

CAPITAL CHAPTER DEMOLAY LEADERS

OF

NEW JERSEY

BY-LAWS

Revised 2005

CAPITAL CHAPTER ORDER OF DEMOLAY

PENNINGTON, NEW JERSEY

BY-LAWS

Revised 2009

By-laws of Capital Chapter, DeMolay Leaders

Trenton, New Jersey

By-Laws of Capital Chapter Order of DeMolay

Pennington, New Jersey

ARTICLE I

Section 1: This chapter, under Charter from the International Supreme Council of the Order of DeMolay, shall be known as **Capital Chapter of the Order of DeMolay** and shall be governed first by the Constitution and Statutes of the International Supreme Council of the Order of DeMolay, and second by the by-laws.

Section 1: This chapter, under Charter from the International Supreme Council of the Order of DeMolay, furthermore known as **DeMolay International**, shall be known as **Capital Chapter Order of DeMolay** and shall be governed by the Constitution and Statutes of DeMolay International and by the by-laws of this Chapter.

Officers

Section 2: The officers of this chapter shall be as follows: Master Councilor, Senior Councilor, Junior Councilor, Treasurer, Scribe, Senior Deacon, Junior Deacon, Chaplain, Almoner, Marshal, Standard Bearer, Orator, Seven Preceptors, and Sentinel.

Elections

Section 3: The Master Councilor, Senior Councilor, and Junior Councilor of the chapter shall be elected every six months; on the Third Thursday of every February and August of the year by voting in ballot and not otherwise.

Section 3: Move entire section to Article 3.

Appointive

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Section 4: The remaining officers shall be appointed by the Master Councilor, in cooperation with the Dad Advisor, and shall occupy their several stations during his respective term.

Section 4: Move entire section to Article 3.

ARTICLE II

Meetings

Section 1: The stated meetings of the chapter shall be held at the Trenton Masonic Temple on the first and third Thursday of each month at 7:30P.M., except for the month of July.

Section 1: The stated meetings of Capital Chapter shall be held at Trenton/Cyrus Temple, Pennington, New Jersey on the First and Third Thursday of each month at 7:30pm, except for the month of July.

Special Meeting

Section 2: Special meetings of the Chapter may be called by the Master Councilor, with approval of the Advisory Council, but no business shall be transacted other than conferring degrees, unless specified in a notice of summons which must be sent by mail to each member of the Chapter not less than five days in advance of the date of such a meeting.

Request For

Section 3: The Master Councilor shall, upon written request of a majority of the officers, call a special meeting with accordance with Section 2. The request shall state the purpose for which the meeting is being called.

ARTICLE III

Section 1: The Master Councilor, Senior Councilor, and Junior Councilor of the chapter shall be elected every six months; on the Third Thursday of every February and August of the year by voting in ballot and not otherwise.

Section 2: The remaining officers shall be appointed by the Master Councilor, in cooperation with the Dad Advisor, and shall occupy their several stations during his respective term.

Section 3: The elective officers shall be elected by paper ballot only. A majority of all ballots shall be necessary to declare a candidate elected.

Section 3: The elective officers shall be elected by paper ballot. A majority of all ballots shall be necessary to declare a candidate elected. If only one candidate is nominated for each elective office, one majority ballot maybe cast for any elected office upon approval of the Chapter.

Section 4: If in case there be three or more candidates running for the same office, and if on the first ballot no candidate receives the required majority, then a second ballot shall be taken with only the two candidates receiving the highest number of votes on the first ballot being considered.

Section 5: If after the second ballot there be a tie, that is the votes are equally divided, then a third ballot shall be taken, with the Master Councilor also voting.

Section 6: Any member being nominated for the office of Junior Councilor shall be a member in good standing for at least 12 months prior to said nomination. Any member not having 12 months of service shall be reviewed by the Advisory Council pending review by the Advisory Council pending the acceptance of said nomination.

