'Dad' Vince D'Aguanno Executive Officer 46581 Strathmore Rd. Plymouth, MI 48170-3436 Phone: (734)-454-7160 DEMOLAY MICHIGAN

email: daguannov@comcast.net

SPECIAL DISPENSATION FORM AND GUIDELINES

A <u>Special Dispensation</u> is to be requested when a DeMolay Chapter function is not covered under DeMolay International (ISC) Statutes or Chapter By-Laws.

If a <u>Special Dispensation</u> is granted, or not granted, the Executive Officer will return a copy of your <u>Special Dispensation</u> request FORM to your Chapter.

All <u>Special Dispensation</u> shall be entered into your Chapter minutes as a record of their authority for their actions and for future reference.

For more defined areas of a **Special Dispensation**, see the reverse side of this FORM.

PRINT	OR TYPE ALL INFORMATION REQUIRED ON THIS FORM
Date Si	hapter Name:
Chapte	er Name:
become effective until written approval by the Executive Officer is received by the Chapter. Signature of Chapter Advisor Address to which this "Special Dispensation" should be returned to: Name: Street Address: City: State: Zipcode:	
◆ Use	pter Name:
Date(s) this Special Dispensation covers (Month/Day/Year):	
become	e effective until written approval by the Executive Officer is received b
Signa	ature of Chapter Advisor Signature of Chapter Master Councile
Str	reet Address:
This S	Special Dispensation request is: Approved Not Approved

Signature of Executive Officer

Date

SPECIAL DISPENSATION FORM AND GUIDELINES

A <u>Special Dispensation</u> may be used to temporarily set aside certain regulations for the best interests of the Order of DeMolay and your Chapter. <u>Special Dispensations</u> are not issued to any individual, and are only approved for a Chapter.

Request for a <u>Special Dispensation</u> must be made to the Executive Officer using **FORM-13** (on the reverse side of these guidelines) a minimum of two (2) weeks prior to the Chapter function or event, and must be signed by the Chapter 'DAD' Advisor and the Master Councilor.

The **Special Dispensation** request must contain all pertinent details, including the reason(s) for the request, date(s), time(s), purpose, sponsorship, etc.

The <u>Special Dispensation</u> (<u>FORM-13</u>) must be sent by snail mail or email to the Executive Officer.

If the <u>Special Dispensation</u> is approved by the Executive Officer, the <u>Special Dispensation FORM-13</u> will returned to the Chapter 'DAD" Advisor and shall be on display during the period of its usage. A <u>Special Dispensation</u> is only granted for a specific time frame and expires at midnight immediately following its usage (midnight of the date(s) requested).

Some areas for which a **Special Dispensation** is required, but not limited to:

- 1. For a Chapter to confer the Initiatory Degree or DeMolay Degree of the Order of DeMolay, for a Masonic Organization (i.e., Masonic Lodge, Scottish Rite Club, Shrine Club, etc.) in a location other than in the building where the Chapter meets.
- 2. To remove Chapter robes, regalia, and/or equipment from the Chapter meeting place.
- 3. To sell or transfer ownership of Chapter robes, regalia and/or equipment.
- 4. For the Chapter to participate in a parade
- 5. To delay the Chapter Installation of Officers beyond the forty-five (45) day limit after the Chapter Election of Officers.
- 6. For the Chapter to hold a Special Meeting, or Stated Meeting (Business Meeting, Initiatory Degree or DeMolay Degree) of the chapter in a different location from that established in their Chapter By-Laws.
- 7. To participate in any charitable project, homecoming, carnival, fair, or other event not entirely under the Chapter's control.
- 8. To use, or permit to be used, the name of DeMolay in connection not entirely under the Chapter's control.
- 9. To permit certain persons, other than "ACTIVE" Michigan DeMolay members, to participate on a Chapter Installation Team, or to perform the Flower Talk or other DeMolay Public Ceremonies.

WHEN IN DOUBT, REQUEST A SPECIAL DISPENSATION!