



**CONGRESS OFFICER APPLICATION FORM 2023 – 2024**

**Overview**

This form is to be used to submit a request to run for election to the office of International Master Councilor or International Congress Secretary. Please submit a **legible** version of this application. The Executive Officer’s approval must also be added

**Personal Information**

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

**Age:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Jurisdiction:** \_\_\_\_\_

**Office Being Sought:**

- International Master Councilor  International Congress Secretary

**Primary Mailing Address:** \_\_\_\_\_

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

**E-Mail Address:** \_\_\_\_\_

**Cell Phone Number:** \_\_\_\_\_

**Home Phone Number:** \_\_\_\_\_

**Parent Information**

**Parent/Guardian #1 Name:** \_\_\_\_\_

**Parent/Guardian #2 Name:** \_\_\_\_\_

**Parent/Guardian #1 Mailing Address:** \_\_\_\_\_

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

**Parent/Guardian #1 E-Mail Address:** \_\_\_\_\_

**Parent/Guardian #2 Mailing Address (If different from #1):** \_\_\_\_\_

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

**Parent/Guardian #2 E-Mail Address:** \_\_\_\_\_

**Parent’s Phone Numbers:** \_\_\_\_\_ (1) \_\_\_\_\_ (2)



## Curricular/Work Information

Are you going to be in school for the 2023-2024 year?  YES  NO

Name of High School or College/Vocational School attending 2023-2024:

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**Degree Being Sought – If Applicable:** \_\_\_\_\_  
*(i.e. Certificate, Associates, Bachelors, Masters)*

**Major:** \_\_\_\_\_  
*(If Applicable)*

**Minor:** \_\_\_\_\_  
*(If Applicable)*

## Employment Information

Are you currently employed?  YES  NO

**Employer:** \_\_\_\_\_  
*(If Applicable)*

**Description of Employment:** *(If Applicable)*

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**Number of hours worked per week:** \_\_\_\_\_

If elected will you be continuing with School?  YES  NO

If elected will you be continuing with Work?  YES  NO

**Please list any known work or school schedules which could impair possible travel:**

*(i.e. Monday morning class at 8AM, Friday afternoon class at 3PM, Monday morning shift at work cannot be changed, etc...)*

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## Major Events

For 2023-2024 Congress Officers, we may be attending the following major events. Please let us know if any of these pose a problem ASAP by e-mailing the Congress Advisor Dad J. Wendell Haney at [JHaney@DeMolay.org](mailto:JHaney@DeMolay.org). Some of these will only require 1 Congress Officer to attend.

6/21-6/25	ISC and Congress Sessions – Cincinnati, OH
7/2-7/6	Shrine Imperial Session – Charlotte, NC
7/26-7/29	Job’s Supreme Session – Middleton, WI
8/11-8/17	General Grand Council of Cryptic Masons Triennial – Branson, MO
8/18-8/23	Southern Masonic Jurisdiction – Washington DC
8/26-8/29	Northern Masonic Jurisdiction – Louisville, KY
9/15-9/17	Board of Directors Meeting – Kansas City, MO
11/17-11/19	Board of Directors Meeting – Kansas City, MO
2/17-2/21	Conference of Grand Masters of North America – Seattle, WA
3/8-3/10	Board of Directors Meeting – Kansas City, MO
April/May TBA	Grand Master’s Reception – San Francisco, CA
06/19-06/23	ISC and Congress Sessions – Phoenix, AZ

### FINANCIAL EXPECTATIONS:

Below are some of the items you can expect to be paid for out of the Congress Budget and/or the Jurisdiction inviting you to their event:

- Flight (This may include red-eye, layovers, etc...). Every effort WILL be made to accommodate for comfort but ultimately, we will have to look at cost efficiency in addition to any other schedule constraints.
- Registration (this includes housing, meals, registration, etc...)
- Checked Bag Fee
- Meal(s) at airport due to flight delay/cancellation
- Mileage to an approved event at IRS non-profit rate if driving

Below are some things that will NOT be covered by a jurisdiction or Congress Budget:

- Flight changes due to missing a flight caused by you (sleeping in, etc...)
- Travel to a jurisdiction or event without an invite
- Gas to airport/airport parking
- Extra meals at an event beyond what they provide for Breakfast/Lunch/Dinner/Hospitality

## Minimum Standards of Service

Below are standards of service. You will need to initial each one.

