

IDAHO CHAPTER
ORDER OF
KNIGHTS PRECEPTOR
BY-LAWS
APRIL 3 2007

ARTICLE I
NAME

Section A. This organization shall be designated and known as the Idaho Chapter, Order of Knights Preceptor (ICKP), holding a lawful warrant from the Sovereign Order of Knights Preceptor and pledging fidelity to the Grand Commandery of Knights Templar of the Jurisdiction of Idaho, the Grand Encampment of Knights Templar, USA, and the Grand Lodge of Idaho, AF&AM.

ARTICLE II
PURPOSE

Section A. Chapter Purposes:

- 1.** Establish and maintain a spirit of good fellowship and Knightly courtesy among the Eminent and Past Commanders of Idaho and other jurisdictions. And, encourage them to continue in active participation in Templar activities.
- 2.** Promote the Knight Templar Eye Foundation Annual Campaigns and the Lenn Magill Award.
- 3.** Enjoin a chivalrous attitude toward those of the fairer sex, especially those members of the Social Order of the Beauceant.

4. **Educate, support and encourage Eminent Commanders by all available means, specifically, but not limited to, the following:**
 - a. **Provide a forum wherein Past Commanders can interrelate.**
 - b. **Establish and maintain an annual visitation schedule to promote the following:**
 - (1). **Communication and visitation by Commanderys and individual Knights Templar.**
 - (2). **Education and discussion regarding the paraphernalia and ritual of the Orders.**

ARTICLE III MEMBERSHIP

Section A. Membership Requirements:

1. **Regular Members:**
 - a. **An Eminent Knight Templar, who has been duly elected, officially installed, and regularly completed his term as Eminent Commander.**
 - b. **All applicants shall submit a completed Petition for membership.**
 - c. **Election shall be by clear ballot at a regular or special convention at which it may also be presented.**
2. **Honorary Members:**
 - a. **By approval of the Preceptor, Deputy Preceptor, and the Master of Templars, a distinguished Commander of another, or higher, jurisdiction may be made an honorary member by one of those three or their representative; limited to Past, or serving, Grand Master of Knights Templar, Grand Commander or Senior Officer of a Past Commanders Association or Grand Representative of Idaho near other Grand jurisdictions, and should be conferred during the Grand Session of Idaho or other jurisdiction with the approval of the presiding Grand Commander.**

- b. Shall be presented an Honorary membership card but not the Jewel of the Order.

Section B. Membership Status:

1. Charter members are those Knights who apply for membership prior to ninety one days after inception and are eligible in accordance with A1, above, and subsequently elected.
2. Regular members are those that apply after ninety-one days and are eligible in accordance with Section A1, above, and subsequently elected.
3. Honorary members shall be non-voting.

**ARTICLE IV
FEES**

Section A. Chapter Fees:

1. Regular:
 - a. The fee within this jurisdiction for receiving the Order of Knight Preceptor and membership in this Chapter shall be thirty dollars as costs to the Chapter until ninety days after its inception.
 - b. After ninety days membership fees shall be that as set by the Chapter, upon thirty day notice, and majority vote of the Convention.
 - c. Although not a fee, a donation of fifty dollars, which may be made over time, shall be strongly encouraged and paid thru the applicant's Commandery to encourage competition in the Lenn Magill Award. Should such a donation accompany the fee it shall be transferred to the applicant's Commandery with the KTEF donation designation.
2. Assessments may be collected by the Recorder when recommended by the Finance Committee and approved by majority vote of the Convention on thirty day notice.

ARTICLE V PETITIONS

Section A. Petitions for the Order of Knights Preceptor shall be presented in writing at any Convention of the Chapter. Petitions shall be sent to the Recorder who shall forward a copy to the Membership Committee.

ARTICLE VI OFFICERS

Section A. Chapter Officers:

1. Officers in order of rank:

- a. Preceptor
- b. Deputy Preceptor
- c. Master of Templars
- d. Seneschal
- e. Recorder
- f. Treasurer
- g. Prelate
- h. Marshal
- i. Registrar
- j. Warden of Regalia
- k. Sentinel.

Section B. Election and Appointments:

1. The Preceptor, Deputy Preceptor, Master of Templars, Seneschal, Recorder, and Treasurer shall be elected by majority vote at the Annual Convention of the Chapter.
2. The other officers are to be appointed by the Preceptor.

Section C. Presiding Officer:

1. In the absence or disability of the Preceptor, the Deputy Preceptor shall preside over the Convention of the Chapter.
2. In the event of the absence or disability of both of these officers the Master of Templars shall preside.

