

BYLAWS

Article I: NAME: The name of this Commandery shall be “_____”
No. ___ Knights Templar” under the jurisdiction of the Grand Commandery of Washington, Working under the Grand Encampment, Knights Templar of the United States of America.

Article II: The Stated Conclaves of _____ Commandery No. _____ shall be held at _____ located at _____, Washington on the _____ day of _____ at _____

Article III: Election and Installation of Officers:

Sec. 1. The annual election of Officers of this Commandery shall be at the Stated Conclave in October of each year and the Officers thus elected shall be Installed on or before the 30thst day of November of each year, or as stated in the Constitution and Laws of the Grand Commandery.

Article IV: Fees and Dues:

Sec. 1. The Fees: for the Order of Knighthood shall be \$_____ and shall accompany the petition.

Sec. 2. The Dues: of this Commandery shall be \$ _____ per year, plus any and all Grand Commandery per capita and any Grand Encampment Assesment. All of which shall be due payable January 1st of each year.

Sec. 3. Life Membership: Any member of this Commandery may become a Life Member upon payment of _____ times the annual dues and provided he is a Life Eye Foundation Sponsor of the Knights Templar Eye Foundation Inc. Any Life Member of this Commandery will thereby exempt from all dues, except such special assessments as they may be levied by the Grand Commandery, or this Commandery.

Article V: Standing Committees:

Sec. 1. The three Principle Officers shall constitute an Executive and Finance Committee, and no claim shall be paid by the Commandery until referred to said Committees.

Sec.2. There shall be a Standard Committee of three members to be styled “Committee on Finance” which shall be appointed annually by the Commander immediately after the Installation of Officers, whose duties shall be to examine the books of the Treasurer and Recorder at the end of the fiscal year, and at such other times as the Commander may direct.

Article VI: All contributions to the philanthropic programs and all donations for specific purposes shall be identified separately and accounted for as restricted funds to be paid out by the Treasurer as the Commander of the Commandery shall direct, except that these funds shall not be used for any purpose other than that for which donated or contributed.

Article VII: Any amendment proposed to these bylaws shall be submitted in writing, lie over for one month, during which time the membership must be notified of impending action thereon, and shall require a _____ affirmative vote of the members present for its adoption. [Enter “majority” or “2/3 majority” as appropriate]

ARTICLE VIII: REFERENCES: Anything not covered in these By-Laws will be covered in the Grand Commandery Constitution, Laws and Regulations or the Grand Encampment Constitution and Statutes.

Distribution – Place Commandery Seal on each of four copies, and forward all copies to the By-Laws Committee

CERTIFICATION

I certify that the above bylaws, or amendments thereto, were submitted in writing and audibly read at the Stated Conclave of this Commandery held on _____, that it was ordered to lie over for one month; the membership being duly notified that action was to be taken at the Stated Conclave on _____, and that said bylaws or amendments thereto were adopted at that Conclave by the required majority of the members present.

COMMANDERY SEAL

Commander

Recorder

Approval Recommended: _____
(Date)

By-Laws Committee Chairman

Approved: _____

Attest:

Right Eminent Grand Commander, Knights Templar of Washington

Grand Recorder

Dated and Sealed with the Grand Commandery of Washington Seal

Date _____

Grand Commander's Seal

Grand Recorder's Seal

By-Laws Instruction Sheet

Note: Constituent Commandery bylaws are valid only when signed by the Grand Commander and all provisions therein are effective on the date of his signature.

GENERAL: Four (4) copies of completed bylaws bearing original signatures must be forwarded to the Grand Recorder, over the seal of the Commandery. In exceptional cases (where allowable add-ins will not fit legibly) a substitute document may be used only if an identical format and the original wording of this form are preserved. Substitute documents must be limited to a single page of the same size as this form (using the back if needed). The Grand Recorder shall review all proposed bylaws for completeness, correctness and, if deemed acceptable, forward them to the By-Laws Committee for their approval and then forward them to the Grand Commander for final approval. He shall reject bylaws not conforming to these instructions, and return them to the Commandery, detailing the corrections required.

Bylaws are only valid when signed by the Grand Commander and are effective on the date entered beside his signature. Should a Commandery desire to implement changes on a specific date, e.g., the first day of a calendar year or a specific month, the Bylaws must be submitted sufficiently in advance to allow their approval on or before that date. The Grand Commander should be apprised of the desired date and the reason for it in a transmittal letter. Effective dates entered any Article shall be cause for rejection of the bylaws.

Complete entries are mandatory for Articles I through VII, IX and the certification section. Incomplete Articles, ambiguous entries e.g., "at the option of the Commandery" or entries without context e.g., "no change" are unacceptable and shall be cause for rejection of the bylaws.

Article I – Enter the name and number of the Commandery, the name of the Lodge (or other place) and the street address where stated conclaves are held. Enter the day or days of the month to show when the conclaves are held (e.g., 1st Monday, 3rd Thursday) and the time(s) of day. This article may be amplified by adding clauses showing specific conditional exceptions to Stated Conclave dates or times (e.g., "except for National holidays, holiday eves or when the date falls during the annual session of the Grand bodies"; "except for July and August when the Commandery does not meet", etc.) Conditional exceptions must indisputably say when the postponed Conclave will be held.

Article II –Enter the dates of the Stated Conclave and location. Remember you might add if Stated Conclave falls on a Federal Holiday the Stated Conclave would move to date to be named.

Article III –Enter the date of the annual election of Officers.

Articles IV – Enter the fee in figures e.g., \$130.00. Do not show any set aside or specific distribution of any portion of this fee. [A standing resolution may be used for this purpose]

Article VII – Enter, in words, the votes that shall be required for adoption of amendments i.e., either "majority" or " 2/3 majority." Failure to make an entry shall be cause for rejection of the bylaws.

Certification – Enter dates as day, month, year, with a lettered abbreviation for the month e.g., 5 May 02. Omission of either the signatures or the Commandery seal shall be cause for rejection of the bylaws.

The Recorder & Commander shall originally sign all copies of accepted bylaws and forward them to the By-Laws Committee and they to the Grand Commander. The Grand Commander shall originally sign all copies of approved bylaws and copies shall be sent to the Grand Recorder, the Constituent Commandery.