

November 6, 2020

Office of the Right Eminent Grand Commander

To the Sir Knights, officers and members of all Constituent Commanderies and to all present Grand Commandery Officers and past Grand Commanders of the Grand Commandery Knights Templar of Ohio:

Greetings:

It is my order that **General Order No. 14** be read in its entirety and be made a part of the minutes of each Constituent Commandery at the first stated conclave following its receipt.

General Order No. 14 (Revision of General Order No. 2)

It is hereby ordered that General Order No. 2 (Inspections) and the related Supplemental Instructions regarding Inspections be revised as follows.

As originally stated, with strikethrough added:

General Order No. 2 (Inspections)

It is hereby ordered that all Constituent Commanderies (except No. 76) of the Grand Commandery of Knights Templar of Ohio be inspected ~~in the Full Form Opening (FFO) and Order of the Temple (unless inspection in the Order of Red Cross or Order of Malta is approved by the Grand Commander)~~ during the current Templar year, and I hereby appoint and commission the Sir Knights listed in the Inspection Schedule of the Roster as my representatives, with the authority and prerogatives of the Grand Commander at such inspections. ~~As part of the Inspection Day agenda, the Commandery SHALL provide a ladies' program and host a traditional, formal banquet for the Sir Knights and ladies.~~

As amended:

General Order No. 2 (Inspections)

It is hereby ordered that all Constituent Commanderies (except No. 76) of the Grand Commandery of Knights Templar of Ohio be inspected during the current Templar year, and I hereby appoint and commission the Sir Knights listed in the Inspection Schedule of the Roster as my representatives, with the authority and prerogatives of the Grand Commander at such inspections.

The Supplemental Instructions to the General Orders as they relate to “2) Inspections” shall be disregarded and replaced with the following:

2) INSPECTIONS:

- a. All Commanderies (except St. George No. 76) will be inspected. Inspection dates are printed in the Roster. The Annual Inspection of Athens No. 15, originally scheduled for December 12, 2020, will be rescheduled.
- b. The traditional inspection day activities will be modified to include only the following elements:
- c. Areas To Be Inspected - The inspection of each Constituent Commandery shall be divided into these areas: Administrative, Financial, and Membership working with the Recorder and the Treasurer, along with the proficiency of the Junior Warden relating to the Chamber of Reflection and the Eminent Commander for the purpose of earning his certificate. The Eminent Commander's proficiency will be demonstrated by reciting the Five Libations from memory and the Knighting Ceremony. In the ritual, starting on p. 126, “We will now participate in the First Libation”, through p. 127. (The Prelate may read the lessons if it assists with the Eminent Commander's timing, but this is optional), continuing at the bottom of p. 132 to the top of p. 133, continuing at the top of p. 141 through the 5th L, continuing at the bottom of p. 144 to the middle of p. 145.

1. The Inspecting Officer listed in the Roster is responsible for inspecting the Administrative, Financial, and Membership areas of each Commandery and determining the proficiency of the officers.

2. If there are unavoidable schedule conflicts or other circumstances preventing the Inspecting Officer from accomplishing the Administrative, Financial, and Membership areas of the inspection, this portion may be completed by an Elected Grand Commandery Officer, a Past Grand Commander, or the DC or DDC from the Commandery's Division. In no case will the DDC or DC inspect the books of his own Commandery.

3. His report will include the inspection form with the applicable areas completed, a copy of the UAR for the Templar year ending the previous May 31st, and the Grand Warder's Report.

4. There will be no Full Form Opening required for modified inspections, nor will lines be formed for the reception of the Inspecting Officer. The Commandery will be opened in Short Form (Ritual, pp. 98-99). Introductions will be limited and at the discretion of the Inspecting Officer.

