

**Constitution
Laws and Regulations
of
The Grand Commandery
of Knights Templar
of Minnesota**

Revised June 28, 2025

CONSTITUTION
LAWS AND REGULATIONS
OF
THE GRAND COMMANDERY OF KNIGHTS TEMPLAR
OF MINNESOTA

PREAMBLE

The Grand Commandery of Knights Templar of Minnesota acknowledging its allegiance to the Grand Encampment of Knights Templar of the United States of America, and accepting the Constitution and Statutes prescribed by the Grand Encampment, hereby enacts the following Constitution, Laws and Regulations for the more perfect government of its affairs.

NAME

Section 1. The name of this body shall be "The Grand Commandery of Knights Templar of Minnesota."

MEMBERSHIP

Section 2. This Grand Commandery shall be composed of the following members:

All of its Past Grand Commanders, Past Deputy Grand Commanders, Past Grand Generalissimos, and Past Grand Captains General, so long as they shall remain members of its constituent Commanderies.

The Commander, Generalissimo and Captain General of each of its constituent Commanderies.

Each Past Commander of its constituent Commanderies and all such Past Commanders as may have demitted from other jurisdictions and have been elected to membership by the Grand Commandery so long as they remain members of its constituent Commanderies.

All Knights Templar of other Grand Commanderies who have been elected honorary members. Such membership shall not confer the right to vote.

ELECTION TO MEMBERSHIP

Section 3. A Past Commander of a Commandery in another jurisdiction who is a member of a Commandery in this jurisdiction, may be admitted to membership in this Grand Commandery, with the rank of Past Commander, by a two-thirds vote of the members of this Grand Commandery present and voting at a stated Conclave, after his petition for membership shall have been received and referred to a committee of three members and report made thereon.

Such petition for membership shall state the facts of the former and present membership of the petitioner and shall be accompanied by a certificate under seal of the Grand Commandery of which he was formerly a member, setting forth the fact of such former membership, and by a certificate from a Commandery in this jurisdiction that he is a member thereof.

Any distinguished Knight Templar of another Grand Commandery under the jurisdiction of the Grand Encampment may be elected an honorary member of this Grand Commandery, by two-thirds of the members of this Grand Commandery present and voting at a Stated Conclave.

CONCLAVES

Section 4. The Conclaves of this Grand Commandery shall be:

Stated, which shall convene during the last full week of June that ends with a Saturday and Sunday of each year, at such place as may be designated at the previous Stated Conclave. The date of such Conclave may be changed by action of the four principal officers of the Grand Commandery for such reason as they may deem sufficient.

Special, which may be called by the Grand Commander, and which he shall call upon written request of a majority of the constituent Commanderies. No business shall be transacted at such Conclaves save as specified by the Grand Commander or set out in the request and which shall be stated in the call. All activities set forth in this Constitution for action during the Stated Conclaves shall be eligible for action during a Special Conclave.

QUORUM

Section 5. A quorum shall consist of nine members entitled to vote, including an officer authorized to convene the same, provided three or more constituent Commanderies are represented.

CONDUCT OF CONCLAVES AND VOTING THEREIN

Section 6. Each member (except honorary members) shall be entitled, when present at any Grand Conclave, to one vote in all the proceedings, except that the presiding officer shall vote only in case of a tie, when he shall decide the issue. Such members, except Past Grand Commanders and Past Commanders, may, if absent, vote by proxy, said proxy being a member of the same Commandery and being present and producing a certificate of appointment signed by his principal. Unless otherwise provided herein or by Grand Encampment law, all questions shall be decided by a majority vote of all votes cast.

During a Conclave, Stated or Special, an appeal lies to the Grand Commandery from a decision of the Grand Commander, save on points of order. At all other times, the decisions of the Grand Commander shall have full force and effect, but they must be reviewed by the Grand Commandery at its next Stated Conclave. If such decisions involve the construction of the laws

of the Grand Encampment or of the laws of the Grand Commandery, an appeal lies to the Grand Commandery.

POWERS AND DUTIES

Section 7. This Grand Commandery has the following powers and prerogatives, but the enumeration shall not be construed as a limitation thereof:

- (a) It shall review at its Conclave all reports of its officers and may review the proceedings of its constituent Commanderies.
- (b) It may adopt such Constitution, Laws, Rules and Regulations as are not inconsistent with the laws of the Grand Encampment and as it may deem necessary for the good of the Order.
- (c) It shall, within its jurisdiction, have exclusive power to form new Commanderies, and to fix the fee therefore. The fee shall not be less than one hundred dollars (\$100.00), and shall be paid in advance.
- (d) It may prescribe regulations for the government of its constituent Commanderies and may revoke any charter.
- (e) It may require its several constituent Commanderies to pay such portion as it may deem proper of the sums received by them for conferring the Orders, and in addition, such sum annually from each member of such Commanderies as it may deem necessary for the support of the Grand Commandery.
- (f) It shall examine the accounts of its Grand Treasurer and Grand Recorder, supervise the state and condition of its finances and adopt such measures in relation thereto as it may deem necessary to increase, secure and preserve the same, and to insure the utmost punctuality on the part of every accounting officer in the safekeeping and delivery of the funds and property of the Grand Commandery.
- (g) It may fix the territorial limits of its constituent Commanderies and settle all controversies that may arise among them. See Jurisdiction Section 73.
- (h) It shall, on or before July 1st of each year, pay to the Grand Recorder of the Grand Encampment such an amount as may be prescribed by the Grand Encampment as dues and assessments, if any, for each member of its constituent Commanderies, as shown by the return of this Grand Commandery at the Stated Conclave next before July 1st.
- (i) It may require the members of its constituent Commanderies to be provided with a Templar uniform and to that end it shall prescribe such uniform and may change the same from time to time.

(j) It may create and charter one or more Holding Commanderies for the purpose of retaining Sir Knights who were members of a Constituent Commandery which demised. Membership in such a Holding Commandery shall only be obtained by affiliation. A Holding Commandery may not create Sir Knights. The Grand Commander shall appoint the officers of a Holding Commandery, except that the offices of Recorder and Treasurer shall be held by the Grand Recorder and Grand Treasurer respectively, and the elected Grand Commandery officers shall be ex officio members of the Holding Commandery without payment of dues or assessments. All other members of the Holding Commandery shall be subject to the payment of all dues and assessments levied by the Grand Encampment, Grand Commandery and Commandery and shall be subject to discipline as otherwise provided by law. A Holding Commandery shall not be required to have a suitable Asylum, to meet quarterly, or to create new Sir Knights as normally required by this Constitution. The Commander of a Holding Commandery does not obtain the rank of Past Commander by virtue of such service.

APPEAL TO THE GRAND ENCAMPMENT

Section 8. An appeal may be taken to the Grand Encampment from any decision or action of the Grand Commandery on questions arising as to the construction or effect of the Constitution, Statutes or Rituals of the Grand Encampment.

OFFICERS

Section 9. The officers of the Grand Commandery shall be: Grand Commander
Deputy Grand Commander

Grand Generalissimo Grand Captain General Grand Senior Warden Grand Junior Warden Grand Prelate

Grand Treasurer Grand Recorder

Grand Standard Bearer Grand Sword Bearer Grand Warder

Grand Sentinel

who shall be elected at the Stated Conclave, with the exception of the Grand Prelate, Grand Standard Bearer, Grand Sword Bearer, Grand Warder, and Grand Sentinel, who shall be appointed by the Grand Commander.

TERM OF OFFICE

Section 10. Grand Commandery and constituent commandery Officers shall hold office until their successors have been duly elected or appointed and installed.

(a) It is unnecessary for an incumbent, re-elected, or reappointed officer to be installed, as he holds over by virtue of his former election or appointment and installation until his successor is installed.

ELIGIBILITY TO OFFICE

Section 11. No Knight Templar shall be eligible to any office in the Grand Commandery, except that of Grand Prelate, unless he shall be at the time a member thereof.

VOW OF OFFICE AND INSTALLATION

Section 12. Each officer of the Grand Commandery, before entering upon the exercise of

the duties of his office, shall take the following vow: "I, (A.B.), do promise and vow that I will support and maintain the Constitution, Statutes and Rituals of the Grand Encampment of Knights Templar of the United States of America, and the Constitution, Laws and Regulations of this Grand Commandery, and that I will faithfully discharge the duties of the office to which I have been chosen to the best of my ability." and be installed in accordance with installation ceremonies prescribed by the Grand Encampment.

GENERAL DUTIES OF OFFICERS

Section 13. The duties of the officers of the Grand Commandery shall be such as appertain to their respective stations, conforming as nearly as may be to those of the corresponding officers of the Grand Encampment. The Grand Commandery may require other service and the Grand Commander may assign to his subordinate officers duties conformable to Templar law and usage. In addition to these general duties certain specific ones are hereinafter set out for specific officers.

- (a) Except for the Grand Commander and Deputy Grand Commander, all elected and appointed officers of the Grand Commandery are required to submit quarterly reports on their official activities to the Deputy Grand Commander by September 30, December 31, and March 31, with a final report to the Grand Recorder's office by May 31 of the Templar year for inclusion in the pre-prints for the Annual Grand Conclave.

THE GRAND COMMANDER

Section 14. The Grand Commander shall have the following specific powers and duties but the enumeration shall not be deemed a limitation thereof:

- (a) To maintain a watchful supervision over all the Commanderies in his jurisdiction and to see that the Constitution, Statutes and Rituals of the Grand Encampment, and the Constitution, Laws and Regulations of the Grand Commandery are duly and promptly observed.
- (b) To appoint all committees and all officers not made elective, and to fill all vacancies, such appointees to serve during his pleasure or until their successors have been appointed or elected and installed.
- (c) To grant during any recess of the Grand Commandery, dispensation for the formation of new Commanderies. No dispensation shall be issued unless the following requirements are met:
 - 1. A petition by nine or more duly qualified Knights Templar.
 - 2. The consent and recommendation of the nearest Commandery in that jurisdiction, provided that if the new Commandery is to be located in a city having more than one Commandery, two such Commanderies must consent and recommend and provided further that if the Commanderies in such city have concurrent jurisdiction, then all the Commanderies therein stationed must consent and recommend. A dispensation when issued shall be in force until the next Stated Conclave of the Grand Commandery.

(d) During any recess of the Grand Commandery to arrest the charter or dispensation of a

Commandery or to act in full authority on behalf of the Commandery in the merger with another Commandery. To suspend from his office any officer of the Grand or of a constituent Commandery but in no case shall such suspension affect the standing in the Order of such officer or his membership in the Commandery. The Grand Commander shall report his action in full to the next Conclave of the Grand Commandery for its final action.

(e) To visit and preside in any Commandery within his jurisdiction and to give such instructions and directions as the good of the Order may require, always adhering to the Constitution, Statutes and Rituals of the Grand Encampment and the Constitution, Laws and Regulations of the Grand Commandery.

(f) To grant dispensations to constituent Commanderies:

1. To hold special Conclaves for the conferring of the Orders at places within their jurisdictions other than those named in their charters, or if the asylum has been destroyed or damaged to such an extent as to render it unfit for occupancy, to hold Stated Conclaves at a place within their respective jurisdictions other than those named in the Charter for the purpose of temporarily or permanently removing the asylum of the Commandery pursuant to Section 81.

(a) To encourage and approve Commandery Festivals to confer all three Orders on elected candidates from Commanderies from anywhere in Minnesota and that the Grand Treasurer of the Grand Commandery of Minnesota be instructed to reimburse the host Commandery for any extra rental expense incurred for such Festival.

(b) To permit a constituent Commandery hosting the Special Conclave for the Commandery Festival to receive petitions on behalf of all constituent commanderies in Minnesota and ballot thereon at the Special Conclave for the Commandery Festival after such notice, as he may deem proper and ONLY while he is in attendance at the Commandery Festival and during the ballot.

2. To permit them to receive petitions and ballot thereon at SPECIAL CONCLAVES ONLY, after such notice, as he may deem proper.

(g) To appoint Past Grand Commanders, Officers of the Grand Commandery, or Past Commanders of constituent Commanderies to represent the Grand Commandery within sister jurisdictions, such appointees to be known as "Grand Representatives" and to serve at the pleasure of the Grand Commander or until their successors are appointed. Grand Representatives may represent only one Grand Commandery.

(h) The Grand Commander shall make a full report of all his official acts at the next Stated Conclave and shall submit a copy of such a report to the Chairman of the Committee on Division and Reference, and to the Chairman of the Jurisprudence Committee at as early a date as possible and at least thirty days prior to the convening of the next Stated Conclave. Any decisions or rulings made during the thirty-day period to be covered by a Supplementary Report.

THE DEPUTY GRAND COMMANDER

Section 15. The Deputy Grand Commander in the event of the absence of the Grand Commander or his inability to perform the duties of his office, shall act as Grand Commander. In the event of the death, permanent removal from the jurisdiction of the Grand Commandery precluding the performance of the duties of his office, or the permanent disability of the Grand Commander, the Deputy Grand Commander shall succeed to the office and be regularly installed. At all other times, he shall perform such duties as may be assigned to him by the Grand Commandery or the Grand Commander.

THE GRAND GENERALISSIMO AND GRAND CAPTAIN GENERAL

Section 16. In case of the temporary absence or disability of their respective superiors, the Grand Generalissimo and Grand Captain General shall perform the duties of their respective superiors.

In case of the advancement, death, permanent removal from the jurisdiction or permanent disability of their respective superiors, precluding the performance of the duties of office, the Grand Generalissimo and the Grand Captain General shall severally succeed to the office of such superiors and be installed therein.

THE GRAND TREASURER

Section 17. The Grand Treasurer shall perform such duties as are prescribed by the Constitution and Statutes of the Grand Encampment and the Laws of the Grand Commandery. He shall give bond for the faithful performances of his duties in such form and amount as may be approved by the Grand Commandery.

To render to the Grand Commandery at each Stated Conclave a true and detailed account of all receipts and disbursements, from whom received, and to whom paid, with vouchers for all amounts disbursed, together with an inventory covering all funds and property of the Grand Commandery in his hands. To submit his books and accounts for inspection by the Committee on Finance at such times as the Grand Commander may designate. All Funds of the Grand Commandery shall be under the control of and accountable by the Grand Treasurer.

THE GRAND RECORDER

Section 18. It is the duty of the Grand Recorder:

- (a) To communicate annually to the Grand Master, the Grand Recorder of the Grand Encampment, and to the Grand Recorders of each of the other Grand Commanderies, the roll of officers of the Grand Commandery and such other matters as may give information on the condition of the Order in the jurisdiction or may conduce to the general good of the Order.
- (b) To forward to the Grand Recorder of the Grand Encampment, on or before the first day of July of each year, the annual returns and dues of the Grand Commandery.

- (c) To transmit annually to the Grand Master and the Grand Recorder of the Grand Encampment copies of all the printed proceedings and of the Laws adopted by the Grand Commandery.
- (d) To have charge of the seal of the Grand Commandery and attest all papers requiring the same.
- (e) To send promptly to the Grand Recorder of the Grand Encampment two copies of announcement and notice of death of members of the Grand Encampment, which may occur within his jurisdiction, giving the date of birth and of death, together with the character of his official and other service.
- (f) To perform such other duties as shall be prescribed by the laws of the Grand Commandery.
- (g) To give bond for the faithful performance of his duties in such form and amount as may be approved by the Grand Commandery.
- (h) To collect all revenues of the Grand Commandery and turn them over to the Grand Treasurer as often as they amount to Two Hundred Dollars.
- (i) He shall give notice of the Stated Conclave to each constituent Commandery and each member of the Grand Commandery. Such notice shall be issued thirty days in advance of the time fixed for any Stated Conclave and shall set out all proposed amendments to the Constitution, Laws and Regulations. He shall make a report of his official acts and the financial affairs of his office at each Stated Conclave.

