

**SAMPLE BY-LAWS**

BY-LAWS  
\_\_\_\_\_ COMMANDERY NO. \_\_\_\_  
KNIGHTS TEMPLAR  
\_\_\_\_\_, TEXAS

CHARTERED BY THE GRAND COMMANDERY  
KNIGHTS TEMPLAR  
OF THE STATE OF TEXAS  
A.D. \_\_\_\_\_  
A.O. \_\_\_\_\_

**ARTICLE I  
NAME AND NUMBER**

Section 1.  
The name and number of this Commandery shall be " \_\_\_\_\_  
COMMANDERY No. \_\_\_\_\_, KNIGHTS TEMPLAR".

**ARTICLE II  
CONCLAVES**

Section 1.  
The Stated Conclaves of this Commandery shall be held on the \_\_\_\_\_ of each month at  
\_\_\_\_\_ P.M. (or A.M.)

Section 2.  
Special Conclaves may be called by the Commandery or by the Commander.

Section 3.  
No business shall be transacted at a Special Conclave except that specified in the original notice or summons.

Section 4.  
When the Order of the Temple is to be conferred, the Officers shall appear in full dress uniform. All other Sir Knights are requested to appear in full dress uniform, if possible. At all other Conclaves the dress shall be optional unless otherwise specified by the Commander.

**ARTICLE III  
OFFICERS AND ELECTIONS**

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

Section 2.  
The Commander, Generalissimo, Captain General, Treasurer, and Recorder shall be elected by ballot at the Stated Conclave in November of each year.

Section 3.  
The other officers may be elected or appointed. The Guards shall be appointed by the Commander elect at the Stated Conclave in November of each year.

Section 4.  
All officers shall be installed as soon after election and appointment as practicable, but not later than January 15 of the year following. They shall hold and discharge the duties of their respective offices until their successors have been duly elected or appointed, and installed.

Section 5.

The duties of the officers shall be such as are prescribed by the Constitution, Statutes, and Rituals, of the Grand Encampment, Knights Templar of the United States of America, by the Statutes and Regulations of the Grand Commandery, Knights Templar of Texas, and as the traditions of the Order have

established, together with such other duties as may be prescribed in these By-Laws.

Section 6.

It is the special duty of the Commander to see that all the officers properly discharge the duties of the offices to which elected or appointed.

Section 7.

It shall be the duty of the Commander, together with the Generalissimo, Captain General, and Recorder to attend all Conclaves of the Grand Commandery, Knights Templar of Texas.

Section 8.

The Officers of this Commandery shall serve without pay, except as provided in this and other Sections of these By-Laws.

Funds for the reasonable expenses of transportation, lodging, meals and fees for special events in connection with the attendance at the Grand Commandery Conclaves by the Commander, Generalissimo,

Captain General, and Recorder may be furnished by the Commandery, subject to prior annual approval by

the Commandery.

Section 9.

In the event of the absence, death or disability of the first three officers of this Commandery, the Junior Past Commander able to serve shall act as Commander pending Issuance of a Dispensation and a special election to fill such vacancies and any others which may result therefrom.

Section 10.

The Treasurer shall have charge of all moneys, notes and securities belonging to the Commandery, which he shall deliver to his successor in office when duly installed, or as may be designated by the Commandery. He shall make annual reports to the Commandery of all moneys received and paid out by him. He shall pay all warrants authorized by the Commandery and shall submit his books for audit when so requested by the Commandery. He shall give satisfactory bond in a sum not less than the amount, and under the terms, specified in the Statutes and Regulations of the Grand Commandery, Knights Templar of Texas. He may be exempt from the payment of dues during his term of office.

Section 11.

The Recorder shall keep a record of the proceedings of the Commandery; collect all revenue and pay same to the Treasurer, taking his receipt therefor; keep a register of all members, showing their Lodge, Chapter and Council membership, dues owing and collected, and such other records as pertain to the history of the member. He shall make an annual report to the Commandery and annual or other reports to the Grand Recorder as may be required by the Statutes. He shall give satisfactory bond in a sum not less than the amount, and under the terms, specified in the Statutes and Regulations of the Grand Commandery, Knights Templar of Texas. He shall issue all notices and summons as directed by the Commander or Commandery and shall submit his books for audit when so ordered. Compensation for his services shall be set by the vote of the Commandery at the same meeting at which officers for the ensuing

year are elected. In addition to any compensation so set, he may also be exempt from the payment of dues during his tenure of office.

Section 12.

It shall be the duty of the Sentinel to attend all Conclaves of the Commandery, to serve summons and to perform all other duties pertaining to his office. He shall, under direction of the Captain General, have charge of all paraphernalia and equipment belonging to the Commandery and shall see that it is kept in good condition and is available for use when required in the transaction of the business of the Commandery. Compensation for his services, if any, shall be set by the vote of the Commandery at the same meeting at which officers for the ensuing year are elected. In addition to any compensation so set, he may also be exempt from the payment of dues during his tenure of office.

**ARTICLE IV  
COMMITTEES AND THEIR DUTIES**

Section 1. (Finance and Audit Committee)

The Commander, as soon as practicable after installation, shall appoint a Finance and Audit Committee of three members whose duty it shall be to examine all books and accounts of the Commandery for the year just ending, and to make a prompt report thereof to the Commandery, said report being read in open Commandery at a Stated Conclave and recorded in full in the minutes thereof, no later than the February stated meeting. It shall be their duty also, in collaboration with the Commander, Recorder, and Treasurer, to prepare a budget for the operation of the Commandery for the year in which they serve.

