

BY-LAWS of KENSINGTON-KADOSH COMMANDERY NO. 54

Grand Commandery of Knights Templar of Pennsylvania
Jenkintown, PA

ARTICLE I

Conclaves

Section 1. The Stated Conclave of this Commandery shall be held on the 2nd Monday of every month, Provided that Conclaves may be dispensed with during the months of July and August by a vote of the Commandery. When the Stated Conclave falls upon a public holiday or within the week during which a Triennial Conclave of the Grand Encampment of Knights Templar of the United States of America, or the Annual Conclave of the Grand Commandery of Pennsylvania is held, such Conclave may be changed by vote of the Commandery at the preceding Stated Conclave to any other day, (except Sunday), within one week of the Stated Conclave.

Section 2. The hour of assembling shall be 7:30 o'clock, P.M.

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

ARTICLE II

Officers

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

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

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

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

Section 5. In case of the temporary absence, disability, removal from the jurisdiction, or physical or mental incapacity of the Commander, the Generalissimo shall act as Commander. In case of like disability of both Commander and Generalissimo, the Captain-General shall act. At all other times; they shall perform the duties of their respective stations.

ARTICLE III

Duties of Officers

Section 1. The duties of the Commander are:

- (a) The Commander shall see that the By-Laws and Regulations of Commandery are duly observed as well as the Constitution, Statues, and Rituals of the Grand Encampment of the United States of America and the Constitution, Laws and Regulations of the Grand Commandery of Pennsylvania.
- (b) The Commander shall see that accurate records are kept and just accounts rendered, and that regular returns are made to the Grand Commandery of Pennsylvania annually and that the dues are promptly paid.
- (c) At the Stated Conclave in April, the Commander shall appoint three (3) members of the Commandery, none of whom shall be an elective Officer or Trustee thereof, who shall audit the books of the Treasurer, Recorder and Trustees, and make a report of such examination and the condition of the finances to the Grand Recorder's Office not later May 15, and to the Commandery at the Stated Conclave in May.
- (d) At the Stated Conclave in April, the Commander-elect shall appoint the members of the Ways and Means Committee, which traditionally are the Commander, Generalissimo, Captain General, Treasurer and Recorder with the Generalissimo acting as Chairman.

Section 2. The duties of the Generalissimo are:

- (a) In case of a temporary absence, disability, removal from jurisdiction, or physical or mental incapacity of the Commander, the Generalissimo shall act as Commander.
- (b) The Generalissimo shall submit a budget for his coming year by the February Conclave. Said Budget shall be reviewed and recommended for Commandery Adoption the April Conclave by the Ways and Means Committee at its March Meeting.
- (c) The Generalissimo shall sign checks drawn by the Commandery only when one of the three regular signers is not present at that Conclave.

Section 3. The duties of the Captain-General are:

- (a) In case of a temporary absence, disability, removal from jurisdiction, or physical or mental incapacity of both the Commander and the Generalissimo, the Captain-General shall act as Commander.

Section 4. The duties of the Treasurer are:

- (a) The Treasurer shall perform such duties of the Treasurer prescribed by the Constitution, Laws and Statues of the Grand Encampment of the United States of America, the Constitution, Laws and Regulations of the Grand Commandery of Pennsylvania and the By-Laws of this Commandery.
- (b) The Treasurer shall receive all monies paid to him by the Recorder, give his receipt therefore, and deposit all monies in the name of the Commandery in such depository as shall

be designated by the Commandery, and shall be known as the General Fund.

(c) The Treasurer shall pay out no moneys except on orders signed by the Commander, Generalissimo (see Article III, section 2, subsection b), and the Recorder

(d) The Treasurer shall countersign all such orders, maintain proper books and accounts, and make such reports as shall be required of him by the Commandery or the Commander or Grand Commandery of Pennsylvania.

(e) The Treasurer shall submit his books and accounts for audit when required by the Commandery, by the Commander, by the Commandery of Pennsylvania, or by the Grand Commander of Pennsylvania.

