



New Chapter Startup Guide

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DeMolay Ontario
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The Purposes of DeMolay

The main purposes of DeMolay are the building of better citizens and creating leaders through the development of character in young men. The youth movement bolsters a boy's character by emphasizing the virtues of comradeship, reverence, love of parents, patriotism, courtesy, cleanness and fidelity.

The entire program of a DeMolay Chapter revolves about these seven cardinal principles. DeMolay does not attempt to take the place of the home, church or school, but rather to supplement them with a supporting program of teaching good citizenship to its members.

DeMolay accomplishes its goal of building better citizens by offering the teenage young man of today four items:

- A wholesome occupation for his spare time.
- Worthwhile associates.
- The best of environment.
- An interesting and complete program of all-around youth development.

But like any other activity, a member will only get out of DeMolay what he puts into it. If he enters wholeheartedly into the activities of the Chapter, which range from community service projects to social affairs and athletics, he will find that the returns are both material and spiritual. He will form lasting friendships, and among other things he will learn responsibility and self-reliance.

The purposes of DeMolay have assumed new meaning and value with the modern trend of young people seeking to become more independent from their parents and "the establishment" and to find a new self-identity. The very heart of DeMolay-its ritual-is an excellent means of eliminating any young man's feeling of nothingness and giving him the feeling of being somebody. Likewise, the increased awareness of DeMolays of the less fortunate has produced greater efforts and emphasis on community and charitable projects. These are meaningful activities that give each participating DeMolay a sense of satisfaction and contribution to help mankind and make the world a better place for all persons.

Both advisors and Chapter officers should do everything in their power to keep a balanced program that all Chapter members can participate fully in and not be lacking of wholesome activities for their spare time.

Also, DeMolay is not intended to be a small, private group in any community, but rather an organization that strives to bring into the folds of membership any young man who meets the eligibility requirements. Most Chapters have barely tapped the available source of eligible boys for DeMolay. Obtaining new members to share the spiritual rewards of DeMolay is one of the best ways of practicing three of DeMolay's cardinal virtues-comradeship, patriotism and fidelity.

The purposes of DeMolay are goals that DeMolay leaders and members should strive for not just one evening every two weeks, but every day in their daily tasks.



How to Organize or Reinstate a DeMolay Chapter

Let's suppose that you are in a community that has no DeMolay Chapter; and realizing its potential value and worthiness to the young teenage boys in your area, you desire to start a DeMolay Chapter. Or maybe your community formerly had a DeMolay Chapter, and you wish to revive it and have it reinstated.

How do you go about it? What is the official procedure?

The establishment of a DeMolay Chapter is a very important undertaking, and must be done properly to insure the best possible future success and operation. Once there is an intent or desire to establish a DeMolay Chapter, the DeMolay Executive Officer for the jurisdiction must be contacted so the procedures outlined hereafter can be followed in accordance with the policies of the particular DeMolay jurisdiction involved.

The Executive Officer of the jurisdiction is the official representative of DeMolay Canada and is responsible for the administration of DeMolay in his assigned jurisdiction. His approval must be obtained before any procedure can begin for the establishment of a DeMolay Chapter. Normally, the Executive Officer utilizes personal representatives (with various titles such as District Governor, District Deputy, etc.) who can act in his behalf in giving out the necessary information and assistance for the establishment of a new DeMolay Chapter.

A new Chapter is defined as one which is established in a community where there has never been a DeMolay Chapter before, or where there has not been a DeMolay Chapter for a minimum of five years. A reinstated Chapter is one which is formed in a community where a Chapter was in existence and operating within the previous five years.

There follows a basic step-by-step procedure for establishing a new Chapter, but there are many additional sources of information that can assist the persons involved in these steps. These include discussions or correspondence with the Executive Officer, or his appointed representatives in the area, as well as visiting other DeMolay Chapters.

The following steps are general in nature and designed to cover most situations. The Executive Officer or one of his representatives can provide full details on how to proceed in organizing a new Chapter.





