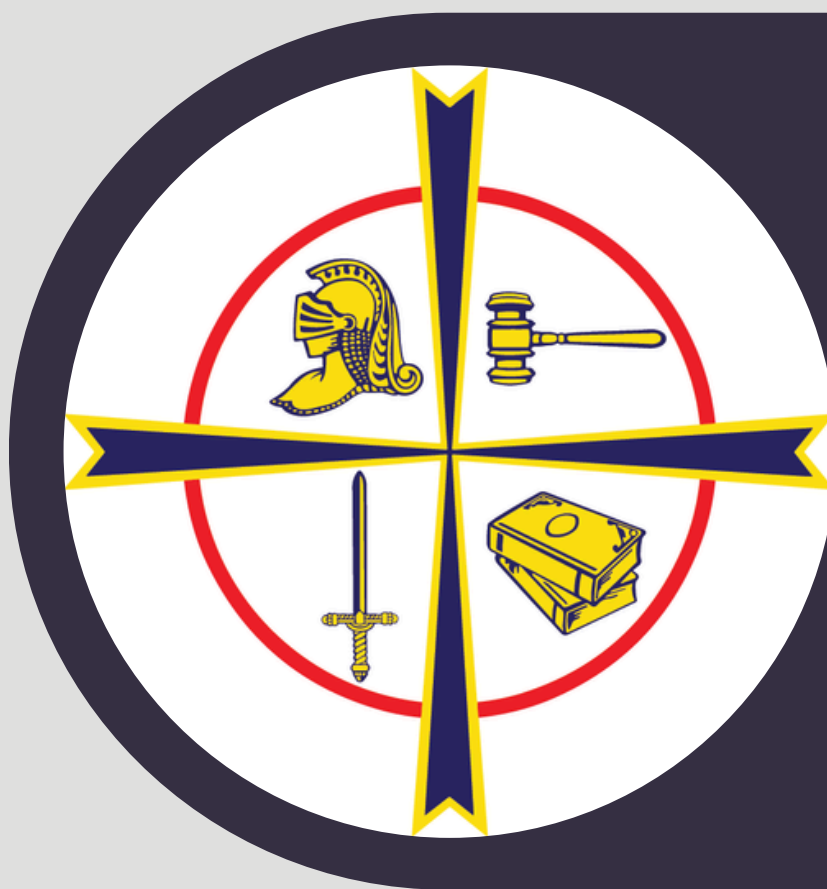


Squires Handbook

Understanding the program



★★★★★
DEMOLAY[®]
INTERNATIONAL

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Introduction

Squires

This handbook is intended to help Jurisdictional Leaders and local Squire advisory council establish and maintain a Squire program. It can be a useful and practical guide to assist the members as well with the organization and operation of their manor. There may be both “Virtual / Remote” and on-site participation in the Squires program. This handbook recognizes that there may be jurisdictional or geographic differences and is organized to allow administration maximum organizational flexibility with appropriate variations in oversight or management of the Squire Manor.



Squires

Authority

The Order of Squires is an organization for young men that is an appendant body of DeMolay International. As such they are directly overseen and managed by the Jurisdictional Executive Officer of DeMolay. The Jurisdictional Executive Officer has absolute authority to approve or deny any participation, activity or action involving the Squires.

The purpose of the Squires is to help develop young boys into young men to be better citizens, foster a reverence for sacred things, be better family members and to prepare them for their participation in the Order of DeMolay.



Goals of the Squires Program

The Order of the Squires is an organization for boys that are 9 - 11 years old. Like DeMolay, it is a value-based organization based upon the fundamental teachings and principles of the Order of DeMolay. The goal of the Order of the Squires is to provide it's members and their parents the opportunity to have fun while learning three important life lessons: Wisdom (the importance of education), Truth (honesty), and Justice (equality and fairness).

The basic Squire organization is called a "Manor." Every Manor is sponsored by a DeMolay Chapter or a DeMolay State organization. It is adult leaders, who are registered DeMolay Advisors, have been educated in Youth Protection and have been subjected to that rigorous certification process. In addition, when possible, there is a DeMolay member appointed to the Manor as a "Squire Mentor," or liaison between the sponsoring Chapter and the Manor. His role is to be a big brother and example to the members of the Manor.

