



May 8, 2023

To all Active DeMolay and Adult Advisors of Texas:

It is time for those who are interested to complete the Declaration to Seek State Office. Attached to this cover letter are the **REQUIREMENTS TO RUN FOR STATE OFFICE and DECLARATION OF INTEREST TO SEEK STATE OFFICE.**

Be sure to read all of the instructions carefully. There have been some changes. Please be advised that the documents **must** be emailed this year. **No USPS mail submissions will be accepted.** Also, no incomplete submissions will be considered. Letters from parents and the required signers will be accepted separately. Copies of all items must be in the submission packet. If you want to include a picture with your submission that is acceptable but not required. Be sure to read the packet carefully as there have been some changes to the packet.

The Declaration packet must be emailed no later than midnight of June 15, 2023. If you have any questions about the requirements to run for State Office you may contact me: Tommy Chapman, Executive Officer at 409-201-2626. No one other than the Executive Officer may change or waive any of the requirements to seek State Office.

Email the completed Declaration packet to:

**Tommy F. Chapman, Executive Officer**  
**[tomkat6265@aol.com](mailto:tomkat6265@aol.com)**

## REQUIREMENTS TO RUN FOR STATE OFFICE

1. Must file a "Declaration of Interest" application with the Executive Officer before the deadline. The photo release, Internet Disclosure Form and a Medical Release form must also be submitted.
2. Both **Chapter Dad** and the **Chairman of the Advisory Council** of your Chapter must sign the "Declaration of Interest" statement (this includes Chapter Dad and Chairman of all dual chapters of which you are a member). When you sign the letter, you indicate he is completely qualified to run.
3. Must have the on-going **FULL SUPPORT** of his parents / guardians in order to seek election and remain an elected State Officer. This must be in writing and submitted with his "Declaration."
4. As required by the State Bylaws, he must be a Past Master Councilor, having received his Representative DeMolay, and passed the first course of the Leadership Correspondence Course. He must also be **proficient in his ritual work**, and have attended a Leadership Training Conference or a State Master Councilor's Retreat prior to his election.
5. **Must at all times, have a valid driver's license** and not have more than two (2) low-grade violations in the previous twelve (12) months. A low-grade violation is speeding, other than reckless driving, stop sign violations, etc. The E.O. may waive this rule. **I also understand that I am responsible for my own transportation at all times.**
6. May reach his 21<sup>st</sup> birthday during his term as State Officer as provided for by ISC Rules and is still to be considered an Active DeMolay during his term of office. You are responsible for notifying the Executive Officer, **in writing**, that you will be 21 during a term as a State Officer.
7. Must have and maintain a 2 or 3 piece **SUIT** with the designated accessories after his election. A black or dark suit is recommended. He may need a **BLACK TUXEDO** for certain Installations, Chevalier Investitures, etc. **I understand that there is a dress code for State Officers that must be followed.**
8. Must have available, at all times, reliable transportation with which to travel throughout the state fulfilling his duties.
9. **Must be the 1st line signer on not less than two (2) new member petitions, who were initiated prior to the deadline set for declaration. This is not an annual requirement anymore.**
10. Failure to perform the duties or responsibilities assigned by the Executive Officer or his designated representative as a State Officer, or any non-compliance with or violation of any applicable Section of the ISC Statutes, will be cause for not being allowed to run for State Office or for their removal as an elected State Officer.

11. The Executive Officer is the only person that may interpret this Policy and / or authorize any deviation there from.

12. Must attend the E.O. interview session at Conclave, **if required**, the E.O. conference after Conclave, and all other functions designated by the Executive Officer as a requirement of his office. These include but are not limited to Grand Lodge, Grand Chapter, Grand Council, Grand Commandery, and Grand Chapter of the Eastern Star, Grand Assembly of Rainbow, and Government Day. He **must** also be present during the Annual Conclave at the end of his term of office.

13. **All expenses pertaining to the position, which you are elected and installed, will be incurred by the state officer and/or his parents / guardians.**

14. Must understand that while in office, he will not consume alcoholic beverages. Violation of this or any other Laws of the State of Texas or the US Government will and can be cause for immediate removal.

15. The elected Deputy State Master Councilor for 2023-2024 will advance to the office of State Master Councilor for the 2024-2025 term provided that he successfully completes his term as DSMC and fulfills all the requirements provided by the Executive Officer. The EO alone has final say in the advancement to the office of SMC and may prevent the advancement for any reason he decides is appropriate.

**All "Declarations to run for office" must be fully completed, and returned to the Executive Officer by the deadline, prior to the State Conclave, at which the applicant desires to be considered for an elected state office. "Declarations" do not and will NOT carry over from year to year. Incomplete Declarations will not be considered and will not be allowed to seek office.**

The Interview, if required, with the Candidates (and their parents) with the Executive Officer or his designate must be in person or by phone before the candidate will be considered for the office. The Executive Officer's meeting, if required, will be held on Thursday evening of Conclave. All candidates **MUST** attend this meeting. Any questions concerning these rules, please contact the Executive Officer, Tommy Chapman at 409-201-2626.

