



# GRAND COMMANDERY

## KNIGHTS TEMPLAR OF INDIANA

General Order No. 1 Ellington

April 26, 2023

### **Annual Inspections and Receptions of Constituent Commandery(s)**

Sir Knights of Indiana where so ever dispersed:

In pursuant to the provisions of Section 851 and 852 of the Laws of the Grand Commandery of Knights Templar of Indiana, it is hereby ordered that the Constituent Commanderies of the Jurisdiction be inspected.

All Commanderies will be Inspected on the Opening with Rehearsal of Duties and the Inspection on an Order that will be held on the Stated Conclave of the Commandery that is being Inspected, unless prior permission has been given by the Grand Commander or Grand Inspector General to hold the Inspection or Opening on a separated date.

If a cancelation or the changing of a date is to happen for any reason a written request to the Grand Commander and Grand Inspector General must be received at least 2 weeks prior to the Original Inspection Date with the reason for the Cancellation/Change in Date unless in the case of an Emergency, we will follow the Next Sir Knight Up Philosophy, so you should think of re-casting prior to the Calculation or Change of Date of the Inspection or Order. This written request also must be received with a reason from the Eminent Commander of the Hosting Commandery and will include a new date with a 2–3 week advanced notice that will require approval of the Grand Commander and the Grand Inspector General before it is rescheduled. (We all have schedules to work with, please plan ahead for the date you set.)

1. The Battalion Commander shall inspect each Commandery within his Battalion with the following exceptions:
  - The Grand Inspector General or a Deputy Grand Inspector General(s) will be required to inspect the designated primary Commandery of each elected Grand Commandery Officer, excluding the Commandery of the Grand Treasurer and Grand Recorder unless an additional Grand Officer(s) are members of that Commandery.
  - A fellow Grand Line Officer/Battalion Commander will inspect the designated primary Commandery of each appointed Grand Officer, if it is within the Battalion of the latter. Only the Grand Commander may authorize other exceptions or substitutions.
  - Deputy Battalion Commander(s) are suggested to assist in the grading of the Inspections and the Inspection of the Books and Records when possible.
2. Each Inspecting Officer will send a “Notice of Inspection” courtesy letter (email or mailed) to the Eminent Commander and Recorder at least 30 days prior to the Inspection if the letter is mailed, then

an email copy is also to be sent to the Eminent Commander and Recorder and CC'd to the Grand Inspector General and the Deputy Grand Commander. This letter is found on the Grand Commandery Website and will confirm the date, time, and location of the Inspection with the Inspecting Officer's time of arrival and will also include a copy of the blank reports to be fill out by the Recorder prior to the inspection. The requested completed reports will be provided to the Inspecting Officer upon his arrival (Activities Sheet, Recorder's Questionnaire, Cast list for the Order/Opening)

3. The records Inspected will be detailed on the Recorder's Questionnaire will include but not limited to:
  - A report on the membership efforts.
  - Examination of the Recorder's and Treasurer's books, records, and accounts.
  - Examination of the paraphernalia and property of the Commandery.
  - Activity sheet.
  - Current 990-N and NP-20 Tax Forms Filed.
  - Current copy of the By-laws dated by the Grand Commandery.
4. No Inspection will be deemed complete until the Inspecting Officer has reviewed all books and financial records of both the Recorder and Treasurer. If they are not presented at the Inspection, it shall be the duty of the responsible Officer (Treasurer or Recorder) to deliver the needed items to be inspected to the Inspecting Officer by or at the next stated Conclave of that Commandery or upon an agreeable date prior to the end of the Inspection Year if further time is needed but only with approval of the Grand Commander. Failure to comply may cause the Commandery to be placed upon probation until the obligation has been fulfilled.

**\* The Battalion Commander/Inspecting Officer will leave the Inspection or Reception with ALL paperwork pertaining to the Inspection or Reception.**

5. Each Inspection will start promptly on the date(s) and time(s) mutually agreed upon with the respective Inspecting Officer.
6. The Inspection will be on the conferral of the Order of the Temple, the Order of Red Cross or the Order of Malta in Full Form. All Inspections must be completed by December 31<sup>st</sup> 2023.