DeMolay International established the organization of Squires to assist parents in making a positive difference in the lives of their sons while in their most impressionable years. It is hoped that by providing a fun environment and teaching three remarkably simple lessons, the Order of the Squires will help parents draw closer to their sons and instill values that will stay with their sons throughout their lives.



History & Mission



1995

The Order of the Squires was first established in 1995 as a pledge group for the Order of DeMolay. Its mission is to allow young men from the ages of 9 through 11 to have an opportunity to participate in some of the fun activities with DeMolay, but not be overwhelmed with the age differences and ritual work required in DeMolay.

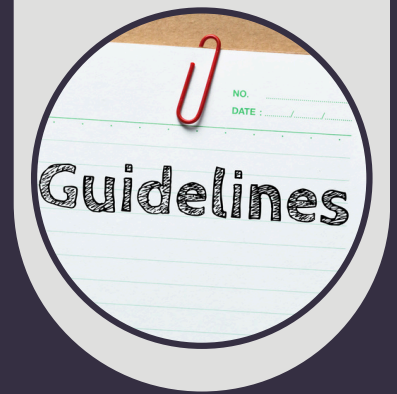
1997

The Squire organization increased rapidly throughout different jurisdictions after it was first established and in June of 1997 the first Squire Manor in the world, Vancouver Manor from Vancouver, Washington was invited to the International Supreme Council to make the declaration of Squires International. The reason the Squires are known as the Squires of the Round Table is because when the organization was first being put together in Vancouver, WA, the Squires did not have anywhere to meet but, in a card, room gathered around a round table. Each Squire Manor is sponsored by a DeMolay chapter and under the control of the Advisory Council of the sponsoring chapter. Dad Edgar Trefts of Washington wrote the Squires ceremonies, and they were designed to be easy for the Squires to learn and read, and to teach moral lessons. The original book of ceremonies was written after the original Squires of Vancouver Manor expressed the important values to themselves and their parents (always be kind, get a good education, tell the truth, care about others, be fair, etc.)

2015

In 2015, the International Supreme Council of DeMolay International officially adopted the Order of Squires as an appendant body to DeMolay, encouraging boys younger than those who are of the age to join DeMolay to get involved in fraternal life. It is encouraged (not required) that Squires join the sponsoring DeMolay chapter upon attaining the age of 12.

Squire program Policies & Guidelines

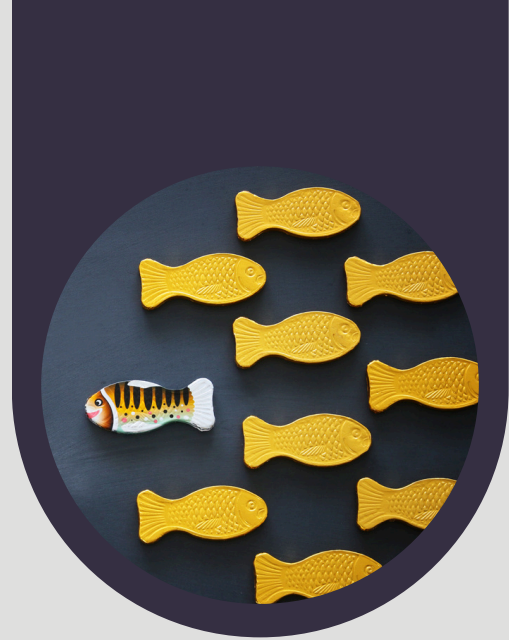


We recognize and observe the following policies and guidelines with the Squire program.



- The Squires should always have a safe experience.
- The Squires should have a fun and wholesome experience.
- The Squire experience should encourage engagement with their friends, family, and faith.
- The Squires will be given the opportunity to matriculate into DeMolay when they are eligible to do so.
- The Squires should have the opportunity to gain experience life skills and about leadership and planning.
- Participation as a Squire will prepare the young man for a successful DeMolay experience and career.
- Provide an opportunity to have an experience as a Squire for young men who may be remote or not in an area where they can physically attend meetings.
- All participants should demonstrate respect for each other.
- Abusive language will not be tolerated.
- There will be no bullying or abusive behavior.
- The leadership will focus on positive experiences and relationships.
- The young men will learn respect for the leadership of the Squire and DeMolay program.
- There will be regularly scheduled activities at the same time, same day of the week or if virtual with the same URL for online access.
- Activities can be in person or remote at the appropriate agreed upon electronic meeting place.

