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BY-LAWS

of

ALTA COMMANDERY NO. 23,

KNIGHTS TEMPLAR

of

MINNEAPOLIS, MINNESOTA

A SUBORDINATE COMMANDERY

OF THE

PRINCE HALL GRAND COMMANDERY,

KNIGHTS TEMPLAR,

OF THE

STATE OF ILLINOIS AND JURISDICTION

ARTICLE I. NAME

This Chapter shall be known by the name and styled ALTA
COMMANDERY NO. 23, KNIGHTS TEMPLAR.

ARTICLE II. OF WHOM COMPOSED

This Commandery shall consist of an EMINENT COMMANDER
GENERALISSIMO, CAPTAIN GENERAL, PRELATE, SENIOR WARDEN, JUNIOR
WARDEN, TREASURER, RECORDER, STANDARD BEARER, SWORD BEARER,
WARDER, SENTINEL, TRUSTEE, and as many other members as are on
its roster.

ARTICLE III. CONCLAVES--QUORUM

Section 1. The conclaves (meetings) of this Commandery
shall be regular and special. The regular conclaves of this
Commandery shall be held at 8:00 o'clock p.m. on the third
Wednesday of each month.

Section 2. All general business of the Commandery must be
transacted at the regular conclave. Receiving petitions, ballot-
ing on candidates for degrees, making appropriations of funds,
voting payment of bills, and enacting legislation are examples
of general business of the Commandery.

Section 3. Special conclaves may be called at the discre-
tion of the Eminent Commander, by giving due notice to the mem-
bers; but no business other than that specified in the notice
shall be transacted at any special conclave. No general business
can be transacted at a special conclave without a dispensation
from the Right Eminent Grand Commander or his Deputy. The
Eminent Commander shall not call a special conclave without
giving the members at least one week's notice, such notice to
specify the time and place of the conclave, and the business to
be transacted, except where the special conclave is called at
the instance of the Right Eminent Grand Commander, in which case
the business to be transacted need not be specified.

Section 4. The Eminent Commander shall convene this Commandery in special conclave to receive any officer or deputy of the Grand Commandery, when notified to do so by the Right Eminent Grand Commander, and all courtesies incident to such officer or deputy shall be extended by the officers and members of this Commandery.

Section 5. (a) In the absence of the Eminent Commander, Generalissimo, and Captain General, this Commandery cannot open; provided, however, that the Right Eminent Grand Commander may appoint his Deputy to open this Commandery in any emergency when the three principal officers are unable to do so.

(b) In the absence of the Eminent Commander, the Generalissimo may open this Commandery, provided he has the Charter. In the absence of the Eminent Commander and Generalissimo, the Captain General may open this Commandery, provided he has the Charter.

(c) This Commandery cannot be opened for any purpose without the presence of the Charter, except by dispensation from the Right Eminent Grand Commander or his Deputy.

Section 6. The regular conclave of this Commandery in November of each year shall be the annual conclave at which all annual reports of the officers and of the Auditing Committee shall be made. Such reports shall be made prior to the election of officers.

Section 7. Seven members of this Commandery constitute a quorum for the transaction of business, provided there are not nine members of the Order for the opening of this Commandery.

ARTICLE IV. POWERS AND DUTIES OF THE COMMANDERY

Section 1. This Commandery is a subordinate commandery of the PRINCE HALL GRAND COMMANDERY, KNIGHTS TEMPLAR, of the State of Illinois and Jurisdiction. It is the duty of this Commandery to be represented at all conclaves of the Grand Commandery, as

prescribed by law.

Section 2. Annual dues of Alta Commandery shall be \$15.00 per member.

Section 3. Each member of Alta Commandery shall sign an official attachment to these By-Laws after same are approved by the Grand Commandery.

Section 4. The Recorder's and Treasurer's offices shall each be bonded in the amount of \$1,000.00. The bond premiums will be paid by the Commandery. The bonds shall be in custody of the Eminent Commander.

Section 5. All checks or drafts for monies withdrawn from Alta Commandery's bank account shall be signed by the Treasurer and countersigned by the Eminent Commander or the Recorder of the Commandery. Alta Commandery shall use First Bloomington Lake National Bank of Minneapolis for all of its banking transactions.