- \_\_\_ I understand that as a DeMolay it is my responsibility to be a role model at all times.
- \_\_\_ I understand that if I miss a flight not due to the airline's actions, I may be liable for paying any change in fare.
- \_\_\_ I understand that use of alcohol, illegal drugs (including marijuana, cannabis, etc...), or tobacco at DeMolay events is prohibited regardless of age and that my use of either is grounds for immediate removal.
- \_\_\_ I understand that supplying alcohol or tobacco at DeMolay events is prohibited and that my supplying either is grounds for immediate removal.
- \_\_\_ I understand that use of illegal drugs at DeMolay events is prohibited and that the use of any illegal substance is grounds for immediate removal.
- \_\_\_ I understand that when I travel, I am obligated to obey the rules and regulations of DeMolay International, the jurisdiction I am visiting, and the event and/or activity. Violation of those rules is grounds for immediate removal and that I may be obligated to pay for any change in fare if I am sent home.
- \_\_\_ I understand that I am under the direction of the Congress Advisor and that I will inform him or his designee of my travels, activities, and plans. I further understand that any inquiries, requests, and all issues will be handled with the Congress Advisor.
- \_\_\_ I understand that I am personally liable for any equipment loaned to me by DeMolay International including, but not limited to, regalia and electronic devices.
- \_\_\_ I understand that I am personally liable for any expenses I incur that are not covered by the Congress Reimbursement Policy or pre-approved by the Congress Advisor.
- \_\_\_ I understand that if something I post on social media is deemed by the Congress Advisor to be inappropriate that I am required to remove it.
- \_\_\_ I understand that I am to have a valid passport in hand at Session in Cincinnati or notify Dad Haney that this is impossible upon submission of this application.

## Candidate Filing Statement

*"I have read and understand the Congress Regulations, Election Policies, and Checklist sent with this application. I understand the commitment involved and I am prepared to fulfill the duties of the office in the event of my election."*

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

## Parent/Guardian Approval

Your son or ward is applying to run for an elected congress office for DeMolay International. To be successful in this position, he will need the full support of his family. Below are parental standards that we request you initial and initial and return with your son's application.

**Standards of Service:** Below are standards of service. You will need to initial next to each one.

- \_\_\_ I understand that my son/ward may not use alcohol or tobacco at DeMolay events is regardless of age and that his use of either is grounds for his immediate removal.
  
- \_\_\_ My son/ward will not use illegal drugs (including marijuana, cannabis, etc...) at DeMolay events.
  
- \_\_\_ I understand that my son/ward is obligated to obey the rules and regulations of any event or activity he attends. Violation of those rules is grounds for immediate removal and that I may be obligated to pay for any change in fare if he is sent home.
  
- \_\_\_ I understand that my son/ward is personally liable for any equipment loaned to him by DeMolay International including but not limited to regalia and electronic devices.
  
- \_\_\_ I understand that we are personally liable for any expenses my son/ward incurs that are not covered by the Congress Reimbursement policy or pre-approved by the Congress Advisor.
  
- \_\_\_ I understand that my son/ward will be issued a DeMolay International credit card. My son/ward is responsible for all unauthorized charges to the card. *(In the event of weather delays while traveling, a credit card and government identification is required to check into a hotel.)*
  
- \_\_\_ I understand that my son/ward is to have a valid passport in hand at Session in Cincinnati or notify Dad Haney if that will be impossible upon submission of this application.

Please sign the statement below:

*"I have read and understand the Congress Regulations, Election Policies and Checklist sent with this application. I understand the commitment involved and am prepared to support my son/ward in his endeavors.*

**Parent/Guardian #1:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian #2:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*Please notify Dad Haney if only 1 parent/guardian can sign and date.



