

Grand Commandery of Knights Templar of Arkansas  
With revisions from the March 15, 2025, Annual Session

**CONSTITUTIONS, STATUTES  
AND DISCIPLINARY RULES  
OF THE  
GRAND COMMANDERY  
OF  
KNIGHTS TEMPLAR  
OF ARKANSAS**



As revised and adopted at the  
Grand Commandery Conclave  
Of Arkansas

March 9, 2001  
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Amended March 13, 2021  
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Committee on Constitution Revision  
R.E. William R. Frizzell, PGC, Chairman  
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**REPEAL CLAUSE**

All Constitutional, Statutes and Disciplinary Rules not included  
in this Constitution are hereby repealed

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**CONSTITUTIONS, STATUTES  
AND DISCIPLINARY RULES  
OF THE  
GRAND COMMANDERY  
OF  
KNIGHTS TEMPLAR  
OF ARKANSAS**

SUPPLEMENTING THE  
Constitutions and Statutes  
Of the GRAND ENCAMPMENT OF KNIGHTS TEMPLAR  
OF THE UNITED STATES OF AMERICA

**ARTICLE I  
*TITLE AND SEAL***

**Section 1.** This body shall be entitled “Grand Commandery of Knights Templar of Arkansas”, and shall have a seal bearing suitable devices and inscriptions which shall be affixed to all instruments issued by or under its authority.

**ARTICLE II  
*OFFICERS***

**Section 1.** Officers of this Grand Commandery shall be as set forth in Section 43 of the Grand Encampment Constitution.

**Section 2.** The Grand Recorder, in addition to the duties set forth in the Grand Encampment Constitution, Section 52, shall:

- a. Retain in his office the Proceedings received from other Grand Jurisdictions for a period of seven (7) consecutive years.
- b. Prepare for distribution Annual Proceedings of the Grand Commandery within 120 days after the Annual Grand Conclave.
- c. Distribute changes in the Constitution, in the event the Annual Proceedings are delayed, to the local Secretaries/Recorders, Grand Officers and the Constitution Revision Committee within 45 days after the Annual Proceedings are due.
- d. The Grand Recorder and Grand Treasurer’s checking accounts will have a Past Grand Commander of Arkansas as an “access” signature in the event of death or other accident which might cause the operation of the Grand Commandery to cease.
- e. (Revised March 2004)
- f. The Grand Treasurer will submit to the Grand Recorder a list and the recorded numbers of the checking accounts so the records will be on file.
- g. The Grand Treasurer and the Grand recorder will submit their books to the audit committee within five (5) working days after the close of the calendar year or upon receiving a request, written or oral, from the Audit Committee Chairman. (2019 p12)

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- h. FINANCIAL ACCOUNTS REQUIRED SIGNATORIES – Every financial account of the Grand Chapter shall have three signatories. The signatories shall be the Grand Secretary, Grand Treasurer and one member elected at the annual assembly who term shall be indefinite. (2020 p. 14)

**ARTICLE III**  
***MEMBERSHIP***

**Section 1.** Membership in the Grand Commandery shall be as set forth in section 35 of the Grand Encampment Constitution.

**ARTICLE IV**  
***ALLEGIANCE***

**Section 1.** This Grand Commandery derives its powers from the Grand Encampment of Knights templar of the United States of America, to the Constitution and Statutes of which its obedience is ever due.

**ARTICLE V**  
***CONCLAVES***

**Section 1.** This Grand Commandery shall hold an Annual Conclave for the transaction of its regular business in the city of Little Rock, or at such time and place as may be, from time to time selected.

**Section 2.** Special Conclaves may be ordered by the Grand Commander at his discretion but no business shall be transacted other than specified in such order.

**ARTICLE VI**  
***QUORUM***

**Section 1.** In conformity to Section 37 of the Grand Encampment Constitution. Section 66 (Revised by Grand Encampment at the 2018 Triennial).

A quorum of a Commandery in Arkansas, for the purpose of conducting business only, shall be five Knights entitled to vote therein, including an Officer authorized to open the same. The opening shall be by declaration consisting of an opening and closing prayer, purging the Commandery, tiling the door, displaying the Great Light and pledge of allegiance to the American flag. The Grand Commandery of Arkansas reconfirms the requirement that nine Sir Knights are required to confer the Orders of Knighthood. (March 2019).

**ARTICLE VII**  
***ELECTION***

**Section 1.** All officers of this Grand Commandery shall be chosen by ballot at each Annual Conclave (nominations are permitted from the floor). All elected and appointed officers shall be duly installed before the close thereof and shall hold office until their successors shall have been

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duly elected and installed. The following are the elected officers: Grand Commander, Deputy Grand Commander, Grand Generalissimo, Grand Captain General, Grand Senior Warden, Grand Junior Warden, Grand Treasurer, Grand Recorder, Grand Standard Bearer, Grand Sword Bearer, and Grand Warder. The incoming Grand Commander shall appoint the Grand Sentinel and Grand Prelate.

**ARTICLE VIII**  
***ELEGIBILITY TO OFFICE***

**Section 1.** The same as set forth in Section 45 of the Grand Encampment Constitution.

**ARTICLE IX**  
***VOTING***

**Section 1.** Each member of the Grand Commandery present shall be entitled to one vote. All questions shall be determined by majority of the votes cast unless specified otherwise herein.

**Section 2.** Voting by proxy shall only be done in the case of representation of the Constituent Commanderies at an Annual or Special Conclave of this Grand Commandery. Such proxies, if voted, shall first be presented to the Grand Commandery, in writing, signed by the proper officer authorized to vote, attested by the Recorder, and bearing the seal of the Constituent Commandery to be represented. In order to be valid must be voted by a member of the Constituent Commandery issuing such proxy.

**Section 3.** If the holder of a proxy is a Past Commander, in addition to holding a proxy of on of the three principal officers in his Constituent Commandery, he is entitled to vote in his own right as well as those for whom he holds proxies.

**Section 4.** In case the votes are equally divided, the Grand Commander, in addition to his proper vote shall cast the deciding vote.

**ARTICLE X**  
***RETURNS AND REVENUES***

**Section 1.** The revenue of this Grand Commandery shall be derived from fees charged for Dispensations and other instruments issued under its authority as follows:

- a. For a Dispensation to form a new Commandery, One Hundred Dollars (\$100.00).
- b. Certificates issued to members of extinct Commanderies Three Dollars (\$3.00).

**Section 2.** Additional revenue shall be derived from the following assessment levied upon the several Constituent Commanderies.

- a. For each Order of the temple Conferral, Fifteen Dollars (\$15.00).
- b. For each Knight Templar on the rolls as of the date of the Annual Returns the sum of \$17.40. This sum shall be increased or decreased according to the action of the Grand Encampment (now includes \$9.00 for the Grand Encampment) (2007) (Pro. 2021)

**Section 3.** This Grand Commandery shall operate on a calendar year beginning the first day of January and ending the last day of December each year. The Recorder of the Constituent

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Commanderies shall make the Annual Return for his Commandery to the Grand Recorder, accompanied by a remittance in the proper amount.

- a. Annual Returns shall be mailed by the Constituent Recorders to reach the Grand Recorder no later than January 20<sup>th</sup> of each year.
- b. Should any Constituent Commandery fail to have its Annual Report and returns in the Grand Recorders hands by January 20<sup>th</sup>, the Grand Commander may suspend the Charter of the Constituent Commandery. While it is the duty of the Recorder to prepare the Return, it is the duty of the Eminent Commander for the calendar year of the report and the Eminent Commander at the time the report is due to see that the Annual Return is filed on time.

**ARTICLE XI**  
**ASSESSMENT**

**Section 1.** A Triennial Conclave Fund is established at the rate of \$300 per year, \$900 total, by the Grand Treasurer.

- a. The amount shall be divided equally between the highest-ranking Dais officer and the Grand Recorder. Should a Dais officer not attend the Grand Commander may proxy the Grand Recorder in which case he may draw all funds. (Craig 2021)
- b. Receipts for expenses relating to the Triennial must accompany the request for reimbursement. (2019 Wilson)

**Section 2.** Knights Templar Eye Foundation

- a. Conforming to Section 18 ½ of the “Knights Templar Eye Foundation” of the Constitution of the Grand Encampment of Knights Templar of the United States of America. An Annual assessment of one dollar (\$1.00) per member is levied upon each Constituent Commandery. This assessment is based upon the membership as of the last day of December each year. The assessment is to be part of the Annual Return and Remittance filed by the Constituent Commandery no later than January 20<sup>th</sup> each year.
- b. All monies resulting from this assessment shall be remitted to the Grand Encampment of Knights templar of the United States of America no later than July 1<sup>st</sup> of each year, for the benefit of the Knights Templar Eye Foundation.
- c. Sir Knights who purchase Life Sponsor, Associate Patron and/or Patron Certificates are exempt from this assessment.

**Section 3.** This section is blank.

**Section 4.** This section is blank.

**Section 5.** The Grand Commandery of Arkansas will Annually contribute to the Masonic Youth Organizations, the Order of DeMolay for Boys, the Order of rainbow for Girls the amount budgeted for such support.

**Section 6.** Holy Land Pilgrimage. Although no set assessment is made of membership, all Constituent Commanderies are encouraged to take part in this worthy cause and make whatever donation possible. When adequate fund are available and in the Recorder’s Office to pay for the Ministers trip by September 1<sup>st</sup> each year, the Grand Commandery of Arkansas will select a Minister to take part in the Holy Land Pilgrimage of the Grand Encampment.

- a. Selection of a Minister will be made in the following manner: the names of all Commanderies who have not previously selected a Minister to participate in the Holy Land

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Pilgrimage will be placed in a receptacle. A name drawn by the Grand Commander or his designee by the first day of October each year. The Commandery will be notified to select a Minister for the Holy Land Pilgrimage by whatever means they may desire.

The Grand Commander will be notified of their choice and he will immediately notify the Grand Recorder. If a Commandery does not wish to select a Minister for the Holy Land Pilgrimage, the other Commanderies will be drawn until one wishes to make a selection. After all Commanderies have had an opportunity to send a Minister, the selection process will be on a rotation basis in the order in which the names were originally drawn.

**ARTICLE XII**  
**COMMITTEES**

**Section 1.** The following Standing Committees will be appointed by the Grand Commander at each Annual Conclave.

1. Eye Foundation – 3 members
2. Educational Fund – 3
3. Digest of Laws committee
4. Membership
5. Holy Land Pilgrimage Foundation

**Section 2.** Jurisprudence Committee:

- a. The Committee shall be composed of five (5) members, three being Past Commanders and two members at large (neither of whom shall be a Past Commander) serving rotating terms.
- b. The member with the shortest term shall serve as the Chairman.
- c. In the initial appointment, the Grand Commander shall designate terms. In the event of a vacancy, the one appointed shall fit the eligibility (Past Grand Commander or member at large) of that vacancy and shall be appointed to complete the term.
- d. The Committee shall meet the day before the convening of the Grand Conclave.
- e. Copies of the Grand Commanders Report and the Report of any Committee or officer recommending a change in the law shall be furnished members of this Committee not less than 30 days prior to the convening of the Grand Conclave.

**Section 3.** Joint Committees: The Grand Commander shall annually appoint one member to each of the following Joint Committees:

- a. Charters and Dispensations
- b. Appeals and Grievances
- c. Distinguish Guest
- d. Joint Financial Review Committee
- e. Necrology
- f. Credentials and Returns
- g. Masonic Youth
- h. Life Membership
- i. A single magazine editor
- j. Time & Place which shall be the Deputy Grand Commander
- k. Arrangements Committee which shall be the REGC (March 2019)
- l. Joint Membership (March 2023)

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**Section 4.** The Education Committee shall consist of two members from the Grand Chapter, Grand Council and Grand Commandery with the Grand High Priest selecting the chairman. They shall serve a five-year staggered term. (2020 p. 31-32)

**ARTICLE XIII**  
***GRAND REPRESENTATIVES***

**Section 1.** Representatives shall be appointed in keeping with Section 48-G of the Grand Encampment Constitution

**Section 2.** No Sir Knight shall represent more than one Grand Commandery near the Grand Commandery of Arkansas.

**Section 3.** Grand Representatives who have missed five consecutive Grand Conclaves shall be replaced at the discretion of the Grand Commander.

**ARTICLE XIV (new 2014)**  
***UNIFORM***

**SECTION 1.** The uniform of this Jurisdiction shall be that adopted by this Grand Commandery at its 139th Annual Conclave, March 12, 2011. Nothing in this section is intended to imply that all, or any part, of the Uniforms previously adopted, will become or be declared obsolete, except by normal wear and usage.