ARTICLE V. OFFICERS

Section 1. The elective officers of Alta Commandery shall be: Eminent Commander, Generalissimo, Captain General, Prelate, Senior Warden, Junior Warden, Treasurer, and Recorder, who shall be elected by separate ballot at the annual meeting in November of each year.

Section 2. The appointive officers of Alta Commandery shall be: Standard Bearer, Sword Bearer, Warder, Sentinel, and Trustee, who are appointed by the Eminent Commander-elect.

ARTICLE VI. ELIGIBILITY OF OFFICERS; ELECTION AND INSTALLATION

Section 1. No member shall be eligible to be elected Eminent Commander until he has been elected to and served in the capacity of Eminent Commander, Generalissimo, or Captain General, and is a contributing member of Alta Commandery.

Section 2. Any contributing member of Alta Commandery is

eligible to be elected to any office except that of Eminent Commander.

Section 3. Alta Commandery shall elect its officers by a secret written ballot showing a majority vote for each officer.

Section 4. Alta Commandery's elected and appointed officers will be installed immediately following the annual election.

ARTICLE VII. DUTIES OF OFFICERS

DUTIES OF THE EMINENT COMMANDER

Section 1. The Eminent Commander shall exercise the executive duties of his commandery when not in session, and he has power:

1. To convene his commandery in any special meeting whenever he may deem it for the best interest of his commandery in the case of any emergency.

2. He shall preside at all meetings of his commandery, except in the case of his own election and installation.

3. He shall cause to be issued all notices and summonses which may be required.

4. He shall cause all official communications from the Right Eminent Grand Commander or Grand Recorder to be read to his commandery at the next conclave after the receipt of such notice.

5. He shall appoint all committees, except otherwise provided by law, and shall be ex-officio member of the same, and shall see that the committees perform the work assigned to them.

6. He shall fill all vacancies of any office at any meeting for the term of the meeting.

7. He shall convene and open his meeting at the time prescribed in the by-laws of his commandery.

8. He shall superintend the official acts of all officers of his commandery and see that their work is properly and faithfully performed.

9. He shall guard carefully against any infraction of the by-laws of his commandery, the Constitution and By-Laws of the Grand Commandery, and see that there is no departure therefrom on a plea of expediency or convenience, except in case of emergency, and then only upon a dispensation from the Right Eminent Grand Commander. He shall represent his commandery in the Grand Commandery and shall see that the returns required to be made to the Grand Commandery are punctually and carefully made, pursuant to the laws of the Grand Commandery, and shall see that all taxes and assessments due from his commandery to the Grand Commandery are punctually paid as required by the laws of the Grand Commandery.

10. He shall cause summons to be issued only when the welfare of his commandery and the rights of the members demand it, and shall see that all duly served summons are faithfully obeyed and shall also see that those who wilfully refuse to obey a duly served summons are punished, pursuant to the laws of the Grand Commandery.

11. He shall permit no appeal to be made from his decision to the commandery.

12. He shall make the work of his commandery conform to the ritual and the usages of the Order, as approved by the Grand Commandery, and suffer no departure therefrom.

13. He shall pay homage to the Right Eminent Grand Commander and the other elected officers of the Grand Commandery, and shall see that proper respect is paid to them, or either of them who visits his commandery on official business, or when they are present in his commandery at any conclave of his commandery.

14. He shall have possession of the charter (warrant) of his commandery, and shall have it present at all meetings of his commandery and shall duly transmit it to his successor in office at the expiration of his term of office. Whenever he is not able to attend any regular meetings of his commandery, he shall turn the charter over to the Generalissimo or the next highest officer who is present, so that the meetings of his commandery

may be held. Provided, that as soon as possible after the holding of such meeting, the charter must be immediately returned to his possession.

15. He shall require all members present to vote on all propositions and questions that may be submitted to the commandery for a vote, except in the case where a member desires to be excused from voting, and then such excuse can only be granted by a two-thirds (2/3) vote of the members present.

16. He shall see that a semi-annual audit of the books of the Recorder and Treasurer is made in May of each year, and that an annual audit of the books and accounts of the Recorder and Treasurer is made in November of each year, and in order that there may be a true and correct audit, he shall cause all books, documents, vouchers, and papers to be submitted to the Auditing Committee in sufficient time for them to prepare and make a complete and true audit. The annual audit must be made and submitted at the annual meeting in November before the election of officers can be had.

