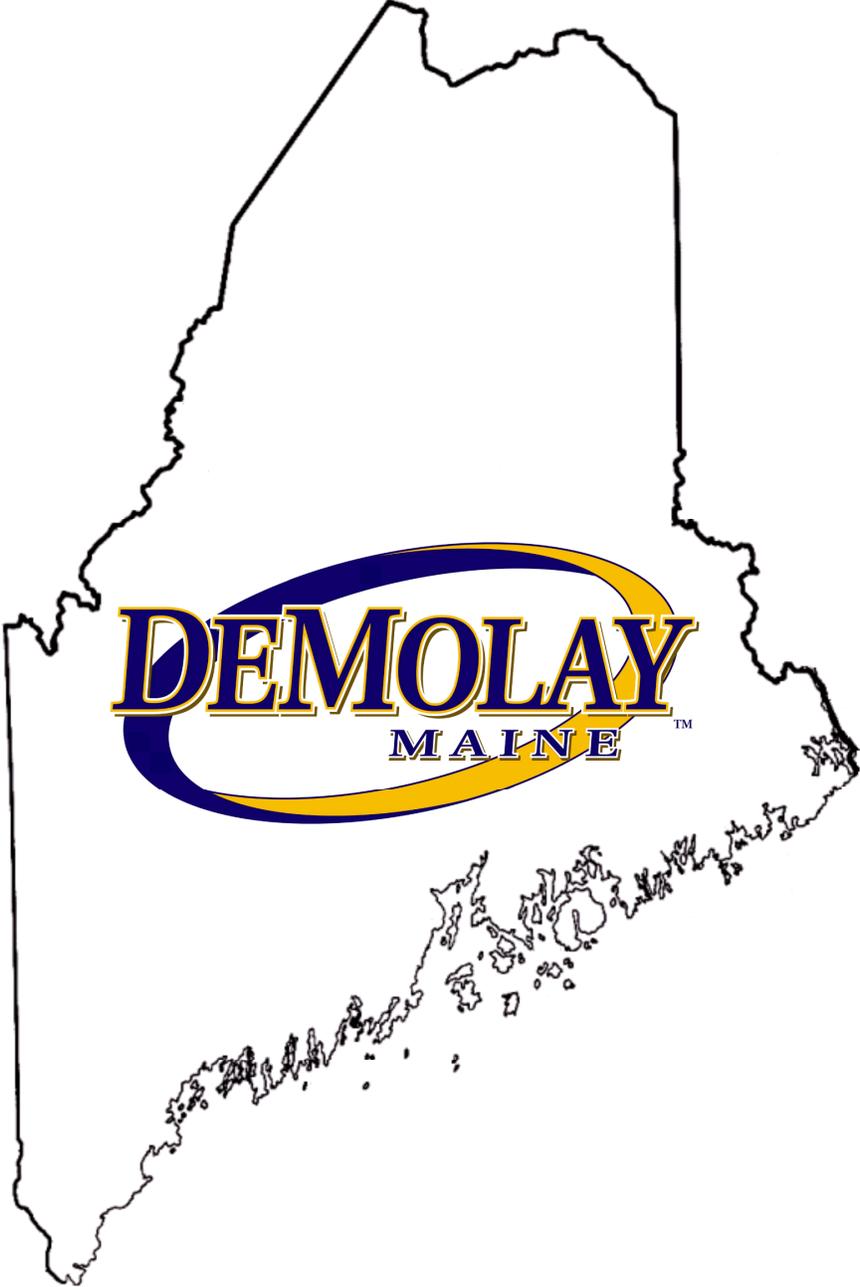


MAINE DEMOLAY ASSOCIATION



STATE OFFICER HANDBOOK

THE INTERNATIONAL SUPREME COUNCIL
ORDER OF DEMOLAY

Gordon L. Kimball, Jr.
Executive Officer



9 Fran Circle
West Gray, ME 04039
Res: (207) 428-3760
Cell: (207) 415-6828
Email: gkimbal2@maine.rr.com

Welcome to the State Suite for the Maine DeMolay Association. As a State Officer you represent the best in our jurisdiction. That does not mean that you are better than your brothers. You have been chosen to represent them as their leaders. Always remember that while you have been selected “from the ranks” to lead this state association, “to the ranks” you will all soon return.

