**The By-Laws of the
Virginia State Association**

**PREAMBLE**

We the members of DeMolay International in the Commonwealth of Virginia, in order to more effectively maintain, extend and perpetuate the purpose of our Order, acknowledge and yield allegiance to the International Supreme Council of the Order of DeMolay, and with the approval of the Executive Officer of Virginia, hereby create an association to establish this constitution for our government.

**Part I
GENERAL PROVISIONS**

**ARTICLE 1
GENERAL PROVISIONS**

**101.1 Application.**
These general provisions apply to all parts of this constitution and bylaws.

**101.2 Arrangement.**
These bylaws are divided into parts with Roman numerals. Parts are divided into articles with Arabic numerals. Articles are divided into sections with numbers; and subdivided into subsections with lower case letters in parentheses with Arabic numbers in parentheses, and subdivided into subparagraphs with lower case Roman numerals in parentheses.

**101.3 Definitions.**
In these bylaws:
(a) "Supreme Council" means the International Supreme Council of the Order of DeMolay and/or DeMolay International, a corporation.
(b) "Order" or "Order of DeMolay" means the fraternal organization operated or chartered by, or appendant to, the Supreme Council.
(c) "Association" means the Virginia State Association of the Order of DeMolay.
(d) "Region" means one of geographical sections of the state as divided by the Executive Officer.
(e) "State Council" means the Virginia State Association Council.
(f) "Chapter" means any chapter chartered by or working under Letters Temporary of the Supreme Council in the Commonwealth of Virginia.
(g) "Session" means a meeting of the Association.
(h) "Conclave" means the annual Association meeting.

**101.4 Singular or Plural.**
The singular includes the plural and the plural includes the singular, as context requires or permits.

**101.5 Amendments.**
(a) Presentation. A proposed amendment to this Constitution must be presented at the Spring Session and distributed to the Chapters by June 30th.
(b) Adoption. Adoption of an amendment requires a two-thirds affirmative vote of the delegates present and voting at the Conclave business meeting.

**101.6 Rules of Order.**
(a) The most recently revised edition of Roberts Rules of Order shall govern all proceeding of this Association, except when in conflict with the Constitution and Bylaws of the Statutes, Rules and Regulations of the Supreme Council.
(b) The State Master Councilor shall. at the opening of each Conclave, appoint a parliamentarian to rule on all questions arising out of parliamentary procedure at the Conclave.

**PART II
CONSTITUTION**

**ARTICLE 2
NAME AND PURPOSE**

**202.1 Name.**
The name of this body is the Virginia State Association of DeMolay International.

**202.2 Purpose.**
The purpose of this Association shall be:
(a) To Promote the objective of DeMolay International and to assure the general welfare of the Order within the Commonwealth.
(b) To afford the members and chapters the opportunity for initiative and for the expression of their ideas.

**ARTICLE 3
ORGANIZATION**

**203.1 Regions and Districts.**
(a) The Association shall be divided into major geographical regions known as the Central, Eastern, Northern, and Western or as deemed necessary by the Executive Officer.
(b) The regions shall be divided into as many districts as deemed necessary by the Regional Deputy and approved by the Executive Officer.

**ARTICLE 4
MEMBERSHIP**

**204.1 Membership.**

Membership shall be composed of all Active Members of DeMolay International affiliated with the Instituted Chapters within the Commonwealth of Virginia.

**ARTICLE 5
STATE OFFICERS**

**205.1 Titles.**

(a) The following shall be elected by the delegates or alternates present and voting at the Conclave: State Master Councilor, Deputy State Master Councilor.
(b) The Executive Secretary and State Treasurer, which may be one and the same, will be appointed by the Executive Officer of this Commonwealth and shall be accountable to him and the State Master Councilor.
(c) A State Scribe will be appointed by the State Master Councilor and is responsible to him.