Difference in the Order of the Squires



The Order of Squires is an appendant body to the Order of DeMolay, As such, one of the paramount traits of the organization is that the youth lead it. The Squire members will be 100% involved with the planning and execution of their events, though assisted by adults. They will learn diversity, teamwork, and responsibility. – while having a wonderful time with friends their own age. As a “little brother’s club” to the sponsoring DeMolay chapter, the Squires will use their Manor involvement to learn how to interact with others, how to respond in varying circumstances and how to plan successful events.

Organizing a Manor

Each local Squire organization is called a “Manor,” which is sponsored by a DeMolay chapter with its Advisory Council. The adult leaders, who are all registered DeMolay Advisors, have been educated in Youth Protection and have been subjected to a rigorous certification process which requires annual renewal. Additionally, every Manor has an appointed “Squire Mentor,” who is a member of the sponsoring DeMolay chapter. This Mentor is the liaison between the manor and its sponsor and serves the young Squires as a big brother and a positive example.

Manor’s By-laws

Each Manor shall operate under DeMolay International guidelines prescribed for individual DeMolay Chapters, the Squires Program, and the Jurisdictional Executive Officer. All Manors must adopt a set of by-laws that govern how the Manor will be run. By-laws are typically a simple document that details such things as:

- The name of the Manor
- Meeting dates and place (usually the same place as the sponsoring Chapter)
- Officer terms
- Membership fees



Emblems of the Order of Squires

The Squire emblem is a round circle emblematic of the Squires of the Round Table and it divided into four sections. The first section in the left-hand corner is a DeMolay helmet because if there was no DeMolay, there would be no Squires. In the upper right-hand corner is a gavel, which represents the gavel of justice. In the bottom left-hand corner is a sword emblematic of the sword of truth. Last, in the lower right-hand corner are the books of wisdom.

DeMolay Helmet

The DeMolay helmet is incorporated to tie in the DeMolay lessons of leadership.



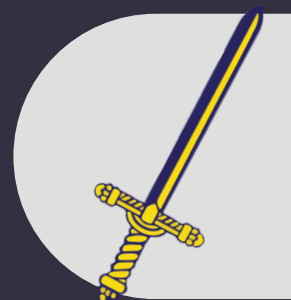
Gavel

The gavel is used by the Master Squire in upholding justice through equality and fairness.



Sword

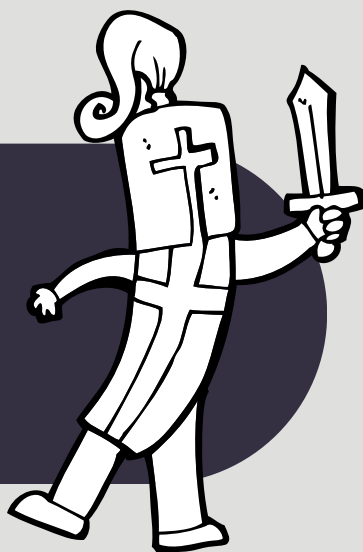
The Senior Squire carries the sword in representing the lesson of truth and stressing this value in their daily lives.



School books

The Junior Squire promotes the schoolbooks in representation of wisdom and stresses the importance of education to Squire members.





Sir Knight

The Squire Manor has a DeMolay who acts as their advisor. His title is the Sir Knight, and he is appointed by the Master Councilor of the Sponsoring DeMolay chapter and approved by the Advisory Council of the chapter. The Sir Knight sits to the left of the Master Squire's station. His main job is to be a big brother to the Squires. His term parallels that of the DeMolay chapter, and he can serve more than one term if the Advisory Council and Master Councilor approve.

