

SOUTHERN CALIFORNIA JURISDICTION

ORDER OF DEMOLAY

POLICY MANUAL



DONALD E. PETERSON, JR.
EXECUTIVE OFFICER

SOUTHERN CALIFORNIA JURISDICTION POLICY MANUAL

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PREEMPTION:

Should there be any conflict in the applicability of any part or portion of these Policies or any conflict in the rules, regulations or directives as set forth herein with the DeMolay International Bylaws, Rules and Regulations, any directive of the Grand Master of DeMolay, the California Masonic Code, any directive of the Grand Master of Masons in California, any directive or expressed policy of the Executive Officer of the Jurisdiction of Southern California, Order of DeMolay, or any applicable municipal, state or federal law or regulation, such rules, regulations, laws or directives shall supersede and preempt the directives in this Policy Manual.

ALLEGIANCE STATEMENT:

This publication acknowledges Authority and yields Allegiance to DeMolay International of which Frank S. Land was the Founder.

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The large number of chapters in Southern California, under the Jurisdiction of its Executive Officer, mandates certain rules and regulations for uniformity.

Please read these Policies carefully, as they are just as binding on the chapters, its members and advisors, as are the DeMolay International Rules and Regulations, the directives of the Grand Master of DeMolay, the Grand Master of Masons in California and the Executive Officer in Southern California.

ADVERTISING AND SOLICITATION: (SCJ-1.0)

See appropriate sections of the California Masonic Code.

ADVISORS, ASSOCIATE / JUNIOR: (SCJ-2.0) -- REVOKED

ALCOHOL AND CONTROLLED SUBSTANCES: (SCJ-3.0)

Alcohol and/or controlled drugs, as defined by any governmental agency (other than legally prescribed medications), are not to be possessed, distributed, or consumed prior to, at, or following any DeMolay chapter, league, or jurisdiction function. This policy applies to everyone in attendance.

ALCOHOL AT EVENTS HOSTED BY OTHERS: (SCJ-3.1)

The following applies to events hosted by other groups where DeMolays are in attendance in some official capacity.

- No adult who is acting as an advisor or representing DeMolay at the event may consume alcohol.
- The Chapter Advisory council is responsible to insure proper advisor coverage. There should be sufficient coverage that the youth are not left alone in an area with alcohol.
- DeMolays may not touch anything that contains alcohol (*it is recommended using cups or glasses that are different from the non-alcohol drinks.*)
- The advisors supervising the cleanup need to clear any alcohol from the tables or make sure it has been cleared by another adult before the youth start to clear the remaining dishes. (*This is to be applied when the guests leave the dining area after the meal. However, if alcoholic drinks do need to be cleared during the meal, it needs to be performed by an adult.*)
- All alcohol is to be disposed of prior to any youth washing glasses or other containers in which alcohol may have been poured.

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- Attendees must be responsible and show restraint in the amount of alcohol being consumed.
- The Lodge, its Members and Guests must be willing to cooperate with these policies to insure a safe environment for our youth. *(For example: Issues have arisen when additional alcohol was brought in separate from what was furnished and poured into a glass not intended to be used for alcohol--especially a problem when the alcohol was a clear liquid!)*

ASSESSMENT, PER CAPITA: (SCJ-4.0) – DELETED. See SCJ-23.0

ATHLETICS: (SCJ-5.0)

The Jurisdiction Athletic Manual is the guideline governing all Jurisdiction athletic rules and regulations.

AUTHORIZED ACTIVITIES: (SCJ-6.0)

All activities held in the name of a DeMolay chapter or league must be authorized by the advisory council of the chapter or league, and recorded in the minutes of the monthly advisory council or league meeting as required by the Rules and Regulations of DeMolay International. One or more members of the advisory council must supervise all authorized activities of the chapter or league. One or more female advisors or chaperones must always be present if the function or activity is open to girls.

AWARDS, WEARING OF REGALIA / TITLES: (SCJ-7.0)

In accordance with the recommendations of the DeMolay International Ritual and Regalia Committee, it is policy in this jurisdiction that not more than one piece of regalia be suspended from the neck and not more than one piece of regalia be suspended from the breast on any occasion.

Only Chapter Officer Jewels may be worn while in chapter robes. It is considered inappropriate to wear other regalia including League and Jurisdiction Officer Jewels while wearing chapter robes.

All adults with DeMolay honors shall use only their highest honor and title awarded on any printed announcements/programs, and when being introduced at any DeMolay assembly, with only their highest honor.

BANK ACCOUNTS: (SCJ-8.0)

All checks, drafts, withdrawal slips, or payment vouchers for ALL DeMolay connected funds (Chapter, Advisory Council, Parents/Mothers Club, League, Manor, Priory, etc.) must be signed by two (2) authorized registered advisors, one of whom must be a Master Mason. All chapters should have a checking account and if desired may have a separate savings account. An optional Parents Club checking account is permissible. Any additional accounts must be approved by the League Administrator or the Executive Officer.