It shall also be the duty of the Finance and Audit Committee to arrange for the audit of the records of the Recorder and Treasurer for the preceding year. This audit may be performed by the Finance Committee or they may arrange for an audit to be performed by any Public Accountant or Certified Public Accountant licensed by the proper authority of the State of Texas. The audit report shall be submitted to the Commandery no later than the March Stated Conclave.

Section 2. (Sickness and Distress Committee)

The Commander, as soon as practicable after installation, shall appoint a committee of three members on Sickness and Distress, whose duty it shall be to visit sick and distressed Sir Knights and to report thereon to the Commandery, with whatever recommendations for relief they may deem to be warranted.

Section 3. (Committee on Charity)

The Commander, Generalissimo and Captain General shall constitute a standing Committee on Charity. The Commander and one other of said committee may act at any time, or in the absence of the Commander, the Generalissimo and Captain General may act. They shall examine all claimants for assistance, and in case of an emergency if necessary, they may approve such relief as may be reasonable and within the financial resources of the Commandery available for such purposes; reporting the facts in each Case to the Commandery at its next Stated Conclave thereafter.

Section 4. (Other Committees)

The Commandery, or the Commander, may name and appoint such other committees as may be necessary for the transaction of business or for the good of the Order and prescribe their duties.

**ARTICLE V  
PETITIONS, FEES AND DUES**

Section 1.

Every petition for the Orders or for membership shall be signed in full by the applicant, recommended by at least two members of this Commandery, and presented at a Stated or Special Conclave. Said petition, whether for the Orders or membership, shall be referred to a Committee of three members of the Commandery only when requested to do so by a member in good standing in the Commandery acting upon the petition. If a Committee is empowered to investigate the petitioner, it shall consist of members who shall know or personally interview the petitioner. The fact of the report being made, and not its character, shall be entered on the minutes of the Commandery.

Balloting on the petition may be conducted at the meeting in which it is read, provided no committee has been requested, or if a committee that has been requested and appointed has made its report at said meeting. If a committee report has not been received, ballot upon such petition will hold over until the next meeting. All balloting on petitions shall be in compliance with the provisions of Chapter 50 of the Statutes and Regulations of the Grand Commandery, Knights Templar of Texas.

Section 2.

The fees for the orders shall be ..... DOLLARS, and in all cases must accompany the petition. No fee shall be charged for affiliation or reinstatement.

Section 3.

The annual dues of this Commandery shall be .....DOLLARS, payable in advance. All members, except those specifically exempted by rulings of the Grand Commandery or by these by-laws, shall be required to pay dues as above.

Section 4.

Any member failing to pay dues may be suspended for non-payment, such suspension being performed in compliance with the provisions of Chapter 42 of the Statutes and Regulations of the Grand Commandery, Knights Templar of Texas.

Section 5.

No life memberships shall be granted by this Commandery. Members of other Commanderies may be elected to Honorary Membership, but shall not be entitled to a vote, nor does it create any liability for dues.

Section 6.

A member, under suspension for non-payment of dues or for non-affiliation In Lodge, Chapter or Council, may be reinstated by complying with the provisions of Chapter 43 of the Statutes and Regulations of the Grand Commandery, Knights Templar of Texas.

Section 7.

A member of this Commandery in good standing may purchase an Endowed Membership and, subject to the provisions thereof, shall be relieved from further payment of dues. The purchase price and terms of said Endowed Membership shall be as set forth In Article 311a in Chapter 48 of the Statutes and Regulations of the Grand Commandery, Knights Templar of Texas.

(Revised 2001)

## **ARTICLE VI DRILLS**

Section 1.

The Commander shall call at least four Special Conclaves during the year for drill in the tactics, ritual, etc., or as many such Conclaves as are required by the Grand Commandery. These Special Conclaves shall be opened with full ceremony and rehearsal of duties as adopted by the Grand Encampment of Knights Templar of the United States of America.

## **ARTICLE VII RULES OF ORDER**

Section 1.

The Following May Be the Order of Business for Stated Conclave's:

1. Reading all unapproved Minutes and action there on.
2. Reading and Referring of Petitions.
3. Report of Committees on Petitions.
4. Balloting on Candidates and Members.
5. Report of Special Committees.
6. Reported Standing Committees.
7. Unfinished Business.
8. New Business.

Section 2.

Members who wish to speak, shall rise and properly address the Commander, shall observe knightly courtesy and decorum in all discussions, and shall not speak more than twice on the same subject without permission, and then only for the purpose of explanation.

## **ARTICLE VIII AMENDMENTS TO BY-LAWS**

Section 1.

Amendments to these By-Laws, shall be presented in writing and read at a Stated Conclave, and final action shall not be taken thereon until the next Stated Conclave, at which time they may be adopted by a two-thirds vote of the members present.

Section 2.

Such amendments do not become operative until approved by the Grand Commander and the Jurisprudence Committee of the Grand Commandery, except that amendments fixing the time or date of Stated Conclaves and the amount of dues become operative upon certification of such changes to the Grand Recorder.

**CERTIFICATE**

The foregoing By-Laws were legally adopted by .....Commandery No. ....K.T., at its Stated Conclave held in ..... , Texas, on the .....day of ....., A.D. .... , A.O. ....

\_\_\_\_\_  
Commander

Attest:

\_\_\_\_\_  
Recorder

\_\_\_\_\_  
Chairman: Committee on By-Laws