Section 6: Any member being nominated for the office of Junior Councilor shall be a member in good standing, have his obligations card, and a member of the Chapter for at least 12 months prior to said nomination. Any member not having 12 months of service with his obligations card shall be reviewed by the Advisory Council pending the acceptance of said nomination.

Section 7: Any member being nominated for the office of Senior Councilor shall be a member in good standing, and will be the immediate past Junior Councilor of this chapter. If no candidate meets these requirements or the best interest of the chapter would be promoted the Advisory Council may approve a chapter member to be a candidate for this office with chapter approval, and this member must have his obligations card.

Section 8: Any member being nominated for the office of Master Councilor shall be a member in good standing, and will be the immediate past Senior Councilor of this chapter. If no candidate meets these requirements or the best interest of the chapter would be promoted the Advisory Council may approve a chapter member to be a candidate for this office with chapter approval, and this member must have his obligations card.

Section 9: All elected officers of this chapter must prove to the Advisory Council their knowledge of the ritual, responsibilities of the office, and leadership ablates. These persons for the office of Junior, Senior, and Master Councilor must provide to the Advisory Council a letter from their parents stating that the parents understand the comment for each of the offices. The candidate must do this for each elected office that he may run for.

Section 10: The person running for the office of Master Councilor must provide to the Advisory Council a complete chapter plan with all dates and activities listed. This must be approved by the Advisory Council the month before his election.

Officers Installed

Section 11: The officers, except for good reasons shown, shall be installed within one month following their election, and shall hold the office until their successors are duly elected or appointed and installed.

ARTICLE IV

Entertainment

Section 1: The Master Councilor shall, on the night of his Installation or as soon there-after as possible, appoint an Entertainment Committee who shall have charge of the social activities of the Chapter.

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Membership

Section 2: The Master Councilor shall, on the night of his Installation or as soon there-after as possible, appoint a Membership Committee to take care of membership activities of the Chapter.

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Special Committee

Section 3: The Master Councilor shall also appoint such special committees as may at any time be deemed expedient by the chapter. Special Committees maybe appointed on any Item of business and may consist of as many members as the Chapter at its discretion may think proper. The first member named shall be the Chairman thereof.

Section 4: The Master Councilor shall be ex-officio member of all committees.

ARTICLE V

Petitions Age

Section 1: Application for membership In the Order of DeMolay shall be a boy who meets the age requirement as per LSC and the State DeMolay regulations, who is a son of a Master Mason In good standing, or a friend of such a son, or from one recommended by a member of the Chapter to which the application Is made and a Master Mason in good standing has properly signed for.

Section 1: Application for membership in the Order of DeMolay shall be a boy who meets the age requirement as per DeMolay International, who is a son of a Master Mason, in good standing, a friend of such a son, or recommended by a member of the Order of DeMolay and a Master Mason, in good standing, has properly signed for.

Investigation

Section 2: All petitions for the degrees must be presented at a stated meeting of the chapter and when received shall be referred by the Master Councilor to a

committee of investigation, to consist of three or more, whose duty it shall be to thoroughly inquire into the character and fitness of the applicant and make a report in writing, on or before the next stated meeting, at which time the application will be voted upon. The committee of investigation must report favorably or unfavorably by a majority of its members, and the character of the report may be announced and entered on the record. If, for any reason, the committee of investigation shall fail to report at the proper time, the Master Councilor may direct, at his discretion, continue the committee, or appoint a new committee.

Section 2: All petitions for the degrees must be presented at a stated meeting of the Chapter and the Scribe shall read the name of the petitioner and the facts set forth in his petition. The Master Councilor shall appoint a committee of investigation, to consist of three or more whose duty it shall be to thoroughly inquire into the character and fitness of the applicant. The committee shall make a report in writing on or before the next stated meeting of the Chapter, at which time the application will be voted upon. The committee of investigation must report favorably or unfavorably by a majority of its members, and the character of the report may be announced and entered on the record. If for any reason, the committee of investigation, shall fail to report at the proper time, the Master Councilor may, at his discretion, continue the committee, or appoint a new committee.