17. He shall see that all monies of his commandery are deposited in bank or banks as required by the by-laws of the commandery only in manner as prescribed by law. He shall sign all orders on the Treasurer for the payment of the legitimate bills of his commandery when an order for the payment of the same has been drawn, attested, and signed by the Recorder, as required by law. When the monies of the commandery are deposited in a bank, he shall sign and shall see that all checks and drafts are drawn only for the purpose of paying the legitimate bills of his commandery, after the payment of the same shall have been voted by or appropriated by the commandery for a particular purpose.

18. He shall examine each month all accounts, canceled checks, and vouchers, and shall see that the monies disbursed by the commandery are paid to the persons who are entitled to the same.

19. He shall punctually pay his own dues, taxes, and assessments required of him by law, and shall see that the other mem-

bers of his commandery always pay their dues, taxes, and assessments, and he shall perform all duties required of him by the law of the Grand Commandery and the usages of the Order.

DUTIES OF THE GENERALISSIMO

Section 2. It shall be the duty of the Generalissimo to assist the Eminent Commander in the performance of the duties of his office, and in the case of his death, absence, or disability, to assume and exercise the duties of the office of the Eminent Commander.

DUTIES OF THE CAPTAIN GENERAL

Section 3. It shall be the duty of the Captain General to assist the Eminent Commander in the performance of the duties of his office, and in the case of the death of the Eminent Commander and Generalissimo, or in the absence or disability of the Eminent Commander and Generalissimo, to perform the duties of the Eminent Commander.

DUTIES OF THE TREASURER

Section 4. It shall be the duty of the Treasurer:

1. To receive all monies of the commandery from the Recorder and give his receipt for the same and to keep a true and correct record of the monies received in bound books of record of the commandery. All entries of monies shall be made in ink.

2. To pay out the funds of the commandery only upon a vote of the commandery and upon an order drawn and attested by the Recorder under the seal of the chapter and signed by the Eminent Commander.

3. To deposit all monies of the commandery in such bank or banks as may be designated by a vote of the commandery within 24 hours after the receipt of the same. All such monies so deposited shall be deposited in the name and to the credit of the commandery, to be withdrawn only on checks or drafts drawn and signed by the Treasurer and countersigned by the Eminent Commander or the

Recorder.

4. To submit his books, vouchers, records, and all documents relating to the finances of the commandery whenever directed to do so by the commandery or the Eminent Commander for examination and audit. He shall keep the Eminent Commander informed as to the financial condition of the commandery.

5. To make at the regular conclave in May of each year a semi-annual report in writing and at the regular conclave in November of each year an annual report in writing of all the monies recieved by him and all disbursements, itemized, and all properties in his hands or under his control belonging to the commandery, and state where the same may be found or had.

6. Within thirty days after his installation, he shall give a surety bond in such sum as may be designated in the by-laws of the commandery, or by a vote of the commandery; the commandery to pay the premium on the bond. The bond is to be presented to the commandery and retained in the custody of the Eminent Commander.

7. For the faithful performance of the duties of his office, he shall receive such compensation as may be prescribed in the by-laws of the commandery. Provided that no compensation shall be paid until all of his indebtedness to the commandery shall have first been paid.

8. At the end of his term of office, he shall deliver all monies, books, documents, vouchers, and properties belonging to the commandery in his possession or under his control to his successor in office, immediately. He shall be paid all the legitimate expenses of his office, the provision for which shall have been provided in the by-laws of the commandery.

9. The failure to turn over to his successor at the expiration of his term of office any document, money, paper, or evidence of any financial transaction of the commandery or property belonging to the commandery in his possession or under his control shall subject him, upon trial and conviction, to be expelled or suspended from the Order.

DUTIES OF THE RECORDER

Section 5. It shall be the duty of the Recorder:

1. To attend all conclaves of the commandery and to record the proceedings of the commandery in bound books of record of the commandery, and to carefully preserve the same.

2. To receive and collect all monies due the commandery and pay the same over promptly to the Treasurer at each regular conclave of the commandery and take his receipt for the same.

3. He shall keep a true and correct record of all the finances received by him on behalf of the commandery in bound books of record of the commandery. All entries of monies and records shall be made in ink.

