



Section IV

GRAND OFFICER'S CODE OF CONDUCT AND DUTIES of THE GRAND COMMANDERY OF WASHINGTON

2008

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GRAND OFFICER'S CODE OF CONDUCT AND DUTIES of the **GRAND COMMANDERY OF WASHINGTON**

1.0 PURPOSE:

The purpose of this Code of Conduct and Description of Duties of the elected and appointed Officers of the Grand Commandery Knights Templar of Washington is to provide guidance to the successful performance of each of the officers.

2.0 GRAND COMMANDER

2.1 Purpose

The purpose of the office of Grand Commander is to vest the power and authority in the individual responsible for the temporal administrative guidance and executive management of the Grand Commander.

2.2 Objective

To establish, direct and manage the business of the Grand Commandery and create policies and goals for programs and to formulate strategies for implementing those objectives.

2.3 Goals

To effectively manage the affairs of the Grand Commandery of Knights Templar of Washington and to provide an express written stated direction upon the assumption of his office.

2.4 Duties

In addition to the duties set out on Section 48, pages 17 and 18 of the Constitution and Statutes of the Grand Encampment of Knights Templar of the United States of America for the office of Grand Commander of Grand Commanderies, the officers of the Grand Commandery of Washington shall have the following powers, authorities, duties and obligations:

2.4.1 (08) It is the prerogative and duty of the Grand Commander generally to exercise, as occasion may require, all the rights appertaining to his high office, in accordance with the Constitution and Statutes of the

Grand Encampment, the Constitution, By-Laws, Codes and Regulations of this Grand Commandery and the usages of Templary Masonry.

2.4.2 (09) He shall promptly submit a copy of any decision rendered by him during the recess of this Grand Commandery to the Committee on Jurisprudence, Trials and Procedure, Laws & Statutes, and report the same to the Grand Commandery at its next Annual Conclave.

2.4.3 (0.10) He shall cause to be executed and shall judge and approve the sufficiency of and accurately preserve and keep the official bonds of the Grand Recorder and/or the Secretary-Treasurer of the Educational Loan/Scholarship Foundation Committee.

2.4.5 (0.11) He shall, upon installation of his successor in office, deliver to his successor all bonds, By-Laws, documents and papers received by him in his official capacity during his term of office.

2.4.6 (0.12) He may appoint as his proxy following the chain of command, or commission any member of the Grand Commandery to visit, inspect and preside over any Commandery in this jurisdiction, or to constitute a Commandery, and such commissioned member shall be received and obeyed as the representative of the Grand Commander. If an officer-elect of this Grand Commandery cannot be present at the installation of the Grand Officers, he may appoint a qualified member of this Grand Commandery to subsequently install such officer, report thereof to be made to the Grand Commander and the Grand Recorder.

2.4.7 (0.13) The Grand Commander shall appoint at each Annual Conclave, or as soon thereafter as possible, a Deputy Instructor of the Grand Commander for each District as may be enumerated and set forth hereafter.

2.4.8 (0.14) The Grand Commander shall summon before him the Grand Recorder with his books and accounts and audit and examine the same

2.4.9 (0.15) During the recess of the Grand Commandery, exercise the executive powers of this Body and he shall report his action thereon in full at the next Annual Conclave for its review and action.

2.4.10 (0.16) The Grand Commander shall cause the Commission to be revoked of any Grand Representative who does not attend the Annual Conclave of this Grand Commandery for a period of three (3) consecutive years, and he shall recommend another Sir Knight as a replacement.

2.4.11 (0.17) Recommendations the Commander may deem conducive to the advancement of Templary shall be presented to the Annual Conclave as resolutions.

2.4.12 Act as Chairman of the Board of Control.

3.0 DEPUTY GRAND COMMANDER

3.1 Purpose

To oversee the operation, administration and activities of Constituent Commanderies and assist them with respect to operating and functioning in accordance with the Constitution & By-Laws and Codes of the Grand Commanderies, and as an ex official member, review and motivate the Credentials, and Necrology committees and familiarize himself with the particular duties of such committees.

3.2 Objective

To inspect the operations and activities of the Constituent Commanderies during official visitations of the Grand Commander and prepare himself for the greater responsibilities as he progresses through the Grand Line offices. inspect.

3.3 Goals

To motivate Constituent Commanderies and through assignments directed by the Grand Commander and by his own personal initiative, plan and prepare his goals and programs to be accomplished during his term as Grand Commander.

