

HERMAN E. DUNCAN
GRAND COUNCIL & COMMANDERY
JURISDICTION OF OKLAHOMA
CONSTITUTION & BY-LAWS

2015

ANTHONY E. BOWENS
RIGHT EMINENT GRAND COMMANDER

THE TWENTY-FIVE (25) LAND MARKS OF FREEMASONRY

1. The modes of recognition.
2. The division of Symbolic Masonry into three degrees.
3. The legend of the third degree.
4. The government of the fraternity by a presiding officer, called a Grand Master who is elected from the body of the craft.
5. The prerogative of the Grand Master to preside over every assembly of the craft, whenever and where so ever held
6. The prerogative of the Grand Master to grant dispensations for conferring of degrees at irregular times.
7. The prerogative of the Grand Master to grant dispensations for opening and holding of Lodges
8. The prerogative of the Grand Master to make Masons at sight.
9. The necessity for Masons to congregated in Lodges.
10. The government of every Lodge by a Master and two wardens.
11. The necessity that every lodge, when congregated, should be duly tyled.
12. The right of ever Mason to be represented in all general meetings of the craft, and to instruct his representatives.
13. The right of every Mason to appeal from the decision of his brethren in a lodge convened and to appeal to the Grand Lodge or General Assembly of Mason.
14. The right of every Mason to visit and sit in every regular lodge.
15. That no visitor, not known to some other brethren present, as a Mason, can enter a Lodge without undergoing an examination
16. That no Lodge can interfere in the business or labor of another Lodge.
17. That every Freemason is amenable to the Laws of the jurisdiction in which he resides.
18. That every candidate for initiation must be a man, freeborn and of lawful age.
19. That every mason must believe in God as the Grand Architect of the Universe.
20. That every Mason must believe in a resurrection and future life.
21. That the book of Law of God must constitute an indispensable part of the furniture of every Lodge.
22. That all men in sight of God are equal, and meet in the Lodge on one common level.
23. That Freemasonry is a secret society in possession of secrets that cannot be divulged.
24. That Freemasonry consists of a speculative science founded upon an operative art.
25. That Landmarks of Masonry can never be changed

These constitute the Landmarks, or as they have sometimes been called, “The body of Masonry’, in which it’s not in the power of any man, or body of men, to make the innovation.

CHARTER

Know all men by these present:

That we, Dr. Deary Vaughn, Rev. Joseph T. Thornton and Anthony E. Bowens, citizens of Oklahoma, under and by the virtue of laws of this State do here by voluntarily associate ourselves for the purpose of reorganizing a Grand Council & Commandery, Knights Templar Masons, Prince Hall Affiliation, and under such laws, upon the following terms and conditions:

I

The name shall be Herman E. Duncan Grand Council & Commandery, Knights Templar Masons and Appendant Bodies (Prince Hall Affiliation) of the State of Oklahoma.

II

This Grand Council & Commandery will be non-profit and benevolent. Its mission is to hold assembled Conclaves and to Perpetuate Freemasonry and Christian Knighthood to Combat the atrocity of all opposition of the Christian faith, to feed the hungry, clothe the naked, aid and comfort the sick and to assist in all charitable community activities of Christian, civic and military organizations. Also its Mission is to cultivate the moral and religious improvement of its members, and provide the mutual assistance of members, their families and orphans in the time of distress. All such assistance is promoting the general good of Freemasonry through social activities and Christian fellowship.

III

The place where the business of the Grand Council & Commandery is to be transacted is in Muskogee County, Oklahoma, and elsewhere within and without the State of Oklahoma, in accordance with the laws of said State. Its principle place of business will be in Muskogee, Muskogee County, Oklahoma or where ever the Most Worshipful Prince Hall Grand Lodge building is seated.

IV

The existence of this Grand Council & Commandery shall be perpetual.

PREAMBLE

WHEREAS, this organization, is subordinate to “The Most Worshipful Prince Hall Grand Lodge Free and Accepted Masons” of the Jurisdiction of Oklahoma and will operate under the Grand Lodge sponsorship.

FURTHER, the highest elected officer of the Grand Council & Commandery will report only to the Grand Master of the Most Worshipful Prince Hall Grand Lodge of Oklahoma.

WHEREAS, this Grand Council & Commandery possesses the inherent power to form a Constitution as the Fundamental law of its actions and to enact such by-Laws from time to time as it deem necessary for its government, and to make such rules and prescribe such regulations the administration of its constituent Councils and Commanderies as will ensure the prosperity thereof and promote the general good of Cryptic and Chivalric Masonry.

WHEREAS, this Grand Council & Commandery will be true representative of the Cryptic and Chivalric Fraternity in communication and will see that ‘The Twenty-Five Landmarks of Freemasonry and Ancient Commandery Landmarks’ be held inviolate.

THEREFORE, upon these principles and with its Mission, the Herman E. Duncan Grand Council & Commandery, Knights Templar Masons for the State of Oklahoma does hereby order and establish the following Constitution, By-Laws, Rules and Regulations for its government and the government of the Councils and Commanderies under its Jurisdiction.

CONSTITUTIONS AND BY-LAWS

HERMAN E. DUNCAN

GRAND COUNCIL AND COMMANDERY

KNIGHTS TEMPLAR MASONS AND APPENDANT BODIES

(PRINCE HALL AFFILIATION)

OF THE STATE OF OKLAHOMA

ARTICLE I

NAME AND TITLE

SECTION 1. This Grand Council and Commandery shall be named and entitled: The Herman E. Duncan Grand Council and Commandery of Knights Templar and Appendant Orders of the State of Oklahoma and its Jurisdiction (Prince Hall Affiliation).

ARTICLE II

OFFICE AND SEAT

SECTION 1. The Grand Council and Commandery shall maintain its legal office in the City of Muskogee, county of Muskogee, State of Oklahoma, and it shall be the seat of this Grand Council and Commandery. This only applies if the Most Worshipful Prince Hall Grand Lodge Headquarters is in Muskogee, Oklahoma.

ARTICLE III

ACKNOWLEDGMENTS

SECTION 1. The Grand Council and Commandery acknowledges no degree of Masonry or orders of Knighthood to be regular except those conferred by and under the authority of the following constituted authorities in the United States of America, and these corresponding rank in for in foreign countries, to-wit: The Chapters Holly Royal Arch Masonry, and The Grand Councils and Commanderies of Knights Templar of several states and territories, Prince Hall Affiliation.

ARTICLE IV

SEAL

SECTION 1. This Grand Council and Commandery shall have a seal bearing such devices and inscriptions as have heretofore been or which hereafter may be adopted by this Grand Council and Commandery at a regular annual session, which shall be affixed to all instruments issued by and under its authority.

SECTION 2. The Right Eminent Grand Commander has the right to use a private seal for all official documents or instruments enacting from his office.

SECTION 3. Every subordinate District, Council and Commandery shall have a seal giving the name, number and date of organization of the subordinate Council and Commandery, and the place station an impression of which shall be taken and the same forwarded to the Eminent Grand Recorder, who shall file it in the book of seals.

SECTION 4. Recorders of subordinate District, Council and Commanderies shall place an impression on all official letters and notices issued by the District, Councils and Commanderies; however, this does not include any matter sent to public.

ARTICLE V

COMPOSITION

SECTION 1. The Grand Council and Commandery will consist of its Elected and Appointed Grand Officers, All Past and Present Right Eminent Grand Commanders, Very Eminent Deputy Grand Commanders, Eminent Grand Generalissimos, and Eminent Grand Captain Generals, Past and Present Eminent Commanders, and present Generalissimo, and Captain Generals of constituted Commanderies, Past and Present Thrice Illustrious Masters, present Deputy Illustrious Masters, and Principle Conductors of the Constituted Councils under its jurisdiction).

SECTION 2. The above-named officers shall be members of this Grand Council and Commandery as long as they remain members in good standing in some subordinate Council and Commandery, in the Holy Royal Arch and in the Ancient Craft with in this Jurisdiction. (With special note to members of Alaska PHA Jurisdiction, please see letter from Right Eminent Grand Commander)

ARTICLE VI

POWERS

SECTION 1. LEGISLATIVE

The Grand Council and Commandery shall have power to enact, amend and repeal all laws and regulations for the government of the craft and exercise the Supreme Authority over Cryptic and Chivalric Masonry within and under its Jurisdiction.

SECTION 2. JUDICIAL

The Grand Council and Commander shall have the power to investigate, regulate and decide matters and controversies arising in the Grand Council and Commandery and controversies between individual subordinate Councils and Commanderies. It shall have appellate jurisdiction in matters and controversies arising in and between subordinate Councils and Commanderies and their members, except in case of charges against the Eminent commander or Thrice Illustrious Master in which case the Grand Council and Commandery shall always retain ongoing jurisdiction. Provided, however, Grand Council and Commandery, Ad interim the Right Eminent Grand Commander, shall have the power to appoint committees for the purpose of investigating all controversial matters to aid the Grand Council and Commandery in settling disputes.