DeMolay Member: \_\_\_\_\_  
(Printed name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent / Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
**(Your signature indicates that you have read and understand the above requirements)**

## **DECLARATION OF INTEREST TO SEEK STATE OFFICE**

Name: \_\_\_\_\_  
(Full name-First, Middle and last as it appears on official ID)

Address: \_\_\_\_\_

City: \_\_\_\_\_, Texas Zip: \_\_\_\_\_

Home Phone: (number) \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Birth date: \_\_\_\_\_ DeMolay I.D # \_\_\_\_\_

Texas Drivers License: \_\_\_\_\_ Shirt Size: \_\_\_\_\_

Email Address: (The EO must be kept informed of any changes) \_\_\_\_\_

Chapter Name and Number: \_\_\_\_\_

Chapter Name: \_\_\_\_\_

School Grade Level: \_\_\_\_\_

Office for which you are declaring an interest in: (Choose only one) \_\_\_\_\_

### **Required Attachments:**

1. Copy of your Original Representative DeMolay Certificate
2. Copy certificate showing you passed at least the first course of the Leadership Correspondence Course
3. Copy of your current Texas Drivers License and Car Insurance
4. Completed copy of DeMolay Internet Disclosure Form Note, this must be up-dated when information changes.
5. Parental Letter
6. Year of Leadership Training/State Master Councilor's Retreat attended

\_\_\_\_\_/\_\_\_\_\_

I have been the first line signer of the following two (2) candidates who have already been initiated into the Order as indicated in the Requirements:

1. \_\_\_\_\_
2. \_\_\_\_\_

I have read the **REQUIREMENTS FOR RUNNING FOR A STATE OFFICE**, and the above **Declaration of Interest**, and agree to all the requirements stated. I furthermore agree that I will not be guilty of any act that will bring discredit upon the Order of DeMolay, or me. I agree to conduct myself at all times according to the seven precepts of our Order, especially at DeMolay or any affiliated Masonic functions, and should I violate this agreement, I understand I may be removed from my office. I further agree to abide by the Bylaws of the Texas DeMolay Association, the Bylaws of the Texas State Priory, the Bylaws of the Texas State Court of Chevaliers, and the Statutes of the International Supreme Council, Order of DeMolay. In addition, should I lose it, damage it or it is stolen from me; I agree to pay for the replacement of the state officer's collar at my expense. **I agree to file a written report as required by the Executive Officer or his designate and also to obtain his permission for any visitation outside of my local area to attend any DeMolay, Rainbow, Masonic, Eastern Star, or any other Masonic Organization. I understand that any vacancy in any State Officer position can only be filled by the Executive Officer. Failure to abide by the above terms can result in my removal from office.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Chapter name and number: \_\_\_\_\_

Chapter Dad: \_\_\_\_\_ Date: \_\_\_\_\_

Advisory Council Chairman

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**When signing you are agreeing that the DeMolay has completed all requirements.**

I have thoroughly read and understand the "Requirements for running for a State Office" the "Declaration of Intent" and I support my son in his decision, and I will assist him in all his efforts.

**(If both parents have custody of applicant, both parents MUST sign application.)**

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Texas DeMolay Internet Disclosure Form

I, \_\_\_\_\_ **(printed name)** fully understand that I am freely accepting a position as an Officer of the Texas DeMolay Association and that my position is public in nature.

I also understand that my personal image constantly reflects upon not only myself but also, DeMolay and that my image and actions must at all times comply with the ideals of DeMolay and the Texas DeMolay Association.

I also understand that my public image as a State DeMolay Officer is constantly available on all Internet Forums pertaining to me, i.e. chat boards, chat rooms, social web sites, web pages, and/or any other applicable computer accessible information on the Internet.

I also understand that all of the above can, and will be, closely monitored by the State Executive Officer or Personal Representative of DeMolay in Texas or his designee to assure that DeMolay will at all times be protected from being publicly tarnished or embarrassed.

I agree that I will immediately keep the State Executive Officer or Personal Representative or his designee completely and accurately informed of and authorized, at all times, to access every site I use or participate in. **I have been informed and I am fully aware that failure to comply will cause me to immediately forfeit my office or position in the Texas DeMolay Association.** Information for online shopping, auction, or banking sites are not required.

**Below are the sites I am currently participating with at this time and must always promptly keep it updated with the EO/Personal Representative or his designee.**

**List your Social Media sights that you use. If additional space is required attach an additional sheet. List the sites and your name used.**

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I solemnly affirm that I fully and completely understand the above and agree to abide by it at all times during my term of office in Texas DeMolay.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

# TEXAS DEMOLAY INTERNET DISCLOSURE FORM

I, \_\_\_\_\_, **(printed name)** fully understand that I am freely accepting a position as an Officer of the Texas DeMolay Association and that my position is public in nature.

I also agree that my personal image constantly reflects not only upon myself but also Texas DeMolay and that my image and actions must at all times comply with the ideals of DeMolay International and the Texas DeMolay Association.

I also understand that my public image as a State DeMolay Officer is constantly available on all Internet Forums pertaining to me, i.e. chat boards, chat rooms, social web sites, web pages and/or any other applicable computer accessible information of the Internet.

I also understand that all of the above can and will be closely monitored by the by the Executive Officer, or his representative, to ensure that the image of Texas DeMolay is protected from being publicly tarnished or embarrassed.

I agree that I will immediately keep the Executive Officer, or his designee, completely and accurately informed of and authorized, at all times, to access every site I use or participate in. **I have been informed that failure to fully comply will cause me to immediately forfeit my officer or position in the Texas DeMolay Association.** Information for online shopping, auction, banking or investment site information is not required.

**Listed below are the sites I am currently participating with at this time. I understand that I shall promptly update the Executive Officer or his designee with new or changed information.**

Web Site URL \_\_\_\_\_

Web Site URL \_\_\_\_\_

Username \_\_\_\_\_

Username \_\_\_\_\_

Web Site URL \_\_\_\_\_

Web Site URL \_\_\_\_\_

Username \_\_\_\_\_

Username \_\_\_\_\_

Web Site URL \_\_\_\_\_

Web Site URL \_\_\_\_\_

Username \_\_\_\_\_

Username \_\_\_\_\_

I solemnly affirm that I fully and completely understand the above and agree to abide by it at all time during my term of office in the Texas DeMolay Association.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_