplemented by the personal contributions of the Officers or their families. In addition, the following regulations are issued:

- (a) The option of installing the Officers in reverse order is not to be used.
- (b) All elective and appointed Officers to be installed shall wear Chapter Officer Robes.
- (c) The Master, Senior, and Junior Councilors may not be installed by proxy.
- (d) All participants in the Ritualistic Ceremonies shall be Active DeMolays (of any Chapter), or Senior DeMolays of the Chapter being installed. We should try and always use Active DeMolays when possible. A male Guest Installing Officer may be used to obligate the Master Councilor-Elect, provided he knows the appropriate ritual part from memory.
- (e) Since the Installation of Officers is a public relations tool, all participants should present their parts with significant familiarity. All parts given from the floor must be done from memory.
- (f) Photos may be taken during the Ceremony provided the taking of the photo does not interfere with the Ceremony. The only exception would be the use of flash

equipment during a presentation such as the Flower Talk or Ceremony of Light when the use of flash equipment would be distracting in the darkened room.

- (g) Once the Bible is opened by the Senior Councilor in the Opening Ceremony, it shall not be closed until the Senior Deacon closes it during the Closing Ceremony to officially close the Installation.
- (h) Officers may be seated in a triangle of chairs or stand in a triangle as specified in the Monitor of Ceremonies with the Master Councilor-Elect at the apex of the triangle. It is recommended that Officers sit rather than stand.
- (i) Any social event or party following an Installation (an "after party") is considered an "official DeMolay event" and as such, must have the formal approval of the Advisory Council.
- (j) The Sweetheart and/or Princess may be installed in the Chapter Room following the closing ceremony and after the Installing Team has exited the room.
- (k) All Installing Teams MUST be approved by the Chapter Advisor at least three (3) weeks prior to the scheduled date of the Installation.

### Section 3.06 Applications for Membership

*(DeMolay International Rules & Regulations 315.4)*

The Rules & Regulations 315.4 allows the Executive Officer the prerogative to permit alternatives in his Jurisdiction to the requirement for formal visitation of applicants.

In Southern Nevada DeMolay, it is still recommended that formal visitation be made of each applicant. However, it is acceptable to read and ballot on an application at the same meeting without a formal visitation report if (1) the applicant is adequately known, and (2) there is no objection from any DeMolay or Advisor present.

### Section 3.07 Planning "Masonic Youth" Events

It is the policy of Southern Nevada DeMolay that any activities being planned with Job's Daughters International (JDI), International Order of the Rainbow for Girls (IORG) and DeMolay, **MUST** be coordinated with the local adult and youth leaders of both of JDI or IORG before the event or activity may be promoted as a "Masonic Youth Group" activity.

### Section 3.08 Use of DeMolay Robe

The DeMolay robe shall be worn by the officers at degree exemplifications and by all incoming officers at Installations except where the Advisory Council authorizes an exception. Such exception shall only be authorized where Chapter Officers have adopted a specific unified dress, environmental conditions (i.e. summer heat) exist, or a Chapter does not have robes or robes in suitable condition.

The robe shall not be worn at a funeral of a member unless the family of the deceased and all other involved organizations so permit. Members attending a formal Religious Service, with the permission of those holding the service, may wear the robe.

Permission to wear the robe at any other public occasion (i.e. in a parade) must be secured prior to the appearance. Such permission is to be requested from the Executive Officer, and will be granted only on a case-by-case basis.

### Section 3.09 Chapter Properties

*(DeMolay International Rules & Regulations 313.3)*

Section 313.3 of the Rules & Regulations states as follows: "All the books, records, and other property of every description including both realty and personally as well as devises, legacies, trusts, and other funds of any kind, are held and used by every Chapter as a subordinate unit or part of this Supreme Council and are subject at all times to the control of the Executive Officer. When a Chapter ceases to exist or withdraws its allegiance to the Supreme Council, the Supreme Council, acting through its Executive Officer, shall at once take possession of all such property and assets to dispose of or distribute for the best interest of the Order."

In accordance with the above Section, the Policy contained herein shall affect all Chapters in the Southern Nevada DeMolay, having been designated by the Executive Officer as inactive or closed.