Election for Degrees

Section 3: Election for the degrees of membership shall be had only at a stated meeting the chapter and after a committee of investigation, appointed by the Master Councilor, shall have reported to him, whereupon the ballot shall be conducted in the following manner, to wit: The Scribe shall read the name of the petitioner and the facts set out in his petition. He shall state whether the report of the Committee is favorable or unfavorable and may give any information reported by the committee. Thereupon, a secret ballot shall be taken. In the first instance, a collective ballot shall be taken if there be more than one petitioner to be balloted upon. If no black cube appears, the petitioner or petitioners shall be declared elected. If any black cubes appear, a separate ballot must be had on each petition. If no black cubes or only one appears, the petitioner shall be declared elected. If two black cubes are cast against any petitioner, the ballot

shall not be declared, but shall lie over until the next stated meeting when another ballot shall be taken. If there be three or more black cubes appearing, the petitioner shall be rejected.

Section 4: When a candidate for Initiation has been rejected, he cannot again apply for membership or be again proposed until after the expiration of six calendar months.

Section 5: After a candidate has been elected and before he has received any of the degrees, a written objection may be interposed. The objections must be considered by the Chapter and voted upon, and if sustained by one-third of the membership present and voting, the degrees cannot be conferred and the candidate will stand rejected. But after a candidate has received any degree, objections are unavailing unless sustained by a regular trial before the Advisory Council.

Section 6: A candidate elected to receive the degrees must present himself at the proper time and place to receive the same within three months from the date of his election. If he fails to do so, or to show good and sufficient cause of the delay, he shall thereby forfeit the election and must petition or be proposed again and be balloted for as in the first instance.

Section 7: Every candidate who receives a degree in this Chapter becomes thereby a member of the Chapter and his name shall be entered upon its roll.

ARTICLE VI

Affiliations

Section 1: A brother making application for affiliation must present, in addition to his application, a demit from the Chapter of which he was last a member.

Section 2: Applications for affiliation shall be investigated and acted upon in the manner as provided for petitions for degrees as set out in Article V of these by-laws.

ARTICLE VII

Demit

Section 1: A member of this Chapter, if he be clear on the books and against whom no charges are pending, may withdraw from membership in it by written notice to the scribe. He will be entitled to demit if voted by a majority vote of the members of the Chapter present and voting at any regular meeting.

ARTICLE VIII

Fees and Dues

Section 1: The fees for the degrees in this Chapter shall be the LSC fee plus Capital Chapter fee of \$20 and must accompany the petition of the candidate. The fee for affiliation in this Chapter shall be One Dollar.

Section 1: The fee for the degrees in this Chapter shall be the DeMolay International fee plus a Capital Chapter fee of Twenty Dollars and must accompany the petition of the candidate. The fee for affiliation in this Chapter shall be One Dollar.

ARTICLE IX

Resignations

Section 1: Any officer of the Chapter may resign.

Section 2: When a vacancy in the office of Master Councilor of the Chapter, the second officer will succeed the first and the third the second, and the third office shall be filled by election at a regular meeting of which two weeks' notice in writing shall be given in advance to the members.

ARTICLE X

Duties of the Officers

Section 1: The Master Councilor has it in special charge to see that the Constitution and Statues of the International Supreme Council of the Order of DeMolay and the by-laws and regulations of the Chapter are duly observed; that accurate records are kept and just accounts rendered, and that regular returns are made to the International Supreme Council annually.

Section 1: The Master Councilor has it in special charge to see that the Constitution and Statues of DeMolay International and the by-laws and regulations of the Chapter are duly observed; that accurate records are kept and just accounts rendered, and regular returns are made to DeMolay International annually.

Section 2: No bother shall be elected to the office of Master Councilor in the Chapter unless he shall serve first as Senior or Junior Councilor, except in the event that the advisory Council feels that the best interest of the Order would be promoted by the election of another brother.

Section 2: Drop this section completely.

