



**THE CONSTITUTION AND BY-LAWS
OF THE
PALMETTO DeMOLAY ASSOCIATION**

Revised July 2017



THE PALMETTO DeMOLAY ASSOCIATION **CONSTITUTION**

ARTICLE I

NAME

SECTION 1: The name of this association shall be: THE PALMETTO DeMOLAY ASSOCIATION.

ARTICLE II

PURPOSE

SECTION 1:

The purpose of the Palmetto DeMolay Association shall be to organize all the Chapters of the Order of DeMolay in the state of South Carolina in one association. To discuss and decide matters pertaining to the welfare of DeMolay in South Carolina. To exchange ideas and experiences, and to encourage fellowship among its members, to give every service possible to its member chapters, to the International Supreme Council of the Order of DeMolay and to its local representatives.

ARTICLE III

-ALLEGIANCE-

SECTION 1:

A: The members of the Palmetto DeMolay Association acknowledge their allegiance to the International Supreme Council of the Order of DeMolay and to the Executive Officer of South Carolina.

B: Anything herein inconsistent with the Constitution or Statutes of the International Supreme Council is automatically null and/or void.

ARTICLE IV

-MEMBERSHIP-

SECTION 1: Composition

The Association shall consist of Chapters of the Order of DeMolay in South Carolina that are in good standing with the International Supreme Council of the Order of DeMolay, DeMolay International and the Palmetto DeMolay Association at the time of the annual convention of this Association.

SECTION 2: Delegates

Each Chapter shall be entitled to three (3) votes on any issue which may come before this Association and as provided in the By-laws. Each Chapter delegation shall consist of the three (3) members of the Chapter. Only those members of the chapter who have completed their proficiencies will be considered voting delegates. No voting by proxy is allowed and no chapter delegation may substitute members of another chapter delegation for its own members.

ARTICLE V
-OFFICERS-

SECTION 1: Elected Officers

The elected officers of the Palmetto DeMolay Association shall be the: State Master Councilor, State Senior Councilor, and State Junior Councilor.

SECTION 2: Appointed Officers

The appointed officers shall be: State Senior & Junior Deacons, State Senior & Junior Stewards, State Orator, State Scribe, State Almoner, State Sentinel, State Chaplain, State Marshal, State Standard Bearer, and the Seven State Preceptors.

SECTION 3: Qualifications

A: All applicants for elected State Office must be a current or Past Master Councilor of their local chapter. They shall have completed all five parts of the Leadership Correspondence Course and hold the designation of Representative DeMolay.

B: All applicants for appointed State Office should have completed all five parts of the Leadership Correspondence Course and hold the designation of Representative DeMolay.

C: In order to hold a Palmetto DeMolay Association office, the election or appointment shall be made prior to the twenty-first (21) birthday.

D: To be qualified for State Master Councilor, a member must have served as State Senior or State Junior Councilor, or be a Past State Master Councilor.

E: To be qualified for State Senior Councilor a member must have served as State Junior Councilor, or have been, a Past State Master Councilor, or Past State Senior Councilor.

F: To be qualified for State Junior Councilor, a member must have previously served or is currently serving as Master Councilor of a Chapter, or have been a Past State Master Councilor, or Past State Senior Councilor.

SECTION 4: Selection and Term

The State Master Councilor, State Senior Councilor and State Junior Councilor shall be elected as provided by the By-laws of the Association. The State appointed officers shall be appointed as provided by the By-laws.

Article VI: Executive Committee

There shall be an Executive Officers Steering Committee whose selection and duties shall be provided in the By-Laws.

Article VII: Finances

Funds for the operation of the State Association shall be provided by dues, assessments and contributions from all chapters of the Order of DeMolay in the Jurisdiction of South Carolina. Upon their formation, chapters of the Order of DeMolay in South Carolina shall automatically become members in the Association and pay the required dues and assessments as provided by the By-laws.

Article VIII: Meetings

The Association shall meet once each year for election and convention purposes, and may meet on other occasions for business and/or pleasure at such time and place as may be authorized by the Executive Officer.

ARTICLE IX

-AMENDMENTS-

This Constitution may be amended at an annual convention meeting by a two-thirds (2/3) majority provided that the proposed amendment shall have been approved by the Executive Officer and presented in manner consistent with requirements outlined in the By-laws of the Association, which shall include, but is not limited to submission to the member chapters at least thirty (30) days prior to the annual meeting.

