

The Grand Commandery of Knights Templar of Florida



Have P.R.I.D.E. as a Knight Templar

Executive Order No. 4 – State of the Constituent Commanderies

To the Sir Knights under the jurisdiction of the Grand Commandery of Knights Templar of Florida, I need your help.

One of the duties of the Grand Commander is to exercise a watchful supervision of the Constituent Commanderies in this jurisdiction as the Chief Executive Officer. As this year's theme is **"Have P.R.I.D.E. as a Knight Templar"**, one way is with our uniforms, our rituals and tactics. Another way is the Constituent Commanderies being in compliance with the Constitution, Laws and Regulations of the Grand Commandery of Knights Templar of Florida. In order to know the state of each Constituent Commandery in this regard, in my capacity and with the authority vested in me as Right Eminent Grand Commander of the Grand Commandery of Knights Templar of Florida under Article VI, Section 1 and Chapter 6, Section 6.03, **I hereby request** each Constituent Commandery, as soon as possible, to:

1. Submit to the District Deputy Grand Commander a copy, **no later than December 15 , 2011**, the following documents:
 - a. Copy of the Constituent Commandery's By-Laws (Chapter 24, Section 24.05)
 - b. Copy of the audit report done at the beginning of 2011, if performed.
 - c. Copy of proof of the 2011 State Corporation Fees submitted.
 - d. Copy of proof of the 2010 990 N submitted this year.
 - e. Copy of Committees appointed by the Commander.(Chapter 20, Section 20.01)
 - f. Copy of the last three Treasurer's report, if done monthly. If not, the Annual Report. (Chapter 22, Section 22.01)
 - g. Copy of the last Recorder's Annual Report of Funds of the Commandery (embracing an account of the receipts and expenditures, the dues unpaid and from whom due, for the preceding year up to and including the Stated Conclave preceding the 31st of December...) (Chapter 22, Section 22.02)
 - h. Copy of the voucher / warrant system used by the Constituent Commandery. (Chapter 22, Section 22.03)
 - i. Copy of the last monthly report submitted to the Grand Recorder's office. (Chapter 30, Section 30.01)
 - j. Has your Commandery set up a Uniform Fund according to Article IX, Section 3 (d) or have you a different method to supply the Uniform?
 - k. Has your Commandery appointed an Investment Advisory Board or Committee according to Chapter 28, Section 28.02 (c) & (d)? If so, please write who are the members.
 - l. Does your Commandery have sufficient funds to have a Fidelity Bond on the Recorder and Treasurer according to Article IX, Section 18, if so, please provide a copy.

2. Please furnish a copy of the Trestleboard or newsletter it has for its members, if one is published.

Furthermore, the District Deputy Grand Commander shall evaluate and fill out a State of Constituent Commandery form and submit the same with the copies obtained from the Commanderies to the Grand Commander no later than December 30, 2011.

The Grand Commander shall issue a Congratulatory Certificate to all Constituent Commanderies that are in compliance with the Constitution, Laws and Regulations of the Grand Commandery of Florida.

The Grand Commander will recommend a Corrective Action List on those areas which need improvement and expect the Constituent Commandery to correct them by March 30, 2012. The District Deputy shall, on his second or third visit to the Constituent Commandery, see that action is being taken on the corrections.

This executive order is issued and signed on this 20th day of September, 2011 A.D. in the city of Homosassa, Florida.

Courteously and fraternally,



S.K. David A. Aponte
Right Eminent Grand Commander