- (a) The Order of Knights Templar is declared to be a Uniformed Order. (March 2014)
- (b) The purchase of a uniform by a candidate shall be optional, unless this Grand Commandery shall, under the provisions of Section 41 (i) Constitution, Statutes, Disciplinary Rules, Standing Resolutions, Ceremonies, Forms and approved Decisions of the Grand Encampment of Knights Templar of the United States of America 2009 Edition (Statues of the Grand Encampment), require each member of its Constituent Commanderies to be provided with a Templar uniform.
- (c) The Grand Commander may establish a minimum dress code for members of the Grand Commandery and the Constituent Commanderies or at his option he may delegate this authority for the Constituent Commanderies to the commanders of each Constituent Commandery.
- (d) Each and every officer of any Constituent Commandery shall be required to possess a dress uniform prior to his installation, and retain possession during his incumbency in office.
- (e) Each Constituent Commandery shall maintain or have available a unit or units, equipped with full Templar uniforms to be worn at full form openings and the conferring of the Order of the Temple. Such unit or units shall at all times be composed of at least six active members who shall be available for Asylum escort, triangle guard duty, Commandery drill team and such additional requirements as the Commandery may from time to time determine.
- (f) No Constituent Commandery shall appear in public unless clothed in the uniform prescribed by this Grand Commandery except for church attendance and funerals.
- (g) Commanderies may appear in the regulation Templar uniform described in this Article at meetings or sponsored activities of other Masonic related bodies without a Dispensation.

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- (h) All Officers of the Grand Commandery and of Constituent Commanderies shall wear the Jewel of their respective office during incumbency in office.
- (i) The Jewel of Office for the Grand Commandery may be worn suspended from a heavy, red, silk cord with swivel; the cord to have a tassel at the ends to be held together by sliding holders with rosette; the cord to have a total length of sixty-four inches.
- (j) Only Past Grand Commanders, Past Deputy Grand Commanders, Past Grand Generalissimos and Past Grand Captains General are entitled to wear the Templar Cross.
- (k) 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.
- (l) All officers shall wear on their Uniforms the Insignia of Rank, and on their Templar dress coats the Shoulder Straps, to denote the rank attained or office held, and no member shall wear the emblems or the Shoulder Straps described in this section unless he shall have attained the rank or shall hold the office which the wearing of such emblems or Shoulder Straps denotes.
- (m) In lieu of the regulation Templar uniform, a Constituent Commandery may provide and use Ceremonial Robes conforming to and consistent with the historical traditions and practices of Templary. (See Templar Cap and Mantle below) These Ceremonial Robes are to be used only in the Asylum for the conferring of the Order of the Temple and/or for the opening and closing of a Commandery of Knights Templar and their design and material shall be approved by the Grand Commandery of Arkansas. (March 2014)

**Section 2.** The Detail Uniform requirements for the Grand Commandery of Knights Templar of Arkansas includes the jewels of office, emblem of the order, knight templar button, jewels of officers of grand commanderies and of constituent commanderies and a description of each uniform component. The emblem on the Jewels of Office of the Grand Commandery of Arkansas and of Subordinate Commanderies shall be as follows:

*GRAND COMMANDERS AND COMMANDERS* The Passion Cross upon Sun Rays, nine rays between each arm of the Cross, illustrated for detail in Figure 1. The jewel shall be of yellow gold or gold plate.

*DEPUTY GRAND COMMANDERS* The Passion Cross, without Rays, illustrated for detail in Figure 2.

*GRAND GENERALISSIMOS AND GENERALISSIMOS* The Square surmounted by the Paschal Lamb, illustrated for detail in Figure 3.

*GRAND CAPTAINS GENERAL AND CAPTAINS GENERAL* The Level surmounted by the Cock, illustrated for detail in Figure 4.

*GRAND SENIOR WARDENS AND SENIOR WARDENS* A hollow Square with a Mailed Arm and Hand grasping the Sword of Justice, illustrated for detail in Figure 5.

*GRAND JUNIOR WARDENS AND JUNIOR WARDENS* The Eagle, wings spread, holding in its talons a Flaming Sword, illustrated for detail in Figure 6.

*GRAND PRELATES AND PRELATES* A Triple Triangle, with a red Passion Cross in the center of each Triangle, illustrated for detail in Figure 7.

*GRAND TREASURERS AND TREASURERS* Two Crossed Keys, illustrated for detail in Figure 8

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GRAND RECORDERS AND RECORDERS Two Crossed Quill Pens, illustrated for detail in Figure 9.

GRAND STANDARD BEARERS AND STANDARD BEARERS A Masonic Plumb surmounted by the Banner of the Order, illustrated for detail in Figure 10.

GRAND SWORD BEARERS AND SWORD BEARERS A Triangle with Two Crossed Swords, illustrated for detail in Figure 11.

GRAND WARDERS AND WARDERS A hollow Square with Crossed Swords and a Trumpet, illustrated for detail in Figure 12.

GRAND SENTINELS OF GRAND COMMANDERIES AND SENTINELS OF CONSTITUENT COMMANDERIES A hollow Square with a Sword, illustrated for detail in Figure 13.

GUARDS OF CONSTITUENT COMMANDERIES A hollow Square with a Battle-axe, illustrated for detail in Figure 14.

#### KNIGHT TEMPLAR BUTTON

The Knight Templar Button shall be the Crusader's Cross, over the center of which is a Crown, the whole backed by rays of light. It shall be black enamel and the Button shall have a maximum size of five-eighths of an inch at its greatest point.

#### INSIGNIA OF RANK

The emblem to be used or worn on the uniforms of the various Officers and Members of the Grand Commanderies, and Constituent Commanderies to denote the rank of such person in the Order shall be as follows:

*For Past Grand Commanders and the Officers of Grand Commanderies, the Templar Cross*

*For Past Commanders, Commanders, Generalissimos and Captains General of Constituent Commanderies, the shoulder straps hereinafter described and specified for members of Constituent Commanderies, the red Passion Cross.*

#### SHOULDER STRAPS

The Shoulder Straps of Officers and Past Officers of a Grand Commandery shall be as follows:

(a) *For the Officers of a Grand Commandery, during their incumbency in office:*

Bright red, silk velvet, two inches wide by four inches long, with one row of gold bullion embroidery, three-eighths of an inch wide; The Templar Cross, one inch square, of gold bullion embroidery in the center of the strap. Gold Mylar may be used as an alternate to gold bullion.

(b) *For Past Grand Commanders:*

The same as for Officers of a Grand Commandery except that the color of the Shoulder Strap shall be royal purple.

(c) *For Past Deputy Grand Commanders, Past Grand Generalissimos and Past Grand Captains General:*

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The same as for Grand Commandery officers; except with the initials of the office respectively, to be embroidered in Old English characters, of silver bullion, on the lower end of the strap  
Shoulder Straps may be attached using a Velcro patch. For Officers of the Grand Commandery:

#### DRESS COAT

The Templar dress coat shall be a three-button, double-breasted sack coat, to close with three Knight Templar buttons, and to be of black clothing material. (A ten to ten and one-half ounce tropical of 45% wool and 55% Dacron or 100% wool tropical worsted is recommended.) It shall have two lower straight flaps, stitched on outside edges to give the appearance of pockets, pocket openings optional, and a left breast pocket welt to provide a space for fastening a Commandery jewel of office and/or other permitted Commandery jewels, pocket opening optional. Above the pocket welt shall be placed a gold "ARKANSAS" bar pin. On the upper right side parallel with the "ARKANSAS" pin shall be placed a name plate measuring one inch wide by no more than three inches in length of black polished finish containing the last name of the sir knight in white engraved letters measuring three quarters inch in height and centered vertically and horizontally. The coat shall have two inside breast pockets, one on each side. At the wearer's left side, under the simulated pocket flap (or optional pocket flap) and at his waist line, a four inch horizontal slit opening with a zipper closing, to allow a sword sling to be worn on a concealed belt or on trouser waist belt. No outside belt to be worn with this uniform. Sword scabbard is to be supported by a concealed sword belt or by two short black leather slings with hook snaps at the bottom and a loop at top to be worn over the trouser belt, or on a concealed sling, through the slit in the coat. Coat to be not less than 3/8 lined with plain black lining material, sleeve lining to be of either plain black or white lining material, with a shield in each sleeve, and armholes piped with lining material. Edges to be single stitched. Length of coat shall be one inch below wearer's crotch line. Coat is to have roll collar with peak lapels, three inches wide at peak. On the points of the collar, one-half inch above lapel seam and one-half inch from outside edge of collar, shall be an appropriate cross. The sleeves to be finished with three Knight Templar buttons on each cuff and with an appropriate cross in the center of the front of the sleeve in a space measuring three and a half inches deep from top to bottom and from side to side.

#### SLEEVECROSSES

The emblem on the sleeves shall be the Templar Cross of red silk velvet, bordered with a single row of No. 26 gold bullion embroidery three sixteenths of an inch wide, outlined in jacaron, the Cross to be including embroidery, two inches square; the red silk velvet to show in the center of Cross. (No twisted bullion at the several corners or angles of the cross.) Gold Mylar may be used as an alternate to gold bullion. Sleeve Crosses may be attached using a Velcro patch.

#### TROUSERS

The trousers shall be of black broadcloth or doeskin of standard military cut, without ornamentation.

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CHAPEAU

A military Chapeau shall be trimmed with black silk velvet binding, and with three black ostrich plumes, so arranged that the black plumes shall show at the edges distinctly and the end of the plume shall not extend beyond the Chapeau more than three inches, the length and width to be in proportion to the size of the Sir Knights. Front and rear peaks of Chapeau to extend four and one-fourth inches from the head; side of Chapeau to be beveled, being an inch smaller at the top than at the head; diagonally across the peaks, both front and back, a band of gold plated wire lace, fifteen inches wide of vellum pattern (No. 1962); in front a gilt or gold plated tassel, half round in shape with bright bullions and dull head. On the left side a rosette, oval in shape, five inches in height by four inches in width, composed of not less than thirty-three satin points, in single fold, on top of which so as to display said points to the distance of one-half an inch from the edge, is laid one row of pleated satin ribbon, in folds from one-eighth to one-fourth of an inch wide, and on top of this is laid an oval black silk velvet rosette (outlined with gilt jaceron cord), three and one-fourth inches in height by two and five-eighths inches in width, thus displaying the pleated satin ribbon around the edges of said velvet rosette to a distance of from three-eighths to one-half inch. On the velvet oval shall be the Templar Cross, the upright arm three inches and the transverse arm three inches, of bright red silk velvet, bordered by No. 26 gilt or real gold embroidery one-fourth of an inch wide, leaving the velvet exposed in the center to the width of five-sixteenths of an inch. (No twisted bullion at the several corners of angles of the Cross.) Gold Mylar may be used as an alternate to gold bullion.

SWORD AND SCABBARD

A sword with metal scabbard, suspended by three metal rings, two at the upper mount and one at the middle mount; a straight cross guard; an appropriate head; a white grip of ivory or other suitable material etched in front with the monogram of the owner and on the opposite side with the Templar Cross. There shall be two chains from pommel to cross guard, a blade not to exceed nineteen millimeters in width, with a scabbard properly sized to accommodate the same. No emblem other than recognized emblems of the Order are to appear anywhere on the sword. All metal parts of sword except blade to be gold plate.

SHIRT

Plain white with turned down collar.

NECKTIE

Black four-in-hand, without stick pin

GLOVES

Buff colored, of lisle thread

## SHOES

Black leather

### For Officers of Subordinate Commanderies:

#### SHOULDER STRAPS

The shoulder straps of Officers and Past officers of Constituent Commanderies shall be as follows:

- (a) *For Commanders:* Emerald green silk velvet, one and three-fourths inches wide by four inches long, bordered with one row of embroidery, of gold bullion, three-eighths of an inch wide, the Passion Cross with a halo embroidered of silver bullion in the center; Cross to be one and one-half inches in height; cross arm to be in proportion to height of Cross. Gold Mylar may be used as an alternate to gold bullion.
- (b) *For Past Commanders:* The same as for Commanders; except that the color of the shoulder strap shall be bright red.  
March 2014
- (c) *For Generalissimos during incumbency in office:* The same as for Commanders, except that the Square surmounted with the Paschal Lamb, shall be used instead of the Passion Cross.
- (d) *For Captains General during incumbency in office:* The same as for Commanders except that the Level surmounted with the Cock, shall be used instead of the Passion Cross.
- (e) *For Captains General who have retired after six full years of service in office, and who have not attained a higher office:* The same as for Captains General except that the color of the shoulder boards shall be bright red
- (f) *For Prelates during incumbency in office:* The same as for Commanders except that the triple triangle with small Passion Cross in the center shall be used instead of the Passion Cross.
- (g) *For Prelates who have retired after six full years of service in office and who have not attained a higher office:* The same as for Prelates, except that the color of the shoulder straps shall be bright red.

For Commanders of Subordinate Commanderies:

#### DRESS COAT

The uniform dress coat shall be a three-button, double-breasted sack coat, to close with three buttons, and to be of black clothing material. (A ten to ten and one-half ounce tropical of 45% wool and 55% Dacron or 100% wool tropical worsted is recommended.) It shall have two lower straight flaps, openings optional, stitched on outside edges to give the appearance of pockets, and a left breast pocket welt to provide a space for fastening a Commandery jewel of office and/or other permitted Commandery jewels, pocket opening being optional. It shall have two inside breast pockets, one on each side. At wearer's left side, near the pocket flap and his waist line, a four-inch horizontal slit opening with zipper closing, to allow sword belt chains or slings to be worn on concealed belt or on trouser waist belt (see note below). Coat to be not less than 3/8 lined

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with plain black lining material, sleeve lining to be of either plain black or white lining material, with a shield in each sleeve, and armholes piped with lining material. Edges to be single stitched. Length of coat shall be one inch below wearer's crotch line. Coat is to have roll collar with peak lapels, three inches wide at peak. On the points of the collar, one-half inch above lapel seam and one-half inch from outside edge of collar, shall be an appropriate cress. The sleeves to be finished with three buttons on each cuff and with an appropriate cress in the center of the front of the sleeve in a space measuring three and a half inches deep from bottom to top and centered from side to side. (NOTE) Neither baldric nor outside belt is to be worn with this uniform. Existing belts may be worn under coat by removing long chain, the scabbard to be suspended from the two short chains extending through slit in coat: or from two short slings of black leather with hook snaps at bottom and a loop at top may be worn over trouser belt and through slit in coat to suspend scabbard. (March 2014)

#### SHOULDER STRAPS

As prescribed above.