3.4 Duties

In addition to the duties set out on Section 49, pages 18 and 19 of the Constitution and Statutes of the Grand Encampment of Knights Templar of the United States of America for the office of Deputy Grand Commander of Grand Commanderies, the Deputy Grand Commander of the Grand Commandery of Washington shall have the following powers, authorities, duties and obligations:

3.4.1 As a member of the Grand Commandery Board of Control, he shall act in concert with the other members, in conducting the temporal business of said Grand Commandery, at the direction of the Grand Commander

3.4.2 To act in place of the Grand Commander when the Grand Commander is out of the Jurisdiction, or is otherwise occupied or incapacitated, by written order of the Grand Commander.

3.4.3 To oversee the activities of the Constitution & By-Laws of Constituent Commanderies, Credentials, and Necrology committees and familiarize himself with the particular duties of such committees. Report all activities of said committees directly to the Grand Commander on a quarterly basis, or whenever the Grand Commander requires such reports.

3.4.4 To constantly monitor the position descriptions of the various elected and appointive Grand Officers in order to insure that the positions are in concert with the changing missions and goals of this Grand Commandery.

3.4.5 To be an active participant in the compiling of the following years budget, but in an ex-officio capacity.

3.4.6 Use the time in his term as Deputy Grand Commander to formulate the plans and activities of his term as Grand Commander and to

keep in constant communication with the other members of the Grand Line, keeping them informed regarding his plans.

3.4.7 Consult with the Chairman of Jurisprudence Committee in all matters where a question might be raised as to the legality of any action he proposes.

3.4.8 To always be mindful of proper protocol in all matters.

3.4.9 To attend as many Official Visits as possible as part of the Grand Commandery team.

3.4.10 Continue to familiarize himself with the Grand Encampment rules, along with the Grand Commandery of Washington rules.

3.4.11 To act as mentor to the Eminent Grand Generalissimo, giving him counsel as appropriate.

3.4.12 Seek out the Grand Commander for advice and instruction in the various duties of the Grand Officers.

4.0 GRAND GENERALISSIMO

4.1 Purpose

As ex officio member to each of the following Committees, to motivate and oversee their activities of the Asylum Tactics, Patriotic and Civic Affairs, and Code and Regulations committees, and take an active part in the duties of those appointive committees he has been assigned by the Grand Commander

4.2 Objective

To make the respective committees productive and to assist and motivate them to be productive in pursuing their respective goals and to become more familiar with the administration, operations and functioning of this Grand Commandery in preparation for the greater responsibilities in progressing through the Grand Line offices.

4.3 Goals

To achieve greater productivity and purpose in the Asylum Tactics, Patriotic and Civic Affairs, and Code and Regulations committees as well accomplishing the goals of the Constituent Commanderies through assignments directed by the Grand Commander and by his own personal initiative, plan and prepare his goals and programs to be accomplished during his term as Grand Generalissimo.

4.4 Duties

In addition to the duties set out on Section 50 of the Constitution and Statutes of the Grand Encampment of Knights Templar of the United States of America for the office of Grand Generalissimo of Grand Commanderies, the Grand Generalissimo of the Grand Commandery of Washington shall have the following powers, authorities, duties and obligations:

4.4.1. As a member of the Grand Commandery Board of Control, he shall act in concert with the other members in conducting the temporal business of the Grand Commandery.

4.4.2. When the Grand Commander and the Deputy Grand Commander, or either of them are indisposed or otherwise occupied, to act in place and stead of the Grand Commander or deputy Grand Commander as directed by the written order of the Grand Commander.

4.4.3 To oversee the activities of the Asylum Tactics, Patriotic and Civic Affairs, and Code and Regulations committees, and take an active part in the duties of those appointive committees he has been assigned by the Grand Commander. Report all activities of said committees directly to the Grand Commander on a quarterly basis, or at any time the Grand Commander requires such reports.

4.4.4 To attend as many Official Visits as possible, and observe and learn the PROTOCOL of those visits.

4.4.5 To act as mentor to the Eminent Grand Captain General, giving him consul as appropriate.

4.4.6 Seek out the Deputy Grand Commander for advice and instruction in the various duties of the Grand Officers.

4.4.7 Continue to familiarize yourself with the Constitution and Statutes of the Grand Encampment of Knights Templar, together with the Constitution, Laws and Regulations of the Grand Commandery, Knights Templar of Washington.

5.0 GRAND CAPTAIN GENERAL

5.1 Purpose

To oversee, motivate and promote the activities of the Jurisprudence, Membership, and Templar Religious Activities committees in an ex-officio capacity and to assist the Grand Commander at his direction in the governance of this Grand Commandery.