WHEN A PAST GRAND COMMANDER ASSUMES THE DUTIES OF GRAND COMMANDER

Section 19. In the event of the absence, death or disability of the Grand Commander, Deputy Grand Commander, Grand Generalissimo and Grand Captain General, the Junior Past Grand Commander according to service if not incapacitated, and if incapacitated the next Junior Past Grand Commander shall assume the office and discharge the duties of the Grand Commander.

TITLES

Section 20. The honorary title of the Grand Commander is "Right Eminent," and his official title is "Grand Commander." The honorary title of the Deputy Grand Commander is "Very Eminent," and his official title is "Deputy Grand Commander." The honorary title of the remaining officers of a Grand Commandery is "Eminent."

The honorary title shall be used when an officer is addressed and shall immediately precede the official title, thus: "Right Eminent Grand Commander, Very Eminent Deputy Grand Commander, Eminent Grand Senior Warden." When referring to an officer, the honorary title shall immediately follow the name, thus: "Sir Knight John Doe, Right Eminent Grand Commander; Sir Knight Peter Roe, Eminent Grand Senior Warden." The official title shall be, used by an officer only when

necessary to designate his rank or official station, thus: "I am Sir Knight John Jones, Grand Commander."

PRECEDENCE OF RANK

Section 21. The precedence of rank shall be as follows: Grand Commander
Deputy Grand Commander Grand Generalissimo Grand Captain General
Past Grand Commanders according to seniority of service Grand Senior Warden
Grand Junior Warden Grand Prelate
Grand Treasurer Grand Recorder
Grand Standard Bearer Grand Sword Bearer Grand Warder
Grand Sentinel

CONVENING GRAND COMMANDERY

Section 22. The Grand Commandery at its Stated Conclaves shall be convened in due form on the day appointed, and at the hour fixed by the Grand Commander.

READING OF MINUTES OF CONCLAVES

Section 23. The minutes of the last Stated Conclave, and special Conclaves, if any, shall be read, unless the reading is dispensed with.

BUSINESS OF CONCLAVE

Section 24. At the Stated Conclave, after the report of the Committee on Credentials has been accepted, the official reports of the Grand Officers and the returns of the Commanderies for the preceding year will be presented and considered, the state of the finances examined into and measures taken to increase, secure and preserve the same, petitions for charters or dispensations passed upon, appeals considered, Grand Officers elected and installed, and all other business

necessary to the stability of the Order and the harmony and prosperity of the Grand Commandery and the Commanderies given proper attention.

COMMITTEE ON CREDENTIALS

Section 25. Promptly after the convening of any Conclave, Stated or Special, the Grand Commander shall appoint three members who are present, as a Committee on Credentials, who shall forthwith meet and report as soon as practicable, the names of all members present who are entitled to participate in the proceedings thereof. Such committee shall continue to report such additional members from time to time as may be thereafter present at such Conclave.

STANDING AND CONCLAVE COMMITTEES

Section 26. Within thirty days after his installation, the Grand Commander shall appoint standing committees consisting of three members each (except Educational Foundation and Finance Committee) who shall serve during his term of office and until their successors are appointed. To such committees any subject may be referred that the Grand Commander or the Grand Commandery deems proper, and they shall make report thereon in writing and submit a complete

report of their activities and recommendations to the next Stated Conclave. Such standing committees are as follow:

Benevolence Fund Committee Educational Foundation

Eye Foundation Finance

Holy Land Pilgrimage Investment Committee Jurisprudence Triennial Committee

The Educational Foundation Committee will consist of the members required by the Educational Foundation and the Finance Committee will consist of the Deputy Grand Commander, the Grand Generalissimo, the Grand Captain General, the Grand Treasurer and the Grand Recorder.

In addition, the Grand Commander shall appoint the following Committees when needed: Division and Reference

Charters and Dispensations Returns

Appeals and Grievances Visitors

Credentials Necrology

Uniforms and Drill Teams

In addition, thereto, he shall appoint such special committees as shall be ordered by the Grand Commandery, or in his opinion shall seem proper.

Special committees shall report to the Grand Commander and to the Grand Commandery when and as required by either or both.

Vacancies caused by failure to attend, a Stated Conclave or for any other cause may be filled by the Grand Commander.

Section 26 A, All Committee Chairmen are required to submit quarterly reports on the activities of their respective committee to the Deputy Grand Commander by September 30, December 31, and March 31, with a final report to the Grand Recorder's office by May 31 of the Templar year for inclusion in the pre-prints for the Annual Grand Conclave.

TRIENNIAL COMMITTEE

Section 27. The Triennial Conclave Committee shall consist of THREE members.

Immediately following each Triennial Conclave of the Grand Encampment, the Grand Commander in office shall appoint TWO members of this Grand Commandery, the third member shall be the Grand Recorder, who shall serve as chairman during the ensuing Triennial period.

This Committee is endowed with power and authority to transact any and all business pertaining to the forthcoming Triennial Conclave. It shall make suitable arrangements for the transportation facilities to and from the place of meeting of the Triennial for the convenience of the Sir Knights of this Grand Jurisdiction and secure suitable hotel accommodations at such place for the officers and members thereof; shall arrange for the receptions and other entertainment for its officers and members of those of other Grand Jurisdictions, as such committee deems advisable, shall have authority to expend and disburse such Triennial funds as may have been voted by the Grand Commandery and make complete report thereof when and as required and shall perform such other

duties in connection with the arrangements at the Triennial Conclave as the Grand Commander may request. It shall serve until the adjournment of the Triennial for which it was appointed, and shall make a report at each Stated Conclave of the Grand Commandery including the Stated Conclave next following the adjournment of a Triennial.

Vacancies shall be filled by, the Grand Commander in office.

BOARD OF INSTRUCTION

Section 28. That the Board of Instruction will be the Grand Officers assigned to each District with the Deputy Grand Commander as Chairman and that each Constituent Commandery will select one (1) Sir Knight who will supervise the Ritualistic work and Tactics in his Commandery and who will be under the direct supervision of the District Grand Officer assigned to the territory.

DUTIES OF THE BOARD OF INSTRUCTION

Section 29. To supervise in his District the Floor Work, Asylum Ceremonies and Tactics and Drill Tactics, of, this Grand Jurisdiction. Each member of the Board shall assist, in every way, the Inspecting Officer assigned to his District, in arranging for the Annual Inspection of the Commanderies in his District and work with the Commanderies in their preparation for such inspections. Each member of the Board of Instruction shall report fully to the Chairman of the

Board as to general conditions and the progress being made in the work of the Commandery.

BENEVOLENCE FUND COMMITTEE

Section 30.

The Benevolence Fund Committee will consist of three members appointed by the Grand Commander, of whom one shall be appointed Chair of the committee by the Grand Commander.

DUTIES

Section 30.1

- a. The Committee will be responsible to:
- b. To acknowledge loss and offer condolences to any Sir Knights of this jurisdiction and/or their immediate families,
- c. To offer financial or material assistance to Sir Knights of this jurisdiction and/or their immediate families by augmentation or support of constituent Commanderies responding to the needs of a Sir Knight and/or their family,
- d. Raise funds for a Benevolence Fund,
- e. To review the declarations for aid submitted on behalf of Sir Knights via the methods below, to have their annual Grand Encampment and Grand Commandery per capita fees reimbursed out of fund earnings. The fund will pay any costs incurred in carrying out these duties.

The Committee will provide assistance by disbursement of funds to a Sir Knight's home constituent Commandery to augment the constituent Commandery's local support, or to aid the constituent Commandery in providing support when the constituent Commandery is unable to provide reasonable assistance.

RECIPIENTS

Section 30.2

Any Sir Knight in good standing or their family is eligible to receive flowers and/or a note of consolation at the discretion of the Benevolence Committee Chair.

A Sir Knight or their immediate family shall be eligible for financial assistance. A Sir Knight who is found not in good standing due to adverse circumstances beyond their control, shall, at the Committee's discretion, also be eligible for assistance. The recipient must be a Sir Knight in good standing with their constituent Commandery and the Grand Commandery of Minnesota, or be an immediate relative by law or blood (including, but not limited to, a parent, spouse, or child, step-parent, or stepchild) to a Sir Knight in good standing for purposes of decedent requests for assistance.

To be eligible for financial assistance the recipient should be experiencing an emergency requiring financial or material need.

PROCESS

Section 30.3

Any Sir Knight or their immediate family member (as defined in section 30.2, above) may report a need to the Sir Knights home constituent Commandery, who will then vote in a stated or special Conclave to approve submitting the request to the Grand Commandery for consideration.

The requesting Commandery shall also provide a detailed statement of what assistance they are providing the requestor. If a constituent Commandery cannot provide assistance due to financial hardship, the requesting Commandery will provide a statement supporting their decision, attaching a copy of their last fiscal year's treasury statements, to their request for assistance. The request will be filed with the Grand Recorder who will forward the request to the Chair of the Benevolence Committee. District Officers of the Grand Commandery are encouraged to report any emergencies and/or need to the Chair of Benevolence Committee directly. The Benevolence Committee Chair, working with the Grand Prelate, will send flowers and a note when appropriate, and such an action can be conducted without vote of the Benevolence Committee. For financial assistance, the Chair will attempt to contact the potential financial recipient Commandery to find out the level of assistance needed and the level of information the individual wishes shared with the Committee and/or Knights Templar community. The Chair will also ascertain that assistance would be welcome. The Chair will then gather information regarding the nature of the request and the type of assistance requested. The Chair will then convene the Committee to rule on any action to be taken. At least two of the three committee members must agree on any action taken. The Grand Commander may substitute and vote in place of a committee member if two of the three committee members are unavailable when a request must be considered.

ASSISTANCE PROVIDED

Section 30.4

The amount of initial financial assistance provided shall be at the discretion of the Benevolence Committee members, with the intent to preserve fairness to Sir Knights and constituent Commanderies; and provide a mechanism to ensure funds will exist for future requests. The

requesting constituent Commandery can change the initial aid amount by vote in a stated or special Conclave and forward that change to the request to the Grand Recorder or Benevolence Committee Chair. The Benevolence Committee is free to facilitate non-cash aid for individuals. In cases where financial need is greater than the contribution made by the Benevolence Committee a direct fundraising campaign may be undertaken by the Knights Templar community. To facilitate direct fund raising on behalf of the recipient, an account may be set up in the name of the person (with the financial need) at a local bank or credit union, or through an online provider for such an action. It may include the initial financial contribution by the Committee and any additional funds raised or donated by the Knights Templar community. Additional financial assistance is at the discretion of the Benevolence Committee.

Any tax liabilities resulting from donations are solely the responsibility of the individual receiving aid.

REMITTANCE OF PER CAPITA FOR INDIGENT SIR KNIGHTS

Section 30.4.1

Eligibility for waiver of per capita on behalf of indigent Sir Knights will be determined on the following basis:

- a. A constituent Commandery must remit the indigent Sir Knight's dues and fees for the reported year.
- b. A Commandery Recorder must report indigent Sir Knights on the Commandery's Annual Return. The Recorder will also provide other information regarding the Sir Knight as may be requested with the Annual Return. (See "Revenue of the Grand Commandery," Section 46.)
- c. If a Commandery reports indigent Sir Knights, the Grand Commandery will pay the Grand Encampment fees for those Sir Knights, as well as waive the annual Grand Commandery per capita fee for those Sir Knights reported.
- d. The committee will give priority to Sir Knights with the highest count of age plus years of membership when fund earnings are not sufficient to pay the Grand Encampment per capita fees for all indigent Sir Knights reported.

FUNDING SOURCES

Section 30.5

The Benevolence Committee is responsible for fund raising. Funding may come from a variety of sources. These sources may include, but are not limited to, direct donations to the Benevolence Committee fund, auctions, fundraising drives and activities, material donations and other creative methods to raise money to help those in need. The Chair of the Benevolence Committee shall assist the Grand Recorder and Grand Treasurer to keep accurate accounts of all funds held and disbursed by the committee and report at the annual Grand Commandery Conclave. The Chair, or the Grand Treasurer will also issue receipts to donors and recipient Commanderies, when appropriate, for donations or disbursements to or from the benevolence account.

HOLY LAND PILGRIMAGE COMMITTEE

Section 31. This Committee shall be composed of three (3) members, one who would serve for 3 years, one to serve for 2 years, and one to serve for 1 year. Each year the Grand Commander would appoint one to serve for a three-year term after the first year. The man leaving could be reappointed for the three-year term.

This Committee shall be charged with, and entrusted to study and recommend to the Grand Commandery, ways and means to send Ordained Christian Ministers, gratis, to the Holy Land for the purpose of furthering their education and enlightening their views and dedication to their ministry. The rules governing the eligibility of said ministers are to be prepared by the Holy Land Pilgrimage Committee and approved by the Grand Dais Officers and the Holy Land Pilgrimage Committee Chairman.

The Committee shall be instructed to have each Commandery in a district submit a name of the Minister they recommend. (Example) If there were enough monies available to send only

one Minister the Committee would contact only the Commanderies in District No. 1. If there were enough to send three (3) the Committee would have the Commanderies in Districts No. 1, 2 and 3 send in their recommendations.

The Committee then would choose one from each District to go. The first choice from District No. 1, the second choice, from District No. 2, and so on until each of the districts have had a representative sent. Then the rotation starts over again in the same order thereby allowing all Commanderies in the State to have a Minister selected.

A Holy Land Pilgrimage Fund is, authorized to be, established to accomplish the objectives of this committee. All monies received for this Fund shall be deposited with the Grand Treasurer. The committee may solicit contributions, approve fund raising activities, and conduct such other activities, as it may deem appropriate to finance the objectives of this program. The committee is authorized to use the income from this Fund to accomplish the purposes heretofore stated. The Holy Land Pilgrimage Fund may be dissolved; with the principal and accumulated interest being transferred to the General Fund of the Grand Commandery by a two-thirds vote of the Grand Commandery at its annual Conclave or a special Conclave called for that purpose.

TIME AND PLACE OF COMMITTEE MEETINGS

Section 32. All Standing, Conclave and Special Committees, except as otherwise herein provided, shall meet on the call of the chairman of such committee at the place where the Stated Conclave is held and at such time thereat as may be designated by said chairman, and other meetings of such committees may be held at such other times and places as may be designated by such chairman.

TEMPLAR JURISPRUDENCE

Section 33. The Committee on Templar Jurisprudence shall consist of three members and shall serve until the close of the next Stated Conclave. It shall consider all decisions upon questions of, Templar Law and usage reported by the Grand Commander and such other matters as may be, referred to it by him or the Grand Commandery and its conclusion and recommendation shall be reported to the Grand Commandery. The committee, when called upon, shall give opinions on the

legislative, judicial and executive functions of the Grand Commandery and the constituent Commanderies and on the prerogatives, powers and duties of the officers and members thereof. It shall advise on all questions of Templar Law and report upon all proposed amendments to the Constitution, Statutes, Laws and Regulations, and the Grand Commandery shall take no action thereon, or upon any resolutions in connection therewith, until its report is received.

Members of the Committee on Templar Jurisprudence shall not include the Grand Commander, Deputy Grand Commander, Grand Generalissimo, Grand Captain General, Grand Senior Warden, Grand Junior Warden, Grand Treasurer, or Grand Recorder. The appointment of

appointed Grand Commandery officers to the Committee on Templar Jurisprudence may be permissible.

Furthermore, members of the Committee on Templar Jurisprudence shall not concurrently serve on the committees for the Benevolence Fund, the Education Foundation, Finance, Investment, Division and Reference, Charters and Dispensations, Returns, Appeals and Grievances, or Credentials along with their membership on the Committee on Templar Jurisprudence. The committee of Jurisprudence shall have judicial authority to conclusively hear the disputes of any decision made by any of the aforementioned committees, provided any objection to a committee action is based in, or due to negligence of, Templar law. The report of the Jurisprudence committee in these circumstances shall be submitted to the Grand Commander for final adjudication.