#### SLEEVE AND LAPEL CROSSES

The emblem on the coat sleeve shall be the Passion Cress of bright red silk velvet, embroidered on each edge with one row of either No. 26 gilt or real gold bullion embroidery, three-sixteenths of an inch in width, with open rays between the arms of the Cress alternately in either No. 2S and No. 26 gilt or real gold bullion embroidery. The Cross, including embroidery, to be two inches in height; Cross arm to be one and one-third inches long; center of the Cross between edges of embroidery to be three-sixteenths of an inch wide. (No twisted bullion at the several corners or angles of the Cross.) Gold Mylar may be used as an alternate to gold bullion. Sleeve Crosses may be attached using a Velcro patch.

#### TROUSERS

Trousers to be of the same clothing material as coat, of standard military cut, without ornamentation.

#### CHAPEAUS

A military Chapeau shall be trimmed with black silk velvet binding, and with three black ostrich plumes, so arranged that the black plumes shall show at the edges distinctly and the end of the plume shall not extend beyond the Chapeau more than three inches, the length and width to be in proportion to the size of the Sir Knights. Front and rear peaks of Chapeau to extend four and one-fourth inches from the head; side of Chapeau to be beveled, being an inch smaller at the top than at the head; diagonally across the peaks, both front and back, a band of gold plated wire lace, fifteen lignes wide of vellum pattern (No. 1962); in front a gilt or gold plated tassel, half round in shape with bright bullions and dull head. On the left side a rosette, oval in shape, five inches in height by four inches in width, composed of not less than thirty-three satin points, in single fold, on top of which so as to display said points to the distance of one-half an inch from the edge, is laid one row of pleated satin ribbon, in folds from one-eighth to one-fourth of an inch wide, and

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en top of this is laid an oval black silk velvet rosette (outlined with gilt jaceron cord], three and one-fourth inches in height by two and five-eighths inches in width, thus displaying the pleated satin ribbon around the edges of said velvet rosette to a distance of from three-eighths to one-half inch. On the velvet oval shall be the Passion Cress, the upright arm three inches and the transverse arm two inches, of bright red silk velvet, bordered by No. 26 gilt or real gold embroidery one-fourth of an inch wide, leaving the velvet exposed in the center to the width of five-sixteenths of an inch Said Cress to have at the points of intersection alternate rays of No, 26 and Ne. 27 gilt or real gold bullion embroidery in open pattern. (No twisted bullion at the several corners of angles of the Cross.) Gold Mylar may be used as an alternate to gold bullion. (March 2014)

SWORD AND SCABBARD

The sword shall be thirty-four to forty inches in length, inclusive of scabbard, with helmet head at pommel, straight cross guard, metal scabbard, and white grip. The scabbard to have three hard metal mountings, two metal rings at upper and one at lower mount. The white grip may be ornamented in front with monogram of owner, and opposite side with the Passion Cress with rays. All metal parts of sword except blade to be gold plate. (March 2014)

SHIRT

Plain white with turned down collar

NECKTIE

Black four-in-hand, without stick pin

GLOVES

Buff colored, of lisle thread

HOSE

Black.

SHOES

Black leather

For Past Commanders:

The entire full dress uniform for Past Commanders shall be the same as that for Commanders, except that the shoulder straps shall be as prescribed above.

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For Generalissimos during incumbency in office:

DRESS COAT

The same as for Commander

SHOULDER STRAPS

As prescribed above

SLEEVECROSSES

The emblem on the coat sleeves shall be the Passion Cross of bright red silk velvet, embroidered on each edge with one row of No. 26 silver plated bullion embroidery; the Cross of the same dimensions as for Commanders, except it shall have no rays. (No twisted bullion at the several corners or angles of the Cross.) Sleeve Crosses may be attached using a Velcro patch.

CHAPEAU

The same as for Commanders, except that on the rosette shall be a bright red silk velvet Passion Cross, bordered with No. 26 silver plated bullion embroidery (outlined with silver jaceron cord) of the same size and dimensions as for Commanders, except that said Cross shall have no rays.

SWORD AND SCABBARD

Same as for Commanders except all metal trimmings shall be silver plate and grip of sword shall be white or black, monogram of owner is optional, there shall be no chain from pommel to Cross guard. On the grip, as an option, may be inlaid the Passion Cross of silver or white metal, without rays.

BALANCE OF FULL-DRESS UNIFORM

The balance of the Full-Dress Uniform for a Generalissimo during incumbency in office shall be as prescribed for Commanders during incumbency in office.

For Captains General during Incumbency in office:

SHOULDER STRAPS

As prescribed above

BALANCE OF FULL-DRESS UNIFORM

The balance of the Full-Dress Uniform for a Captain General during incumbency in office shall be as prescribed for Generalissimos during incumbency in office.

For Sir Knights and Officers below the rank of Captain General:

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The entire full dress uniform for Knights and Officers below the rank of Captain General shall be the same as for Generalissimos except that the shoulder straps shall be omitted. Instead of a Chapeau the head gear of a Sir Knight may be as follows when approved as such by the Subordinate Commandery:

UNIFORM CAP

The uniform cap shall be a bell crown or Pershing style cap of black silk with three welts; the total depth three and three eighths inches; diameter across the top, eight and three-quarters inches for a cap of size seven, the top to be one-eighth of an inch larger or smaller for every size above or below size seven. The sides to be made in four pieces; to be one and one-half inches between the upper welts and stiffened with haircloth and wire around the crown. The Visor is to be of black patent leather one and three-fourths inches deep at the center and of green color underneath; to droop at an angle of forty-five degrees. Front strap to be flat and to be of four inch gold wire lace with two vellums (No. 1962) stitched on leather with two loops of the same pattern of lace; strap attached at the corners of the visor by gold cross and crown Knights Templar buttons. Between the lower welts of the cap, a band of gold wire lace, 18 inches wide of two vellums (No. 1962) and on front of cap to be a Passion Cross of bright red silk velvet, embroidered on each edge with one row of No. 26 gilt or real gold bullion embroidery, three- sixteenths of an inch in width with open rays between the arms of the Cross alternately in No. 25 and No. 26 gilt or real gold bullion embroidery. The Cross, including embroidery, to be two inches in height; cross arm to be one and one-third inches long; center of the Cross between edges of embroidery to be three-sixteenths of an inch wide. (No twisted bullion at the several corners or angles of the Cross.) Gold Mylar may be used as an alternate to gold bullion.

TEMPLAR CAP AND MANTLE

The Cap and Mantle is prescribed as follows:

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:

(a) *For members of the Order below the rank of Commander:* The mantle shall be of white; the hood 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 with white tassels.

(b) *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 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 with red tassels.

(c) *For Grand Officers and Past Grand Officers entitled to permanent rank:* The mantle shall have the ribbon of a Past Commander and an additional red ribbon one-half inch wide, stitched one-half inch 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.

(d) *For the Grand Commander:* The mantle shall have a single red ribbon, two inches wide, stitched one-inch from the outer edge; the hood lined in red with a similar material; the

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Templar Cross in red, nine inches in height on the left breast; the mantle to tie closely around the neck with red cords with red tassels.

(e) *For Past Grand Commanders:* The mantle shall have a single purple ribbon, one and one-half inches wide, stitched three-quarters of an inch from the outer edge; the hood lined in purple with 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 with purple tassels.

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

(a) *For members of the Order below the rank of Past Grand Commander:* 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.

(b) *For Past Grand Commanders:* The cap shall be of purple velvet (or silk) with Purple Templar Cross.

(c) *For all ranks:* The Cross shall be two inches high.

**Arkansas Grand Commandery Uniform Standards**  
**Revision II**  
**October 2015**

These standards are respectfully submitted to accomplish several different objectives. The first is to enable all newly knighted Sir Knights to acquire a uniform that they can wear to meetings and other events, regardless of their rank or office. The second objective is to be able to build upon these same uniforms to enable the Sir Knight to cost effectively acquire the new parts as he progresses through his Commandery offices and positions.

**Basic Uniform Standards (All Sir Knights)**

1. All Sir Knights will wear a black double breasted suit with a third button inserted to convert it to a military style. Basic double breasted suits do not use the third buttons, but rather have them offset. The new Sir Knight basic uniform will have the third button and a button hole inserted as to make it conform to the military order look.  
This uniform suit will have black Knight Templar buttons on the front, as well as on each of the sleeves. Gold buttons or non-Knight Templar buttons will not be permitted. **The Pershing Cap may only be worn at the Order of the Temple if all Sir Knights present and conferring the Order are wearing the same Cap. Otherwise the Chapeaux will be worn by all conferring the Order.**
2. Black shoes will be the proper footwear, along with black socks.
3. A plain black tie, with no logos is required.
4. The shirt to be worn is to be plain white, without button down collars.
5. The cap will be the modified Pershing Cap, which will be solid black with a black top, and will have the passion cross emblem on the front in silver and red **or a Chapeau with the same emblems.**
6. The Malta and Red Cross medals will be worn on the left side of the uniform with the Malta worn closest to the heart. No other medals or regalia will be allowed. **(The Bicentennial Grand encampment Maltese Cross may be worn starting August, 2015 and continue as per Grand Encampment Orders.)**
7. A Gold “Arkansas” pin bar will be worn on the top of the left pocket.
8. A black with silver accent sword sling will be worn.
9. A silver sword scabbard with no gold embellishments will be the official sword of the uniform. The sword handle should be either black or white.
10. **Sir Knights who are deemed to be lecturers will be allowed to wear the red and gold braid with as single loop on the left shoulder of their uniform. The white and red braid signifies those teaching the conferring of the Orders. The double loop will signify those who are the custodians of the work.**

**Uniform Standards (Non-Principal Officers of a Subordinate Commandery)**

1. Non-Principal Officers (those other than the Eminent Commander, Generalissimo or Captain General) will wear the same uniform as the Basic Uniform Standard for All Sir Knights, but will have Velcro attached to the shoulders.
2. Non-Principal Officers will wear Silver and Red passion cross shoulder boards.
3. **The modified Pershing Cap may be worn, or a black chapeau with black ostrich-type feather.**

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4. The rosette will be silver and red and worn on the left side of the chapeaux.
5. The sword sling will be replaced with a black and silver sword belt which will have a buckle with the red passion cross upon it. Either straps or chains are permissible.

**Uniform Standards (Principal Officers of a Subordinate Commandery)**

1. Principal Officers (Eminent Commander, Generalissimo and Captain General) will wear the same uniform as the Non-Principal Officers Basic Uniform Standard.
2. Principal Officers will wear the correct Green and Gold shoulder boards for their respective offices (Passion Cross for Eminent Commander, Square and Lamb for Generalissimo, and Level and Cock for Captain General).
3. **The black Pershing Cap may be worn. The black chapeaux will have the Gold and Red Passion Cross Rosette, along with Gold Stripes on the sides.**
4. The sword belt will be black and gold with a gold buckle bearing a red passion cross.
5. The sword scabbard will be gold.
6. The Eminent Commander may, at his Commandery's discretion, wear a jewel of office.

**Uniform Standards (Past Eminent Commander of a Subordinate Commandery)**

1. The Past Eminent Commander will wear shoulder boards of gold and red with the passion cross.
2. The PEC may wear a Past Eminent Commander's Club jewel on the left breast of the uniform, provided they are a member of the Past Commander's Club. This jewel will be worn closest to the shoulder.

**Uniform Standards (Non-Principal Officers of the Grand Commandery)**

1. Officers will wear the same basic uniform as a Principle Officer of a Subordinate Commandery in Arkansas.
2. The shoulder boards will be the Maltese Cross in Red and Gold.
3. The black chapeaux will have the Gold and Red Maltese Cross Rosette, along with Gold Stripes on the sides. **The Pershing Cap may be worn as well, provided all Grand Commandery Officers present are wearing the same.**
4. The sword belt will be black and gold with a gold buckle bearing a red maltese cross.
5. The sword scabbard will be gold.
6. Officers will wear the jewel of their respective Grand Commandery Office. The Red Cross will be removed and all medals will be moved to the left, with the Maltese Cross closest to **the left shoulder and the jewel of office closest to the center of the uniform.**
7. Appointed Grand Commandery Aides will be allowed to wear the red braid on the left shoulder of their uniform signifying that they are an appointed representative to the Grand Commander in that jurisdiction.
8. Non-appointed Grand Commandery officers will also wear a Red and Gold embroidered Maltese Cross emblem, no larger than 1 and a half inches on their sleeves, which will be placed two inches above the buttons.