5.2 Objective

To make the respective committees productive and to assist and motivate them to be productive in pursuing their respective goals and to become more familiar with the administration, operations and functioning of this Grand Commandery in preparation for the greater responsibilities of Grand Generalissimo in progressing through the Grand Line offices.

5.3 Goals

To achieve greater productivity and purpose in the Jurisprudence, Membership, and Templar Religious Activities committees as well accomplishing the goals of the Constituent Commanderies through assignments directed by the Grand Commander and the Grand Captain General, by his own personal initiative, shall plan and prepare his goals and programs to be accomplished during his term as Grand Generalissimo.

5.4 Duties.

In addition to the duties set out on Section 50 of the Constitution and Statutes of the Grand Encampment of Knights Templar of the United States of America for the office of Grand Captain General of Grand Commanderies, the Grand Captain General of the Grand Commandery of Washington shall have the following powers, authorities, duties and obligations:

5.4.1. Familiarize himself with all facets of the missions of the Grand Commandery.

5.4.2. To oversee the activities of the Jurisprudence, Membership, and Templar Religious Activities committees, but in an ex-officio capacity. Report all activities of said committees directly to the Grand Commander on a quarterly basis, or at any time the Grand Commander requires such reports.

5.4.3. Allow the committee chairman to do his job, without micro-managing. You are but a participant, not the “boss”.

5.4.4. Familiarize himself with the Constitution and Statutes of the Grand Encampment of Knights Templar of the United States of America, and the Constitution, Laws and Regulations of the Grand Commandery, Knights Templar of Washington.

5.4.5. Seek out the Eminent Grand Generalissimo for advice and instruction in the various duties of the Grand Officers.

5.4.6. Attend as many Official Visits of the Grand Commander as possible as part of the Grand Commandery Team

5.4.7. Oversee the activities of the Grand Commandery Educational Coordinator.

6.0 GRAND TREASURER

6.1 Purpose

Take charge of all funds and securities of the Grand Commandery, to carefully file and preserve his vouchers, to keep accurate account of all receipts and expenditures passing through his hands, and make **in writing** a full statement of the same, together with the balance (if any) remaining in his hands, submitting at the same time, his books and vouchers for examination in the Grand Commandery through the Committee on Finance and/or auditing.

6.2 Objective

To protect and to safely invest in interest bearing or income-bearing negotiable paper, the surplus funds of this Grand Commandery, in such manner as may be approved by the Grand Commander and the Chairman of the Committee on Finance.

6.3 Goals

To obtain maximum benefit of funds collected to the benefit and good of the Order.

6.4 Duties.

In addition to the duties set out on Sections 73(a) and (b) and Section 75, Official Bonds, of the Constitution and Statutes of the Grand Encampment of Knights Templar of the United States of America for the office of Grand Treasurer of Grand Commanderies, the officers of the Grand Commandery of Washington shall have the following powers, authorities, duties and obligations:

6.4.1 (0.18) To perform such duties as are prescribed by the Constitution, Statutes, Rules, Regulations and Rituals of the Grand Encampment and the Constitution, Laws, Rules and Regulations of the Grand Commandery. To take charge of all funds and securities of the Grand Commandery, to carefully file and preserve his vouchers, to keep accurate account of all receipts and expenditures passing through his hands, and make in writing a full statement of the same, together with the balance (if any) remaining in his hands, submitting at the same time, his books and vouchers for examination in the Grand Commandery through the Committee on Finance and/or auditing.

6.4.2 (0.19) All funds of the Grand Commandery shall be deposited in the name of the Grand Commandery Knights Templar of the State of Washington in such depositories as may be designated by the Grand Commander, the Grand Recorder and Chairman of the Finance Committee.

6.4.3 (0.20) He shall pay out no monies, unless upon a warrant or order signed by the Grand Commander, attested by the Grand Recorder and in pursuance of an appropriation voted by the Grand Commandery: but in cases of extreme emergency; he shall pay upon warrant or order of the Grand Commander and the Chairman of the Committee on Finance, any amount for relief purposes.

6.4.4 (0.21) The Grand Treasurer may invest in interest bearing or income-bearing negotiable paper, the surplus funds of this Grand Commandery, in such manner as may be approved by the Grand Commander and the Chairman of the Committee on Finance.

7.0 GRAND RECORDER

7.1 Purpose

Receive and duly file and safely keep all documents, instruments, orders, edicts, records, minutes and communications of this Grand Commandery.

