

New York State Chapter By-laws

Article I – State Officer Qualifications

Section 1: State Master Councilor

Any DeMolay residing in New York State and a member of the State Chapter shall be eligible to be elected State Master Councilor provided that:

- a) He is a past Division Councilor, State Junior Councilor, or State Senior Councilor.
- b) He is in good standing with his chapter.
- c) His chapter is in good standing.
- d) He has filed an application to run office on time.
- e) He must be under the age of 21 at the time of his election and installation.

Section 2: Deputy State Master Councilor

Any DeMolay residing in New York State and a member of the State Chapter shall be eligible to be elected Deputy State Master Councilor provided that:

- a) He is a past Division Councilor, State Junior Councilor, or State Senior Councilor.
- b) He is in good standing with his chapter.
- c) His chapter is in good standing.
- d) He has filed an application to run office on time.
- e) He must be under the age of 20 at the time of his election and installation.

Section 3: State Senior Councilor and State Junior Councilor

Any DeMolay residing in New York State and a member of the State Chapter shall be eligible to be elected State Senior or State Junior Councilor provided that:

- a) He is a past Master Councilor.
- b) He is in good standing with his chapter.
- c) His chapter is in good standing.
- d) He has filed an application to run office on time.
- e) Has completed all five Leadership Courses.
- f) He is a recipient of the Representative DeMolay Award.
- g) Should not be a sitting Master Councilor at time of election and/or installation.
- h) Must be under the age of 21 at the time of his election and/or installation.

Section 4: Division Councilor

Any DeMolay residing in New York State and a member of the State Chapter shall be eligible to be elected Division Councilor provided that:

- a) He is a recipient of the Representative DeMolay Award.
- b) He has completed first lesson of Leadership Correspondence Course.
- c) He is a past master councilor.
- d) Should not be a sitting Master Councilor at time of his election and/or installation.
- e) He is in good standing with his chapter.
- f) His chapter is in good standing.
- g) He has filed an application to run office on time.

Section 5: Appointed State Officers

Any DeMolay residing in New York State and a member of the State Chapter shall be eligible to be appointed a State Officer provided that:

- a) He is a recipient of the Representative DeMolay Award.
- b) He has completed first lesson of Leadership Correspondence Course.
- c) He is a past master councilor.
- d) Should not be a sitting Master Councilor at time of his election and installation.
- e) He is in good standing with his chapter.
- f) His chapter is in good standing.
- g) He has filed an application to run office on time.

Article II – State Officer Nomination and Election Procedures

Section 1: State Officer Applications

- a) The State Chapter Dad shall prepare an application in consultation with the Deputy State Master Councilor and the Executive officer. This application shall be used for any DeMolay who wishes to be nominated for an elected or appointed state office.
- b) The applications are available through the New York DeMolay Office.
- c) Fully completed applications shall be sent to the New York DeMolay Office by the deadlines published in the New York DeMolay State Timeline.
- d) Any changes made to the State Officer Application or the review process should be made by the Credentials Committee as outlined in Article II, Section 2 of the New York State Chapter By-laws.

Section 2: Credentials Committee

The Credentials Committee will review and approve all applications. Each member of the committee shall have one vote and approval will consist of a simple majority of the members present. The committee shall consist of:

- a) State Chapter Dad

- b) Executive Officer
- c) State Master Councilor
 - a. In the case of the State Master Councilor running for an elected office the most senior member of the State Executive Committee who is not seeking election shall serve on the committee.
- d) Division Executive Officers.

The Credentials Committee must meet not less than 60 days prior to the annual meeting as directed by the State Master Councilor. The Credentials Committee shall issue a report to the applicants 48 hours after the meeting and at the annual meeting.