Finally, as it is the role of the Committee on Templar Jurisprudence to confirm the legality and adjudicate legislative actions at the annual Conclave of the Grand Commandery of Minnesota, a member the Committee on Templar Jurisprudence may not be the principal or sole presenter of legislation for consideration and action at a Stated Conclave of the Grand Commandery of Minnesota, though may aid and render assistance in the composing of said legislative actions for any other member or committee of the Grand Commandery.

FINANCES

Section 34. It shall cause to be audited the books, accounts and vouchers of the Grand Treasurer, the Grand Recorder, the Educational Foundation Committee, the Triennial Committee, and such other committees, officers and members of the Grand Commandery as may have custody of any fund or property of the Grand Commandery or moneys or property in trust for others and shall make report thereof at the next Stated Conclave. It shall recommend such appropriations as may be necessary for the current expenses of the ensuing Templar year following such Stated Conclaves. No appropriation of funds shall be made until the proposal therefore has been referred to the Committee on Finance and its report thereon made.

INVESTMENT COMMITTEE

Section 35. An Investment Committee consisting of, three Sir Knights, each, serve for a three-year term. The Grand Treasurer shall also serve as an ex-officio member. The Grand Commander shall appoint one member each year.

Following the adoption of this section the Grand Commander shall appoint three members to this committee designating that one shall serve for a three-year term, one shall serve for a two-year term and one shall serve for a one-year term.

The appointed Sir Knights should be selected for their knowledge, experience or other expertise in financial investments. This committee shall oversee all financial assets of the Grand Commandery as is related to their investment and take appropriate actions regarding the same.

NECROLOGY

Section 36. The Committee on Necrology shall report at the Stated Conclave, the death of each member of the Grand Commandery occurring since the previous Stated Conclave, with a suitable memorial to the Templar dead.

EDUCATIONAL FOUNDATION

Section 37. The committee on the Knights Templar Educational Foundation shall consist of five members to serve five year terms of which one will expire each year, one member to be appointed each year at the time of the Annual Conclave by the incoming Grand Commander.

The Grand Commander serving will make appointments to fill any vacancies for the unexpired portion of the term, and may replace any member of the Committee for cause, reporting his action to the Grand Commandery.

This committee for the Grand Commandery shall meet annually after the close of the Annual Conclave, under the direction of the Grand Commander, to elect a Chairman. The Grand Recorder shall serve as Secretary-Treasurer of the Committee but shall not be a member of the Committee. The Committee may name such other officers and employees, not members of the committee, as it may deem necessary for the successful administration of the funds.

The committee shall administer the funds, maintain records and submit reports in accordance with the Regulations and Standard Practices for the Knights Templar Educational Foundation, as set forth in the Ninth edition dated Sept., 1979, together with any additions thereto or amendments or modifications thereof hereinafter adopted.

MINNESOTA SCHOLASTIC FUND

Section 38. The Minnesota Scholastic Fund will be under the jurisdiction of the Educational Foundation Committee. The administration of the Fund shall be solely under the control of the Grand Commandery of Minnesota. The guidelines for administering this Fund shall be developed and applied by the Educational Foundation Committee. The Minnesota Scholastic Fund is authorized to receive such other gifts and donations as may be, approved by the chairman of the Educational Foundation Committee. The chairman of the Educational Foundation Committee shall provide annual reports regarding the fund to the Grand Commandery at its annual conclave.

DIVISION AND REFERENCE

Section 39. The Committee on Division and Reference shall consist of three members and shall

serve until the close of the Stated Conclave. The report of the Grand Commander shall be furnished to the Committee on Division and Reference as soon as such report is ready, and at least fifteen days before the convening of the Stated Conclave. Such committee shall recommend the reference of the various subjects embraced in such report to the appropriate committees and recommend action on matters not referred. Such recommendations shall be

made to the Grand Commandery as promptly after the giving of the Grand Commander's address as conveniently may be.

CHARTERS AND DISPENSATIONS

Section 40. The Committee on Charters and Dispensations shall consist of three members and shall serve until the close of the Stated Conclave. It shall report to the Grand Commandery upon all applications to the Grand Commandery for dispensations and charters, and for the restoration of dispensations and charters, which may have been arrested. It shall also report upon all matters connected with the general subject of dispensations and charters, which are referred to it.

RETURNS

Section 41. The Committee on Returns shall consist of three members and shall serve until the close of the Stated Conclave. It shall carefully examine and check the reports of the Constituent Commanderies after they have been filed with the Grand Recorder and report fully with reference to said reports to the Grand Commandery and make recommendations in accordance with its findings.

APPEALS AND GRIEVANCES

Section 42. The Committee on Appeals and Grievances shall consist of three members and shall serve until the close of the Stated Conclave. It shall investigate all appeals and grievances submitted to it and report its conclusions and recommendations to the Grand Commandery.

VISITORS

Section 43. The Committee on Visitors shall consist of three members and shall serve until the close of the Stated Conclave. Its duty shall be to receive, entertain and introduce to the Grand Commandery all distinguished visitors at any Conclave thereof and to see that they are properly escorted and received into the Asylum.

ELECTION OF OFFICERS

Section 44. All officers shall be elected by members present and those voting proxies casting their ballots. Candidates for office may be nominated. Nomination of any candidate shall be made by those entitled to vote. Such nomination shall consist of a simple statement of the name, rank and Commandery of the nominee without further remarks. If more than one name is placed in nomination, the election shall be by ballot. A majority vote of all ballots cast is necessary to win election and blanks are not votes and cannot be considered as such. When only one name is placed in nomination, the election may be by acclamation. All of the officers of the Grand Commandery

shall be elected on the day and commencing at the hour set by the Grand Commandery when assembled.

ATTENDANCE - GRAND OFFICER ADHERENCE TO DUTIES

Section 45.

Section 45(a). A Grand Officer-attendance problem occurs if any of the following conditions exist regarding a Grand Commandery Officer's attendance to stated Grand Commandery meetings (attendance by Grand Commandery Officer(s) either in person, telephone, or by teleconference/video-conference is considered acceptable for the minimum requirements established within this policy):

1. The Grand Officer has three notified or unnotified absences in a row.
2. The Grand Officer misses one third or more of the total number of Grand Commandery meetings within the year of their term of office.

If an attendance problem exists regarding a Grand Officer, the Grand Commander (or, in his absence, the Deputy Grand Commander) will promptly contact the Grand Officer to discuss the problem. The Officer's response will promptly be shared by the Grand Commander with the entire Grand Officer Corps at the next board meeting. In that meeting, the Grand Commandery Officer Corps will decide what actions, if any, to take regarding the Grand Officer's future membership on the Grand Commandery. If the Grand Commandery Officer Corps decides to terminate the Grand Officer's term of office, termination will be conducted per this policy. The Grand Commandery Officer Corps will promptly initiate a process to begin recruiting a new Grand Officer. If the Officer in question is an elected Officer of the Grand Commandery, the Grand Commander (or, in his absence, the Deputy Grand Commander) will seat the junior-most Past Grand Commander to maintain the vacated office until the next ensuing Grand Commandery Conclave election. If the Officer is in an appointed station, the Grand Commander may appoint another individual as he sees fit for the Office.

If such action is taken by the Grand Commandery, the Grand Commander (or, in his absence, the Deputy Grand Commander) will dispatch a letter of removal of office to the Officer, to be received within the following ten (10) days. The Grand Commander or Deputy Grand Commander will also request the member to return all Grand Commandery property within that same ten-day period.

Furthermore, if such an action is taken in a Commandery year, the action(s) will be formally reported on by the Grand Commander (or, in his absence, the Deputy Grand Commander) at the ensuing Grand Commandery Conclave immediately prior to opening the floor for nominations of candidates to Grand Commandery offices.

This policy applies to all appointed and elected members of the Grand Commandery of Minnesota's Officer Corps, and all non-ad hoc Grand Commandery committees.

Section 45(b). It is the duty of the four ranking officers of the Grand Commandery to attend, either in person, or by proxy all the Conclaves of the Grand Encampment of Knights Templar of the United States of America.

REVENUE OF THE GRAND COMMANDERY

Section 46. The revenue of the Grand Commandery of Minnesota shall be derived as follows:

For each dispensation for a new Commandery..... \$100.00

For each Knight Templar created in this Jurisdiction \$50.00

For annual dues for each member in good standing in the Constituent Commanderies, except those knighted during the year plus the current Grand Encampment per capita. \$16.00

A Commandery may from time to time, by a majority vote, remit the dues of a member either before or after such member shall have been stricken from the rolls for nonpayment of such dues, who for any reason is financially unable to pay them. The Commandery, however, shall be liable for and must pay to the Grand Commandery the annual dues or per capita tax of all members on its rolls, provided, however, that when any Constituent Commandery shall have remitted the dues for any year of a member on account of financial inability to pay said dues, or per capita tax, the Grand Commandery shall cancel or remit, the annual dues or per capita tax of said member for that year payable to it by said Commandery, except that portion which is payable to the Grand Encampment by the Grand Commandery.

FISCAL YEAR

Section 47.

The fiscal year of the Grand Commandery shall be from June 1 through May31 inclusive, and all financial and statistical reports shall conform thereto.

DRILL TEAMS

Section 48. A drill team or marching unit from any Constituent Commandery in this Jurisdiction may participate in the competitive drill to be held at the Stated Conclaves of this Grand Commandery. One drill team, or marching unit may be selected from those participating in the competition to represent this Grand Commandery in the competitive drills and/or parades at the Triennial Conclaves of the Grand Encampment. The drill team or marching unit selected may be the one winning the competition at the Stated Conclave of this Grand Commandery, during the calendar year prior to the Triennial Conclave of the Grand Encampment at which it will appear.

ARCH OF STEEL - WHOM ENTITLED TO

Section 49. The Most Eminent Grand Master, all Grand Commanders and their representatives, Past Grand Commanders, and Honorary Past Grand Commanders of all Grand Jurisdictions are the only Sir Knights entitled to be received under an arch of steel.

(a) The Grand Master of Masons of Minnesota or his Personal Representative are to be received under an Arch of Steel.

AMENDMENTS TO CONSTITUTION, LAWS AND REGULATIONS

Section 50. The Constitution, Laws and Regulations may be amended by a two-thirds vote of all the members in attendance at any Stated Conclave, provided notice of all proposed amendments is filed with the Grand Recorder ninety days previous thereto, in which case the Grand Recorder will serve copies of such proposed amendments on the members of this Grand Commandery by delivering mailing the same at least sixty days before the Stated Conclave. In the absence of such notice, they may be amended by unanimous consent of all members voting at any Stated Conclave. Provided, however, that the proposed amendments may be modified or amended in any manner by the Grand Commandery while it is under consideration if such modification or amendment is germane to the proposed amendment.

It shall be the decision of the Current Grand Commander whether to address legislation in the Annual Stated Conclave, or to call a separate session at a different time, which shall conform to all laws required as such for Special Conclaves. The purpose of this Special Conclave shall be to address legislation only, and no other. Notification shall be given to all Commanderies 90 days in advance of the Annual Stated Conclave if no Legislation is to be considered during the session. In the event that Legislation shall be addressed during a Special Conclave, no registration fees shall be charged to Sir Knights participating as long as a suitable and free venue shall be found for the Special Conclave. Finally, the Legislative Special Conclave shall be allowed in a virtual setting, and voting taken using such method as shall be approved by the Grand Commander, Elected Grand Officers and the Jurisprudence Committee.

DEFINITIONS AND POWERS

Section 51. A Knight Templar is a Mason upon whom the Illustrious Order of Red Cross, the Order of Malta and the Order of the Temple have been conferred by any organization recognized by the Grand Encampment as having authority to confer the same.

A Commandery consists of at least three, Knights Templar, hailing from three separate Commanderies, and acting under a lawful warrant, or of nine or more Knights Templar acting under a lawful dispensation or charter.

A Commandery has the exclusive right to receive petitions from those within its territorial jurisdiction possessing the necessary qualifications, to elect petitioners by unanimous vote only, and to confer the Orders upon them.

Before a Commandery can be formed or opened, there are the following prerequisites:

1.
 - (a) At least three Knights Templar hailing from at least three separate Commanderies; or
 - (b) At least nine, Knights Templar residing in the proposed territorial jurisdiction.
2. A lawful warrant, which is a dispensation from the Grand Commander or a dispensation or charter from the Grand Commandery.

Purchase of a uniform by a Candidate shall be optional. Each and every officer of any Constituent Commandery shall be required to have a dress uniform prior to his installation. Each Constituent

Commandery shall maintain a unit or units equipped with full Templar Uniform as prescribed by the Grand Commandery, to be worn at Full Form Openings and conferring of the Order of the Temple.

COMMANDERIES - HOW COMPOSED

Section 52. A Constituent Commandery, consists of: Commander
Generalissimo Captain General Senior Warden Junior Warden Prelate Treasurer Recorder Standard
Bearer Sword Bearer Warder Sentinel
Three Guards, and such other Knights Templar as may be members thereof.

The Commander, Generalissimo, Captain General, Senior Warden, Junior Warden, Prelate, Treasurer and Recorder shall be elected, and the remaining officers shall be appointed by the Commander.

Any Commandery may, by its By-Laws, provide that the office of the Treasurer and Recorder may be consolidated into one office of Recorder and when so combined the Recorder shall assume and perform the duties of the Treasurer, as set forth in section 62.

All Constituent Commanderies of the Grand Jurisdiction shall be required to adopt the form of By-Laws hereinafter set forth under the heading "Form of By-Laws." Provided however that Commanderies may at their discretion adopt such other or additional by-laws as may seem to them necessary or desirable which do not conflict with these by-laws, the Constitution, and Statutes of the Grand Encampment, or the Constitution, Laws and Regulations of this Grand Jurisdiction.

CONCLAVES

Section 53.

The Conclaves of Commanderies shall be:

Stated, which shall be held at least four (4) times annually in a Commandery year, with no more than One (1) meeting in any given month counting towards the minimum annual requirement; and at such place as may be specified in the dispensation or charter or otherwise provided for by law, and at such time as may be designated in its by-laws.

Specials: which may be called by the Commander or set by action of the Commandery. They shall be held for the conferring of Orders or for such business as may be prescribed by law, and at the place for Stated Conclaves, provided that the Grand Commander may authorize the holding of such Conclaves (for the conferring of the Orders, at a place other than that specified in the charter or dispensation). The notice or summons for all Special Conclaves shall specify the business to be transacted, and none other shall be considered at such Conclave.

QUORUM

Section 54. A quorum of a Commandery consists of five (5) members entitled to vote therein, including an officer authorized to open the same. Grand Commandery may by law provide for a lesser number for a quorum purposes, provided that such number shall not be less than five (5). Nine (9) Sir Knights are still required to establish a Commandery or confer the Orders of Knighthood.

ATTENDANCE AT GRAND CONCLAVES

Section 55. It is the duty of the Commander, Generalissimo, Captain General and Recorder of Constituent Commanderies to attend the full sessions of the Stated Conclaves of the Grand Commandery.

~~GRAND OFFICERS' MILEAGE~~

~~Section 56. Grand Line Officers when on official business shall be allowed twenty cents per mile travel expense.~~

APPEALS FROM COMMANDER'S DECISION

Section 57. No appeal shall lie in the Commandery from a decision of the Commander. When the decision involves the construction or effect of the Constitution, Statutes or Rituals of the Grand Encampment, or the laws of the Grand Commandery, or by-laws of the Commandery, an appeal may be taken to the Grand Commandery by a constituent Commandery, but pending the decision of the appeal, such ruling of the Commander shall be in full force and effect

TERM OF OFFICE

Section 58. Officers of Commanderies shall hold office and discharge the duties thereof for the term for which they are elected or appointed and until their successors are duly installed.