Payment by electronic bank check or by PayPal must be authorized by a payment voucher with receipts to support payment.

BONDING: (SCJ-9.0)

All registered Advisors who are signatories for the disbursement of DeMolay funds are bonded in accordance with the By-laws of DeMolay International (Article IX, Section 1). All claims shall be immediately reported to the Executive Officer.

COMMUNICATIONS WITH DEMOLAY INTERNATIONAL HEADQUARTERS: (SCJ-10.0)

Communications with DeMolay International or the Henry E. Stickney Leadership and Service Center are limited to:

1. Orders for Chapter supplies and jewelry.

NO OTHER COMMUNICATIONS WITH DEMOLAY INTERNATIONAL ARE AUTHORIZED WITHOUT SPECIFIC PERMISSION OF THE EXECUTIVE OFFICER.

CONTRIBUTIONS: (SCJ-11.0)

The Internal Revenue Service has classified DeMolay International as a 501(c)(3) charitable organization. The Order of DeMolay and its subordinates are exempt from paying Federal Income Tax.

Contributions from individuals or groups are most welcome. **Individuals wishing to make such donations or to claim deductions for un-reimbursed expenses are strongly advised to consult with their own tax advisor and tax preparer.** Chapters or Leagues that receive contributions of \$1,000 or more are to report them to the Executive Officer. Please be aware that when donors and Estates report such contributions to the IRS, it may trigger an inquiry and/or an audit of their financial activities.

Individuals are cautioned that un-reimbursed personal expenses incurred in service to DeMolay, such as mileage or other expenses, may not be automatically deductible contributions when computing Federal Income Tax. All deductions must be properly substantiated.

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CONTRACTS: (SCJ-12.0)

All contracts or agreements creating an obligation or liability in excess of \$1000.00 between a chapter or a league and another person or entity shall carry the following endorsement:

This CONTRACT is entered into on behalf of the Advisory Council of _____ Chapter/League and in NO WAY, is to be construed as creating liability on behalf of the DeMolay International of the Order of DeMolay, the Jurisdiction of Southern California, its Executive Officer, his assistants or staff.

DEMOLAY CHARGES: (SCJ-13.0)

The Advisory Council must follow the procedures in the *DeMolay International Bylaws, Rules and Regulations* (Article 14, Section 314.12). Complete records of the proceedings are to be sent to the Executive Officer. Suspension or expulsion of a DeMolay member by an Advisory Council will occur **ONLY** after review and approval of its proposed action by the Executive Officer who will notify the Advisory Council of his decision.

DEMOLAY DEGREE COSTUMES: (SCJ-14.0)

Clothing must be worn underneath DeMolay Degree costumes. With ladies and parents attending our degrees, it is essential that underwear not be visible. Dignity and decorum are to be maintained during the conferral.

LEAGUE ORGANIZATIONS: (SCJ-15.0)

League Administrators are permitted to organize their chapters for membership recruitment, degree conferrals, social, athletic and fund-raising functions where deemed to be necessary or mutually beneficial. League organizations must operate under rules approved by the Executive Officer. Minutes of all meetings and records of income and expenses must be kept, annually audited and a written financial statement filed as required by DeMolay International and/or by the direction of the Executive Officer.

DRESS CODE: (SCJ-16.0)

The proper dress for each activity will be announced in conjunction with the function. Dress codes within chapters are left to the discretion of the Chapter Advisory Council and the Chapter's Bylaws. It is to be noted that when visiting another chapter, it is common courtesy to observe the dress code standards as applied in the chapter being visited.

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Male

- FORMAL (F): Tuxedo or dark business suit
- DEMOLAY DRESS (DD): Coat and tie, dress shirt and pants, and shoes (no jeans or sneakers). Regalia never worn without suit coat.
- DEMOLAY CASUAL (DC): Collared shirt, neat pants and shoes. (no jeans or t-shirts)
- CASUAL (C): Jeans, shorts, t-shirts (no offensive printing), sneakers, etc.

Female

- FORMAL (F): Long dress
- DEMOLAY DRESS (DD): Dress or Blouse and Skirt, Advisors or girls (unless sweetheart or princess) , Dress Pants Suit , Belt loops on slacks – must wear Dress shoes, No Jeans , Regalia never worn with slacks.
- DEMOLAY CASUAL (DC): Collared shirts (blouses or polo) and slacks (no jeans or t-shirts), Dress Shoes.
- CASUAL (C): Jeans, shorts, t-shirts (no offensive printing), sneakers, etc.

DRAPING THE ALTAR: (SCJ- 17.0)

The authority for permitting the Sacred Altar of a DeMolay chapter to be draped in mourning is hereby delegated to each League Administrator for his/her particular league.

