



March 17, 2025

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 1, 2025. 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, at [tomkat6265@aol.com](mailto:tomkat6265@aol.com).

Fraternally,

A handwritten signature in cursive script that reads "Tommy F. Chapman".

**Tommy F. Chapman**  
**Executive Officer**

## **REQUIREMENTS TO RUN FOR STATE OFFICE**

### **(SMC, DSMC, SSC, SJC)**

1. Must file a "Declaration of Interest" application with the Executive Officer before the deadline. The attached release forms must also be submitted. Additional forms are required for the office of State Master Councilor.
2. Both the **Chapter Dad** and the **Chairman of the Advisory Council** of your Chapter must sign the "Declaration of Interest" statement (this includes the 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 ongoing **FULL SUPPORT** of his parents/guardians 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 or Academy before 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. **I also understand that I am responsible for my 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, that were initiated before the deadline set for declaration.
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 their removal as an elected State Officer.

11. The Executive Officer is the only person who may interpret this Policy and/or authorize any deviation therefrom.
12. Must attend the EO interview session at Conclave, if required, the EO 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 the Grand Lodge, Grand Chapter, Grand Council, Grand Commandery, 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, in 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 2025-2026 will advance to the office of State Master Councilor for the 2026-2027 term provided that he successfully completes his term as DSMC and fulfills all the requirements provided by the Executive Officer. The EO alone has the final say in the advancement to the office of SMC and may prevent the advancement for any reason he decides is appropriate.
16. All "Declarations to run for office" must be fully completed, and returned to the Executive Officer **by the deadline**, before 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.
17. 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)**

**REQUIREMENTS TO RUN FOR STATE OFFICE**  
**(State Illustrious Knight Commander or Deputy**  
**State Illustrious Knight Commander)**

1. Must file a "Declaration of Interest" application with the Executive Officer before the deadline. The attached release forms must also be submitted.
2. Both **Priory Dad** and the **Chairman of the Advisory Council** of your Priory must sign the "Declaration of Interest" statement (this includes Priory Dad and Chairman of all dual Priorities of which you are a member). When you sign the letter, you indicate he is completely qualified to run.
3. Must have the ongoing **FULL SUPPORT** of his parents/guardians 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 Illustrious Knight Commander, 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 before 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 EO may waive this rule. **I also understand that I am responsible for my 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, that were initiated into DeMolay before the deadline set for declaration.
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 their removal as an elected State Officer.

11. The Executive Officer is the only person who may interpret this Policy and/or authorize any deviation therefrom.
12. Must attend the EO interview session by Mid Winter Convocation and all other functions designated by the Executive Officer as a requirement of his office. These include but are not limited to the Grand Lodge, Grand Chapter, Grand Council, Grand Commandery, Grand Chapter of the Eastern Star, Grand Assembly of Rainbow, and Government Day. He must also be present during the Annual Conclave and Mid Winter Convocation at the end of his term of office.
13. All expenses pertaining to the position, in 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.

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**

**(SMC, DSMC, SSC, SJC)**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

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

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

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

Office for which you are declaring an interest in (Circle only one.)

**SMC      DSMC      SSC      SJC**

## **Required Attachments:**

1. Copy of your Representative DeMolay Certificate
2. Verification 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 Photo & Internet Disclosure Form, this must be updated when information changes.
5. Parental Letter of Affirmation
6. Year(s) of Leadership Training / Academy 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. \_\_\_\_\_

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

**DECLARATION OF INTEREST TO SEEK STATE OFFICE**  
**(State Illustrious Knight Commander or Deputy**  
**State Illustrious Knight Commander)**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

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

Priory Name and Number: \_\_\_\_\_

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

**Required Attachments:**

1. Copy of your Representative DeMolay Certificate
2. Verification 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 Photo & Internet Disclosure Form, this must be updated when information changes.
5. Parental Letter of Affirmation
6. Year(s) of Leadership Training / Academy 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. \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Chairman or Priory Dad

\_\_\_\_\_  
Date

**DECLARATION OF INTEREST TO SEEK STATE OFFICE**  
**(State Sweetheart or State Priory Queen)**

Full Name: \_\_\_\_\_

What position do you wish to run for? \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade \_\_\_\_\_

Chapter/Priory: \_\_\_\_\_ Shirt Size: \_\_\_\_\_

**Required Attachment:**

I have read the "REQUIREMENTS TO RUN FOR STATE SWEETHEART/STATE PRIORY QUEEN" (included in Mom Bryant's Conclave introduction letter), and I affirm that I meet the qualifications to run for office. I furthermore agree that I will not do anything to bring dishonor to myself, my chapter or priory, or the Order of DeMolay. I agree to conduct myself with integrity and in accordance with the precepts of DeMolay at all times but especially when at a function sponsored by DeMolay or any other body of the Masonic family. I understand that if I violate this agreement, I may be removed from my position. I further agree to abide by the expectations of the Director of Sweethearts, the by-laws of the Texas DeMolay Association, the by-laws of the Texas State Court of Chevaliers, and the statutes of the International Supreme Council, Order of DeMolay. In the event that it should be lost, stolen or damaged, I agree that I will replace the crown and/or sash of my office. I agree that I will notify the Director of Sweethearts of plans to attend any function of DeMolay, or any other masonic body. I recognize that failure to abide by the above agreement could result in my removal.

\_\_\_\_\_  
Signature of Sweetheart/Priory Queen \_\_\_\_\_  
Date

**Parent/Guardian Approval:**

I have read the "REQUIREMENTS TO RUN FOR STATE SWEETHEART/STATE PRIORY QUEEN" (included in Mom Bryant's Conclave introduction letter) and give my daughter permission to run for State Sweetheart or State Priory Queen. I agree to support her in her efforts and understand that the financial responsibility for all travel and events will be at her own expense unless otherwise stated.

\_\_\_\_\_  
Signature of Parent/Guardian \_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature of Chairman, Chapter Dad, or Priory Advisor \_\_\_\_\_  
Date



## Texas DeMolay Photo & 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.

I also understand that my 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 websites, web pages, and/or any other applicable computer-accessible information on the Internet.

I also understand that all platforms previously disclosed can, and will be, closely monitored by the 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.

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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.

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

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