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**Uniform Standards (Past R.E. Grand Commander)**

1. The Grand Commander will wear the same basic uniform as an Officer of the Grand Commandery in Arkansas.
2. The shoulder boards will be the Maltese Cross in Purple and Gold.
3. **The Pershing Cap may be worn with the appropriate emblems.** The black chapeaux will have the Gold and Purple Maltese Cross Rosette, along with Gold Stripes on the sides.
4. The sword belt will be Purple and gold with a gold buckle bearing a purple maltese cross.
5. The sword scabbard will be gold with the purple Maltese cross.
6. A Past Grand Commanders jewel may be worn on the left side in place of the Grand Commandery Officers jewel.
7. A Purple and Gold embroidered Maltese Cross emblem will replace the Red and Gold emblems on the sleeves.

**Light Duty Uniform (i.e. Summer Uniform)**

1. Short or long sleeve pilot type white shirt with the proper insignia on the shoulder. Also, the collar shall have gold "KT" on one side and gold "AR" on the alternate collar. There shall be an insignia bar over the left pocket. A name badge may be worn over the right pocket.
2. Black trousers.
3. Black socks.
4. Black shoes.
5. Pershing-type cap with a black cover and the appropriate insignia.
6. Black tie.
7. The light duty uniform may be worn all year.

**Minimum Standards of Dress**

All Commanderies are encouraged to adopt a minimum standard of dress for occasions when all present are not able to be in either the Light Duty Uniform or the Class A Dress Uniform. This minimum standard will consist of:

1. Short or long sleeve white shirt.
2. Black trousers.
3. Black socks.
4. Black shoes.
6. Black tie.

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MASONIC EMBLEMS

ILLUSTRATIONS OF DETAILS OF COMMANDERY  
OFFICERS' JEWELS

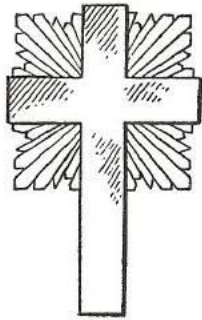


Figure 1

Grand Commanders and  
Commanders  
(See Sec. 262)

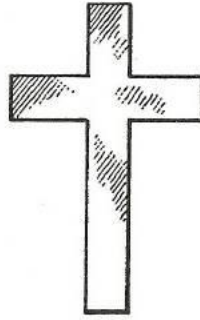


Figure 2

Deputy Grand  
Commanders  
(See Sec. 262)

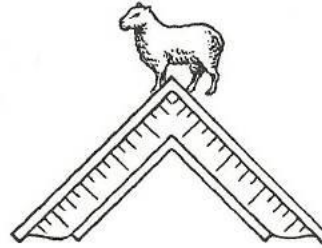


Figure 3

Grand Generalissimos  
and Generalissimos  
(See Sec. 262)



Figure 4

Grand Captains-General  
and Captains-General  
(See Sec. 262)

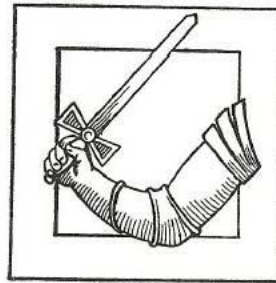


Figure 5

Grand Senior Wardens  
and Senior Wardens  
(See Sec. 262)



Figure 6

Grand Junior Wardens  
and Junior Wardens  
(See Sec. 262)

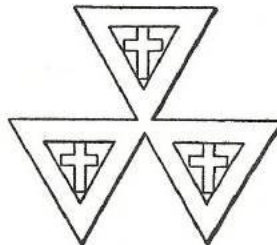


Figure 7

Grand Prelates and  
Prelates  
(See Sec. 262)

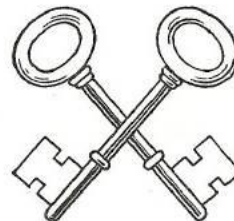


Figure 8

Grand Treasurers and  
Treasurers  
(See Sec. 262)

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MASONIC EMBLEMS



Figure 9  
 Grand Recorders and  
 Recorders  
 (See Sec. 262)



Figure 10  
 Grand Standard Bearers  
 and Standard Bearers  
 (See Sec. 262)

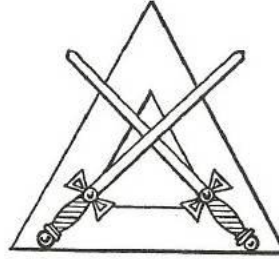


Figure 11  
 Grand Sword Bearers  
 and Sword Bearers  
 (See Sec. 262)

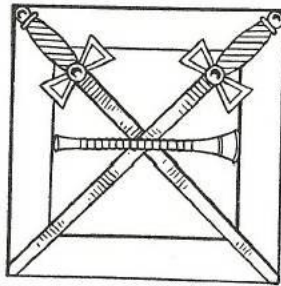


Figure 12  
 Grand Warders and  
 Warders  
 (See Sec. 262)

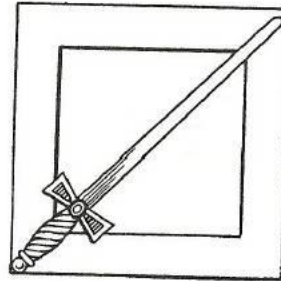


Figure 13  
 Grand Sentinels  
 of Grand Com-  
 manderies and Sentinels  
 of Subordinate and Con-  
 stituent Commanderies  
 (See Sec. 262)

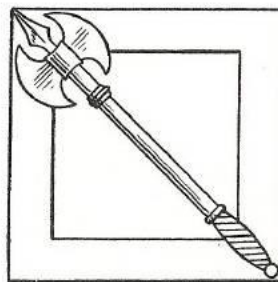


Figure 14  
 Guards of Subordinate  
 and Constituent  
 Commanderies  
 (See Sec. 262)



Figure 15  
 Emblem of the Order  
 (See Sec. 263)



Figure 16  
 Knight Templar Button  
 (See Sec. 264)

**ARTICLE XV**  
***TACTICS***

**Section 1.** The Asylum Tactics for the use of Knights Templar of Arkansas will be the most recent version which was approved, adopted and, printed in book form, shall be the only Tactics authorized by the Constituent Commanderies in this Grand Jurisdiction.

**Section 2.** Asylum ceremonies other than those set forth in the published Arkansas Tactics are to be those set forth in the ritual of the Order.

**ARTICLE XVI**  
***MILEAGE***

**Section 1.** ---deleted March 2019

**ARTICLE XVII**  
***AWARDS***

**Section 1.** 50 Year Awards:

- a. Every Sir Knight of this Grand Jurisdiction who has been a member for fifty (50) years will be presented with a fifty year lapel pin and a suitable wallet size card attesting to his longevity status.
- b. Presentation to be made by the Grand Commander of his representative

**Section 2.** Knights Templar Cross of Honor:

Section 237 (b) of the Grand Encampment Constitution is quoted and made a part of the Constitution, Statutes and Disciplinary Rules.: There is hereby created and established a Meritorious Award to be known as the “Knights Templar Cross of Honor” which may be awarded by the Grand Master of the Grand Encampment of the United States of America to deserving Sir Knights of Constituent and Subordinate Commanderies on the following conditions and stipulations:

1. The award shall consist of a bronze or gold medal in the form of a cross; selected by the Grand Master or a Committee he shall have appointed to develop this emblem. The Cross shall be suspended by a black and white ribbon from a bar bearing the inscriptions “Knights Templar Cross of Honor.” On the reverse side shall be inscribed the name of the recipient. A suitable certificate of award issued by the Grand Encampment and signed by the Grand Master and the Grand Recorder bearing the seal of the grand Encampment thereon shall accompany the jewel and shall set forth the citation.
2. A nomination for the award shall be made by the Commandery of which the nominee is a member by motion adopted by the Commandery and must be submitted in writing and approved by the Grand Commander of the respective State, and must give his name, address, Masonic rank, name of his Commandery and particulars outlining the nature of his meritorious service justifying the nomination
3. The award shall be made only for exceptional and meritorious service rendered to the Order far beyond the call of duty and beyond the service normally expected of an officer or member.

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4. Only one nomination may be made from a Grand Commandery membership of 10,000 or less, plus one additional nomination may be made by a Grand Commandery for each additional 10,000 of its members, or major portion thereof, during one year. Only one nomination shall be made from the total Subordinate Commanderies during one year.
5. In deciding the awards, precedents shall be entirely ignored; each case shall be decided on its own usual merit.
6. No posthumous award shall be made
7. Whereas this jewel is to be given by the Grand Master of the Grand Encampment of Knights Templar of the United States of America after nomination by the Grand Commanders of Constituent Grand Bodies, it shall be the responsibility of the Grand Encampment to provide the jewels and awards without cost to the recipients.

**ARTICLE XVIII**  
***AMENDMENTS***

**Section 1.** Any proposed changes in the Constitution, Statutes, Disciplinary Rules must be sent to the Grand Recorder not less than 90 days in advance of the Annual Grand Commandery Conclave. The grand Recorder must send a notice of proposed changes to each Constituent Commandery and furnish a copy to the Jurisprudence Committee Members.

**Section 2.** This Grand Commandery, upon receipt of three-fourths ( $\frac{3}{4}$ ) its members present at any Annual Conclave, may revise, amend or alter this Constitution, Statutes and Disciplinary Rules.

**ARTICLE XIX**  
***CONSTITUENT COMMANDERIES***

**Section 1.** Jurisdiction of Constituent Commanderies over petitions for the Orders is the State of Arkansas. Petitioners must have resided in Arkansas for one year in order to petition for membership.

- a. A Commandery may waive jurisdiction over any person who desires to petition elsewhere.
- b. The Grand Commander of Arkansas and the Grand Commander of another jurisdiction may consent to a Master Mason from another jurisdiction to join a Commandery in Arkansas. In which case the residency requirement is waived.

**Section 2.** This section is blank.

**Section 3.** All Commanderies shall fix their dues at such a sum as shall furnish sufficient funds to meet expenses.

**Section 4.** Member of extinct Commanderies shall be furnished certificates by the Grand Recorder upon payment of \$3.00.

**Section 5.** Whenever an election of Officers takes place, it is the duty of the Recorder of the Commandery to immediately send a list of the Officers elected and installed to the Grand Recorder. The Recorder will include the mailing address of the Commander, Generalissimo, Captain General and Recorder on the report to the Grand Recorder.

**Section 6.** Display of the Holy Bible, as amended 1982: The voters approved amendment to the first paragraph of the Standing Resolution passed on this subject in 1967. The first paragraph now reads: The Holy Bible shall be displayed at all Conclaves of the Grand Encampment, the Grand Commanderies and all Constituent Commanderies, on a pedestal, or small Altar in front of the Prelates station on the floor of the Asylum, to the left (South) of the United States Flag; it shall be placed with the top to the east, opened to the Gospel of St. Mathew, Chapter XXVIII, a small

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wooden passion Cross displayed on the right and the square and Compasses displayed on the left. Two crossed swords may also be displayed thereon. It is to be opened by the Grand Prelate or Prelate immediately after the Conclave is declared convened or opened and is to be closed by the Grand Prelate or Prelate when the Conclave is declared adjourned or closed. The Altar should be covered with a black or white cloth, on the front of which a red Passion Cross may be embroidered (Grand Encampment Triennial Conclave 1982).

**Section 7.** The Grand Master of the Grand Lodge of Free and Accepted Masons of Arkansas shall be received under an arch of steel. (March 2019).

**Section 8.** The Grand Commandery, at its August 29, 2020, Annual Conclave, approved the Grand Encampment's Meritorious Service Award. Which may be presented by the subordinate Commanderies in Arkansas. The criteria shall be: 1. Must be a Past Commander and 2. Be a member of the Commandery for 10 consecutive years. (2020 Tucker p. 109)

**Section 9.** Each subordinate Commandery in Arkansas shall use the "Christmas Messages" provided by the Grand Prelate for their Christmas Observance. (2020 Tucker p.)

**Section 10.** Each Subordinate Commandery shall pay to the Grand Recorder, with their per capita payment, the sum of \$100 to assist in the financing of the annual convocation. When this procedure is followed, the dais officers and secretary of said Commandery are exempt for any registration fee. (March 2023)

**Section 11.** The Grand Commandery of Arkansas acknowledges the IRS Policies adopted by the Grand Chapter of RAM of Arkansas and the Grand Council of R&SM of Arkansas were adopted by the Grand Commandery of Arkansas on March 12, 2023. They may be found in the Proceedings of those bodies and are hereby incorporated into the Digest of the Grand Commandery of Arkansas. (March 2022). Reaffirmed March 11, 2023, and March 10, 2024.