The procedure established for the draping of a DeMolay Altar is as follows: black ribbon (or crepe paper), not to exceed five (5) inches in width, is to be placed on the Altar cloth and shall run diagonally northeast to southwest, under the Bible. The ribbon is not to extend more than fifteen (15) inches below the edge of the Altar on either the northeast or southwest corners.

DRIVING: (SCJ-18.0)

The guidelines published in the *DeMolay Insurance and Risk Management Guide* are recommended to all Advisory Councils when determining who should drive on chapter functions. Advisory Councils may use their own discretion in permitting safe drivers who possess a current valid driver's license to provide transportation for chapter members. Drivers **must** have a safe driving record, and must exhibit safe driving habits. This section does not supersede the vehicle code of California regarding driving requirements.

DeMolay insurance coverage is secondary to the individual's primary coverage.

Due to insurance regulations, **ALL** individuals who drive on behalf of DeMolay must:

Hold a current, valid driver's license for the State of California.

Have insurance for the vehicle.

Have permission from their chapter Advisory Council to drive DeMolay members as passengers.

Motorcycles and open air off-road vehicles such as dune buggies and jeeps, may not be used to provide transportation for passengers to DeMolay functions, however, an individual may use these vehicles to transport only himself to and from an activity.

FEMALE RELATED ORGANIZATIONS: (SCJ-19.0)

Masonic family organizations such as the International Order of Jobs Daughters, the Order of Rainbow for Girls, the Order of Eastern Star, the Order of Amaranth, etc. are welcome supporters of the Order of DeMolay and its chapters. Chapters and leagues are encouraged to work with these organizations in the promotion of shared fraternal ideals. As such, DeMolay members are permitted to serve as escorts, participate in joint social, civic, fund-raising projects and other public functions of these organizations. Participation with these groups is left to the discretion of the Chapter Advisory Council, under the supervision of the League Administrator.

ADMINISTRATORS AND JURISDICTION STAFF: (SCJ-20.0)

See the Jurisdiction Job Description Manual for duties and procedures required of Jurisdiction personnel.

HONORS, CONFERRAL: (SCJ-21.0)

1. The Legion of Honor (LOH) and Honorary Legion of Honor (HLOH) shall be conferred by the Jurisdiction, with the assistance of the Southern California Preceptory Legion of Honor, at locations approved by the Executive Officer.
2. The Cross of Honor (COH) shall be conferred by the league, at a time and place designated by the League Administrator. (NOTE: Being an advisor for the minimum of 3 years does not automatically qualify them for the COH. See below.)
3. The Degree of Chevalier MAY be conferred by the league or with the approval of the League Administrator by the individual chapter. If conferred by the league, it shall be conferred at a time and place designated by the League Administrator.

HONOR NOMINATIONS: (SCJ-22.0)

Nominations for DeMolay Honors will be registered by the Advisory Council online on e-Scribe at the DeMolay International website. All Honor nominations must be entered by March 1.

A nomination for DeMolay Honors by an Advisory Council does not automatically qualify a nominee for an honor.

Nominations will be considered only from chapters who have filed all of their required reports and who have paid all fees due to DeMolay International and the Jurisdiction of Southern California.

Particular attention should be given to documenting the service of the nominee, as it is almost impossible to know each one personally. Your specific details as to his service are absolutely necessary. This record is carefully reviewed by the Executive Officer in consultation with the League Administrator before being approved.

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All nominees must meet the requirements for the Honor, as stated in the DeMolay International Rules and Regulations, and meet the following minimum Southern California Jurisdiction standards:

Chevalier:

This honor is for **outstanding DeMolay service** other than as a good chapter officer. Remember...the Degree of Chevalier has always been intended to honor the top one percent of DeMolay membership. Age of nominee shall not be used as a determining factor for nominating a DeMolay for this honor.

The nominee must have served the Order of DeMolay in a recognizable outstanding manner for at least three (3) years prior to nomination.

Cross of Honor:

The Cross of Honor is given for **exceptional work** as a DeMolay Advisor. To be judged exceptional, an advisor's years of service, the success of the activities that are his particular responsibility, his participation and cooperation in League and Jurisdiction activities, and attitude toward DeMolay administration are all carefully examined.

Each nominated advisor should be recognized by the DeMolay members as having performed duties well above the minimum expected of a DeMolay advisor.

Legion of Honor/Honorary Legion of Honor:

The Legion of Honor and Honorary Legion of Honor are given for **recognized outstanding accomplishment** in the Order of DeMolay, the Masonic Fraternity, the nominee's field of endeavor, and/or for service to humanity. These honors are considered DeMolay's highest recognition that can be given to any Senior DeMolay and/or Master Mason. Those men who are selected to receive either of these honors, bring prestige by their association with the Order of DeMolay in Southern California.

INSURANCE: (SCJ-23.0)

DeMolay International maintains a Comprehensive Public Liability Insurance Policy which protects every person working in DeMolay. It is strongly recommended that all advisors review their own personal liability policy and limits to ensure reasonable personal coverage. A supplementary medical insurance program is also provided for each chapter in Southern California. The medical program coverage varies with the insurance provider; you must be familiar with the current policy to know who is covered.