**\* All Commanderies should do their best to have a candidate for the Inspection if possible.**

7. It is preferred that the regularly elected and appointed officers of the Commandery fill their respective stations during the Opening for the Rehearsal of Duties, Reception and Order conferral. If necessary, officers and members may assume other stations, particularly during the Order. Commanderies are encouraged to work with each other to provide any needed assistance. If an actual candidate is present, the quality of the work is of prime importance.
8. Inspections may consist of up to two (2) Commanderies participating together for an Official Inspection with a minimum of 6 Members of Each Commandery present. Points for the Inspection will only be awarded when a participating Commandery has six (6) or more of its member's present (subject to review by the Battalion Commander and the Grand Commander). If less than 6 members are present from a Commandery No Points will be awarded. If a Commandery not having the

Required number of Sir Knights (6) Present at the Inspection of the Opening and or the Inspection on the Order to be able to receive a Grade, the Eminent Commander will be required to make a report to the Grand Commander within 30 days of the Inspection. They then will be placed on Probation till the end of the Commandery year or until they are able to complete an Opening and/or Order with the required number of Sir Knights present with or without assistance.

9. The Inspection will consist of the following: Inspection of Order and Opening can be done separately.
  - Short Form Opening with Rehearsal of Duties
  - 1 of the Following Order's, Order of Red Cross, Order of Malta or Order of the Temple in Full Form
  - Along with the Flag Presentation
  - Closing
10. The Inspecting Officer shall make his inspection report (Tally Sheet Landscape) of each Commandery to the Right Eminent Grand Commander, Grand Inspector General, the Deputy Grand Commander, as well as the Eminent Commander and the Recorder of the inspected Commandery within fourteen (14) days following the completion of the inspection. All other required paperwork will be kept by the Battalion Commander and made immediately available upon request. A full report of the Inspections may be discussed at the winter meeting and appropriate recognition will be made at the Annual Conclave.
11. The Battalion Guidon will be awarded to the Commandery in each Battalion who has the highest ritualistic score. The ritualistic score shall be the combined score Opening with Rehearsal of Duties, One of the following Order's (Order of the Temple, Order of Red Cross of the Order of Malta), Flag Presentation and Closing. All Commanderies will be graded according to the forms and procedures adopted for that purpose.
12. The two Commanderies scoring highest in each Battalion on the "Activity Score Sheet" will also be recognized by a ribbon presented at the Grand Commandery Session. The Commandery with the highest activity score in the state will receive the Grand Commandery Guidon for the coming year.
13. A Commandery(s) using an exemplar in place of an actual candidate will confer the Order as if they had an actual candidate and scored as such by the Inspecting Officer. (Hermits and Guards may be limited to 1 of each)

### **Instructionals**

An Instructional may be held in lieu of an Inspection on the Order of the Temple when the Inspecting Officer, with the concurrence of the Grand Inspector General and approval of the Grand Commander deems that change to be in the best interests of the Commandery(s).

- If an Instructional is to be held, then the Commandery(s) participating will be required to hold an Order of the Temple for a Grade by the end of the Commandery Year, which must be attended by the Eminent Commander, Generalissimo, Captain General, Recorder, Treasurer of said Commandery and at least 2 additional Sir Knights from each Commandery which participated in the Instructional.