SECTION 3. EXECUTIVE

The Grand Council and Commandery shall have such executive powers as provided by the rules, customs, usages, unwritten laws and landmarks of Freemasonry, and in the interim between sessions of the Grand Council and Commandery, such powers shall be vested in the Right Eminent Grand Commander.

ARTICLE VII

APPEALS

SECTION 1. Any Companion/ Sir Knight feeling himself aggrieved by a decision pronounced against him by the Council/Commandery or Eminent Commander, may at any time within sixty (60) days thereafter, take an appeal to the Grand Council and Commandery, or the Right Eminent Grand Commander, and on his application, the Grand Council/ Commandery must provide the applicant with the exact copy of the charge, specifications complaint or decision pronounced against him and proceedings in the case.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

SECTION 1. Any matters concerning parliamentary procedures not covered by this constitution and by-Laws, or by traditional Masonic usages, will be governed by the provisions of Roberts Rule of Order, Revised Edition.

SECTION 2. Mackey's Jurisprudence of Freemasonry and Templar Jurisprudences is adopted as the general Masonic Law of Order for this Grand Council and Commandery.

ARTICLE IX

OFFICERS

SECTION 1. TITLES

The Title of the Eminent Grand Commander, is Right Eminent Grand, that of the Deputy Grand Commander, Very Eminent; that of all other officers, Eminent Grand.

SECTION 1. NUMBER

The Grand Council and Commandery shall have seven (7) elected officers as follows:

- a) Right Eminent Grand Commander
- b) Very Eminent Deputy Grand Commander
- c) Eminent Grand Generalissimo
- d) Eminent Grand Captain General
- e) Eminent Grand Prelate
- f) Eminent Grand Treasurer
- g) Eminent Grand Recorder

SECTION 3. The above-named officers shall be elected annually at each regular Grand Conclave by ballot, or in such manner as the Grand Council and Commandery may determine, and the candidates for office receiving a majority of the votes shall be considered elected. Each shall hold their respective offices until their successors shall be duly elected and installed.

SECTION 4. The following officers shall be appointed by the Right Eminent Grand Commander immediate after elections and before installation. Their duties will be as defined by the Right Eminent Grand Commander.

- a) Eminent Grand Financial Recorder
- b) Eminent Grand Assistant Recorder
- c) Eminent Grand C C.F.C
- d) Eminent Grand Auditor
- e) Eminent Grand Royal Advisor
- f) Eminent Grand Senior Warden
- g) Eminent Grand Junior Warden
- h) Eminent Grand Standard Bearer
- i) Eminent Grand Sword Bearer
- j) Eminent Grand Captain of the Guard
- k) Eminent Grand Warder
- l) Eminent Grand Sentinel
- m) D. D. G. E. C for all overseas Districts
- n) D. D. G. E. C. State of Oklahoma
- o) D. D. G. T. I. M.
- p) Any other officer deemed necessary for the operation of this body.

SECTION 5. Any Sir Knight, who has served as Eminent Commander of a subordinate Commandery is eligible for election to any office except office of The Right Eminent Grand Commander. To be eligible to be elected as Right Eminent Grand Commander, a Sir Knight must have served as Very Eminent Deputy Grand Commander, Eminent Grand Generalissimo, or Eminent Grand Captain General.

SECTION 6. The elected Right Eminent Grand Commander, Very Eminent Deputy Grand Commander, Treasurer and Recorder must reside in the State of Oklahoma.

SECTION 7. Any elected or appointed Grand Council and Commandery officer who miss two (2) consecutive Grand Council and Commandery Conclaves shall be replaced by appointment.

SECTION 8. INSTALLATION.

The officers of the Grand Council and Commandery shall be installed by the Right Eminent Grand Commander or his designee as soon as the election is over. He may, however, authorize any Past Right Eminent Grand Commander to perform such duty as he sees fit.

ARTICLE X

DUTIES OF THE ELECTED GRAND OFFICERS

SECTION 1. The Right Eminent Grand Commander.

- a) The Right Eminent Grand commander has the right to preside at all Grand Conclaves of the Grand Council and Commandery
- b) The Right Eminent Grand Commander has the right to present at each annual Conclave a written message, therein setting forth all his official acts during the year, exhibiting the general condition of Knights Templar in his Jurisdiction, and recommending such legislation as may be deemed necessary for the welfare of the body.
- c) The Right Eminent Grand Commander has the right to constitute all Chartered Councils and Commanderies either in person or by duly authorized Deputies in accordance with the ancient usages and regulations.
- d) The Right Eminent Grand Commander or his designee will make an official visit to each local Council/ Commandery in the Jurisdiction once per year, or to congregate several Council/ Commanderies in a District Meeting in addition to the annual Conclave.
- e) The Right Eminent Grand Commander may grant dispensation for forming and opening a new Commandery with less than twelve (12) Sir Knights, New Council with less than eleven (11) Companions in this Jurisdiction.
- f) The Right Eminent Grand Commander, during the intervals between the Grand Conclaves and the Grand Council and Commandery, may exercise all its executive powers and functions, except the granting of Charters, or suspending legislature action of this Grand Council and Commandery in Annual Conclaves passed.
- g) The Right Eminent Grand Commander may grant dispensations for holding elections of an officer at other times than the regular period prescribed under the regulations; also, he can permit the election of a Companion to the office of Thrice Illustrious Master, before he has served as Generalissimo, or Captain General, as in the case of new Councils and Commanderies.
- h) The Right Eminent Grand Commander may grant dispensations to ballot for and confer the degrees upon candidates in less time than specified in the Constitution and to dispense with the Constitutional fee for initiation for fewer sums for a specific time.

- i) The Right Eminent Grand Commander may convene any Council or Commandery, preside therein, inspect its proceedings and compel its conformity to Knights Templar usages.
- j) The Right Eminent Grand Commander may arrest the Charter or dispensation of any Council or Commandery for the violation of the Grand Constitution or edicts of the Grand Council and Commandery until the next Annual conclave.
- k) The Right Eminent Grand Commander may suspend any member of the craft for unmasonic conduct, pending the next session of the Grand Council and Commandery.
- l) The Right Eminent Grand Commander has the right to appoint any officer not otherwise designated as an elected Officer in this Constitution and to deputize any competent Companion or Sir Knight to perform a general or specific service for him or the Grand Council and Commandery.
- m) The Right Eminent Grand Commander may require the attendance of and information from any Grand Officer, respecting matters appertaining to the duties of his office.
- n) The Right Eminent Grand Commander may appoint all committees of the Grand Council and Commandery.
- o) The Right Eminent Grand Commander may appoint Grand Representatives in other recognized Grand Bodies and to receive and accredit Grand Representatives from them, provided they are Past Thrice Illustrious Masters or Past Eminent Commanders.
- p) The Right Eminent Grand Commander has the right to cast a second vote on any question in case of a tie.
- q) He shall receive an honorarium each year, to be paid at the Grand conclave.

SECTION 2. Very Eminent Deputy Grand Commander.

In the event of the absence, death, removal, resignation or physical incompetence of his superior, he shall become the Right Eminent Grand Commander, subject to the constitutional requirement and not otherwise. He shall become the Leader of the organization until the next Grand Conclave; at which time there will be an election held for the officers listed in Article IX, section 6; at all other times, he shall perform such duties as may be assigned him by the Grand Council and Commandery or the Right Eminent Grand Commander.

SECTION 3. Eminent Grand Generalissimo.

The Eminent Grand Generalissimo in the absence of the Right Eminent Grand Commander and Very Eminent Deputy Grand Commander shall act as Right Eminent Grand Commander and shall perform such duties inherent to that office; and shall perform such duties at other times that may be assigned him by the Grand Council and Commandery or the Right Eminent Grand Commander, or as are traditionally appropriate to his particular office.

SECTION 4. Eminent Grand Captain General.

The Eminent Grand Captain General in the absence of the Right Eminent Grand Commander, Very Eminent Deputy Grand Commander, and Eminent Grand Generalissimo, shall perform and preside over the Grand Conclave with the same duties and prerogatives as are inherent with the duties of the Right Eminent Grand Commander; and at all other times shall perform duties as may be assigned to him by the Grand Council and Commandery or the Right Eminent Grand Commander or as are traditionally appropriate to his particular office.

SECTION 5. Eminent Grand Treasurer.

- a) The Eminent Grand Treasurer shall receive all monies due the Grand Council and Commandery from the hands of the Eminent Grand Recorder and pay them out again by the order of the Grand Council and Commandery or the Right Eminent Grand Commander.
- b) He shall present at each annual Conclave, or when required by the Grand Council and Commandery or Right Eminent Grand Commander, a written account of the receipts and disbursements of all monies passing through his hands, together with his vouchers and true written audited report of all his official transactions.
- c) The legal depository of the funds of this Grand Council and Commandery shall be determined by the Right Eminent Grand Commander, a written account of the receipts and disbursements of all monies passing through his hands, together with his vouchers and true written audited report of all his official transactions.
- d) The Eminent Grand Treasurer shall make available the books of his office for audit committee on 15TH January of each year.
- e) He shall ascertain that his receiving and disbursing of resources is properly in accordance with the Grand Council and Commandery's Administrative procedures and Financial Maintenance.