Section 3: An appeal may be taken from the Master Councilor to the Advisor or Advisory Council of the Chapter.

Section 4: In the case of the absence of the Master Councilor, the Senior or Junior Councilor shall severally act as Master Councilor according to rank.

Section 5: The Scribe shall keep all the transactions of the Chapter proper to written; keep the records always for inspection; keep correct record thereof, and pay the same over immediately to the Treasurer and take his receipt therefore-render at the last meeting in September a report of his doings of the preceding year; deliver all his books, papers, money, and other property in his hands at the expiration of his term of office, to his successor, or such other person, or persons and at such time as the Chapter, the Advisor, or the Advisory Council may direct.

Section 6: The Treasurer shall keep and accurate account of all his receipts, disbursements, and inventory of all fiscal property of the Chapter: also proper vouchers, carefully numbered and filed, and pay out money only on voucher checks after authorization at a regular business meeting of the Chapter and counter signed by a member of the Advisory Council, and render at the last meeting in September a report of his doings during the preceding year: and deliver all money and other property of the Chapter in his possession at the expiration of his term of office to his successor, or to such other person, or persons, as the Advisory Council, the Advisor or the Chapter may direct.

Section 7: The Almoner, under the direction of the Master Councilor or the Advisory Council, shall disburse the Charity funds of the Chapter, such funds to be secured by the passing the box of fraternal assistance at such meetings of the Chapter, as the Master Councilor may direct. The amount collected shall be applied first to the relief of a distressed worthy Brother, or the relatives of one, and if none such, then to the relief of some needy deserving person or persons.

ARTCILE XI

Identification Cards

Section 1: The International Supreme Council shall furnish Life Membership cards to all Brothers after their second degree. This card shall be carried on the Brother at all times.

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ARTCILE XII

Unlawful Revelation

Section 1: Any member of this Chapter or Brother within its jurisdiction who shall be so unmindful of his duties as to improperly reveal any of its transactions, shall, upon proof, thereof, be immediately suspended.

Section 2: The advisor or any member of the Advisory Council shall be invested with the power and authority to temporarily, the identification card of a member of the Chapter, provided he has just and proper reason for so doing.

ARTICLE XIII

Finances

Section 1: The funds of the Chapter from whatever source derived, are trust funds set apart for the payment of the necessary expenses of the Chapter, and must immediately deposited by the Treasurer in the bank.

Expenditures

Section 3: All expenditures must be evidenced by vouchers, approved by the Chapter and paid by check drawn upon the bank where the funds of the Chapter are deposited. Such checks must be signed by the Treasurer and countersigned by the DAD Advisor, his assistant, or some member of the Advisory Council.

Section 3: Now Section 2

Deposits

Section 4: The Treasurer shall deposit all the funds coming into his hands from the Scribe, or other sources, and belonging to the Chapter, in such bank as designated by the Chapter, with the approval of the Advisory Council, and the same shall be withdrawn only as prescribed in *Section 3* of this Article.

Section 4: Now Section 3 and reference will be Section 2.

Section 5: The Chapter shall not, under any circumstances, draw from either its checking account or sinking fund, money for the purpose of loans, either to a member of the Chapter or any other person

Section 5: Now Section 4

ARTICLE XIV

Amendments

Section 1: These by-laws may be amended by a two-thirds vote of all the members present and voting at a regular stated meeting of the Chapter after one month's notice in writing of such proposed amendments has been sent to each member of the Chapter, and with the approval of the Advisory Council.

ARTICLE XV

Order of Business

Section 1: The Order of Business for this Chapter shall be as follows:

- 1) Opening
- 2) Calling roll of officers
- 3) Reading minutes of previous sessions
- 4) Sick and Distress
- 5) Reading communications
- 6) Reports of committees on propositions for membership
- 7) Balloting for candidates
- 8) Bills against the Chapter
- 9) Propositions for membership
- 10) Reports of committees
- 11) Unfinished business
- 12) New business
- 13) Good of the Order
- 14) Closing

ARTICLE XVI

General Regulations

Section 1: Any member of the Chapter seen wearing the Emblem of the Order in any place where he would not take his Mother or Sister will be subject to Discipline for conduct unbecoming a member of the Order of DeMolay.

