

PROCEDURE FOR AMENDING BY-LAWS OF CONSTITUENT COMMANDERIES

Frequently we receive inquiries as to the proper procedure to be followed in amending the By- Laws of Constituent Commanderies. We are, therefore, setting out this procedure. (See Sec. 1600, Article 17.)

1. The proposed amendment should be introduced in writing at a Stated Conclave of the Commandery, entered upon the minutes, and laid over to the next or a subsequent Stated Conclave for action. Inform the Deputy Division Commander to get his approval following the meeting.
2. A copy of the proposed amendment should then be mailed to each member of the Commandery with notification that it will be acted upon at the Stated Conclave of said Commandery on such and such a date.
3. At that Stated Conclave the amendment should be presented for action and, if two-thirds or more of the members present vote for the adoption of the amendment, it is declared carried. It must then be submitted to the Grand Commandery or the Grand Commander for approval.
4. ONE (1) copy of the amendment, along with one (1) copy of the Certification attached, along with complete unedited copy of their current By-Laws with the proposed amendment, should be sent to the Deputy Division Commander by e-mail for his approval. The Deputy Division Commander will then forward said documents to the Division Commander for his approval and the Division Commander will send said documents to the Grand Commander with any comments. The Grand Commander will then approve or deny, signing approved copy or stating reason for denial. Denials will be sent back to the Commandery stating the reason for denial and/or recommendations. For approvals, the Grand Commander

will e-mail one (1) copy to the Commandery and one (1) copy to the Grand Recorder to file and keep. The Certification, executed by the Recorder and under the SEAL of the Commandery, will show that due notice was given to all members, and attested by the signatures of the Recorder and the Commander, that it laid over until the next stated conclave, at which time it was adopted by an affirmative vote of two-thirds of those present and entitled to vote. We suggest the following form of Certification.

5. The amendment is in full force and effect immediately upon the approval of the Grand Commandery or the Grand Commander.

Certification

This is to certify that the above amendment was introduced at the Stated Conclave of _____

Commandery No. _____, K.T., on _____ that due notice in writing was given to each and every member of the Commandery on _____ that it lay over until the next Stated Conclave held on _____ when it was acted upon and adopted by an affirmative vote of two-thirds or more of those present and entitled to vote.

_____ (Seal)
Recorder

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