Premiums will be billed directly to each chapter for such insurance and **MUST** be paid within thirty (30) days of receipt.

To ensure maximum insurance coverage, **ALL** DeMolay activities **MUST** meet the approval and guidelines as stated in the "*DeMolay Risk Management Manual*", and as a part of their scheduled and non-scheduled program, reflect in writing both a start and ending time. **Immediately** report any accident which is related to a DeMolay activity to the Jurisdiction.

LEADERSHIP CORRESPONDENCE COURSE: (SCJ-24.0)

The following persons are required to successfully complete the Leadership Correspondence Course: League and Jurisdiction Sweetheart and Princess candidates (Lesson #1); Master Councilor candidates, League candidates (Lessons #1& #2). Jurisdictional candidates (Lessons #1 through #5)

Chapter Sweethearts and Princesses must complete the LCC prior to the election of their successor or within six (6) months, whichever is first, to be recognized as a Past Sweetheart or Princess (Lesson #1).

All other DeMolays, advisors and Parents'/Mothers' Club members are encouraged to successfully complete Lesson #1 and as many of the other lessons (#2 thru#5) as desired.

All five Leadership Correspondence Courses offered by DeMolay International and located on its website, must be completed in progression.

LEAGUE OFFICERS AND LEAGUE SWEETHEARTS ELECTION AND INSTALLATION: (SCJ-25.0)

League Officers, Sweethearts and Princesses must be elected prior to the annual Conclave.

League installations of Presidents, Sweethearts, Princesses, and any appointed officers will occur at Conclave. All League Officers are to assume the duties of their office upon the conclusion of Conclave.

Any League Officers not installed at Conclave will be installed by September 30th. League installations may be held at the discretion of the League Administrator, primarily to install appointive League Officers who were unable to attend Conclave.

LIFE MEMBERSHIP FEE: (SCJ-26.0)

Life Membership became MANDATORY in all Jurisdictions of DeMolay on January 1, 1993. A \$75.00 fee for the Degrees is payable in full, regardless of the age of the petitioner. At least \$50.00 shall accompany the petition and the remainder shall be paid PRIOR to receiving the Initiatory Degree. There shall be no additional fees, charges, or dues as a condition of membership in the Order of DeMolay without written permission of the Executive Officer.

Immediately following the conferring of an Initiatory Degree, but **NOT LATER than ten (10) days thereafter**, a new DeMolay is to be registered on e-Scribe on the International DeMolay website, submitted and payment selected. A DeMolay Degree is immediately registered. Initiatory Degree registration is completed when SCJ furnishes payment. The Chapter will pay by one check or by preferred PayPal electronic payment at \$50 PER DeMolay initiate. The \$25 remaining balance of the fee is to be placed in the chapter account.

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THERE WILL BE NO DEVIATION FROM THE ABOVE PROCEDURE WITHOUT WRITTEN PERMISSION OF THE EXECUTIVE OFFICER.

Summary of Membership Fees: Effective 1-1-2011

DeMolay International	\$35.00
Jurisdiction of Southern California	\$15.00
Chapter account(s)	<u>\$25.00</u>
Total Life Membership Fee ----->	\$75.00

A LIFE MEMBER may transfer to any chapter in this jurisdiction by presenting an Application for Affiliation to the new chapter, accompanied by a Transfer Certificate from his home chapter. He remains a member of his former chapter until that chapter receives notice of his election by another chapter.

TRANSFER FEE FOR LIFE MEMBER \$ 0.00

Note: If elected, the petitioner for affiliation carries his Life Membership status to the new chapter and pays no fee. No funds are transferred to his new Chapter.

FEE FOR DUAL MEMBERSHIP \$10.00

Dual membership must have the written approval of the Executive Officer and the concurrence of the League Administrator(s) and both Chapter Advisory Councils. This fee is in accordance with DeMolay International Rules and Regulations.

Note: This Dual Membership fee is waived for those in dormant chapters when the Dual Membership is to go to an active chapter.

LINE OF COMMUNICATION: (SCJ-27.0)

A proper and functioning line of communication is vital and, if followed, will eliminate much misunderstanding and confusion. The following is required procedure in this Jurisdiction: DEMOLAY MEMBERS AND CHAPTER SWEETHEARTS/PRINCESSES shall communicate all questions or problems with the Chapter Advisor (formerly known as the Chapter Dad).

CHAPTER ADVISORS shall present any questions, which they cannot answer, to the Chairman of the Advisory Council for discussion with the Advisory Council. The Chapter Advisor will then follow its direction.

PARENTS'/MOTHERS' CLUB PRESIDENTS shall take their questions to the Chairman of the Advisory Council.

CHAIRMAN OF THE ADVISORY COUNCIL is the liaison with the League Administrator or assistant.