VOW OF OFFICE

Section 59. Each officer of a Commandery, before entering upon the discharge of the duties of his office, shall take the following vow: viz: "I, (A. B.), do promise and vow that I will support and maintain the Constitution, Statutes and Rituals of the Grand Encampment of Knights Templar of the United States of America, the Constitution, Laws and Regulations of the Grand Commandery of this Jurisdiction, and the by-laws of this Commandery, and that I will faithfully discharge the duties of the office in which I am about to be installed, to the best of my ability."

THE COMMANDER

Section 60. It is the duty of the Commander of a constituent Commandery, to see that the officers and members of his Commandery duly observe the By-Laws, Rules and Regulations of the Commandery, the Constitution, Laws and Regulations of the Grand Commandery, and the Constitution, Statutes and Rituals of the Grand Encampment.

SUCCESSION TO OFFICE OF COMMANDER

Section 61. In case of the death, permanent removal from the jurisdiction, precluding the performance of the duties of his office, or permanent mental or physical disability of the

Commander, the Generalissimo shall succeed to the office and be installed. In case of like disability of the Generalissimo or his advancement as above, the Captain General shall succeed to the office and be installed. In case of the like disability of the Captain General or his advance as above, the office shall be vacant and the Grand Commander shall issue a dispensation for an election to fill the vacancy, and any other that may occur in consequence thereof.

In case of like disability of all three officers, a dispensation may be issued for a special election to fill the vacancies and any other which may result there from, pending which the ranking Past Commander able to serve shall act as Commander.

The Grand Commander may vary this procedure for reasons he may deem sufficient, and may issue a dispensation to fill any vacancy.

The Grand Commander may authorize a special election to fill vacancies in Commandery offices. A vacancy of an elective office cannot be filled except by dispensation from the Grand Commander. Such dispensation shall provide that ten days notice of such special election shall be given to the membership of the Commandery.

THE TREASURER

Section 62. It is the duty of the Treasurer to perform such duties as are prescribed by the Constitution and Statutes of the Grand Encampment, the Constitution and Laws of the Grand Commandery and the By-Laws of his Commandery.

THE RECORDER

Section 63. It is the duty of the Recorder:

1. To give notice of all Conclaves; notice of Special Conclaves shall state the business to be transacted.
2. To issue summons when directed by the Commander or the Commandery.
3. To record correctly all transactions of the Commandery.
4. To collect all dues and assessments and other moneys due to the Commandery, and promptly turn over the same to the Treasurer.
5. To have in charge the seal of the Commandery and affix it to all papers requiring the same.
6. To report on or before June 5th of each year to the Grand Recorder the roll of officers and such other information as may be prescribed by the Grand Commandery, and with said report remit the dues and fees due to the Grand Commandery, to transmit promptly to the Grand Commander and Grand Recorder copies of all By-Laws and Resolutions adopted by the Commandery.
7. To submit his books for examination when required by the Commandery, and when required by the Grand Commander.

OFFICIAL BONDS

Section 64. Recorders and Treasurers of Commanderies shall give bond for the faithful performance of their duties in such form and amount when required by the Grand Treasurer.

TITLES

Section 65. The honorary title of the Commander is "Eminent," and the official title is "Commander."

The honorary title of all officers and individual members of the Order is "Sir Knight."

The honorary title shall be used in addressing or referring to an officer, and when so used shall immediately precede the official title, e.g.: "Eminent Commander, Sir Knight Captain General, Sir Knight Warder," etc.

The title of each and every Knight Templar, when addressed or referred to by either or both his Christian and surnames is "Sir Knight," without any prefix thereto, and "Sir Knights" is the title to be applied to any assemblage of Knights Templar.

PRECEDENCE OF RANK

Section 66. The precedence of rank shall be as follows:

Commander Generalissimo Captain General
Past Commanders according to seniority of service Senior Warden
Junior Warden Prelate Treasurer Recorder Standard Bearer Sword Bearer Warder Sentinel
Guards

QUALIFICATIONS NOT TO BE CHANGED

Section 67. The Orders of Knighthood shall be conferred only upon candidates who possess the qualifications for membership fixed by the Statutes of the Grand Encampment.

PETITIONS

Section 68. Except as provided in Section 14, paragraph (f), petitions for Orders or for membership shall be acted upon at Stated Conclaves only. Petitions for Orders or for membership may be received, balloted on at the same Stated Conclave

(a) A petition, whether for 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.

SOJOURNER

Section 69. No Commandery may confer the Orders, or any one of them, upon any sojourner unless the consent of the Commandery having territorial jurisdiction is first obtained, provided, however, that it shall be lawful for any Commandery to receive the petition of and confer the Orders upon any person belonging to any active duty component, active duty National Guard, or

active reserve component of the United States Armed Forces who shall have been stationed within its territorial jurisdiction for at least six months prior to the presentation of his petition. In the event of a violation of this section the Commandery offending shall pay to the Commandery having territorial jurisdiction, the fees received for such admission and be subject to such other penalties as may be provided by law.

ORDER OF SUCCESSION

Section 70. The Orders shall be conferred in the following succession:

Illustrious Order of the Red Cross, Order of Malta and Order of the Temple. The Order of the Red Cross and the Order of Malta may be conferred in short form.

JURISDICTION

Section 71. The jurisdiction of each Commandery including those under dispensation shall be concurrent with all Commanderies in this Grand Jurisdiction of Minnesota.

NEW COMMANDERIES - HOW FORMED

Section 72. A Commandery in this jurisdiction is formed during the recess of the Grand Commandery, under letters of dispensation from the Grand Commander, or it may exist by virtue of a dispensation or charter issued by this Grand Commandery. It possesses only those powers and rights which are delegated to it by the authority under which it is formed or held.

DISPENSATION FOR NEW COMMANDERY

Section 73. No dispensation for a new Commandery shall be issued, except upon the petition of nine or more Knights Templar.

Petitioners for a new Commandery, if, members of a Commandery, need not demit there from.

Such petitioners as are demitted shall file their demits and such as are members of a Commandery shall file their certificates of good standing with the petition.

Certificates of good standing for the above purpose may be issued by the Records of Commanderies, under the seal of the Commandery, showing that the member to whom same is issued has paid dues for at least three months in advance of the date of issue.

Petitions with their accompanying demits and certificates of good standing shall be filed in the office of the Grand Recorder, after action thereon by the Grand Commander or Grand Commandery, whether such action has been favorable or unfavorable.

If the action had has been favorable, the same shall be reported by the Grand Recorder to the Commanderies issuing certificates of good standing; if the action had has been unfavorable,

all demits which accompanied the petition shall be returned by the Grand Recorder to the Knights to whom they had been issued and all certificates of good standing shall be canceled and returned by the Grand Recorder to the Commanderies which issued them.

PROXY OF GRAND COMMANDER MAY CONSTITUTE COMMANDERIES

Section 74. The Grand Commander may issue his proxy to any member of this Grand Commandery to constitute a Commandery, which has been granted a charter.

BUSINESS - WHERE TRANSACTED

Section 75. All business of the Commandery must be transacted in the Asylum and at a Stated Conclave, or at a Special Conclave of which due notice stating the nature of the business to be transacted shall have been given to each member of the Commandery. The manner and time of the notice shall be such as directed by the Commander. The funeral of a Knight Templar may be conducted, or the Orders may be conferred at Special Conclaves; however, no notice of any meeting called only for conducting a funeral service or for conferring any of the Orders need be given.

DETERMINATION OF QUESTIONS

Section 76. Except as otherwise provided herein, or by, the Constitution and Statutes of the Grand Encampment, all questions shall be determined by a majority of the votes. The presiding officer shall only be entitled to a vote in case of a tie.

APPEAL

Section 77. No appeal can be taken to the Commandery from the decision of the Commander. Upon questions arising as to the construction or effect of the Constitution, Laws or Rituals of the Grand Encampment or of the Constitution, Laws and Regulations of the Grand Commandery, appeal may be taken to the Grand Commandery, but pending the decision of the appeal, the ruling of the Commander shall be in full force and effect.

CONCLAVES ON SUNDAY FORBIDDEN

Section 78. The valiant and magnanimous Order of Knights Templar being founded upon the Christian religion and for the practice of the Christian virtues, and a due observance thereof being incumbent on all regular Knights, it is hereby declared unknighly for any Commandery to assemble in Conclave on the Christian Sabbath for any purpose other than that of conducting funeral services, assisting in paying funeral honors to a deceased Sir Knight, for Christmas Observance, for Easter Services, or to attend divine service.

ANNUAL ELECTION

Section 79.
Officers shall be elected annually at the first Stated Conclave in December, and they shall be

installed prior to the first Sunday of February.

A majority of all votes cast shall be necessary for a choice, blanks not to be counted as votes.

Any member in good standing is eligible to election to any office in the Commandery. Candidates for office may be nominated such nomination shall consist of a simple statement of the name and rank of the nominee, without further remarks.

When only one name is placed in nomination, the election may be by acclamation. If more than one name is placed in nomination, the election shall be by ballot.

SEAL OF COMMANDERY

Section 80. Every chartered Commandery shall have a seal with the name of the Commandery and number thereof engraved thereon, an impression of which shall be deposited with the Grand Recorder.

ASYLUM - REMOVAL OF

Section 81. A Constituent Commandery, with the approval of the Grand Commander may remove its Asylum from one building to another in the same municipality by a vote of a majority of its members present at a Stated Conclave, after ten days prior notice to the members of the Commandery, of the proposed change.

A Constituent Commandery may move its Asylum from one town or City to another provided that:

A resolution petitioning for an amendment to its Charter changing the place for holding its Conclaves from one town or city to another be adopted by a vote of two-thirds of its members present at a Stated Conclave, after ten days prior notice to the members of the Commandery of the proposed change.

Such resolution shall be referred to the Committee on Dispensations and Charters at the next Stated Conclave of the Grand Commandery. If the resolution is reported favorably to the Grand Commandery by said committee and such report is approved by the Grand Commandery, the Charter of the Constituent Commandery shall be amended by striking out the name of the town or city where said Commandery now holds its Conclaves and substituting therefore the name of the town or city where the Commandery is to hold its future Conclaves.

SUSPENSION FOR NON-PAYMENT OF DUES OR ASSESSMENTS TO COMMANDERY

Section 82. Whenever a member is two years or more in arrears for non-payment of dues or

assessments to his Commandery, the Recorder shall report the fact to the Commandery, stating the amount of such arrears and thereupon he, or any other member may give notice at the same or any subsequent Stated Conclave, that at the next or some future Stated Conclave to be named by him, he will move that the delinquent be suspended from membership. The Recorder shall make a record of such notice and shall immediately give written notice thereof to the delinquent member by mail, postage prepaid, addressed to him at his last known place of abode. If such arrears are not previously paid, such motion may be made at the Conclave indicated, when the said delinquent may be heard, and the motion may be adopted, rejected, postponed, or further time given, in the discretion of the Commandery. If the motion to suspend finally prevails by majority vote, the delinquent Sir Knight shall thereupon cease to be a member of such Commandery.

- (a) (Voluntary non-affiliation in a Lodge, Chapter or Council for six months shall deprive a Knight Templar of his membership in the Commandery, after due notice and hearing
- (b) No member shall be suspended for non-payment of dues until after due notice has been given to such member to appear at the time it is proposed to act upon the matter, and an opportunity given him to be heard.
- (c) When a member of a Commandery is summoned to show cause why he should not be suspended for non-payment of dues and fails to appear, the Commander cannot declare him suspended until the Commandery has so voted.
- (d) When a Knight Templar has been suspended or expelled from his Lodge or Chapter for any reason, he shall, after due notice and hearing, with respect to the fact of such suspension or expulsion only, be suspended or expelled, as the case may be, from his Commandery.
- (e) When a Knight Templar has been suspended or expelled from his Commandery solely because of his suspension or expulsion from his Lodge, Chapter or Council, restoration to such Lodge, Chapter or Council shall entitle him to restoration in his Commandery on written application therefore and a majority vote at a Stated Conclave.
- (f) When he has been suspended from his Commandery solely because of non-payment of dues to the Commandery, he may be restored to membership on written application therefore and a majority vote at a Stated Conclave and payment of such part of his dues in arrears as the Commandery may require.
- (g) Due notice in the foregoing section shall mean not less than ten days notice in writing,

in person, or by registered mail, addressed to the last known address of the member.

SUSPENSION OR EXPULSION FOR UNKNIGHTLY CONDUCT

Section 83. Acquittal, suspension or expulsion by a Lodge, Chapter or Council on a charge of unmasonic conduct does not deprive a Commandery of the right to try a member thereof for the same or other offenses committed either before or after his trial in the Lodge, Chapter or Council. Suspension or expulsion of a Knight Templar by the Grand Encampment, by a Grand

Commandery, or by a Commandery deprives him of membership in the Commandery and all rights and privileges of Knighthood so long as the judgment remains in force.

FILING CERTIFICATES OF EXPULSION

Section 84. In the event that the suspension or expulsion is by the Lodge, Chapter or Council, a certificate of its action from the Lodge, Chapter or Council should be filed with the Recorder of the Commandery and entered on the minutes. If a certificate of the facts cannot be obtained from the Secretary of the Lodge, Chapter or Council, they may be proved by oral testimony.

RESTORATION OF MEMBER SUSPENDED OR EXPELLED FROM COMMANDER

Section 85. When a Knight Templar has been suspended or expelled from his Commandery for unknighly conduct he may be restored to membership or good standing on petition, provided notice of such application shall be presented at a Stated Conclave prior to the one at which such restoration is to be had. If the ballot is unanimous he is restored to membership. If it be a majority ballot, the petitioner is restored to good standing only, and thus becomes an unaffiliated Knight Templar, and is entitled to a certificate of good standing, which shall be equivalent to a demit.

NON-AFFILIATION IN LODGE CHAPTER OR COUNCIL

Section 86. Affiliation in Lodge, Chapter and Council (If Knighted after June 25, 2011) is essential to membership in a Commandery. A Knight Templar who has been on demit from Lodge, Chapter or Council for six months, is deprived of his membership in the Commandery. Ten days notice must be given him before suspension. If a Knight Templar has been suspended in Lodge, Chapter or Council for any reason, Section 82(a) governs.

NON-AFFILIATION IN COMMANDERY

Section 87. A member of a Commandery forfeits all rights of membership by becoming an unaffiliated Knight Templar, during such period of non-affiliation.

DISCIPLINARY RULES

Section 88. In the conduct of all trials and all proceedings incident thereto, the disciplinary rules adopted by the Grand Encampment shall be observed.

CONFERRING OF ORDERS

Section 89. The Orders shall be conferred in the following succession: Red Cross, Knight of Malta and Knight Templar. The Order of the Red Cross, and/or the Order of Malta may be conferred either in full form or in short form.

QUALIFICATIONS FOR MEMBERSHIP

Section 90. Until the three Orders of Knighthood have been conferred upon an applicant he is not possessed of the necessary qualifications for membership and is not therefore subject to the payment of dues, but is subject to discipline by the Commandery for Masonic offenses.

(a) A Knight Templar may be admitted to membership in any Commandery regardless of his residence, but cannot be an officer in more than one Commandery at the same time.

(b) Dual membership may be in any Subordinate Commandery and any Constituent Commandery whose Grand Commandery laws so provide, in two Commanderies in the same jurisdiction if the laws of the Grand Commandery so provide, or in two Commanderies in separate jurisdictions if the laws of both Grand Commanderies so provide.