Section 3: Election of Officers

- a) The Election of Officers shall take place at the annual meeting at a time set by the State Executive Committee and State Chapter Dad. Set time will be announced to the Chapters of the jurisdiction of New York not less than 60 days prior to the annual meeting as outlined in Article III, Section 1 of the New York DeMolay Constitution.
- b) The elected officers of the State Chapter should be determined by a simple majority in all cases, which includes; the office of State Master Councilor, Deputy State Master Councilor, State Senior Councilor and State Junior Councilor
- c) Each of the State Councilor positions should be voted on independently of each other.
- d) Should a candidate lose his bid for the position of State Master Councilor or any subsequent position he will automatically be considered for all subordinate positions in separate elections.

Section 4: Voting in State Officer Elections

- a) Voting shall be held by written ballot.
- b) Election shall be decided by a simple majority of ballots cast, unless previously described. If no majority is reached, voting continues until a majority is reached.
- c) When three or more candidates are in nomination and majority is not reached, the nominee with the fewest number of votes will be declared defeated and voting will continue with the remaining nominees until majority is reached.

Section 5: Appointing State Officers:

- a) The Deputy State Master Councilor and State Chapter Dad shall interview all applicants for appointed office.
- b) The Deputy State Master Councilor will prepare an appointed slate in consultation with the State Chapter Dad, with the approval of the Executive Officer.

Section 6: State Officer Installation

The State Officers, both elected and appointed, shall be duly installed at the state installation, to be held at the annual meeting.

ARTICLE III – State Officer Duties & Committee Responsibilities

Section 1: State Master Councilor

The State Master Councilor shall preside at all meetings of the State Chapter and perform all the duties, which naturally pertain to such an office. He shall supervise the work of all State Officers and committees. He shall be an ex-officio member of all committees. He shall appoint all standing and special committees with the approval of the State Executive Committee. He shall prepare and submit at the annual meeting a report of the conduct of his office, which report shall be incorporated in the minutes of the annual meeting.

Section 2: Deputy State Master Councilor

The Deputy State Master Councilor shall perform the duties of the State Master Councilor in his absence or incapacity. He shall assist the State Master Councilor in supervising the work of the other State Officers and Committees. He will work with the New York DeMolay Office to plan the State Convention that he will preside as State Master Councilor. He is the ad journal chairman. He shall perform such duties, as the State Master Councilor or State Chapter Dad shall direct.

Section 3: State Senior and Junior Councilors

The State Senior Councilor or in his absence the State Junior Councilor, shall perform the duties of the State Master Councilor and the Deputy State Master Councilor. They shall perform such other duties as the State Master Councilor or Executive Officer shall direct.

Section 4: Division Councilors

Division Councilors shall be representatives of the State Chapter and the State Master Councilor within their respective Divisions. They shall organize and communicate regularly with every chapter within their Division. It will be the duty of the division councilor to organize a division, the purposes of which shall be consistent with the purposes of the State Chapter as outlined in Article II of the New York State Chapter Constitution. They shall perform such other duties as the State Master Councilor or State Executive Committee shall direct.

Section 5: State Scribe

The State Scribe shall record the proceedings of the Annual and Special Meetings, prepare the minutes in suitable form within sixty days after each meeting and furnish a copy thereof to each chapter in this State. He shall file all reports of committees and shall perform all other duties naturally pertaining to his office

Section 6: Appointed State Officers

The Appointed State Officers shall have such duties as the State Master Councilor shall direct.

Section 7: Responsibility

All State Officers and all members of the State Chapter Committees shall be responsible to the State Master Councilor for the performance of their duties.

Section 8: Executive Committee Report

Not less than thirty days before the annual meeting of the State Chapter, the State Executive Committee shall prepare a report for its succeeding State Executive Committee. The report shall include a review and recommendations concerning all programs undertaken during the year as well as any information, which the State Executive Committee considers to be of value to the future. The report shall be available for inspection at the annual meeting and thereafter.