**205.2 Qualifications.**

(a) State Master Councilor.
(1) The candidate must be an active member of the Association who has not attained his twenty-first (21st) birthday.
(2) Only Past Master Councilors or Past Presidents of DeMolay Clubs may be nominated.
(3) The candidate must be registered and present at the election meeting, unless excused by the Executive Officer.
(4) The candidate must be a member of a chapter or club located in the Commonwealth of Virginia. **(Amended July 27, 2018)**
(b) Deputy State Master Councilor.
(1) The candidate must be an active member of the Association who will not turn twenty-one (21) during his term of office.
(2) Present or Past Master Councilors, Present or Past Presidents of DeMolay Clubs may be nominated.
(3) The candidate must be registered and present at the election meeting, unless excused by the Executive Officer.
(4) The candidate must be a member of a chapter or club located in the Commonwealth of Virginia. **(Amended July 27, 2018)**

**205.3 Election.**

(a) Officers shall be elected and installed at the Conclave, unless excused by the Executive Officer.
(b) There will be nomination statement of support for any candidate from any official committee of the Association.
(c) Each elected officer must receive a majority of the votes cast by delegates or alternates present and voting.
(d) Candidates must submit a letter of intent to run for State office to the Executive Officer no later than July 1. The names of all candidates will be listed on the web site prior to Conclave. There will be no nominations from the floor. **(Amended July 27, 2018)**

(e) Candidates, stating their intention in writing, will be interviewed by the Executive Officer and the State Master Councilor. A recess of the business session will be declared if a nomination occurs on the floor.
(f) There shall be, during each Conclave business session immediately preceding the election of the State Master Councilor and the Deputy State Master Councilor, a question and answer period. During this period, questions may be asked of the candidate(s) running for office. All questions must come from voting delegates present. The period of time is left to the discretion of the State Master Councilor and the Executive Officer.

(g) Given a contested election, the State Master Councilor and each Regional Master Councilor will cast in secrecy (written Ballot) before the delegates are called upon to cast their votes. These votes will be presented in a sealed envelope to a designee of the Executive Officer and only will be read in the event of a tie in the votes cast by the delegates. These votes will be read on at a time until three votes for one candidate are read, at which time the State Master Councilor will declare the winner. In the case that a Regional Master Councilor is a candidate for state office or is absent, the Deputy Regional Master Councilor of his region (or an individual selected by the Region will vote in his place. **(Added July 28, 2017)**

(h) The State Master Councilor will cast the deciding vote on all legislative items that result in a tie. **(Added July 28, 2017)**

**205.4 Term of Office.**

The term of office shall be from installation at Conclave until installation of their successors.

**205.5 Duties.**
(a) State Master Councilor. The State Master Councilor must, to the best of his ability, attend a chapter function in every chapter at least once during his term of office.
(b) Deputy State Master Councilor. The Deputy State Master Councilor must, to the best of his ability, attend a chapter function in every chapter at least once during his term of office.
(c) The Executive Secretary. The duties and responsibilities are assigned by the Executive Officer.
(d) The State Treasurer. The duties and responsibilities are assigned by the Executive Officer.
(e) The State Scribe.
(1) Must attend and maintain minutes of all State Council meetings and sessions.
(2) Is an ex-officio member of all state committees and can attend and take minutes of these meetings.
(3) Is a non-voting member of the State Council.

**205.6 Vacancies.**
(a) In the event the office of State Master Councilor becomes vacant during his term, the Deputy State Master Councilor shall assume the office of State Master Councilor and a new Deputy State Master Councilor shall be elected at the next session.
(b) In the event of a vacancy in the office of Deputy State Master Councilor, a new Deputy State Master Councilor shall be elected at the next session.
(c) Chapter will receive written notification from the Executive Secretary when an election is to take place.

**205.7 Removal.**
Any elected state officer may be removed from office by a majority vote of the State Council. The majority vote must have the approval of the Executive Officer of the Virginia jurisdiction. Failure to perform his duties, conduct unbecoming an officer, or resignation shall be cause for removal. The Executive Officer may at his discretion remove and elected or appointed officer at any time. **(Amended July 27, 2018)**

**ARTICLE 6
REGIONAL OFFICERS**

**206.1 Titles.**
The following shall be elected by their respective region: Regional Master Councilor, Deputy Regional Master Councilor.