# Executive Officer's Approval of the Candidacy of an Active Member of the Order of DeMolay for an elected International Congress Office

*International Master Councilor & International Congress Secretary*

**I hereby give my permission for:** \_\_\_\_\_

to seek the office of:

- International Master Councilor
- International Congress Secretary

I acknowledge by granting my permission that I support and wholeheartedly endorse the candidacy of this young man.

I acknowledge and accept by approving this application that the Jurisdiction will assist and assume a financial obligation to assist this candidate should he achieve election to this office.

I have reviewed the attached application and to the best of my knowledge the information contained therein is accurate.

I acknowledge that this young man has my permission to travel outside of my jurisdiction on behalf of the DeMolay Congress.

To the best of my knowledge this young man has not been the respondent in a criminal matter.

To the best of my knowledge this young man has not been involved as the accused in any youth protection matter within the Order of DeMolay.

I acknowledge that if any disciplinary action is taken against this young man I will notify the Congress Advisor of the disposition of the matter.

\_\_\_\_\_  
**Executive Officer or Personal Representative Name**

\_\_\_\_\_  
**Date**

**Day Phone:** \_\_\_\_\_

**Evening Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

## **INTERNATIONAL DEMOLAY CONGRESS CONGRESS OFFICER REGULATIONS & ELECTION POLICIES**

*This information is for those DeMolay members seeking office as the International Master Councilor or International Congress Secretary of the 57<sup>th</sup> International DeMolay Congress; this election is being held at the International DeMolay Congress in Cincinnati, OH, in June 2023.*

### **Qualifications:** (According to DeMolay International Congress By-Laws)

- 1) A candidate must be a current or a recent Congress Delegate.
- 2) A candidate must be a current or past Jurisdictional Master Councilor.
- 3) A candidate must have obtained his Executive Officer's written approval (page 7 of this form) and submitted to the Congress Advisor.
- 4) A candidate must not have attained his 21<sup>st</sup> birthday prior to the date of his election.

### **Congress Election Policy:**

- 1) Campaigning for Congress Office is **encouraged** at the DeMolay International Congress. Restrictions may, can, and do apply.
- 2) An Executive Officer/Personal Representative can withdraw his approval of a candidate to run up to the moment of election.

### **Campaign Rules:**

**These regulations shall apply ONLY to Candidate elections. Campaigns on legislative issues shall remain unregulated.**

#### **1) Fliers**

- (A) Each candidate is allowed to prepare two separate 8 ½ by 11 sheets (or smaller) of papers (fliers) to the Congress Delegates during Session.
- (B) Back and front of the paper may be used. Please feel free to take advantage of QR Codes to produce digital fliers. Digital fliers may be any length.
- (C) No other fliers or giveaways are permitted.
- (D) All fliers (paper or digital) **must** be e-mailed to Dad Haney, Congress Advisor, by June 10th, at 11:59PM CST for approval. Fliers may NOT refer to other candidates for any other office, individually or collectively.

#### **2) Internet Presence**

Facebook pages are permissible, but paid advertising on Facebook is NOT. No outside websites are permitted. The Congress Advisor, his designee, and the Executive Director of DeMolay International must be added as an administrator on any Facebook campaign page. Any other campaign social media (Snapchat, Instagram, etc...) must be accessible to the Congress Advisor, his designee, and the Executive Director. They must also have access to all materials therein.

#### **2) Candidate Representation**

Candidate may only campaign for himself and may not represent another.



#### 4) Issue Advocacy versus Candidate Advocacy

Issue advocacy becomes candidate advocacy when it mentions a candidate, his nominator, seconder or campaign manager and their stance on a specific issue.

