

**BY-LAWS OF
MIAMI COMMANDERY No. 13
KNIGHTS TEMPLAR**

ARTICLE I — NAME AND AUTHORITY

The name of this Commandery shall be Miami Commandery No. 13, Knights Templar. It exists by virtue of a Charter dated September 5, 1907, from the Grand Commandery of Knights Templar of Florida, and is located in Miami, Florida.

ARTICLE II — CONCLAVES

Section 1. The stated Conclaves of this Commandery shall be held at 7:30 P.M. on the Fourth Monday of each month at the Place specified in the Warrant or Charter or otherwise provided by Law; Provided that, by vote of the membership, the Commandery may recess during July and August.

Section 2. Special Conclaves may be called by the Commander or set by the Commandery for the purpose of conferring the Orders or for such other business as may be Prescribed by Law, and at the place of Stated Conclaves, Provided that the Grand Commander may authorize the holding of Special Conclaves (for the conferring of the Orders) at another place than that specified in the Charter or Warrant. The notice or summons for all Special Conclaves shall specify the business to be transacted, and none other shall be considered at such Conclave.

ARTICLE III — QUORUM

A quorum shall consist of nine Members of the Commandery entitled to vote therein, including an Officer authorized to Open the same.

ARTICLE IV — OFFICERS

Section 1. The Officers of this Commandery shall consist of a Commander, a Generalissimo, a Captain General, a Senior Warden, a Junior Warden, a Prelate, a Treasurer, a Recorder, a Standard Bearer, a Sword Bearer, a Warder, a Sentinel, three Guards, and if so desired, three Trustees {for advisory purposes }.

Section 2. The style of the Commander shall be “Eminent” and of the other officers “Sir Knight”.

Section 3. The Trustees of this Commandery shall be the Commander, Generalissimo and one member elected at large from the membership, all three to serve on the Board of Trustees of the Executive Board of The Miami York Rite Bodies.

ARTICLE V — ELECTION AND INSTALLATION OF OFFICERS

Section 1. The Annual Election of Officers shall take place at the first Stated Conclave in December of each year, or as soon thereafter as may be practicable. [Note: Commanderies whose monthly Conclave is in the third or fourth week of the month may hold their election at the November Conclave.]

Section 2. The Commander, Generalissimo, Captain General, Treasurer, and Recorder shall be elected, and the remaining Officers, with the exception of any Trustees, shall be appointed by the incoming Commander.

Section 3. The Trustees, if any, shall be elected one for one year, one for two years, and one for three years; thereafter one shall be elected each year to serve a three-year term.

Section 4. The Annual Installation of Officers shall take place on St. John the Evangelist’s Day (December 27), or as soon thereafter as expedient.

ARTICLE VI — SEAL

The seal of the Commandery, as here shown shall be in the custody of the Recorder

ARTICLE VII — COMMITTEES

Section 1. The Commander, Generalissimo and Captain General shall be a Standing Committee on Charity and shall have power to draw warrants on the Treasurer for any sum not exceeding One Hundred Dollars for the relief of any one applicant, and such action shall be reported to the Commandery at the next Stated Conclave.

Section 2. The Commander, as soon as convenient after his Installation shall appoint the following Standing Committees, who shall hold office for one year or until their successors shall be appointed:

- a. A FINANCE COMMITTEE of three members whose duty shall be to examine and audit all accounts presented against the Commandery. The Generalissimo shall be ex-officio Chairman of this Committee.
- b. A COMMITTEE FOR VISITATION OF THE SICK of three members, whose duty shall be to endeavor to obtain information relative to all sick Sir Knights and to visit them and to render them such care and attention as their case may require, detailing, if necessary, such members of the Commandery as to them shall seem proper, to share with them this fraternal obligation.

- c. AN ENTERTAINMENT COMMITTEE of three members to provide suitable programs for social gatherings and to perform such duties as may be enjoined upon it by the Commandery from time to time for the entertainment of the members.
- d. A VIGILANCE COMMITTEE of three members, of which the Captain General shall be ex-officio Chairman.
- e. A COMMITTEE ON DELINQUENCY of five members of which the Eminent Commander and the Recorder shall be two, to inquire into, consider, and report to the Commandery its recommendations in reference to members of the Commandery subject to suspension for non-payment of dues.
- f. AN AUDITING COMMITTEE of three members (at the time of the Annual Election of Officers) to audit the books and accounts of the Treasurer and the Recorder at the close of the Templar Year and to make a report on the same at the time of the Installation of Officers or at the next following Conclave.
- g. A KNIGHT TEMPLAR EYE FOUNDATION FUND-RAISING CHAIRMAN whose duty shall be solely the raising of funds, within acceptable, prescribed guidelines, for the Knight Templar Eye Foundation and forwarding same to the State Chairman.

ARTICLE VIII — DUTIES OF OFFICERS

Section 1. It is the duty of the Commander, the Generalissimo and the Captain General to attend the Conclave of the Grand Commandery.

