

# Duties of Pennsylvania Elected State Officers

(Revised: Feb 2024)



**This document describes the general and specific duties of the Elected State Officers and expectations concerning conduct. This is not a complete document, but is written to convey a sense of the responsibility an Elected Officer accepts when he is installed.**

# **Section 1: General Duties and Expectations**

## **Your Obligations**

As a DeMolay you are held to the high standard of the obligations of the degrees of the Order. Every Active DeMolay in every Chapter is accountable for his actions in observance of these solemn promises. This is not to say that every DeMolay is expected to be perfect. Every DeMolay is expected to try his best to observe each point of the obligations:

- To keep the secrets of the Order
- To be a better son
- To love and serve God and fellow human beings
- To show allegiance to our Country and to obey the laws of the land
- To defend American civil, political, religious, and intellectual liberties and to respect freedom to act and think individually
- To honor the memory of Jacques DeMolay by behaving in a moral and ethical manner
- To be loyal to brothers of the Order, to aid them whenever possible, and to support their character and reputation
- To be tolerant and slow to judge or condemn another for his different beliefs
- To be trustworthy
- To be faithful to promises and commitments to the best of your ability
- To glorify the heroism, fidelity, and martyred death of Jacques DeMolay

As a representative of the best leaders this Order produces, you are held to the nearly impossible standard of perfect observance of these obligatory promises, which is the same standard to which we hold our Advisors.

## **Your Conduct**

We expect you to serve as role models for the members of the Order of DeMolay in Pennsylvania in all that you say and do. Your behavior and character will set the example for hundreds of your DeMolay brothers. If they perceive that you are in earnest about living your obligations and performing your duties, they will take their DeMolay activities more seriously.

For the entire time that you are an Elected State Officer, you will live and act in a fishbowl - people will be watching you from all angles and at all times. You do not have the luxury of turning your DeMolay position on and off at will. You are expected to act in accordance

with DeMolay rules and principles at all times. However, nobody is perfect and slip-ups may occur. You will be expected to learn from those mistakes and use that knowledge to guide your future conduct. Repeated offenses, continuous lack of good judgment, or violation of a zero tolerance policy WILL result in termination of your service as an officer.

### **Prohibited Conduct**

No alcohol, no drugs, no hazing, no weapons, no pornography, and no abusive behavior - no exceptions. Be sure to review the full zero tolerance policy. You must absolutely adhere to it. Violations while at a DeMolay function will absolutely result in removal from office, as well as the probability of other disciplinary action by your home Advisory Council. If you get into trouble with any of these things outside of DeMolay, they are still serious issues and violations of your obligations and will be dealt with appropriately to protect you and the image of a State Officer and the Order.

### **Use of Tobacco Products**

Do not use tobacco products in front of DeMolays or Masonic leaders. If you must use tobacco, do so away from the group and in designated areas. Remember, that there is no smoking permitted at any time at the Masonic Conference Center, Masonic Villages, or the Grand Lodge of Pennsylvania.

### **Being a Team, Not a Clique**

Building an “esprit de corps” and having friendly relationships among elected and appointed state officers is very important. However, spending all your time together as a group during state functions is the wrong way to do this. During social events, meals, and other functions that don’t require you to be seen as a group (at a head table, for example), you should make a point of mixing with the members rather than sticking together. Go out of your way to meet people you don’t know. Invite yourself to join a Chapter at the dinner table or on the sidelines of a sports competition. Look around when you’re socializing, and be aware of having too many Elected State Officers in one place.

### **Conforming to Schedules**

Be on time or you will be left behind. Better yet, keep track of each other and hold each other accountable to make sure that your entire TEAM is on-time.

### **Thank You Letters**

Write thank you letters and notes to those that help you during your service as an Elected State Officer. Everyone appreciates this small gesture. For example:

somebody who picks you up at the train station; someone who drives you to an event; someone who loans you their tuxedo; someone who buys you lunch, etc. All should be thanked personally when possible but also in writing at a later time. The public relations value of these notes is beyond explanation in terms of how people see you and your position as an Elected State Officer. Even though e-mail is a very standard mode of communication these days, a handwritten thank you note communicates that you cared enough to take the time to write a few personal lines in order to show your appreciation.

