

BYLAWS OF THE KNIGHTS TEMPLAR ASSOCIATION OF COLORADO

ARTICLE 1

NAME

The name of the Association shall be the *Knights Templar Association of Colorado* (hereinafter, the "Association").

ARTICLE 2

ORGANIZATION SUBORDINATE TO KNIGHTS TEMPLAR

The Association exists by voluntary association of Members, all which Members shall be Knights Templar under the jurisdiction of the Grand Encampment of Knights Templar of the United States of America. The Association exists under the jurisdiction of the Grand Commandery of Knights Templar of Colorado, in whose jurisdiction the organization is domiciled.

ARTICLE 3

GOVERNING LAWS

The Association exists and its Officers serve at the will and pleasure of the Grand Commandery of Knights Templar of Colorado. As such, the law of the Association and the conduct of its Officers and Members shall be governed by the Constitution and Bylaws of the Grand Commandery of Knights Templar of Colorado, under the Constitution, Statutes, Disciplinary Rules, Standing Resolutions, Ceremonies, Forms, and Approved Decisions of the Grand Encampment of the Knights Templar of the United States of America. Where State law is applied, these bylaws shall be constructed according to the law of Colorado.

ARTICLE 4

NONPROFIT ORGANIZATION

The Association is a nonprofit, fraternal organization, under the Grand Commandery of Knights Templar of Colorado, organized for the purposes of religious and charitable activities, and having as primary purpose the organization and administration of the annual Easter Observance, Christmas Observance, and Ascension Day Service hosted by the Grand Commandery of Knights Templar of Colorado. The Association also exists to raise funds for the charities of the Grand Encampment of Knights Templar of the United States of America: The Holy Land Pilgrimage and the Knights Templar Eye Foundation. The Association further exists to administer educational and award programs operative under the Grand Commandery of Knights Templar of Colorado, as well as for any other lawful purpose arising under the auspices of the Grand Commandery of

Knights Templar of Colorado nor proscribed by the Grand Encampment of Knights Templar of the United States of America. A list of programs currently under charge of the Association is attached hereto as *Appendix A*.

ARTICLE 5
DURATION

The Association shall exist for such time as the Grand Commandery of Knights Templar of Colorado shall exist, unless dissolved sooner by two-thirds majority vote of the Grand Commandery of Knights Templar in Annual Conclave assembled. Upon dissolution, all assets belonging to the Association shall be conveyed to a nonprofit charitable organization under the control and direction of the Grand Commandery of Knights Templar of Colorado or, where the Grand Commandery of Knights Templar of Colorado is nonexistent, a nonprofit charitable organization under the control and direction of the Grand Encampment of Knights Templar of the United States of America.

ARTICLE 6
MEMBERSHIP

Membership in the Association is restricted to Knights Templar in good standing under the Grand Encampment of Knights Templar of the United States of America. Membership in the Association applies automatically for every Knight Templar domiciled in the jurisdiction of the Grand Commandery of Knights Templar of Colorado, each of whom may voluntarily engage in the activities of the Association. Association funds are raised as voluntarily contributions by the membership.

ARTICLE 7
EXECUTIVE BOARD

The Association shall elect annually at its stated meeting in April and install them at its stated meeting in May, an Executive Board to whom is devolved the authority, administration, and oversight of all general business of the Association. The Executive Board shall comprise a President, a 1st Vice President, a 2nd Vice President, a Treasurer, and a Recording Secretary, in each of whom is vested one vote for the deliberation and motion of the Association. No other votes of any other member shall apply.

ARTICLE 8
COMMITTEES

The Association may organize from among its Members various Committees, and deputize various Committeemen constituting such Committees with such authority as may be necessary

to the fulfillment of their duties arising under the direction and at the discretion of the Association. Such Committeemen shall not have a vote outside their Committee, and any action taken by the said Committee shall be subject to review and may be vetoed by the President without cause. The Committeemen serve at the sole discretion of the President who has complete authority to appoint or remove any Committeeman at any time by written notice of the same, effective upon receipt.