How a manor Runs



There are up to seven Squire Officers to operate the Manor, three of whom are elected by their peers. Elected officers are Master Squire in the East, Senior Squire in the West, and Junior Squire in the South. Appointed officers are Squire Chaplain, Squire Marshal, Squire Recorder, and Squire Treasurer. During each term of six months, the Master Squire should plan at least one fun activity and at least one fund raising activity. The Sir Knight and the Dad/Mom Advisor must approve the events. A Dad/Mom Advisor (Manor Advisor), who is a member of the Chapter Advisory Council, must be present at all Squire meetings and functions. He or she should sit on the sidelines, and is mainly the advisor for the Sir Knight, allowing the Sir Knight and the elected officers to run the meeting and function as a Manor. The Advisor coordinates and facilitates the Manor.

A DeMolay, whose title is **Squire Mentor**, is installed during the installation of officers. He serves as a DeMolay representative to mentor the Squire members. The Squire Mentor should sit in the East, at the right of the Master Squire. The Squire Mentor should be a liaison between the Manor and the Chapter, as well as be a role model and example to the Squires.



Ritual

The Squires have their own ritual work, which is designed to be easy to learn and to teach moral lessons they can understand. The Squires meet in a Masonic Lodge room, or in a room set up as though it were a Masonic Lodge room. DeMolay International will determine and publish the ritual for the Squires. Please refer to the Order of Squires Ritual for your review and perusal by utilizing the web site at DeMolay International.

The current ritual covers the following areas:

Opening and closing of a stated meeting.

Use of Roberts' Rules of Order and parliamentary law, for the members to conduct the business of the Manor are addressed later in the handbook.

Induction ritual.

Installation ritual.

The Squires should be encouraged to memorize the ritual in accordance with their station or office. Each Manor is made up of seven (7) officers to perform the ritual ceremonies.

Business Meetings

Stated meetings may be either in person or virtual.

If the meeting is virtual, the software should be private and secure, and will allow participation and oversight by the Squires' parents or legal guardians.

At all stated meetings, and installations the Squires should be dressed in the proper attire as determined by the Advisory Council.

When conducting a meeting, it is suggested that the Squires follow Robert's Rules of Order, as they apply to DeMolay functions. The use of the gavel is the same as in other DeMolay functions. Also, no one should be allowed to speak until recognized by the Master Squire, and he always stands while speaking.

The meetings should last no longer than an hour. A designated speaker should be arranged to enhance further education with the Squires' meeting program. It is recommended that the meetings be scheduled on the same nights that the sponsoring DeMolay Chapter meets or at a designated time convenient to the Squire Program.

If permitted by the Executive Officer, Squires may be invited to attend non-ritual portions of DeMolay meetings along with other guests and should be recognized by the Master Councilor.

The Dad Advisor will gather informally with the members prior to and after each meeting to teach the floor work, prepare the young men for their parts, as well as discuss the experience and emphasize the lessons learned after the meeting.

The Squires will recite the ritual opening and closing of the meeting. It is recommended that the members memorize their ritual for the opening and closing of the business meeting.

MEETiNG

Business Meetings



Every meeting will begin with a pledge of allegiance to the flag or follow the appropriate ritual to recognize the local jurisdiction and government. Each meeting will also have an opening prayer and closing prayer.

Each meeting will include a discussion on the “Good of the Order.” Where any scheduled activities will be planned and discussed.

Each stated meeting will include a taking of the minutes of the meeting, note the finances of the organization (beginning balance, paying of bills and other financial obligations, and note the ending balance of savings and funds so the membership will be informed.

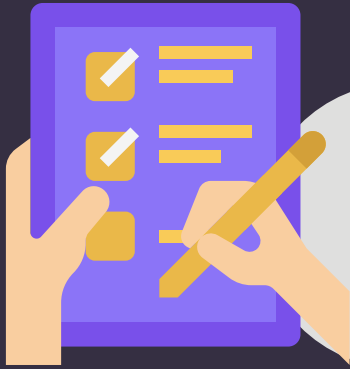
The DeMolay mentor can help the Dad or Mom advisor to help with overseeing the administration of the minutes and the utilization of the ritual.

At the stated meeting, all applications for membership will be read and referred to the membership committee for investigation.