- f) He shall be removed from office for in-competency, misconduct, inefficiency, neglect, failure or refusal to properly and faithfully, perform the duties of his office and such removal shall be effective until the next Grand Conclave or Reinstatement.
- g) He shall give a good and sufficient surety bond for such sums as the Grand Council and Commandery or Right Eminent Grand Commander may direct. This bond premium is to be paid by this Grand Council and Commandery.
- h) He shall surrender to his successor, in office, all money, books, records and property of the Grand Council and Commandery in his possession at the close of his term.
- i) He shall receive an honorarium each year, to be paid at the Grand Conclave, for the proper and full performance of his duties.

SECTION 6. Eminent Grand Recorder.

- a) It shall be the duty of the Eminent Grand Recorder to attend all Grand conclaves, whether special or regular.
- b) He shall issue notice of any special called Conclaves by the Right Eminent Grand Commander, to all Grand Council and Commandery officers and all subordinate Councils and Commanderies of this Jurisdiction.
- c) He shall record the proceeding of the Grand Council and Commandery
- d) He shall affix the official seal and signature to all warrants, certificates and other documents directed as intended for the Grand Council and Commandery
- e) He shall keep a register of all warrants, dispensations, and certificates granted by the Right Eminent Grand Commander.
- f) He Shall abide by the Administrative Procedures and Financial Records Maintenance as set up by this Grand Council and Commandery
- g) He shall keep all papers and records of this Grand Council and Commandery for actions.
- h) He shall keep the seal of the Grand Council and Commandery and affix it with his attestation to all of the documents issued by the Grand Council and Commandery or presiding officers.
- i) He shall supervise the compiling of minutes and shall have said minutes ready for distribution within sixty (60) days after the close of each Grand Conclave unless ordered by the contrary by the Right Eminent Grand Commander.
- j) He shall, when monies are received, turn all monies over to the Eminent Grand Treasurer within 72-hours for recording and accountability.
- k) He may be removed from office on order of the Grand Council and Commandery or Right Eminent Grand Commander for in-competency, misconduct, failure, neglect or refusal to

properly, efficiently and faithfully discharge and perform the duties of his office. Such removal is to be effective until the next Grand Conclave or until reinstatement. He is hereby required to attend upon all financial committees when ordered and his failure, without sufficient reason, shall cause his removal.

- l) He shall surrender, to his successor in office, all money, if received, records, books and property of the Grand Council and Commandery in his possession at the close of his term.
- m) He shall receive an honorarium each year, to be paid at the Grand Conclave, for the proper and full performance of his duties.
- n) He shall collect all monies belonging to the Grand Council and Commandery, keeping his copy of the voucher or receipt for the same.
- o) He shall keep a Membership ledger or Card system on every member of this Grand Council and Commandery.
- p) He shall furnish a good and sufficient Surety bond in such amount as approved by the Right Eminent Grand Commander. The Bond premium is to be paid by the Grand Council and Commandery.
- q) He shall have his Books and Accounts along with Annual Returns in Readiness for examination by the Audit Committee on 15th January each year and one month prior to the annual Grand Conclave or whenever requested by the Right Eminent Grand Commander or any committee the Right Eminent Grand Commander may appoint the same.
- r) He shall mail to each subordinate Council and Commandery each year, Annual Return Blanks and other supplies necessary for the subordinate Council and Commanderies to properly record the returns of subordinate Councils and Commanderies.

SECTION 7. Eminent Grand Prelate.

The Eminent Grand Prelate's station is on the right of the Eminent Grand Generalissimo. His duties are to minister at the Altar and offer up prayers and oblation to Deity.

ARTICLE XI

APPOINTED GRAND OFFICERS

SECTION 1. Eminent Grand Financial Recorder.

- a) He Shall abide by the Administrative Procedures and Financial Records Maintenance as set up by this Grand Council and Commandery
- b) He shall keep all papers and records of this Grand Council and Commandery proper to be presented to this Grand Council and Commandery for actions.
- c) He shall furnish a good and sufficient bond in such amount as approved by the Right Eminent Grand Commander. The bond premium is to be paid by this Grand Council and Commandery.
- d) He shall have his Books and Accounts along with Annual Returns in Readiness for examination by the Audit Committee on 15th January each year and one month prior to the annual Grand Conclave or whenever requested by the Right Eminent Grand Commander or any committee the Right Eminent Grand Commander may appoint the same.
- e) He shall report all subordinate Councils and Commanderies in arrears each quarter and at each Grand conclave according to annual returns.
- f) He shall draw and sign all orders on the Grand Treasurer for disbursement of funds, authorized or endorsed by the Right Eminent Grand Commander or ordered by the Grand Council and Commandery.
- g) He may be removed from office on order of the Grand Council and Commandery, or Right Eminent Grand Commander for in-competency, misconduct, failure, and neglect of refusal to properly, efficiently and faithfully discharge and perform the duties of his office, such removal to be effective until the next Grand Conclave or reinstatement. He is hereby required to attend upon all financial committees when ordered and his failure, without sufficient reason, shall be cause for removal.
- h) He shall surrender, to his successor in office, all money, all records, books and property of the Grand Council and Commandery in his possession at the close of his term.
- i) He shall audit all Council and Commandery reports against the Grand Council and Commandery's master roster, making the necessary corrections and notifying each Council and Commandery thereto.
- j) He shall receive an honorarium each year, to be paid at the Grand Conclave, for proper and full performance of his duties.

SECTION 2. Eminent Grand Senior Warden.

The Eminent Grand Senior Warden is stationed at the southwest angle of the Triangle, on the right of the first division and on the right of the whole, when formed in a single line. His duties are to see that the Commandery is in order for reception of the Right Eminent Grand Commander, to attend on pilgrim warriors, to comfort and support pilgrims penitents after due trail and introduce them into the Asylum, and perform other duties as directed by the Right Eminent Grand Commander.

SECTION 3. Eminent Grand Junior Warden.

The Eminent Grand Junior Warden is stationed on the northwest angle of the Triangle, on the right of the third division and on the left, when formed in single line. His duties are to attend to poor and weary pilgrims, traveling from afar, to accompany them on their journey, to answer all questions for them and recommend them to the Hospitality of the Right Eminent Grand Commander. He also conducts knights of the Red Cross to the "Chamber of Reflection" preparatory to initiation, and performs other duties as directed by the Right Eminent Grand Commander.

SECTION 4. Eminent Grand Standard Bearer.

The Eminent Grand Standard Bearer is stationed in the west and in the center of the second division. His duties are to display, protect and support the banners of the order, and other duties as directed by the Right Eminent Grand Commander, and take charge of the division when the Grand Conclave open in due form.

SECTION 5. Eminent Grand Sword Bearer.

The Eminent Grand Sword Bearer is stationed on the right of the Grand Standard Bearer in the west and on the right of the second division. His duties are to assist in the protection of the banners of the order, and to watch all signals from the Right Eminent Grand Commander and see that they are promptly obeyed and others duties as may be directed by the Right Eminent Grand Commander.

SECTION 6. Eminent Grand Captain of the Guard.

The Eminent Grand Captain of the Guard is stationed at the inner door; his duties are to perform his duties as the door keep during the Grand Conclave session and other duties as directed by the Right Eminent Grand Commander.

SECTION 7. Eminent Grand warder.

The Eminent Grand Warder is stationed on the left of the Eminent Grand Standard Bearer in West and on the left of the second division. His duties are to announce the approach and departure of the Right Eminent Grand Commander, other distinguished visitors, to post the Eminent Grand Sentinel and see that the Asylum is duly guarded, and other duties as directed by the Right Eminent Grand Commander.

SECTION 8. Eminent Grand Assistant Recorder.

Duties are to assist the Eminent Grand Recorder and record the minutes of the Grand conclave and have the prepared within sixty (60) days after the Grand Conclave. He shall record the minutes at all meetings called by the Right Eminent Grand Commander, and perform other duties as directed by the Right Eminent Grand Commander.

SECTION 9. Eminent Grand Sentinel.

The Eminent Grand Sentinel is stationed at the outer door. His duties are to ensure no one pass or trespass except with the permission of the Right Eminent Grand Commander during the Grand Conclave session and other duties as directed by the Right Eminent Grand Commander. He will at times of voting perform his duties from the inside of the commander to allow for his accounted vote.

SECTION 10. District Deputy

Appointment

The Right Eminent Grand Commander (REGC) shall appoint a District Deputy (DD) for each District. They will represent the Grand Council and Commandery with all the associated privileges. They shall serve at the pleasure of the REGC and the appointment can be dissolved at any time.

