



## SPECIAL DISPENSATION FORM AND GUIDELINES

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

Request for a **Special Dispensation** 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 **Special Dispensation (FORM-13)** must be sent by snail mail or email to the Executive Officer.

If the **Special Dispensation** is approved by the Executive Officer, the **Special Dispensation FORM-13** will returned to the Chapter 'DAD' Advisor and shall be on display during the period of its usage. A **Special Dispensation** 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!***