**Section 12.** Arkansas Holding Commandery No. 300, U.D. is established as a special purpose commandery for the purpose of retaining Sir Knights who were members of a Constituent Commandery which demised. Membership in this Holding Commandery shall only be obtained by affiliation from a demised commandery. Arkansas Holding Commandery No. 300, may not create Sir Knights. The Grand Commander shall appoint the officers of the holding commandery, except that the offices of Recorder and Treasurer shall be held by the Grand Recorder and Grand Treasurer respectively. The elected Grand Commandery Officers shall be officio members of the holding commandery, without payment of dues or assessments. All other members of Arkansas Holding Commandery No. 300 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. The holding commandery shall not be required to have a suitable Asylum, to meet quarterly, or to create new Sir Knights as normally required by Grand Encampment regulations. The Commander of the Arkansas Holding Commandery No. 300 does not attain the rank of Past Commander by virtue of such service. A holding commandery does not have votes at the Grand Session. (2025 Proceedings, p. 99)

The members pay dues, including per capita, to the Grand Recorder to maintain good standing in their membership. The annual dues for Arkansas Holding Commandery No. 300 shall be \$20.00 above the annual per capita assessment and required assessment to the Knight Templar Eye Foundation. The Grand Recorder shall issue a Certificate of Good Standing to any member who desires to petition for affiliation with another commandery, provided the member's dues are current and the member is otherwise in good standing. (2025 Proceedings, p. 99)

**UNIFORM BY-LAWS FOR CONSTITUENT  
COMMANDERIES OF THE GRAND COMMANDERY OF  
KNIGHTS TEMPLAR OF ARKANSAS**

The name of this Commandery is \_\_\_\_\_ No. \_\_\_ Knights Templar,  
domiciled at \_\_\_\_\_, Arkansas.

Organized under a Charter granted by the Grand Commandery of Knights Templar of Arkansas  
on the \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**ARTICLE I  
CONCLAVES**

**Section 1.** The Stated Conclave of this Commandery shall be held on the \_\_\_\_\_ of each  
month, at such an hour as may be designated.

**Section 2.** Special Conclaves may be held by Order of the Eminent Commander; in his absence  
by the Generalissimo; and in the absence of both by the Captain General. Due notice of which  
shall be given to the resident Sir Knights.

**Section 3.** At Special Conclaves no business shall be transacted but that for which said Conclave  
was called.

**Section 4.** A Commandery that fails to hold a Conclave for twelve consecutive months, or to knight  
a single candidate within such period, shall be placed on probation for the period of one  
year. If it thereafter fails to hold a Conclave for the next twelve consecutive months, or to knight  
a single candidate within such period, its Charter may be arrested. (Grand Encampment Section  
176)

**Section 5.** A Commandery may, at Stated or Special Conclaves held for the Transaction of  
business only, consider and transact business jointly with Chapters and Councils domiciled at the  
same location, At such Conclaves, members of Chapters and Councils who are not Knights  
Templar may be admitted: provided, that in the event of an objection by a Knight Templar to  
balloting on petitions for the Orders by all present, such petitions shall be considered only by  
members of the Commandery. At such Conclaves, following prayer, the Commander may declare  
the Commandery open for the transaction of business. (Grand Encampment Section 65 'C')

**ARTICLE II  
ELECTION OF OFFICERS**

**Section 1.** Election of Officers shall be held Annually at the first Stated Conclave in December  
and shall be the first business in order after unfinished business.

**Section 2.** The Officers of this Commandery shall be as follows: Commander, Generalissimo,  
Captain General, Senior Warden, Junior Warden, Prelate, Treasurer, Recorder, Standard  
Bearer, Sword Bearer, Warder and Sentinel.

**Section 3.** All the Officers shall be elected by the Commandery by ballot and nominations may be  
accepted from the floor.

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**Section 4.** No Sir Knight shall be entitled to vote or be eligible to office that is one year in arrears for dues to this Commandery at the time of the election.

**Section 5.** The Officers chosen shall be installed on the date of their election or as soon thereafter as practicable.

**Section 6.** If any Officer, after having received notice, fails to present himself at the time appointed for installation, his office may be declared vacant by the Commandery.

**Section 7.** All Officers shall continue in office until their successors are duly installed.

**Section 8.** Vacancies occurring in any of the elective offices shall be filled as soon thereafter as may be deemed expedient. Notice being given to the members of this Commandery, so far as practicable, of such intended election.

**Section 9.** If for any cause the election of Officers shall not take place at the time prescribed, then it shall be the duty of the Eminent Commander to order an election as soon thereafter as practicable, either at a Special or Stated Conclave. Due notice must be given to the Sir Knights of this Commandery.

**Section 10.** The Grand Recorder shall be promptly advised by the Constituent Recorders of the names of the Officers elected and installed at the Annual election. Also, in the filling of any vacancy by a Special election during the year.

**ARTICLE III**  
***DUTIES OF OFFICERS***

**Section 1.** The Eminent Commander shall have charge of the Charter. He shall decide all points of order. He shall have a vote in the election of Officers. On all other questions a vote only in case of a tie, when he shall cast the deciding vote. He shall also appoint all Committees unless otherwise provided for by special vote.

- a. All Constituent Officers will familiarize themselves with the questions set forth in "Questions Pertaining to the Activities of Your Commandery" before being installed as Eminent Commander. He must be able to answer these questions to the satisfaction of the Grand Commandery Officers or Aide assigned to the duty of verifying the questionnaire.
- b. The Eminent Commander has the right and authority to cancel a called or Stated Conclave if in his judgement it is for the good of his Commandery. This discretion should be used rarely.

**Section 2.** The Treasurer shall have charge of all funds and shall pay none out except by vote of the Commandery and upon a warrant signed by the Eminent Commander and Recorder (except as hereinafter provided). He shall at any time be prepared to give a verbal statement of the amount of funds in his possession, and at the close of his term of office shall submit to the Commandery a full report in writing showing the amount of money on hand when he assumed the office, the several sums received since that time, how the funds were disbursed and the balance remaining. His report, with his books and vouchers shall be referred to the Finance Committee for inspection. Upon the approval of said report, he shall deliver the books and monies to his successor in office.

**Section 3.** The Recorder shall keep a record of all the proceedings of this Commandery which are proper to be written, issue notices of Special Conclaves, keep proper books of account, collect all dues, fees and assessments and pay the same over to the Treasurer, taking his receipt therefore. At

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the close of the official year he shall make an exhibit, showing the amounts collected, accounts paid over to the Treasurer, and the indebtedness (if any) of this Commandery. He shall also submit an Annual Return to the Grand Recorder, giving such information as may be required. He shall receive a check from the Treasurer for all fees, dues, and assessments owed to the Grand Commandery and forward the same to the Grand Recorder. The Charter of a Constituent Commandery, which does not file an Annual Return on time, may be suspended by the Grand Commander. While it is the duty of the Recorder to prepare the Return, it is the responsibility of the Eminent Commander serving at the time the Report is due to see that the Annual Return is filed on time. (March 2019)

**Section 4.** The duties of the other Officers shall be such as the Ritual, Constitution, Statutes and Regulations of the Order have established.

**ARTICLE IV**  
***FEES, DUES AND ASSESSMENTS***

**Section 1.** The fee for the Orders shall not be less than \$100.00. (March 2019)

**Section 2.** No affiliation fee is to be charged.

**Section 3.** The Annual dues shall be \$ \_\_\_\_\_, payable Annually in advance; provided life and honorary members shall be exempt.

**Section 4.** Should the funds of this Commandery at any time become exhausted, each member (except as otherwise provided) shall be subject to an assessment to defray the necessary expenses as may be determined upon by two-thirds of the Sir Knights present; no motion or proposal to assess the members shall be decided at the same Conclave at which it is proposed.

**Section 5.** Any member neglecting to pay his dues for one year, or an assessment for the period of three months after the same shall have been levied, shall, after due notice, be suspended from membership. The Eminent Commander shall supervise and determine whether it is advisable to remit dues of a delinquent member because of illness, infirmity or financial inability, and shall recommend to his Commandery the remission of dues whenever he deems the same justified. If the Eminent Commander does not see fit to recommend the remission of dues of the delinquent member, he shall appoint a Committee of at least two members to make a personal call, if possible, upon such delinquent member with reference thereto. The report of such Committee shall be reviewed by the Eminent Commander, and shall be reported to the Commandery. The process of suspension shall be undertaken only after the foregoing requirements have been met. Thereupon the Eminent Commander shall see that the Recorder send either a certified or registered letter to the delinquent member at his last known address, giving official notice of intention to suspend such member, including the date and hour when the suspension proceedings will be brought before the Commandery for action. At the time such suspension proceedings are brought before the Commandery, the Eminent Commander shall first inform the Commandery of all pertinent facts and circumstances regarding the delinquent member and shall exhibit the return receipt of the certified or registered letter to the delinquent member, or the unclaimed letter, before any action shall be taken by the Commandery. (Grand Encampment Section 207)

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**Section 6.** A Sir Knight of good standing in a Commandery of Knights Templar may petition a Commandery in Arkansas for affiliation as a dual member without demitting from his Parent Commandery, provided, he cannot hold membership in more than two Commanderies at the same time. The words "Parent Commandery" shall be construed to mean the Commandery in which the Sir Knight holds membership at the time he applies to another Commandery for dual membership.

**Section 7.** A Knights Templar who lives in this Grand Jurisdiction may apply to a Commandery in another Grand Jurisdiction as a dual member, provided that the laws of that Grand Jurisdiction permits such dual membership. In making such application, the laws of the Grand Jurisdiction in which he seeks membership shall govern, and likewise, a Sir Knight who seeks dual membership in Arkansas shall furnish with such application evidence that the Grand Jurisdiction within which he holds his Parent Membership permits such dual membership.

**Section 8.** Petitions for dual membership shall contain all the information required on our regular petitions for affiliation and the procedures thereon shall be the same.

**Section 9.** A Certificate of Good Standing must accompany petitions for dual membership from the Parent Commandery. When a Sir Knight is elected as a dual member, the Recorder of such Commandery accepting the dual member shall certify to the Parent Commandery that such dual membership is in force. If, for any reason, a dual member is dropped from membership in either Commandery, the Recorder of that Commandery must notify the Recorder of the other Commandery.

**Section 10.** Should any Sir Knight holding dual membership be suspended or expelled for Un-Masonic conduct by either Commandery, he shall be automatically suspended or expelled by the other Commandery without further action. If a Sir Knight holding dual membership that has been suspended or expelled for Un-Masonic conduct is reinstated by the Commandery inflicting the penalty, he shall automatically be reinstated in the other Commandery without further action.

**Section 11.** Should a Sir Knight holding dual membership be suspended for non-payment of dues in one Commandery, he shall be automatically suspended in the other Commandery. To be reinstated, he must meet the dues requirements of both Commanderies, after which he may, if he desires, withdraw from either Commandery.

**Section 12.** A Sir Knight holding dual membership may withdraw from either Commandery by applying for and receiving a Certificate of Withdrawal, thereby leaving him a member of only one Commandery, which shall be considered his Parent Commandery. A certificate of Withdrawal, as herein provided, shall not be valid for the purpose of applying for and obtaining membership in another Commandery. March 2010

**ARTICLE V**  
***LIFE MEMBERSHIP***

**Section 1.** Life Membership to be offered to Sir Knights within the State of Arkansas is based on dues to their Commandery. The Life Membership is based upon 16 times the Annual Dues.

- a. All Sir Knights to be eligible must be a Life Sponsor of the Knights Templar Eye Foundation. Those who are not must purchase a Life Membership prior to completing the Life Membership purchase.

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**Section 2.** All monies derived from the sale of Life Memberships will be invested by the Grand Secretary under the supervision of the Life Membership Committee in stocks, mutual funds, bonds, government securities and certificates of deposit so as to yield a higher return on the Fund. All income derived from interest and dividends during the year (January 1 thru December 31) shall be paid out to the subordinate bodies and the several Grand Bodies according to the current guidelines. Additionally, the “capital gains” for the current year from these investments may be paid out in order to provide an acceptable rate of return. The Committee on Life Membership shall make its recommendation of the amount of capital gains to the Grand High Priest, Illustrious Grand Master and Grand Commander who shall approve, modify or reject their recommendation. The Committee may elect to pay the management fee, from retained earnings from previous years. However, the corpus of the Fund shall not be allowed to drop below 100% from these distributions. (2019)

**Section 3.** all interest derived from the said instruments will after payment of interest at the end of the year, be returned to the Local Commandery except for a 25 cent per member administrative fee.

**Section 4.** Each Life Member will be exempt from paying dues to his Local Commandery for life. The Commandery will continue to pay per-capita assessments on him (with the exception of the Eye Foundation) out of the interest derived.

**Section 5.** Upon a Sir Knight's death, his name will be moved to the Memorial listing and all monies paid in by him will be retained ad infinitum as a memorial to him. The Commandery will continue to receive the interest derived except for the 25 cents administrative cost and the per capita on him.

- a. In the event the Charter of a Commandery is arrested or surrendered and that Commandery ceases to exist, any Life Memberships held by members of such Commandery shall be transferred to the credit of the Grand Commandery. The interest there from shall go to the General Fund, unless the member holding such Life Membership shall hold dual membership in another Commandery in this Jurisdiction. In which case their Life Membership shall be transferred to the other Commandery. Life Memberships of deceased Sir Knights of such Commanderies which have been transferred to the Memorial Fund shall remain in the Memorial Fund ad infinitum with the interest going to the credit of the Grand Commandery General Fund.

**Section 6.** No funds can be taken from the principal either for refund or other purposes except upon vote an approval of the Grand Commandery while in session.

**Section 7.** Honorariums may be paid in by those wanting to do so, and the funds will be invested and handled as in Sections 4 and 5 above.