Organizational Structure

Each Deputy receives guidance and directives from the Right Eminent Grand Commander. The Right Eminent Grand Commander may direct the Very Eminent Deputy Grand Commander (VEDGC) to consult District Deputies and issues directives. Ultimately the VEDGC is the liaison with all Deputies for operational matters. The Right Eminent Grand Commander should be contacted directly for matters of great importance or of an emergency nature.

District Meetings

A District Meeting is to be held and hosted by the District Deputy a minimum of once each year within the district. The Deputy and his staff shall: arrange, organize, set the agenda and announce the time and place for the meeting (which has been approved by REGC or VEDGC).

It is the Deputy's responsibility to promote the meeting throughout the District. The District Meeting is open to all Councils and Commanderies within the District. Attendance is mandatory for Thrice Illustrious Masters, Deputy Masters, and Principle Conductors of the work of each Council, Eminent Commanders, Generalissimos and Captains General of each Commandery, unless excused by the District Deputy.

ARTICLE XII

COMMITTEES

SECTION 1. Special

60 days prior each Annual Conclave or otherwise as may be necessary, a List of Committees will be sent out to each Council & Commandery. The presiding office shall appoint the following committees:

a) Committee on Greetings.

Shall report on greetings of distinguished visitors, lady auxiliaries or as may be directed by the Right Eminent Grand Commander.

b) Committee on Jurisprudence.

Shall report on recommended changes, standing rules and questions of concern as to the By-Laws of the Grand Council and Commandery.

c) Committee on Necrology.

Shall make a report of deceased Companions/Sir knights and the Council and Commandery they were members.

d) Committee on Past Eminent Commander/Thrice Illustrious Master Degree.

Shall make a report of elected and duly installed Eminent Commanders/Thrice Illustrious Masters who are in receiving of their past Degree.

e) Committee on Credentials.

Shall make a report on any report received requesting for positions and authority not otherwise recorded in the archives of Grand Council and Commandery.

f) Committee on Right Eminent Grand Commander's Address

It shall be the duty of this committee to carefully examine the address submitted by the Right Eminent Grand Commander, and shall subdivide said address, referring such matters as contained therein to various committees for further consideration and report. They shall recommend approval or disapproval of such matters as submitted by the Right Eminent Grand Commander as they may deem proper.

g) Committee on Visitation.

The committee on visitors shall examine and report on all Companions/ Sir Knights asking permission who are not members of the Grand Council and Commander of Oklahoma. The examination of visiting Companions / Sir Knights, who are not vouched for shall be according to Knightly usage.

SECTION 2 Standing and Serve on Call.

a. Committee on Audit and Budget.

- 1) Audit: shall examine and audit the book, records and accounts of all financial officers, elected and appointed, in accordance with generally accepted accounting principles applied on a consistent basis and shall make their report to the Grand Council and Commandery at each session and make reports to the Right Eminent Grand Commander at his discretion. Also, at any time while the Grand Council and Commandery is not in session, the Right Eminent Grand Commander may order an auditor to examine and audit the books and records of any Grand Commandery office or subordinate Council / Commandery officer and to report any irregularities they may find in such books and records. If any irregularities are reported, the Right Eminent Grand Commander may immediately seize the books and records in which said irregularities are found and may forthwith suspend the officer having custody thereof, and such officer shall stand suspended until the next session of the Grand Conclave.

- 2) Budget: will meet annually, and / or upon call for the purpose of reviewing and approving all budget request and budgets, of the Departments and commissions of the Grand Council and Commandery.

b. Committee on Convention.

This committee shall be appointed by the Right Eminent Grand Commander each year for the purpose of making arrangements for the meeting of the Grand Council and Commandery. Also, this committee shall be responsible to the Grand Council and Commandery and shall perform such duties and such responsibilities as the Grand Council and Commandery, and the Right Eminent Grand Commander direct shall have reviewed the necessary documentation as outlined in these By-laws prior to the Grand Conclave and make recommendations for approval or disapproval.

c. Committee on Dispensations and Charters.

Shall have reviewed the necessary documentation as outlined in these By-Laws prior to the Grand Conclave and make recommendations for approval or disapproval.

d. Committee on Grievances.

Shall reviewed make recommendations to the Grand Conclave of any Grievances submitted prior to the Grand Conclave.

e. Committee on Foreign Correspondence

The Chairman of the Committee on Foreign Correspondence shall correspond and answer all letters, addressed to him, regarding inquires of the jurisdiction and members past and present, send to all Jurisdictions, an invitation of attendance to the Annual Conclave of the Grand Council and Commander of Oklahoma and send greetings from the Oklahoma Jurisdiction to other Jurisdictions at the holding of their Grand Conclave. All of whom shall perform the usual assigned duties and report fully in writing to the Grand Council and Commandery or Right Eminent Grand Commander. Such other committees may be authorized by the Grand Council and Commandery or appointed by the Right Eminent Grand Commander as work or business of the Grand Council and Commandery or Jurisdiction may require and the tenure of all such committees shall be only at the pleasure of the Grand Council and Commandery or the Right Eminent Grand Commander.

ARTICLE XIII

DISPENSATIONS AND CHARTERS

SECTION 1. New (Councils and Commanderies)

Dispensations for forming and opening new Councils and Commanderies may be issued by the Right Eminent Grand Commander during the recess of the Grand Council and Commandery to a constitutional number of twelve (12) Sir Knights for Commanderies and eleven (11) companions for Council residing in Jurisdiction, authorizing and empowering them to open and hold a Commandery of Knight Templar or Council of Select Master meetings. A dispensation thus issued to be in force and effect only until the succeeding Grand Conclave of the Grand Council and Commandery, unless continued by the vote of the body.

SECTION 2. Effect of Companions / Sir Knights joining in and Application for New Council or Commandery.

A Companion/ Sir Knight joining in an application for new Council or Commandery do not sever membership of the petitioner; it is incumbent on such member to pay dues to the subordinate Council or Commandery of which he is / was a member until time when the new Council or Commandery is constituted under the charter. When constituted, Companion or Sir Knight holding membership in another subordinate Council or Commandery belonging to this Jurisdiction will then become a member of the New Council or Commandery. Their membership in the old Council or Commandery shall cease.

Notice shall be given to the Council or Commandery from which they withdrew and the Recorder shall notify the Eminent Grand Recorder of this action Sir Knights or Companions coming from any other Jurisdiction must come by Grand Council and Commandery Demit.

SECTION 3. Petitions and Dispensation.

No dispensation for constituting a Council or Commandery can be issued except upon the petition of at least twelve (12) Sir Knights or eleven (11) Select Masters of the order, and the petition must be accompanied by the constitutional fee of \$100.00. The Right Eminent Grand Commander can set to work a New Council or Commandery at any village, Town, or community where in his judgment it is needed and it's best for the Grand Council and Commandery.

SECTION 4. Under Dispensation.

Council or Commandery under dispensation:

- a. Cannot hold an election.
- b. Cannot turn out on Masonic days and celebration without first obtaining the consent of the Right Eminent Grand Commander / District Deputy Grand Commander.
- c. Cannot try, suspend or expel members for non-payment of dues.
- d. Can make its own by-laws, subject to the approval of the Right Eminent Grand Commander.
- e. May confer the several orders of Cryptic of Knighthood degrees as directed in the rules of succession.
- f. May open and close as a Council of Companions or Commandery of Knight Templar's.
- g. May transact such business as may be necessary for its promotion in the order

SECTION 5. CHARTERS

- a. Applications for charters must be made at the first annual conclave after the granting of the dispensation, unless dispensation is extended.
- b. A copy of by-laws and proceedings will be presented at the Grand Council and Commandery for inspection by five (5) workdays after the April meeting, where the dispensation may be continued, a charter granted, or its labor interdicted, as the Grand Council and Commandery may deemed best.
- c. Charter shall be granted by the Grand Council and Commandery alone and only if in regular stated Grand Conclave or granted by the Right Eminent Grand Commander.
- d. No subordinate Council or Commandery is authorized to commence work under its warrant until said Council or Commandery has been regularly constituted, dedicated, and officers thereof have been regularly installed and for this purpose, whenever a warrant is granted, the Right Eminent Grand Commandery shall appoint a suitable and early day for the constituting said Council or Commandery and installing its officers. In the absences of the Right Eminent Grand Commander, or a Present/Past Grand Council and Commandery officer to act as his proxy on such occasions.

ARTICLE XIV

DRESS

SECTION 1. All petitions for warrants for forming a new Council or Commandery, as well as petitions for membership, shall be accompanied with the pledge of said petitioner that within twenty-four (24) months, he will provide himself with the regulation uniform of Select Master and Knight Templar, or a substitute authorized by this Grand Council and Commandery.