7.2 Objective

To be accountable for the safe keeping all documents, instruments, orders, edicts, records, minutes and communications of this Grand Commandery.

7.3 Goals

To readily recover and retrieve documents, instruments, orders, edicts, records, minutes and communications of this Grand Commandery.

7.4 Duties.

In addition to the duties set out on Sections 74 (a) through (h) inclusive, and Section 75, Official Bonds, of the Constitution and Statutes of the Grand Encampment of Knights Templar of the United States of America for the office of Grand Recorder of Grand Commanderies, the Grand Recorder of the Grand Commandery of Washington shall have the following powers, authorities, duties and obligations:

7.4.1 (0.22) Receive and duly file and safely keep all documents of the Grand Commandery.

7.4.2 (0.23) Record all transactions of the Grand Commandery and cause the same to be printed and distributed by November 30th of the same year, and to perform such other duties as shall be required of him by the Grand Commandery or Grand Commander.

7.4.3 (0.24) Prepare and under the Seal of the Grand Commandery, attest all charters, Dispensations, Summons and other instruments or paper emanating from the Grand Commandery.

7.4.4 (0.25) Issue notice of the Stated Conclave not less than thirty (30) days before the time fixed for it, and issue notice of any Special Conclave (except for funeral or ceremonial services), which notice shall contain a statement of the business to be brought before said Special Conclave, and issue Summons, when directed to do so by the Grand Commandery or Grand Commander.

7.4.5 (0.26) Collect and receive all revenues of the Grand Commandery and remit the same to the Grand Treasurer.

7.4.6 (0.27) At each stated Conclave make a full report of his accounts and failure of any Commandery to make returns or pay their dues. He shall report any business left unfinished at the last Conclave.

7.4.7 (0.28) Furnish annually proceedings authorized by this Grand Commandery as follows: Grand Encampment two (2) copies, one (1) copy to each Grand Commandery, one (1) copy to each Grand Officer and Past Grand Commander and three (3) copies to each Constituent Commandery.

7.4.8 (0.29) Procure for presentation to each retiring Grand Commander a Past Grand Commander's Jewel, the cost of which shall not exceed the sum to be designated and decided by the Grand Commandery.

7.4.9 (0.30) Draw a warrant in such sum as the Grand Commandery may decide, to be applied toward paying the expenses incurred by the Grand Commandery at such Conclave.

7.4.10 (0.31) Inform the Grand Commander-elect of the Resolution of this Grand Commandery, requesting Past Grand Commanders and Grand Commanders of this Grand Commandery to furnish to the Grand Recorder

their several photographs in full dress uniform, the same to be held as the property of the Grand Commandery.

7.4.11 (0.32) The Grand Recorder is authorized to purchase new rituals and sell them to Constituent Commanderies and/or Sir Knights at cost.

7.4.12 (0.33) Provide a card receipt for dues, to be sold to the Constituent Commanderies at cost, prepared for the insertion of the name of the Commandery issuing same, and bearing on the reverse side a certificate that the Commandery issuing same is a regular Commandery in good standing, the same to bear the signature of the Grand Recorder and an imprint of the seal of the Grand Commandery.

7.4.13 (0.34) Upon installation he shall deliver to his successor all vouchers, blanks, forms, minutes, records, correspondence, files, documents, books papers, seals and other property of the Commandery, received by him in his official capacity, or under his charge and control during his term of office.

8.0 GRAND SENIOR WARDEN.

8.1 Purpose

As an ex officio member, to oversee the activities of the Knights Templar Eye Foundation, Public Relations, and Finance committees, report quarterly, all activities of the committees directly to the Grand Commander and to assist the Grand Commander at his direction in the governance of this Grand Commandery.

8.2 Objectives

To promote and motivate the activities of the Knight Templar Eye Foundation, Public Relations, and Finance committees, and shall plan and prepare his goals and programs to be accomplished during his term as Grand Captain General..

8.3 Goals

To maximize the benefits of the Knights Templar Eye Foundation, to become integrated with the community and exhibit the principles, precepts and benefits of the Templary in relationships with our friends, neighbors and society, and to provide for optimum management of resources.

8.4 Duties

The Grand Senior Warden of the Grand Commandery of Washington shall have the following powers, authorities, duties and obligations:

8.4.1. To oversee the activities of the Knights Templar Eye Foundation, Public Relations, and Finance committees, but in an ex-officio capacity. Report all activities of said committees directly to the Grand Commander on a quarterly basis, or at any time the Grand Commander requires such reports.