**Section 8.** A Sir Knight desiring to move his Life Membership within the Jurisdiction of this Grand Commandery, may do so by affiliation, the funds will be transferred to his new Commandery.

- a. In the event a Life Member shall demit to a Commandery in another Grand Jurisdiction and/or take a withdrawal certificate from his Commandery, the Life Membership shall remain in the Life Membership Fund with the interest being credited to the Grand Commandery General Fund with this exception. If the Life Member transfers his membership to a Commandery of another Grand Jurisdiction which permits its members to purchase a Life Membership and provided that this Grand Jurisdiction shall have

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previously concluded a satisfactory reciprocal agreement with Arkansas for the transfer of Life Membership Funds from one Grand Jurisdiction to another, then upon proper notice, the Grand Recorder of Arkansas will transfer the fees paid for such Life Membership to the other Grand Jurisdiction.

**Section 9.** This section is blank.

**Section 10.** This Life Membership Program shall be supervised by the Joint Committee – Life Membership Fund.

**ARTICLE VI**  
***FORFEITURE OF MEMBERSHIP AND REINSTATEMENT***

**Section 1.** 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. This change does not apply to those Commandery petitions predating the adoption of the Council prerequisite April 19, 1960.

**Section 2.** When a Knight Templar has been suspended or expelled from his Lodge, Chapter or Council for any reason, he shall, be suspended or expelled, as the case may be, from his Commandery. (March 2019).

**Section 3.** 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 in 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.

- a. If the Commandery is prohibited from meeting by the Grand Commandery of Arkansas or the Grand Encampment the Secretary may receive the application and restore him to membership once he is assured that all prerequisite bodies have reinstated him and he renders his dues. (2020 Tucker)

**Section 4.** When a Knight Templar 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.

**Section 5.** When a Knight Templar has been suspended or expelled for unknighly conduct, he may be restored to membership on petition if the ballot is unanimous. If on the first ballot the petitioner received only a majority ballot, he is restored to good standing only. Then a second ballot must be taken and if this ballot is unanimous, he is restored to membership in the Commandery. If he is restored to good standing only he is entitled to receive a certificate of restoration issued by the Recorder under the Seal of the Commandery stating that the petitioner is an unaffiliated Knight Templar in good standing.

**Section 6.** When a Knight Templar in good standing applies for membership, he must do so by written petition and such petition (if in the Commandery) need not lie over, but may be presented and acted upon at once.

**ARTICLE VII**  
***PETITION FOR MEMBERSHIP***

**Section 1.** Every petition for the Orders for membership shall be on the form as prescribed by the Grand Encampment of the United States and shall be recommended by two Knights of this Commandery. Such petitions shall be presented at a Stated Conclave whether for the Orders or Membership, it shall be referred to a Committee of three members of the Commandery, who shall know or personally interview the petitioner, and who shall report in writing as to whether the prayer of the petitioner shall be granted. No ballot shall be had until a report has been given. Only the fact of the report being given and not its character shall be entered in the minutes of the Commandery. A ballot shall then be taken and the results announced.

**Section 2.** QUALIFICATIONS: A petitioner must be affiliated in a Lodge, Chapter and Council to qualify for membership in a Commandery in Arkansas.

**Section 3.** The petition of one who has been rejected shall not be renewed until at least six months after such rejection.

**Section 4.** Any member of this Commandery shall have the right to object to a candidate at any time prior to the Order of the Red Cross being conferred upon him.

**Section 5.** Any applicant having been elected to receive the Orders of Knighthood and failing to present himself for the Orders within twelve months after receiving his first written notice to appear for the Illustrious Order of the Red Cross voids his election.

**Section 6.** Voting upon petitions for the Orders or membership, reprimanding, suspending or expelling a Sir Knight shall be by ballot only, and no petitioner shall be admitted to membership or have the Orders conferred upon him if the ballot is not clear. A petition may be withdrawn by the petitioner at any time before the ballot.

**Section 7.** Upon balloting for the Orders of Knighthood or for membership, all members present are required to vote.

**Section 8.** This Commandery may elect worthy Sir Knights of other Templar bodies to honorary membership; such elections shall not confer the right to vote or hold office, neither shall they be subject to dues or assessments.

**Section 9.** AFFILIATIONS: A Knight Templar desiring to affiliate with a Commandery must file a petition for membership verifying current membership in a Lodge, Chapter and Council together with a demit or its equivalent, which shall be retained by the Commandery petitioned if he is elected to membership. If rejected, the demit or its equivalent shall be returned to the petitioner.

**Section 10.** Should a Knight Templar desire to affiliate from a Jurisdiction not requiring the Council as a prerequisite, the Commandery mayor may not waive this qualification. This applies only to petitioners coming from a Jurisdiction which does not require the Council as a prerequisite.

**Section 11.** A Constituent Commandery may receive and ballot on petitions for the Orders at a Stated or Special Conclave when the petition is received without the necessity of it laying over or requiring a Dispensation from the Grand Commander.

**Section 12.** A Commandery to which a Sojourner presents a petition for the Orders, except persons in the Active Army, Navy, Marines, U. S. Air Force, U. S. Public Health Service, U. S. Coast and

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Geodetic Survey, the National Aeronautical Space Agency of the United States of America and the various state National Guard units as prescribed in Section 82 of the Constitution of Grand Encampment, shall immediately notify the Commandery having Jurisdiction over the petitioner and obtain its waiver of Jurisdiction before receiving and acting upon the petition.

**Section 13.** 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.

However, it shall be lawful for any Commandery to receive the petition and confer the Orders upon any person belonging to the Military or Governmental Organization as indicated in Section 12 above, 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 the Commandery having Jurisdiction the fees received and be subject to such other penalties as may be provided by law.

**ARTICLE VIII**  
***UNIFORMS***

**Section 1.** The Uniform of this Commandery shall be that prescribed by the Grand Commandery of Knights Templar of Arkansas.

**Section 2.** The purchase of a uniform by a candidate shall be optional.

**Section 3.** Each and every Officer of this Commandery shall be required to possess a uniform prior to his installation. (Grand Encampment 1979, Section 62 'c')

**ARTICLE IX**  
***CHARGES AND TRIALS***

**Section 1.** Any member of this Commandery guilty of improper or unknighly conduct may be reprimanded, suspended or expelled, but before any such action may be taken, charges shall be preferred.

**Section 2.** When charges are preferred against a member of this Commandery, they shall be in writing, and such action taken thereon as prescribed by the Constitution and Statutes of the Grand Commandery of Knights Templar of Arkansas and/or the Constitution of the Grand Encampment.

**Section 3.** All suspensions or expulsions for unknighly conduct shall be reported immediately to the Grand Recorder of the Grand Commandery of Knights Templar of Arkansas.

**ARTICLE X**  
***STANDING COMMITTEES***

**Section 1.** The first three Officers of the Commandery shall be a Standing Committee on Charity. They shall have the authority to draw on the Treasurer (through the Recorder) an amount not to exceed an amount established by the Commandery for the relief of a distressed Sir Knight, their widows and orphans.

**ARTICLE XI**  
***DEMITS AND DIPLOMAS***

**Section 1.** A demit shall be granted to any member upon a written request signed by the applicant, provided all dues and assessments have been paid and no charges are pending against him. No vote of the Commandery shall be required. This is in harmony with Section 192 of the Grand Encampment Statutes.

**ARTICLE XII**  
***ORDER OF BUSINESS***

**Section 1.** The Order of Business at Stated Conclaves shall include as a minimum the following:  
(March 2019)

1. Reading and signing minutes of previous Conclave.
2. Receiving and referring petitions.
3. Reports on Committees on petitions.
4. Reports of other Committees.
5. Balloting on petitions.
6. Unfinished Business.
7. New Business.
8. Conferral of the Orders.

**ARTICLE XIII**  
***GENERAL RULES***

**Section 1.** At Stated Conclaves the Commandery shall be opened at the hour designated, provided a quorum is present.

**Section 2.** Every Officer, in addition to the duties enumerated in these By-Laws, shall perform all the duties devolving upon him by virtue of his office.

**Section 3.** The Business of the Commandery shall be conducted according to the well-established usage of the Order, and all Officers and Sir Knights shall observe that decorum which should ever distinguish all true and courteous Sir Knights.

**Section 4.** Voting upon all ordinary questions shall be by extending the sword-arm and bridle-arm.

**Section 5.** In the Asylum the Knights called to attention while seated will promptly rise to their feet.

**Section 6.** When the Orders of Knighthood are about to be conferred, all Sir Knights present should be in uniform.

**ARTICLE XIV**  
***AMENDMENTS***

**Section 1.** No amendment can be made to the subject matter of these By-Laws by the Commandery, only those portions left blank.

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**Section 2.** Amendments as authorized in Section 1. Hereof must be offered at a Stated Conclave and lie over until the next; then if approved by three-fourths of the members present they shall be declared adopted.

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SUGGESTED OUTLINE FOR THE MINUTES  
OF A STATED OR SPECIAL CONCLAVE  
OF A CONSTITUENT COMMANDERY

STATED CONCLAVE

A Stated Conclave of \_\_\_\_\_ Commandery No. \_\_\_\_\_ Knights Templar,  
was held in the Asylum in the \_\_\_\_\_ Temple, at \_\_\_\_\_ P.M. on \_\_\_\_\_,  
(day), the \_\_\_\_\_ of 20\_\_\_\_, A.O. 8\_\_\_\_, with the following Officers in command:

- \_\_\_\_\_ Commander
- \_\_\_\_\_ Generalissimo
- \_\_\_\_\_ Captain General
- \_\_\_\_\_ Senior Warden
- \_\_\_\_\_ Junior Warden
- \_\_\_\_\_ Prelate
- \_\_\_\_\_ Treasurer
- \_\_\_\_\_ Recorder
- \_\_\_\_\_ Standard Bearer
- \_\_\_\_\_ Sword Bearer
- \_\_\_\_\_ Warder
- \_\_\_\_\_ Sentinel

and Right Eminent Past Grand Commander \_\_\_\_\_,

\_\_\_\_\_ and \_\_\_\_\_  
and Eminent Sirs:

\_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_,

and Sirs:  
\_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

The Commandery was duly opened in the Order of the Temple.

Minutes of the Stated Conclave of \_\_\_\_\_ and Special Conclave of \_\_\_\_\_  
\_\_\_\_\_ and \_\_\_\_\_ were read and approved.

The Recorder read a financial report of the Commandery showing receipts and disbursements for the year beginning January 1, \_\_\_\_\_, and ending December 31, \_\_\_\_\_. An Audit Committee consisting of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ was appointed to verify the records and submit its report at the next Stated Conclave.

The following petitions for the Orders were received and referred to Committees:  
\_\_\_\_\_, a member of \_\_\_\_\_ Lodge No. \_\_\_\_\_,  
\_\_\_\_\_ Chapter No. \_\_\_\_\_ and \_\_\_\_\_ Council No. \_\_\_\_\_;  
\_\_\_\_\_, a member of \_\_\_\_\_ Lodge No. \_\_\_\_\_,  
\_\_\_\_\_ Chapter No. \_\_\_\_\_ and \_\_\_\_\_ Council No. \_\_\_\_\_.

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Petition for affiliation from \_\_\_\_\_, late a member of \_\_\_\_\_ Commandery No. \_\_\_\_, was received and referred to a Committee of Investigation.

The Committee on the petitions of: \_\_\_\_\_, a member of \_\_\_\_\_ Lodge No. \_\_\_\_, \_\_\_\_\_ Chapter No. \_\_ and \_\_\_\_\_ Council No. \_\_\_\_; \_\_\_\_\_, a member of \_\_\_\_\_ Lodge No. \_\_\_\_, \_\_\_\_\_ Chapter No. \_\_ and \_\_\_\_\_ Council No. \_\_ reported. The Ballot was spread on the above petitioners and being found clear, they were declared duly elected.

The Commandery was informed it was necessary to grant further time to the Investigating Committee on the petition of \_\_\_\_\_ because he had not yet been reinstated in \_\_\_\_\_ Chapter No. \_\_ and \_\_\_\_\_ Council No. \_\_\_\_.

By vote of the Commandery, Sir Knights \_\_\_\_\_ and \_\_\_\_\_ were suspended from all rights and privileges of the Order for failure to affiliate with a Chapter of Royal Arch Masons and a Council of Royal and Select Masters. They have been requested to appear and show cause, if any as to why this action should not be taken.

By vote of the Commandery, the following Sir Knights were suspended from all rights and privileges of the Order because of their suspension for non-payment of dues in a prerequisite body.  
\_\_\_\_\_ and \_\_\_\_\_.

By vote of the Commandery, the following Sir Knights were suspended from all rights and privileges of the Order for nonpayment of dues in this Commandery:  
\_\_\_\_\_ and \_\_\_\_\_.

By vote of the Commandery, a demit was issued to Sir Knight \_\_\_\_\_, in conformity with his request, he having discharged all obligations to the Commandery.

The following bills were approved and ordered paid:

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

A General Order from the Grand Commander relating to the proper observance of Christmas, which day commemorates the birth of our beloved Savior, was read as directed.

The regular business having been dispatched, and this being the date of the Annual Election of Officers, the Eminent Commander expressed his appreciation for the honor of having been privileged to serve as Commander and for the cooperation given him during the year.