Section 2. It is the duty of the Commander to preside at each Conclave, and to see that the Officers and Members duly observe the Bylaws, 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.

Section 3. It is the duty of the Treasurer to receive from the Recorder all the moneys collected by him on account of the Commandery, giving an executed receipt therefor; to keep a correct account of the same and duly pay all orders drawn on him by the authority of the Commandery; to make regular entries both of receipts and disbursements, and to have his books and vouchers always ready for examination, when called upon for that purpose; to report to the Commandery the state of the funds at each Annual Conclave, and oftener if required, and to give such bond and in such amount as shall be directed by the Commandery.

Section 4. It is the duty of the Recorder to keep a regular list of the members; to record the transactions of the Commandery which are proper to be converted into writing; to receive all monies paid into the Commandery and promptly pay the same over to the Treasurer, receiving an executed receipt therefor; to give due notice when so directed, by advertising or otherwise, of the time of holding each Conclave; to make an annual report to the Commandery at the Annual Conclave of the state of the funds of the Commandery embracing an account of the receipts and expenditures, the dues unpaid and from whom due, for the preceding Year up to and including the Stated Conclave preceding the 31st of December, and oftener if required, and to perform such other duties as may be required of him by the Constitution, Laws and Regulations of the Grand Commandery or this Commandery.

Section 5. It is the duty of the Sentinel to keep the Asylum or rooms pertaining to it in good order, and to make every necessary preparation for the Conclaves of the Commandery; to be careful not to admit any person, unless he be in good standing in this or some other Commandery, or without consent of his Presiding Officer. (A paid-up card for the preceding year will be considered evidence of good standing); to serve all summons immediately upon receiving the same from the Recorder, according to the directions thereon, and to obey the orders and instructions of the Eminent Commander in relation to the Commandery and its interests.

Section 6. It is the duty of the Trustees to advise the Commandery regarding the safe and prudent disposition preservation, and investment of its assets, both real and personal, and draw to the attention of the Commandery such matters as may affect its fiscal well-being.

ARTICLE IX — VACANCIES IN OFFICE

Section 1. Vacancies in elective offices can occur only by death, resignation, Demit, removal after installation beyond the Jurisdiction of the Grand Commandery, promotion to fill a vacancy, suspension or expulsion.

Section 2. In case of a vacancy in the office of Commander the Generalissimo shall succeed to the office and be installed. In the case of a vacancy in the office of Generalissimo the Captain General shall succeed to the office and be installed. In case of a vacancy in the office of Captain General 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 a vacancy in all three of the above offices a Dispensation may be issued for a Special Election to fill the vacancies and any other which may result therefrom, pending which the ranking Past Commander able to serve shall act as Commander. The Grand Commander may issue a Dispensation to fill any vacancy.

ARTICLE X — PETITIONS

Section 1. Petitions for the Orders shall be on Forms of the Grand Commandery, and must be submitted for investigation by Committee.

Section 2. A rejected Petitioner for the Orders, if still residing within the Jurisdiction of this Commandery, may again petition after the expiration of Six Months, but this Commandery shall not receive the Petition of a Petitioner who has been rejected by another Commandery until the elapse of three years except upon Waiver of Jurisdiction by such other Commandery.

Section 3. A Petition may be withdrawn at any time before ballot.

Section 4. An unfavorable report from the Committee does not dispense with the necessity of a ballot.

Section 5. Every Member present when a ballot on a Petition is opened is required to vote unless excused by the Commander or Commandery before the ballot has commenced.

Section 6. The ballot upon a Petition for the Orders or for Membership must be secret and unanimous. The reason for casting a blackball cannot be disclosed or inquired into.

Section 7. The Commander may (if only one negative ballot is cast) order one re-ballot before the result of a ballot has been announced and before any Member of the Commandery has left the Asylum.

ARTICLE XI — FEES AND DUES

Section 1. The fees for conferring the Orders shall be Eighty (\$80.00) Dollars, and must accompany the petition.

Section 2. For membership by demit from another Commandery, a fee of Five (\$5.00) must accompany the demit. If such petition is approved by ballot of the Commandery, a dues card shall be issued the petitioner for the current year.

Section 3. The annual dues of this Commandery shall be Fifteen (\$15.00) dollars, plus assessments levied by the Commandery, plus such sums as the Grand Commandery shall from time to time prescribe, plus the per capita sum as the Grand Encampment Knights Templar of the U.S.A. may prescribe, payable in advance at the beginning of each Commandery Year, viz ; January 1st of each year.

ARTICLE XII — FAILURE TO APPEAR FOR ORDERS

Section 1. Failure of a Candidate to present himself for the Orders within Twelve Months after receiving notice of his election voids the election; provided, however, that, for satisfactory reasons shown, the Commandery may retain the fee accompanying the petition, and provided that said Candidate may again Petition and upon his election will be given credit for the fees previously paid.

Section 2. 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.

ARTICLE XIII — SUSPENSION FOR NON-PAYMENT OF DUES

Section 1. It shall be the duty of this Commandery, before determining and ordering Suspension of any of its Members for non-payment of dues, to proceed in accordance with the provisions set forth in the Grand Commandery Constitution, Laws and Regulations.

