

**By-Laws of  
H. Malvern Marks Chapter  
Order of DeMolay**



**H. Malvern Marks Chapter owes allegiance to DeMolay International and the Executive Officer of DeMolay in Texas, or the Personal Representative of the Grand Master of DeMolay International**

**BY-LAWS OF  
H. Malvern Marks Chapter  
Order of DeMolay**

**Name of Chapter.**

This Chapter, under Charter from DeMolay International known as H. Malvern Marks Chapter of the Order of DeMolay, shall be governed first by the By-laws and the Rules and Regulations of DeMolay International, and second, by the following by-laws:

**ARTICLE 1**

**Meetings.**

Section 1. The stated meetings of the Chapter shall be held at 7:30 pm on the 1<sup>st</sup> Thursday of each Month in the South Lodge Room on the 3<sup>rd</sup> Floor of the Fort Worth Masonic Temple, located at 1100 Henderson Street in the City of Fort Worth, Texas and the 3<sup>rd</sup> Thursday of each month at 8:00 p.m. in the same location

**ARTICLE II**

**Term of Office.**

Section 1. The Master Councilor, Senior Councilor and Junior Councilor of the Chapter shall be elected every six months; on the 2<sup>nd</sup> Stated Meeting in January and the 2<sup>nd</sup> Stated Meeting in June of every year.

**ARTICLE III**

**Fees.**

Section 1. The initiation fee for the degrees in this Chapter and Life Membership shall be \$100, and must accompany the application for membership.

## **Article IV**

### **Qualifications for Office**

Section 1. Master Councilor shall have served at least one term as Senior or Junior Councilor and be a member in good standing of H. Malvern Marks Chapter, have completed all five lessons of the Leadership Correspondence Course and have completed the Representative DeMolay Award before being Installed in Office. The MC-Elect shall also pass proficiency in Sections of the Ritual as required by the Chapter Dad.

Section 2. Senior Councilor must be a Member in good standing of H. Malvern Marks Chapter and have permission to run from the Chapter Dad. He may be elected from the floor of the Chapter or may ascend from the Office of Junior Councilor. He must possess an Obligations Card and must have completed all five lessons of the Leadership Correspondence Course. He will be required to complete the Representative DeMolay Award before the end of his term.

Section 3. Junior Councilor must be a member in good standing of H. Malvern Marks Chapter and must have permission of the Chapter Dad. He must possess an Obligations Card. He must complete all five lessons of the Leadership Correspondence Course by the end of his term.

Section 4. Scribe shall be a Past Master Councilor of any Chapter of the Order of DeMolay and a member in good standing of H. Malvern Marks Chapter. He will be appointed by the Advisory Council and will serve at the pleasure of the Advisory Council.

Section 5. Treasurer shall be a Past Master Councilor of any Chapter of the Order of DeMolay and a member in good standing of H. Malvern Marks Chapter. He will be appointed by the Advisory Council and will serve at the pleasure of the Advisory Council.

Section 6. All other Officers of the Chapter shall be appointed by the Master Councilor-Elect with the guidance and approval of the Advisory Council.

Section 7. Chapter Sweetheart shall be elected by vote of all Active members of Marks DeMolay. Nominations for Sweetheart will be made at the 1<sup>st</sup> Stated Meeting October with Elections held at the 1<sup>st</sup> Stated Meeting in November. The Sweetheart will be Installed at the Annual Toys for Tots Dance on the first weekend of December.

## **Article V**

### **Committees**

Section 1. Standing Committees of this Chapter shall consist of Membership, chaired by the Senior Councilor, Ritual, chaired by the Junior Councilor, Communications, chaired by the Scribe and Fundraising, chaired by the Treasurer. All committees to be created must be composed of one or more Active Members except the chairman and the Master Councilor. All committee members will be appointed by the Master Councilor and approved by the Advisory Council.

Section 2. When the Chapter has a Sweetheart, Duchess and/or Princess, a Sweetheart Committee will be instituted. The committee will be composed of at least one PMC of H. Malvern Marks Chapter and two Active Members of the Chapter. The Sweetheart Committee will also have a member of the Marks Advisory Council who will be titled Sweetheart Advisor as an ex-officio member.

## **Article VI**

### **Meetings**

Section 1. The Stated Meetings will be conducted in the following Order:

1. Roll Call
2. Reading of Minutes of previous Stated and Called Meetings
3. Communications
4. Petitions to be read for 1<sup>st</sup> time.
5. Petitions to be read for 2<sup>nd</sup> time and balloted upon.
6. Committee Reports

7. Old Business
8. New Business
9. Sickness and Distress
10. Good of the Order

Remaining time to be used at the discretion of the Master Councilor.

