

ADDITIONAL REQUIEIMENTS FOR CANDIDATES FOR STATE MASTER COUNCILOR 2025-2026

Candidates for the office of State Master Councilor 2025-2026 must complete this packet and submit it along with their “Declaration of Interest” in order to be eligible for election at Conclave in July 2025. Failure to do so will result in ineligibility for election.

Pre-Planning

Your term of service, your travels, your state projects, meetings and other events in your honor will be coordinated around your general theme which traditionally includes the following information.

	Date Approved:
Emblem/Logo	
State Membership Project	
State Charity Project	
State Communications Project	

All selections must be approved by the Executive Officer.

Logo Pin

This will be optional and totally up to you and you pay for these. Good sources are:

- John Karnes of FrontLine Products. 817-596-8128 johnk@front-lineproducts.com
- Rexene Carlson of Star Promotions. 630-595-1307; www.shopatstar.com.
- Pat Berger, Pat's Custom Pin Company, 281-242-6131, 1110 Cardinal Avenue, Sugarland, TX patco98@comcast.net.

About 200 pins are normally ordered and often a re-order is necessary. You may sell them directly and also give to our Director of Merchandise to sell.

Podium Book

You will prepare a Podium Book for Installation that will include all program items and copies of remarks that will be made by all who are speaking.

- Once you are installed, you will preside during the final portion of Conclave. You need to be prepared to present your remarks eloquently and without stumbling and rambling.

Pictures / Publicity

- An 8 x 10 photograph, in color, is necessary for the display at the Grand Lodge Building.

It is more important for you to have a portrait made in “your” State Master Councilor collar. Therefore, you will need to arrange this with the Executive Officer before arranging for your picture. We will use this portrait for the entire year as you preside.

For the **Website**, your biography must accompany this application. We will post this immediately after installation.

Installation Program

You will need to submit the following information for approval, as well as for inclusion in the Installation Program.

- Your Installing Officers. Should be Past State Master Councilors or Past officer that they are installing (example: Past State Senior Councilor can be Installing Senior Councilor). PSMCs are the first option, always.

- The Installing Officer, Installing Chaplain, and Installing Marshall must all be a Past State Master Councilor
- A Special Installing Officer is optional and can be any Senior DeMolay, Advisor, or Master Mason that you choose. They will administer to you the questions asked. If not utilized, the Installing Officer will perform this portion as well.

	Date Approved
Installing Officer	
Special Installing Officer (if applicable)	
Installing Deputy State Master Councilor	
Installing State Senior Councilor	
Installing State Junior Councilor	
Installing State Chaplain	
Installing State Marshal	

The Executive Officer will approve your plans and these must be submitted in detail.

General – Your Installation

- Your greetings as part of the program following Installation Ceremony – include in Podium Book
(Executive Officer and State Scribe approve this and all remarks.)
- Remember to introduce your family and other special guests.
- Your Chapter Banner may be displayed in the East if you choose.
- You may give gifts to your Installing Team and the Executive Officer if you choose

TRAVELS

Special Requests

Please make a list of your special ideas or desires so we can try to arrange these as possible.

Official Visit

It would be nice for your **first** Official Visit after State Conclave to your own Chapter. The District Governor of each District can assist you plan travels if you need assistance.

Several events may be planned by different Chapters across the State. Try to accommodate as many of these as possible.

General

You and your family will be financially responsible for your own transportation throughout the year.

Always be prepared financially. This means: “take money!” You should be a guest of your hosts, however, do not be embarrassed. Be courteous. Never ask. Be prepared.

Appointments

District Deputy State Master Councilors

- Must be a Master Councilor or Past Master Councilor, shall have completed LCC required by EO, shall have completed the RD, and must live in the District he represents
- The Texas DeMolay Association currently has seven districts. Each district shall have a DDSMC.

Floor Officers – PMC Required

- Must be a current Active DeMolay at the time of installation.

- State Senior Deacon, State Junior Deacon, State Senior Steward, State Junior Steward, State Orator, State Chaplain, and State Marshal

Floor Officers – PMC Optional

- Must be a current Active DeMolay at the time of installation.
- State Standard Bearer, State Almoner, State 1st Preceptor, State 2nd Preceptor, State 3rd Preceptor, State 4th Preceptor, State 5th Preceptor, State 6th Preceptor, State 7th Preceptor

ALL appointments are expected to fill their stations in all Ritualistic events at Conclave. You will be responsible for appointing all these officers **after** you receive approval from the Executive Officer to stand for election.

GENERAL RESPONSIBILITIES

As State Master Councilor

Grand Chapter of the Order Eastern Star – August

- You will be invited to bring Greetings at the Opening Ceremonies of Grand Chapter (Thursday afternoon)
- Traditionally, you are invited to bring Greetings again at the Installation on Sunday. Occasionally, we are asked to perform the Flower Talk. This should be something you can perform if at all possible.
- If Grand Chapter gives Texas DeMolay an information booth at Grand Chapter Session, you will be part of the “manning” of this booth.