(f) The Treasurer shall give at each Conclave of the Commandery a written report of the state of the General Fund as it is before any of receipts or disbursements take place at that Conclave.

(g) The Treasurer shall temporarily surrender the General Fund Checkbook to an elected officer if he should not be able to attend the Conclave.

(h) For his services rendered, the Treasurer shall receive Two Hundred Fifty (\$250.00) dollars per Templar year, payable in two equal payments as services are rendered. The amount of payment may be changed without amending these By-Laws by a majority vote of the members present after being presented at a Stated Conclave, read by the Recorder, entered in the records, and laid over until the next Stated Conclave, when the members have been duly notified that it is then to be acted upon.

Section 5. The duties of the Recorder are:

(a) The Recorder shall perform the duties of the Recorder prescribed by the Constitution, Laws and Statues of the Grand Encampment of the United States of America, the Constitution, Laws and Regulations of the Grand Commandery of Pennsylvania and the By-Laws of this Commandery,

(b) The Recorder shall give notice of all Conclaves; notices of Special Conclaves shall state the business to be transacted,

(c) The Recorder shall issue summons when directed by the Commandery or the Commander,

(d) The Recorder shall collect all dues and assessments and other monies due the Commandery, and pay the same monies over to the Treasurer forthwith, taking the Treasurer's receipt therefore,

(e) The Recorder shall record correctly all transactions of the Commandery,

(f) The Recorder shall submit the Officer Roster information to the Grand Recorder's Office before the first day of April each year,

(g) The Recorder shall have in charge the Seal of the Commandery and affix it to all papers requiring the same.

h) The Recorder shall report annually before the fifth day of May and such other information as may be prescribed by the Grand Commandery of Pennsylvania, and with said report to remit the dues and fees due to such Grand Commandery, and to transmit promptly to the Grand Recorder of Pennsylvania copies of all By-Laws and amendments thereto adopted by the Commandery.

(i) The Recorder shall submit his books and accounts for audit when required by the Commandery, by the Commander, by the Commandery of Pennsylvania, or by the Grand Commander of Pennsylvania.

(j) At the time of issuing the notice for the Stated Conclave in February, the Recorder shall notify each member of the amount of his dues and assessments for the ensuing Templar Year and of any indebtedness to the Commandery, all of which must be paid by the Stated Conclave in March.

(k) The Recorder shall give each Sir Knight owing dues for the current year ten (10) days written notice to appear at the Stated Conclave in March to pay his indebtedness.

(l) The Recorder shall perform such other duties appertaining to his office as the Laws of the Grand Commandery of Pennsylvania and the Commandery direct.

(m) For his services rendered, the Recorder shall receive One Thousand (\$1,000.00) dollars per Templar year, payable in ten equal payments as services are rendered. The amount of payment may be changed without amending these By-Laws by a majority vote of the members present after being presented at a Stated Conclave, read by the Recorder, entered in the records, and laid over until the next Stated Conclave, when the members have been duly notified that it is then to be acted upon.

Section 6. The Offices of Recorder and Treasurer may be combined into a single office by majority vote of the members present.

(a) When the Offices of Recorder and Treasurer are combined into a single office, the Recorder shall perform the duties appertaining to the offices of both the Recorder and the Treasurer as the Laws of the Grand Commandery of Pennsylvania and the Commandery direct.

(b) When the Offices of Recorder and Treasurer are combined into a single office, for his services rendered, the Recorder-Treasurer shall receive One Thousand One Hundred (\$1,100.00) dollars per Templar year, payable in ten equal payments as services are rendered. The amount of payment may be changed without amending these By-Laws by a majority vote of the members present after being presented at a Stated Conclave, read by the Recorder-Treasurer, entered in the records, and laid over until the next Stated Conclave, when the members have been duly notified that it is then to be acted upon.

