

## STANDARD BY-LAWS FOR COMMANDERIES

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The following Standard By-Laws are adopted and ordered to be used by the Constituent Commanderies. Privilege is granted to the several Commanderies to adopt Rules of Order and Regulations, not inconsistent with these or other laws governing the Orders of Knights Templar necessary, according to conditions and circumstances, for their needs; and also, to amend, or add to, their By-Laws.

### **ARTICLE I**

**Section 1. Name.** This Commandery is known and designated as \_\_\_\_\_ Commandery No. \_\_\_\_\_, Knights Templar, and is stationed in the City of \_\_\_\_\_, County of \_\_\_\_\_, State of Georgia, and being a Constituent unit of the Grand Commandery of Knights Templar of Georgia, is subservient to and obedient to, the Rules and Regulations of the same, together with the Rules and Regulations of the Grand Encampment of Knights Templar of the United States of America; and recognizing the Constitutions and Statutes of said superior Bodies as governing and controlling this Constituent Body, all allegiance to said governing Bodies is hereby guaranteed; and obedience to said governing Bodies is hereby acknowledged, in all particulars not herein set up.

### **ARTICLE II**

**Section 1. Conclaves.** The regular conclaves of this Commandery shall be held on the \_\_\_\_\_ of each month. The time of the meeting shall be \_\_\_\_\_ provided, however, that by a two-thirds vote of all the members present, the Conclaves for July, August, and September may be dispensed with, the Commander, notwithstanding, being empowered to convene the Commandery in special Conclave, or on either of the dates of the stated Conclaves for July, August and September.

In the event of extraordinary circumstances, The Commandery may conduct a Conclave by electronic means. A virtual meeting shall be held by means of teleconference or webcast, provided that the necessary facilities are widely available to the members of the Commandery. A dispensation from the Right Eminent Grand Commander shall be necessary to hold such meeting and no ritual work may be performed.

**Section 2.** The Commander is empowered to convene the Commandery in Special Conclave for the transaction of special business named in the call, and for no other, due notice having been previously given.

### **ARTICLE III**

**Section 1. Officers.** The Officers of this Commandery are: Eminent Commander, Generalissimo, Captain General, Senior Warden, Junior Warden, Prelate, Treasurer, Recorder, Standard Bearer, Sword Bearer, and Warder, who shall be elected by ballot at the last stated Conclave in March of each year. The Sentinel shall be appointed by the Commander, on the night of election, if practicable; otherwise the appointments shall be announced at the next stated conclave.

**Section 2. Installations.** All the Officers shall be installed as soon as possible after their election or appointment, and shall perform the duties of their respective offices, and remain in office until their successors are duly elected and installed.

**Section 3. Finance Committee.** A Finance Committee of three, two of whom shall constitute a quorum, shall be appointed and organized by the Commander, and announcement made of same on election night, or at the first stated conclave after said election to serve for one year. This Committee shall audit the books of the Treasurer and Recorder, and report at the last stated Conclave in March. They shall perform additional and such other duties pertaining to the work of such committee, or for the general good of the Commandery, as may be required by action of the Commandery, or by the Eminent Commander in the administration of his duties.

### **ARTICLE IV**

**Section 1. Officer Duties.** The duties of the several officers of this Commandery are those traditionally pertaining to the government of the Order as provided by the Statutes of the Superior Bodies, attaching to the several offices.

### **ARTICLE V**

**Section 1. Fees.** The fees for the Orders of Red Cross, Malta, and Temple shall be \$\_\_\_\_\_ and must be paid before the conferring of the Order of the Red Cross. The fees for the Orders of Knighthood shall not be less than \$85.00, and from the fees charged, a Life Sponsor Certificate in the Knight Templar Eye Foundation shall be purchased.

**Section 2.** In no instance and under no circumstances shall the Orders be conferred upon an elected Companion without the fee for the orders paid as provided; and said fee must not be remitted directly or indirectly.

**Section 3.** Each member – except such as are exempt under Grand Commandery Law – shall pay as annual dues to this Commandery the sum of \_\_\_\_\_ Dollars (\$\_\_.00) same to be due and payable in advance on the first day of January each year.

#### **ARTICLE VI**

**Section 1. Unknightly Conduct.** All members of this Commandery shall be amenable to same for any unknightly conduct and may be tried for each offense and dealt with as a majority of the members present may determine, as provided by authority of the Superior Bodies, at the discretion of the Commandery.

#### **ARTICLE VII**

**Section 1. Proceedings.** The Proceedings of this Commandery shall be divulged to no one except members of this Order in good standing, and a violation of this Article shall subject the offender, if a member, to such punishment as the Commandery may inflict. Any visiting Knight violating this Article shall be forever excluded from this Commandery, and his Commandery notified of his unknightly conduct.