As Executive Officer, it is my goal to have an organization that is respected as one of the best. This will include everyone - our State Officers - Staff - chapter advisors - chapters - and especially our members. By your direction and example, we will succeed.

This handbook has been prepared to assist you in your leadership roles. Each State Officer will be expected to govern themselves by the principles of our Order at all times. Wherever you are, you represent **Maine DeMolay**. Use this booklet as a guide. Feel free to make suggestions for additions, deletions or improvements to any of the material. By doing that, we will all do better at what we have to do.

Fraternally,

Gordon L. Kimball, Jr.

Gordon L. Kimball, Jr.
Executive Officer in Maine



The following pages will outline some of the guidelines you will be expected to follow as a State Officer. If there are any questions on any of these items, please talk with the State Dad Advisor or the Executive Officer.

Medical Information Form:

As an active DeMolay, each of you must have a completed Medical Information Form on file as a State Officer. This form will be on file with the State Dad Advisor and will remain in effect for your term as a State Officer. Please complete the form and have a parent sign it and return it to the State Dad Advisor as soon as possible.

Travel:

As a State Officer, you may occasionally drive yourself and others to DeMolay events, (assuming you have a valid license!). If you have a driver's license, please complete the form and have a parent sign it and return it to the State Dad Advisor as soon as possible.

Your involvement as a State Officer will include a considerable amount of in-state travel and occasionally out-of-state travel. All State Officers must adhere to the following guidelines.

When possible, all traveling should be made with an advisor or parent. Car-pooling is encouraged whenever possible to reduce traveling expenses.

State Officers may drive with the following restrictions:

- Driver must be at least 17 years of age and must have held his license at least one year.
- Drivers must have their "Licensed Driver Information Form" on file with the State Dad Advisor.
- Drivers must attempt to caravan with other vehicles whenever possible.
- Parents and advisors must have knowledge of who is driving – the destination – passengers – on all trips. All passengers must have advisor/parent permission.
- Receipt of **any** motor vehicle violation will result in suspension of driving privileges for DeMolay events for three months. A second violation will result in suspension of all driving privileges for DeMolay events for up to one full year.

Expenses:

The three (3) elected councilors will be allowed a reimbursement of expenses related to the performance of their duties.

All expenses must be submitted on an approved expense sheet (copies are included in this handbook) on a **monthly basis** by the 15th of the following month.

Any additional expenses must be submitted to the Executive Officer for approval.

State Councilors will be exempt from fees at State DeMolay events.

The State Master Councilor and the State Senior Councilor will be designated as delegates to the International Congress Session during their term of office. The State Junior Councilor will be the designated alternate. Maine DeMolay will pay all related expenses for the delegates to the session. The Alternate may attend at his own expense.



Dress / Appearance:

As State Officers you must set the example for the chapter members. Very often, you are present at Masonic events as a representative of DeMolay. Your dress and appearance must always reflect the dignity of your position. State events will be identified as to mode of dress; i.e. casual, dress casual, suit, and formal:

- **Casual:** Can include jeans, shorts, sneakers, sandals and t-shirts. Clothes must be clean (no rips or holes), T-shirts should be “DeMolay” related if possible.
- **Dress Casual:** Dress pants, dress shirt, polo shirt (DeMolay), dress shoes with dark socks.
- **Suit:** Suit or sports coat, dress slacks, dress shoes, dark socks, white shirt and tie.
- **Formal:** Black tuxedo, white tux shirt, black dress shoes, black socks and appropriate tie / cummerbund.

Casual attire will be allowed for traveling, but appropriate changes must be made upon arrival at the event. After an event, changes can be made back to casual to travel home.