Section 9: New York State Chapter Committees

The committees of the NY State Chapter can include, but are not limited to: the Committee on the Constitution, the Committee on Elections, the Committee on Fundraising, the Committee on Membership, and all other committees which the State Master Councilor, State Chapter Dad, or Executive Officer may determine to be necessary for the proper execution of the duties of the State Chapter

ARTICLE IV– State Officer Removal and Vacancy

Section 1: Removal

- a) State officers may be removed for malfeasance or misfeasance or nonfeasance. They may be removed by the State Chapter Dad or Executive Officer.
- b) Division Councilors may be removed for malfeasance or misfeasance or nonfeasance. They may be removed by the State Chapter Dad, Executive Officer, or the Division Executive Officer.

Section 2: Vacancy

- a) In case of a vacancy in the office of State Master Councilor, the Deputy State Master Councilor shall succeed to that office.
- b) All other positions will remain vacant, unless a special election is held, with no less than 45 days notice given to each chapter, or it is filled by the appointment of the State Chapter Dad or Executive Officer.

ARTICLE V – Meetings

Section 1: Attendance

Any active member of the Order of DeMolay, any DeMolay holding a Majority Certificate, or a Senior DeMolay Certificate, or any Master Mason in good standing, shall be eligible to attend a meeting of the State Chapter, or any individual authorized by the DeMolay International By-laws, Rules and Regulations.

Section 2: Executive Session

An Executive Session may be held with only those eligible to vote being present, together with the appointed State Officers, State Chapter Dad, and the Executive Officer and those designated by them.

ARTICLE VI– Finances

Section 1: Budget

The State Master Councilor shall prepare the budget for the State Chapter for the period of his term of office. He shall present it to the State Executive Committee not later than six weeks after his election, unless the State Chapter Dad shall grant an extension. The budget shall show both anticipated revenues and expenditures. As nearly as possible, all State Chapter events shall provide for the reimbursements of reasonable and necessary expenses of the State Chapter Officers and committees, other than the expenses of traveling to a State Chapter Convention. The State Executive Committee may, from time to time, amend the budget on the recommendation of the State Master Councilor.

Section 2: Expenditures

The State Chapter Dad shall not pay out any funds of the State Chapter except on proper voucher signed by the State Officer, committee member or advisor responsible for the expenditure. If the voucher calls for expenditure in an amount provided for in the budget, the State Chapter Dad may pay the same. If the expenditure is not provided for in the budget, the same shall not be paid without the approval of both the State Master Councilor and State Chapter Dad.

Section 3: Custody of Funds

All funds of the State Chapter shall be deposited in such banks as may be approved by the State Executive Committee. No funds shall be withdrawn there from except by check or proper order signed by two authorized signatures.

ARTICLE VII – Rules

Section 1: Parliamentary Procedure

The edition of Robert's Rules of Order that is contained in the DeMolay Leader's Resource Guide shall be the guide to all questions of parliamentary procedure where the same is not covered by any provision of the State Chapter Constitution, these by-laws or DeMolay custom.

Section 2: Other Regulations

The By-laws, Rules and Regulations of DeMolay International shall be the guidelines to all questions concerning the State Chapter Constitution or By-laws. Any language or amendments which appear in the State Chapter Constitution or By-laws which are inconsistent or contradictory to the By-laws, Rules and Regulations of DeMolay International shall automatically be declared null and void.

ARTICLE VIII – Division Chapters

Section 1: Purpose

There may be a Division Chapter in each Division, the purposes of which shall be consistent with the purposes of the State Chapter as provided in Article II of the State Chapter Constitution.

Section 2: Officers

The Division Councilor shall be the head of the Division Chapter. He is to promote the programs of the State Master Councilor and work to strengthen and improve the quality of chapters in his division.

ARTICLE IX – Amendments

Section 1: Proposals

Proposals to amend these by-laws shall be made in the same manner as proposal to amend the Constitution of the State Chapter.

Section 2: Vote and Approval

Subject to the approval of the Executive Officer, these by-laws may be amended in the same manner as the Constitution of the State Chapter, except that only a majority vote shall be required.

This is a true and correct copy of the New York State Chapter, Order of DeMolay by-laws as drafted and adopted on December 1, 2001 by the Division Councilors of New York, as per Convention resolution 34-01, revised January 13, 2002, and further revised on February 28th, 2009.