4. He shall keep a register of all members of the commandery and a ledger, in which he shall keep and record the financial standing of each member, the date of the initiation, demission, or death. The ledger and register shall be bound books of the commandery, and the entries therein shall be made in ink.

5. He shall make out all reports and returns required by his subordinate commandery and the Grand Commandery, and shall keep a register of the delinquents, rejections, suspensions, expulsions, deaths, demissions, and shall perform all other duties required of him by the laws of his commandery, and his Grand Commandery. He shall draw all vouchers upon the Treasurer for the payment of money, when the same has been voted out by the commandery, and shall sign and attest the same under the seal of the commandery. He shall conduct all correspondence required of him either by the commandery or the Eminent Commander.

6. He shall keep in his custody, the seal of the commandery and shall affix the same upon all documents required to be sealed.. He shall countersign all drafts and checks drawn by the Treasurer for the payment of monies, pursuant to a vote of the commandery, and the orders drawn by himself, and signed by the Eminent Commander.

7. Within 30 days after his installation, he shall give a

surety bond in some good and reliable surety company, in such sum or sums as may be provided by the by-laws of the commandery, or by a vote of the commandery. The expenses and premium on the bond are to be paid by the commandery. When a bond is secured, it shall be presented to the commandery and turned over to the Eminent Commander, who shall retain it in his custody.

8. He shall make in writing at the annual conclave in May of each year, a semi-annual report and at the annual conclave in November of each year an annual report of all monies received by him, and an itemized and detailed statement of all disbursements and orders drawn for disbursements, and a complete statement of all suspensions, rejections, demissions, deaths, and initiations, and of the books and records, and of all properties of the commandery within his possession or under his control.

9. He shall make true and correct annual return of his commandery as required by the laws of the Grand Commandery. It shall be his duty to properly notify the members when they are in arrears and to keep the Eminent Commander informed as to the financial standing of the members.

10. At the end of his term of office, he shall turn over to his successor in office all properties of the commandery in his possession or under his control, and shall perform such other duties as shall be required of him by law, the usages and customs of the Order.

11. For the faithful performance of the duties of his office, he shall be paid whatever compensation may be prescribed in the by-laws of the commandery, provided that no compensation shall be paid him until all of his indebtedness to his commandery shall have first been paid. Payment for services can only be made in manner as prescribed by the by-laws of the commandery.

12. The failure to turn over to his successor in office the books, records, documents, properties, and effects of the commandery in his possession or under his control shall subject him to the penalty of expulsion or suspension, upon trial and conviction.

DUTIES OF OTHER OFFICERS

Section 6. The other officers of the commandery shall perform the duties required by the by-laws of the Grand Commandery and the Ritual of the Order and shall receive such compensation as may be prescribed in the by-laws of the commandery. Provided, that no compensation can be paid unless all indebtedness of such member to the commandery is paid in full. Provided, further, that no officer of the commandery shall be exempt from dues. Every officer of the commandery shall pay the same rate of dues prescribed for other members, and all dues not paid shall be an indebtedness of the officer to the commandery, until such dues are paid.

ARTICLE VIII. COMMITTEES

Section 1. The Committee on Investigation, consisting of three Sir Knights appointed by the Eminent Commander, shall investigate the candidates of each petition referred to them, and report the results of their investigations in accordance with Article XIII, Chapter II of the Grand Commandery By-Laws.

Section 2. The Auditing Committee, consisting of the Trustee and two other Sir Knights appointed by the Eminent Commander, shall make a true and accurate audit of the accounts of the Treasurer and Recorder, and submit a semi-annual audit report in writing at the regular conclave in May of each year, and an annual audit report in writing at the annual conclave in November of each year. The annual audit report shall be made before the election of officers each year.

ARTICLE IX. FEES

Section 1. Fee for conferring the degrees of the Order on petitioners in Omar Chapter shall be \$25.00.

Section 2. Fee for healing an irregular Royal Arch Mason, who has been healed into a suitable lodge of (P.H.A.) Master Masons, shall be \$10.00.

ARTICLE X. MISCELLANEOUS

All matters not specified in Alta Commandery By-Laws shall be governed by the Grand Commandery Constitution and By-Laws.

ARTICLE XI. AMENDMENTS

The By-Laws of Alta Commandery may be altered or amended as provided in Article III, Chapter II of the Grand Commandery By-Laws.