Program Activities

The program activities of the year become your program plan for the Squires. Your plan should reflect your Squire’s personality, needs and traditional events that work well for the Manor. To help with planning, consider the following information as suggested general activities: Pizza Night, Bowling, Video Games, Community Service Projects, Visit the Zoo/Museums, Schedule Entertainment Venues/Parks as an activity, Sporting events, Installations, and most of all have fun events that the Squires are interested in doing to retain their enthusiasm, energy and interest to continue the Manor’s success.

The best activity ideas will come from the Squires themselves. Just ask what they want to do! All Squires activities shall be approved by the Manor's Advisory Council prior to implementation. The Squire Manor may, at the invitation of the DeMolay Chapter, participate in Chapter activities such as car washes, dances, breakfasts, dinners, and civic service events.



Activity Guide of Interest

If a young man joins the squires at the age of nine, he will have a maximum of 155 weeks as a Squire. The activities can be repeated as regularly as appropriate for the Manor and the maturity of the Squires.

Some of these activities can be repeated on an annual basis. The following is a list of activities which can be selected by the Master Squire. Any virtual activity involving videos, games or on-line activity should be carefully vetted by the Squire advisors for appropriate content. If these activities are virtual they can be facilitated with targeted videos from YouTube. All videos must be first reviewed to make sure that there are no inappropriate advertisements or content.

The manor can have a monthly theme for activities (music as an example). It is our recommendation that the incoming Master Squire review the list of activities, consult with his Manor members and also work with the Manor advisors to select those activities which he (and they) believes will provide the Manor with the maximum opportunity to have fun and learn the necessary life skills to be successful as a DeMolay.



Life skills Activities



- Chores - Bed making and cleaning room doing laundry, doing dishes.
- Earnings, Budgeting and Taxes
- Calendaring
- Conflict resolution skills
- Cooking skills
- Cost and Savings for the Future
- Cooking Safety
- Food Safety
- Using cooking tools
- Food measurement skills
- Nutrition
- CPR Heart attack or stroke actions (911, CPR)
- Dress for success
- Earthquake, storm, heat and fire safety
- Etiquette for eating at banquets or formal affairs.
- Geography and map skills.
- Hygiene - Hand Washing / teeth brushing / bathing.
- Heat safety (hydration and recognition of overheating)
- Holidays - history behind each holiday
- Homework skills
- Importance of names and remembering names
- Library (internet search) skills
- Listening skills
- Memorization skills
- Mother's Day / Father's Day / recognition events
- Phone responsibilities.
- Public speaking
- Reading skills
- Sleep and fatigue skills
- Teaching skills Have the squire teach you and the other squires about something they know or do well.
- Tie tying (Bow and long)
- Weather (barometric pressure, rain snow clouds wind).
- Genealogy (have the Squires ask their parents how and where they first met. Where did they go on their first date?).
- Using public transportation safely
- Museum skills.
- Public transportation skills.
- Survival skills (what do when lose, or separated from parents or group)
- Earnings and taxes

Fun Activities and Skills

These activities can be facilitated with targeted videos from YouTube. All videos must be first reviewed to make sure that there are no inappropriate advertisements or scenes.



- Astronomy - Full moon / meteorite / star gazing.
- Attending a sporting event such as baseball game
- Attending DeMolay events
- Clown makeup and activities.
- Collecting and sharing funny cartoons or memes.
- Contests – physical, etc.
- Create memory boxes for Squires favorite pictures, artwork, and mementos.
- Drawing skills (perspective, animals, cartoons, heads, scenes, drawing caricatures of each other, drawing blind, refrigerator art contest.
- Esteem building skills - Tell the squires three things you really like about them. Share a picture of when they were younger and tell why it is an important picture to them.
- Games – (play or learn) 20 Questions. Video games, solitaire, chess, cribbage.
- Gardening growing and planting seeds
- Geocaching.
- Halloween (safety).
- Have the Squires make a treasure map.
- Holidays - Thanksgiving activity (origin, and ritual).
- Jigsaw puzzles challenge.
- Jokes – Funny, practical, telling skills.
- Magic tricks (cards, coins, other props)
- Math - Games, magic tricks and other activities with math.
- Mechanical skills - Egg drop, Lego skills and challenge, fix a broken item or toy, build airplane or car models, building challenges with straws, marshmallows, and toothpicks, how locks work.
- Music: Instruments, drums with pots and pans, glass filled with water, spoons, kazoos, flutes, wind instruments, string instruments, songs)
- Origami Paper airplane manufacture and flying challenge, launcher, other origami challenges.
- Animals and Pets (care and feeding)
- Photography digital / editing.





