



# South Carolina

(Palmetto DeMolay Association)

## STATE OFFICERS APPLICATION PROCEDURE

**To be considered for a state office in the Palmetto DeMolay Association, the following criteria must be met.**

- All candidates for state office, whether elected or appointed, must be a recipient of the Representative DeMolay award, and shall meet the requirements of Article V, Section 3, Subsection A and B of the Palmetto DeMolay Association Constitution and By-Laws.
- A State Officer Application Form must be completed, with all signatures affixed and accompanied by a separate *Letter of Intent containing the information noted on the application form*, forwarded to the Palmetto DeMolay Association Executive Officer or his designated representative and Administrative Director, by the deadline specified on the application form.
- The form entitled Requirement for Care and Maintenance of the Palmetto DeMolay Association State Officer's Collars must be read, signed, dated, and returned in with the same packet with the State Officer Application Form.
- The sheet headlined "State Officer's Duties" should be read carefully. **A copy of the sheet must be signed by the candidate for state office and returned in the packet with the application form and other materials.**

### State Offer Application Checklist

When applying for a state officer, the following materials must be a part of the application packet:

- \_\_\_ Fully completed and signed "Application for State Office" form.
- \_\_\_ Letter of Intent to accompany application form.
- \_\_\_ Signed Copy of the "State Officers' Duties" form
- \_\_\_ Signed "Requirements for care and maintenance of the Palmetto DeMolay Association Officers' Collar" form

## **State Officers' Duties**

### **STATE MASTER COUNCILOR:**

- 1) Attend all Palmetto DeMolay Association state functions
- 2) Maintain regular contact with Executive Officer, Director of State Officers, State Chapter Dad, and other state officers
- 3) Memorize ritual parts used as part of his official duties
- 4) Maintain regular schedule of visitations to meetings and functions of DeMolay chapters throughout South Carolina.
- 5) Maintain active role in the activities of his own chapter
- 6) Coordinate state communications program by assisting with the producing a monthly publication about Palmetto DeMolay Association happenings, news and information
- 7) Write monthly article to appear in state publication
- 8) Function as lead state officer for Conclave activities
- 9) Perform other duties as requested by Executive Officer, Director of State Officers, the State Chapter Dad, and/or as situations may require

### **STATE SENIOR COUNCILOR:**

- 1) Attend all Palmetto DeMolay Association functions
- 2) Maintain regular contact with Executive Officer, Director of State Officers, State Chapter Dad, State Master Councilor, and other state officers
- 3) Memorize ritual parts used as a part of his official duties
- 4) Maintain regular schedule of visitations to meetings and functions of DeMolay chapters throughout Palmetto DeMolay Association
- 5) Maintain active role in the activities of his own chapter
- 6) Coordinate state membership program by promoting chapters reaching their annual membership goals, and individual DeMolays qualifying for one or more of the several membership awards available
- 7) Write monthly article about Palmetto DeMolay Association events/happenings and forward to state office for inclusion in the state newsletter
- 8) Perform other duties as may be requested by the Executive Officer, State Chapter Dad, and/or as situations may require

### **STATE JUNIOR COUNCILOR**

- 1) Attend all Palmetto DeMolay Association functions
- 2) Maintain regular contact with Executive Officer, Director of State Officers , State Chapter Dad, State Master and Senior Councilors, and other state officers
- 3) Memorize ritual parts used as a part of his official duties
- 4) Maintain regular schedule of visitations to meetings and functions of DeMolay chapters throughout Palmetto DeMolay Association
- 5) Maintain active role in activities of his own chapter
- 6) Coordinate state fund raising program by assisting the Director of Financial Development and Alumni Relations with fund raising activities as required
- 7) Write monthly article about Palmetto DeMolay Association events/happenings and forward to state office for inclusion in the state newsletter
- 8) Perform other duties as may be requested by the Executive Officer, State Chapter Dad, and/or as situations may require

### **APPOINTED STATE OFFICERS**

- 1) Attend all Palmetto DeMolay Association functions
- 2) Maintain regular contact with Executive Officer, Director of State Officers ,State Chapter Dad, and elected state officers
- 3) Memorize ritual parts used as part of their official duties
- 4) Maintain regular schedule of visitations to chapters in their area
- 5) Maintain active role in activities of his own chapter
- 6) Write monthly article about DeMolay happenings in their home chapter and nearby chapters and forward to the state office for inclusion in the state newsletter
- 7) Assist elected state officers with the promotion of the state communications, membership and education programs

**I have read and agree to meet the above duties for State Office in South Carolina DeMolay.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**Application to Serve as a State Officer  
Of the Palmetto DeMolay Association**  
(Please type or Print Neatly)