SECTION 2. All Grand Council and Commandery officers elected and appointed shall provide themselves with the regulation uniform, or an authorized substitute, not later than twelve (12) months after election or appointment, and failure to comply with this provision will result in disciplinary action being taken against such officer by the Grand Council and Commandery.

SECTION 3. ALL Grand Council and Commandery officers, elected and appointed, shall be in full uniform, or substitute authorized by the Grand Council and Commandery, at the opening of each Annual or Special Conclave of the Grand Council and Commandery.

SECTION 4. The Basic Knight Templar Uniform will be worn as follows:

- a. Black suit with the jewels of Knights of the Red Cross and Knights of Malta displayed on the left breast pocket. (If you are a P.E.C., that jewel is also required).
- b. White shirt.
- c. Black necktie with emblem.
- d. Black shoes and black socks.
- e. Regalia (Collar with appropriate jewel, white gloves with emblem).
- f. Black crown with emblem.

NOTE: All Grand Elected Officers will wear a crown with a gold lace band, with emblem and word "Grand". Past Eminent Commander will wear a crown with gold lace band with P.E.C. emblem. Eminent Commander will wear a crown with silver lace band and emblem).

SECTION 5. The Royal and Select Masters Uniform will be worn as follows:

- a. Black suit White shirt.
- b. Purple necktie with gold emblem
- c. Black shoes and black socks.
- d. Regalia (Collar with appropriate jewel, P.T.I.M. jewel worn on the left breast pocket if required, white gloves with emblem).

- e. Purple crown with emblem, no bands. (P.T.I.M. and Grand Officers wear gold bands).

SECTION 6. The Knights Templar Dress Uniforms will be worn as follows:

- a. Black pants.
- b. Black shoes and black socks.
- c. Frock coat with eighteen (18) large K.T. buttons on front. There will be four (4) large buttons on the rear along with two (2) black belt hooks.
- d. Collar and sleeve crosses-Latin, Passion, or Grand (SK, P.E.C., Grand Officer). The bottom of the crosses on sleeves will be two (2) inch from the hem of the Sleeve. The Latin cross will be red outlined in white on a black background.
- e. Three (3) small K.T. buttons on each sleeve.
- f. State patch will be worn on left sleeve three (3) inches down and centered. The elected grand staff patch is gold and membership state patch is red.
- g. Knights Templar Belt—Sir Knights will wear a black and gold belt with gold buckle and Latin cross. Elected Grand officers will wear a red and gold belt with gold buckle and grand cross.
- h. Jewels of the Knight of the Red Cross, Knight of Malta, and Past Eminent Commander will be worn on the left breast between buttons five (5) and seven (7) in that order from the outside in/ top to bottom.
- i. Chapeau with appropriate cross and crown with emblem.
- j. Only swords approved by the Herman E. Duncan Grand council and Commandery may be used.
- k. Gloves with Emblem.

SECTION 7. Shoulder Boards.

- a. Only elected Commandery and Grand Commandery Officers will wear Shoulder boards.
- b. Past Eminent Commanders will wear a gold passion cross on a red background, surrounded in gold
- c. Elected Grand Officers will wear a gold grand cross on a red background surrounded in gold.
- d. The R.E.C.C. will wear a gold grand cross on a purple background surrounded in gold.

- e. The Eminent Commander will wear a gold passion cross on a green background surrounded in gold.
- f. The Generalissimo will wear a gold square surmounted by a paschal lamb on green background surrounded in gold.
- g. The Captain General will wear a gold level surmounted by a cock on a green background surrounded in gold.
- h. The Treasurer will wear a gold cross keys on a green background surrounded in gold.
- i. The Recorder will wear gold crossed pens on green background surrounded in gold.
- j. The Prelate will wear gold triple triangle on green background surrounded in gold.

SECTION 8. Placement of Crosses.

- a. The Latin Cross will be placed on a Sir Knights Frock Coat as follows: On the collar and sleeves. There will be no shoulder boards. It will also be seen on the Chapeau and the Belt buckle.
- b. The Passion Cross will be placed on a Past Eminent Commanders Frock Coat as follows: On the collar, sleeves and shoulder boards. It will also be seen on the Chapeau and on the belt buckle.
- c. The Grand Cross will be placed on Elected Officers Frock Coat as follows: On the collar, sleeves and shoulder boards. It shall also be seen on the Chapeau and on the belt buckle.
- d. The R.E.G.C., Honorary R.E.G.C.'s and Past R.E.G.C.'s will wear a Grand Cross on a purple background as follows: On the collar, sleeves and shoulder boards. It will also be seen on the Chapeau and on the belt buckle. The belt will be purple and gold.
- e. The use of different crosses is forbidden.

ARTICLE XV

GRAND COUNCIL AND COMMANDERY REVENUE

SECTION 1. The revenue of the Grand Council and Commandery shall be derived from the following sources to wit: (See Administrative Procedures for details)

- a. Dispensation to open a New Council or Commandery.
- b. Reactivation of Old Council or Commandery.

- c. Charter Duplication.
- d. Dispensation for Special Elections.
- e. Annual Revenue for all Knights in good Standing.
- f. Annual Revenue for all Companions in good Standing.
- g. Grand Council and Commandery Tribunal.
- h. Grand Council and Commandery Constitutions & By-Laws.
- i. Grand Council and Commandery patents.
- j. Knights Templar/Council Financial and Traveling Cards per dozen.
- k. Reinstatement for Companions / Sir Knights.
- l. Demit and / or Death Forms.

SECTION 2. The following Quarters are established:

- a. (1st) First Quarter January, February, March
- b. (2nd) Second Quarter April, May, June
- c. (3rd) Third Quarter July, August, September
- d. (4th) Fourth Quarter October, November, December

SECTION 3. The Grand Council and Commandery will establish a Commandery Benefit Association (CBA), payment not to exceed \$300.00 as a death benefit.

SECTION 4. All members of subordinate Council and Commanderies of this Grand Council and Commandery and its Jurisdiction shall square themselves with the Grand Council and Commandery by paying Semi-Annual or Annually Dues to the Grand Council and Commandery through the subordinate Council or Commandery in which a member may have his membership. The sum will be paid on or before the 31st day of December of each and every year. Therefore, any member failing to pay as herein stated, shall forfeit membership in both the subordinate Council and Commandery including the Grand Council and Commandery of this Jurisdiction.

SECTION 5. Any Council and Commandery failing to be represented for two (2) consecutive years at the stated Annual Conclave or fails for one (1) year to pay Annual Grand Council and Commandery Dues shall be suspended from all knightly privileges.

- a. It shall be the duty of the Eminent Grand Recorder to give such delinquent Council or Commandery immediate notice of its suspension.
- b. The suspended Council or Commandery shall forfeit the warrant and be stricken from the roll of Council or Commanderies and in no case shall such Council or

Commandery be reinstated until all Grand Dries have been paid and not if then be returned to the Grand Council and Commandery, or Right Eminent Grand Commander, giving evidence of the petitioning Sir Knights or Companions ability to discharge the duties of a subordinate Council or Commandery.

ARTICLE XVI

COUNCIL AND COMMANDERY BENEFIT ASSOCIATION (CCBA) DEPARTMENT

SECTION 1. The CCBA Department shall be administered under the guidance and supervision of the Herman E. Duncan Grand Council and Commandery, state of Oklahoma and its Jurisdictions.

SECTION 2. It shall be administered, under the guidance of the Right Eminent Grand Commander, Eminent Grand Treasurer, Eminent Grand Recorder and Eminent Grand Financial Recorder.

SECTION 3. They shall be responsible for payment of death claims to the designated beneficiaries of all eligible deceased Companions and or Sir Knights.

SECTION 4. They shall ensure that all criteria for eligibility for receipt of benefits is properly and correctly verified before issuing payment of death claim.

SECTION 5. They shall ensure that payment of the death claim is made as soon as possible after a companion or Sir Knights' death, but not more than thirty (30) days, providing all criteria is met (i.e. correct beneficiary name and address.)

SECTION 6. They shall make a written report of all CCBA Department transactions annually at the Grand Conclave.

ARTICLE XVIII

SUBORDINATE COUNCIL AND COMMANDERIES

SECTION 1. Duties of Eminent Commander/Thrice Illustrious Master:

- a. See that his successor is duly installed.
- b. See that the By-Laws of the subordinate Council or Commandery as well as those of the Grand Council and Commandery and the Constitution thereof, are duly observed.
- c. Those accurate records are kept and just accounts rendered.