THE PALMETTO DEMOLAY ASSOCIATION

BY-LAWS

Preamble

In order to better coordinate the efforts of all DeMolay Chapters in the State of South Carolina and to promote the interest of DeMolay in the State, and to bring said Chapters into closer unity for the betterment of all concerned, these By-laws are hereby ordained and established.

ARTICLE I

Rights and Duties of Members

SECTION 1: Attendance

Active members of Chapters, senior members, members of Chapter Advisory Councils, and Master Masons may register to attend the sessions and functions of the Association.

SECTION 2: Voting

Delegates eligible to vote on matters coming before the State Association are defined in the Constitution of the Palmetto DeMolay Association.

The Chapter Representative shall announce, upon a roll call of Chapters, the results of the respective Chapter's polling. Each Chapter is entitled to have a maximum of ten (10) voting delegates present at the stated sessions.

SECTION 3: Participation

Active members of Chapters who are registered at the meeting may participate in all competitive and other events, except as specified in these By-laws.

Only members eligible to hold office and participate in degree work in their local chapters may participate in State degree work. Senior DeMolay's and Advisors may participate in public ceremonies.

SECTION 4: Senior Members

Senior members who are not members of a Chapter Advisory Council may attend all sessions and functions of the meeting. However, such senior members may not participate in activities restricted to active members, nor may they serve as one of a Chapter's voting delegates or in any manner attempt to influence the outcome of any pre-election or election activities.

SECTION 5: Advisors

An advisor, registered for the convention, must attend the Annual Session with the members of each Chapter represented. He must be a Member of the Advisory Council of the Chapter or other registered advisor approved by the Advisory Council of the Chapter.

ARTICLE II:

SECTION 1: Annual Reports and Advisory Council Registrations

Annual Advisory Council Registrations and Annual Financial Reports are due in offices of the International Supreme Council, DeMolay International, at the first of each DeMolay year as defined in the "STATUTES OF DEMOLAY INTERNATIONAL." Failure to submit reports in a timely fashion penalizes the entire State. Chapters who are negligent or careless in tending to these duties and who, by their actions, have penalized other Chapters that have met their responsibility in a prompt, efficient and timely fashion, may be denied part or all of their voting strength at the State Convention. This action may be authorized and taken by the Executive Officer. Chapters that fail to comply with the Statutes of International Supreme Council, DeMolay International, regarding these or other matters shall be considered to be operating outside of the Statutes and subject themselves to suspension and possibly dissolution for their actions. Such Chapters may not be permitted to hold meetings or any other functions until they are in compliance with those Statutes

ARTICLE III

Duties of Officers

SECTION 1: State Master Councilor

The State Master Councilor shall preside at the business sessions of the Association and shall be the titular head of the Order during his term of office. He shall appoint committees as provided in these Bylaws and may make such visits as are expedient and within the limitations of the general fund as determined by the Executive Officer. He shall consult with and report to the Executive Officer on an agreed upon schedule, but in no case shall it be less than monthly. The State Master Councilor shall have no authority which affects any individual Chapter or member of the Order, except as provided by these By-laws.

The State Master Councilor shall be responsible for appointing the appointed State Officers.

The State Master Councilor is a member of the EOSC and will have voting rights.

The State Master Councilor shall be an ex-officio member of all committees.

The State Master Councilor shall represent South Carolina DeMolay at the Annual DeMolay Congress Session.

SECTION 2: State Senior Councilor

The State Senior Councilor shall assist and serve the State Master Councilor and perform such duties as may be assigned him, and in the absence of the State Master Councilor, he shall preside over the meetings and activities of the Association.

He shall be the chairman of the State Fundraising Committee.

The State Senior Councilor is a member of the EOSC and will not have voting rights.

The State Senior Councilor shall represent South Carolina DeMolay at the Annual DeMolay Congress Session

SECTION 3: State Junior Councilor

The State Junior Councilor shall perform such duties as may be assigned him. In the absence of the State Master Councilor and State Senior Councilor he shall preside over the meetings and activities of the Association.

He shall also act as the State Parliamentarian, in case of any discrepancy in parliamentary procedure in any meeting of the state association.

He shall be chairman of the State Membership Committee.
The State Junior Councilor is a member of the EOSC and will not have voting rights
He should be the alternate delegate for the Annual DeMolay Congress Session

SECTION 4: State Chaplain

The State Chaplain shall lead the Association in its devotions at the state convention, state officers' meetings and at other functions of the association as appropriate. He shall further perform such duties as may be assigned to him in his capacity as a State Officer.

