

PROCEDURES OF THE MARYLAND STATE ASSOCIATION OF DeMOLAY CHAPTERS

LETTER OF INTENT

A DeMolay desiring to run for election as State Master Councilor must file a letter of intent with the Executive Officer no later than April 30th of each year. The letter must be counter signed by one his parents or guardians, and either the Chairman of the Advisory Council, or Chapter Advisor, of his chapter. A preliminary copy of a term plan and budget for his year must be attached. The DeMolay must attend a review board for final approval to be permitted to stand for election.

A DeMolay desiring to run for election as State Councilor must file a letter of intent with the Executive Officer no later than April 30th of each year. The letter must be counter signed by one of his parents or guardians, and either the Chairman of the Advisory Council, or Chapter Advisor, of his chapter. Attached to the letter of intent, must be a short statement explaining why you wish to be a State Councilor. The DeMolay and one or both of his parents or guardians, must attend an information seminar presented by the Executive Officer. Failure to attend the seminar by either party may forfeit acceptance of the Letter of Intent.

All candidates must use the official Letter of Intent form provided by Maryland DeMolay. They can be received by contacting then Executive Secretary or downloaded from the MDO web page. **NO OTHER FORM WILL BE ACCEPTED.**

FUNDS

No Chapter or Appendant Organization shall be allowed general operation from a savings account. The general operating funds shall be received and disbursed from a checking account with two (2) signatures required. Funds belonging to a DeMolay Chapter or Appendant Organization shall not be deposited into any other account except those that are titled under the Chapter's name or the Appendant Body's name. Co-mingling of funds is not permitted under any Circumstances.

AUDITS AND REPORTS

The Executive Officer shall require in accordance with the regulations of DeMolay International, annual financial reports from all Chapters, Foundations, Courts, and all other Appendant Organizations. Audit reports may be required from time to time. Failure to submit any report as requested and required by the Executive Officer shall result in suspension of Chapter operations.

FORM 11

All Chapters shall file with the Executive officer, the names, addresses, and telephone numbers of the Councilors, Scribe, the Chapter Sweetheart, and the President of the Parent's Club. This information shall be provided on a Form 11. This form will be forwarded to the Executive Officer within ten (10) days of the Installation of the Chapter.

EXPENSES

1. The Elected Officers of this Association shall be paid for travel expenses incurred in the discharge of their respective DeMolay duties. A prescribed itinerary report must be submitted to the Executive Officer, with receipts, which will be reviewed and paid by the Association as follows:

State Master Councilor - Up to \$800.00 annually unless he resides 150 miles or more miles from Baltimore, Maryland, then he shall receive up to \$1000.00 annually

State Councilor - Up to \$500.00 annually.

Itinerary reports must identify the date, location, function, purpose of travel, and are due as follows:

| | | | |
|-------------------------|--------------------|--------|-------------|
| 1 ST Quarter | August – October | Due by | November 15 |
| 2 nd Quarter | November - January | Due by | February 15 |
| 3 rd Quarter | February - April | Due by | May 15 |
| 4 th Quarter | May - July | Due by | August 15 |

Failure to submit itineraries by the due date will result in non-payment for the quarter.

2. Postage and other appropriate bills are to be submitted to the State P.O. Box on a monthly basis. Receipts must be submitted with the request for the reimbursement. A copy of the telephone bill with a explanation of the purpose of the contact must be included with any telephone reimbursement request. Bills received for payment after Thirty (30) days may not be paid.

Approved this 4th day of October, 2010

William C. Eppig,
Executive Office in Maryland

Attest: Carl A. Michel
Executive Secretary in Maryland