#### 5) International DeMolay Congress

Failure to observe the guidelines shall result in disqualification. The Congress Advisor and his staff reserve the right to change these guidelines at any time. **No campaign pages or announcements shall be created until you are approved to run for office.**

#### **Candidate Timeline**

Feb. 28, 2023	Deadline (Last Day) for Candidate's Application to Dad Haney via email. If you do not receive an email receipt of your application being submitted, please follow up with Dad Haney to ensure your application did not go to spam. You may also share via Google Drive to <a href="mailto:JHaney@demolay.org">JHaney@demolay.org</a>
March, 2023	Congress Officer Interviews (Certification of Candidacy) to be scheduled via Zoom
March-April, 2023	Announcement of Candidates via DI Social Media/E-mail
June 21, 2023	Candidate's Orientation Meeting – TBD @ Session
June 22, 2023	Nomination of Candidates
June 23, 2023	Candidate Caucus
June 24, 2023	Elections, and Installation of Officers
June 25, 2023	New IMC/ICS Breakfast with Grand Master and Congress Advisor <i>*All Candidates should have a flight home on June 25<sup>th</sup> at 2:00PM or later to make this breakfast should you win election.</i>

## **International Master Councilor Job Description**

### **Leadership**

- Plan and preside over the International DeMolay Congress.
- In consultation with the International Congress Secretary, oversee the International DeMolay Congress Regional Representatives. Includes the assignment of tasks, the implementation of programs, and monthly communication with them.
- Develop and update a strategic approach to social media and construct an implementation plan for the term.
- Develop a transition strategy and plan for his successor in consultation with the Congress Advisor.
- Create a Policy and Purpose Report in consultation with the International Congress Secretary, Congress Region Representatives, Congress Advisor, and Grand Master within one month of taking office.
- Perform such tasks as may naturally devolve upon such a position or may be assigned from time to time.

### **Communication**

- Maintain active communication with all of DeMolay International. This includes, but is not limited to Active DeMolays, Jurisdictional Officers, the DeMolay International Region Representatives, the Congress Advisor, and the Grand Master of DeMolay.
- Communicate with each Jurisdictional and/or State Master Councilor through a phone call or electronic means at minimum once per quarter. (In jurisdictions without a Jurisdictional and/or State Master Councilor, the Active DeMolay designated by the Executive Officer.)
- Provide to the members of the International DeMolay Congress a quarterly report on his duties, visits, and update on the policy & purpose report.
- Collaborate with the International Congress Secretary and the DeMolay Congress Region Representatives to publish, at a minimum, a quarterly newsletter on behalf of the International DeMolay Congress.
- Remain in communication with and consult regularly with the Congress Advisor and/or his staff as appropriate. Should any problems arise, the Congress Advisor will work with you to get them handled. If needed, the Congress Advisor will consult with the Grand Master for further instruction.

### **Education**

- Provide training and resources for the education of Jurisdictional Officers.
- Ensure representation at training opportunities and other DeMolay events when invited.
- Present a positive public image of DeMolay International at all times, including, but not limited to events, social media, and public appearances.
- Attend and participate in public events when invited on behalf of DeMolay International
- In consultation with the Congress Advisor, prepare updates for the Congress Officer's Handbook.
- Ensure that with the International Congress Secretary, that any and all changes to the bylaws of the International DeMolay Congress are updated and transmitted to the Service and Leadership Center.

## **International Master Councilor Job Description (Continued)**

### **Representation**

- Attend and participate in Board of Director Meetings on behalf of the Active Members of DeMolay International.
- Prepare a written report for the Board of Directors at least five business days before each meeting on behalf of the International DeMolay Congress that describes the progress of the Congress since the last board meeting. Reports must be approved by the Congress Advisor.
- All reports or written submissions for print or presentation must be proofread and approved by the Congress Advisor.

## **International Congress Secretary Job Description**

### **Leadership**

- In coordination with the International Master Councilor, plan and preside over the International DeMolay Congress.
- Preside in the absence of the International Master Councilor.
- Develop a transition strategy and plan for his successor in consultation with the Congress Advisor and the International Master Councilor.
- Maintain the records of the International DeMolay Congress and see that the minutes of each International DeMolay Congress are prepared for distribution one month following the Congress, signed off by the Congress Advisor or his designee.
- Perform such tasks as may naturally devolve upon such a position or may be assigned from time to time.