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LEAGUE ADMINISTRATORS shall have direct DeMolay communication ties with the Executive Officer and Masonic ties with Grand Lodge representatives or committeemen (Youth Orders) DeMolay chapters MUST contact their League Administrator, if it is necessary, to obtain a ruling on chapter functions that may be questionable as to DeMolay and/or Masonic laws and rules. Chapter and League members will not communicate directly with DeMolay International concerning Jurisdictional matters.

EXCEPTIONS TO THE ABOVE are with the consent of the Executive Officer. In all matters, the decision of the Executive Officer is final. A procedure for grievances is described in the Rules and Regulations of DeMolay International.

MEDICAL RELEASE FORMS: (SCJ-28.0)

A current Medical Release form must be available for EACH DEMOLAY, SWEETHEART AND PRINCESS and updated at least once a year. These completed forms, or legible copies of it, shall be in the hands of the designated Registered Advisor at EVERY approved event in which the above participate. (The forms are available on the Jurisdiction website –“scjdemolay.org”.)

Prospects that attend a chapter function outside the regular meeting place, such as on a field trip, sporting event, etc., shall also have a medical release form.

MEMBERSHIP ELIGIBILITY: (SCJ-29.0)

General

Membership in the Order of DeMolay shall be limited to males:

Who have reached their tenth birthday and not later than their twelfth birthday for Squire membership, or twelfth birthday and not yet twenty-one years of age for Chapter membership.

Who profess a belief in God and Reverence for His Holy Name.

Who affirm their loyalty to their country and respect for its flag and laws.

Who adhere to the practice of personal morality.

Who pledge themselves to uphold the high ideals typified by the seven cardinal virtues of the Order of DeMolay.

Who accept the philosophy of the Universal Brotherhood of Man and the nobility of character typified by the life and death of Jacques DeMolay.

All petitioners meeting the requirements stated above must be given equal treatment via the balloting procedures as prescribed in the Rules and Regulations of DeMolay International.

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DeMolay does not express or imply discrimination against its petitioners because of their race, creed, color, disability or economic status. Discrimination by any chapter, advisory body, advisor or member of the Order of DeMolay in Southern California will not be tolerated.

Any ballot which has been determined to have been influenced by said discriminatory judgments' will be declared null and void, and final election or rejection will rest within the discretion of the Executive Officer of the Order of DeMolay in Southern California. The Executive Officer may direct the Advisory Council to make a recommendation for his consideration. Any interested party may lodge a protest of the ballot to the Executive Officer based on the above criteria.

PARENTS'/MOTHERS' CLUB: (SCJ-30.0)

The DeMolay International Rules and Regulations provide for the operation of Parents'/Mothers' Clubs at the discretion of the Executive Officer of a Jurisdiction. The formation and growth of such Clubs are strongly encouraged in this Jurisdiction.

Each Parents'/Mothers' Club is subject to the authority of the Chapter Advisory Council from the power delegated to it by the Executive Officer. It is important that the Club members understand this policy, because the harmonious relationships between chapter and Club depend upon the Club members acting within the bounds prescribed by the chapter advisory council.

The Parents'/Mothers' Clubs must abide by all DeMolay International and SCJ Policies and rules as well as adopting the following By-Laws:

PARENTS'/MOTHERS' CLUB

BY-LAWS OF _____ PARENTS'/MOTHERS' CLUB

NAME OF CLUB: This Parents'/Mothers' Club, by authorization of the Executive Officer for the International Supreme Council Order of DeMolay, shall be known as _____ Parents'/Mothers' Club. This Parents'/Mothers' Club shall be governed first by the DeMolay International Rules and Regulations; second by the Policies of the Southern California Jurisdiction (SCJ-23); third by the Advisory Council of _____ Chapter; and finally, by the following by-laws:

Article I

MEETINGS:

Section 1. The stated meeting of the Parents'/Mothers' Club shall be at _____ on the _____ of _____ at _____ o'clock a.m./p.m.

Article II

TERM OF OFFICE:

Section 1. The President and Vice President(s) of the _____ Parents'/Mothers' Club shall be elected every six months on the ___ day of _____ and _____ .

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Section 2. The Secretary and Treasurer may be elected for a term of one year in the month of _____.

Article III

DUES:

Section 1. The annual dues for this Parents'/Mothers' Club shall be \$_____ payable on or before January 1st of each year.

Article IV

SUSPENSION:

Section 1. Any member who is 90 days in arrears with Club dues may be suspended from membership.

OFFICER, COUNCILOR REQUIREMENTS: (SCJ-31.0)

The Advisory Council is charged with the responsibility of approving and selecting those authorized to run for Master Councilor, Senior Councilor, and Junior Councilor.

All Master Councilor candidates are required to have successfully completed Lessons #1 & # 2 of the Leadership Correspondence Course.

