

**PLEASE CONTACT YOUR DIVISION COMMANDER FOR AN EDITABLE  
COPY OF THIS DOCUMENT**

**BY-LAWS**

Of

\_\_\_\_\_ COMMANDERY No. \_\_\_\_\_

**KNIGHTS TEMPLAR OF PENNSYLVANIA**

Stationed at \_\_\_\_\_

**ARTICLE I: CONCLAVES**

Section 1. The Stated Conclave of this Commandery shall be held on the \_\_\_\_\_ .  
Provided, that Conclaves may be dispensed with during the months of July and August by a vote of the Commandery. When the Stated Conclave falls upon a public holiday or within the week during which a Triennial Conclave of the Grand Encampment of Knights Templar of the United States of America, or the Annual Conclave of the Grand Commandery of Pennsylvania is held, such Conclave may be changed by a vote of the Commandery at the preceding Stated Conclave to any other day, except Sunday, within one week of the Stated Conclave.

Section 2. The hour of assembling shall be \_\_\_\_\_ o'clock, P.M.

Section 3. Special Conclaves may be called by the Commander or by action of the Commandery. The notice for Special Conclaves shall specify the time of meeting , and the business to be transacted and no other business shall be considered at such Conclaves.

**ARTICLE II: OFFICERS AND TRUSTEES**

Section 1. The elective officers shall be a Commander, a Generalissimo, a Captain General, Treasurer, and a Recorder who shall be separately elected by ballot or voice vote provided there is only one (1) Sir Knight nominated for an office. If there is more than one nomination for an office, the election for that office must be by ballot. In addition to the officers of the Commandery, there shall be elected, at the same time, three (3) Trustees. The election shall be held at the Stated Conclave in March. The installation of Officers shall take place before the first day of May, at the Stated Conclave of the Commandery, or at a public installation.

Section 2. No member shall be entitled to vote at the annual election, or be eligible to any office, whose dues for the ensuing Templar Year are not paid in full by the Stated Conclave in March.

Section 3. Before his installation, the Eminent Commander elect shall appoint a Senior Warden, a Junior Warden, a Standard Bearer, a Sword Bearer, a Warder, a Prelate, a Sentinel, and three (3) Guards.

Section 4. The Officers of the Commandery shall be installed before the first day of May, and shall continue in office until their successors are duly elected and installed.

### **ARTICLE III: DUTIES OF OFFICERS AND TRUSTEES**

Section 1. The Commander shall see that the By-Laws and Regulations of the Commandery are duly observed, as well as the Constitution, statutes, and Rituals of the Grand Encampment, and the Constitution, Laws, and Regulations of the Grand Commandery, that accurate records are kept and just accounts are rendered, and the regular returns are made to the Grand Commandery annually and that the dues are promptly paid. At the Stated Conclave in April, he shall appoint three (3) members of the Commandery, none of whom shall be an elective Officer or Trustee thereof, who shall audit the books of the Treasurer, Recorder and Trustees, and make a report of such examination to the Grand Recorder's Office not later May 15, and at the Stated Conclave in May.

Section 2. In case of a temporary absence, disability, removal from jurisdiction, or physical or mental incapacity of the Commander, the Generalissimo shall act as Commander. In case of like disability of both the Commander and Generalissimo, the Captain General shall act. At all other times they shall perform the duties of their respective Stations.

Section 3. 1 The duties of the Recorder are:

- (a) He shall perform the duties of the Recorder prescribed by the Constitution, Laws and Statutes of the Grand Encampment, the Constitution, Laws and Regulations of the Grand Commandery, and the By-Laws of this Commandery,
- (b) To give notice of all Conclaves; notices of Special Conclaves shall state the business to be transacted,
- (c) To issue summons when directed by the Commandery or the Commander,
- (d) To collect all dues and assessments and other monies due the Commandery,
- (e) To record correctly all transactions of the Commandery,
- (f) Submit the Officer Roster information to the Grand Recorder's Office before the first day of April each year.
- (g) To have in charge the Seal of the Commandery and affix to all papers requiring the same,
- (h) To report annually before the fifth day of May and such other information as may be prescribed by the Grand Commandery, and with said report to remit the dues and fees due to the Grand Commandery, and to transmit promptly to the Grand Recorder copies of all By-Laws and amendments thereto adopted by the Commandery,
- (i) To submit his books and accounts for audit when required by the Commandery, or by the Grand Commander,
- (j) At the time of issuing the notice for the Stated Conclave in February, he shall notify each member of the amount of his dues and assessments for the ensuing Templar Year and of any indebtedness to the Commandery, all of which must be paid by the Stated Conclave in March,
- (k) He shall give each Sir Knight owing dues for the current year ten (10) days written notice to appear at the Stated Conclave in March to pay his indebtedness.
- (l) He shall perform other such duties appertaining to his office as the Laws of the Grand Commandery directs.
- (m) For services rendered the Commandery may determine an annual payment of \_\_\_\_\_ Dollars (\$ \_\_\_\_ ), which may be changed by a majority vote of the members present, without amending these By-Laws.