3. **In the absence or disability of the preceding three the Seneschal shall preside.**
4. **In the event all four of these Senior Officers are absent or disabled the Junior Past Preceptor shall preside.**

Section D. Term of Office:

1. **The new Officers shall serve from installation until their successor officer is installed.**

Section E. Succession:

1. **In the case of death, resignation, inability to perform, or permanent removal from the jurisdiction of the Chapter of the Preceptor, the powers and duties of his station shall devolve upon the Deputy Preceptor, Master of Templars and Seneschal in the order named who shall succeed to the office and be regularly installed. However, the Officer advanced may chose to NOT be installed and to serve for the time, retaining his right to be elected and installed at another time. In case of the death, inability, or unwillingness to act, of the four principal Chapter Officers, the Junior Past Preceptor of this jurisdiction who is a member in good standing of the Chapter and is willing and able to serve shall in like manner assume the powers and duties of the Preceptor.**
2. **In the case of advancement, death, resignation, inability to perform, or permanent removal from the jurisdiction of the Chapter of their respective superiors, the Deputy Preceptor, Master of Templars, and Seneschal severally succeed to the office of such superiors and be installed therein.**
3. **Except as provided in 2, above, all vacancies shall be filled by the Preceptor and the appointee shall serve until the next regular election.**

Section F. Officers Duties:

1. **All elected Officers are by definition ex officio members of all committees.**

- 2. Preceptor:**
 - a. Is the executive and administrative officer of this Chapter.**
 - b. Presides at all Conventions.**
 - c. Appoints the standing committees, and any other committee he deems necessary to properly carry out the functions of the Chapter.**

- 3. Deputy Preceptor:**
 - a. Is to assume the duties of the Preceptor in the event he is unavailable or unable to perform his duties.**
 - b. Make the proper arrangements for all conventions of this Chapter.**

- 4. Master of Templars:**
 - a. Assist the Preceptor and Deputy Preceptor in the proper functions of their office.**

- 5. Seneschal:**
 - a. Assist the Preceptor and Deputy Preceptor in the proper functions of their office.**

- 6. Treasurer:**
 - a. Receive, in charge, from the Recorder, all funds of the Chapter, giving his receipt therefore.**
 - b. Pay all bills when properly presented and authorized by the Preceptor or by vote of the Chapter.**
 - c. Keep an accurate account of all receipts and disbursements.**
 - d. Render an accounting and balance sheet annually at the Convention.**

- 7. Recorder:**

- a. **Keep a permanent record of all conventions which is the property of the Chapter.**
 - b. **Notify all committees of their appointment and of the subject matter referred to them.**
 - c. **Notify all members of the time, date, and place of each Convention, and, when practical, of the business to be transacted.**
 - d. **Collect and receive all funds of the Chapter, paying the same over to the Treasurer, taking his receipt therefore.**
8. **Prelate:**
 - a. **Provide service relative to the Holy Writings and enjoin a spirit of reverence to God, Jesus Christ, and the Holy Spirit.**
9. **Marshall:**
 - a. **Present the Flag of our country; is responsible for its care and display, and encourages a proper respect for the same.**
 - b. **Maintain order, supervise and direct all Chapter movements at public gatherings and/or marches.**
 - c. **Conducts and supervises candidates.**
10. **Registrar:**
 - a. **Maintains a register of attendance reflecting the officers, members, and guests, and is the inner guard at the door.**
11. **Warden of Regalia:**
 - a. **Maintains and is responsible for all regalia necessary to the Chapter.**
 - b. **Confirm payment of costs to the Chapter.**
 - c. **Hold and distribute the Jewel of the Order and render an annual accounting thereof to the Recorder.**
 - d. **Introduces and accommodates visitors.**

12. Sentinel:

- a. Is the outer guard at the door and shall not admit a member unless properly identified and has the permission of the Presiding Officer.**

Section G. Compensation.

- 1. There shall be neither monetary compensation nor per diem for the officers of the Chapter.**

**ARTICLE VII
COMMITTEES**

Section A. Standing Committees:

1. Finance:

- a. Oversee the financial affairs of the Chapter; prepare an annual budget, review and approve for payment, all bills against the Chapter.**
- b. Advise the Preceptor concerning financial accounts and needs.**

2. Financial Review:

- a. Perform a Financial Review of the books and financial records of the Recorder and Treasurer annually and to report their findings to the Preceptor and at the Annual Convention of the Chapter.**
- b. Advise the Preceptor and Recorder and Treasurer of improvements that can be implemented.**

3. Membership:

- a. Review all petitions for membership and to perform the functions of an Investigating Committee with regard to the same.**
- b. Advise the Preceptor on Membership matters.**

Section B. Ad Hoc Committees:

1. The Preceptor may appoint special or ad hoc committees as he deems useful to the Chapter.

**ARTICLE VIII
CONVENTIONS & BUSINESS**

Section A. Annual Convention:

1. The Annual Convention of this Chapter shall be held in and about the Annual Conclave of the Grand Commandery of Idaho at a time and place designated by the Preceptor. Every member shall have due and timely notice of all conventions.

Section B. Special Conventions:

1. Special Conventions may be called by the Preceptor or at the written request of at least nine members, and they shall bear the costs thereof, of the Chapter. Sixty day notice of such special conventions shall be given each member and the business or work to be transacted shall be specified and none other shall be considered except receipt and ballot of petitions for admission to the Order.

**ARTICLE IX
PARLIAMENTARY AUTHORITY**

- Section A. Roberts Rules of Order shall govern the Chapter where applicable, if not inconsistent with these By-Laws and any other special rules of order, or ritual, the Chapter may adopt.**

**ARTICLE X
AMENDMENTS**

Section A. Requirements:

1. These By-Laws may be amended by a two-thirds vote of the membership present, provided that due and timely notice has been given.