Section 7. The Senior and Junior Wardens, the Prelate, Standard Bearer, Sword Bearer, Warder and Guards shall perform such duties as are prescribed by the Ritual of the Order.

Section 8. The Sentinel shall attend every Conclave of the Commandery, and for his services rendered, the Sentinel shall receive Twenty (\$20.00) dollars per Conclave. The amount of payment may be changed without amending these By-Laws by a majority vote of the members present after being presented at a Stated Conclave, read by the Recorder, entered in the records, and laid over until the next Stated Conclave, when the members have been

duly notified that it is then to be acted upon.

Section 9. The Armorer shall have charge of all the furniture and arms of the Commandery, see that they are kept in good order and ready for use; and at the Stated Conclave in May, make a return in writing to the Commander of every article in his department; and for his services, he shall receive Three Hundred (\$300.00) dollars per Templar year, payable in ten equal payments as services are rendered. The amount of payment may be changed without amending these By-Laws by a majority vote of the members present after being presented at a Stated Conclave, read by the Recorder-Treasurer, entered in the records, and laid over until the next Stated Conclave, when the members have been duly notified that it is then to be acted upon.

Section 10. The Trustees of the Permanent Fund:

(a) The Trustees of the Permanent Fund shall invest all moneys placed in their hands by the Commandery for that purpose. All investments shall be made in the name of The Trustees of Kensington- Kadosh Commandery No. 54, Knights Templar of Pennsylvania."

(b) The Trustees of the Permanent Fund shall make no investments, except in such securities as are or maybe designated by the laws of the Commonwealth of Pennsylvania for the investment for trust funds. They shall have charge of all real estate, securities and investment of the Permanent Fund; collect the income, interest and dividends thereof.

(c) The Trustees of the Permanent Fund shall make a full written report to the Commandery of all their transactions, with a list of all securities held for the Commandery, and a statement of the conditions of the investments, at the Stated Conclave in April, and whenever ordered by the Commandery.

(d) The Trustees of the Permanent Fund shall establish a Reserve Income Account to hold funds returned to them by the General Fund in the May Conclave.

(e) All income collected during the Templar year shall be paid to the Recorder before the close of the May Conclave, to defray the expenses of the Commandery for the Templar Year that begins that May Conclave.

Section 11. The Trustees of the Special Funds:

(a) The Trustees of the Special Funds shall invest all moneys placed in their hands by the Commandery for the purpose specified for each Special Fund. All investments shall be made in the name of The Trustees of Kensington-Kadosh Commandery No. 54, Knights Templar of Pennsylvania."

(b) The Trustees of the Special Funds shall make no investments, except in such securities as are or may be designated by the laws of the Commonwealth of Pennsylvania for the investment for trust funds. They shall have charge of all real estate, securities and investments set aside for each Special Fund placed in their charge, collect the income, interest, and dividends thereof.

(c) A separate record of both principal and interest will be kept for each Fund established. Upon proper resolution at a Stated Conclave of the Commandery, investment income composed of interest and dividends is to be remitted to the Recorder for such purpose enabled by the resolution.

(d) The Trustees of the Special Funds shall make a full written report to the Commandery of all their transactions, with a list of all securities and assets held for the Commandery, and a statement of the conditions of the investments, at the Stated Conclave in April, and whenever order by the Commandery.

Section 12. Ways and Means Committee

(a) Any motion put before the Commandery at a Stated Conclave involving the expenditure exceeding Fifty Dollars (\$50.00) shall be held over until the next Stated Conclave, during which the motion shall be submitted and reviewed by the Ways and Means Committee, which shall recommend the appropriate action to be taken.

(b) Or a proposed motion involving the expenditure exceeding Fifty Dollars (\$50.00) can be presented to the Ways and Means Committee before the opening of the Commandery's Stated Conclave and the Committee shall recommend the appropriate action to be taken.

(c) The only exceptions to this section are proposed expenditures that are ordinary and repetitive expenses of the Commandery.