Section 1: Any member of the Chapter seen wearing the Emblem of the Order of DeMolay in any place where he would not take his Mother or Sister will be subject to DISCIPLINE for conduct unbecoming a member of the Order of DeMolay.

Section 2: This Chapter is not permitted to appear in public in uniform, except at the funeral of a member of the Order or by dispensation issued by the Member or Deputy of the International Supreme Council. This Chapter shall not grant, loan, or allow the use of its regalia or other paraphernalia used in the work of the degrees or ceremonials, for any other than DeMolay purposes.

Section 2: This Chapter is not permitted to appear in public in uniform, except by dispensation issued by a Member or Deputy of DeMolay International. This Chapter shall not grant, loan, or allow the use of its regalia or other paraphernalia used in the work of the degrees or ceremonials, for other than DeMolay purposes.

Section 3: When this Chapter is opened in its highest degree, all preceding degrees are opened, and it may pass from work in one degree to do work in another without other form than the declaration that it does so.

Section 4: The use of any work, letter, title, emblem, or symbol to denote rank in or in connection with the Order of DeMolay in any written or printed document not DeMolay in its character and purposes; or the use of any such work, figure, title, emblem, or symbol for business or advertising purposes in any business, employment or avocation not DeMolay in its purposes or not connected with DeMolay is forbidden.

Section 5: The mailing list of the Chapter shall not be used for any other purpose than that of the regular business of the Chapter, except by permission of the Advisory Council.

Section 6: The membership of this Chapter shall not be solicited for the sale any profit-sharing article, nor shall it engage in any fund-raising project, unless such is in accordance with the purposes, and ideals of DeMolay and is in addition, approved by the Advisory Council.

Section 7: No Brother shall be permitted to vote on the application of a petitioner for membership, on the petition of a candidate for degree or in any election of officers, or hold office unless he has stood examination in open Chapter or agreed upon setting by a Councilor and an Advisor by committing to memory the obligations in the Initiatory and DeMolay degree.

Section 8: The funds of the Chapter cannot be used to purchase presents for retiring officers or for distinguished brethren, nor give any presents to new members, except in the following instances:

- 1) The retiring Master Councilor of the Chapter may be presented with a Past Master Councilors jewel of the form and design prescribed by the International Supreme Council, provided such is within limits of reasonable cost.

The retiring Master Councilor of the Chapter may be presented with a Past Master Councilors jewel of the form and design prescribed by DeMolay International, provided such is within limits of reasonable cost.

- 2) If approved by the membership of the Chapter, certain trophies or other awards, including DeMolay "Letters" and "Offers" jewels, may be presented to various brethren who have rendered outstanding service to the Chapter.

Section 9: Roberts Rules of Order shall be the guide to all parliamentary action where same is not covered by any provisions of the Constitution and Statues of the International Supreme Council or by the by-laws of the Chapter.

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Section 10: The Master Councilor, at his discretion and for a period of time which he and the Advisor of the Chapter feel proper, may order the alter of the Chapter draped in black to honor the passing of a member or friend of the Order of DeMolay.

Section 11: Any action of the International Supreme Council which may effect to alter these by-laws in any respect is hereby declared to be amendment.

Section 11: Any action of DeMolay International which may effect to alter these by-laws in any respect is hereby declared to be amendment.

Section 12: The expenditure of Chapter funds for the purchase of any liquor or alcoholic beverage, or illegal substances or the serving of the same at any Chapter function, either directly or indirectly under Chapter auspices, is strictly prohibited. Any member or officer who shall partake of alcoholic beverages or illegal substances at any Chapter function, or who shall serve the same, shall have his identification card immediately lifted by a member of the Advisory Council, pending trial before the same.