

By-Laws

St. Andrew's Chapter

**Order of DeMolay**

Sponsored by Sigma Bodies, A. A. S. R.

Schenectady, New York

1961

## **By-Laws, Order of DeMolay**

### **Article I**

#### **Name of Chapter**

Section 1. This Chapter, under Charter (or Letters Temporary) from the Grand Council Order of DeMolay, shall be known as “St. Andrews Chapter of the Order of DeMolay,” and shall be governed first the Constitution and Statues of the Supreme Council of the Order of DeMolay; and second by the following By-Laws:

#### **Officers**

Section 2. The officers of this Chapter shall be as follows:

Master Councilor  
Senior Councilor  
Junior Councilor  
Senior Deacon  
Junior Deacon  
Senior Steward  
Junior Steward  
Orator  
Scribe  
Treasurer  
Sentinel  
Chaplin  
Marshal  
Standard Bearer  
Seven Preceptors

#### **Election**

Section 3. The Master Councilor, Senior Councilor, and Junior Councilor of the Chapter shall be elected on the first meeting of March and October, voting to be by ballot and not otherwise. The Scribe and Treasurer shall serve for one (1) year and to be elected the first meeting of January, voting to be done by ballot and not otherwise.

#### **Appointive**

The remaining officers shall be appointed by the Master Councilor and shall occupy their several stations during his presence.

### **Article II**

#### **Meetings**

Section 1. The stated meetings of the Chapter shall be held in the Blue Room, Masonic Temple, on the first and third Wednesdays of each month, at 7:30 o'clock p.m.

### **Special**

Section 2. Special meetings of the Chapter may be called by the Master Councilor, with the approval of the Advisory Council, but no business shall be transacted other than conferring of degrees, unless specified in a notice of summons which must be sent by mail to each member no less than five (5) days in advance of the date of such meeting.

### **Request for**

Section 3. The Master Councilor shall, upon the written request of twenty (20) members call a special meeting in accordance with Section 2. The request shall state the purpose for which the meeting is called.

### **Article III Officers**

### **Installed**

Section 2. The officers, except for good reasons shown, shall be installed within one (1) month following their election, and shall hold office until their successors are duly elected or appointed and installed.

### **Article IV Committees**

### **Finance**

Section 1. The Master Councilor shall, on the night of his installation, or as soon thereafter as possible, appoint a Finance Committee to consist of three (3) members of the Chapter, whose duty it shall be to pass on all bills against the Chapter, prior to payment of the same.

### **Sick**

Section 2. The Master Councilor shall on the night of his installation, or as soon thereafter as possible, appoint a Sick Committee of not less than ten (10) members, whose duty it shall be to visit all sick members reported to the Secretary, or in open Chapter. The members of the said Sick Committee shall report at each meeting of the Chapter, the results of their visit to any sick members, together with such recommendations as they may care to make.

### **Entertainment**

Section 3. The Master Councilor shall, on the night of his installation, or as soon thereafter as possible, appoint an Entertainment Committee of five (5) members who shall have charge of the social activities of the Chapter.

### **Auditing**

Section 4. The Master Councilor shall, on the night of his installation, or as soon thereafter as possible appoint an Auditing Committee of three (3) members whose duty it shall be to examine the books of the Treasurer and Scribe and report thereon at the first meeting of the Chapter held in February, May and November of each year.

### **Special**

Section 5. The Master Councilor shall also appoint such special committees as may at any time be deemed expedient by the Chapter. Special Committees may be appointed on any item of business and may consist of as many members as the Chapter at its discretion may think proper.

### **Chairman**

The member first named shall be Chairman thereof.

In case of the neglect of the Chairman to call a session in proper time, any two members of a committee shall have the power to call together as many members of the same as are accessible, and if a majority be present to consider the matter submitted by the Chapter. They shall be empowered to report their conclusions to the Chapter either jointly or individually.

### **Ex-officio Master Councilor**

Sections 6. The Master Councilor shall be ex-officio member of all committees.