**206.2 Qualifications.**
(a) Regional Master Councilor.
(1) He must be an active member of a member chapter of the Association.
(2) He must not have obtained his twenty-first (21st) birthday by Conclave.
(3) He must be a resident of the region he is serving for the duration of his term.
(4) He must be one of the following: Master Councilor, Past Master Councilor, President or Past President of a DeMolay Club.
(b) Deputy Regional Master Councilor.
(1) He must be an active member of a member chapter of the Association of that region.
(2) He must not turn twenty-one (21) during his term of office.
(3) He must be a Master Councilor, Past Master Councilor, President or Past President of a DeMolay Club.

**206.3 Election.**(a) Regional Master Councilor.
(1) Shall be elected by each region of the Association at a regional caucus held at or before Conclave.
(2) He may succeed himself once.
(b) Deputy Regional Master Councilor. Shall be elected by each region of the Association at a regional caucus held at or before the Conclave.

**206.4 Term of Office.**
(a) Regional Master Councilor. The term is to run concurrently with that of the State Master Councilor and Deputy State Master Councilor or until his successor is installed.
(b) Deputy Regional Master Councilor.

The term is to run concurrently with the Regional Master Councilor or until his successor is installed.

**206.5 Duties.**
(a) Regional Master Councilor.
(1) To act as his region's representative on the State Council.
(2) To plan regional activities (e.g. regional conclaves, sports tournaments, etc.).
(3) To check on each chapter's progress in his region. Report such to the State Council and give aid to those chapters requiring it.
(4) In conjunction with (3) above, visit each chapter in his region at least two (2) stated meetings during his term of office.
(b) Deputy Regional Master Councilor.
(1) To assist the Regional Master Councilor in planning regional activities.
(2) To represent the Regional Master Councilor on the State Council when he is absent.
(3) To assist the Regional Master Councilor in checking on each chapter's progress.
(4) In conjunction with (3) above, visit each chapter in his region at least twice during his term of office.

**206.6 Vacancies.**
(a) Regional Master Councilor.
(1) In the event of a vacancy in the office of Regional Master Councilor, the Deputy Regional Master Councilor will assume the office of Regional Master Councilor. If the region does not have a Deputy Regional Master Councilor, then a new Regional Master Councilor shall be chosen in the manner designated by that region.
(2) If the Regional Master Councilor moves out of the region he is serving for a period of time which could reasonably be expected to last more than one-half (1/2) of the remainder of his term of office, his office shall be declared vacant and refilled according to (1) above. This does not include attending college outside of the region. **(Amended July 27, 2018)**
(b) Deputy Regional Master Councilor. In the event of a vacancy of the office of Deputy Regional Master Councilor, a new Deputy Regional Master Councilor shall be chosen in the manner designated by that region.

(c) The Regional Deputy with the approval of the executive Officer has the authority to remove an elected or appointed Regional Officer. **(Added July 27, 2018)**

**206.7 Removal.**(a) Regional Master Councilor. Failure to perform his duties, conduct unbecoming an officer, or resignation will create a vacancy in that office. **(Amended July 28, 2018)**
(b) Deputy Regional Master Councilor. Failure to perform his duties, conduct unbecoming an officer, or resignation will create a vacancy in that office.

**ARTICLE 7
STATE COUNCIL**

**207.1 Members**.
The State Council shall consist of the State Master Councilor, the Deputy State Master Councilor, the Regional Master Councilors, the Deputy Regional Master Councilors, and the State Scribe.

**207.2 Executive Committee.**
The State Council will function as the Executive Committee of the Association.

207.3 Meetings.
The State Council will meet at the discretion of the State Master Councilor.

**207.3 Voting.**(a) Each member of the State Council, except the Deputy Regional Master Councilors and the State Scribe, shall be allowed one vote on all matters coming before it.
(b) In the absence of the Regional Master Councilor, the respective Deputy Regional Master Councilor may vote.