Examples of Charity or Giving back to the Community

The Master Squire will select a charity to support during his term of office

- Local food bank support
- Shriners Children's
- DeMolay jurisdictional selected charity
- Wounded warrior project
- Squires to make a care package to send to a relative or someone who is needy who lives far away.
- Local community-based non-profit. Holiday virtual party



Activities involving the Jurisdictional Officers (where they judge the event)

- Attending the annual Devotion day
- Attending the DeMolay annual Ritual Competition
- Attending any scheduled Jurisdictional event which is age appropriate for Squires
- Magic show
- Joke telling
- Best meme





Insurance Coverage

The members of a Squire Manor will be included in the DeMolay International's insurance program and risk management guidelines. Just make sure the activities and events that are planned are covered through our insurance program.

Parliamentary Law



The rights of others must be respected to have a free society including the rights of the majority, minority, individuals, and absentees. There can be no orderly meetings unless members agree to follow certain rules. Parliamentary procedures in use today follow the guidelines that have been used in England for more than 650 years. Many scholars consider England's greatest contribution to the world as her system of legislative control which was a forerunner of the Constitution of the United States. Where there is no law in society, it is a matter of mob rule. Where there is too much law invested in one person, it is a dictatorship.

Parliamentary Procedure

Efficiency in handling manor business does not require a great deal of parliamentary procedure. In fact, the books of parliamentary rules were developed for large groups of people with many conflicting opinions. Any manor which can cooperate in spirit can manage its business with orderly information, plus a minimum of parliamentary procedure when it is needed.

The suggested procedure below may be enough to oversee most situations within the manor meeting pattern.

Managing a motion:

A motion may be made by any Squire member except the presiding officer.

The motion may be seconded by any member except the presiding officer.

The presiding officer restates the motion.

The motion is discussed by the manor.

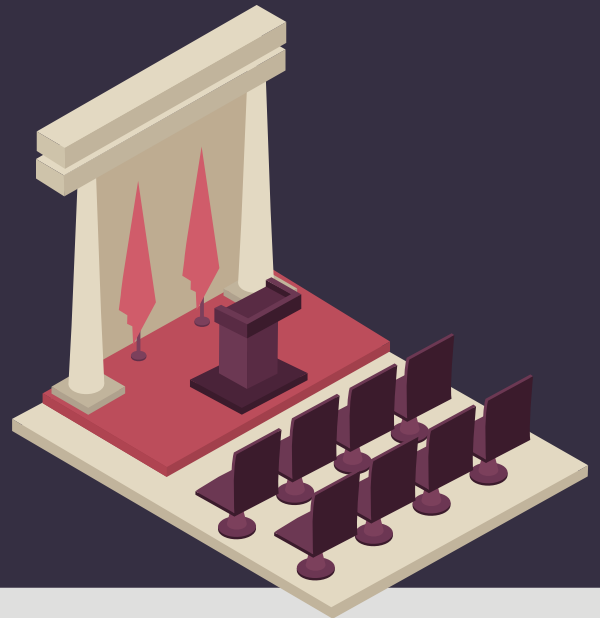
The motion is acted upon by the manor.

The motion may be passed by majority vote.

It may be rejected by majority vote.

It may be withdrawn by the one who made it.

It may be amended by majority vote.



There are eight steps in securing action on a main motion, four for the member and four for the presiding officer.

1. A member rises and addresses the presiding officer.
2. The presiding officer recognizes the member who arose.
3. The member makes the motion, "I move that"
4. Another member seconds the motion (without rising).
5. The presiding officer states (repeats) the motion.
6. The presiding officer asks, "Are there any remarks?" or "Are you ready for the question?" (This indicates that debate is in order, and members may discuss the motion).