Step 1 - Secure a Sponsoring Body

The first thing to do is to determine from the Executive Officer (or his personal representative) exactly what type of sponsoring body is acceptable to meet the policies of the jurisdiction. In most cases, a sponsor for a DeMolay Chapter could fit into anyone of the following categories:

- A. Any organization composed exclusively of Master Masons may sponsor a Chapter. In most cases, this is a Blue Lodge, although in many cases it could be a York Rite, Scottish rite, Shrine, or Grotto group. Any other organization composed exclusively of Masons such as a High Twelve Club or a chapter of Sojourners may also assume sponsorship.
- B. If no such organization is available for the sponsorship of a Chapter in a given locality, a group of Masons forming a Club to act as Sponsor for the Chapter will be accepted, subject to the approval of the Executive Officer.
- C. Joint sponsorship may be taken by two or more Masonic groups such as two Blue Lodges in the same city, or in adjacent cities, a Royal Arch Chapter and a Blue Lodge, or any other combination. However generally it is better to have just one Masonic organization as the sponsor.

DeMolay Canada has some aids available to help promote a Masonic sponsor for a DeMolay Chapter.

Once the sponsoring body is obtained, it officially passes a "Resolution to Sponsor" a DeMolay Chapter, and executes the printed resolution included in the "New Chapter Kit".

By agreeing to sponsor a DeMolay Chapter, the officers and members of the Masonic organization accept the following responsibilities:

- 1. Providing a proper place for the Chapter members to meet.
- 2. Supplying and maintaining an active Advisory Council of six or more Master Masons.
- 3. Supervising the Chapter through the Advisory Council.
- 4. Guiding the development of the Chapter and its members.
- 5. Assisting the Chapter where and when needed.

At the same time as passing the "Resolution to Sponsor," the sponsoring body nominates a minimum of six Master Masons to be appointed by the Executive Officer to serve on the Advisory Council of the new Chapter. The Advisory Council Certification Form, included in the New Chapter Kit, is used for this purpose, and the prescribed Advisor fee must accompany the filing of the form. The duties of the Advisory Council are described elsewhere in the DeMolay Handbook, and in the brochure included in the "New Chapter Kit."

Appointments on the Advisory Council are subject to the approval of the Executive Officer of the jurisdiction, and he can remove or replace Advisors on a Council as he desires. Normally, the term of office on an Advisory Council is one or two years, as determined by the Executive Officer.

The Advisory Council elects its Chairman and Chapter Advisor and appoints a Scribe for the Chapter. (Normally, a Scribe Advisor is also assigned from the Council.) Each of the other Advisors is given a responsibility in a general area such as ritual, membership, athletics, social activities, etc.

Any adult, male or female may be considered to be a DeMolay Advisor providing they complete the DeMolay Advisor Development training (DAD) and submit to comprehensive background verification and provide a Police Records Check with Vulnerable Sector Search before being appointed.



Step 2 - Selecting a Chapter Name

No DeMolay Chapter can be named for a living person. Most new Chapters are named for the city where they are located. If this is a second Chapter in a city where the city name has already been used, then consideration could be given to names of outstanding deceased Masons of the community or historic names. A name should be carefully selected for permanency.

Step 3 - Petitioning for Letters Temporary

Upon passing a resolution to sponsor and upon forming an Advisory Council, the Sponsoring Body then fills out a Petition for Letters Temporary, which is a blank form enclosed in the "New Chapter Kit." This is forwarded to the Executive Officer for his approval, along with the Resolution to Sponsor and the Advisory Council Certification. If he approves the request, he forwards the documents to DeMolay Canada's office.

A \$300 check should accompany the Petition for letters Temporary, which should be made payable to the DeMolay Canada. This \$300 payment provides the following items: a supply of Form 10's, a book of the Statutes DeMolay Canada, a supply of Petitions, a supply of the current pamphlets and other useful material.

