



## **Colorado State Chapter By-Laws**

### **Article 1 Name and Purpose**

The name of this organization shall be "The Colorado State Chapter, Order of DeMolay." The purpose of Colorado DeMolay is to function as a communication and educational resource, encouraging the promotion of the philosophies and principles of DeMolay in the State of Colorado. Furthermore, the purpose is to conduct district and state wide exemplary role model activities and to assist and promote the Chapters and Districts in their operations.

### **Article 2 Sponsorship and Allegiance**

Colorado State Chapter, Order of DeMolay is sponsored by the Jurisdiction of Colorado, International Supreme Council, Order of DeMolay. Colorado State Chapter is under the control and supervision of the Executive Officer of the Order of DeMolay in the Jurisdiction of Colorado.

### **Article 3 Membership and Jurisdiction**

The jurisdiction of Colorado State Chapter shall consist of all chapters in the State of Colorado. The membership of the Colorado State Chapter shall consist of all members in good standing of any DeMolay Chapter in Colorado.

### **Article 4 State Officers and the State Executive Committee**

#### **4.1 Officers**

The officers of Colorado State Chapter, in order of their official rank, shall be: State Master Councilor, Deputy State Master Councilor, State Senior Councilor, State Junior Councilor, and State Scribe. At the discretion of the Executive Committee, appointed officers include State Marshall, State Chaplain, State Parliamentarian, and others designated by the State Master Councilor.

#### **4.2 State Executive Committee**

The State Executive Committee shall consist of the State Master Councilor, Deputy State Master Councilor, State Senior Councilor, State Junior Councilor, State Scribe, and State Treasurer, and the Executive Officer or his designated representative.

#### **4.3 Resignation and Removal**

The State Executive Committee may accept the resignation of any officer of the Colorado State Chapter or determine that a vacancy exists with respect to any office. Declared vacancies will be determined by a majority vote of the State Officers with the approval of the Executive Officer.

#### **4.4 Officer Elections**

The State Master Councilor, Deputy State Master Councilor, State Senior Councilor, State Junior Councilor, and State Scribe shall be elected by a majority of voting delegates at the annual Colorado Congress in accordance with approved Operation Procedures of Colorado DeMolay.

#### **4.5 Authority**

Between annual meetings of the Colorado State Chapter, the State Executive Committee shall have the power to act, in accordance with the By-laws, provided that all shall remain subject to approval of the Executive Officer.

#### **4.6 State Executive Committee Duties**

The duties of the State Executive Committee shall include conducting programs to achieve the purposes of the Colorado State Chapter and to assist all chapters in promoting the principals of the Order of DeMolay.

#### **4.7 Procedures**

Interpretation of the By-Laws and the Operating Procedures will be the responsibility of the Executive Committee with the approval of the Executive Officer.

### **Article 5 Voting Privileges**

#### **5.1 Chapter Votes**

Except as otherwise may be provided herein, at any official session of the Colorado State Chapter, each chapter in Colorado shall be entitled to cast five (5) votes on every matter which may arise. One approved delegate must be in attendance for each vote cast.

#### **5.2 State Officer Votes**

Each officer, elected and appointed, of the Colorado State Chapter shall be entitled to one vote except the State Master Councilor, while acting as chair, who votes only in the event of a tie.

#### **5.3 Quorum**

A quorum of the Colorado State Chapter shall consist of delegates representing at least two-thirds of the chapters in Colorado.

#### **5.4 Delegate Selection**

Delegates to the Colorado State Chapter meeting shall be selected by their individual chapter. It is recommended that at least two of the five delegates be Councilors of their chapter.

## **Article 6 State Chapter Meetings**

### **6.1 Conclave**

The annual Conclave of Colorado State Chapter shall be held during the last weekend in June of each year.

### **6.2 Congress**

The annual meeting of Colorado State Chapter, hereafter referred to as Congress, shall be held in the first Saturday of April of each year. Business will include amendments to the Colorado State Chapter By-laws and any other business that the Executive Committee or Executive Officer deems worthy.

### **6.3 Special Meeting**

Special meetings of the Colorado State Chapter may be called at the request of seventy-five percent (75%) of the Chapters in the jurisdiction of Colorado, or by majority of the Executive Committee. Petitions requesting the special meeting shall be made to the Executive Officer at least 60 days prior to the proposed meeting. Notification to chapters must be made 30 days prior to the proposed meeting.

## **Article 7 Finances**

### **7.1 Accounting**

An annual accounting of the receipts and disbursements of Colorado DeMolay shall be prepared and submitted to DeMolay International.

### **7.2 Chapter Delinquency**

Chapters delinquent in financial obligations to the Colorado State Chapter may be deprived of voting rights and charter while such delinquency continues.

### **7.3 New Initiate Fee**

Every Chapter will collect a fee of ten dollars (\$10.00) from new initiates when they are initiated. This fee will be paid to Colorado State Chapter, Order of DeMolay, for use in the general operating fund.