## **Your Commitments**

Why would you want to hold an Elected State Office if you aren't committed? There isn't much glory in wearing a gold collar if you don't work hard to prove yourself worthy of it. Real dedication gets you moving after you win the election. No doubt about it - there is a boost to your ego when you first attain the gold collar, but a truly dedicated DeMolay gains his reward from a job well done.

### **To Pennsylvania DeMolay**

Each state officer has a different set of personal priorities but in general, we recognize that home, religious, and educational responsibilities should come first. In some cases, a job is also a priority, depending on economic necessity. This does not mean that you can choose not to attend events to which you are committed or shirk your responsibilities because of failure to plan around these priorities. Arrange for days off with your employer well in advance. He/She will appreciate advanced notice and will likely reward your early communication with support for your DeMolay activity. You must communicate to let the State Master Councilor and the Director of State Officer Programs know if you are having difficulty managing these priorities and meeting your DeMolay commitments. A reduced workload and even a temporary leave-of-absence can be arranged to help you, but you should understand that a last-minute bailout on a major responsibility will not be well received. You generally know in advance if your workload is growing too large, but you must be smart enough to admit it.

### **To Your Home Chapter**

Your home chapter is not to be neglected, but you cannot be elected to a chapter office after you become an Elected State Officer. If you are finishing out an elected term, discuss a ranking of your priorities with the Director of the State Officer Program and your Chapter Advisor. You can fill a chair until they get someone else, but your Elected State Officer duties must come before your chapter programs and your social life. Sacrifice is a part of leadership. This

expectation is not the same for Appointed Officers, whose duty is first and always to their home chapter.

## **Your Focus**

### **Motivating the Membership**

You have both the title and the gold collar to give you credibility and a sense of reward for your work, but the Appointed State Officers and Chapter Officers get very little recognition or appreciation beyond what YOU give to them. Words of thanks, encouragement, and admiration will go a long way in keeping your peers motivated to perform their duties. Special awards and recognitions during the year will help to keep them focused on their work. Above all, make sure that their assignments are fun!

### **Providing a Sense of Fraternalism**

As an Elected State Officer, you will be expected to set an example of brotherhood and unity as a corps of officers. It is essential that you support one another and work together to execute the programs and achieve the goals of the State Master Councilor. It is also essential that you support one another. You will not always agree on everything that is done, but keep your disagreements private and do not bring them to those on the outside. You must not let a rift in the elected officer corps show to the Chapters. You need to set the example for how Chapter Officers get along and work together toward a common goal. In other words, you must practice what you preach if you want to enjoy the respect and confidence of your peers. It is likely that some of you will be political rivals in the future, but there is a way to be adversaries in an election without becoming enemies. We all have the same ultimate goal - to improve ourselves and to help the Order reach out to others through membership growth. Remember the meaning of the word, T.E.A.M.— Together Everyone Accomplishes More.

### **Maintaining Relationships**

One of your toughest assignments will be to stay focused on your duties and the obligation to your brother DeMolays rather than those who attend and support our programs. While you are an Elected State Officer, Masonic youth activities should not be dating time. This is not to prohibit you from developing your own relationships. Your personal life is your own but it must be kept separate. Just remember, if you think living in the fishbowl is a problem as an Elected State Officer, try dating a high-profile member of our “Masonic Family.” - your gold collar is a magnet for attention at our functions. If this does become an obvious issue, expect that your resignation will be requested.

## **Your Personal Growth**

### **Be a Self-Starter!**

It is your responsibility to keep yourself motivated to do your job. Keeping yourself motivated is primary, especially when you are expected to find creative and exciting ways to motivate the Appointed State Officers and Chapter Officers. If the State Master Councilor has to talk to you about getting an assignment done, it should be a hint to you that you are not performing up to the level at which you are capable. If the Director of the State Officer Program has to talk to you about your performance, you really need to look at yourself and determine your level of commitment and why you lack the motivation. You brethren expressed their confidence when they elected you to serve a year-long term. That may feel like a long time, but you are expected to fulfill that commitment and to perform your duties for the full 12 months.

### **Hold Yourself Accountable**

You have been elected to be a leader, but you are also expected to learn along the way. Being an Elected State Officer is not the same as being a Chapter Officer and the expectations and standards are naturally higher. You will not always hit the mark the first time, but you are expected to accept responsibility for, and learn from, your shortcomings. Expect the Executive Officer, Director of State Officer Programs, and other adult leaders you work with to offer feedback and constructive criticism. Listen and learn from it. If you don't get feedback on a project, ask for it and evaluate your own performance continually. Do not make excuses, ever. Rather, be open to learning and improving. If you can't handle constructive criticism, you can't handle leadership.