(c) A petition for dual membership must, be, accompanied by a certificate of good standing issued by the Commandery of which the petitioner is a member. A dual member is entitled to all the rights and privileges of full memberships in both Commanderies except as in Paragraph (a) above and is subject to all dues and assessments of both Commanderies. Loss of active membership by action of either Commandery shall cause loss of membership in both Commanderies; provided, however, a dual member may demit from either Commandery.

PRE-REQUISITE TO MEMBERSHIP

Section 91. No Commandery shall confer the Orders of Knighthood upon anyone who has not previously received, in a lawful manner, the degrees of Master Mason, Royal Arch Mason and Council of Cryptic Mason, nor upon anyone who is not at the time a member in good standing of a lawful Masonic Lodge, Royal Arch Chapter and Council of Cryptic Mason. The petitioner for Orders must have resided within the jurisdiction of the Grand Commandery for at least one year, and within the jurisdiction of the Commandery for at least six months prior to the date of the petition, except as otherwise provided in Section 69 hereof.

REJECTION OF PETITIONER

Section 92. The petition of one who applies for the Orders of Knighthood and has been rejected, cannot be renewed until the expiration of a least six months after such rejection. If the petitioner applies to any other Commandery, his petition cannot be acted upon at any time within three years after his rejection, without the unanimous consent by ballot of the Commandery by which he was rejected. In case the petitioner does not present himself within one year after notice of his election, he may thereafter petition any Commandery, provided he has resided within the jurisdiction of the Grand Commandery for a least one year and within the jurisdiction of the particular Commandery for at least six months prior to the date of his petition.

RIGHTS OF UNAFFILIATED SIR KNIGHTS

Section 93. An unaffiliated Sir Knight may apply for membership in any Commandery anywhere, at any time. Rejection in one Commandery does not deprive him of the right to immediately renew

his application to the same or another Commandery.

CONTINUOUS AFFILIATION

Section 94. If a member wishes to change his membership and be continually affiliated, he may file his petition with the Commandery in which he desires membership and with it a certificate of good standing from the Recorder of his Commandery under the seal thereof showing that his dues have been paid three months in advance, and shall file a written application to his Commandery for a demit. If he is elected to membership in the Commandery petitioned, the Recorder thereof shall immediately forward said application for a demit to the Commandery to which it is addressed, and when the demit is received, it shall be filed with the petition, and the Sir Knight's name shall be entered as a member of the Commandery petitioned as of even date with the demit. If the petitioner is rejected, the certificate of good standing and application shall be returned to him.

ELECTION VOIDED BY FAILURE TO RECEIVE ORDERS

Section 95. Failure of a candidate to present himself for the Orders within twelve months after receiving notice of his election voids the election, and the disposition of any fees paid or any deposit made shall be determined by the Commandery.

One constituted a Companion of the Order of the Red Cross who fails to appear to receive the remaining Orders within one year after having received the Order of the Red Cross shall not be entitled to receive such remaining Orders unless by a favorable, secret and unanimous ballot of the Commandery.

FUNERAL SERVICES

Section 96. Only a Knight Templar in Good Standing is entitled to Templar funeral honors, but a Commandery may grant them to, or withhold them from, an unaffiliated Knight Templar. The funeral services adopted by the Grand Encampment shall be followed.

DISPENSATION TO APPEAR IN PUBLIC

Section 97. Commanderies shall not appear in public without a Dispensation except upon funeral occasions or to attend religious services or to attend upon invitation the meetings or sponsored activities of other Masonic or Masonic-related bodies.

KNIGHTS TEMPLAR UNIFORM

Section 98. The Knights Templar uniform of this Grand Jurisdiction shall be that adopted by this Grand Commandery at the Stated Conclave in 1913 and dress coat adopted in 1953, with the following exceptions. Specifications for Chapeau to be worn by Commanders and Past Commanders were amended in 1918 and the Baldric was dispensed with in 1920. The fatigue coat shall be as described in the regulations adopted at the Stated Conclave in 1996. The dress coat previously authorized, may still be used by owners.

DRESS COAT

Section 98A. Specifications for short type dress coat:

COAT: A six-button double-breasted coat, form-fitting, extending just below the crotch, with peaked lapels; without shoulder straps or loops, black metal hooks, sleeve buttons, or pocket flaps. All buttons are to be black with a Templar design. The coat is to be made of not less than 10 ounces of black all-wool tropical worsted cloth or comparable material. Vent in back extending from waistline to bottom with 3-1/2" overlap. The use of a United States Navy NCO/CPO or Officer's dress blues uniform may be used as a substitute

PREVIOUS CODES

Section 98.1.

The Knights Templar uniform of this Grand Jurisdiction shall be that adopted by this Grand Commandery at the Stated Conclave in 1913 and dress coat adopted in 1953, with the following exceptions. The fatigue coat shall be as described in the regulations adopted at the Stated Conclave in 1996. Owners may still use the sack/fatigue coat previously authorized. Sir Knights with uniforms that were in accord with prior uniform standards before adopting the following regulations may continue to wear said uniforms and are grandfathered to use the same. Any change or updates to these grandfathered uniforms to implement current or new usage of uniform devices, insignia, emblems, awards, or other such material changes to the uniform or use of non-Templar insignia or wear of devices, markings, awards, or insignia not allowed by previously-adopted uniform regulations; nullifies this provision and shall require the Sir Knight to adhere and comply with the full scope of the following uniform regulations as established with the adoption of these uniform regulations at the Special Conclave of the Grand Commandery of Minnesota in 2024.

TROUSERS: To be black and of same material as coat, without outside stripes. SHIRT: White dress shirt. Plain black, four-in-hand tie.

GLOVES: Cotton or leather gloves shall be worn as a part of the uniform and shall be buff or bone colored material.

EMBLEMS & INSIGNIAS:

OFFICERS OF THE GRAND COMMANDERY:

SLEEVE EMBLEM: 1 1/2" from the bottom of the sleeve shall be a Templar Cross of red silk velvet, bordered with 8 single rows of 26 gilt or gold bullion embroidery, three sixteenths of an inch wide, with one red stone set at the intersection of points of said cross in the center, the outside measurements of said cross including embroidery to be 1 1/2" square.

COLLAR EMBLEM: On collar of coat shall be a Templar Cross same type and color as sleeve emblem except they shall not exceed 1 1/4" in size.

INSIGNIA: The initial letters of the office, to be sewed on the shoulder loops. Letters to be embroidered in gold bullion embroidery 1/4" wide not to exceed 1" high. For double breasted coat, the initial are to be worn on the lapel.

PAST GRAND COMMANDERS SLEEVE EMBLEM: Same as for Grand Officers, except the field of the cross shall be purple velvet and the stone shall be purple.

COLLAR EMBLEM: Same as for Grand Officers, except the field of the cross shall be purple velvet and the stone shall be purple.

INSIGNIA: The initial letters of the office, to be sewed on the shoulder loops or worn on lapels. Letters to be same specifications and color as for Grand Officers.

EMINENT AND PAST COMMANDERS SLEEVE EMBLEMS: 1 1/2" from the bottom of the sleeve shall be a passion cross of red silk velvet, embroidered on each edge with one row of No. 26 gilt or gold bullion embroidery 3/16" wide, with rays between the arms of the cross, alternate No. 26 and 27 gilt or gold bullion embroidery in solid pattern; said cross to be, including embroidery, 2" high, cross arm to be 1 1/2" long, center of cross between the edges of embroidery to be 3/16" wide.

COLLAR EMBLEM: On collar of coat shall be a passion cross same type and color as sleeve emblem, except shall not exceed 1 1/2" in height and 1" in width.

INSIGNIA: To be the same specifications as for Grand Officers.

SIR KNIGHTS SLEEVE EMBLEM: 1 1/2" from the bottom of the sleeve shall be a Passion Cross of red silk velvet bordered with a single row of No. 26 silver plated bullion embroidery 3/16" the cross including embroidery to be 2" high; cross arm to be 1 1/2" long, center of cross between embroidery to be 3/16" wide.

COLLAR EMBLEM: On collar of coat shall be a Passion Cross same type and color as sleeve emblem, except shall not exceed 1 1/2" in height and 1" in width.

GENERALISSIMO & CAPTAIN GENERAL SLEEVE EMBLEMS: Same as for Sir Knights.

COLLAR EMBLEM: Same as for Sir Knight.

INSIGNIA: The initial letters of the officer, to be sewed on the shoulder loops. Letters to be embroidered in silver bullion embroidery 1/8" wide not to exceed 1" high. For double breasted coat, the initial are to be worn on the lapel, same as for Grand Officers.

METAL CROSSES AND INSIGNIAS: Neatly attached, may be worn with this above coat. Mylar Crosses and Insignias may be worn with the above coat.

In lieu of the regulation Templar uniform, a Constituent Commandery may adopt the use of the Cap and Mantle as their official uniform. These can be worn for all Templar occasions, provided that when appearing in public, the entire Commandery must be dressed in like manner, either all in Uniform or all in Cap and Mantle.

THE CAP AND MANTLE

Section 98B. Specifications for the Cap and Mantle:

A. **TEMPLAR MANTLE:** In general, the mantle shall be of the style worn by medieval Templars and by members of the Sovereign Great Priories. It shall consist of white material, with hood, reaching to approximately twelve inches from the floor and ornamented as follows:

1. For members of the Order below the rank of Commander: The mantle shall be of white; the hood to be lined with silky white material; the passion cross in bright red, nine inches in height, on the left breast; the mantle to tie closely around the neck with white cords and white tassels.
2. For Commanders and Past Commanders: The mantle shall have a single red ribbon, one inch wide, stitched one-half inch from the outer edge; the hood to be lined with a similar red material; the Passion Cross in red with gold rays, nine inches in height, on the left breast; the mantle to tie closely around the neck with red cords and red tassels.
3. For Grand officers and Past Grand officers entitled to permanent rank: The mantle shall have the red ribbon of a Past Commander and additional red ribbon one-half inch wide, stitched one-half from said ribbon the Templar Cross in red, nine inches in height, on the left breast; the mantle to tie closely around the neck with red cords and red tassels.
4. For the Grand Commander: The mantle shall have a single red ribbon, two inches wide, stitched one inch from the outer edge; the hood to be lined with a similar red material, the Templar Cross in red, nine inches in height on the left breast; the mantle to tie closely around the neck with red cords and red tassels.
5. For Past Grand Commanders: The mantle shall have a single purple ribbon, one and one-half inches wide, stitched one inch from the outer edge; the hood lined in purple with a similar material and the Templar Cross in purple material on the left breast, nine inches in height, the mantle to tie closely around the neck with purple cords and purple tassels.
6. **COMMANDERY BADGE:** The distinctive badge of a constituent Commandery shall be worn on the right breast of the mantle. The badge will be no less than five inches or more than eight inches high. The badge of the Commandery shall be superimposed upon the Malta Cross, or the Malta Cross shall be incorporated within the Commandery badge. The design shall be approved by the Grand Commandery Committee on Jewels and Uniforms.

B. **TEMPLAR CAP:** The Templar cap shall follow the design and specifications of the style worn by the Sovereign Great Priories, three inches in depth and slightly flared at the top.

1. For all members of the order below the rank of Past Grand Commanders: The cap shall be of bright red velvet or silk and the cross displayed on the front of the cap shall be appropriate to rank - red Passion Cross for members below the rank of Commander; red Passion Cross with gold rays for commanders and Past Commanders; and red Templar Cross for all Grand Officers and Past Grand Officers entitled to permanent rank.

2. For Past Grand Commanders: The cap shall be of purple velvet or silk with purple Templar Cross.

3. For all ranks: The cross shall be two inches high.

C. SWORD AND SCABBARD: The sword and scabbard shall conform to the regulations of the Grand Encampment.

D. SWORD SLING: The sword shall be suspended, when required to be worn, on a sling to be worn over the right shoulder, of black or white nylon material, of tailored or adjustable length according to the height of the Sir Knight, to terminate in two straps with snaps to fasten to the two upper rings of the scabbard.

E. The dress to be worn under the mantle shall be white shirt with black tie and black trousers. When appearing in public, the dress to be worn under the mantle shall be a black tuxedo and black bow tie and white gloves.

F. No other ornamentation or Templar jewels or recognitions shall be worn on the mantle except that a jewel of office conforming to official Grand Encampment design may be worn suspended on a chain collar worn on top of mantle. The collar shall be of the following design. For Past Grand Commanders and Grand Commandery officers the collar shall consist of rectangular links that may or may not be attached to a fabric backing of black material and shall rest upon the shoulders. The total circumference of the collar is to be not more than 48 inches. The links shall contain designs appropriate to rank such as purple or red Templar crosses, designs general to Templary such as crosses indicating the orders of Templary, Cross and Crown insignia or designs not indicative of any other degree or body of Freemasonry or other private organization. For Commanders of Commanderies the chain will be a simple gold or silver color chain composed of round or oval links worn around the neck and having no backing. For other officers of a Commandery the chain shall be similar to the Commander except that it shall be silver in color.

FATIGUE COAT

Section 98C. Specification for Fatigue coat:

SIR KNIGHTS: The fatigue coat for all sir knights will be the regular Templar uniform coat with all the jewels that they are required to have with shoulder straps. No sword or belt will be worn with the fatigue coat. The Fatigue Cap shall be either the Pershing Style or the Bell Crown Style with the proper cross as to the rank of the Sir Knight.

DRILL CORPS OFFICERS: Same as for Sir Knights, except: Insignia of rank placed on shoulder loops to consist of discs three-quarters inches in diameter made of No 26 silver bullion and diamonds three-quarters inches wide and one and one-quarter inches long, made of No. 26 gilt or gold bullion, embroidered on separate swatches of black cloth and applied on each shoulder loop as follows: Second Lieutenant, one disc; first Lieutenant, two discs; Captain, three discs; Major, one diamond, Lieutenant Colonel, two diamonds; and Colonel, three diamonds.

The center of the first insignia shall be placed one inch from the shoulder sleeve seam, the center of the second insignia shall be placed two inches from the seam, and the center of the third insignia

shall be placed three inches from the seam.

CAPTAIN GENERAL: Same as for Sir Knight, except to have insignia of rank, consisting of "Level surmounted with the Cock" in size approximately one inch diameter over all, made of No. 26 silver bullion, embroidered on separate swatch of black cloth and applied on each shoulder loop, with the base of the insignia spaced one inch from the top shoulder sleeve seam.

GENERALISSIMO: Same as for Captain General except the insignia to be the "Paschal Lamb" in approximately one inch diameter over all; placed on the shoulder loop in the same manner and in the same relative position.

COMMANDER AND PAST COMMANDER: Same as for Sir Knight except to have gilt or gold No. 26 and No. 27 bullion Passion Crosses with scarlet silk velvet centers, gilt or gold bullion solid rays no twist over corners, size of crosses two inches long with one and one-half inch cross arms, embroidered on separate swatches of black cloth and applied on center of each sleeve cuff and on each shoulder loop, with base or crosses resting one-half inch from shoulder sleeve seam. The embroidery at top of left sleeve to be in gilt or gold bullion instead of silver.

GRAND COMMANDERY OFFICERS AND PAST GRAND COMMANDERS: Same as for Commanders and Past Commanders except to have gilt or gold No. 26 bullion one and one-half inch Templar Crosses with scarlet silk velvet centers for Grand Officers and Purple for Past Grand Commanders, embroidered on black swatches of cloth and applied on center of sleeve cuffs and on shoulder loops with edge of Crosses one-half inch from the shoulder seam. Omit the embroidery at the top of left sleeve and in lieu thereof, gilt or gold No. 26 bullion embroider in one-half inch block letters on swatch of black cloth MINNESOTA and applique on left breast with bottom of letters resting on line with top buttonhole and with the end of the word, one inch from the end of the button-hole.