Grand Chapter and Council – December

- You will be invited to bring Greetings at the Opening Ceremonies of Grand Chapter and Grand Council (2nd Friday of December)
- You should be offered a ticket to the Grand Banquet Thursday evening.
- If you are a member of Chapter and Council, you will be allowed to stay for the Meetings. Installations for both bodies will be on Saturday.

Grand Lodge – January

Grand Lodge each January is mandatory.

- Introduction and Greetings by SMC on Thursday afternoon
- You will bring Greetings after everyone else is received
- You will attend the Samuel P. Cochran Honorary Chapter conferral Friday night
- Presentation of a gift to the incoming Grand Master at Installation on Saturday Afternoon with short remarks of congratulations.

We are often invited to have a booth at Grand Lodge. You should be present to “man” the booth at certain hours. If you are a Master Mason, we will arrange for you to attend some of the tiled meetings of Grand Lodge as well.

Occasionally, the SMC is invited to the Grand Master’s Banquet. This is generally on the Thursday night following the opening of Grand Lodge. An invitation will be issued for this event if you are included.

Government Day - February

Government Day is mandatory.

- You will preside Saturday morning and over the election of the Speaker of the House.
- After lunch, you are requested to still participate in some form or fashion.
- You will preside over the Joint Session on Sunday when awards are presented and present a devotional.

Grand Commandery – April

- You will be invited to bring Greetings at the Opening Ceremonies of Grand Commandery (2nd Friday of April)
- You should be offered a ticket to the Grand Banquet Saturday evening.
- If you are a member of Commandery, you will be allowed to stay for the Meetings. Installation will be on Sunday.

Masonic Youth Weekend – May

- You will be involved in all the planning of all activities of the entire weekend in conjunction with the Grand Worthy Advisor.
- All of this will be communicated with the Grand Lodge Youth Activities

Committee. The Executive Officer will inform you of who the Chairman of the Committee will be that year.

DeMolay International – June

- You will be the lead delegate from Texas. Typically, you will fly out on Wednesday morning and come back to Texas on Sunday.
- You should familiarize yourself with other delegates and exchange ideas. You may be asked to serve on a Congress Committee and have additional responsibilities.

Grand Assembly – June

- You will be invited to bring Greetings at the Opening Ceremonies of Grand Assembly. Sometimes this conflicts with DI Session. If it does, you may be able to arrange for another officer to bring the greetings on your behalf.
- Try to be present at the installation while you are Deputy State Master Councilor to support your counterpart as she is installed as Grand Worthy Advisor.

Texas DeMolay Leadership Academy

The statewide leadership training course is mandatory for you to attend. The Director will set the date and location in advance for you to make arrangements to attend. You may be asked to teach a class. Be prepared to make remarks during the Academy.

Do you accept the responsibility of attending all of these functions? ___Yes ___No

Signed: _____

**STATE CONCLAVE AS
STATE MASTER COUNCILOR**

Session Plans and Yearbook

If you have ideas for the cover and design of the State Conclave Yearbook, please submit these early in the year to the State Scribe. This must be approved by him.

No later than June 30:

You will need to confirm the following:

Opening Ceremonies:

Master of Ceremonies (this is a PSMC)

Masonic Introductions (Director of Masonic Relations)

All State Officers will be in attendance

Ritualistic Opening and Conferral:

State Officers will perform their parts

All should be done by memory – no exceptions

Order of Business:

Committee Chairmen to give reports

Appoint a Tellers Committee

Grand Banquet:

Master of Ceremonies – this is usually Dad Tucker but can be anyone that you choose

Your outgoing remarks – be sure to thank your State Officers, State Staff, and family!

Closing Ceremonies:

You will need to select the teams for the Majority Service and Memorial Service.

You will present a Devotional one last time.

You will present the awards to all the winners of the various competitions.

Do you accept the responsibility of planning for Conclave 2026? ___ **Yes** ___ **No**

Signed: _____

Podium Book

You will prepare a **Podium Book** for the State Conclave at which you will be presiding. This will include all program items, presentation of people, those to be on the program, and your comments as well. The first draft of this Podium Book will be due **June 30** of your State Conclave year. (The State Scribe will send you a tentative program for you to follow, or you may use the one from the previous year's State Conclave because our schedule does not change that much except for names.)

General Guidelines

These guidelines should not be considered a complete set of instructions. They are given to help you make preliminary preparations for your year as State Master Councilor.

Please check with the Executive Officer on any and all questions. Although others who have served as State Master Councilor have experiences to share, please be aware that every year is different and the facility may be different and the contracts are negotiated differently. The Executive Officer is your consultant on all matters. We will work together to make this a great year for you, personally, and for the DeMolays all over the state who will be looking to you as their leader, their role model, the perfect example of a DeMolay leader.

Submitted by:

Signature of Candidate

Date

The parent/guardian approve the above-named candidate to run for the position listed above.

Signature of Parent/Guardian

Date

The chapter and its Advisory Council approve the above-named candidate to run for the position listed above.

Signature of Chairman or Chapter Dad

Date