## **Section 2: Specific Duties**

Your role in the promotion of all Pennsylvania DeMolay programs varies from program to program and from year to year. Philosophically, DeMolays should be allowed to take charge of any and all programs, but the need for consistency in a statewide program does not always permit this. However, you are challenged to take ownership of the promotion and execution of these programs:

- PA DeMolay Convention & Yearbook
- DeMolay KeyMan Conference
- Statewide and Regional Degree Conferrals
- Membership Promotions
- Leadership Training & Educational Workshops

- Program and Award Competitions
  - Visitations competition
  - Ritual Performances and Competitions
- Athletics Competitions
- State Charity program
- Other programs established for all Chapters in Pennsylvania

## Statewide Programs

### Membership

Membership is always a top priority and you must be a leader in this effort. There are several things you can do:

- If you have received a Blue Honor Key, wear it. If not, make it a priority to earn it, and encourage others to do the same. The Blue Honor Key is the most prestigious award the Order of DeMolay has to offer. It will be valued by the members if you show that it has value.
- Help Chapters organize and conduct prospect events and other types of membership drives.
- Develop effective programs and themes for state-sponsored competitions and inductions, wherever and whenever held.

### Communication

- **Keystone Crusader**

The Director of Communications is responsible for these official communication vehicles of Pennsylvania DeMolay, with the specific degree of your responsibility for them determined by the State Master Councilor. You are each required to provide program information and articles to the Keystone Crusader editor (or the Director of Publications) on a scheduled and timely basis. Depending on your program assignment, your deadlines may differ from other officers. Each issue of the Keystone Crusader will be printed and mailed on an established timeline. If you are late in meeting article deadlines, your material will not be used.

- **Website**

Website material will be posted within a few days of submission. If you are assigned to write a website article to follow-up on a program, it should be submitted within two days of the program's conclusion. Accurate, precise, and timely communication is everyone's responsibility.

- **Social Media**

You may, at times, be asked by the Director of Communications to supply materials for the various social media outlets (Facebook, Instagram, Youtube, etc). You are expected to meet those requests in a timely fashion and do so in a manner that reflects positively on Pennsylvania DeMolay. On your personal accounts, too, remember that you are representing Pennsylvania DeMolay in everything you say, do, and post even when acting outside of those official channels. Your conduct on social media will be just as open to scrutiny as your activity at DeMolay functions.

### **DeMolay Yearbook**

Each Elected State Officer is required to secure at least \$250.00 worth of sponsorships for the PA DeMolay yearbook. These can be any combination of page sizes totaling \$250. Elected Officers who meet this requirement will attend the Convention for free. Those who do not are expected to pay the registration fees for the Convention. For any amount sold above and beyond this amount, the usual 40% commission will be placed in the State Officer Travel Fund. This requirement was established as an exercise in leadership and setting an example for others. Each Appointed State Officer is requested to get at least \$100.00 worth of sponsorships for the yearbook as an example of leadership and for the benefit of his own Chapter. "Leadership" implies getting it done before others - to put yourself out there saying "I did this and you can too!" If you wait until the last minute to secure these yearbook sponsorships, you will fulfill the dollar amount but not the spirit of the requirement. The deadline for Elected State Officers is March 1<sup>st</sup>, so get it done early in your term!

### **Speaking Engagements**

You may be called upon to speak at a statewide or even a local Masonic organization. There are certain protocols you will learn about addressing each group differently. Review with the Executive Officer or his ranking representative all speeches or remarks before given. You must prepare for these opportunities to represent the Order of DeMolay. Review pronunciation of words, names, and titles of people you expect to see at the events. As an Elected State Officer, please remember that you are never to ask for money or financial support for any program without permission from the Executive Officer. You must never try to sell anything from the podium either. Your responsibility is to showcase the value of DeMolay membership and to represent the ideals of the Order. More on this topic will be covered under the heading "Representing PA DeMolay."



## **Chapter Programs**

We expect you to assist the Chapters to become stronger and more self-sufficient. The strength of the DeMolay program in Pennsylvania relies on strong Chapters, not just a strong Elected State Officer corps. Therefore, your biggest impact on the Order will be made by spending time helping local Chapter Officers to improve their activities, membership drives, and meetings. Do not minimize the effect of your personal participation in the activities of the Chapter.