CHAPEAU

Section 98D. Specifications for chapeau:

FOR SIR KNIGHTS: A military chapeau trimmed with black silk velvet binding and two black and one white ostrich plumes, the white plume uppermost. Front and rear peaks of chapeau to extend four and one-fourth inches from the head, side of chapeau to be beveled, being one inch smaller at the top than at the head, and closed in front with a bow of black silk velvet ribbon. On the left side a black satin rosette, oval in shape, five inches in height by four inches in width, composed of not less than thirty-three points, in single fold, and four rows of quilling one-fourth of an inch in width, on which is laid a red silk velvet passion cross bordered with No. 26 silver plated bullion one-fourth of an inch wide, leaving velvet exposed to the width of 3/8 of an inch,- said cross to be three inches high by two inches wide including the silver braid.

FOR COMMANDERS AND PAST COMMANDERS: The same, except the Passion Cross shall be bordered with No. 26 gilt or gold bullion embroidery one-fourth of an inch wide, leaving the velvet exposed in the center to the width of three-eighths of an inch, said cross at the points of intersection to have alternating rays of No. 26 and No. 27 gilt or gold bullion embroidery in solid pattern. (The following addition was adopted in 1918.)

There shall be diagonally across the peak, both front and rear, a band of gold plated wire lace 15 lines wide of vellum pattern (No. 1962), in front a gilt or gold plated tassel, half round in shape with bright bullion and dull head.

For use in inclement weather a waterproof covering to be furnished with chapeau.

FOR GRAND OFFICERS (EXCEPTING GRAND COMMANDER): The same, excepting diagonally across the peak, both front and rear, a band of gold plated wire lace fifteen lines wide; of vellum pattern, (No. 1962); in front a gilt or gold plated tassel, half round in shape with bright bullion and dull head. On the rosette, which is to be round, a Templar Cross of red silk velvet bordered with a single row of No. 26 gilt or gold bullion embroidery one-fourth of an inch in width; in the center, at point of intersection, one red stone set, said cross to be two and one-half inches square, including embroidery.

FOR GRAND COMMANDER: The same except diagonally across the peak, both front and rear, a band of black velvet one and one-half inches wide, on which shall be embroidered a pattern of laurel leaves, and berries on the stem, the leaves of No. 26 gilt or gold bullion, the stems and berries of No. 26 and 27 gilt or gold bullion twisted in alternate strands; the band edged with a rope pattern of embroidery three thirty-seconds of an inch wide, done in No. 26 and No. 27 gilt or gold bullion, in the ratio of three and one strands respectively.

FOR PAST GRAND COMMANDERS: The same as for Grand Commander, except the field of the cross shall be purple velvet and the stone set shall be purple.

Mylar Rosette may be used on the Chapeau for all Sir Knights according to rank. SUMMER UNIFORM

Section: 98E. Specification for Summer Uniform

For Members of Grand Commandery, All other Officers and Sir Knights: Short sleeved, military style white shirt, black pants, black boots or shoes, garrison style cap, black necktie, sword belt and sword, if required. The wearing of the necktie may be omitted by order of the senior officer present.

The white shirt shall be of military style with shoulder epaulets and two flap pockets, one on each breast. A name badge may be worn centered over the right pocket. The name badge shall be of gold color with the full name of the wearer in black letters. A cross and crown or a black Templar cross with the Commandery Motto thereon may precede the name on the badge. A metal ribbon bar, representing Commandery Jewels, may be worn centered over the left pocket. The metal bar shall contain three black panels, each surrounded with a silver line, each of the panels shall be 1/2 wide and 1 long. On the left most panel shall be centered a miniature Red Cross jewel, on the center panel shall be a miniature Malta jewel and on the right panel shall be a Maltese Cross with the Commandery Motto thereon.

SHOULDER INSIGNIA: For Grand Commandery Officers shall be a red Templar Cross surrounded by a gold line. The cross shall be 1" by 1" and shall be worn in the center of each epaulet. For Past Grand Commanders the color of the Templar Cross shall be purple surrounded by a gold line. For Commanders shall be a green metal bar, surrounded by a silver line. The bar shall

be 3/4" by 1 1/2" with a silver Passion cross, outlined by red and silver lines in the center. The cross shall be 1/2" by 3/4". For Past Commanders the color of the bar shall be red surrounded by a silver line with the same silver cross in the center. For Generalissimos shall be the same green metal bar with a miniature of the Generalissimos Jewel, a Square surmounted with the Paschal Lamb, in the center.

For Captains General shall be the same green metal bar with a miniature of the Captain Generals Jewel, a Masonic Level surmounted with a cock, in the center. For all other Sir Knights shall be a red Passion Cross outlined with a silver line, 3/4" by 1". The Past Commanders, Commanders, Generalissimos, Captains General and Sir Knights insignia shall be worn in the center of the epaulet with the long axis following the shoulder line and the base of the insignia toward the outside of the shoulder.

COLLAR INSIGNIA: For Grand Commandery Officers shall be 1/2" gold cut out letters ("Status Insignia") with the name or abbreviation of their state, not to exceed five letters in length and without periods. This insignia shall be worn on both collars with the top edge of the insignia parallel to the top of the collar, the insignia to be centered approximately in the width of the collar, with the edge of the insignia set back approximately 3/4" from the leading edge of the collar. For Past Grand Commanders shall be the same state name or abbreviation as above or they may be of 3/8" gold cut out letters "KT USA" worn on each collar as described above, for all other Officers and Sir Knights shall be 1/4" gold cut, out letters with the name of their Commandery, (i.e. "TRINITY") not to exceed 10 letters in length, worn on the right collar as described above and the number of their Commandery (i.e. "NO. 34") worn on the left collar. In cases where the name of the Commandery exceeds ten letters, then the number insignia shall be worn on both sides of the collar.

GARRISON CAP: For all Officers and Sir Knights shall be a military style garrison cap, with a white top, black band, black undecorated visor, a gold chin strap fixed with gold buttons and an eyelet to accept a red metal Passion cross, 1 3/8" by 2", with a silver outline. The cap may be a Bancroft 200 PCW or a similar design.

NECKTIE: For all Officers and Sir Knights shall be a plain black, (without any designs thereon) fore in hand, military style tie. A simple design tie clasp or tie-tac may be worn, preferably with a cross and crown design, to secure the necktie.

BELT and SWORD: If required, the regulation sword belt and sword may be worn. A belt sling may be worn in lieu of the regulation belt but a shoulder sling shall not be worn as part of the summer uniform.

PANTS and FOOTWEAR shall conform to current regulations. Pants of a tropical or lightweight fabric are recommended for wear with the summer uniform.

Section: 98F. Specification for Alternate Military Naval Dress Cap

In lieu of the chapeau, a Grand Commandery may adopt a military style black or white dress cap, or black bell crown hat.

A military style dress cap shall be of the following description. For Past Grand Commanders: military style dress cap with white or black top, black band, and black visor with one row of gold oak leaves and acorns, metal purple Templar Cross 2 ¼ inches square, fixed to the front of the black band and a gold chin strap attached with gold buttons. For Grand Commander: Same as above except red Templar Cross. For Grand Commandery officers: Same as above except plain black visor. For Commanders and Past Commanders: Same as above except with a 1 3/8 x 2-inch red metal Passion Cross trimmed in gold with rays. For all other Sir Knights: Same as above except using a red metal Passion Cross trimmed in silver with a silver chin strap attached with silver buttons.

A black bell crown hat shall conform to the designs allowed in section 251 of the Grand Encampment Constitution pertaining to Subordinate Commanderies and section 248 of the Grand Encampment Constitution pertaining to Grand Encampment with the following specifics. The band shall be of a pattern similar to the slashings allowed on a Chapeau consistent with the rank of the Sir Knight. For Past Grand Commanders: A Purple Templar Cross shall be fixed to the front of the band and a gold chin strap attached with gold buttons. For other Grand Commandery officers: Same as above except red Templar Cross. For Commanders and Past Commanders: Same as above except with a red Passion Cross trimmed in gold with rays. For all other Sir Knights: Same as above except using a red Passion Cross trimmed in silver with a silver or black chin strap attached with silver or black buttons. On bell crown hats the visor shall be plain with no designs or ornamentation.

VETERAN SERVICE AND YORK RITE LEADERSHIP UNIFORM BARS

Section 98G:

The use of the Grand Encampment-specified Veterans Service and York Rite Leadership recognition bars shall be adopted for use within this jurisdiction

Veteran service bar – qualifications for wear:

To qualify to wear a Veteran Service Recognition Bar, a Sir Knight must be a current active member or veteran of the active, reserve, or national guard components of one or more of the United States Armed Forces; with corresponding active duty, reserve, national guard, or veteran's identification verifying service, or U.S. Form DD-214 verifying service.

York Rite leadership bars – qualifications for wear:

To qualify to wear a York Rite Leadership Recognition Bar, the Sir Knight must currently or have previously held and successfully completed a term as Master of a Craft Lodge, High Priest of a Chapter of Royal Arch Masons, Illustrious Master of a Council of Cryptic Masons, and Commander of a Commandery of Knights Templar.

York Rite leadership bars – additional devices for past grand presiding officers

If the wearer of the bar is a past presiding Grand officer of a Grand Lodge, Grand Chapter of Royal Arch Masons, Grand Council of Royal and Select Masters/Cryptic Masons, or Grand Commandery of Knights Templar; that individual may affix a U.S. Army-compliant gold star ribbon device upon the corresponding quadrant for the body in which they held said office, with blue representing a Grand Lodge, red representing a Grand Chapter, purple representing a Grand Council, and white representing a Grand Commandery. If the individual has held multiple offices as a Grand presiding

officer, they may attach a star device to each applicable quadrant.

Veteran service and York Rite leadership bars – how worn:

If a nameplate is present, the Veteran Service and York Rite Leadership bars are to be worn centered and directly above the nameplate. If a nameplate is absent, then the Veteran Service and York Rite Leadership bars are to be worn centered and directly above the jewels on the uniform. If a single bar is worn, then it shall be centered with the middle of the nameplate or jewels, as applicable. If both bars are present, then the Veteran Service bar shall be worn innermost toward the wearer's right or center, and the York Rite Leadership bar shall be worn outermost toward the wearer's left or side. When both are present, they shall be worn in a straight and level line, with edges contacting each other, and with the contacted edges centered with the midline center of the nameplate or jewels, as applicable.

PRELATES' ROBE

Section 99. The regulation robe for the Prelate shall consist of under robe, mantle or over robe, stole and biretta.

The Prelate shall wear his robes of office while officiating in the conferring of the Orders and may wear them outside the Asylum when attending a Templar funeral or a Templar religious service. At all other times he shall wear the regulation Knight Templar uniform of his Grand Jurisdiction and the Jewel of his Office.

A Sir Knight elected or appointed as Prelate or Grand Prelate, or who is a former Prelate or Grand Prelate Emeritus, who is also an ordained clergyman or seminarian of the Christian faith, may substitute the use of a clerical shirt and/or collar per their liturgical office, as appropriate, in place of the aforementioned uniform shirt and tie while wearing the Class A, Summer, or Cap and Mantle uniform variants.

MINIMUM FEES, ANNUAL DUES AND ASSESSMENTS

Section 100. Each Constituent Commandery may fix the minimum fee for the Orders of Knighthood, but in no case shall it be less than Seventy-five Dollars, which shall be paid before the Order of the Red Cross is conferred; no part of the fee can be remitted directly or indirectly.

Each Commandery may fix the amount of its annual dues, but in no case shall such amount be less than Ten Dollars plus the Grand Commandery annual dues for each member. Dues shall be payable in advance on January 1st of each year and a proportional amount for the unexpired part of the Commandery year remaining after admission, to be determined by quarterly periods.

In addition to dues a Commandery has the right to levy and collect such per capita assessment, and any increase in Grand Commandery per capita assessment, as it may deem necessary, to defray its expenses without changing its by-laws for such increases.

UNIFORM FUND - USE OF

Section 101. Deleted

LIFE MEMBERSHIP

Section 102. The Grand Commandery offers a Life Membership Program, at the discretion of the Grand Commandery, subject to the provisions set forth in this section.

Life memberships will be figured by using the following table: Age 18 - 50 will cost \$1,000.00
51-65 will cost \$ 950.00
66-70 will cost \$ 900.00
71-75 will cost \$ 850.00
76-80 will cost \$ 800.00
81 and over will cost \$ 750.00

1. The Grand Commandery may halt new purchases of the Life Membership Program by a 2/3 vote of the Grand Commandery Officers when not in Grand Asylum.
2. The Grand Commandery may reinstate purchases of the Life Membership Program by a 2/3 vote of the Grand Commandery Officers when not in Grand Asylum.
3. When in Grand Asylum, the voting members of the Grand Commandery may reinstate the purchases of the Life Membership Program, if currently halted, by a 2/3 vote of those eligible to vote.
4. When adopted by the Grand Commandery, the Grand Officers shall not overturn the vote of the Grand Commandery for a period of 90 days.
5. All monies collected for the Life Memberships shall be forwarded to the Grand Recorder. The Grand Recorder shall immediately forward the monies to the Grand Treasurer, to be invested in the Life Membership Fund.
6. The Grand Recorder shall issue a Life Membership card to the Sir Knight, and a certificate, signed by the Grand Commander and attested to by the Grand Recorder showing that the funds have been invested in the Life Membership Fund. The Grand Recorder shall notify the Sir Knight's Commandery that this has been done
7. When a Life Member transfers to another Commandery within this Grand Jurisdiction, notice shall be sent to the Grand Recorder, who shall change the records to give that Commandery credit for the Life Membership monies.
8. Should a Life Member demit from this Grand Jurisdiction to another Grand Jurisdiction, the Life Membership fee shall remain in this Grand Jurisdiction, and the issuing Commandery shall retain the credit in the Life Membership fund. Should said member be reaffiliated with this Grand Jurisdiction at a later date, he shall resume his Life Membership as before.
9. All receipts from Life Memberships shall be placed and kept in the Life Membership fund.

10. A Commandery or any individual may purchase a Life Membership for any Sir Knight by paying the fee outlined in subdivision No. 1 of this section.
11. If two Commanderies consolidate, all monies credited to their life memberships shall be credited to the consolidated Commandery.
12. When a Commandery is dissolved, Life Members shall have their memberships transferred as provided in subdivision No. 4 of this section.
13. Loss of membership by suspension or expulsion shall immediately end a Sir Knights Life Membership and no claim can be made for the return of any of his fee.
14. The fiscal year of the Life Membership fund shall close as of April 30 of each year.
15. A member must be a Life Sponsor of the Eye Foundation to be eligible to purchase a Life Membership. When the Benevolence Fund purchases a Life Membership for an Indigent Sir Knight, the Commandery of which he is a member will purchase the Eye Foundation Life Sponsorship for him if he does not have one.
16. The annual earnings of the Life membership Fund shall be distributed as follows:
 - a. On or before May 15 of each year the Grand Treasurer and the Grand Recorder shall distribute the pro-rated earnings attributable to living life members of record to the appropriate subordinate Commanderies.
 - b. On or before May 15 of each year the Grand Treasurer and the Grand Recorder shall distribute to a deceased life members Commandery, a percentage return on the amount paid by a deceased member for his life membership; the percentage shall not be less than one-half of the earnings rate for the current year. The amount withheld from distribution shall be credited to the deceased member's Commandery fund balance.
 - c. The Grand Commandery may deduct from fund earnings up to 50 cents (\$.50) per life member, both living and deceased, for administration cost. Such cost shall be reinvested into the fund.

JEWELS AND EMBLEMS - HOW WORN

Section 103. All Officers of the Grand Commandery and of Constituent Commanderies shall wear the jewel of their respective office during incumbency in office. Jewels are to be worn on the left breast. In line with the third button from the wearer's right to left or in line on the top of the pocket of the new type Dress Coat as specified in Section 100A, in the order named a jewel of office to be worn in center of breast, Past Grand, Honorary Past Grand Commander's Jewel, Past and honorary Past Commander's Jewel, Past Grand Prelate's Jewel, Past Grand Dais Officer's Jewel, Meritorious jewel, Commandery Badge, Malta Jewel.