ARTICLE 9 DUTIES OF OFFICERS

1. **PRESIDENT.** The President is the chief executive officer of the Association and acts as its representative when the Association is not met in deliberative assembly. The President appoints all Committees and Committeemen as desired to administer and oversee the business of the Association. Unless otherwise stated, the President shall be an *ex officio* member of every Committee operative and appointed under the Association and to the President's care is committed the timely dispatch of all business the Association consents to perform. The President presides at all meetings of the Association and oversees and supervises the general operations and business of the Association. To the President devolves all responsibility to move the Association when the Association is not met in deliberative assembly and in the absence of business for which a majority vote of the Executive Board is absolutely required. The President reports to the Grand Commander of the Grand Commandery of Knights Templar of Colorado, to which ultimate authority, in Annual Conclave, the Association is beholden. While the Grand Commander does not have a vote in the business of the Association, his will and pleasure should generally be observed and accommodated where it is reasonable and expedient for such accommodation to be made.

2. **1ST VICE PRESIDENT.** The 1st Vice President is second to the President. To him devolves the President's authority at the President's behest or in the President's absence. The 1st Vice President reports to the President and assists the President in the management of the Association's business and affairs and as the President directs. Unless otherwise stated, the 1st Vice President is an *ex officio* member of every Committee operative under direction of the Association.

3. **2ND VICE PRESIDENT.** The 2nd Vice President is third to the President. To him devolves the President's authority at the President's behest or in the absence of the President and 1st Vice President. The 2nd Vice President reports to the President and the 1st Vice President and assists them in the management of the Association's business and affairs, or in the manner they direct.

4. **TREASURER.** The Treasurer collects all dues paid the Association and, at the direction of the President or the President's designee issues all payments drawn. The Treasurer maintains accurate and up-to-date financial records, including all relevant receipts and itemized records of disbursements made. The Treasurer maintains the Association's financial records

consistent and in compliance with all relevant accounting laws that may require preservation of records for inspection or audit. At each meeting of the Executive Board, the Treasurer reports the status of the Association's finances and all balances of account. The Treasurer shall provide an annual report of the transactions of the Association and its balance sheets at the Annual Meeting. The Treasurer's Annual Report shall be submitted to all Members of the Association via each Constituent Commandery or, where preferable, reported at the Grand Conclave of the Grand Commandery of Knights Templar of Colorado. The Treasurer's Annual Report shall include a proposed Budget for the ensuing fiscal year. The Treasurer opens the books of the Association for inspection to any Member making written demand for the same at a reasonably scheduled time and place (which may include a regularly scheduled meeting of the Association).

5. RECORDING SECRETARY. The Recording Secretary maintains an accurate record of the minutes of all meetings of the Association, identifying every motion made and the outcome of the vote taken therefor, whether carried or not. The Recording Secretary, at the direction of the President, shall prepare an agenda for each meeting and shall notice the Officers of each meeting of the Executive Board not less than seven (7) days prior to the said meeting date. The notice shall include the relevant agenda and identify the time and place for the meeting. Notice of meetings may be performed by electronic mail. *See Article 10.* The Recording Secretary shall provide an Annual Report at the Annual Meeting to include the number of Members and to summarize the Association's dealings in the preceding year. The Recording Secretary's Annual Report shall be submitted to all Members of the Association via each Constituent Commandery or as reported at the Grand Conclave of the Grand Commandery of Knights Templar of Colorado.

ARTICLE 10

MEETINGS

1. STATED MEETINGS. The Association shall hold stated meetings monthly, or at such frequency as the Executive Board shall adopt, but in no case less than quarterly. The date and time of the Stated Meetings for the ensuing year shall be included in the Recording Secretary's Annual Report and noticed to all Members of the Association. *See Article 9.5.*

2. SPECIAL MEETINGS. Where necessary for the expedient dispatch of such business as may reasonably be required, the President may call Special Meetings and cause the Executive Board to assemble at a time and place of the President's choosing, with reasonable accommodation of the schedules of the other Officers and Grand Commander of the Grand Commandery of Knights Templar of Colorado. A Special Meeting shall be noticed to all Officers at least seven (7) days prior to the Special Meeting date and the said notice shall include the time and place of the Special Meeting and the agenda detailing the special business to be transacted at the said Special Meeting. No additional or other business shall be considered. Minutes of each Special Meeting held shall be included in the Recording Secretary's Annual Report provided to all Members pursuant to Article 9.5.