Name: \_\_\_\_\_ DeMolay I.D. Number \_\_\_\_\_  
(First, Middle, Last)

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_ Other Contact No. ( ) \_\_\_\_\_

Applicant's Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Home Chapter \_\_\_\_\_ E-Mail: \_\_\_\_\_

Are you a student?: \_\_\_\_\_ What Grade/Year: \_\_\_\_\_ Name /location of school attending: \_\_\_\_\_

If living away home to attend school, give contact information at school:

Address at school: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Are you employed?: \_\_\_\_\_ Full or Part Time?: \_\_\_\_\_ Name of Employer and Location: \_\_\_\_\_

Briefly explain your educational and employment plans for the coming year: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have valid driver's license?: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_ State issued: \_\_\_\_\_

Do you have consistent access to a dependable vehicle by which you can travel to and from DeMolay functions and use to handle other matters of

DeMolay business as may come about?: \_\_\_\_\_ Family vehicle \_\_\_\_\_ Personal vehicle \_\_\_\_\_ Other \_\_\_\_\_

Do you have access to a black Tuxedo? \_\_\_\_\_ Check All that apply and provide information requested :

- |   |   |
|---|---|
| _____ Representative DeMolay(RD)                  | _____ Current Master Councilor(term: _____)                       |
| _____ Attended Leadership Training Conference?    | _____ Founders Membership Award                                   |
| _____ Past Master Councilor (term date(s): _____) | _____ Lessons of LCC Completed? _____                             |
| _____ Blue Honor Key                              | _____ Past Master Councilor's Meritorious Service Award (PMC-MSA) |

Provide information on DeMolay involvement that should be considered in evaluating you to become a member of the State Officer's Team including awards received, offices held, specific accomplishment, etc. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Statement of Personal Commitment:** In making application for a State Office, I understand that I will be expected to attend all announced DeMolay state events, plus other activities/events that may be appropriate for the attendance of members of the State Officers Team. I commit that, if selected to serve, I will give the time, energy and effort necessary to fulfill my obligations as a state officer, and to further the growth and development of the Order of DeMolay in South Carolina. I certify that I am a current or past Master Councilor, that I have completed the Leadership Correspondence Course and that I have obtained the designation of Representative DeMolay (RD). If I have noted above my candidacy for an elected office, I understand that the expectations of an elected officer are even greater than those for an appointed office and will require additional time, energy and effort on my part. I hereby certify that I have read and understand the responsibilities of a state officer as outlined in the "Overview of the Duties and Responsibilities of State Officers of the Palmetto DeMolay Association" publication circulated as a part of the State Officer's application packet. I commit myself to perform on the level expected of a state officer. I understand that, should I abandon my duties as a state officer and/or consistently fail to perform the duties requested/required of me, my office may be declared vacant and my service as a state officer ended. I further understand that I must be registered and in attendance at Conclave. I understand that I must be unmarried at the time of my election or appointment as a state officer and must remain so during the time I serve as a state officer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Chapter Advisory Council Consent:** On behalf of the Advisory Council of the above named DeMolay Chapter, I certify that the applicant named hereon is a member in good standing of the Chapter and is considered by this Council to be worthy of service as a state officer of the Palmetto DeMolay Association. If he is selected to serve as a state officer, we understand the expectations and requirements of service as a state officer and pledge our support of his work and involvement on the state level. We pledge the support of his Chapter for him individually, as well as to the state officer's team in general so that the work of the state officers can be successful.

\_\_\_\_\_  
Signature of Advisory Council Chairman or Chapter Dad only

\_\_\_\_\_  
Date

**Confirmation of Parental Understanding and Support:** I/We, the parent(s)/guardian(s) of the above named candidate for appointed/elected office in the Palmetto DeMolay Association, do hereby confirm my/our approval of his candidacy for a state office. I/We have reviewed the Statement of Personal Commitment above and understand that serving as a state officer will require a financial commitment to attend functions during the year, as well as requiring a commitment of time, energy and effort from him. I/We understand that his failure to fulfill the requirements of his office can result in his removal from office and his service as a state officer ended. I/We pledge our support for his work as a state officer during the duration of his term.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**LETTER OF INTENT:** This application must be accompanied by a separate letter from the applicant explaining how his activities, accomplishments and/or responsibilities in DeMolay and elsewhere have prepared him to be an effective state officer, and how his selection as a state officer will help Palmetto DeMolay Association prosper.

**Return State Officer's Application Packet Materials To:** Damon Lam; 322 Brick Kiln Dr.; Summerville, SC 29483

**Materials must be postmarked no later than: April 1<sup>st</sup>**