7. The vote is called for by the presiding officer (after discussion).

8. The presiding officer announces the results of the vote and states whether the motion is carried or lost.

The four basic principles of Parliamentary Law:

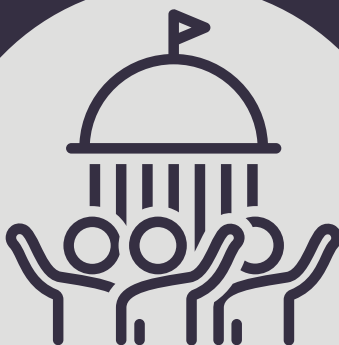
1. Courtesy and justice to all. | 2. Consider one thing at a time. | 3. The minority must be heard. | 4. The majority must prevail.



Parliamentary Procedure

Motions Frequently Used

MOTION	PURPOSE	SECOND REQUIRED?	DEBATE?	AMENDABLE	VOTE REQUIRED
Table	To table action	Yes	Motion	Purpose	Second Required?
Previous Question	Stops Debate	Yes	No	No	2/3
Postpone Definitely	Not beyond next regular meeting	Yes	Yes	Yes	Maj.
Refer to Committee	Enables further study	Yes	Yes	Yes	Maj.
Amend	To change or modify	Yes	Yes	Yes	Maj.
Postpone Indefinitely	To kill main motion	Yes	Yes	No	Maj.
Main	Introduces business	Yes	Yes	Yes	Maj.



Term

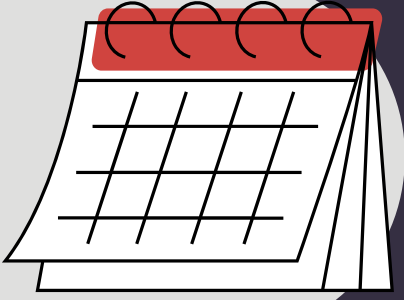


The length of the terms may be determined by the Advisory Council with advice and consent of the Jurisdictional Executive Officer. It is recommended that each term provide sufficient activities to allow the Master Squire an opportunity to earn meritorious service recognition. Each term should include the following:

- Installation
- One planned fun activity
- One regularly scheduled stated monthly meeting.
- Participation in DeMolay events when invited.
- One physical activity / challenge per month
- Giving back to the community through fundraising or public service event (Master Squire selects a charity to support)
- Devotion Day
- Family Recognition Day
- One event per term involving the DeMolay officers (where the DeMolay members judge the event at a regular stated meetings)
- An activity which involves the Jurisdictional Officers judging or participating in the recruitment of new members or an activity program of the Squires

The Master Squire should submit a planned program to the Advisory Council for his term to include the above list.





PROGRAM FOR THE YEAR

MONTH	PROGRAM	SPEAKER	REFRESHMENTS
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

Membership



The Jurisdictional Executive Officer will approve and as necessary modify the application process for new manors as well as for prospective new members.

The application for membership in the manor is the same form as used by DeMolay for application to its membership. All applications should be filled out, signed by the parents and Manor Advisors, and accompanied by payment for the appropriate dues and fees before consideration.

The Advisory Council will maintain appropriate records (activity, financial and membership) to complete the annual report to be submitted to DeMolay International and the Jurisdictional Executive Officer. The Manor Advisory Council may determine if the members should or will vote on any new members for the Manor.

Installation

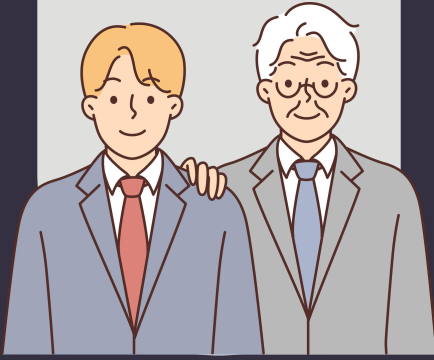
- The boys will nominate and elect the officers for the next term.
- The Advisory Council will work to establish criteria and qualification for each office.
- The Advisory Council will collaborate with the Jurisdictional Executive Officer, any designated oversight personnel, the parents, and the boys in the manor to schedule the installation for a convenient day and time.
- The Dad or Mom Advisor will collaborate with the Master Councilor elect to help recruit and schedule the installing officers.
- The parents of the incoming Master Squire are responsible for purchasing or organizing for a gavel for the new Master Squire.