**3.2 The duties of the Treasurer are:**

- (a) He shall perform the duties of the Treasurer prescribed by the Constitution, Laws and Statutes of the Grand Encampment, the Constitution, Laws and Regulations of the Grand Commandery, and the By-Laws of this Commandery,
- (b) He shall deposit all monies received in the name of the Commandery in such depository as shall be designated by the Commandery,
- (c) He shall pay out no monies except on orders signed by the Commander and he shall sign all such orders,
- (d) He shall maintain proper books and accounts, and make such reports as shall be required of him by the Commandery or Grand Commandery,
- (e) For services rendered the Commandery may determine an annual payment of \_\_\_\_\_ Dollars (\$ \_\_\_\_ ), which may be changed by a majority vote of the members present, without amending these By-Laws.

**Section 4. The Offices of Recorder and Treasurer may be combined into a single office by majority vote of the members present**

**Section 5. The Senior and Junior Wardens, the Prelate, Standard Bearer, Sword Bearer, Warder and Guards shall perform such duties as are prescribed by the Ritual of the Order.**

**Section 6. The Sentinel shall attend every Conclave of the Commandery, and for services rendered the Commandery may determine and annual payment of \_\_\_\_\_ (\$ \_\_\_\_\_), which may be changed by majority vote of the members present, without amending these By-Laws.**

**Section 7. The Trustees shall invest all monies placed in their hands by the Commandery for that purpose. All investments shall be made in the name of the "Trustees of \_\_\_\_\_ Commandery No. \_\_\_\_ , Knights Templar of Pennsylvania." They shall make no investments, except in such securities as are or may be designated by the laws of the Commonwealth of Pennsylvania for the investment of trust funds. They shall have charge of all real estate, securities and investments of the Commandery, collect the income, interest and dividends thereof, and pay the same to the Recorder when requested by him. They shall make a full report to the Commandery of all their transactions, with a list of all securities held for the Commandery, and a statement of the condition of the investments at the Stated Conclave in April, and whenever ordered by the Commandery. All income collected during the Templar Year shall be paid to the Recorder before the close of the April Conclave to defray the expenses of the Commandery.**

**Section 8. A Past Commander's jewel is the property of the Commandery and is presented to the Past Commander upon a "life tenancy covenant." All jewels presented after June 1, 2015 shall be returned to the Recorder of the Commandery within ninety (90) days following the death of the Past Commander. Prior to receiving the jewel he shall sign a letter of agreement stating the terms of the covenant which shall include a statement prohibiting any alteration of the jewel.**

**ARTICLE IV: PETITIONS**

Section 1. Petitions for the Order of Knighthood, or for membership, shall be in lawful form, signed in full by the petitioner and recommended by two (2) Sir Knights, members of this Commandery, and shall be presented and read at a Stated Conclave. The Commander may appoint a committee of three (3) members of the Commandery to examine the character and other qualifications of the petitioner, and report thereon at a Stated Conclave, as early as practicable thereafter, when he shall be balloted for after the Commandery has received notice from the Grand Recorder. A committee shall only be appointed when requested by a member in good standing.

Section 2. All petitions shall be accompanied by the fees as set forth in Article VI. If the petitioner be rejected, the total fee shall be returned, but if approved or elected and the petitioner does not come forward within twelve (12) months after receiving notice of election, it shall be forfeited to the Commandery.

**ARTICLE V: REJECTIONS**

Section 1. In case of the rejection of a petitioner for the Orders of Knighthood, no member or visitor shall disclose the name of the member who opposed the petitioner, under penalty, if a member, of expulsion, or, if a visitor, of his never being permitted to visit the Commandery again, or become a member thereof. The Eminent Commander, immediately after the rejection of any petitioner, shall cause this article to read in the hearing of all present.