**ARTICLE 8
SESSIONS**

**208.1 Meetings.**
(a) The Conclave of the Association shall be held annually at such places as the Permanent Conclave Committee may determine.
(b) There will be four (4) quarterly sessions of the Association consisting of the Conclave in the summer, and sessions in the fall, winter, and spring. The Executive Secretary will give thirty (30) days written notice, designating who is to attend.

**208.2 Registration Fee**.
The registration fee for the Conclave shall be set by the Permanent Conclave Committee with the approval of the Executive Officer.

**208.3 Conclave Delegates**. **(Amended July 26, 2019)**
(a) Once the Q & A is completed there will be a five minute break for the delegates to consult with their chapters.
(b) Each delegate will receive a ballot and cast his vote.
(c) The ballots will be collected by an advisor directly from the delegates.

(d) Each ballot will then ne read aloud by the SMC and observed by an advisor.

(e) Three tellers will record the votes, verify the total and present the results to the SMC for announcement.

**208.4 Session Delegates.**
One vote per delegate, up to three (3) delegates, will be allowed to each chapter present at the sessions.

**208.5 Voting.**(a) There will be a verbal roll call on all questions requiring such and all election at the sessions. The chairman of the delegation will rise when the chapter's name is called and will verbally cast the Chapter's vote.
(b) All questions, except constitutional amendments, will be passed by a majority of the delegates present and voting.

**ARTICLE 9
COMMITTEES**

**209.1 Members.**
(a) The chairman of a standing committee shall be a active member of the Association.
(b) An advisor from a chapter in the Association shall act as an advisor for the committee.

**209.2 Appointment of Committees.**The State Council shall appoint all chairmen for the standing committees and workshops.

**209.4 Membership.**(Reserved)

**209.5 Public Relations and Publications**.
(Reserved)

**209.6 Activities and Competitions.**
(Reserved)

**209.7 Special Committees.**Special committees may be created at the discretion of the State Council and with the approval of the Executive Officer.

**209.8 Committee Meetings.**
(Reserved)

**209.9 Committee Reports**.
(Reserved)

**ARTICLE 10
FINANCES**
**210.1 Sources**.
(a) The work of this Association shall be supported by income approved by the Executive Officer, which will be sent to the Executive Secretary.
(b) Chapters must pay all their current and past Association dues and fees due as of June 30th to be eligible to vote at the Conclave for the year.

**210.2 Dues.**
~~(a) The Association is on a life membership plan Each chapter shall send to the Executive Secretary five (5) dollars for each new petitioner initiated during a year.
(b) A chapter in arrears for back association dues must pay its back dues as well as current years dues, with the exception of any dues remitted by the Association.~~ **(Deleted July 27, 2018)**

**210.2 Definition of Expenditures**.
(a) Budgeted money will be available for the office and travel expenses of the Association, with the approval of the Executive Officer.
(b) The Association shall not assume any financial obligation that does not terminate by the close of the ensuing DeMolay year of the Association unless specifically approved by the Executive Officer.

**210.3 Expenditures**.
The State Master Councilor and the Deputy State Master Councilor should receive the following when approved by the Executive Officer.
(a) Payment in full plus toll charges for all state business.
(b) Payment in full for all communications for state business.

**210.4 Financial Reporting**.
(a) The State Treasurer shall be required to make a report of the expenditures of the above funds at the Conclave business meeting.
(b) At each of the sessions, there will be a full disclosure of the Association financial status.

**PART III**

**ARTICLE 12
BYLAWS**
**312.1 Competitions**.
(a) The judges, rules, and regulations for the Association competitions will be those noted in the rules and regulations in effect at the time of the competitions as approved by the voting delegates at Conclave.
(b) The Tournament of Champions rules will apply for all memorized work