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The Commandery then proceeded to elect Officers for the ensuing year, with the following results:

_____	Commander
_____	Generalissimo
_____	Captain General
_____	Senior Warden
_____	Junior Warden
_____	Prelate
_____	Treasurer
_____	Recorder
_____	Standard Bearer
_____	Sword Bearer
_____	Warder
_____	Sentinel

The Officers were then regularly installed into the respective offices to which they had been elected, Sir Knight \_\_\_\_\_, Right Eminent Past Grand Commander, acting as Installing Officer, with Eminent Sir Knight \_\_\_\_\_ acting as Installing Marshall.

The incoming Commander, Sir Knight, \_\_\_\_\_ thanked the Commandery for the honor conferred upon him by his election to its highest office and requested the fullest cooperation from the officers and members that the Commandery might have a successful year.

The following Committees were appointed to arrange for the observance of Christmas:

Committee in charge of arrangements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Committee in charge of refreshments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The retiring Eminent Commander was presented with a Past Commander's Jewel, in accordance with established custom, in appreciation for the service he had rendered the Commandery during the year. The presentation was made by Eminent Sir Knight \_\_\_\_\_.

Sir Knight \_\_\_\_\_ thanked the Commandery for the gift and again for the privilege of serving as Commander.

Following presentations, several of the newly installed Officers gave short talks and pledged their support to the Commander for a successful year under his leadership.

There was no further business, the Commandery was duly closed.

\_\_\_\_\_  
Recorder

\_\_\_\_\_  
Commander

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SPECIAL CONCLAVE  
ILLUSTRIOUS ORDER OF THE RED CROSS

A Special Conclave of \_\_\_\_\_ Commandery No. \_\_\_\_ Knights  
Templar, was held in the Asylum in the \_\_\_\_\_ Temple at \_\_\_\_\_ P.M., Thursday,  
\_\_\_\_\_, 20\_\_\_\_, A.O. 8\_\_\_\_, with the following Officers present:

- \_\_\_\_\_ Commander
- \_\_\_\_\_ Generalissimo
- \_\_\_\_\_ Captain General
- \_\_\_\_\_ Senior Warden
- \_\_\_\_\_ Junior Warden
- \_\_\_\_\_ Prelate
- \_\_\_\_\_ Treasurer
- \_\_\_\_\_ Recorder
- \_\_\_\_\_ Standard Bearer
- \_\_\_\_\_ Sword Bearer
- \_\_\_\_\_ Warder
- \_\_\_\_\_ Sentinel

and Eminent Sirs and \_\_\_\_\_, \_\_\_\_\_, and Sirs  
\_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ of  
\_\_\_\_\_ Commandery No. \_\_\_\_\_ of St. Louis, Missouri.

The Commandery was duly opened in the Order of the Temple. It was announced that this was the date set for conferring the Illustrious Order of the Red Cross. The Commandery was, therefore, duly closed, and a Council of the Illustrious Order of the Red Cross declared open in due form for the reception of candidates.

The following Officers were in command:

- \_\_\_\_\_ Sovereign Master
- \_\_\_\_\_ Prince Chancellor
- \_\_\_\_\_ Prince Master of the Palace
- \_\_\_\_\_ Master of Calvary
- \_\_\_\_\_ Master of Infantry
- \_\_\_\_\_ Excellent High Priest
- \_\_\_\_\_ Master of Finance
- \_\_\_\_\_ Master of Dispatches
- \_\_\_\_\_ Standard Bearer
- \_\_\_\_\_ Sword Bearer
- \_\_\_\_\_ Warder

\_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, Royal  
Arch Masons, being in waiting, were introduced and created Companions of the Illustrious Order of the Red Cross in due form.

There was no further business, the Council was duly closed.

\_\_\_\_\_  
Recorder

\_\_\_\_\_  
Commander

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SPECIAL CONCLAVE  
ILLUSTRIOUS ORDER OF MALTA

A Special Conclave of \_\_\_\_\_ Commandery No. \_\_\_\_, Knights  
Templar, was held in the Asylum in the \_\_\_\_\_ Temple at \_\_\_\_\_ P.M.,  
Thursday, \_\_\_\_\_, 20\_\_\_\_, A.O. 8\_\_\_\_.

The Commandery was duly opened in the Order of the Temple, with the following Officers  
present:

_____	Commander
_____	Generalissimo
_____	Captain General
_____	Senior Warden
_____	Junior Warden
_____	Prelate
_____	Treasurer
_____	Recorder
_____	Standard Bearer
_____	Sword Bearer
_____	Warder
_____	Sentinel

It was announced this Special Conclave was called for the purpose of conferring the Order of  
Malta. The Commandery was duly closed and a Priory of Knights of Malta opened with the  
following officers in their respective stations:

_____	Prior
_____	Lt. Commander
_____	Captain General
_____	Marshall
_____	Captain of the Outposts

and Banner Guards \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

And Knights of the Table in the West:

_____	_____
_____	_____
_____	_____
_____	_____

And Knights of Malta:

_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_,

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Companions of the Illustrious Order of the Red Cross being waiting, were introduced, constituted and created Knights of Malta in full form.

At the conclusion of the exemplification of the Order, the ritualistic cast was generously complimented on the very splendid manner in which the Order was conferred. It was announced the Order of the Temple would be conferred Thursday, \_\_\_\_\_, 20\_\_\_\_\_.

No further business coming before the Priory it was duly closed.

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Recorder

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Commander

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SUGGESTED OUTLINE FOR THE MINUTES  
OF A SPECIAL CONCLAVE OF THE  
ORDER OF THE TEMPLE

SPECIAL CONCLAVE

A Special Conclave of \_\_\_\_\_ Commandery No. \_\_\_\_\_  
Knights Templar, was held in the Asylum in \_\_\_\_\_ Temple, at  
\_\_\_\_\_ P.M., Thursday, 20 \_\_\_\_\_, A.O. 8 \_\_\_\_\_, with the following Officers in command:

- \_\_\_\_\_ Commander
- \_\_\_\_\_ Generalissimo
- \_\_\_\_\_ Captain General
- \_\_\_\_\_ Senior Warden
- \_\_\_\_\_ Junior Warden
- \_\_\_\_\_ Prelate
- \_\_\_\_\_ Treasurer
- \_\_\_\_\_ Recorder
- \_\_\_\_\_ Standard Bearer
- \_\_\_\_\_ Sword Bearer
- \_\_\_\_\_ Warder
- \_\_\_\_\_ Sentinel

and Right Eminent Past Grand Commander \_\_\_\_\_  
\_\_\_\_\_ and \_\_\_\_\_

and Eminent Sirs:

\_\_\_\_\_

and Sirs:

\_\_\_\_\_

The Commandery was duly opened in the Order of the Temple. It was announced this Special Conclave was called for the Purpose of conferring the Order of the Temple upon Knight of Malta.

\_\_\_\_\_, \_\_\_\_\_,  
and \_\_\_\_\_

These Knights, being in waiting, were introduced, constituted and created Knights of the Valiant and Magnanimous Order of the Temple in full form. At the conclusion of the exemplification of the Order, the Ritualistic cast was very generously complimented on the splendid manner in which the Order was conferred.

The attributes were given by \_\_\_\_\_.

Each Candidate expressed his appreciation for the high honor That had been conferred and promised to conduct himself that this Commandery would have no cause to regret his membership therein.

There was no further business, the Commandery was duly closed.

\_\_\_\_\_  
Recorder

\_\_\_\_\_  
Commander

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SPECIAL CONCLAVE  
EASTER OBSERVANCE

In conformity with the usual custom, the following Sir Knights assembled in the Asylum of \_\_\_\_\_  
Commandery No. \_\_\_\_ Knights Templar, at \_\_\_\_\_  
A.M.. Sunday, March \_\_\_\_\_ 20\_\_\_\_. A.O. 8 \_\_\_\_\_.

_____	Commander
_____	Generalissimo
_____	Captain General
_____	Senior Warden
_____	Junior Warden
_____	Prelate
_____	Treasurer
_____	Recorder
_____	Standard Bearer
_____	Sword Bearer
_____	Warder
_____	Sentinel

and Right Eminent Past Grand Commanders \_\_\_\_\_  
\_\_\_\_\_ and \_\_\_\_\_

And Eminent Sirs:

\_\_\_\_\_  
\_\_\_\_\_

and Sirs:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lines formed promptly at \_\_\_\_ A.M., and the Sir Knights marched to \_\_\_\_\_  
Church to attend Services conducted by Reverend Sir Knight \_\_\_\_\_.

At the conclusion of the religious service, Lines were re-Formed, and the Commandery marched  
to the Asylum, where it was dismissed in regular form.

\_\_\_\_\_  
Recorder

\_\_\_\_\_  
Commander

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SPECIAL CONCLAVE  
CHRISTMAS OBSERVANCE

In conformity with the usual customs, and as order by the Most Eminent Grand Master of the Grand Encampment, promptly At \_\_\_\_\_ o'clock A.M., December 25th, 20\_\_\_\_, A.O. 8 \_\_\_\_\_, And under the direction of \_\_\_\_\_, Eminent Commander, the following Sir Knights assembled in the Asylum Of Commandery No. \_\_\_\_\_ for the purpose of participating in the Annual Christmas Observance.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Beautiful sentiment prepared by the Committee on Christmas Observance of the Grand Encampment and the appropriate response of the Most Eminent Grand Master and Right Eminent Grand Commander \_\_\_\_\_ of the Grand Commandery of Knights Templar of Arkansas, were read at the head of the Lines as ordered.

Toasts to the Several Masonic Bodies were proposed and appropriate responses were made by Sir Knights to whom this responsibility was assigned, after which the benediction was given by the Prelate, Sir Knight \_\_\_\_\_  
A copy of the program and these minutes are now a part of the official record.

\_\_\_\_\_  
Recorder

\_\_\_\_\_  
Commander

**ESTABLISHED MANAGEMENT POLICIES OF THE  
GRAND COMMANDERY OF KNIGHTS TEMPLAR OF ARKANSAS**

As adopted March 11, 2022, and sequent.  
Reaffirmed March 10, 2023, and March 10, 2024

**Conflict of Interest Policy and Annual Statement for Officers  
and Members of a Committee with Officer Delegated Powers of  
Grand Commandery of Knights Templar of Arkansas**

**Article I – Purpose**

1. The purpose of this Officer Conflict of Interest Policy is to protect The Grand Commandery of Knights Templar of Arkansas's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer of The Grand Commandery of Knights Templar of Arkansas or might result in a possible excess benefit transaction.
2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.
3. This policy is also intended to identify "independent" officer.

**Article II – Definitions**

1. Interested person -- Any principal officer, or member of a committee with governing officer delegated powers having either legal or financial responsibility who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial interest -- A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - a. An ownership or investment interest in any entity with which The Grand Commandery of Knights Templar of Arkansas has a transaction or arrangement,
  - b. A compensation arrangement with The Grand Commandery of Knights Templar of Arkansas or with any entity or individual with which The Grand Commandery of Knights Templar of Arkansas has a transaction or arrangement, or
  - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which The Grand Commandery of Knights Templar of Arkansas is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Executive Officers decides that a conflict of interest exists, in accordance with this policy.

This policy is based on the IRS model Conflict of Interest policy, which is an attachment to Form 1023. It adds information needed to allow The Grand Commandery of Knights Templar of Arkansas to assess officer independence in order to answer questions on Form 990.

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3. Independent Officer - An officer shall be considered "independent" for the purposes of this policy if he or she is "independent" as defined in the instructions for the IRS 990 form or, until such definition is available, the officer--
- a. is not, and has not been for a period of at least three years, an employee of The Grand Commandery of Knights Templar of Arkansas or any entity in which The Grand Commandery of Knights Templar of Arkansas has a financial interest;
  - b. does not directly or indirectly have a significant business relationship with The Grand Commandery Knights of Templar of Arkansas, which might affect independence in decision-making;
  - c. is not employed as an executive of another corporation where any of The Grand Commandery of Knights Templar of Arkansas's executive officers or employees serve on that corporation's compensation committee; and
  - d. does not have an immediate family member who is an executive officer or employee of The Grand Commandery of Knights Templar of Arkansas or who holds a position that has a significant financial relationship with The Grand Commandery of Knights Templar of Arkansas.

**Article III – Procedures**

1. Duty to Disclose – In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Executive Officers.
2. Recusal of Self – Any officer may recuse himself or herself at any time from involvement in any decision or discussion in which the officer believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
3. Determining Whether a Conflict of Interest Exists – After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Executive Officer meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Executive Officers shall decide if a conflict of interest exists.
4. Procedures for Addressing the Conflict of Interest:
  - a. An interested person may make a presentation at the Executive Officer meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  - b. The Chairman Executive Officer meeting shall; if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  - c. After exercising due diligence, the Executive Officers shall determine whether The Grand Commandery of Knights Templar of Arkansas can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Executive Officers shall determine by a majority vote of the disinterested officers whether the transaction or arrangement is in The Grand Commandery of Knights Templar of Arkansas's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the

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transaction or arrangement.