### **Communication**

- Maintain active communication with all of DeMolay International. This includes, but is not limited to Active DeMolays, Jurisdictional Officers, the DeMolay International Region Representatives, the Congress Advisor, and the Grand Master of DeMolay.
- Develop and maintain the International DeMolay Congress Directory that is to include all of Jurisdictional Officers. In the absence of Jurisdictional Officers, the Active DeMolay designated to communicate with the Congress by the Executive Officer. At a minimum, this directory must include all mailing addresses (physical and electronic), telephone numbers, birthdates, social media contacts, and the date of successor's installation.
- Communicate with each Jurisdictional and/or State Master Councilor through a phone call or electronic means once a quarter. (In jurisdictions without a Jurisdictional and/or State Master Councilor, the Active DeMolay designated by the Executive Officer.)
- Provide to the members of the International DeMolay Congress a quarterly report on his duties, visits, and update on the policy & purpose report.
- Collaborate with the International Master Councilor and the International DeMolay Congress Representatives to publish, at a minimum, a quarterly newsletter on behalf of the International DeMolay Congress.
- Remain in communication with and consult regularly with the Congress Advisor and/or his staff as appropriate.

## **International Congress Secretary Job Description (Continued)**

### **Education:**

- Provide training and resources for the education of Jurisdictional Officers.
- Ensure representation at training opportunities and other DeMolay events when invited.
- Present a positive public image of DeMolay International at all times, including, but not limited to events, social media, and public appearances.
- Attend and participate in public events when invited on behalf of DeMolay International
- In consultation with the Congress Advisor, prepare updates for the Congress Officer's Handbook.
- Ensure that with the International Congress Secretary, that any and all changes to the bylaws of the International DeMolay Congress are updated and transmitted to the Service and Leadership Center.

### **Representation:**

- Attend and participate in Board of Director Meetings on behalf of the Active Members of DeMolay International.
- Prepare a written report for the Board of Directors at least five business days before each meeting on behalf of the International DeMolay Congress that describes the progress of the Congress since the last board meeting.

## CONGRESS OFFICER APPLICATION CHECKLIST

*(This form is for self-evaluation purposes and need not be returned. The candidate should review the below questions with his family and closest DeMolay friend(s)/advisor(s).)*

- \_\_\_ Do I have the public relations and speaking skills that would enable me to properly represent the young men of DeMolay?
- \_\_\_ Am I dedicated to the position that I am seeking to enable myself to give the required effort?
- \_\_\_ Do I have the time to give to the position without injuring to my educational plans, family, or personal life?
- \_\_\_ Do I have the financial backing for this?
- \_\_\_ Do I have the support of my family?
- \_\_\_ Do I have the support of my jurisdiction?
- \_\_\_ Do I have enough experience to properly fulfill my duties?
- \_\_\_ Am I prepared physically and emotionally for this challenge?
- \_\_\_ Have I considered how winning an election could affect my whole life, and the lives of my family and friends?
- \_\_\_ What impact will being elected have on my Jurisdiction?
- \_\_\_ What do I have to give up to hold a Congress office?
- \_\_\_ Do I have the organizational and managerial skills needed?
- \_\_\_ What can I bring to the Congress Officer position?
- \_\_\_ Am I ready and willing to live up to the expected image of such a position and am I prepared to live in the celebrity "fishbowl"?
- \_\_\_ Do I believe that the most important person in DeMolay is the newest initiated member, and not the people holding the high offices?
- \_\_\_ Am I doing this to satisfy my ego, or do I really believe I can make a difference in our Order?

**GOOD LUCK!**

Questions? Feel free to e-mail or call Dad Haney:

**Congress Advisor 2023-2024 – Dad J. Wendell Haney, PICS**

[JHaney@DeMolay.org](mailto:JHaney@DeMolay.org) or (309) 235-4461



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