Upon receipt of the approved Petition for Letters Temporary, DeMolay Canada authorizes the Executive Officer to provide for the initiation of **15 or more new members** to form the Chapter. Each Advisory Council member, listed on the Advisory Council Certification Form, will receive an Advisor's Card and certificate, and will be placed on the mailing list to receive special Advisor's mailings from time to time.

When the letters Temporary are issued, they are sent back to the Executive Officer. He will retain them until the Chapter is ready for Institution. The Chapter will receive the Letters Temporary after Institution and will work under that authorization until a Charter is issued. After a Chapter has been successfully operating for at least six months, the Executive Officer may recommend to the Board of Directors that a Charter be issued.

Step 4 - Instituting the Chapter

SELECTING THE MEMBERS-The minimum number of members for the establishment of a new Chapter is fifteen (15). A member must have passed his twelfth (12) birthday and not yet have reached his twenty-first (21) birthday. The Advisory Council selects and approves the Petitions for the members of the initial class. After the Chapter officers are installed, all members will be elected as provided in the Statutes. Often times, a new Chapter will have DeMolay members transfer from other Chapters to become a part of the instituting group.

When thinking about forming a Chapter, the following should be checked:

1. Local population (normally 5,000 or better).
2. High School population (age group 13-18 and/or junior high school).
3. Consider any limiting factors on the school population-sex and ineligibility.

You should think beyond the minimum initial class of members and be sure there is a sufficient supply of prospective members to sustain the Chapter in the future.



The Advisory Council may use any method it chooses in obtaining the initial group of candidates, but one of the most successful ways is to have public meetings of eligible boys and their parents to explain what the Order of DeMolay is and its purpose. Using one of the DeMolay films available can be most effective in acquainting prospective members and their parents with DeMolay. Masons with eligible sons make a good starting point, but be sure to contact other eligible boys and their parents who have no connection with Freemasonry to come to such meetings. Make it perfectly clear to the general public that DeMolay is NOT limited to relatives or sons of Masons, but it is open to all eligible boys of good character who have passed their 12th birthday but not reached 21.

At these meetings point out that the DeMolay initiation and program does not contain nor condone any hazing, bodily violence or other frivolity. You should also give a complete explanation of the fees required to be a member and the program of activities that the Chapter will carry out.

Pick out the high school leaders in the various age groups, sell them on joining the Chapter, and they in turn can sell the idea of membership to their friends far easier than an adult can. A story in the local newspaper can also be effective.

The next step is to initiate the first class of members and get the Chapter active and functioning. The meeting place should already have been selected and decided upon. In most cases, the Sponsoring Body understands that furnishing a meeting place free of charge is an inexpensive way of rendering a valuable service to the Chapter. If it is necessary to rent a meeting place, care should be taken that the rental charge is not in excess of an amount that the Chapter can pay without seriously affecting its service and chance of survival.

INITIATION FEE

All candidates must pay the initiation fee before receiving the Degrees. All Chapters are required to operate on an annual Membership fee plan. This fee must include the amount due DeMolay Canada for every initiate, plus the fees and dues that remain with the Chapter. In many jurisdictions there is a standard fee established for all Chapters by the Executive Officer. Be sure to check with your Executive Officer before establishing the membership fee for your Chapter. Life membership plans are discouraged.

INITIATION OF THE FIRST CLASS

Arrangements should be made to have an active Chapter send its degree team to initiate the members of the Charter Class. If this is not possible, it is permissible for the Advisory Council to obligate the new members and instruct them in the secret words and modes of recognition. Obviously, a full degree team, presenting the entire ritual ceremony from memory is much more desirable and more impressive. Immediately following the initiation (and not more than ten days later) the initiates must be reported to DeMolay Canada through the DeMolay Canada Membership Registration website, accompanied by the DeMolay Canada Registration fee for each Initiate. (via PayPal, credit card, etc.)



SELECTION OF CHAPTER OFFICERS

The first set of Chapter Officers may be selected by the Advisory Council, or elected by the candidates. Where the candidates know each other well, it is probably better to have them elect their own officers.

