

COMMANDERY BY-LAWS

By-Laws of _____ Commandery, No. ____, Knights Templar,
stationed at _____, Indiana, Chartered by the Grand Commandery, Knights Templar of
Indiana on _____, A.D. _____ A.O. _____.

ARTICLE I Name

Section 1. This Commandery shall be known and designated as _____
Commandery No. ____ Knights Templar.

ARTICLE II Conclaves

Section 1. Stated Conclaves shall be held on the _____ of each month at _____ o'clock p.m.
_____ (E/C) Standard Time. Except _____
Dark in the months of _____ & _____.

Section 2. The Stated Conclave in December shall be the Annual Conclave for the election of officers.

Section 3. The Stated Conclave in June shall be the Conclave to vote to decide the dues for the following
year.

Section 4. Special Conclaves may be called by the Commander but no business shall be transacted therein
other than that specified in the notice thereof.

ARTICLE III Officers

Section 1. The Officers of this Commandery shall be:
a Commander,
a Generalissimo,
a Captain General,
a Senior Warden,
a Junior Warden,
a Prelate,
a Treasurer,
a Recorder,
a Standard Bearer,
a Sword Bearer,
a Warder,
a Sentinel,
three guards.

ARTICLE IV Election of Officers

Section 1. The election of Officers shall be held at the Annual Conclave each year. Nominations may be
made for all elective offices. If only one Sir Knight be nominated for an office, he may be

elected by acclimation; if there be more than one Sir Knight nominated, the election must be by paper ballot. Blank ballots shall not be counted and a majority vote is required to elect.

Section 2. The first eight officers must be elected; Except the Prelate he will be elected/appointed The Standard Bearer, Sword Bearer, Warder, Sentinel and Guards shall be appointed by the Commander-elect.

ARTICLE V Installation of Officers

Section 1. All Officers must be installed before assuming office.

ARTICLE VI Duties of Officers

Section 1. It shall be the duty of the Commander to see that the By-Laws of this Commandery are fully observed as well as the Laws of the Grand Commandery of Indiana and the Laws of the Grand Encampment of the United States of America.

It shall also be his duty to see that the General Orders from the Grand Master of the Grand Encampment or from the Grand Commander are given prompt attention and compliance.

It shall be his duty to see that the other Officers of this Commandery perform their respective duties; that proper records are kept by the Trustees, the Treasurer and the Recorder; that the Annual Report of this Commandery is made on time and the amount due the Grand Commandery is paid on time.

He shall appoint all Committees unless the Committees are named by action of the Commandery.

Section 2. The Generalissimo shall perform the duties of the Commander in his absence or disability.

Section 3. The Captain-General shall perform the duties of the Commander in the absence or disability of the Commander and the Generalissimo.

Section 4. The Treasurer shall receive all moneys from the Recorder and pay them out on proper Warrants signed by the Commander and the Recorder. He shall keep a true record of his receipts and disbursements and make an itemized report of same at the (Annual or Stated Conclave in June).

Section 5. It shall be the duty of the Recorder to keep a record of all proceedings of the Commandery; to issue notices of Stated and Special Conclaves and in the notices for Special Conclaves he shall, under the direction of the Commander, state the particular business to be transacted; to issue Summonses when directed by the Commander or Commandery; to collect and receive all revenues of the Commandery and promptly pay the same to the Treasurer; to make the annual report promptly pay the amount due the Grand Commandery promptly. He shall open an account with each member, showing his name in full and shall keep up the historical as well as the financial record in each case. He shall report to the Commandery at the first Stated Conclave in April of each year, the names of all delinquents and the amount owing by each.

Section 6. The Treasurer and the Recorder shall, at the Annual Conclave, report the receipts and expenditures of their respective offices during the preceding year, with the balance on hand, showing the different kinds of receipts and items of expenditure, with the amount of each. These reports shall be referred to the Auditing Committee for examination and report.

ARTICLE VII Depository for Funds

Section 1. It shall be the duty of every officer, committee, or person, having control of Commandery funds, to deposit such funds in the depository designated by the Commandery and in the name of this Commandery.

ARTICLE VIII

Committees

Section 1. Auditing. Immediately after his installation the Commander shall appoint an Auditing Committee to examine the reports, books and vouchers of the Treasurer, Recorder and all other persons entrusted with the handling of Commandery funds. This Committee shall make a written report after such examination, which report shall become a matter of record.

Section 2. Suspensions and Demits. Immediately after his installation the Commander shall appoint a Committee on Suspensions and Demits, consisting of three or more members. It shall be the duty of this Committee to get in touch with members of this Commandery who are delinquent in the payment of dues, endeavor to collect the dues but if unsuccessful to report to the Commandery that their dues should be remitted; that they be given an extension of time in which to pay; or that charges be preferred against the delinquent, as the case may be.

Where one has demitted, or is about to demit, if he is a resident within the jurisdiction of this Commandery, it shall be the duty of this Committee to endeavor to revive his interest in the Commandery to the end that he be restored or retained a member. This same course is to be followed by the Committee where a desirable citizen has been suspended for non-payment of dues.

ARTICLE IX

Dues

Section 1. The dues of each member for the following year shall be decided at the Stated Conclave in June. These dues shall include funds necessary for the Commandery to function plus the annual Per Capita due the Grand Commandery, and Eye Foundation payable by the first day of January.

Section 2. Of February 1st of each year, the Recorder shall notify, by mail or otherwise, all Sir Knights who are in arrears for dues, and if any of said Sir Knights fail to pay by March 1st, their names shall be given, with the amount of the delinquency of each, to the Committee on Suspensions and Demits. Said Committee shall report at the Stated Conclave in April and the Commandery will then take such action in each case as is deemed advisable.

ARTICLE X

Fees

Section 1. Every petition for the Orders must be accompanied with a fee of \$ _____ which shall be in full for the Orders.

ARTICLE XI

Order of Business and Rules

Section 1. The order of business for Stated Conclaves shall be:

- a. Reading and approval of minutes.
- b. Presenting of petitions.
- c. Reports of standing committees.
- d. Communications and Bills.
- e. Balloting on petitions.
- f. Unfinished business.
- g. New business.
- h. Financial statement.
- i. Sickness & distressed.
- j. Memorials.
- k. Good of the Order.
- l. Conferring Orders.

Section 2. The Commander shall put all questions distinctly and if the vote is tied, he shall give the deciding vote.

ARTICLE XII
Amendments

Section 1. To amend these By-Laws, it is necessary to present a resolution to that effect at a Stated Conclave quoting the Section in full as it reads and as it will read if amended. If seconded it may be discussed but the resolution cannot be voted upon until a subsequent Stated Conclave and it will require the favorable vote of two-thirds of the members present and voting, to adopt. If adopted the amendment must be submitted to the Grand Recorder in duplicate and approved by the Grand Commander of the Grand Commandery before it shall be effective.

SEAL

Commander: _____ Date: _____

Recorder: _____ Date: _____

Right Eminent Grand Commander Date

Very Eminent Deputy Grand Commander Date

Eminent Grand Captain General Date

Eminent Grand Recorder Date

GRAND COMMANDERY
SEAL