- d. That regular returns are made to the Grand Financial Recorder and annual returns are paid by the 31st day of December of each and every year, and see that all annual dues are paid and sent to the Grand Financial Recorder.
- e. May call special meetings of the subordinate Council or Commandery, but no business shall be translated other than that set forth in the call.
- f. It shall be his duty with that of the Elected Officers of the Council and Commanderies, to attend all assemblies of the Grand Council and Commandery.
- g. He Shall cause the Recorder, to report all new Companions or Sir Knights no later than five (5) days after initiation with petition, and all monies due the Grand Council and Commandery, be reflected on the Quarterly report, that his name maybe placed on the rolls of the Grand Council and Commandery.
- h. He shall report all suspensions or expulsions requested in his council or Commandery, whether for nonpayment of dues or otherwise, and it is hereby declared that expulsion or suspension for any cause whatever, works an absolute forfeiture of privileges when under such sentence.

SECTION 2. OTHER OFFICERS.

In the absence of the Eminent Commander, the Generalissimo and Captain General, respectively, shall perform the duties of the office of the Eminent Commander. In the absence of the Thrice Illustrious Master, the Deputy Illustrious Master and Principle Conductor, respectively, shall perform the duties of the office of Thrice Illustrious Master, of a Commandery or Council from time to time.

SECTION 3. DEMIT.

Any applicant, who applies for membership in the Oklahoma Jurisdiction, either as a new member or by demit from another Jurisdiction, must be governed by the Constitution and By-laws of the Oklahoma Jurisdiction.

SECTION 4. RECEIVED BY DEMIT.

No Council or Commandery in this Jurisdiction shall receive a Companion or Sir Knight into membership from any other Council or Commandery until he produces a demit from the subordinate Council or Commandery of which he was a member. If such Council or Commandery has ceased to exist, he must produce official documentation. Once produced the Right Eminent Grand Commander, only has the authority to approve such demits.

SECTION 5. RIGHT OF DEMIT

A member in good standing with his Council or Commandery, and against whom there is no charge pending may be demitted on written application made by himself. When demitted he voluntarily renounces all claims to the benefits of that subordinate Council or Commandery organization.

SECTION 6. No member of a Council or Commandery who is unfinancial shall have the privilege of voting in his own or visiting another Council or Commandery.

SECTION 7. No Council or Commandery shall complete the work on a brother of another Council or Commandery without its consent formally obtained.

SECTION 8. No intoxicating liquors shall be brought within the precincts of a Council or Commandery.

SECTION 9. No Companion or Knights Templar will be carried as being active on any two (2) rolls of two (2) Commanderies or two (2) Councils.

SECTION 10. LIFETIME MEMBERSHIP

ONLY a Knights Templar in the Jurisdiction of Oklahoma is eligible for Lifetime membership in any Council or Commandery and will be voted on and approved by the Council or Commandery to be lifetime member of that said Council or Commandery. Any member in good-standing with legally constituted Commandery of this Grand Council and Commandery shall be eligible for life-time membership when they qualify. The eligibility shall be as follows:

- a. The Sir Knight must be at least seventy- five (75) years of age with twenty-five (25) of continuous membership in this Grand Council and Commandery.
- b. Sir Knight that has reached the age but not the number of years required may be considered on an individual basis. A letter explaining the reasons for exception must accompany the request.
- c. A Committee will make a decision on life-time membership based on the justification submitted. The local Council and Commander will be informed of the Committee's decision.

SECTION 11. HONORARY MEMBERSHIPS

Any individual is eligible for Honorary Membership in any Council or Commandery. They will be Voted and approved by 2/3rd majority present. They will have a dues card reflecting

Honorary Member, Dues Exempt written or type on the front. (lamination is preferred) ledger page of the individual will reflect as such: CBA Dues and Grand Commandery Dues for Honorary Members, if part of the Fraternity will be paid by the Council and Commandery of which the member belong / if the individual is not part of the Fraternity, your records will reflect such (i.e. Civilian) and no CBA's is required if the individual (if part of the Masonic Fraternity) relocates and desires to demit to another council or Commandery, the gaining Council or Commandery will vote on his demit and Honorary Membership separately.

SECTION 12 SPECIAL NOTE

The following Grand Officers, Oklahoma Jurisdiction, if listed as a Honorary or Lifetime Member of any Council or Commandery will not require the Council or Commandery to pay dues Most Worshipful Prince Hall Grand Master, Most Excellent Grand High Priest, Right Eminent Grand Commander.

ARTICLE XIX

INSURANCE POLICY AND AGREEMENT

The Herman E. Duncan Grand Council and Commandery will purchase a whole life insurance policy for the presiding Right Eminent Grand Commander, effective 1 July 1995. The policy will be in the amount of \$10,000, in which upon death of the presiding or Past Right Eminent Grand Commander, it is agreed upon between the Herman e. Duncan Grand Council and Commandery that the beneficiary (at least 18 years of age) of the deceased on record will receive \$5,000 and the remainder of \$5,000 will be given to The Herman E. Duncan Grand Council and Commandery. The Herman E. Duncan Grand Council and Commandery will pay all premiums of the policy. An insurance agreement will be drawn, signed by the insured and their beneficiary and attest by the Grand Commandery it must be notarized, copies on tile with the Grand Recorder, and Grand council and Commandery The insured will received copies of all insurance policies and agreements to include supplement and etc. Original copies of the Insurance Agreement and insurance Policy will be maintained by the Grand Recorder. If the Right Eminent Grand Commander leaves his office before his term is completed because of his own desire or because of his being relieved by the Craft, the policy will be void and the payment stopped by the Grand Council and Commandery.

ARTICLE XX

PETITIONS

SECTION 1. The petition of every candidate for the order of Knighthood or Companion for the Cryptic degrees shall be made in the following form, and be signed by the person giving his full name, age, home address, home of record, occupation and reference:

To the Eminent Commander/Thrice Illustrious Master, Officers, and Valiant Magnanimous Sir Knights / Companions of _____ Commandery / Council No. __, Grand Encampment of Knights Templar, Jurisdiction of Oklahoma, located at _____, a Master Mason in good standing in _____ lodge No. _____ F&AM, PHA, and a Companion in good standing in _____ Chapter No. __, HRAM, P.H.A., respectfully request membership by initiation / reinstatement in Council or Commandery No. _____.

Address: _____ CONUS/Permanent

Address _____

Home Phone Number: _____ Work Number: _____

Beneficiary: _____

This _____ day of _____ 20__.

_____	_____
Print Name of Petitioner	Proposed By: Sir
Knight/Companion	

Signature	Sir Knight/Companion
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SECTION 2. All petitions must be presented at regular Meeting, and be referred to a Committee whose report must be made in writing at the next stated Meeting, at which time action by the Council or Commandery shall be heard.

SECTION 3. A petition for initiation into a Council or Commandery, once received cannot be returned. It becomes the property of the Grand Council and Commandery and the original copy of the petition will be forwarded to Grand recorder, include Social Security Number, Commanderies or Councils may make copies of petitions if desired.

Section 4. One-half (1/2) of the initiation fee must accompany the petition. The other half (1/2) must be paid before the degree are conferred.

ARTICLE XXI

ANNUAL RETURNS AND REPORTS

SECTION 1. Every subordinate council and Commandery shall make their annual returns to the Eminent Grand Recorder, on or before the 15th day of January of each year. In such form as may be prescribed by the Grand Council and Commandery, and furnished to the Eminent Grand Financial Recorder. This annual report will furnish the following information:

- a. The list of officers, with address.
- b. The list of Sir Knights/Companions receiving degrees during the year.
- c. A list of reinstated Companions or Sir Knights who died during the year and give dates thereof
- d. A list of Companions or Sir Knights who died during the year.
- e. A full list of all financial members.
- f. A list of members demitted during the year and give dates.
- g. A list of Companions or Sir Knights suspended for any cause during the year and give dates.
- h. A list of members expelled during the year.
- i. The annual report must be signed by the Eminent Commander or Thrice Illustrious Master and attested by the Recorder in their own writing, giving their mailing address and bearing the seal of the subordinate Council or Commandery.
- j. Each Council or Commandery shall also submit two copies of their Audit Report for the year.

ARTICLE XXII
TEMPLAR YEAR

The Templar year shall commence at 12:01 A.M. on the 1st day of January each year and close at midnight on the 31st day of December each year.

ARTICLE XXIII
GRAND COUNCIL AND COMMANDERY FEES

SECTION 1. Each Council and Commandery will pay the Grand Council and Commandery through the Eminent Grand Financial Recorder, new member fee for each Knight or Companion initiated: \$6.00 for the Commandery Orders and \$3.00 for the Council degrees.

SECTION 2. No Council Commandery shall be allowed to confer the Order of Chivalric or Cryptic Degrees for a fee of less than \$15.00.

ARTICLE XXIV
CONFERRING DEGREES, MEMBERSHIP AND SUSPENSION

SECTION 1. No subordinate Council or Commandery shall conferring the order upon any individual who has not regularly received the degrees of a Master Mason and Royal Arch Mason, Prince Hall Affiliation, according to the requirements of the General recognized Bodies of Masonry in the several states and territories.

SECTION 2. The rule of succession in conferring the Cryptic Degree shall be Royal Master, Select Master, and Super Excellent Master.