OFFICER, MARRIED: (SCJ-32.0)

Married DeMolay members may NOT hold any chapter, league or Southern California Jurisdiction office except Scribe (only at chapter/league level). Any such officer who marries during his term of office shall immediately and automatically vacate such office; however, he remains eligible to participate in all other chapter activities.

OFFICER, REACHING MAJORITY: (SCJ-33.0)

An elected officer in a league, or jurisdiction position, with the approval of the Executive Officer, may be elected or appointed if he turns 21 years of age before the end of his term, and a Senior DeMolay holding a Senior DeMolay certificate, may be appointed a league or chapter Scribe.

OATH OF SECRECY: (SCJ-34.0) - DELETED

OBLIGATION CARDS: (SCJ-35.0)

A chapter may issue an Obligations Card to any active DeMolay member who, at the minimum, has memorized and returned in open chapter the Obligations and Examination Queries of the two degrees. The Examination Queries include demonstration of the Step, Sign, and Token of the Initiatory Degree, the Sign of the DeMolay Degree, as well as the Passwords and grips for both.

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The method followed must be consistent for all chapter members, and is to follow standards used throughout the Jurisdiction of Southern California.

Members should be encouraged to memorize the Obligations as a demonstration of their leadership and ability to serve.

PARENTS WITNESSING DEGREES: (SCJ-36.0)

The Rules and Regulations of DeMolay International permit a candidate's parents or legal guardians to witness the degrees of DeMolay, which their son receives. The grandparents of candidates and members of Eastern Star, who are 21 years of age or over, may witness the degrees of DeMolay with the approval of the League Administrator. The purpose of this regulation is to alleviate parental concerns about their children participating in "secret" ceremonies from which they are excluded. This is **NOT** optional. Parents must be informed that this opportunity is available to them.

NO female currently holding a youth position in the Order of DeMolay may attend a closed DeMolay meeting.

PARTICIPATION IN PUBLIC PROGRAMS: (SCJ-37.0)

All requests for league and jurisdiction participation in major public events or public Masonic programs must be approved by the Executive Officer.

Chapters, subject to the approval of the Chapter Advisory Council and League Administrator, may accept or decline any invitation to participate in local activities.

PAST MASTER COUNCILOR'S JEWEL: (SCJ-38.0)

The Past Master Councilor's Jewel is not an item of personal jewelry to be worn by anyone not entitled thereto. It is an award that a Master Councilor must earn. DeMolay International has set forth minimum requirements for anyone who serves as a Master Councilor and, by meeting those requirements, is recognized as a Past Master Councilor (unless removed from office by vote of the chapter or action of the advisory council). He is then entitled to receive and wear the emblem of a PMC.

Whether a sitting Master Councilor should be awarded the title of PMC is at the discretion of the Chapter Advisory Council. In making this determination the Council should take into consideration not only the number of degrees rendered by the Chapter, but also any other contributions the MC has made to the governance of the Chapter during his term, his attitude and enthusiasm towards his job, etc.

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An advisory council may permit the chapter to spend chapter funds to purchase a PMC jewel, pin or other appropriate award as a gift to a retiring Past Master Councilor. The expenditure of these funds must be approved by a regular vote of the chapter. The DeMolay International Rules and Regulations specify that such jewel or pin may not be awarded if the Master Councilor has failed to meet all of the requirements.

PINK HONOR KEYS: (SCJ-39.0)

This special Jurisdiction award is available for any female connected with DeMolay; a mother, girlfriend, sweetheart, princess, etc., who is responsible for petitions which result in the initiation of five (5) new DeMolay members, and so certified by the Advisory Council Chairman and approved by the Executive Officer. A form or information on how to obtain this key is available through the Awards Advisor.

Credit for this key does not in any way affect any DeMolay's or Senior DeMolay's application for any DeMolay International membership award.

PRIORY: (SCJ-40.0)

The primary function of the Priory is to provide a means of fellowship and service for the older members of DeMolay in the Jurisdiction of Southern California. The Priory is to provide certain services to the jurisdiction, leagues, chapters, and manors. They include, but are not limited to, honor guards, escorts, fundraising, and performing ritual parts, when requested, for degrees of DeMolay chapters, League Honor Night ceremonies, etc.

There will be only one Priory in the Jurisdiction of Southern California. Election and Installation of Officers will take place at the annual meeting in September. The Director of Priory and the Executive Officer must approve officer candidates.

ROBES: (SCJ-41.0)

The uniform robe adopted by DeMolay International for use by chapter officers is a black cape lined with red, with the DeMolay emblem on the wearer's right breast (councilor robes may be colored). This robe is to be worn by all officers in Opening Ceremonies, Closing Ceremonies, the Degrees and Installation or other ceremonies, where applicable. Colored robes can still be purchased or privately manufactured, and are acceptable attire for officers.

Robes are to be worn only on occasions permitted by the Rules and Regulations of DeMolay International except by dispensation from the Executive Officer (Article 25 Section 325.1(d) of the DeMolay International Rules and Regulations.)