For the purpose of this Policy, the word Inactive shall be defined as "A Chapter that has been unable to meet for an extended period of time, due to its inability to elect and install a corps of Officers, or, the absence of a minimum number of Advisors to constitute an Advisory Council." For the purpose of this Policy also, the word Closed shall be defined by the terms contained in Sections 313.4 of the Rules & Regulations, or by any other terms as deemed appropriate by the Executive Officer.

Therefore; it shall be and is the policy of the Jurisdiction of Southern Nevada that any Chapter that has been designated as Inactive or shall have been declared Closed, whichever comes first, shall forthwith surrender to the Executive Officer, or his Representative, all property described in, but not limited to, Section 313.3 of the Rules & Regulations.

All of the books, records and other property shall be held, or disposed of, in such manner as deemed in the best interests of the Order of DeMolay by the Executive Officer.

All devises, legacies, trusts, funds of any kind including funds derived from the sale of property, real or otherwise, shall be held in trust by the Executive Officer.

The revenue generated by such funds held in trust shall be used at the discretion of the Executive Officer, for the promotion and development of new Chapters and to assist in the process of reinstating Inactive Chapters. The exercise of this Policy by the Executive Officer, or his Representative, shall be constructed as a direct order and shall be adhered to under the authority of the Rules & Regulations of DeMolay International.

### Section 3.10 Financial Matters

*(DeMolay International Rules & Regulations Article 22)*

All Chapter Advisory Councils are strongly encouraged to establish an effective Financial Procedure for their Chapter. In particular, the following should be adhered to:

- As indicated in Article 22, all withdrawals from Chapter accounts must have two (2) signatures on a check. Chapter accounts should list several names as approved signers.
- Unless otherwise approved by the Executive Officer, all Chapter funds shall be deposited in accounts insured or guaranteed by the Federal Government

### Section 3.11 Fundraising Activities

*(DeMolay International Rules & Regulations 325.1(b))*

Southern Nevada DeMolay Chapters and other appendant organizations may engage in the following types of fund raising activities without the need of additional approval of the Executive Officer:

- The sale of legal consumer goods to the public (except fireworks or alcoholic beverages) for which a fair price is charged.
- The charge for the service of the members (i.e. a car wash or serving a dinner) for which a fair price is charged.

A Masonic Youth Order may solicit and receive financial support for its fraternal operations and charitable activities from its members, advisors and their families and friends, as well as from the general public, when done within the bounds of propriety and when fair prices are charged.

The Southern Nevada DeMolay provides that a Chapter may conduct raffles for their charities and special needs such as leadership development and travel to special events, if conducted strictly in accordance with all applicable federal, state and local laws and with the foregoing provisions.

As a reminder, donations made to a DeMolay Chapter are tax deductible as DeMolay International and its Chapters has been classified as a 501(c) (3) organization. For any donation of \$250 or more, the DeMolay Chapter must issue a receipt to the donor.

### Section 3.12 ~~Life Membership Trust Accounts~~ (NOT IN EFFECT)

*~~(DeMolay International Rules & Regulations 320.2(b)(3))~~*

~~Each Chapter shall establish a Chapter Life Membership Trust Fund. Unless otherwise approved by the Executive Officer, this fund shall be one or more savings accounts and/or certificates of deposit separate and apart from other Chapter accounts.~~

~~The amount specified in the Chapter's By Laws must be deposited in the account for each member initiated into the Chapter. An amount equal to one-sixth of the account's balance may be withdrawn each year and placed in the Chapter's checking account. If a Chapter's Life Membership Trust Account has grown to an amount greater than 15 times the number of~~

~~members shown on the DeMolay International roster, then, with the approval of the Executive Officer, the Chapter may make additional withdrawals to lower the amount in the account to 15 times the number of members on the books. It is acceptable to make the deposits and withdrawals to the account either on an as-received / as-needed basis or as a "net" deposit/withdrawal once a term or once a year.~~

### Section 3.13 Chapter Events

All chapter events will be discussed at no less than one (1) Chapter meeting & one (1) Advisory Council meeting prior to the event. The minutes of each body will reflect discussion and approval of each event with at least the following information: event description, location, starting time, ending time, and dress code. Other information shall also be included that is unique/particular to the event, especially in regards to Risk Management. Inclusion of further details (advisor participation, member attendance, associated costs, etc.) is highly encouraged but may be decided and appropriately disseminated with Advisory Council approval.