Banquets, dances and other social affairs are often held to celebrate the initiation of the first class of a Chapter, or some new Chapters wait for such public affairs until the installation of officers. A public installation of officers is highly recommended for introducing the new DeMolay Chapter to your community. Here again, it is best to have another Chapter or the jurisdictional suite of officers do the installing, although the Advisors can do the installing. The Flower Talk should also be presented as part of the installation, for the 15 minutes devoted to it will initiate many hours of favorable comments about DeMolay. Many Chapters have preceded the installation with a family dinner and followed it with refreshments for all and a dance for the DeMolays and their dates.

CHAPTER BYLAWS

Each Chapter shall adopt uniform bylaws as set forth in the Statutes of the DeMolay Canada. Additional bylaws may be adopted by the Chapter if they are not inconsistent with the Statutes established by the DeMolay Canada, and if they are approved by the Executive Officer of the jurisdiction.

SUPPLIES

The following supplies are considered essential upon the establishment of a DeMolay Chapter for it to function properly: (Your Executive Officer or his delegate will assist in obtaining them with you)

1. Ten Rituals of Secret Work
2. Five Monitors of Ceremonies
3. Crown of Youth
4. Bible
5. Altar Cloth
6. Gavel
7. Ballot Box
8. Bell
9. Officer's Robes
10. Preceptor Stand Cloths
11. Obligation Cards

It should be noted that most supplies are purchased through DeMolay International in the United States so exchange and shipping charges are a factor in determining prices.



Reinstating a Chapter

The procedure for reinstating a discontinued DeMolay Chapter is the same as that for forming a new Chapter, except a reinstatement application is sent in rather than a petition for Letters Temporary.

A Chapter may be reinstated under its former name and Charter if it has been forfeited for less than five years. The reinstatement fee prescribed by the Statutes of DeMolay Canada must accompany the Application for Reinstatement. The fee provides basic supplies such as copies of the current Statutes, Bylaws Rules & Regulation, required petitions and advisor registration forms. A reinstated Chapter must also qualify for Institution by reaching the minimum of 15 members on the roster. Following Institution, the Chapter may operate under its reinstated Charter.

CHAPTER OPERATIONS

If you have completed the foregoing steps, your DeMolay Chapter is in existence and operating. A Chapter must have constant and dedicated attention and interest from the Master Masons who are the Sponsors and those who are filling Advisory positions if it is to survive and prosper.

Take full advantage of all the publications and services available from DeMolay Canada as well as the advice and counsel of your Executive Officer and his Representatives. Don't hesitate to contact any of them if you need information and assistance.

For More Information, please contact:

DeMolay Ontario – New Chapter Development

3188 Windwood Drive

Mississauga, Ontario L5N 2N4

(647) 401-3640

Or by e-mail: info@ontariodemolay.ca



Check-List for Organizing a New Chapter

- ___ Talk with Executive Officer or his representative about establishing a DeMolay Chapter
- ___ Find other interested Masons (put on an informational program).
- ___ Secure a Sponsoring Body and have them pass a resolution to Sponsor
- ___ Select an Advisory Council and fill out the Certification. Select a Chapter name.
- ___ Fill out the Petition for Letters Temporary
- ___ Forward the Resolution to Sponsor, Advisory Council Certification, and Petition for Letters Temporary to the DeMolay Executive Officer for the jurisdiction, along with a \$300 check for the Letters Temporary fee. (If Executive Officer approves, he forwards papers to DeMolay Canada for processing.)
- ___ Look over material and publications received and order any additional supplies needed.
- ___ Establish initiation fee
- ___ Organize a membership drive for initial class of members.
- ___ Sign up and approve petitioners
- ___ Initiate initial class.
- ___ Report new initiates to DeMolay Canada through the web portal
- ___ Receive Letters Temporary from jurisdictional Executive
- ___ Select and install first set of Chapter officers. Adopt a set of chapter Bylaws.
- ___ Proceed to operate Chapter in accordance with and jurisdictional policies.