SECTION 3. The rule of succession in conferring the Chivalric degree shall be Knight of the Red Cross, Knight Templar and Knight Malta.

SECTION 4. No subordinate Council or Commandery in this Jurisdiction shall confer no more than one order of Knighthood upon a candidate at the time without a dispensation having been obtained for that purpose.

SECTION 5. SOJOURNS. No subordinate Council or Commandery in this jurisdiction shall confer the order upon a sojourner from any state, territory or district in which there is a subordinate Council or Commandery, without a special dispensation being granted.

SECTION 6. APPEALS. No appeal shall lie to the Subordinate Council or Commandery from the decision of the Eminent Commander or thrice Illustrious Master, but in all cases shall be made by the Right Eminent Grand Commander or the Grand Council and Commandery.

SECTION 7. MEMBERSHIP- SUBORDINATE COUNCIL / COMMANDERY. A Sir Knight or Companion belonging to any subordinate Council or Commandery in this Jurisdiction, to retain his membership, must be a member in good standing of a Blue Lodge and Royal Arch Chapter. P.H.A., of this Jurisdiction.

SECTION 8. EFFECT OF SUSPENSION. Any Sir Knight suspended by a subordinate Commandery for nonpayment of dues shall not be allowed to remain in such state more than one quarter, and at the expiration of this period, he shall be dropped from the rolls, and should he desire to renew his relations as a Knight Templar, he must make a regular application to the subordinate Commandery from which he was dropped for a renewal of membership, enclosing his application with the regular fee for reinstatement, and one year's dues.

ARTICLE XXV VOTING

SECTION 1. A vote may be taken on all subjects coming before the Grand Council and Commandery according to usual custom of voting by the order except the election of officers which shall be by ballot, unless we have a unanimous decision to suspend the rule.

SECTION 2. Any member may call for division of the house when in his judgment, such would be more satisfactorily determined. When a vote is already taken but the result is in doubt, the presiding officer should entertain the request for division. The roll shall be called; every member present should be required to vote unless for good reasons satisfactory to the Right Eminent Grand Commander they may be excused from such requirement.

SECTION 3. A majority vote will be necessary to determine all questions coming before the Grand council and Commandery, except in cases of trials of members which shall be according to rules prescribed in all cases.

ARTICLE XXVI
BY LAWS

SECTION 1. The subordinate Council and Commanderies shall abide by the “By-Laws for Subordinate Council and Commanderies” in the Constitution and By-Laws of the Herman E. Duncan Grand Council and Commanderies in Western Europe, Far East and Middle East.

SECTION 2. Additional needs of each subordinate Council and Commanderies will be written into the “ADMINISTRATIVE PROCEDURES AND FINANCIAL RECORDS MAINTENANCE PROCEDURES’ issued to each Council and Commandery. After the additional needs are incorporated the procedures MUST BE SIGNED AND SEALED by the RIGHT EMINENT GRAND COMMANDER.

ARTICLE XXVII
DUES

Each Council and Commandery shall have authority to assess such dues upon its members from time to time as they shall deem just and expedient, and the Administrative Procedures and FINANCIAL RECORDERS MAINTENANCE PROCEDURES of each Council or Commandery shall designate the amount of dues so assessed and the time of payment thereof.

ARTICLE XXVIII
RULES OF ORDER

SECTION 1. All committees shall be appointed be the Eminent Commander or Thrice Illustrious Master.

SECTION 2. Every officer of the Council or Commandery must previous to taking his office or station as such, clothe himself in the uniform appertaining to his office or station, or substitute authorized by this Grand Council and Commandery.

SECTION 3. No member shall speak more than twice upon any question without leave, nor more than once until each Companion or Sir Knight to speak has the privilege of doing so. When two or more rise at the same time to speak first.

SECTION 4. Every resolution shall be in writing with the name of the mover endorsed thereon.

SECTION 5. No motion shall be accepted until it is seconded, and there shall be no debate had thereon until it is stated by the Right Eminent Grand Commander or presiding officer.

SECTION 6. When a question is being debated, no motion shall be entertained but the lay on the table, commit, to recommit, amend or postpone to a definite time or indefinitely, which they are here arranged, and must be decided with debate.

SECTION 7. Any member may call for a division of question a question when the same will admit.

SECTION 8. When a question is put, it shall be the duty of every member present to vote, unless for good cause he may be excused.

SECTION 9. When a motion has been made and carried in the affirmative or the negative, it shall be in order for any member voting in the majority to move for a reconsideration of the same.

SECTION 10. All questions shall be stated by the presiding officer in the order it is moved.

ARTICLE XXIX
GRAND COMMANDERY
DISSOLUTION OF SUBORDINATE COMMANDERIES

SECTION 1. Whenever the Grand Council and Commander shall revoke the warrant of any subordinate Council or Commandery, or if any subordinate Council or Commandery shall disband, or, for any reason, shall cease to exist or operate. The Right Eminent Grand Commander shall forthwith direct the Grand Auditor to audit its books and to make a true and correct inventory of its property, real and personal. The Recorder and Treasurer of such local Council or Commandery shall turn over the Auditor all of the books, papers and records of such local Council or Commandery. Upon the return of the Auditor's report, the Right Eminent Grand Commander shall automatically become trustee for such local Commandery for the purpose of settling all outstanding debts and obligations incurred by such Council or Commandery. He shall remain as such trustee until such Council or Commandery is reinstated.

SECTION 2. If such local Council or Commandery shall not be reinstated for a period of two years from the date of its dissolution, the Right Eminent Grand Commander, or some person authorized by him, shall collect all rents theretofore paid to said local Council or Commandery; and he shall hold the same for the use and benefit of said Council or Commandery pending its re-instatement.

SECTION 3. In the event said local Council or Commandery shall not be reinstated for a period of two years from the date of its dissolution or abandonment, then all of its property, real and personal shall become vested in the Grand Council and Commandery and no former officer or member of said local Council or Commandery shall interfere with or exercise any control over such property after the date of such dissolution.

SECTION 4. It shall be the duty of the Right Eminent Grand Commander, two years after the date of the dissolution or abandonment of any local Council or Commandery, to issue his proclamation setting forth that all of the property of said Council or Commandery has reverted to the Grand Council and Commandery. Such proclamation must state the date said Council or Commandery; if failed to reinstate within two years from such date, and a complete description of all of the property, real and personal, owned by said Council or Commandery at date of its dissolution.

SECTION 5. Such proclamation must be attested by the Eminent Grand Recorder and filed in the office of the County Clerk where real property owned by said local Council or Commandery is located.

ARTICLE XXX ANNUAL CONCLAVE

The Grand Council and Commandery shall assemble at least once a year in annual Conclave. This Conclave shall be held in the city where the sitting of the Most Worshipful Prince Hall Grand Lodge of Free and Accepted Masons (P.H.A.) of the State of Oklahoma is held. If an emergency exists or when there is conflict in dates of Masonic meetings, the Right Eminent Grand Commander, by and with consent of the majority of the officers of the Grand Council and Commandery, may change dates. Special Meetings in the interest of the Grand Council and Commandery may be called by the Right Eminent Grand Commander at his discretion; after special notice has been given all Councils and Commanderies by at least two weeks, stating need and purpose of such meeting. Only matters stated in need and purpose may be acted upon at such special meeting.

ARTICLE XXXI INITIATIVE AND REFERENDUM PROVISION

SECTION 1. The Constitution and By-laws of this Grand Council and Commandery may be amended by the referendum and initiative procedure hereinafter described.

SECTION 2. REFERENDUM. The grand Council and Commandery may refer by majority vote to the local Council and Commanderies of the jurisdiction any question, proposition or amendment to the constitution and By-Laws it desires and when so referred, the proposition, question or law must be voted on by the subordinate Council and Commanderies of the State at the time stated in the Proclamation issued by the Grand Council and Commandery submitting the proposition or proposed law.

SECTION 3. Whenever the Grand Council and Commandery has ordered the submission of a referendum question, the Right Eminent Grand Commander shall within twenty (20) days after the adjournment of the Grand Council and Commandery prepare and send to the Eminent Commanders and Thrice Illustrious Master of the Jurisdiction a copy of the referendum question together with the election blanks and material necessary to conduct the election.

SECTION 4. Upon receipt of the referendum question, it shall be the duty of the Right Eminent Grand Commander to see that the question and the argument in favor and against the question are read in open Council or Commandery meeting and vote thereon taken. It shall be the duty of the Eminent Commander or Thrice Illustrious Master to see that the election returns are properly filled out and sealed and mailed to the board of Canvassers of the Grand Council and Commandery. The said board shall be appointed by the Right Eminent Grand Commander and should be representative of both sides of the question submitted. The board shall be composed of two (2) Past Eminent Commanders, one (1) Past Thrice Illustrious Master, if available.