### **Installation of Officers**

The Elected State Officers are expected to be capable of and prepared to conduct the Installations of Officers at the request of local Chapters. That means that every elected officer is required to learn all parts in the Ceremony of Installation and that, by the end of the term. We will follow the Pennsylvania State Officer Modified Version of the Installation Ceremony, outlined in the Pennsylvania DeMolay E.O. Policies, but you are expected to master the entire ceremony so that you can fill in for any part at any time.

### **Chapter Visitation**

You are here to be of service, not to be a star. When you visit a Chapter, the question should always be, "What can I do to help this Chapter be better?" The answer is as varied as the situations you will face, but you must have an answer for every Chapter and situation you attend. In some cases, you need to lead... in others, you need to teach. In some situations, you need to inspire while others, the task is simply to motivate. Sometimes, you need to just make friends and build stronger relationships. On other occasions, you may need to repair damaged egos or reputations. Never go to a DeMolay function as an Elected State Officer with the attitude that you just had to "be there." In your position, you will always be expected to take some kind of leadership role, either ritualistically or socially. You must plan what you will say or do and leave the impression that you attended for a reason and are personally invested in the Chapter's success. Giving personal attention to each and every member of the Chapter and Advisory Council is the best way to leave this impression. Make it a point to meet everyone present and learn the names of "key" leaders. You will likely see them again and you should include their names in your reports.

### **Representative DeMolay Award**

As a Representative DeMolay it is your obligation to help another member earn the RD Award. As an Elected State Officer, it is your duty to promote the RD award and make it prestigious by commending those who have received it. The

Pennsylvania version of the Representative DeMolay form is available on the website and it is the only version that will be accepted. All Appointed State Officers are required to complete the RD before December 1 in the year they were appointed or they will be removed from office. Use that opportunity to mentor and assist another State Officer to get the RD Award.

## **Representing PA DeMolay**

### **International DeMolay Congress**

Attendance at the International DeMolay Congress is usually reserved for the State Master Councilor and the Deputy State Master Councilor, at the expense of Pennsylvania DeMolay. If one cannot attend, the Executive Officer MAY offer the opportunity to another officer to attend to represent the jurisdiction. This is not a vacation or a reward for service. It is an opportunity to learn about DeMolay outside of our Commonwealth and to represent the interests of your brethren in discussions that may affect the future of the Order. If you decide to go and change your mind after non-refundable plane tickets or registrations have been purchased, you will be required to reimburse Pennsylvania DeMolay for that expense. Other Officers and DeMolays may attend the Congress, with the Executive Officer's permission, but at their own cost.

### **Grand Lodge of Pennsylvania**

We get nearly all of our funding for food, lodging, supplies, and programming at the Masonic Conference Center, as well as the state office and website, from the Grand Lodge of Pennsylvania. Naturally we will support every program of the Grand Lodge when asked to participate. This may occasionally require us to change some of our plans, and we will do it gladly, remembering the support that Grand Lodge provides us. Additionally, we will follow their guidelines and directives in exchange for the privileges granted to us as users of the Masonic Conference Center - Patton Campus in Elizabethtown.

### **Statewide Masonic Programs**

It is going to be essential for you to attend some of the annual banquets and programs of statewide Masonic bodies when invited, as a group, to show a strong presence for the Order of DeMolay, and to learn how to mix and mingle with the Masonic leadership in Pennsylvania. This will also serve to support the State Master Councilor when he is called upon to make brief remarks at such functions. Examples of such functions include the Annual Grand Communication of the Grand Lodge in December, the Annual Communication of the Grand Holy Royal Arch Chapter of Pennsylvania, the Gettysburg Memorial Celebration of the Grand

Commandery of Knights Templar, and the PA Council of Deliberation of the Scottish Rite. Every officer is expected to attend his “share” but not all of these programs. The State Master Councilor will coordinate assignments for everyone’s benefit.