The holder of the Honorary Title shall be privileged to wear the uniform and shoulder straps and jewel to which such Honorary Title applies provided that such jewel must bear specific notation of

the Honorary Title.

All other Knight Templar Jewels shall be worn upon the uniform of a Knight Templar in the order of their rank.

The Jewel of office of Past Grand Commanders may be worn suspended from a heavy royal purple silk cord with swivel; the cord to have a tassel at the end to be held together by sliding holders with rosette.

The Past Grand Commander's jewels presented hereafter will remain the property of the Grand Commandery of Minnesota. Those who are entitled to wear them shall have lifetime use, after which they shall be returned to the Grand Recorder of Minnesota. They shall be inscribed on the reverse side: "Property of the Grand Commandery of Minnesota".

RESERVATION OF POWER

Section 104. All powers not especially delegated to the constituent Commandery are inherent in and reserved to the Grand Commandery.

ADOPTION OF GRAND ENCAMPMENT CONSTITUTION AND STATUTES

Section 105. All of the Constitution, Statutes and disciplinary rules of the Grand Encampment of Knights Templar of the United States of America, as they now are or may hereafter be amended, pertaining to Grand and Constituent Commanderies, except as may herein be specifically supplemented, are hereby adopted as a part of the Constitution, Laws and Regulations of this Grand Commandery and in the event it should be determined that there is conflict between the Constitution, Laws and Regulations of this Grand Commandery, and those of the Grand Encampment adopted as aforesaid, the latter shall control.

Section 105A. All laws heretofore enacted, adopted or approved which conflict with the foregoing Constitution. Laws and Regulations are hereby repealed, and all decisions and opinions heretofore given by any Grand Commander, whether approved or not, be and each thereof is hereby annulled.

DRILL, PARADE, AND ASYLUM TACTICS

Section 106. All changes in Tactics, Drill, Parade or Asylum that are adopted at a Grand Commandery Conclave and so printed in the Proceedings of that Conclave shall become automatically a part of the Tactics.

GRAND HONOR GUARD COMMITTEE COMPOSITION

Section 107.

The Grand Commandery Honor Guard Committee (Honor Guard, herein) is a standing committee. It will consist of members appointed annually by the Grand Commander upon recommendation of the Honor Guard membership. The Grand Commander shall appoint three administrative officers to the committee, with one appointed as Chair of the committee with the operating title of Captain,

one appointed as Assistant Chair with the operating title of Sergeant Major, and one appointed as secretary-recorder with the operating title of Sergeant. The members of the Honor Guard Committee will submit a roster of duly screened and qualified Sir Knights, upon a unanimous vote of the Honor Guard as a whole, to the Grand Commander for appointment to committee membership. Those qualified Sir Knights will have passed the Honor Guard committee uniform skills-based entrance standards test. The committee shall have the authority to add additional duly qualified Sir Knights or may move a member to inactive status for cause. Removal of a standing member shall be either by a majority vote of the committee or by order of the Grand Commander. The Honor Guard shall meet quarterly for administrative and planning purposes; and more frequently as needed to address any deployment, logistical, or administrative issues that may arise.

FUNCTIONS AND DUTIES

Section 107.1

The Honor Guard will be responsible for:

1. Knights Templar Funeral Ceremonies
2. Knights Templar and Masonic funeral honor/casket/ramp guard detail
3. Flag presentation ceremonies
4. High-profile drill and ceremony events
5. Training Instruction on Drill and Ceremony for requesting Commanderies or Sir Knights
6. Training and instruction of prospective candidates for the Honor Guard
7. Review of Drill and Ceremony standards for testing Honor Guard candidates and for the Grand Commandery at-large, as requested
8. Other additional duties as may be assigned by the Grand Commander, The Officers of Grand Commandery assembled, or as deemed prudent by the Captain of the Honor Guard with the permission of the Grand Commander.

The Captain of the Honor Guard will be responsible for:

1. Calling meetings of the Honor Guard
2. Setting an agenda and presiding over Honor Guard meetings
3. Ensure that Honor Guard members are properly equipped or supplied with Honor Guard-specific uniform items and that members are prepared to deploy for Honor Guard activations or assistance.
4. Maintain open lines of communication with the Grand Commander, Grand Recorder, and Grand Treasurer.
5. Inform the Grand Commander of any changes to the membership of the Honor Guard Committee
6. Report all expenditures promptly to the Grand Recorder for applicable reimbursement.
7. Assist the Sergeant Major in instructing and inspecting the drill and ceremony capabilities of Honor Guard members and any potential candidates for the Honor Guard.
8. Submit quarterly reports of all Honor Guard activities to the Deputy Grand Commander and Grand Recorder.
9. Planning logistics, tactics, and personnel deployment for any Honor Guard activation; or assigning a deployment Commander to oversee and conduct these tasks for individual deployments.

The Sergeant Major of the Honor Guard will be responsible for:

1. Assisting the Captain in the performance of his duties as needed and, in his absence, assume

command.

2. Maintain, refine, instruct, and inspect the drill and ceremony capabilities of the Honor Guard members and potential candidates for the Honor Guard.
3. Develop drill tactics to address unique or variable factors involved in the execution of duties by the Honor Guard when deployed and the training of newly assigned members.
4. With the Captain, develop and maintain a standardized testing methodology for measuring candidates' skill, aptitude, and abilities against minimum standards required for Honor Guard members and deployments.
5. Research possible additional training opportunities, if applicable, for the Honor Guard and Honor Guard members; and present such findings to the committee when in session.
6. Call the Honor Guard's in-service/continuing training sessions to train and ensure ongoing operational standards and skills maintenance of Honor Guard members for any regular, special, or foreseeable deployment operation requirements.

The Sergeant of the Honor Guard will be responsible for:

1. Recording minutes of Honor Guard meetings and submitting minutes to the Captain, and he to the Deputy Grand Commander for quarterly reporting.
2. Distribute consent agendas and prior meeting minutes to committee members before quarterly meetings, to include summaries of activities or special meetings since their last report.
3. Receiving and presenting the names and pertinent information to the Committee of any Sir Knight seeking consideration as a candidate for the Honor Guard.
4. Keep a record of dates for when a member joined the Honor Guard, trainings, and responses to service or deployment.

All members of the Honor Guard will be responsible for:

1. Attend meetings of the Honor Guard and respond to calls for Honor Guard deployments.
2. Maintaining operational skill efficiencies in drill and ceremony, sword drill, marching, funeral honors team, casket guard, ramp guard, flag presentations, and calling drill commands.
3. On limited notice, be prepared to respond to Honor Guard deployments for funerals, memorials, or similar duties.
4. Keep and maintain a uniform of the highest standard in complete working order, and report all equipment needs to the Captain of the Honor Guard as soon as possible.
5. Assist the Captain in researching and conducting outreach of equipment and uniform vendors to outfit the Honor Guard to achieve the best return on expenditures.
6. Engage in outreach efforts to inform Sir Knights, their families, Freemasons, and others of the duties and services the Honor Guard can provide.

HONOR GUARD UNIFORM REGULATIONS

Section 107.2

The uniform of the Grand Commandery Honor Guard shall be the same uniform prescribed for all current Grand Commandery Officers, including the use of the Templar Cross insignia, with the following additions, variations, or exclusions. Members of the Honor Guard shall be allowed wear of the Honor Guard uniform at any event or activity that calls for the wear of a Knights Templar uniform, with exception to members of the Honor Guard who are a cast member for the conferring the Illustrious Order of the Red Cross, Order of Malta and the Mediterranean Pass, and the Order of the Temple; unless otherwise directed by the Grand Commander.

CLASS A HONOR GUARD UNIFORM COAT:

Section 107.2.1

Specifications for short type dress coat:

A six-button double-breasted coat, form-fitting, extending just below the crotch, with peaked lapels; without shoulder straps or loops, black metal hooks, or pocket flaps. All buttons to be black with Templar design. Coat to be made of not less than 10 ounces black all wool tropical worsted cloth or comparable material. Vent in back extending from waistline to bottom with 3-1/2" overlap.

BALANCE OF UNIFORM

Section 107.2.2

TROUSERS: To be black and of the same material as the coat, without outside stripes or ornamentation.

SHIRT: White dress shirt with pointed collar and button-up placket. French cuff shirts with templar-related cufflinks are not allowed, except for the use of the bowtie/dinner/mess dress variant of the uniform, as described below.

TIE: Plain, black, four-in-hand, or half-Windsor-knotted tie.

GLOVES: Cotton gloves shall be worn as a part of the uniform and shall be white for use during non-funerary or non-memorial deployments or activities. For all deployments involving casket guard, ramp guard, funeral honors team, or any other memorial-based deployment, black cotton gloves shall be worn

SOCKS: Black, non-athletic type socks

SHOES: Black low quarter lace-up oxford-style, ankle/chukka boot, lace-up or pull-on boot, with the ability to take polish and be shined. Use of metal "cheater bars" for the heels of the footwear shall be permitted.

USE OF UNITED STATES NAVAL UNIFORM ALLOWED

Section 107.2.3.

The use of a United States Navy NCO/CPO or Officer's dress blues uniform may substitute for items prescribed in Section 107.2.1

MESS DRESS/FORMAL UNIFORM VARIANT FOR CLASS A HONOR GUARD UNIFORM

Section 107.2.4

When deployed as a unit at a formal/"black-tie" or dining event in uniform, all Honor Guard members are to implement entire and consistent wear of following

BOW TIE: a bow tie, solid black in color, made of silk or equal quality material.

SHIRT: A plain-front, white dress shirt with a full fold-down pointed collar capable of taking shirt studs and cufflinks.

SHIRT STUDS: U.S. military black onyx studs with gold backing, or similar.

CUFFLINKS: U.S. military or similar black onyx studs with gold backing, or Commandery/Templar-related cufflinks with a gold backing may be worn.

WHEN ATTENDING AS A SOLE MEMBER: an individual Sir Knight of the Honor Guard may implement the Mess Dress uniform variant with the Honor Guard Captain's approval to attend an event in uniform, provided that the Grand Commander has granted permission for attendance in uniform, if applicable within this Constitution.

HONOR GUARD UNIFORM VARIANTS - CURRENT MEMBERS IN GOOD STANDING

ONLY:

107.2.4.1

Former members of the Honor Guard shall not have the privilege to utilize any uniform contained in section 107, unless otherwise stated within.

CLERGICAL VARIANT FOR CLASS A UNIFORM

Section 107.2.5

A Sir Knight elected Prelate of a constituent Commandery or appointed as Grand Prelate, or who is a former Prelate or Grand Prelate Emeritus, who is also an ordained clergyman or seminarian of the Christian faith, may substitute the use of a clerical shirt or collar in accord with their liturgical office, as appropriate, in lieu of the uniform shirt and tie prescribed above when conducting chaplaincy duties or affairs as part of the Honor Guard.

GRAND OFFICER EMBLEMS AND COLORS ALLOWED ONLY

Section 107.3.1

A member of the Honor Guard shall not wear any shoulder boards or straps, collar devices, sleeve, cap device or adornments, belt, belt buckle, or other items specific to a Past Grand Commander, Past Grand Prelate, or any other office other than a current Grand Officer when deployed and conducting duties as a member of the Honor Guard, excepting for circumstances as outlined in section 107.12

EMBLEMS

Section 107.3.2

The emblem to be used or worn on the uniforms of the Grand Honor Guard shall be the Templar Cross, scarlet in color.

SHOULDER STRAPS

Section 107.3.3

The Shoulder Straps of the Grand Honor Guard of the Grand Commandery shall be bright red, silk velvet, two inches wide by four inches long, with one row of gold bullion embroidery, three-eighths of an inch wide, with the Templar Cross, one-inch square, of gold bullion embroidery in the center of the strap. Gold Mylar may be used as an alternative to gold bullion.

SLEEVE AND COLLAR EMBLEMS

Section 107.3.4

Neatly attached, bullion crosses and insignias may be worn with the above coat for shoulder and sleeve insignia. Metal crosses and insignias shall be used for collar insignia

SLEEVE EMBLEM:

Section 107.3.5

1 1/2" from the bottom of the sleeves shall be a Templar Cross of red silk velvet, bordered with eight single rows of 26 gilt or gold bullion embroidery, three-sixteenths of an inch wide, with the outside measurements of said cross including embroidery to be 1 1/2" square. Direct sleeve embroidery of the emblem that adheres to the spirit of the historical emblems shall be acceptable.

COLLAR EMBLEM

Section 107.3.6

On the collar of the coat shall be a 1" Templar Cross, composed of metal, in gold and scarlet, with a red glass or fine gem affixed in the center.

LAPEL EMBLEM – STATION INSIGNIA

Section 107.3.7

On the lapel of the coat shall be the station insignia of the Grand Honor Guard, which shall not exceed 1 1/2" in diameter. The Grand Honor Guard may select its own style of insignia by a majority vote of its own membership and with final permission of the Grand Commander if brought forth for his approval. Selection of said insignia shall be in accord with, and guided by, the spirit and tenets of the Order of the Temple. Former members of the Honor Guard shall not have the privilege of continued wear of the Honor Guard insignia.

If a Grand Officer who is entitled to different station brass is also a member of the Grand Honor Guard, and entitled to the insignia of the same, it is left to the discretion of the Grand Commander which insignia takes precedent for wear on that Sir Knight's uniform, with preference given to the Honor Guard station insignia.

SERVICE STRIPES

Section 107.4

One stripe is authorized for every three (3) years of membership in the Order, with a maximum number of ten (10) stripes worn. A member may add the next service stripe due six (6) months in advance of their unit anniversary. Membership need not have been continuous.

SERVICE STRIPES – HOW COMPOSED

Section 107.4.1

A golden lile, rayon-embroidered diagonal stripe, 3/16-inch-wide and 1–5/16 inches long, on a black or midnight blue background that forms a 3/32– inch border around the stripe. All Sir Knights are authorized to wear the service stripes. U.S. Army Dress Blues service stripes are acceptable for use in this manner.

SERVICE STRIPES – HOW WORN

Section 107.4.2

The service stripes are worn centered on the outside bottom half of the left sleeve on the Dress Uniform Coat. The service stripe is placed at an angle of 45 degrees with the lower end toward the inside seam of the sleeve, one-half inch above the emblem, with centerline of the stripe(s) centered on the sleeve. in line with the center of the sleeve emblem outlined in Section 107.3.5. For each additional three years of honorable service, another service stripe is added above and parallel to the first stripe, with a 1/16- inch space between stripes. Wear of the Honor Guard service stripes by past/former members of the Honor Guard may be permitted by a one-time decree of the Grand Commander.

WEAR OF JEWELS ON UNIFORM

Section 107.5

All Officers of the Grand Commandery and Constituent Commanderies shall wear the jewel of their respective office during incumbency in office. Only Templar Jewels are to be worn on the Templar Uniform. Jewels of office, meritorious jewels, badge of Commanderies, Malta, and Red

Cross jewel may be worn on the left breast, placed in the order named, from the wearer's right to left. A Drill Corps badge qualifies as a Templar Jewel. Jewels should be affixed to a ribbon drape, and a military-style ribbon rack used to hang said drapes from the uniform coat.

Jewels, except for the Knight Commander of the Temple (due to lack of a breast jewel for this distinction) and any Grand Encampment breast badge-style commendations, are worn in the order of precedence from the wearer's right to left, in one or more rows, with 1/8-inch space between rows. No more than three medals are worn in any one row, and no more than one row worn unless the number of constitutionally required jewels required exceeds three worn at a time. Sir Knights will not start a second row unless they are authorized to wear four or more medals. Jewels will not overlap within a row. When more than one row of jewels is worn, the second row is positioned so that the jewel pendants on the row below are visible. The second row will either contain the same number of medals or less than the row below. The top row of medals is centered over the row immediately below.