Appearance:

State Officers will appear clean-shaven or with neatly trimmed moustaches and/or beards at all times. Hair length can vary, but must be neat and clean. No visible body piercing at State Events (earrings, nose rings, etc.).

Conduct:

As State Officers, others are constantly observing your conduct – Masonic members – Rainbow members and advisors – DeMolay members and advisors – parents and the general public. Please act as gentlemen at all times. Be cautious of your language and actions. Be courteous and set an example for others to follow.

Ritual:

The following requirement is from the Maine DeMolay Association Executive Officer Staff (Approved at the Executive Officer Staff Meeting 2/3/2008)

All candidates for an elected office must adhere to the following ritual requirement:

Candidates for State Master Councilor, State Senior Councilor and State Junior Councilor will need to know their respective ritual parts (listed below). Candidates will need to say these parts back in a satisfactory manner in front of their chapter advisory board, before DeMolay Congress or they will not be allowed to run for any elected office.

Candidates for State Master Councilor must know the following parts:

Chapter opening & closing; Initiatory & DeMolay Degree parts; Installation opening & Installing part.

Candidates for State Senior Councilor must know the following parts:

Chapter opening & closing; Initiatory & DeMolay Degree parts; Installation opening & Installing part.

Candidates for State Junior Councilor must know the following parts:

Chapter opening & closing; Initiatory & DeMolay Degree parts; Installation opening & Installing part.

All councilors are expected to know their assigned parts as stated above. The appointed officers are required to know their ritual parts before Conclave.

On occasion, you may be asked to perform public ceremonies. Please inform your State Master Councilor and State Dad Advisor of the ceremonies that you have learned (copies of the ceremonies are included in this handbook).



Participation in State events:

All State Officers are expected to participate in all State events. The State Dad Advisor will keep an attendance roster for all events. Unsatisfactory attendances, participation, conduct or performance of duties will lead to dismissal by the State Master Councilor (appointed) and Executive Officer (elected).

As a member of the Maine DeMolay State Suite you are required to attend the following events:

Required Events (Excused only by the State Dad Advisor)

Maine DeMolay University
Maine DeMolay Congress
Maine DeMolay Conclave
Maine DeMolay Honors & Awards
All Chapter Installations
State Degrees

Failure to attend two (2) events without reason is subject to suspension, failure to attend three (3) events without reason is subject to removal from office. We understand you can't be at everything, but the State events are planned well in advance for scheduling purposes. To be a member of the State Suite is an **honor** that should not be taken lightly. The work you will be asked to do is for the improvement of Maine DeMolay.

State Officers, who have not reached their 21st birthday, will be permitted to participate in all chapter events, competitions and State events. The State Master Councilor will be the only Councilor to not participate in any competition at our annual State Conclave; all other State events will be at the discretion of the State Dad Advisor and Executive Officer.

Duties of State Officers:

In the State by-laws (copy included in this handbook) there are duties outlined for the elected State Councilors.

It will be the duty of all State Officers to promote the State activities and programs at **all** chapter meetings (including their own).

DeMolay University is an important event that should have informative (and fun) workshops. Make the programs worthwhile, **fun**, know your material, and present it with enthusiasm.

It is required that all State Councilors elect will have attended a Leadership Training Conference by their installation date. If a Councilor elect is unable to do so, he will attend the next available Conference in his region.

It is required for all State Officers, that they are a holder of the Representative DeMolay Award and has successfully completed the Leadership Correspondence Course. The State Dad Advisor will see that any State Officer who is not a holder of the RD Award or is not enrolled in the LCC program will do so immediately.

Membership / Recruitment:

As leaders of our organization, you should also set an example for the membership of the state. Each State Officer will be expected to be the first line signer on a minimum of **five** petitions each year. As active members, you will be eligible to compete for the State Membership Awards Program. **Always** have an application for membership with you, and always be ready to explain what DeMolay is about and what it means to you.

This handbook is intended for you to use as a guide during your term as a State Officer. Use it often and use it wisely.