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SWEETHEARTS AND PRINCESSES: (SCJ-42.0)

Chapters and leagues are permitted and encouraged to have chapter and league sweethearts and princesses. These young ladies can do much to promote interest of the members and of prospective members in the activities of the chapter and league. A proper and supervised social program can be the foundation of a good DeMolay chapter.

The Jurisdiction of Southern California also has provided a program allowing for a Jurisdiction Sweetheart and Jurisdiction Princess.

The Jurisdiction Sweetheart's Manual contains the guidelines for all Sweethearts and Princesses.

SQUIRE MANORS PROHIBITED: (SCJ-43.0) - DELETED

SQUIRES OF THE ROUND TABLE: (SCJ-43.1)

The establishment of Squire Manors in the Jurisdiction of Southern California is permissible. Squire Manors will only be sponsored by the area League.

The Master Squire may continue in office if installed prior to his twelfth birthday.

The fee for Squire Membership is \$50. The League is held responsible to see the fee paid to SCJ for that member's registration. SCJ will pay the one-time fee to DeMolay International. The Jurisdiction will also pay the fee to DeMolay International for any Squire who joins a DeMolay chapter within twelve months of his twelfth birthday. The Squire will be responsible to pay the Chapter, to which he petitioned, the remaining \$25.

TAX FORMS, FILING: (SCJ-44.0)

It is the responsibility of each Chapter, League, Chevalier Court and the Preceptory of the Legion of Honor, to annually file both Federal and State Tax forms, if required. For most Chapters and Leagues this will consist of on-line postcard filings, 990n for the IRS and 199n for the California Franchise Tax Board. To avoid any filing penalties, it is important that these be filed by May 15. Filing confirmations are to be emailed to the Jurisdiction office email address.

Each DeMolay Chapter shall also complete an annual financial report on e-Scribe at the DeMolay International website by March 31. A copy of the IRS tax filing and any other requests are to be uploaded to the form. It shall be the duty of the Chairman of the Advisory Council to insure these requirements are performed.

For any other Jurisdiction entities, the Annual FINANCIAL Report found on the Jurisdiction website, accompanied with bank statements and other requested material are to be emailed to the Jurisdiction office.

TOBACCO, USE OF: (SCJ-45.0)

Use of any tobacco, vaping or marijuana products at all DeMolay functions are prohibited. This policy applies equally to DeMolays and advisors, and includes cigarettes, cigars, e-cigarettes, pipes, chewing tobacco, snuff, etc. This policy does not supersede or is intended to conflict with any federal, state or local laws or ordinances.

VOTING, PETITIONS: (SCJ-46.0)

The Executive Officer may approve of petitions for degrees being received and voted upon at special meetings of the chapter. Such special meetings must be called pursuant to Article 18, Section 318.2 of the DeMolay International Rules and Regulations. Newsletter notification will comply with this section.

VOUCHERS: (SCJ-47.0)

No funds shall be disbursed at any level of the Jurisdiction of So. California without a properly completed, signed and approved voucher presented to the party authorized to disburse funds. Only the Executive Officer or his designee may make exceptions to this policy and any such exceptions shall be requested in writing and answered in the same manner.

Chapter/League (including Parents/Mothers Clubs, Chevalier Courts, Priory, and the Preceptory) will use vouchers, properly numbered, filled in and signed, to request the issuance of checks for all fund disbursements. No disbursement shall be made unless proper vouchers are accompanied with invoices or receipts.

The Jurisdiction will submit vouchers in the same fashion as the Chapter/League and, with the exception of those payable to the Executive Officer, shall bear the approval signature of the Executive Officer and at least one other member of the Senior Staff before their submission to the Jurisdiction Treasurer. As a Best Practice, the Jurisdiction Treasurer or payee cannot have signatory approval.

Disbursements payable to the Executive Officer may have a voucher initiated from him but must bear the signature approval of two Senior Staff members before submitted to the Jurisdiction Treasurer for payment.

Any Jurisdiction payments of fees due to DeMolay International will have a voucher with a supportive invoice but do not require the normal signature process to expedite payment per DeMolay Rules and Regulations. Under no circumstances may anyone approve a voucher payable to him or herself.

YOUTH PROTECTION GUIDELINES: (SCJ-48.0)

The Youth Protection DVD is to be shown in all its parts at each chapter during the months of March and November. Chapters will be required to submit written evidence to their League Administrator that the DVD was shown.

The Youth Protection Guidelines as established by DeMolay International and included in the curriculum of the DAD classes are to be carefully observed. It is strongly recommended that all advisors periodically review any Guidelines as published by DeMolay International so that they are familiar and consistent in their application. A lack of knowledge of the Guidelines will not be a valid defense in the violation of such and may result in the removal of an advisor.