5. Within 2 weeks of the Inspection Day, the Inspecting Officer shall write a post inspection letter to the Commander highlighting his remarks to the officers. A copy of the completed and signed inspection report form, along with the UAR and the Grand Warder's Report shall be attached to the letter. Within 2 weeks following the Inspection Day, a hardcopy of the letter and attachments shall be mailed to the Commander with courtesy copies (in either electronic or hard-copy format) of the post-inspection letter and attachments to be forwarded to the Recorder, DDC, DC, Reviewing Officer, and the Right Eminent Grand Commander. The Reviewing Officer for Commanderies 1 through 39 is the Deputy Grand Commander and for Commanderies 40 through 84 is the Grand Generalissimo. The Reviewing Officer is responsible for uploading an electronic copy of the letter and attachments to the designated electronic archiving site. There is no requirement for the Reviewing Officers to retain hardcopies or provide hardcopies to the Grand Recorder. Any private remarks that the Inspecting Officer deems pertinent to the welfare of the Grand Commandery of Ohio, shall be sent directly to the Reviewing Officer and Grand Commander. The Reviewing Officer may also provide any private remarks he deems appropriate directly to the Grand Commander.

6. If there is a discrepancy, the Inspecting Officer shall notify the Right Eminent Grand Commander as soon as possible via phone call, text, or e-mail with a brief description of the discrepancy and the plan for correcting the discrepancy. A Discrepancy Report shall be completed on the designated form and included as an attachment to the post inspection letter to the Commander referenced above.

7. There will be two certificates associated with inspection: A Commandery Proficiency Certificate presented for successfully completing the Administrative, Financial, and Membership areas along with the Junior Warden's Address, and the traditional Eminent Commander's Certificate. If there are no discrepancies, both certificates shall be presented on Inspection Day. If there are 1 or more discrepancies, the Eminent Commander's Certificate shall not be presented on Inspection Day and shall be held until all discrepancies are corrected. If discrepancies are limited *to the Commander only*, while the Commandery portion was successfully completed, the Commandery Proficiency Certificate shall be presented. **In no event shall an Inspecting Officer, in his verbal or written comments, characterize an inspection as "failed." If there are discrepancies, the inspection is "incomplete," not failed.**

8. There must be a quorum present from the inspected Commandery. A quorum may be established via in-person and electronic means, however the proficiency work in the Asylum will not be shared electronically. Lack of a quorum shall be considered a discrepancy. The planned activities of the day may continue at the discretion of the Inspecting Officer.

9. At the conclusion of the inspection **only the inspecting officer will be called upon to speak.** All announcements and remarks should be made prior to calling on the Inspecting Officer.

10. There shall be no traditional banquet or any meal service as part of the Inspection.

11. There shall be no formal program for Ladies, including a tea table or entertainment.

12. Attendance is limited to the Inspecting Officer, officers and voting members of the inspected Commandery, Division officers, and elected Eminent Commanders from within the inspected Commandery's Division.

13. There must be a sign-in sheet that includes the name of every Sir Knight in attendance for potential contact tracing purposes. The sign-in sheet will be retained by the Recorder with a copy to the DDC.

14. In demonstrating proficiency as outlined above, all speaking parts shall be given from memory by voting members of the Commandery. Only the Prelate's lessons, if used, may be read.

15. No Sir Knight is authorized to cancel or reschedule an inspection without the consent of the Division Commander, Inspecting Officer, and the Grand Commander. If there is a Level 3 snow emergency declared in the county where the inspection is being held, the Commander should immediately notify the Division Commander, who will in turn confer with the Inspecting Officer and Grand Commander on whether or not to proceed with the inspection as planned. Sir Knights are expected to comply with Level 3 snow emergency travel restrictions and not endanger themselves and traveling companions.

16. If the county where the Commandery is domiciled is declared to be at a Level 4 (purple) Public Health Emergency per the guidelines from the Ohio Department of Health within 48 hours of the Inspection Date, the Inspection will be canceled. In addition, no Sir Knight who resides in a county declared to be at Level 4 (purple) may attend an Inspection.

17. There will be no Inspections on March 13, 2021, so that all interested Sir Knights and Ladies may attend the East Central Department Conference nor on April 3, 2021 (Holy Week).

18. Any questions regarding the requirements of the modified Inspections should be directed to the Deputy Division Commander of that Commandery's Division.

Given under my hand and seal of the Grand Commandery Knights Templar of Ohio, on the 6th day of November, Anno Domini 2020, Anno Ordinis 902.



R. Thomas Starr, KCT
Right Eminent Grand Commander



Attest: Alfred T. Johnson, KCT, HPGC
Eminent Grand Recorder