## **Article 8 Parliamentary Procedure**

### **8.1 Procedure**

All questions of procedure not covered by the By-laws or the Operating Procedures shall be governed by the most recent edition of Roberts Rules of Order.

### **8.2 State Parliamentarian**

The State Parliamentarian shall be the final authority in interpretation of Roberts Rules of Order, By-laws, Operating Procedures, and Election Procedures, with the approval of the Executive Officer or his designated representative. The State Parliamentarian shall not be a voting delegate in Congress.

## **Article 9 State Officers**

### **9.1 General Qualifications**

Qualifications for elective office shall be:

1. A letter of intent must be submitted to the State Master Councilor and Executive Officer at least thirty days prior to Congress. The letter of intent should include the State Office the candidate is running for, date of birth, Chapter offices held, and a statement of objective if elected. The letter must be approved and signed by the Chapter Advisor, Candidate and candidate's parent(s) or legal guardian indicating their support.
2. Must have completed three of the following:
  - a) *The Representative DeMolay Award*
  - b) *All Five Leadership Correspondence Courses*
  - c) Attend an International Leadership Training Conference or Leaders of Tomorrow
  - d) Received the *Past Master Councilor's Meritorious Service Award*
3. Must be in Good Standing.
4. Must have served as Master Councilor.
5. Must be installed before he reaches the age of 21.
6. There may not be more than two other State Officers from the candidate's chapter elected to State Office.
7. State Officers will replace regalia if they destroy it or decide not to return it.
8. Must pass Executive Officer's interview process.

### **9.2 State Master Councilor**

For election to State Master Councilor the following additional requirements apply:

1. The Deputy State Master Councilor shall be elected to the office of State Master Councilor after receiving at least a majority of votes.
2. In the event the Deputy State Master Councilor does not receive a majority of votes the election will be open to all who qualify for elective office, including the Deputy State Master Councilor.
3. Present a term plan prior to election at Congress.

### **9.3 Deputy State Master Councilor**

For election to Deputy State Master Councilor the following additional requirements apply:

1. The letter of intent must also indicate that the candidate understands that this is a two-year commitment rather than one year. This commitment indicates the intent to run for Deputy State Master Councilor and State Master Councilor the following year, barring unforeseen circumstances.
2. Only candidates submitting a letter of intent will be accepted. No nominations from the floor at Congress will be considered.

### **9.4 Installation of Officers**

Installation of State Officers will take place at the next annual Conclave of the Colorado State Chapter following elections. The incoming State Master Councilor assumes his office at the end of the Official Conclave Session.

### **9.5 Job Description for State Officers**

Must perform tasks assigned by the State Master Councilor, with approval of Executive Officer. State Officers will encourage all active DeMolays to complete the *Leadership Correspondence Course*, attain the *Representative DeMolay Award*, and attend a DeMolay Leadership Conference.

## **Article 10 Congress**

### **10.1 Definition**

Congress shall be the annual meeting for the purpose of conducting the business of the Colorado State Chapter, including the election of officers.

### **10.2 State Scribe**

The State Scribe shall have the duty of recording the proceedings of the Congress, seating the delegates, providing for the ballot, and other such duties as are appropriate to his office. The State Scribe shall be responsible for sending communications about Congress including letter of intent information.

### **10.3 Congress Scribe**

Prior to Congress the State Master Councilor, with the approval of the Executive Officer, shall appoint a Congress Scribe. His duties will be to receive amendments from the Congress Pages, read the amendments, assist with the vote tally, and other duties the State Master Councilor may assign.

### **10.4 Committee Outlines**

Any prepared call items will be sent to the State Master Councilor and Executive Officer 60 days prior and to Congress Delegates thirty days prior to Congress.

When mailing call items, Councilors will be assumed to be the delegates. In the event that a Councilor is not a delegate, he will be responsible for mailing the call items to the delegate replacing him. An extra copy of this mailing will be sent to Chapter Dads.

### **10.5 Amendments**

These By-laws may be amended at Congress, subject to approval of the Executive Officer

## **Article 11 Sweethearts**

### **11.1 State Sweetheart**

A State Sweetheart shall be elected at Congress each year.

1. Voting shall be by official delegates and State Officers.
2. Official delegates are active members properly registered for Conclave.
3. Except as otherwise may be provided herein, each Chapter in Colorado shall be entitled to cast three (3) votes and State Executive Committee shall be entitled to cast three (3) votes. One approved delegate must be in attendance for each vote cast.

## **Article 15 Time Lines**

All registration deadlines pertaining to State Activities must be followed.

1. All registrations must be postmarked by the final day of registration for state activity.
2. All registrations postmarked after the set date may be void and returned.
3. All registrations for state events must be sent to chapters at least 60 days prior to the event. If registration is not sent to the chapters at this time, the Executive Officer or his Representative may cancel the event.

\* As amended May 6th, 2012 by the Congressional Delegates of Colorado DeMolay