The Order of DeMolay and the Jurisdiction of Southern California have a policy of zero tolerance for inappropriate behavior on the part of advisors or DeMolays.

- A. All incidents of inappropriate behavior are to be reported **immediately** to the League Administrator or in his absence to the Executive Officer. The League Administrator is to copy or notify the Executive Officer immediately of all such incidents.
- B. Appropriate action will be taken regarding all reported incidents:
 - 1. Investigation of the alleged incident as directed by the Executive Officer.
 - a. Report of the findings of the investigation will be given to the Executive Officer.
 - b. A DeMolay Abusive Situation Report form is to be used in reporting the incident to the Executive Officer (found in the Youth Protection kit).
 - 2. Adults may be removed as advisors and forbidden any contact with the Order of DeMolay or its members.
 - a. Illegal or un-Masonic conduct by a Mason will be reported to the Grand Lodge of California.
 - b. Criminal or civil charges may be filed.
 - 3. DeMolays may be subject to removal from DeMolay.
 - a. To remove or suspend a DeMolay, the procedures established by DeMolay International must be followed (see DI Rules & Regulations 314.12).
 - b. Criminal or civil charges may be filed
- C. The Executive Officer will follow procedures required by DeMolay International.

PETITIONS, FIRST LINE SIGNERS: (SCJ-49.0)

Who is qualified to act as a first line signer on a petition for membership may not be determined by residence or to which Chapter the first line signer belongs. A member of any Chapter in the United States under the jurisdiction of DeMolay International may qualify. Senior DeMolays and/or advisors of a Chapter may sign a petition **ONLY** when no active DeMolay is available to do so.

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POLICY LIST WITH CURRENT REVISIONS (Other than any Grammatical Changes)

~~CODICIL~~-PREEMPTION: Changed and Revised to PREEMPTION

SCJ-1.0	No Change
SCJ-2.0	Revoked – 1989.
SCJ-3.0	Rev 2/2017 (added verbiage)
SCJ-3.1	New Policy (2/2017)
SCJ-4.0	Deleted (Incorporated into SCJ-23.0)
SCJ-5.0	Rev 2/2017 (changed “Policy” to “Guideline”)
SCJ-6.0	Rev 2/2017 (housekeeping changes)
SCJ-7.0	Rev 2/2017 (deleted introduction with all awards/honors)
SCJ-8.0	Rev 2/2017 (added Manor / deleted signatories)
SCJ-9.0	Rev 2/2017 (housekeeping changes)
SCJ-10.0	Rev 2/2017 (housekeeping changes)
SCJ-11.0	Rev 2/2017 (added \$500 / housekeeping changes)
SCJ-12.0	Rev 2/2017 (increased to \$1000)
SCJ-13.0	No Change
SCJ-14.0	No Change
SCJ-15.0	Rev 2/2017 (housekeeping changes)
SCJ-16.0	No Change
SCJ-17.0	No Change
SCJ-18.0	No Change
SCJ-19.0	No Change
SCJ-20.0	No Change
SCJ-21.0	No Change
SCJ-22.0	Rev 2/2017 (e-Scribe / housekeeping changes)
SCJ-23.0	No Change
SCJ-24.0	Rev 3/2017 (Direction to e-Scribe for courses)
SCJ-25.0	No Change
SCJ-26.0	Rev 2/2017 (e-Scribe / housekeeping changes)
SCJ-27.0	Rev 2/2017 (deleted Admin. Manual / housekeeping / added GL committeemen for female Administrator)
SCJ-28.0	No Change
SCJ-29.0	Rev 2/2017 (added Squires / housekeeping changes)

REVISION DATES: AUGUST 2011, MAY 2016, MARCH 2017

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SCJ-30.0	No Change
SCJ-31.0	No Change
SCJ-32.0	No Change
SCJ-33.0	No Change
SCJ-34.0	Deleted (Oath of Secrecy)
SCJ-35.0	No Change
SCJ-36.0	Rev 2/2017 (Added certain others w/permission to witness degrees)
SCJ-37.0	No Change
SCJ-38.0	Rev 2/2017 (Defines Advisory Council Role)
SCJ-39.0	Rev 3/2017 (Redirects obtaining PHK form)
SCJ-40.0	Rev 2/2017 (Replaces “is encouraged” to “is to provide” / deletes Priory Clubs)
SCJ-41.0	No Change
SCJ-42.0	No Change
SCJ-43.0	Deleted (Squire Manors Prohibited)
SCJ-43.1	New Policy (Permits Squire Manors – 2/2017)
SCJ-44.0	Rev 2/2017 (Updates to current tax filing & annual reporting requirements)
SCJ-45.0	Rev 2/2017 (Eliminates permissive smoking areas / Expands definition)
SCJ-46.0	No Change
SCJ-47.0	Rev 2/2017 (Updates to current procedures)
SCJ-48.0	Rev 2/2017 (Revisions & Additions)
SCJ-49.0	New Policy (2/2017)