## ARTICLE IV. JURISDICTIONAL PROGRAMS

### Section 4.01 Sweetheart Program

A Chapter may choose a "Sweetheart" and/or a "Princess". A Chapter may not have more than two such positions. The minimum qualifications for Chapter Sweetheart and Princess are:

- Be a member in good standing of Job's Daughters or Rainbow for Girls and who has not reached the age of majority in her organization
- Be 14 years old or older
- Have the written permission of her parent or legal guardian, her Bethel Guardian or Mother Advisor (both are required if she is a member of both organizations), and the Chapter Advisor

Each Chapter may decide how the selection is to be made among the eligible candidates.

The Sweetheart and Princess are not officers of the Chapter and are not to take part in any of the Chapter's ritualistic ceremonies, either public or private. The crowning of the Sweetheart or Princess may take place in the Chapter Room only after the Chapter or Installation has been declared "closed" and the Installation Team has left the room.

Any time the Sweetheart or Princess is present at or travels with the Chapter a female Chapter Advisor or a legal guardian must be present. All chaperones must meet guidelines specified in the Sweetheart Program Policies.

The Jurisdiction may provide in its By-Laws for selection of a Jurisdictional Sweetheart, and Princess. Most requirements for Chapter Sweethearts apply to the Jurisdictional Sweetheart and Princess.

## ARTICLE V. MISCELLANEOUS PROVISIONS

### Section 5.01 Attending Degrees & Closed Meetings

*(DeMolay International Rules & Regulations 318.9)*

The Rules and Regulations of DeMolay International allow the Executive Officer of a jurisdiction to permit individuals to witness the Degrees of DeMolay who are not Advisors, Senior DeMolays or Master Masons. Accordingly, the following expansion has been made to Section 318.9 of the Rules and Regulations of DeMolay International pertaining to Visitors at Meetings:

The father, mother, stepfather, stepmother, grandmother, grandfather, and legal guardian of an active or prospective member of DeMolay may witness the Initiatory and DeMolay Degree during a Chapter or Jurisdiction conferral of either or both degrees on one or more occasions prior, during, or after the initiation of their son, grandson, or ward.

In addition, Parents (or Guardians) may also attend the regular closed meetings of the Chapter as well as any other activity of the Chapter. These visitors should be brought into the room before the Chapter performs the Opening Ceremony. Since this may be an unfamiliar

environment for some of these visitors, every effort should be made to make them feel welcome by explaining such things as where to sit, the use of the gavel, etc.

Younger brothers, sisters, friends, or other relatives cannot be present at the conferral of either degree or should not attend closed Chapter meetings. To avoid embarrassing situations, it is recommended that a letter be sent to the parents or legal guardian of a candidate in advance of the Degrees to welcome them to the ceremonies and explain that other children or relatives should not attend.

### Section 5.02 **Internet & Social Media**

Since the internet is a public forum, it is very important that any comments, profiles or blogs that involve DeMolay or those involved in the organization must be appropriate to the purposes and ideals of the DeMolay International.

### Section 5.03 **Unacceptable Actions**

*(DeMolay International Rules & Regulations 325.1(I))*

In Southern Nevada DeMolay, this policy is also applicable to any person (Active or Senior DeMolay, Advisor, Master Mason, or any other individual) present at any DeMolay or quasi-DeMolay function at which active DeMolays are invited or present. No person under the influence of alcohol or any illegal drugs shall be present at any such function. All persons in violation of this regulation are to be excluded from the function or activity. Active DeMolays who violate this regulation are subject to disciplinary provisions of Article 14 of the DeMolay International Rules & Regulations. Senior DeMolays who violate this regulation are to be referred to the Advisory Council of their home Chapter or to the Executive Officer for discipline. Advisors who violate this regulation are to be removed from their Advisory Council position. If criminal prosecution of illegal activity is in order, this course will also be followed.

Advisors should use discretion as to a DeMolays involvement at Masonic activities where alcohol is present. DeMolays may be present at such events to serve food and clean up following a dinner; however, they cannot handle alcoholic beverages.