8.4.2 Seek out the Eminent Grand Captain General for advice and instruction in the various duties of the Grand Officers

9.0 GRAND JUNIOR WARDEN

9.0 Purpose

As an ex officio member of the Grand Officers Reports Committee, Knights Templar Education Foundation, and Annual Grand Conclave Committees., to promote and motivate innovative and creative programs.

9.2 Objective

By his own personal initiative, shall plan and prepare his goals and programs to be accomplished during his term as Senior Warden.

9.3 Goals

To maximize the benefits of the Grand Officers Reports Committee, Knights Templar Education Foundation, and Annual Grand Conclave Committees, to become integrated with the community and exhibit the principles, precepts and benefits of the Templary in relationships with our friends, neighbors and society, and to provide for optimum management of resources.

9.4 Duties

The Grand Junior Warden of the Grand Commandery of Washington shall have the following powers, authorities, duties and obligations:

9.4.1. To oversee the activities of the Grand Officers Reports committee, Knights Templar Education Foundation, and Annual Grand Conclave Committees. Report all activities of said committees directly to the Grand Commander on a quarterly basis, or at any time the Grand Commander requires such reports.

9.4.2. Carry out other duties from time to time, as assigned by the Grand Commander.

9.4.3 Seek out the Grand Senior Warden for advice and instruction in the various duties of the Grand Officers

10.0 GRAND PRELATE

10.1 Purpose

To encourage, counsel and comfort Sir Knights , their wives and families in times of sickness or distress, so that “they may so live that when thy summons comes to join that innumerable caravan that moves into that mysterious realm, that they go not like a quarry slaves scourged to their dungeon at night, but like one who wraps his cloak about him and lies down to pleasant slumber and goes to sleep,” and to give homage to memory of him who has departed.

10.2 Duties.

In addition to his duties, the Grand Prelate shall prepare and submit at each Stated Conclave a Necrology Report setting for the names of all Sir Knights in sickness and distress and those who are then departed.

11.0 DEPUTY INSTRUCTORS

11.2 Duties

11.2.1 (036) Such Deputy shall be addressed as “Sir Knight _____, Eminent-Deputy Instructor of the Grand Commander for District Number _____.”

11.2.2 (037) The jurisdiction of each Deputy Instructor shall extend only to the District to which he is assigned.

11.2.3 (038) Any Deputy-Instructor may be removed from office at any time by the Grand Commander and any vacancy so occurring shall be filled by appointment by the Grand Commander.

11.2.4 (039) Every Deputy-Instructor shall be well skilled in the work, lectures, customs, usages and regulations of Knight Templary. He shall be a Past Commander of a Constituent Commandery, in good standing and a member of a Commandery in this jurisdiction to which he is assigned, a resident therein and also willing to serve.

11.2.5 (040) He must visit officially the Commanderies in his District at least once each year and at such other times as may be requested by the Commander or Grand Commander, and must attend any Official Visit by the Grand Commander to any Commandery in his District.

11.2.6 (041) He will instruct and advise in the Tactics and Ritual, when such instruction is needed or is requested by the Commander.

11.2.7 (042) He shall perform such other duties as the Grand Commander may from time to time direct.

11.2.8 (043) He shall submit a written report after each official visit, on the general condition of the Commandery, and his official acts, if any in relation thereto. His official visit report will also contain a statement of the audit of the books of the Commandery. The report will be addressed to the Grand Commander, with copies to the Deputy Grand Commander, Grand Generalissimo, Grand Captain General, Grand Treasurer and Grand Recorder.

11.2.9 (0.44) The jurisdiction of this Grand Commandery shall be divided into eight (8) Districts which shall include such Constituent Commanderies described and enumerated below:

<p>: District No. 1 Vancouver #10 – [Vancouver] St. Helens #12 – [Chehalis] Cowlitz #29 – [Woodland]</p>	<p>District No. 2 Ivanhoe # 4 – [Tacoma] De Molai – [Montesano]</p>	<p>District No. 3 Seattle # 2 – [Seattle] Rainier #.28 – [Renton]</p>
<p>District No 4 Juan de Fuca #17– [Port Angeles] Malta #18 – [Bremerton]</p>	<p>District No. 5 Hesperus#8–[Bellingham] Palestine #11[Snohomish]</p>	<p>District #6 Temple #5 – [Ellensburg] Yakima #13– [Yakima] Columbia#14 [{Wenatchee]</p>
<p>District No.7 Cataract #3 – [Spokane]</p>	<p>District #8 Washington#1–[Walla Walla] Pasco #21 – [-Pasco]</p>	