- Grand Lodge Quarterly Communications - June/December
- Grand Session, Order of the Amaranth - mid-April
- Grand Commander Banquet - mid-May
- Grand Session, Order of Eastern Star - mid-June

## **Rules of Engagement**

In order to foster, grow, and strengthen relationships within the Masonic fraternity, active participation within the larger Masonic family is encouraged. However, it is of paramount importance to exercise sound judgment when considering involvement in these events. Keep in mind that you represent both yourself and the entire organization when doing so. Before attending, please ensure you meet the following requirements:

- For all functions within the Masonic family for which you are acting in an official capacity, you must be invited and receive approval prior to attending. The Executive Officer or Executive Secretary are the primary contacts for such invitations but, should that invitation be extended to you directly, that information must be shared with the Executive Officer, the Executive Secretary, and the Director of State Officers in advance for consideration. Approval to attend such events is not guaranteed.
- For activities hosted by the Grand Lodge of Pennsylvania, Blue Lodge, or any appendant Masonic body, you must be accompanied by a designated DAD trained advisor, parent, or guardian. The sole exception to this requirement is if you are both a member in good standing of that organization and are not acting in an official capacity.
- For regular DeMolay Chapter functions other than those of your home chapter, you must request permission to attend from both the Executive Officer and the hosting Chapter Advisor and will require a designated DAD trained advisor, parent, or guardian to accompany you.
- For activities hosted by our brother/sister organizations, you must be accompanied by a designated DAD trained advisor, parent, or guardian in addition to receiving approval from the Executive Officer, the Executive Secretary, or the Director of State Officers.

# **Etiquette**

## **Correspondence**

You are expected to review any planned correspondence between you, other State Officers, and Chapters, with the State Master Councilor or the Director of the State Officer Program. You must send copies of all correspondence with DeMolay Chapters, Advisors, and other leaders, to the State Master Councilor for his review and to the Executive Secretary for the official files. Always use both “spell-check” AND a proofreader to review your work!

In this day and age of cellular phones, text messaging, e-mail, and multiple forms of social media, there is no excuse for not communicating with each other, with the Director of State Officer Programs, with the Chapter officers, or with the Executive Officer and his leadership team. If lack of communication becomes a habitual problem, your services as an Elected State Officer may no longer be necessary.

In terms of email, read it daily and respond to it immediately. Even if your response is to say, “I received your message, and will provide a full answer at a later date” you need to acknowledge all legitimate communications that come to you. This is good training for your professional career where email is the primary means of communication.

## **Dress Code**

Elected State Officers are expected to dress well. Clean clothes, decent grooming, relatively conservative colors, and modest styles will serve you best, as you must move in and out of a variety of circles. When a specific dress code is provided for an activity, you are expected to abide by it. The fashion statements of your generation are likely to be misunderstood and in some cases, disdained, by older Advisors, parents, or members of Grand Lodge and other Masonic bodies. This includes having well-groomed facial hair, refraining from earrings, piercings, hair dye, tattoos, brandings, revealing or suggestive clothing. If you are asked to modify your appearance, it is because you are losing credibility as a leader or representative of the organization. In general, be careful of the message you send about yourself by the way you dress, not only at DeMolay or Masonic functions, but also while traveling to and from them. Hint: You will NEVER get in trouble for wearing a DeMolay shirt.

Elected State Officers will need to have access to a traditional black tuxedo or a black suit, black bowtie, plain black vest, black shoes, and white formal shirt to wear at Masonic banquets and appropriate DeMolay functions. The State Master

Councilor and the Director of the State Officer Program must approve variations in this style of dress.

## **Appointed State Officers**

The State Master Councilor will maintain a full corps of appointed officers. The responsibilities assigned to appointed officers are defined and evaluated by the State Master Councilor. He is empowered to appoint or remove members from office as he deems necessary to accomplish his goals as State Master Councilor. These appointments are entirely his responsibility and do not require the advice of and consent from the Executive Officer, the Director of the State Officer Program, or any other Advisor. However, you should attempt to build support for your program and it is advisable to consult with the Chapter Advisor if an application reaches you without a Chapter Advisor or Chairman's signature on it. Holding an appointed office is a great opportunity to show your potential for future service as an Elected State Officer. Their roles, however, are limited as they should not be expected to travel and attend all of the events required of an elected officer.

## **Administrative Responsibilities**

### **Attendance**

If you are assigned to attend a program - be there - or let the State Master Councilor and the Director of the State Officer Program know well in advance that you will not be present and why. In general, you are expected to be at all major state functions, unless unavoidable circumstances prevent it.

### **Deadlines**

... are always to be observed. Do not try to stretch them or ignore them. They are established for a reason. Do yourself a favor and get in the habit of being early, rather than late, in fulfilling your responsibility and completing assignments.