Section 13. Past Commander's Jewels

(a) A Past Commander's jewel already owned by the Commandery purchased and presented after January 1, 1982, remains the property of Kensington-Kadosh Commandery No. 54 and is presented to the Past Commander subject to a "life tenancy covenant." The jewel shall be returned to the Recorder of Commandery within Ninety (90) days following the death of the recipient. Prior to receiving the jewel, the Past Commander shall sign a letter of agreement stating the terms of the covenant, which shall include a statement prohibiting any alteration of the jewel.

(b) While in the possession of the Past Commander, his family or executor of his estate, the Past Commander Jewel shall not be altered, exchanged or substituted.

(c) The Past Commander has the right to purchase and own his Past Commander's Jewel. In this case, a letter of agreement to life tenancy is not signed, but the Recorder shall note the Jewel's status in the Past Commander's Jewel Log.

ARTICLE IV

Petitions

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

Section 2. All petitions shall be accompanied by the fees as set forth in Article VI. If the petitioner be rejected, the total fee shall be returned, but if approved or elected and the

petitioner does not come forward within twelve (12) months after receiving notice of his election, it shall be forfeited to the Commandery.

ARTICLE V

Rejections

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

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

ARTICLE VI

Fees

Section 1. The fees for conferring the Orders of Knighthood or Membership shall invariably be paid in advance, and shall be as follows:

For conferring the Orders of Knighthood, \$50.00.

For conferring the Orders of Malta, and of the Temple, \$25.00.

For the admission of a Sir Knight, \$10.00.

ARTICLE VII

Dues

Section 1. Every Sir Knight, other than Life Members and Honorary Members, shall pay as dues the sum of Thirty-eight dollars (\$38.00) per annum, inclusive of per-capita dues and fees of the Grand Commandery of Pennsylvania and Grand Encampment of Knights Templar of the United States of America, but not assessments.

Section 2. The Commandery has the right to increase dues up to 6% annually without amending these By-Laws, and can increase the dues in amounts equal to increases in per-capita dues and fees of the Grand Commandery of Pennsylvania and Grand Encampment of Knights Templar of the United States of America also without amending these By-Laws.

Section 3. Dues are payable in advance and are due at the Stated Conclave in March.

Section 4. Any member being in arrears to the Commandery for the current year's dues or assessments and neglecting or refusing to pay the same, after receiving ten (10) days written notice to appear at the Stated Conclave in March and pay his indebtedness, shall be suspended or have the current year's indebtedness remitted. Action shall be postponed no later than the Stated Conclave in April, at which time final action must be taken either to suspend or to remit the indebtedness. Such notice and action must be in accord with that outlined in Section 294 (b) of the Constitution of the Grand Commandery of Pennsylvania.

ARTICLE VIII

Life Membership

Section 1. The Commandery shall confer Life Membership for a sum of Fifteen (15) years dues and then only after the payment of all indebtedness to the Commandery.

(a) No part of the Life Membership fee can be remitted, or applied to the payment of arrearages, nor can any part be refunded.

(b) A Life Member shall be exempt from the payment of dues, but shall be subject to assessments.

(c) The Life Membership fee shall be immediately turned over to the Trustees of the Commandery for investment in the Permanent Fund, and only the income therefrom shall be expended.

(d) Non-affiliation in a Lodge or Chapter voids a Commandery Life Membership. A Life Member who has been restored to membership in this Commandery, after having been suspended solely because of his suspension or expulsion from Lodge or Chapter shall, upon restoration, be entitled to Life Membership and the privileges thereof.

ARTICLE IX

Funds

Section 1. In order to insure stability and perpetuity to the Commandery, there shall be established a Permanent Fund, which shall be invested by the Trustees as provided in Article III Section 10 of these By-Laws.

Section 2. There shall be set aside for this purpose:

- (a) Such proportion of the amount now in the hands of the Trustees,
- (b) The whole amount received for Life Membership,
- (c) All monies and property which may accrue to the Commandery by donation, gift devise or otherwise for this purpose,
- (d) All such sums as the Commandery may, by resolution, apply to this purpose.