**Section 2.** The nature of a report on a Petition for membership in the Commandery shall not be recorded on the minutes; only the fact that the Committee reported shall be recorded.

#### **ARTICLE VIII**

**Section 1. Arrears.** When a member is more than two years in arrears for dues, the Eminent Commander shall supervise and determine whether it is advisable to remit the dues of a delinquent member because of illness, infirmity, or financial inability, and shall recommend to the Commandery the remission of dues whenever he deems the same justified. If the Eminent Commander does not see fit to recommend the remission of dues of a delinquent member, he shall appoint a Committee of at least two members to make a personal call, if possible, upon such delinquent member with reference thereto. The report of such Committee shall be reviewed by the Eminent Commander, and shall be reported to the Commandery. The process of suspension shall be undertaken only after the foregoing preliminary requirements have been met.

Thereupon, the Eminent Commander shall see to it that the Recorder send either a certified or registered letter to the delinquent member at his last known address, giving official notice of intention to suspend such member, including the date and hour when the suspension proceedings will be brought before the Commandery for action. At the time when such suspension proceedings are brought before the Commandery, the Eminent Commander shall first inform the Commandery of all pertinent facts and circumstances regarding such delinquent member and shall exhibit the return receipt of the certified or registered letter to the delinquent member, or the unclaimed certified or registered letter, before any action shall be taken by the Commandery.

When a member of a Commandery is summoned to show cause why he should not be suspended for non-payment of dues and fails to appear, the Commander cannot declare him suspended until the Commandery has so voted.

**Section 2. Suspension or Expulsion.** A Sir Knight shall not be suspended or expelled from this Commandery, for other than non-payment of dues, except after trial on regular charges duly specifying his offense, the accused being allowed full opportunity to make his defense as provided by Statutes.

**Section 3. Appeal.** In the case of Appeal, as provided under disciplinary rules after trial of a Sir Knight, the verdict of the Commandery shall not be made public until after the decision of the Grand Commandery.

#### **ARTICLE IX**

##### **Section 1. Rules.**

- The Order of Knights Templar is declared to be a uniformed order.
- Each and every officer of a Constituent Commandery in this Grand Jurisdiction is required to own and possess a regulation uniform prior to his installation.
- Each Constituent Commandery shall maintain a unit equipped with full Templar Uniforms as prescribed by this Grand Commandery, to be worn at full form openings, and the conferring of the Order of the Temple.
- Constituent Commanderies may give a uniform to any member thereof upon such terms and conditions as such Commanderies may desire.
- A Commandery may participate in any parade, Masonic funeral, Church or Religious service and escort the Grand Commandery before the opening session, without Dispensation being obtained. On occasion of parades, the display of the Beauseant Banner, together with the United States Flag, only, may be made. Any approved Knight Templar uniform may be worn in public as provided, except when escorting Grand Commandery which requires a full dress uniform, provided ALL PARTICIPATING KNIGHTS must wear the same uniform.

**Section 2. Obey Rules.** All Constituent Commanderies under the jurisdiction of the Grand Commandery of Georgia shall strictly observe the foregoing regulations and requirements and enforce obedience thereto.

**Section 3. Conflicts.** All statutes and regulations or parts thereof in conflict with any of the foregoing requirements are hereby expressly repealed.

**ARTICLE X**

**Section 1. Commander, Ex-Officio Member.** The Commander shall be an ex-officio member of all committees authorized by this Commandery, unless otherwise specified and ordered, and shall see that all business delegated is looked after and transacted, or reported on, to the end that the affairs of this Commandery be conducted with diligence and in accordance with business dignity.

**Section 2. Records.** The Recorder shall carefully and faithfully keep the records and member's accounts, transact all the business of his office in an expeditious manner, and receive for his services such amount as the Commandery shall from time to time designate.

**Section 3. Sentinel Payment.** The Sentinel shall receive for his services the sum of such amount as the Commandery shall from time to time designate.

**Section 4. Bonds.** The Bonds if required of the Treasurer and Recorder shall be for amounts stipulated by action of the Commandery, as practicable and sufficient.

**ARTICLE XI**

**Section 1. Amendments.** Amendments of these By-Laws or additions thereto, must be presented in writing at a regular conclave, and approved, and acted on at a subsequent regular conclave, for final adoption. Two-thirds of the members present and concurring shall be required for adoption.

The Recorder shall send all such amendments to the Grand Recorders office for final approval.

Date of First Reading of these By-Laws: \_\_\_\_\_

Date of Second Reading and Adoption of these By-Laws: \_\_\_\_\_

ATTEST: \_\_\_\_\_, Recorder (SEAL)