Section 2. A petitioner for the Orders of Knighthood or for membership only, who has been rejected, shall be immediately notified in writing by the Recorder under the seal of the Commandery.

**ARTICLE VI: FEES**

The fees for conferring the Orders of Knighthood or membership shall invariably be paid in advance, and shall be as follows:

- |   |          |
|---|----------|
| (a) For conferring the Orders of Knighthood                       | \$ _____ |
| (b) For conferring the Order of Malta and the Order of the Temple | \$ _____ |
| (c) For the admission of a Sir Knight                             | \$ _____ |

## **ARTICLE VII: DUES**

**Section 1.** For the purpose of these By-Laws, DUES are defined the amount collected and retained by the constituent Commandery; ASSESSMENTS are defined as the amount collected on behalf of Grand Commandery, Grand Encampment, and the KT Eye Foundation.

**Section 2.** Every Sir Knight, other than life members and honorary members, shall pay as Dues the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) per annum, plus Grand Encampment and Grand Commandery Assessments, and plus One Dollar for the Knights Templar Eye Foundation if the Sir Knight is not a Life Sponsor of the Eye Foundation. The Commandery has the right to increase Dues UP TO \_\_-% annually without amending these By-Laws; and can increase the Grand Commandery, Grand Encampment, and Eye Foundation Assessments without amending these By-Laws.

**Section 3.** Any member being in arrears to the Commandery for the current year's dues or assessments and neglecting or refusing to pay the same, after receiving ten (10) days written notice to appear at the Stated Conclave in March and pay his indebtedness, shall be suspended or have the current year's indebtedness remitted. Action shall be postponed no later than the Stated Conclave in April at which time final action must be taken either to suspend or to remit the indebtedness. Such notice and action must be in accord with that outlined in Section 294 (b) of the Constitution of the Grand Commandery of Pennsylvania.

**Section 4.** Dues are payable in advance and are due at the Stated Conclave in March.

## **ARTICLE VIII**

### **LIFE MEMBERSHIP**

**Section 1.** Any member of the Commandery who shall pay over and above all arrearages of dues and assessments as per Sections 297 – 300 of the Grand Commander Constitution, shall be constituted a life member of this Commandery, and be exempt from the payment of dues, but shall be subject to all assessments. No part of the Life Membership fee can be remitted, or applied to the payment of arrearages nor can any part be refunded. The Life Membership fee shall be immediately turned over to the Trustees of the Commandery for investment in the Permanent Fund, and only the income therefrom shall be expended. Non-affiliation in a Lodge or a Chapter voids a Commandery Life Membership. A Life Member who has been restored to membership in the Commandery, after having been suspended solely because of his suspension or expulsion from Lodge or Chapter, shall, upon restoration be entitled to Life Membership and the privileges thereof.

**ARTICLE IX: FUNDS**

In order to insure stability and perpetuity to the Commandery there shall be established a Permanent Fund, which shall be invested by the Trustees as provided in Article III, Section 6, of these By-Laws.

**ARTICLE X: UNIFORMS**

Section 1. Every Officer shall wear the uniform prescribed by the Laws of the Grand Commandery of Pennsylvania at all conclaves of the Commandery.

Section 2. Every elected Officer shall possess a full uniform, chapeau and sword prior to his installation.

**ARTICLE XI: RESIGNATIONS**

Any member wishing to resign must present his resignation in writing at a Stated Conclave, and pay his entire indebtedness to the Commandery, when it shall be accepted and he be furnished with a demit, provided, that no charges are pending against him.

**ARTICLE XII: AMENDMENTS**

Section 1. Any amendment or alteration to these By-Laws must be presented in writing at a Stated Conclave, signed by two members of Commandery, read by the Recorder and entered in the records, and must lie over until the next Stated Conclave, when the members, having been duly notified that it is then to be acted upon, it may be adopted by a vote of a majority of the members present. Revisions shall be forwarded to the Grand Commandery By-Laws Committee for approval.

Revised 2015

Approved by Grand Commandery at the One Hundred Sixty First Annual Conclave held at Mars, PA, May 15<sup>th</sup> - 17<sup>th</sup>, 2015.