### Article V Petitions

### **Age**

Section 1. Application for membership in the Order shall be received only from a boy who has passed his fourteenth birthday and has not yet reached his twenty-first birthday, who is the son of a Master Mason in good standing, or chum of such son, or from one recommended by the members of the Chapter to which application is made and a Master Mason in good standing, known or satisfactorily vouched for the Advisory Council of the Chapter.

### **Membership Expires**

Section 1-a. "When a member of the Chapter of DeMolay reaches the age of twenty-one his membership therein automatically terminates, and his dues for the portion of the year during which he attains his majority shall be prorated accordingly. Provided, however, a former member of the Order may visit a Chapter of DeMolay by exhibiting his majority certificate, but without the right to participate in the business or activities of the Order, and subject to the regulations of the Member or Deputy of the State.

### **Presented**

Section 2. Every application or proposition for degrees or for affiliation must be made at a states meeting and at least one week before being voted upon, unless otherwise authorized by the member or Deputy of the Supreme Council.

### **Investigation Committee**

Section 3. 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 (3), 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. This committee shall be a secret committee, known only to the Master Councilor and one member of the Advisory Council. The committee of investigation must report favorably or unfavorably, by a majority of its members, and the character of the report may be announced but shall not be entered of 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 of Candidates**

Section 4. Election for the degree or membership shall be taken only at a stated meeting of the Chapter. The election of an applicant for the degrees or for membership shall be had in the following manner:

### **Objections**

The name of the petitioner together with the facts set out in the petition, shall be presented and read, at a stated meeting of the Chapter, and referred to a secret committee for investigation, as provided for in the statutes. If any member of the Chapter has any objections to the petitioner being elected the said member shall make known such objections to the Dad of the Chapter, and it shall be the duty of the Dad of the Chapter to settle the merit of the objections. If a secret committee reports favorably and no objections are made by any member, the ballot will be spread and if any black ball appears, it shall be disregarded.

In the event of any objection being made by a member and such objection being sustained by the Advisor, the ballot will be spread as usual, and if two negative votes appear, the applicant shall stand rejected, and if one black ball appears, the petition shall be laid over until the next regular meeting, and if two negatives votes appear, then the applicant shall stand rejected. If the objections made by a member, be deemed insufficient and the investigating committee report is favorable, the ballot shall be spread and any negative votes appearing shall be disregarded.

### **Rejected May Petition**

Section 5. When a candidate for initiation has been rejected, he cannot again apply for membership or be proposed, until after the expiration of three (3) calendar months.

Section 6. When a candidate for affiliation has been rejected, his admission may again be proposed after the lapse of one month and must then lie over two weeks before ballot.

Section 7. A candidate rejected upon petition must, when applying to another Chapter, make known to it the fact of his former rejection.

### **Objection Failed**

Section 8. 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 members present, 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 regular trial before the Advisory Council.

### **Candidate**

Section 9. a candidate elected to receive the degrees must present himself at the proper time and place to receive the same within three (3) months from the date of his election. If he fails to do so, or to show good and sufficient cause for his delay he shall thereby forfeit the election and must petition or be again proposed and be balloted for as in the first instance.

### **Jurisdiction**

Section 10. No person, who is an actual resident within the territorial jurisdiction of the Chapter, can lawfully be elected to receive the degrees from any Chapter except the one having concurrent jurisdiction until consent and waiver of jurisdiction are obtained the Member or Deputy of the Supreme Council in charge of the jurisdiction which the petitioner is a resident.