Section 2. Dress Code. The Dress Code for Stated Meetings shall be Coat and Tie. Casual Meetings will be Business Casual, i.e. DeMolay Polo Shirt and Slacks. Short Pants are prohibited at all meetings.

## **CHANGES TO BYLAWS**

Section 1. Changes to these bylaws are required to be brought before the Chapter at a Stated Meeting and discussed at that meeting provided thirty days written notice has been given to the Membership of the Chapter via mail through the USPS or by email to the Membership, provided that the Membership acknowledges receipt of the proposed changes. The Changes will be discussed at one Stated Meeting, then will lay over until the next Stated Meeting when the Changes will be voted on with no discussion. If passed by a majority of the Voting Membership present, the changes will take effect upon acceptance by the Membership.

Section 2. These bylaws or portions thereof, may be suspended in the event of an emergency, deemed so by the Chairman or Chapter Dad at the time. i.e. Qualifications for office.

## **DISCIPLINE**

1. Violations of the following Rules and Regulations will result in discipline by the Chairman or the Chapter Dad. Depending on the severity of the infraction. Violations will be reported to the Chapter Advisor or the Chairman of the Council within twenty-four hours of the occurrence.
2. Discipline administered may consist of suspension from Chapter, District or State events or Expulsion from the Order of DeMolay. If warranted, the Council will meet in Executive Session to

discuss the violation. No decision will be made until after the Active meets with the Council. The Active must have one parent with him at the time of this meeting with the Council. Following the meeting with the Active, the Council will return to Executive Session to discuss the Disciplinary Action to be taken and vote upon the matter. The Active and the Executive Officer will be notified of the decision of the Council by Registered, Return Receipt Requested Mail.

3. The Council may suspend the Active for a maximum of sixty (60) days and the active will be considered not in good standing until the suspension is completed unless otherwise requested by the Active's Parent or Guardian or the Advisory Council.

4. In the event of an Elected Officer failing to meet his responsibilities, the procedure in the previous sections must be considered and a vote from the Past Master Councilor's Caucus will be taken to determine the fate of the elected officer. Such vote will require a simple majority on the decision for termination. The Past Master Councilor's Caucus will consist of all PMC's who are Active Members and the seated Master Councilor. The Caucus may be called upon for further decisions at the request of the Advisory Council.

## **RULES & REGULATIONS.**

1. Active DeMolays will live their lives by the Obligations and Seven Cardinal Virtues of the Order of DeMolay: Filial Love, Reverence for Sacred Things, Courtesy, Comradeship, Fidelity, Cleanness and Patriotism.

2. Active DeMolays will uphold and obey the laws of their City, State and Nation.

3. An Active DeMolay who is arrested for a felony violating Laws of the City, State and Nation is immediately placed under suspension from participation in State and Local events and Chapter meetings, pending investigation of the incident by the Advisory Council. The Chairman or Chapter Dad will call a Special Meeting of the Council after the Investigation is completed and will meet in closed session before allowing the Active DeMolay to speak for himself. The Active DeMolay may be accompanied by a parent only at this Special Advisory Council Meeting. The Council will then

resume the closed session and vote on the fate of the Active DeMolay. This vote could result in the further suspension of the Active for not more than six months accounting for time served from the initial suspension or expulsion of the Active from Membership in DeMolay.

4. Active DeMolays will be required to behave accordingly when on trips to, during, and from State Events. Misbehavior will result in being sent home at parent's expense or having parents come to the event to pick up the Active DeMolay regardless of the time of the incident and may be subject to further discipline deemed appropriate by the Advisory Council.
5. Active DeMolays will treat each other and Advisors as they desire to be treated. The "Golden Rule" applies.
6. Marks DeMolay will strictly enforce a Zero Tolerance Policy with regards to the possession or consumption of Alcohol, Tobacco, E-Cigarettes and Illegal Drugs. Possession of firearms or knives by an Active DeMolay at Chapter, Local and State Events is strictly prohibited.
7. Each Active DeMolay must pass proficiency in the Examination Queries within 90 days of his Initiation to remain in Good Standing.
8. Upon being voted proficient or declared proficient by the Chapter Chairman or Chapter Dad, the Active DeMolay will be entitled Chapter Voting Rights, possess the Ritual of Secret Work, gain eligibility for Merit Bars, attendance at State Events and the right to hold an appointive Office
9. Active DeMolays who are of legal age to purchase and possess tobacco in any form, and may not do so in the presence of Active DeMolays, not of legal age, at the Fort Worth Masonic Temple or at another Chapter or State function.
10. To be eligible to be nominated for the Degree of Chevalier, the Active DeMolay must be a holder of the Representative DeMolay Award and per DI Rules and Regulation, have been a member for 2 years and 17 years of age or 16, if approved by the Executive Officer.