3. **ANNUAL MEETING.** The last Stated Meeting of the fiscal year shall be the Annual Meeting. The Annual Meeting shall be noticed to all Members in the manner provided in Article 8.5. If the Annual Meeting must be rescheduled, then, wherever possible, at least thirty (30) days' notice should be provided to all Members pursuant to Article 11 herein. Among other such business as necessary and proper, the Annual Meeting shall include:

- (1) Annual Report of the President;
- (2) Annual Report of the Recording Secretary;
- (3) Annual Report of the Treasurer; and
- (4) Election of Officers for the ensuing Fiscal Year.

4. **QUORUM.** A Quorum shall consist of at least three members of the Executive Board. At any meeting, a majority vote to carry the Association shall require not less than three (3) votes.

5. **AMENDMENT.** These bylaws may be amended at any Stated Meeting of the Association, if notice of the proposed amendment detailing the language to be changed has been provided to all Members of the Association at least thirty (30) days prior to the meeting wherein the amendment is to be considered. Notice may be by publication, but notice of the publication must also be made.

ARTICLE 11 **NOTICING REQUIREMENTS**

Where required, notices to Officers and Members shall be in writing. Unless otherwise adopted by amendment or Standing Order of the President, the requirement for written notice shall be effective by electronic mail or by publishing upon a website maintained by the Association for such purposes, so long as such website Uniform Resource Locator has been previously supplied to all Members pursuant to Article 8.5 and the fact that notice by publication may be effectuated upon the said website has been previously disclosed. Notice by publication should be secondary. Notice should always be undertaken with mind to facilitating the greatest participation of Members who may wish or be likely to attend.

APPENDIX A

Programs of the Knights Templar Association of Colorado

1. **Easter Sunrise Service.** The Association is responsible for planning, administering, and hosting the Grand Commandery of Knights Templar of Colorado's Easter Sunrise Service.
2. **Christmas Observances.** The Association is responsible for planning, administering, and hosting the Grand Commandery of Knights Templar of Colorado's Christmas Observance and for coordinating the various Christmas Observances undertaken by the Constituent Commanderies in the jurisdiction and in instructing Knights Templar in the due performance of the same.
3. **Ascension Day Services.** The Association is responsible for planning, administering, and hosting the Grand Commandery of Knights Templar of Colorado's Ascension Day Service and for coordinating the various Ascension Day Services undertaken by the Constituent Commanderies in the jurisdiction and in instructing Knights Templar in the due performance of the same.
4. **Memorial Service Programs.** The Association is responsible for planning, administering, and hosting the Grand Commandery of Knights Templar of Colorado's Memorial Service and for coordinating the various Memorial Services undertaken by the Constituent Commanderies in the jurisdiction and in instructing Knights Templar in the due performance of the same.
5. **Traveling Sword Program.** The Association is responsible for administering the Grand Commandery of Knights Templar of Colorado's Traveling Sword Program and in noticing the Constituent Commanderies of the whereabouts of the Traveling Sword and in maintaining a record of the transfer and changes of possession during the Templar Year.
6. **Holy Land Pilgrimage.** The Association assists in raising moneys for the Grand Commandery of Knights Templar of Colorado's contribution to the Grand Encampment of Knights Templar of the United States of America's 501(c) charitable organization of the same name.
7. **Sir Knight Jess W. Gern Memorial Award.** The Association is responsible for administering the Grand Commandery of Knights Templar of Colorado's Sir Knight Jess W. Gern Memorial Award and in disseminating the necessary information among the Constituent Commanderies of how to obtain the Award.
8. **Banner Program.** The Association is responsible for administering the Grand Commandery of Knights Templar of Colorado's Banner Program, recognizing Constituent Commanderies that have participated in the Grand Commandery of Knights Templar of Colorado's Easter, Christmas, and Ascension Services.

9. Flaming Sword Program. The Association is responsible for administering the Grand Commandery of Knights Templar of Colorado's Flaming Sword Program, to award Knights Templar showing proficiency with the ritual and sword work of the Order, and in disseminating the necessary information among the Constituent Commanderies of how to obtain the Award.

10. Arch of Steel Request. The Association is responsible for coordinating all Arch of Steel Requests on behalf of the Grand Commander of the Grand Commandery of Knights Templar of Colorado. The Association serves as a contact point for all members of the Masonic Family in Colorado and members of the Public in making such a request and in facilitating attendance at the event wherein the Arch of Steel has been requested. The Association first forwards to the Grand Commander any such request for his approval.