- The Advisory Council is responsible for organizing any awards for the outgoing Master Squire.

Awards and Recognition

Awards may be awarded by the Advisory Council with the advice and consent of the Jurisdictional Executive officer.

- Past Master Squire Certificate.
- Past Master Squire's Meritorious Service Award
- A DeMolay Merit Bar for having been a Squire.



Advisory Council

The DeMolay Jurisdictional Executive Officer should determine the composition and organizational structure of the Advisory Council. The Chair of the Advisory Council is responsible for compliance with all the documentation and finance requirements of the local DeMolay jurisdiction. All members of the Advisory Council must take and pass the necessary background checks as well as the necessary child safety training programs. It is under no circumstances should any advisor ever smoke or drink alcohol at a Squire activity.

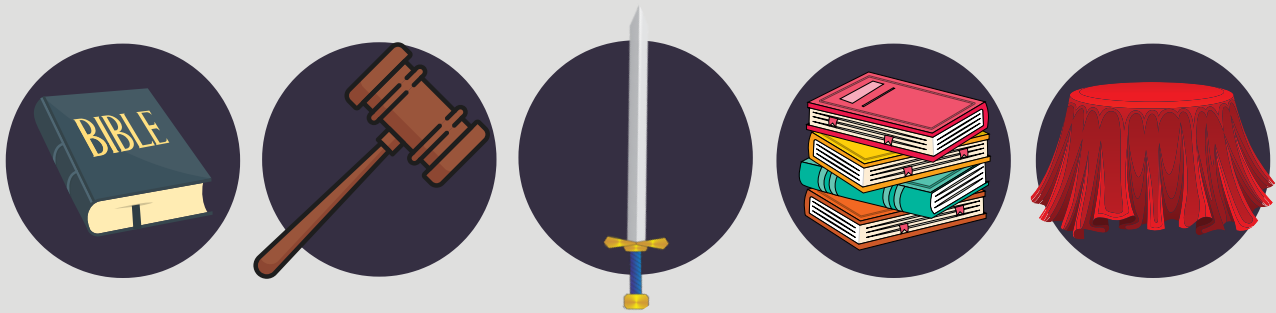


Manor Declaration of Intent

Now that your DeMolay chapter has completed all the planning and the by-laws are drafted it's time to file a Declaration of Intent to start a Squire Manor. The document located under Resources is the official document stating your intention to form a Squire Manor. Submit the by-laws and Declaration of Intent to the Executive Officer of your Jurisdiction. If the Executive Officer feels that your Manor has a thorough and proper foundation of documentation and people to operate it, then your Executive Officer may approve the implementation of the Manor.



ACQUIRING PARAPHERNALIA



The Order of the Squires has a certain set of items which are integral to its meetings and ceremonies. These include:

- A round table-top, decorated with the emblem of the Order of Squires
- A Bible
- Two (2) gavels in the East at the Master Squire's station, one is ceremonial and one for use.
- A sword in the West at the Senior Squire's station
- A set of schoolbooks in the South at the Junior Squire's station

Resources

Please see the webpage beademolay.org/resources for resources to consider in operating as Squire and a Manor for the Order of the Squires. They include: a sample membership application to join the Squires, My Personal Squire History, a sample Master Squire's Business Meeting Agenda, a sample for taking the minutes of a Squire Meeting, a sample of the Master Squire's Meritorious Service Award incentive program, a sample Treasurer's Report and Treasury Register, a Declaration of Intent to sponsor a Manor for the Order of Squires with DeMolay International and other useful resource materials that could be helpful to use.



Closing Thoughts

The success of a Squires' Manor determines the degree of activity. There are two key issues of concern as a member or Advisor of a sponsoring Chapter of a Manor. They are to see that the members are participating in the Manor's activities and that the Manor has several scheduled events to promote activity and interest with the Squires. Ensure that the members of your Manor enjoy every moment of their experiences as Squires, remembering that these Squires are the future of your Chapter. Use your Manor as a place to foster quality young men, prepared to be DeMolay leaders for the future and excited to join and experience the DeMolay movement. For any questions, policies and implementation relating to the Squire Program, please consult with the Executive Officer of your Jurisdiction.



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