SECTION 5: State Scribe

The State Scribe shall keep an accurate record of the activities of the Associated DeMolay Chapters of South Carolina during the year and at the annual convention. He shall issue such bulletins and circulars as the State Master Councilor or the Executive Officer may direct. He shall perform other duties as may be assigned to him in his capacity as a State Officer. The State Scribe, at the end of his appointment, will surrender all records in his possession pertaining to the Palmetto DeMolay Association to the Executive Officer for transmittal to the new State Scribe.

SECTION 6

State Officers are not a legislative body; they cannot make laws. All of their actions must be in accord with the Constitution and By-laws of the International Supreme Council, DeMolay International and within the confines of the directives of the Grand Master of the Order of DeMolay and those of the Executive Officer of the jurisdiction.

SECTION 7

All elected state officers will be subjected to a mid-year review based on performance, execution of duties and conduct by a committee lead by the Executive Officer and two others of his choosing. This committee will have the authority to remove an elected state officer from office.

Article IV: Finances

SECTION 1: DUES

The dues for chapter membership in the Palmetto DeMolay Association shall be fifteen dollars (\$15.00) per each initiated member into the local chapter. Payment for these dues, are to be made at the time the Form 10 report is made to the International Supreme Council. Fifteen dollars (\$15.00) per each newly initiated member, payable to the Palmetto DeMolay Association, shall be included with the copy of the Form 10 report sent to the Executive Officer or his representative and are payable for life.

SECTION 2: State Funds

The Director of Finance is responsible for maintaining the records and monies. He shall once a quarter provide a financial statement to the EOSC and to the chapters in good standing with the Palmetto DeMolay Association.

SECTION 3: Convention/Conclave Fund

The net proceeds of all Association-sponsored functions including the profits from program ad sales shall be placed in the general fund of the Palmetto DeMolay Association to help defray the expenses of other Palmetto DeMolay Association sponsored activities and administrative and operational costs.

SECTION 4: Elected Officer Financial Support

The registration fee to the annual Convention of the Association shall be paid by the Palmetto DeMolay Association for the State Master Councilor, State Senior Councilor, and the State Junior Councilor. The Palmetto DeMolay Association shall also pay the travel expenses, registration fees for two (2) Delegates to the International DeMolay Congress Session each year. The Palmetto DeMolay Association shall pay for the Executive Officer or his representative to accompany the delegates to the congress session.

ARTICLE V

-COMMITTEES-

SECTION 1: Special Committees

Subject to approval by the Executive Officer, the State Master Councilor may appoint special committees from among the membership in general. Their duties shall be prescribed and their term shall expire at the close of the term of the State Master Councilor making the appointment. The State Master Councilor is permitted to appoint any members from Palmetto DeMolay Association to serve on his committees subject to the Executive Officer's approval.

ARTICLE VI

-ELECTION OF OFFICERS-

SECTION 1: The term of officer shall be for one (1) year until Annual Conclave, or until his successor shall be elected or appointed and installed.

SECTION 2: The election of officers shall be the last order of business of the General Assembly at Annual conclave.

SECTION 3: Ballots;

a) Only voting delegates, who have their Proficiency Card, shall have the privilege of balloting to elect a State Officer.

b) Any active DeMolay may nominate a candidate.

SECTION 4: A majority of the votes cast, not counting blank ballots, shall be necessary to elect a State Officer.

SECTION 5: The election of State Master Councilor shall be completed before the nomination and election of the State Senior Councilor.

SECTION 6: The election of the State Senior Councilor shall be completed before the nomination and election of the State Junior Councilor.

SECTION 7: The election of State Junior Councilor, shall have met the following criteria:

- a) The candidate shall have been a Past or Current Master Councilor in his Chapter.
- b) The candidate shall have a resolution passed in his Chapter giving him support to the nomination of his respected office.
- c) The resolution shall be written and it must be signed by the Master Councilor, Chapter Advisor and the Chairman of the Advisory Council.
- d) If the Master Councilor is running for the office, then the next officer in line will sign the resolution.
- e) The completed Resolution shall be postmarked no later than June 1st and sent to the Executive Officer.
- f) Any candidate whose resolution is sent after the deadline, will be ineligible for any elected office for that year
- g) Unusual circumstance cases will be handled by the Executive Officer with the assistance of the State Master Councilor.

ARTICLE VII: Qualifications

As described in Article V, Section 3 of the Constitution of Palmetto DeMolay Association

ARTICLE VIII VACANCIES

SECTION 1: ELECTED OFFICERS

Any State Officer who shall permanently remove his residence from the State of South Carolina or shall leave the state with the declared intention of an absence of four months or more shall be required to resign from office. The vacancy so created shall be filled by any qualified DeMolay at the discretion of the State Master Councilor and with the approval of the Executive Officer, except as otherwise set forth in these By-laws.