### **Monthly Reports**

The State Master Council must make a regular report to the Director of the State Officer Program and the Executive Officer. He may require his Elected State Officers to make timely written reports of each of their activities, including a list of visitations, installations, ceremonies performed, telephone calls, and expenses incurred.

## **Travel Arrangements**

It is important to plan ahead to get where you need to be. It is equally important that you share your plans with the State Master Councilor and the Director of the State Officer Program. We need to know where you are going, how you will get there, and probable arrival and departure times. Know who your contact people are at each destination so that you can advise them of any change of plans. Do not travel to DeMolay events out-of-state without permission of both the Director of the State Officer Program and the Executive Officer.

## **Transportation**

It is essential that you have access to a car or that you have the commitment of your parent(s)/guardian(s) and Advisors to help get you where you need to be. Most of the time you can plan your attendance in advance, but there will be some “last minute” calls for help to which you will need to be able to respond.

## **Expense Reimbursement**

Expenses will be reimbursed for Elected State Officers, not advanced, and must be evidenced by valid receipts. These may be submitted as incurred or at the end of the month, but never longer than 60 days after the expense. Legitimate expenses include gasoline, tolls, reasonable meals, hotel rooms, telephone calls, and postage. Some expenses may be questioned, only partially paid, or even rejected if inappropriate or if filed late or improperly.

# **Section 3: Performance Evaluation**

## **Measuring Your Effectiveness**

You should expect your performance as an Elected State Officer to be measured by both quantitative and qualitative means. However, these are not the only metrics used to gauge your effectiveness and success as an Elected State Officer. The Director of State Officers and the Executive Officer have high expectations for you and the rest of the Elected State Officers and will continue to encourage you to be better, rather than allow you to become complacent.

Some of the quantitative areas you can count on being measured are:

- # of Keystone Crusader articles written and submitted on-time
- # of members recruited
- # of prospect events participated in

- # of visitations made
- # of Installations performed
- # of activities and events attended
- # of communication efforts by phone, mail, e-mail, and conference call

Some of the qualitative measures include:

- accuracy of ritual work, and effectiveness of presentation
- success in leading various activities
- performance as a leader while on visitations
- speeches and workshops presented
- completeness of written communications
- manner in which you relate with DeMolay members and Advisors
- knowledge of the customs, rules, regulations, and history of the Order
- ability to live and practice the principles of the Order of DeMolay

## **Holding You Accountable**

### **Non-Performance of Duties**

An unpleasant subject, but one that must be addressed, is what will happen if you fail to fulfill the duties of your office. You may lose certain privileges, have your participation in incentives restricted, receive verbal and/or written warnings, have a reduction of responsibilities, temporarily lose your jewel and gold collar, or be removed from office. This is not an “order of discipline” and any one of these actions may be imposed with or without prior warning. Such actions are situational and will only occur after the State Master Councilor has conferred with the Director of State Officer Programs and the Executive Officer.

### **Resignation & Removal from Office**

The State Master Councilor is accountable for the actions of his elected and appointed officer corps. He is to supervise all activities assigned to his officers and is responsible for the successful completion of these functions. He may reassign duties to other officers if he feels it is necessary, he may discipline his officers by denying them the right to speak on his behalf or represent the State Officer corps, he may dismiss appointed officers, he may even request that an Elected Officer’s collar and jewel be confiscated and suggest removal from office by the Executive Officer. However, he cannot himself affect that removal. He shall report such actions to the Director of State Officer Programs who will report those actions to the Executive Officer. However, the State Master Councilor is also directly accountable to the Executive Officer and may be called upon to explain directly any and all situations.

## **The Final Judge**

The Executive Officer is the final official judge of your performance and your ability to accomplish the mission of the State Officer Corps but, in truth, you will be the final judge of your performance and whether or not you have served to the very best of your ability.

*(Last revision: April 17, 2022)*



Name \_\_\_\_\_ (print)

Office \_\_\_\_\_ (print)

*I have read the **Duties of Pennsylvania Elected State Officers** and I fully understand my responsibilities and these performance standards, and agree to perform to the best of my ability at all times.*

*Further, I understand the concept of zero tolerance and the reason for its absolute enforcement.*

*Additionally, I understand and agree to the consequences of failure to meet these standards.*

*I pledge to maintain a safe and encouraging environment for my Brothers in DeMolay and in the State Officer Corps.*

Signature \_\_\_\_\_

Date of Signature \_\_\_\_\_