### **Member**

Section 11. 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 and Transfer of Membership**

### **Affiliations, Admittance by**

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

### **Transfer of Membership**

A member may transfer his membership from one Chapter to another Chapter in manner as follows: He may take application to any chapter for membership there in by transfer, a copy of which application shall be filed with the Chapter in which at that time he holds membership. Such application shall give his name, age, residence, the name and location of the Chapter of which he is then a member, and shall state that he is at that time a member in good standing therein and desires to transfer his membership therefrom to the Chapter to which he is making application. Such application shall be received by the Chapter to which he is making application. Such application shall be received by the Chapter to which it is addressed, be referred to a committee and take the same course as a Petition for Affiliation on Demit. If elected by the Chapter to which application is made, the Scribe thereof shall notify the Chapter from which he is transferring whose Scribe shall thereupon issue a transfer of membership to the Chapter in which he has lately been elected, and thereafter the membership of the brother shall thereby cease in the old Chapter, and he shall be and become a member in the Chapter in which he has last been elected.

The foregoing provisions do not in any way affect the rules and regulations as to the issuance of Demits and affiliation thereunder, but the same shall be and remain in full force and effect, as now exiting; the provisions under this section constitution an alternative method for the transfer of membership from one Chapter to another.

### **Unaffiliated**

Section 3. Application 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. A minimum fee of \$1.00 shall accompany every applications for membership by affiliation either by demit of by transfer of membership as provided in Section 1, of this article. The fee shall be retained by the Chapter receiving the application.

### **Article VII**

#### **Withdrawals and Suspensions**

### **Certificate for Affiliation**

Section 1. A member of this Chapter how is in good standing whose dues are paid, who desires to affiliate with another Chapter, may apply for and receive from the Scribe of this Chapter, a duly attested certificate of his standing in the Chapter. By presenting such a certificate with his petition, a member may apply for affiliation with another Chapter. If such applicant be elected to affiliate with a Chapter, he can become a member thereof only by filing with the Scribe, at a stated meeting, a demit from this Chapter.

### **Demit**

Section 2. A member of this Chapter, if he be clear on the books and under no charges, may withdraw from it and will be entitled to a demit.

### **Article VII**

#### **Fees and Dues**

### **Fees and Dues Fees**

Section 1. The fees for the degrees in this Chapter shall be Fifteen Dollars (\$15.00) and must accompany the petition.

### **Annual Dues**

Section 2. The annual dues of the Chapter shall be Five Dollars (\$5.00), payable in advance – or Life Membership at \$3.00 per year to age 21, payable in advance.

### **Suspension**

Section 3. Any member who shall be three (3) months in arrears therefore shall be immediately notified thereof by the Scribe and if the said dues shall not be paid at or before the next regular meeting or some sufficient reason be presented for such non-payment; he shall be suspended from the rights and privileges of the Chapter.

### **Reinstated**

Section 4. A Brother suspended by Chapter for non-payment of dues who shall within one year pay the arrearages due at the time of his suspension, together with such further dues as would have accrued against him to the date of such payment had he retained his membership, shall be restored, but if the Brother neglect to pay such dues within the one year, he shall not be restored unless the Chapter shall so order by vote at a stated meeting.

### **Exempt from Dues**

Section 5. The Chapter may, by unanimous vote, at a regular meeting to exempt from payment of dues to the Chapter, a Brother whose circumstances justify such exemption, but in such cases the Chapter is not relieved from paying to the Grand Council dues for the Brother so exempted.

### **Article IX Vacancies**

#### **Vacancies Resign**

Section 1. Any officer of the Chapter may resign.

#### **Resignation Demanded**

Section 2. The resignation of any officer may be demanded and his place made vacant by proposition moved at one regular meeting and considered and sustained by the affirmative vote of three-fourths of the members present at the next regular meeting. Provided such action is approved by the Member or Deputy of the Supreme Council.

#### **How Filled**

Section 3. When a vacancy occurs 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 to the members. Provided, that if both officers desire to retain their old position, the election shall be held for the office of Master Councilor; and provided further, that if the second officer will accept the head of the Chapter, and the third officer desires to keep his old place, the election shall only be for the second place. When vacancies occur in other offices they shall be filled by appointment.

### **Resignation Demanded**

Section 4. The resignation of a member, where the good of the Chapter requires it, may be demanded by a unanimous vote of all the members present at a regular meeting, provided that due notice of such proposed action has been communicated to the accused in person by the Master Councilor, not less than one (1) month previous of the time of such action.