Should the office of State Master Councilor become vacant with seven months or more remaining in the term, the State Senior Councilor shall be installed as State Master Councilor, the State Junior Councilor shall be installed as State Senior Councilor, and the position of State Junior Councilor of the Palmetto DeMolay Association of shall be filled by appointment by the Executive Officer.

Should the office of State Master Councilor become vacant with less than seven months remaining in the term, the State Senior Councilor shall become the Acting State Master Councilor and the State Junior Councilor shall remain in this office.

SECTION 2: APPOINTED OFFICERS

Each appointed state officer shall attend all General Assembly meetings and Annual Conclave. It is the responsibility of each officer to notify the State Master Councilor five (5) days prior to a meeting or conclave absence. The Executive Officer and the State Master Councilor shall consider all excuses. An unexcused absence shall warrant automatic removal from office.

ARTICLE IX

-THE GENERAL ASSEMBLY MEETINGS-

SECTION 1: The business of the Palmetto DeMolay Association shall be conducted in the General Assembly, with a quorum present of twenty-five (25) percent of the member chapters, and open on the DeMolay Degree in proper ritualistic form.

SECTION 2: Each member chapter shall be entitled to have a maximum of three (3) representatives, so designated with the approval of the Chapter's Advisory Council, registered with the State Scribe. Each representative shall receive one vote with no proxy votes being used. Each representative will have his Proficiency Card in hand, when registering with the State Scribe

SECTION 3: The order of business may be changed by the State Master Councilor or by the Executive Officer.

SECTION 4: Robert's Rules of Order shall be followed.

SECTION 5: The General Assembly in meeting shall review and act upon all resolutions, study all recommendations and adopt all projects which are to be of benefit to the Palmetto DeMolay Association and its individual member chapters, and shall conduct such other business as may legally come before it.

SECTION 6: The General Assembly will meet at least once a year at a designated location, known as Conclave, but may meet when necessary, when the State Master Councilor and Executive Officer feels it to be needed.

SECTION 7: It shall be the responsibility of both elected and appointed officers to open and close General Assembly from memory using the correct ritualistic form.

SECTION 8: At least fifteen (15) days notice shall be given prior to a General Assembly meeting, stating the time and place of the meeting.

ARTICLE X

-ANNUAL CONCLAVE-

SECTION I: The Palmetto DeMolay Association shall hold an annual meeting of all member chapters in good standing to be known as Annual Conclave.

a) This Conclave shall be used to elect officers for the ensuing term

b) Annual Conclave's location will be determined by the Executive Officer after hearing suggestions from the State Master Councilor.

SECTION 2: The Palmetto DeMolay Association should provide accommodations for the State Master Councilor, State Senior Councilor and State Junior Councilor, provided that sufficient funds are available.

Article XI

Executive Committees

SECTION 1: Executive Officer's Steering Committee

A: The primary purpose of the Executive Officer's Steering Committee shall be to provide counsel to the Executive Officer on matters pertaining to DeMolay. The members of this committee shall be appointed by the Executive Officer at his discretion. These members, along with the Executive Officer should help Chapters stay active and enthusiastic. The Executive Officer shall preside over all meetings of this Committee. The Executive Officers Steering Committee shall meet at least once quarterly but may do so more often if necessary.

B: Members of this Committee shall take office immediately upon acceptance of their position after notification by the Executive Officer.

C. Members of the Executive Officer's Steering Committee are but not limited to the Director of Finance, Director of Membership and Chapter Development, Director of Programs, Director of State Officers, Director of Youth Protection/Safety, Director of Parents Club, Director of Masonic Relations, Director of Administration, Director of Events. The Executive Officer can appoint additional members as necessary.

Article XII

Approval

No action, law or resolution enacted by the Palmetto DeMolay Association shall be binding upon any Chapter within the jurisdiction except with the full approval of the Executive Officer in South Carolina, of the International Supreme Council, Order of DeMolay.

Article XIII

Amendments

These By-laws may be amended by a two-thirds (2/3) majority vote at an annual the General Assembly of the Palmetto DeMolay Association, provided the proposed amendment has been submitted to the Executive Officer for consideration at least 60 days prior to the annual Convention, approved by the Executive Officer for presentation to the Association and then circulated to the member Chapters at least thirty (30) days before the annual Convention.