## **Bonus Points**

- If a Sir Knight that is giving a credible ritual performance of the Prelates Address, Ode to the Skull, or the Junior Wardens address (Chamber of Reflection) for the first time at the Inspection by memory, they can receive an additional 100 points to this Sir Knight's Commandery only, the points will be reflected on the score sheet at the discretion of the Inspecting Officer.
- 500 Bonus Points will be awarded if a Commandery can Both confer the Opening with Rehearsal of Duties and on Order in Full Form with 100% of the cast members (\*) being from that Commandery and by memory, without the use of rituals, these bonus points will be shown on the tally sheet. The Dais Officers must be present and in preform the work for the Opening and Rehearsal of Duties.
- (\*) If a Sir Knight is participating in his first Order or Opening and he has been Knighted within 1 year of said Opening or Order and is using a Ritual, he will not be penalized on the Inspection Sheet.
- If the Grand Commander is present for the Order, it is his prerogative to award up to an additional 200 extra bonus points if he sees fit based on Commandery(s) performance, this may be awarded to either Commandery or both, if there are more than one Commandery being inspected.
- Scores will be equally given to the Commandery(s) participating in the Order based on the number of members participating in the Order (6 members minimum must participate in order to receive a score) The inspection of the Order may occur any time after June 1, 2023 and prior to the 31<sup>st</sup> of December, 2023.
- Inspection scores will be separated by officer ranking only. A non-member of any Commandery being Inspected will receive an officer score of 0 and Errors on the score sheet will not count against the Commandery(s) being Inspected. All members or officers of the participating Inspected Commandery(s) will receive an officer score of 1-20.

## **Reception of the Eminent Commander**

Each Commandery will be **Required** to hold a Public Opening for the Reception of the Eminent Commander including the Presentation of the United States Flag, the Opening will be done without the Introduction of Distinguished Guests. Each Recorder and Battalion Commander will be giving the Ritual that is to be use that, which will have that part Omitted. Each Commandery (maximum 2 Commandery(s) will be allowed to participate together unless prior permission is given by the Grand Commander or the Grand Inspector General for up to 3) 100 points will be awarded for this on the Activity Sheet (6 members minimum to per Commandery participating to receive credit). If the Commandery chooses to do the 12 Man Open Reception of the Commander (without Distinguished Guests being introduced) they will receive 250 points for each Commandery participating (6 members minimum; per Commandery participating to receive credit).

A Uniform Inspection of each Sir Knight will take place during the Inspection of the Lines portion of the Reception. An inspection grade of up to 20 additional points awarded per Sir Knight graded and will be awarded on the Activity Sheet.

- The public may be invited into the Asylum for the Open Reception of the Commander including the Flag Presentation and Triangle.
- Uniform Inspection: 20 points possible per Sir Knight being inspected and will be awarded on the Activity Sheet with points being awarded to the Sir Knights Commandery (If a Sir Knight belongs to 2 or all Commandery(s) being Inspected, points will be dispersed to only 1 Commandery at the Sir Knights request.
- Presenting the United States Flag: Points will be awarded on Score Sheet if not previously Scored during an Order.
- There are NO provisions in this portion of General Order #1 stating that “If a Eminent Commander has been Eminent Commander many time he may Opt-Out of having a Reception” If a Reception is not either held by a Commandery Separately or in Conjunction with an Order prior to December 31<sup>st</sup> 2023 then one will be required to be held prior to the end of the Templar Year.

**Instructions following the Inspection of the Order or Reception, prior to Closing**

Upon completion of each Inspection and prior to Closing, the Eminent Commander shall give his remarks first, followed by the Inspecting Officer. The Grand Commander, if present, will follow with his remarks. Whenever he is not present, the Inspecting Officer, acting as the Grand Commander’s Official Representative, shall be accorded all the honors and courtesies due him as such. If the Grand Master of the Grand Lodge of Indiana is present, he will speak after the Grand Commander; otherwise, the Grand Commander is the final speaker.

Thank You to all the Sir Knights of Indiana for your dedication to Indiana Templary!

This Order shall be read in all Constituent Commanderies at their first Stated Conclave after its receipt and be made a part of the minutes.

Given under my hand and seal this 26th day of April, A.D. 2023 A.O. 905.

Fraternally Yours in His Name,

*Randal P. Ellington*

Randal P. Ellington, GPE  
Right Eminent Grand Commander

ATTESTED:

*Edward E Fodrea*

Edward E Fodrea KCT, PGC, Grand Recorder