SECTION 5. It shall be the duty of the Board of Canvassers to count on a certain day and at a certain place announced by the Right Eminent Grand Commander's Proclamation the ballot returned and to certify the same to the Right Eminent Grand Commander whose duty shall be to proclaim the results to the Jurisdiction. If a majority of the Council and Commandery of the Jurisdiction vote in favor of the measure or proposition, it is adopted; otherwise, it is rejected. Any law or question adopted by the Councils and / or Commanderies shall upon the issuance of the said proclamation be in full forces and effect.

SECTION 6. INITIATIVE. The form of the initiative petition shall be substantiated as follows: "To The Right Eminent Grand Commander of Herman E. Duncan Grand Council and Commandery, Knight Templar Masons (P.H.A.) Jurisdiction of Oklahoma we the undersigned Council and / or Commandery respectfully request that there be submitted to the Council and / or Commanderies of the Jurisdiction for their approval or rejection at a regular meeting to be held on the _____ day of, _____ A.D. I, _____, the following question: (insert the question or law to be submitted).

SECTION 7. That this petition must be filed with the Right Eminent Grand Commander by at least six (6) Councils or Commanderies and when it has been filed by six (6) Councils or Commanderies it becomes the duty of the Right Eminent Grand Commander to submit it to the Councils and Commanderies of the Jurisdiction as provided in this section in case of a referendum vote.

SECTION 8. ARGUMENTS. Arguments may be prepared for and against each measure to be submitted to Council and Commanderies. The length of the argument must be prepared by the proponent and opponent of the measures and where more than one argument is prepared for a side, the gist of the argument may be condoned by the Right Eminent Grand Commander or by the person or Council and / or Commandery submitting this argument. The argument should be submitted by the Right Eminent Grand Commander and ordered read in all the Councils and Commanderies prior to a vote being taken on the same.

SECTION 9. CANVASSERS. Whenever any measure or proposition is submitted to vote, it shall be the duty of the Right Eminent Grand Commander too that the return is made and transmitted to the Board of Elections Canvassers of the Grand Council and Commandery and it shall be the duty of the side election board to keep a recorder, showing such total number of votes cast and to preserve the ballots and returns until the next session of the Grand Conclave. The said Board of Canvassers shall meet, time and place as the Right Eminent Grand Commander may designate in his proclamation.

ARTICLE XXXII
AMENDMENT OF CONSTITUTION

This set of Constitution and By-Laws may be amended as followed: At any session of the Grand Conclave, any member thereof or delegates thereto may submit amendments. Such proposed amendments must be in writing and must be presented to the Eminent Grand Recorder who must read the same to the Grand Council and Commandery assembled. The Right Eminent Grand Commander shall submit proposed amendments to the Committee on Jurisprudence which Committee shall consider the same and make its report to the Grand Council and Commandery.

After such report is made, it shall be the duty of the Right Eminent Grand Commander to put such proposed amendments to vote, without delay, and if two-thirds of the members are present shall vote in favor of such amendments, said amendments are adopted. All proposed amendments must be filed in the office of the Eminent Grand Recorder at least sixty (60) days before the commencement of Grand Conclave.

STATE OF OKLAHOMA CERTIFICATE

Office of the Eminent Grand Recorder of the Herman E. Duncan Grand Commandery Knights Templar and Appendix Bodies (prince Hall Affiliation). Jurisdiction of Oklahoma:

I, David S. Lee Sr., Eminent Grand Recorder of the Herman E. Duncan Grand Council & Commandery Knights Templar and Appendix Bodies (Prince Hall Affiliation). Jurisdiction of Oklahoma, do hereby certify that the printed Constitution Laws, By-laws, Rules and Regulations contained in this Volume are true and correct as passed by the Herman E. Duncan Grand Council & Commandery Knights Templar and Appendix Bodies (Prince Hall Affiliation) Jurisdiction of Oklahoma.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of said Grand Council and Commandery this 1ST day of June, A.D. 2019, A.O. 901.

Frank Fields

FRANK FIELDS
Right Eminent Grand Recorder

David S. Lee Sr.

DAVID S. LEE SR.
Eminent Grand Recorder

Printed 15 March, 1994

1ST Revision 30 October, 1996

2ND Revision 15 February, 1997

3RD Revision 7 March, 1998

4TH Revision 5 June, 2004

5TH Revision 31 May, 2009

6TH Revision 1ST June, 2015

BURIAL SERVICE
for
THE ORDER OF MASONIC KNIGHTHOOD
GENERAL REGULATIONS

1. No Knights Templar can be buried with the funeral honors Knighthood, unless he is in good standings with his Commandery.
2. An unaffiliated Knight is not entitled to Templar Honors, but the Commandery may grant them, or it may withhold them, without breach of knightly duties.
3. It is the duty of the Eminent Commander to convene the Commandery upon notice of the death of a Sir Knight who may be entitled to receive funeral honors, upon request, made while living or by the family after his demise, for the purpose of attending the funeral ceremonies.
4. The Knights, on such occasions, will attend in full uniform, pursuant to the regulations, their sword-hilts and the banner of their Commandery being suitably dressed in mourning.
5. On the coffin of the deceased Knight will be placed his crown and sword and if a Grand Officer, his jewel, trimmed with crape.
6. The Eminent Commander will preside during the services, and assisted by the Generalissimo, Captain general, and Prelate, if Grand Officers are present, they will be allotted a place in the procession according to their rank.
7. When the public or religious services are concluded, six Sir Knights, as a Guard of Honor will form an arch of steel over the body, the Eminent Commander with the prelate at the head, the Generalissimo and the Captain General at the body, and the Senior and Junior Warden at the foot.

CEREMONY

(Sir Knights, with swords at carry)

EC – Sir Knights’ in solemn rights of our order, we have often been reminded of the great truth, that we were born to die. Mortality has been brought to view that we might more earnestly seek immortality beyond this fleeting life, where death comes no more forever. The sad and mournful funeral knell betokens that another spirit has winged its flight to a new state of existence. An alarm has come to the door of our Asylum, and the messenger was Death; and none could say to the awful presence “Who dares approach?” A pilgrim warrior has been summoned, and from that summons there is no discharge. A burning taper of life in our commandery has been extinguished and none save but the High and Holy One can re-light it.

All that remains of our beloved Sir Knight lies mute before us, and the light of his eye and the breathing of his lips, in their language of fraternal greeting, have for us ceased forever on this side of the grave. His sword vowed only to be drawn in the cause of truth, justice, and liberty, lies reposed in its scabbard, and our arms can no longer shield him from wrong or oppression.

It is meant, at such time, that we should be silent and let the words of the Infinite to speak, that we may gather consolation from His revelations and impress upon our minds lessons of wisdom and instruction, and the fitness of a preparation for the last great change which must come to us all.

Prelate (Gives sword to Generalissimo)

Generalissimo – Our departed brother was taught, while living, that this sword, in his hands, as a true and courteous Sir Knight, was endowed with the three most estimable qualities; Its hilt with fortitude undaunted; its blade with justice impartial and its point with mercy unrestrained. To these lessons, with their deep emblematical suggestions, we trust he gave wise heed.

He could never grasp it without being reminded of the lively significance of the attributes it inculcated. He has borne the pangs of dissolving nature-may we trust with the same fortitude that he sustained the trials of passing existence, to his name and memory be justice done as we hope to receive the like justice ourselves. May that mercy unrestrained, which is the glorious attribute of the Son of God, interpose in his behalf and admit him to the blessed companionship of the Saints and the Angels in the realms of light and life eternal.

Sir Knights – Amen and Amen!

Prelate – (Presents the Cross of evergreen to the Captain General)

Captain General – This symbol faith – the believer hope and the Christians’ trust – we again place upon the breast of our brother Knight, there to remain till the last trumpet shall sound and the earth and sea yield up their dead. Though it may in the past have been perverted at times into an ensign of oppression and crime, though it may have been made the emblem of superstition and moral darkness, yet as the badge of Christian Warrior, its significance still remains. It calls to mind Gethsemane and its sorrowful garden, the judgement hall of Pilate and the pitiless crown of thorns, Golgotha and Calvary and their untold agonies that man might inherit everlasting life. If an inspired apostle was not ashamed of the cross, neither should we be, if he gloried in the important truths it shadowed forth, so ought we too rejoice in it as the witness of our reliance beyond the grave. May this hope of the living be the anchor to the soul of our deceased brother-the token to admit him to that peaceful heaven “where the wicked cease from troubling and the weary are at rest.”

Sir Knights - Amen and Amen!

Prelate – (Cast the Cross onto the casket)

EC - Let us be attentive while Sir Knight Recorder reads to us his Resolution of Respect.

Recorder – (Reads Resolution of Respect)

Prelate – Sir Knights, let us pray.

Sir Knights – (Recites the Lord’s Prayer)

At the conclusion of the ceremony, each Sir Knight, lead by the Eminent Commander will approach the casket and salute with his sword and file out of the sanctuary,

(Note: If swords are not available, give military salute with hand)