Section 2. A Member suspended solely for non-payment of dues may be restored to membership on written application therefor and a majority vote at a Stated Conclave and payment of the arrearages, together with the current year's dues; provided that the arrearages may be remitted in whole or in part at the discretion of the Commandery.

ARTICLE XIV — DEMITS

A Demit shall be granted to a Sir Knight upon application in writing at a Stated Conclave without vote; provided that said Sir Knight is not in arrears for dues, has turned in all Commandery equipment (uniform, sword, chapeau, sword, etc.) issued on a loan basis, or is not under charges. The Demit shall date from the time it is granted by the Commandery.

ARTICLE XV — EMERITUS MEMBERS

Section 1. This Commandery may recommend to the Grand Commandery the name of any Member it may desire to create an Emeritus Member, Pursuant to provisions of the Grand Commandery Constitution, Laws, and Regulations.

Section 2. The Commandery may, by a majority vote, take any such Member from the Emeritus list when he is able to pay his dues. Special notice shall be given immediately to the Grand Commandery of such action.

ARTICLE XVI — LIFE AND PERPETUAL MEMBERSHIP

Section 1. This Commandery may only create Life Members from those who retain Affiliation in Lodge, Chapter R.A.M. and Council R.&S.M., pursuant to the Grand Commandery Constitution, Laws, and Regulations. This Commandery elects to participate in the Perpetual Membership Plan established by the Grand Commandery.

Section 2. Past Rank and Honors. At the discretion of the Presiding Officer, this Commandery shall extend such honors and privileges to Past Grand Officers and Distinguished Sir Knights of this and other Grand Jurisdictions as custom and circumstances may require or permit.

Section 3. Dual Membership. Any member of a Constituent Commandery in another Grand Jurisdiction recognized by the Grand Commandery of Florida which permits Dual Membership may apply for, and be elected to membership in this Commandery.

Section 4. Plural Membership. Any member of a Constituent Commandery in this Grand Jurisdiction may apply for, and be elected to, membership in this Commandery. Provided, however, that such member may not hold office in more than one Commandery at the same time.

Section 5. Termination. Involuntary termination of a Dual or Plural Member's membership in any Constituent Commandery will automatically terminate his membership in this Commandery.

ARTICLE XVII — NO APPEALS

Section 1. No appeals shall lie to the Commandery from a decision of the Commander.

Section 2. When the Commander's decision involves the construction or effect of the Constitution, Statutes, or

Rituals of the Grand Encampment, or the Laws of the Grand Commandery, or the Bylaws of this Commandery, an appeal may be taken to the Grand Commanders, but Pending the decision on this appeal, such ruling shall be in full force and effect.

ARTICLE XVIII — FUNDS

General Funds. The funds of this Commandery shall be deposited by the Treasurer in a bank designated by the Commandery. The account must always stand in the name of Miami Commandery No. 13, Knights Templar, and not in the name of the Treasurer, either officially or individually.

ARTICLE XIX — ANNUAL RETURNS

The Recorder shall make Annual Returns to the Grand Recorder upon blanks furnished by the Grand Recorder, such Returns to be signed by the newly installed Commander, and forwarded to the Grand Recorder on or before January 31 of each year. The full amount of the per capita tax and fees due the Grand Commandery must accompany the Returns.

ARTICLE XX — BOOKS

This Commandery shall adopt and keep a Code of Bylaws, a Record Book of the proceedings of the Commandery, a Ledger of the payments of its Members and a Book of Questions.

ARTICLE XXI — UNIFORMS

The Orders shall not be conferred upon a Candidate until he has complied with the requirements as to uniform as prescribed by the Grand Commandery of Florida.

ARTICLE XXII — ORDER OF BUSINESS

At a Stated Conclave the following shall be the Order of Business unless the Presiding Officer shall elect to pursue a different order:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Introduction of Visitors 2. Minutes read and adopted 3. Sickness and Distress Reports 4. Communications and Bills 5. Petitions presented, read and referred 6. Reports upon and Disposition of Petitions 7. Reports of Standing Committees | <ol style="list-style-type: none"> 8. Reports of Special Committees 9. Unfinished Business 10. New Business 11. Conferring of the Orders 12. Reading of the Minutes 13. Closing |
|---|---|

ARTICLE XXIII AMENDMENTS

No alteration nor amendment to these By-Laws shall be made unless the same be proposed in writing at a Stated Conclave, be entered upon the Minutes, and lie over until the next or a subsequent Conclave when it must be approved by a two-thirds majority of the Members present, provided that due notice shall be given the Members of the proposed amendment before the Stated Conclave at which final action is to be taken. No amendment shall be in force until it has been approved by the Grand Commandery, provided that amendments adopted during the recess of the Grand Commandery may be approved by the Grand Commander, subject to review at the next succeeding Conclave of the Grand Commandery.

APPROVED:

GRAND COMMANDER

DATE