Jewels are to be centered on the left breast pocket and with the top edge of the jewel drapes even with the top of the pocket lip.

ORDER OF MALTA JEWEL REQUIRED

Section 107.5.1

All Sir Knights shall wear the jewel for the Order of Malta as one of their selected jewels.

JEWELS – SUCCESSION OF PRIORITY ON UNIFORM

Section 107.5.2

Jewels are worn in the following descending order named, centered on the left breast atop the breast pocket: Knights Templar Cross of Honor jewel, Honorary Grand Officer/Past Grand Commander/Grand Prelate Emeritus jewel, Current Grand officer's jewel, Grand Commandery Meritorious Service Medal jewel, Current/Past/Honorary Constituent Commandery officer's jewel, Commandery Merit Badge, Order of Malta jewel, Illustrious Order of the Red Cross jewel.

HONORARY JEWELS

Section 107.5.3

The holder of an honorary title shall be privileged to wear the jewel to which such honorary title applies, provided that such jewel must bear specific notation of the honorary title.

PAST COMMANDERS ASSOCIATION JEWEL

Section 107.5.4

The commonly accepted jewel of the Past Commander's Association of Minnesota, or that of the Past Commanders Association of another jurisdiction, may substitute the jewel of a Commander or Past Commander at the wearer's discretion and shall be worn with the same succession of priority as a Commandery Merit Badge.

MERITORIOUS AWARDS, WEARING THEREOF AND PROHIBITION FROM WEARING SAME

Section 107.5.5

All recipients of meritorious awards shall wear the emblem of said award on their Uniforms. No

member shall wear the emblems of meritorious or service awards unless he has attained or earned the proper mark of distinction of such emblems.

KTEF CRUSADERS CROSS

Section 107.5.6

Wear of the Knight Templar Eye Foundation (KTEF) Crusader's Cross, granted for philanthropic activity to the KTEF, is permissible for wear on the Honor Guard Uniform. The Crusader's Cross shall be worn on the right breast of the uniform coat.

KTEF MEMBERSHIP AWARD

Section 107.5.7

The KTEF Membership award shall be worn on the uniform coat's right breast, in accordance with its status as a Grand Encampment award.

KNIGHT TEMPLAR CROSS OF HONOR AND KNIGHT COMMANDER OF THE TEMPLE

Section 107.5.8

Wear of the collar/neck ribbons for the Knight Templar Cross of Honor and the Knight Commander of the Temple, in accordance with Grand Commandery of Minnesota protocols on placement, shall be allowed in lieu of wearing a breast jewel. The wear of a breast jewel and the corresponding collar/neck ribbon for the same award simultaneously shall not be allowed.

WEAR OF OTHER GRAND ENCAMPMENT OR OTHER GRAND COMMANDERY JURISDICTION COMMENTATIONS

Section 107.5.9

Other commendations awarded by the Grand Encampment of Knights Templar shall be worn by the recipient Honor Guard on the right breast of the uniform coat, centered on the breast, and parallel with the jewels on the left side of the coat, and descending from there, as needed. The wear of any commendation from another Grand Commandery Jurisdiction shall be worn in

accordance with that jurisdiction's regulations, provided they do not conflict with those of the Grand Commandery of Minnesota

NAMEPLATE – COMPOSITION AND WEAR THEREOF

Section 107.6

The uniform nameplate for the Honor Guard uniform shall be composed of metal, plastic, or composite, with white lettering on a black field, one (1) inch in height, and three (3) inches wide. The nameplate shall have three (3) lines of lettering, with the uppermost line of lettering in a font size at least double that of the second line, with the first line stating the Sir Knights name (full first name, middle initial, full last name, and suffix as applicable), with the second line stating GRAND HONOR GUARD, and the third line stating GRAND COMMANDERY OF MINNESOTA. The nameplate is to be worn directly above, and centered with, the jewels on the uniform.

ADOPTION OF THE VETERAN SERVICE AND YORK RITE LEADERSHIP UNIFORM BARS

Section 107.7

The use of the commonly accepted Veterans Service and York Rite Leadership recognition bars shall be adopted for use within the Grand Commandery Honor Guard

VETERAN SERVICE BARS – QUALIFICATIONS FOR WEAR

Section 107.7.1

To qualify to wear a Veteran Service Recognition Bar, the Sir Knight must be a current active member or veteran of the active, reserve, or national guard components of the United States Army, United States Navy, United States Marine Corps, United States Coast Guard, or the United States Air Force; with corresponding active duty, reserve, national guard, or veteran's identification verifying service, or U.S. Form DD-214 verifying service.

YORK RITE LEADERSHIP BARS – QUALIFICATIONS FOR WEAR

Section 107.7.2

To qualify to wear a York Rite Leadership Recognition Bar, the Sir Knight must currently or previously have held and successfully completed a term as Master of a Craft Lodge, High Priest of a Chapter of Royal Arch Masons, Illustrious Master of a Council of Cryptic Masons, and Commander of a Commandery of Knights Templar.

VETERAN SERVICE AND YORK RITE LEADERSHIP BARS – HOW WORN

Section 107.7.3

The Veteran Service and/or York Rite Leadership bars are to be worn centered and directly above the nameplate. If both bars are present, they shall be worn side by side, with the Veteran Service bar taking the position innermost toward the center of the Sir Knight's chest.

GRAND HONOR GUARD SCROLL TAB AND SSI:

Section 107.8

All Sir Knights of the Grand Honor Guard will wear the prescribed Honor Guard scroll tab, which is to be made of a gold or yellow border and lettering on a red field, with the words "HONOR GUARD" prominently displayed. Additionally, the use of the standard Honor Guard scroll tab of the United States Marine Corps is acceptable for usage. It shall be worn centered on the left sleeve, 1/2 inch below the top of the shoulder seam, on the coat of the dress uniform. Wear of the Honor Guard scroll tab shall be strictly restricted to current and former Grand Commandery Honor Guard members.

GRAND HONOR GUARD SHOULDER SLEEVE INSIGNIA (SSI)

Section 107.8.1 DESIGN OF SSI:

Section 107.8.1.1

The Honor Guard may design a unique SSI for their uniforms. The design shall be voted upon by the Honor Guard and submitted to the Grand Commandery for approval. This design shall adhere to all tenets of Templary and the spirit of the same, without causing any scandal or disharmony among the Order. The SSI shall be no larger than 3-1/2 inches wide and 4 inches in height. Wear of the Honor Guard SSI shall be strictly restricted to current and former Grand Commandery Honor Guard members.

HOW WORN, IF ADOPTED:

Section 107.8.1.1

The Grand Honor Guard SSI, if adopted, shall be worn 1/4 inch below the Honor Guard scroll tab.

TEMPLAR SWORD BELT AND BUCKLE

Section 107.9

The belt shall be of black grain leather, one and three-fourths inches wide, mounted with a lace, woven of plated wire and silk, or of materials of equal quality, with colors in parallel stripes of plated and silk, the silk stripes to be of equal width as the plated stripes. The belt clasped with a plated belt buckle with a pattern hereinafter described, and to have either three slings of black grain leather on which to hang the sword, two short and one long, upon which shall be mounted a lace of the same material as of the belt; or metal chains of a plated barrel style, or chains historically worn within the jurisdiction of the Grand Commandery of Minnesota. The slings or chains are to be suspended by clasps from a leather strap, fastened to the inside of the belt; each sling to have lengthening buckles and heavy plated swivels at the lower ends. If chains are in use, the chains may be suspended from the belt using plated metal belt slide mounts that are, or have been, historically worn within the jurisdiction of the Grand Commandery of Minnesota.

The belt buckle shall be rectangular in shape, two by three inches in size, of hard metal, with a one-eighth-inch polished raised beveled edge, without ornamentation except the face stippled in vermicelli pattern. In the center of the buckle shall be a cross of hard enamel, suitable to the status and rank of the wearer, with polished face. The buckle is to be attached to the belt with a French fastener, and the return end of the belt is to be held in place by a sliding loop, or optional metal plated belt slide if chains are in use.

The belt shall be in black silk and gold wire, with gold-plated hardware, and a gold buckle adorned with an equal-armed Templar Cross that is hard-enamel and bright red in color.

HEADGEAR

Section 107.10

Garrison or Pershing Hat

The Grand Honor Guard shall wear a Military Style Naval Dress Cap, with a black top, black band, and black high-gloss visor with no adornments. Upon the cap shall be a metal red Templar Cross cap device 2 ¼ inches square, with a red glass or fine gem affixed in the center, affixed to the front of the peak of the cap, and a gold chin strap attached with gold Knights Templar buttons. The cap may be a Bancroft 200 PCW or a similar design. The Honor Guard may choose to implement the use of the USMC officer's chin strap upon the cap. The Honor Guard shall not wear the common bicorne chapeau. Former members of the Honor Guard shall not have the privilege to continue the wear of the Honor Guard-prescribed headgear unless adopted for all Sir Knights of this jurisdiction.

HONOR GUARD UNIFORM SHOULDER CORD

Section 107.11

Current and active members of the Honor Guard shall wear a red or scarlet, over-the-epaulet double-braided shoulder cord atop the left shoulder, and under the arm, of the uniform coat affixed immediately inside of the shoulder board immediately adjacent to the "inside" edge of the shoulder board closest to the collar. Former members of the Honor Guard shall not have the privilege of continued wear of the Honor Guard shoulder cord. However, the use of the Honor Guard shoulder cord by candidates who are supporting an Honor Guard deployment or activity may be allowed with permission by the Captain of the Honor Guard.

LOOP CORD ADDITIONS

Section 107.11.1

The Honor Guard Captain and the Honor Guard Sergeant Major shall wear a red or scarlet loop cord in addition to the above shoulder cord, resting on the outside of the shoulder of the coat. The captain shall wear a double loop cord, and the Sergeant Major shall wear a single loop cord.

HANG CORD ADDITIONS

Section 107.11.2

In addition to the above shoulder cord, the active founding members of the Grand Commandery Honor Guard at the time of the adoption of this provision (namely, Sir Knights John Helcl, James Henderson, Gerald Zierdt, Clinton Christensen, inclusive) shall wear a scarlet, single-knot hang cord, adorned with a brass tip as a mark of meritorious service to the Honor Guard. The hang cord shall be suspended parallel to the shoulder cord on the innermost edge towards the Sir Knight's chest and shall not suspend lower than the bottom reach of the shoulder cord.

PAST GRAND COMMANDER'S UNIFORM VARIANT

Section 107.12 EMBLEMS

Section 107.12.1

When not deployed as a member of the Honor Guard, an Honor Guard member who has earned the status of a Past Grand Commander or Honorary Past Grand Commander may wear the shoulder boards or straps, collar devices, sleeve, cap device or adornments, belt, belt buckle, or other items specific to a Past Grand Commander; while also retaining the privilege of wearing the Honor Guard station brass, and the Honor Guard tab scroll.

SHOULDER CORD, LOOP CORD ADDITION, AND HANG CORD ADDITION

Section 107.12.2

When not deployed as a member of the Honor Guard, an Honor Guard member who has earned the status of a Past Grand Commander or Honorary Past Grand Commander shall wear Honor Guard shoulder cord, loop cord addition, and hang cord addition to which they are entitled, colored in concord purple.

PAST GRAND COMMANDER'S UNIFORM VARIANT- WEAR AT CONCLAVE ALLOWED

In attending any Conclave of the Grand Commandery of Minnesota, or while traveling on behalf or representing of the Grand Commandery of Minnesota, an Honor Guard member who has earned the status of a Past Grand Commander or Honorary Past Grand Commander may wear the entirety of the Past Grand Commander's uniform variant as outlined. The wear of this variant by those entitled is also allowed when deployed to any Conclave of the Grand Commandery of Minnesota as a member of the Honor Guard.

MEMBERSHIP MANAGEMENT SYSTEM

Section 108

Section 1. Current membership data system.

The authorized membership data system authorized by the Grand York Rite Bodies will be the official digital repository of all membership records of the Grand Commandery of Minnesota.

Section 2. Use of Data/Content.

Anyone granted access will agree that the use of the data is only as intended by the membership data system. Each individual granted access to data holds a position of trust and must preserve the security and confidentiality of the information he/she uses or accesses. Users are required to abide by all applicable Federal and State guidelines and Masonic policies regarding confidentiality of data. Any individual with authorized access to data must not divulge this information outside except for approved Masonic business. You may not use or export or re- export any content or any copy or adaptation of such content, in violation of any applicable laws or regulations, including without limitation United States export laws and regulations.

Section 3. Users Must:

- a. Access data solely in order to perform his/her responsibilities.
- b. Not seek personal benefit or permit others to benefit personally or professionally from any data.
- c. Not permit unauthorized use of any information.
- d. Not enter, change, delete or add data to any record outside of the scope of his/her responsibilities.
- e. Not include or cause to be included in any record or report, a false, inaccurate or misleading entry known to the user as such.
- f. Not alter or delete or cause to be altered or deleted from any records, report or information system, a true and correct entry.
- g. Not release data other than what is required in completion of his/her responsibilities.
- h. Not exhibit or divulge the contents of any record or system information to any person unless it is necessary for the completion of their responsibilities.

Section 4. Your Login and Password.

- a. To protect the account information of our users, you are assigned a unique user name. These unique identifiers are disclosed only to you. You are responsible for maintaining the confidentiality of your account and password and for restricting access to your computer, and you agree to and accept sole responsibility for any and all activities that occur under your account or password. You agree to notify the Grand Recorder immediately of any unauthorized use of your account or password, or any other breach of security. However, you may be held liable for losses incurred to the system or any other user of or visitor to the site due to someone else using your user login and password.

Section 5. Commander Responsibilities:

- a. Shall ensure the utilization of the membership data system to manage all membership records of the Commandery in a timely manner.
- b. If necessary: May designate one Information Technology (IT) Representative to assist with managing a Commandery's membership records and will comply with the Recorder responsibilities in Section 6.

- c. Shall notify the Grand Recorder immediately of any changes to the office of Recorder or IT Representative in order that old accounts may be deactivated, and new accounts established.

Section 6. Commandery Recorder Responsibilities:

- a. Shall take and be familiar with any training offered by the membership data system Administrators and the Grand Recorder's office in order to be able to utilize all aspects of the system.
- b. Shall be responsible for maintaining all commandery membership records in MMS, making necessary changes within 30 days of their occurrence.
- c. Shall annually, within 30 days of the installation of officers, update the list of officers of the Commandery.
- d. Recorder's and IT Representatives shall log in to membership data system no less than monthly to maintain access credentials and to make any approved membership changes.
- d. Shall submit to the Grand Recorder a list of all remissions for the reporting year by December 31 each year. Remissions shall include members' full name and type of remission, i.e., Health/Other, or 50-Year Member. Failure to submit remissions list to Grand Recorder by the due date will negate any credits for remissions in the Annual Return calculations for the reporting year.

Section 7. Grand Recorder Responsibilities:

- a. Shall manage and monitor all user accounts, coordinating with System Administrators for all activations and deactivations in a timely manner.
- b. Shall annually, within 30 days of the installation of officers, update the list of grand officers of the Grand Commandery.
- c. Shall report to the Grand Commander any deficiencies in utilization of membership data system by any Commandery.
- d. Shall run an Annual Statistical Report for each Commandery immediately following the close of the reporting year.
- e. Shall generate a bill for each Commandery based on the Annual Statistical Report of each Commandery, and which shall include all applicable credits and debits, in accordance with the duties and times as written in the Grand Commandery Regulations.
- f. Shall not allow any prior year corrections in a billing cycle due to the failure of any Commandery Recorder or IT Representative to manage and maintain their membership

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