### **Article X**

#### **Duties of Officers**

#### **Master Councilor**

Section 1. The Master Councilor has it in special charge to see that the Constitution and the Statutes of the 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 Supreme Council annually, and the dues are properly paid.

#### **Who is Eligible to Hold Office**

Section 2. No Brother shall be elected to the office of Master Councilor in the Chapter unless he shall have served as Senior Councilor and Junior Councilor respectively, except in the event that the Advisory Council of the Chapters feels that it is in the best interests of the Order would be promoted by the election of another Brother, or in the event of the formation of a new Chapter.

#### **Appeal**

Section 3. An appeal may be taken from the decision of the Master Councilor to the Advisor or Advisory Council of the Chapter and then to the Member or Deputy of the Supreme Council for the jurisdiction and from this decision an appeal may be taken to the Supreme Council.

#### **Senior Junior Councilor**

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.

#### **Scribe**

Section 5. The Scribe shall record all the transactions of the Chapter proper to be written; keep the records always for inspection; collect all fees and dues; keep the correct record thereof; and pay the same immediately over to the Treasurer and take his receipt thereof; render at the last meeting in December a report of his doings of the preceding year; deliver all of 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, or the Advisor, or the Advisory Council may direct.

#### **Bond**

Section 6. He shall furnish a bond in a responsible surety company in such amount the Advisory Council may deem advisable, the premium of which shall be paid by the Chapter.

#### **Treasurer**

Section 7. The Treasurer shall keep an accurate account of all his receipts, disbursements and the inventory of all fiscal property of the Chapter; also proper vouchers, carefully numbered and filed, and pay out money on voucher checks approved by the Advisor or Chapter, and render at the last meeting in December a report of his doings during the preceding year; and deliver all money and other property of the Chapter in

his possession to his successor, or to such other person, or persons, as the Advisory Council, the Advisor or the Chapter may direct.

### **Bond**

Section 8. He shall furnish a bond in a responsible surety company in such amount the Advisory Council may deem advisable, the premium of which shall be paid by the Chapter.

### **Almoner**

Section 9. 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 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 worth brother, or relatives of one, and if there be none such, then to the relief of some needy deserving person or persons.

## **Article XI**

### **Visiting Members**

#### **Visiting Members**

Section 1. The Grand Scribe will furnish annually to the Scribes of the Chapter identification cards for members, which will be of such size, form and color as the Grand Scribe Shall prescribe, with blank spaces for the name, age residence, height, color of eyes and hair of the member to whom it is issued.

#### **Identification Cards**

These cards shall be filled in, countersigned and issued, under seal by the Scribe of the Chapter only to members who are in good standing and whose dues are paid for the calendar year. These cards must be signed on the margin by the members at the time of their issuance.

### **Eligible**

#### **Card and Patent Certificate**

Section 2. No Brother shall be permitted to visit or attend his own Chapter unless he be in possession of a card such as described in Section 1 of this Article. He shall also exhibit a Patent, duly issued, or a certificate as provided in Section 3. of this Article. Except, however, as provided in Article V, Section 1-a, of these By-Laws.

#### **Patent Card Certificate**

Section 3. No Patent will be recognized unless accompanied by a card as described in Section 1 of this Article, or by a letter from the Member or Deputy of the Supreme Council, written within the same period, certifying to his good standing.

## **Article XII**

### **Unlawful Revelation**

#### **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 or expelled.

Article XIII  
Finances

**Trust Funds**

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

**Funds Not to be Used**

Section 2. The Chapter cannot, by amendment to its By-Laws or otherwise, use or permit the use of its funds or any part of them for any other purpose whatever; provided however, that the Chapter may expend in each calendar year, forty percent (40%) of its total revue for the preceding year for the purpose of refreshments and the promotion of fraternal intercourse; and provided further that the Chapter may by appropriate action request the consent of the Advisory Council to expend certain sums for charity and for other such purposes as it may desire which expenditures can only be made after the approval of the Advisory Council.