5. Violations of the Conflicts of Interest Policy
  - a. If the Executive Officers has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
  - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Executive Officers determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**Article IV – Records of Proceedings**

1. The minutes of the Officers and all committees with officer delegated powers shall contain:
  - a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Executive Officer's decision as to whether a conflict of interest in fact existed.
  - b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

**Article V – Compensation**

- a. A voting member of the Officers who receives compensation, directly or indirectly, from The Grand Commandery of Knights Templar of Arkansas for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from The Grand Commandery of Knights Templar of Arkansas for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the Officers or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from The Grand Commandery of Knights Templar of Arkansas, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

**Article VI – Annual Statements**

1. Each principal officer and member of a committee with Officer delegated powers shall annually sign a statement which affirms such person:
  - a. Has received a copy of the *conflict of interest policy*,
  - b. Has read and understands the policy,
  - c. Has agreed to comply with the policy, and
  - d. Understands The Grand Commandery of Knights Templar of Arkansas is

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charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

2. Each voting member of the Officers shall annually sign a statement which declares whether such person is an independent officer.

3. If at any time during the year, the information in the annual statement changes materially, the officer shall disclose such changes and revise the annual disclosure form.

4. The Executive Officers shall regularly and consistently monitor and enforce compliance with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight.

**Article VII – Periodic Reviews**

To ensure The Grand Commandery of Knights Templar of Arkansas operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information (if reasonably available), and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations, if any, conform to The Grand Commandery of Knights Templar of Arkansas's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement or impermissible private benefit or in an excess benefit transaction.

**Article VIII – Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, The Grand Commandery of Knights Templar of Arkansas may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Officers of its responsibility for ensuring periodic reviews are conducted.

List any conflict of interest you may have below. If none exist, please so state.

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **GRAND COMMANDERY OF KNIGHTS TEMPLAR OF ARKANSAS**

### **DOCUMENT MANAGEMENT, RETENTION AND DESTRUCTION POLICY**

#### **Policy and Purposes**

This Policy represents the policy of the Grand Commandery of Knights Templar of Arkansas with respect to the management, retention and destruction of documents and other records, both in hard copy and electronic media (which may merely be referred to as "documents" in this Policy). Purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of the organization as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the Board of Directors, officers, staff and other constituencies with respect to their responsibilities concerning document retention and destruction. Notwithstanding the foregoing, the organization reserves the right to revise or revoke this Policy at any time.

#### **Administration**

**Responsibilities of the Administrator.** The organization's Right Eminent Grand Commander shall be the Administrator in charge of the administration of this Policy. The Administrator's responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this Policy and particularly the Document Retention Schedule included below. The Administrator shall also be responsible for documenting the actions taken to maintain and/or destroy organization documents and retaining such documentation. The Administrator may also modify the Document Retention Schedule from time to time as necessary to comply with law and/or to include additional or revised document categories as may be appropriate to reflect organizational policies and procedures. The Administrator is also authorized to periodically review this Policy and Policy compliance with legal counsel and to report to the Officers and Trustees as to compliance. The Administrator may also appoint one or more assistants to assist in carrying out the Administrator's responsibilities, with the Administrator, however, retaining ultimate responsibility for administration of this Policy.

**Responsibilities of Constituencies.** This Policy also relates to the responsibilities of officers, trustees, members, staff, volunteers and outsiders with respect to maintaining and documenting the storage and destruction of the organization's documents. The Administrator shall report to the Officers, which maintains the ultimate direction of management. The organization's staff shall be familiar with this Policy, shall act in accordance therewith, and shall assist the Administrator, as requested, in implementing it. The responsibility of volunteers with respect to this Policy shall be to produce specifically identified documents upon request of management, if the volunteer still retains such documents. In that regard, after each project in which a volunteer has been involved, or each term which the volunteer has served, it shall be the responsibility of the Administrator to confirm whatever types of documents the volunteer retained and to request any such documents which the Administrator feels will be necessary for retention by the organization (not by the volunteer). Outsiders may include vendors or other service providers. Depending upon the sensitivity of the documents involved with the particular outsider relationship, the organization,

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through the Administrator, shall share this Policy with the outsider, requesting compliance. In particular instances, the Administrator may require that the contract with the outsider specify the particular responsibilities of the outsider with respect to this Policy.

**Suspension of Document Destruction; Compliance.** The organization becomes subject to a duty to preserve (or halt the destruction of) documents once litigation, an audit or a government investigation is reasonably anticipated. Further, federal law imposes criminal liability (with fines and/or imprisonment for not more than 20 years) up on whomever " knowingly alters, destroys, mutilates, conceals, covers up, falsifies, or makes a false entry in any record, document, or tangible object with the intent to impede, obstruct, or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States ... or in relation to or contemplation of any such matter or case." Therefore, if the Administrator becomes aware that litigation, a governmental audit or a government investigation has been instituted, or is reasonably anticipated or contemplated, the Administrator shall immediately order a halt to all document destruction under this Policy, communicating the order to all affected constituencies in writing. The Administrator may thereafter amend or rescind the order only after conferring with legal counsel. If any board member or staff member becomes aware that litigation, a governmental audit or a government investigation has been instituted, or is reasonably anticipated or contemplated, with respect to the organization, and they are not sure whether the Administrator is aware of it, they shall make the Administrator aware of it. Failure to comply with this Policy, including, particularly, disobeying any destruction halt order, could result in possible civil or criminal sanctions. In addition, for staff, it could lead to disciplinary action including possible termination.

**Electronic Documents; Document Integrity.** Documents in electronic format shall be maintained just as hard copy or paper documents are, in accordance with the Document Retention Schedule. Due to the fact that the integrity of electronic documents, whether with respect to the ease of alteration or deletion, or otherwise, may come into question, the Administrator shall attempt to establish standards for document integrity, including guidelines for handling electronic files, backup procedures, archiving of documents, and regular checkups of the reliability of the system; provided, that such standards shall only be implemented to the extent that they are reasonably attainable considering the resources and other priorities of the organization.

**Privacy.** It shall be the responsibility of the Administrator, after consultation with counsel, to determine how privacy laws will apply to the organization's documents from and with respect to employees and other constituencies; to establish reasonable procedures for compliance with such privacy laws; and to allow for their audit and review on a regular basis.

**Emergency Planning.** Documents shall be stored in a safe and accessible manner. Documents which are necessary for the continued operation of the organization in the case of an emergency shall be regularly duplicated or backed up and maintained in an off-site location. The Administrator shall develop reasonable procedures for document retention in the case of an emergency.

**Document Creation and Generation.** The Administrator shall discuss with staff the ways in which documents are created or generated. With respect to each employee or organizational

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function, the Administrator shall attempt to determine whether documents are created which can be easily segregated from others, so that, when it comes time to destroy (or retain) those documents, they can be easily culled from the others for disposition. Ideally, the organization will create and archive documents in a way that can readily identify and destroy documents with similar expirations.

**Document Retention Schedule**

For each document, add its location or where it is stored:

- |   |             |
|---|-------------|
| 1. Accounts payable ledgers and schedules:  | 10 years    |
| 2. Accounts receivable ledgers and schedules:   | 10 years    |
| 3. Audit reports of accountants:  | Permanently |
| 4. Bank statements:   | 10 years    |
| 5. Capital stock and bond records: ledgers, transfer payments, stubs showing issues, record of interest coupon, options, etc.:  | Permanently |
| 6. Cash books:  | 10 years    |
| 7. Checks (canceled, with exception below):   | 10 years    |
| 8. Checks (canceled, for important payments; i.e., taxes, purchase of property, special contracts, etc. [checks should be filed with the papers pertaining to the underlying transaction]):   | Permanently |
| 9. Contracts and leases (expired):  | 10 years    |
| 10. Contracts and leases still in effect:   | Permanently |
| 11. Correspondence, general:  | 4 years     |
| 12. Correspondence (legal and important matters):   | Permanently |
| 13. Depreciation schedules:   | 10 years    |
| 14. Donation records of endowment funds and of significant restricted funds:  | Permanently |
| 15. Donation records, other:<br>[Note: Donation records include a written agreement between the donor and the charity with regard to any contribution, an email communication or notes of or recordings of an oral discussion between the charity and the donor where the representative of the charity made representations to the donor with regard to the contribution on which the donor may have relied in making the gift.] | 10 years    |
| 16. Duplicate deposit slips:  | 10 years    |
| 17. Employee personnel records (after termination):   | 10 years    |
| 18. Employment applications:  | 3 years     |
| 19. Expense analyses and expense distribution schedules (includes allowance and reimbursement of employees, officers, etc., for travel and other expenses:  | 10 years    |
| 20. Financial statements (end-of-year):   | Permanently |
| 21. General ledgers and end-of-year statements:   | Permanently |
| 22. Insurance policies (expired):   | Permanently |
| 23. Insurance records, current accident reports, claims, policies, etc.   | Permanently |
| 24. Internal reports, miscellaneous:  | 3 years     |
| 25. Inventories of products, materials, supplies:   | 10 years    |
| 26. Invoices to customers:  | 10 years    |

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27. Invoices from vendors:	10 years
28. Journals:	10 years
29. Minute books of Board of Directors, including Bylaws and Articles of Incorporation:	Permanently
30. Payroll records and summaries, including payments to pensioners:	10 years
31. Purchase orders:	3 years
32. Sales records:	10 years
33. Scrap and salvage records:	10 years
34. Subsidiary ledgers:	10 years
35. Tax returns and worksheets, revenue agent's reports, and other documents relating to determination of tax liability:	Permanently
36. Time sheets and cards:	10 years
37. Voucher register and schedules:	10 years
38. Volunteer records:	3 years

**Corporate and Exemption:**

Articles of Incorporation and Amendments Bylaws and Amendments	Permanently
Minute Books, including Board & Committee Minutes	Permanently
Annual Reports to Attorney General & Secretary of State Other Corporate Filings	Permanently
IRS Exemption Application (Form 1023 or 1024)	Permanently
IRS Exemption Determination Letter	Permanently
State Exemption Application (if applicable)	Permanently
State Exemption Determination Letter, Licenses and Permits	Permanently
Employer Identification (EIN) Designation	Permanently

**Correspondence and Internal Memoranda:**

Hard copy correspondence and internal memoranda relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate.

Hard copy correspondence and internal memoranda relating to routine matters with no lasting significance Two years

Correspondence and internal memoranda important to the organization or having lasting significance Permanent (subject to review)

**Electronic Mail (E-mail) to or from the organization:**

Electronic mail (e-mails) relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate but may be retained in hard copy form with the document to which they relate.

E-mails considered important to the organization or of lasting significance should be printed and stored in a central repository. Permanent (subject to review)

E-mails not included in either of the above categories 12 months

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**Electronically Stored Documents:**

Electronically stored documents (e.g., in pdf, text or other electronic format) comprising or relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document which they comprise or to which they relate but may be retained in hard copy form (unless the electronic aspect is of significance).

Electronically stored documents considered important to the organization or of lasting significance should be printed and stored in a central repository (unless the electronic aspect is of significance).  
Permanent, Subject to review

Electronically stored documents not included in either of the above categories:

**Employment, Personnel and Pension**

Personnel Records	10 years after employment ends
Employee contracts	10 years after termination
Retirement and pension records	Permanent

**Insurance**

Property, D&O, Workers ' Compensation and General Liability Insurance Policies	Permanent
Insurance Claims Records	Permanent

**Legal and Contracts**

Contracts, related correspondence and other supporting documentation	10 years after termination
Legal correspondence	Permanent

**Management and Miscellaneous**

Strategic Plans	10 years after expiration
Disaster Recovery Plan	10 years after replacement
Policies and Procedures Manual	Current version with revision history

**Property - Real, Personal and Intellectual**

Property deeds and purchase/sale agreements	Permanent
Property Tax	Permanent
Real Property Leases	Permanent
Personal Property Leases	Permanent
Trademarks, Copyrights and Patents	Permanent

**Tax**

Tax exemption documents & correspondence	Permanent
IRS Rulings	Permanent
Annual information returns - federal & state	Permanent
Tax returns	Permanent

## GRAND COMMANDERY OF KNIGHTS TEMPLAR OF ARKANSAS

### WHISTLEBLOWER POLICY

**Policy Committee Resolution:** The Policy Committee approves the inclusion of the following statement in the Employee Handbook, and directs the Grand Recorder to ensure that it is given to and acknowledged by all employees. In addition, the Grand Recorder will ensure that whistleblower protection notification is posted in the workplace(s) as required by state law.

**Policy:** If any employee reasonably believes that some policy, practice, or activity of The Grand Commandery of Knights Templar of Arkansas is in violation of law, a written complaint may be filed by that employee with the Grand Recorder or the Grand Treasurer.

It is the intent of The Grand Commandery of Knights Templar of Arkansas to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of either the Right Eminent Grand Commander or Grand Recorder and provides him and/or them with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

The Grand Commandery of Knights Templar of Arkansas will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of The Grand Commandery of Knights Templar of Arkansas, or of another individual or entity with whom The Grand Commandery of Knights Templar of Arkansas had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

The Grand Commandery of Knights Templar of Arkansas will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of The Grand Commandery of Knights Templar of Arkansas that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

My signature below indicates my receipt and understanding of this Policy. I also verify that I have been provided with an opportunity to ask questions about the Policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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