Section 3. The fund thus created shall not be impaired or diminished, but shall be increased from time to time as the finances of the Commandery may permit

Section 4. There shall be established Special Funds, which shall be invested by the Trustees as provided in ARTICLE III, Section 11, of these By-Laws.

(a) In order to insure the relief of distressed Sir Knights and immediate family members of deceased Fraters, there shall be established a **Relief Fund**, which shall be used for the relief of any Sir Knight in good standing, or after applying to the Commandery, any of the immediate family members of a Sir Knight in good standing at the time of his death.

(b) In order to celebrate the Anniversary of the Commandery in intervals of no less than five (5) years, there shall be established an **Anniversary Fund**. These monies can only be utilized by proper resolution of the Commandery at a Stated Conclave. At the May Conclave every year, no less than one dollar (\$1) per member shall be set aside and placed in this fund

for this purpose.

(c) In order to aid and support members of this Commandery in their year as Grand Commander of Pennsylvania for their Annual Conclave, there shall be established a **Conclave Fund**. These monies can only be distributed by proper resolution of the Commandery at a Stated Conclave. At the May Conclave every year, no less than one dollar (\$1) per member shall be set aside and placed in this fund for this purpose.

(d) There shall be established **The Charles H. Gerlach Fund** which honors the memory of the late Past Commander who served Kadosh Commandery for many years in a manner which was indicative of his faithfulness and devotion to Templary. This fund consists of securities donated by S.K. Charles H. Gerlach while he yet lived. As he stipulated, the income is to be used for the payment of dues of members of long standing, who, owing to circumstances beyond their control, might find the continuation of their membership financially burdensome. Monies can only be disbursed towards dues, assessments and fees remitted by proper resolution of the Commandery at a Stated Conclave.

(e) In order to provide replacement of the Paraphernalia of the Commandery due to catastrophic loss, fire, theft, and other acts of demise, a **Self-Insurance Fund** shall be established and maintained at a level of 120% of the current replacement value of said property in aggregate. The interest accruing therefrom shall be retained by the Trustees. Funds in excess of 150% of current replacement cost in aggregate shall be deposited annually in an income account and paid over to the Commandery for its use. When this fund is underfunded, at the May Conclave every year, no less than one dollar (\$1) per member shall be set aside and placed in this fund for this purpose.

ARTICLE X

Uniform

Section 1. Every Sir Knight is encouraged to appear in the uniform prescribed by the Laws of the Grand Commandery of Pennsylvania at all conclaves of the Commandery.

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

Section 3. Any Sir Knight in good standing can apply for a loan from the Commandery to help acquire said Uniform, but must not take more than Five (5) years to repay said loan.

Section 4. There shall be a Standing Committee of three (3) Sir Knights, who, in conjunction with the Commander, shall see that the uniform of every member is in strict conformity to the regulations prescribed by the Grand Commandery of Pennsylvania, and that every member is made proficient in the drill adopted for the use of this Commandery, and it shall be their duty to prescribe such measures as they may deem proper from time to time to carry into effect.

ARTICLE XI

Resignations

Section 1. Any member wishing to resign must present his resignation in writing at a Stated Conclave, and pay his entire indebtedness to the Commandery, when it shall be accepted and he will be furnished with a demit, provided that no charges are pending against him.

ARTICLE XII

Amendments

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

Adopted - February 09, 2009

Amended - April 13, 2009

- Article IX Section 10 Ways & Means Committee added
- Article IX Section old Section 10 renumbered to Section 11
- Article VIII Life Membership added

Amended - September 10, 2012

- Article VIII Section 1 Dues increased from \$30.00 to \$38.00

Amended - March 9, 2015

- Electronic version per General Order No. 6

Amended - March 14, 2016

- Article I Section 3, Article III Section 4(e) and 5(i) per By-Laws Committee