**Life Membership Fund**

Section 3. All monies received as dues under the Life Membership Plan shall be entered in the records of the Life Membership Fund. This fund is to be deposited in a separate, special interest bank account, and an entirely separate record of transactions maintained, of amounts and life-members.

In accordance with the prescribed method of withdrawals from other funds of the Chapter, the Scribe may withdrawal from this fund only as follows:

1. The pro-rated amount covering the first years dues of each life-member, upon completion of said member's degrees.
2. An amount equal to the annual life membership rate times the number of life members currently in the funds, may be withdrawn at the start of each subsequent dues year.
3. The interest earned by this account, may be withdrawn each year, only as required by the process of operating the dues system

**Expenditures**

Section 4. 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 Master Councilor and Treasurer and countersigned by some members of the Advisory Council.

**Deposits**

Section. 5. The Treasurer shall deposit all funds coming into his hands from the scribe, or from other sources, and belonging to the Chapter, in such bank as may be 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.

Article XIV  
Amendments

**Amendments**

Section 1. These By-Laws may be amended by a two-thirds vote of all the members present at a regular stated meeting of the Chapter after one month's previous notice in writing of such proposed amendment

and when approved by the Deputy or a Member of the Supreme Council, for the jurisdiction, the proposed amendment shall become a part of these By-Laws.

Article XV  
Order of Business

**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. Almoner's Report
5. Sickness and Distress
6. Reading Communications
7. Employment
8. Reports of Committees on Propositions for membership
9. Balloting for Candidates
10. Bills against the Chapters
11. Propositions for Membership
12. Reports of Committees
13. Unfinished Business
14. New Business
15. Good of the Order
16. Receipts of Sessions
17. Closing

Article XVI  
General Regulations

**Wearing of the Emblem**

Section 1. Any member of this Chapter seen wearing the emblem of the Order in any place where he would not take his mother or sister will be subject to the discipline for conduct unbecoming a member of the Order of DeMolay.

**Recognize**

Section 2. Every member must at all times recognize any Brother of the Order of DeMolay by a personal salute, whether known to him personally, or if wearing the DeMolay emblem, and the Brother so recognized must return the salute.

**Public Use of Uniforms**

Section 3. 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 Supreme Council. This Chapter shall not grant loan or allow the use of its regalia or other paraphernalia used in the work of its degrees or ceremonials, for any other than DeMolay purposes.

### **Chapter Opened**

Section 4. When the Chapter is opened in its highest degree, all preceding degrees are opened. And it may pass from work in one degree to work in another without other form than the declaration that it does so.

### **Unlawful to Use Emblem, etc.**

Section 5. The use of a Brother of any word, figure, letter, title, emblem, or symbol to denote his rank in, or his connection with the Order of DeMolay in any written or printed document not DeMolay in its character and purposes, or the use by a Brother of any such word, figure, letter, title, emblem or symbol for business or advertising purposes in any business, employment or avocation not DeMolay in its purposes, nor connected with DeMolay, is forbidden.

### **Mailing List Private**

Section 6. Except by the authority of a Member of the Supreme Council or a Deputy of the Supreme Council for the jurisdiction, or the Advisory Council, the mailing list of the Chapter shall not be used for any purpose than that of the regular business of the Chapter.

### **Eligible to Vote**

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

### **P.M.C. Jewel**

Section 8. The funds of the Chapter cannot be used to purchase presents for retiring officers or for distinguished brethren, nor to give any presents to new members. Provided, that any Chapter may present to a retiring Master Councilor a Past Master Councilor's Jewel of the form and design prescribed by the Supreme Council, the cost thereof not to exceed \$15.00.

### **Robert's Rules**

Section 9. Robert's Rules of Order shall be the guide to all parliamentary action where the same is not covered by any provisions of the Constitution and Statutes of the Supreme Council pr By-Laws of this Chapter.

### **Amended**

Section 10. Any action of the Supreme Council which may affect or alter these By-Laws in any respect is hereby declared to be an amendment.