

Byelaws of the 'Order'

1: Governing Law

The 'Order' shall be governed in accordance with Scottish law. Any dispute of the Constitution and Byelaws of the 'Order' shall be subject to the exclusive jurisdiction of the Scottish courts and, by accepting membership of the 'Order' you hereby submit to the exclusive jurisdiction of such courts for such purposes and waive any and all objections to jurisdiction or venue in such courts.

2: Membership Requirements

The 'Order' expects that:

- Prospective Members will be at least eighteen years old
- Prospective Members will be free to join the 'Order' without restriction.
- Prospective Members will require an existing Member, in good standing, too become their sponsor
- Members will obey the lawful commands of their Superiors. (Commands should not impinge on a Member's civil, legal or family duties)
- Members must be a loyal citizen and be willing to discharge his duties to God, his neighbour and himself.
- Members will abide by the Constitution and Byelaws of the 'Order'
- Members will adhere to the guidelines within the Knights Manual
- Members will attend Meetings regularly
- Members will be of a high moral calibre
- Members must believe in Christian Chivalric Ideals
- Members will be encouraged to Serve the 'Order'
- Members will be encouraged to fulfill the objectives of the 'Order'
- Members will remember the code of Chivalry at all times
- Members will pay their Oblations on time
- Members will serve their time before advancing in rank

3: Membership Fees

A: Yearly Oblations

Due Yearly before the January the 31st, the Membership Fees shall be:

Postulant:	No fee but donation would be accepted.
Companion:	£25 per person
Knight/Dame	£50 per person
Knight/Dame Commander:	£60 per person
Grand Officer	£70 per person
Grand Cross	£80 per person
Honorary	No fee but donation would be accepted.
Affiliate	£25 per person
Friend	£15 per person

Fees can be paid by Cash, Cheque, Postal Order, Standing Order or Direct Debit. The Fee should be made payable to "The Grand Priory of the Knights Templar of Scotland".

On receipt of the fee and completed entry form, a numbered 'Order' Identification Pass, laminated with their signature and passport photograph will be given to each Member. The Passes will clearly show their date of joining and the date the Membership Expires.

Members who join before the 1st of October will be required to pay the full amount. Members who join on the 1st of October or later will be required to pay half the normal fee.

The Grand Prior can allow the dispensation of annual oblation for any Member for one year only. The Grand Prior will submit this request to the Secretary General and Grand Treasurer who record the details in the Member's Membership record.

B: Advancement Fees

Advancement of the Ranks is a privilege and not a right of passage.

Members who are being invited to advance to the next rank are asked to consider the following as a minimum donation to the 'Order':

Companion:	£25 per person
Knight/Dame	£50 per person
Knight/Dame Commander:	£50 per person
Grand Officer	£50 per person
Grand Cross	£100 per person

An Affiliate Member may only advance in the 'Order' once he has become a full Member (according to their existing rank).

Fees can be paid by Cash, Cheque, Postal Order, Standing Order or Direct Debit. The Fee should be made payable to "The Grand Priory of the Knights Templar of Scotland".

These fees do not include the change of insignia etc. Prices and Details of Changes are available in the Knights Manual.

C: Return Payments to Commandery or Priory

Once the Grand Council audited accounts have been accepted at the AGC, the Grand Treasurer will calculate a return fee for each Commandery or Priory based on £10 per fully paid up member for the year the accounts were based on.

For Example. The Secretary General and Grand Treasurer concur that from the audited accounts that Commandery X has a role of 15 members that have paid for the year January 2004 to January 2005. The Grand Treasurer will report at the June 2005 Grand Council Meeting that he will be sending a cheque to the Treasurer of Commandery X for £150.00

A Member can only be counted in one Commandery or Priory at a time. If a conflict arises the Member will indicate too the Secretary General their Primary Body.

Return Payment Caveat: Return Payments will only be sanctioned by the Grand Council as long as there are no outstanding bills for the Grand Council to pay or there is not a threat of impending bankruptcy hanging over the 'Order'.

4: Entitlement to Wear Insignia and Regalia

The correct wearing of Insignia and Regalia is illustrated in the Knights Manual. The Member will purchase the items directly from the Grand Quartermaster.

A: Postulant

A Postulant may be invited to wear the lapel badge of the 'Order'

B: Companion

A Companion is entitled to wear a Plain Black Mantle in the same styling as the Knight's Mantle

A Companion is entitled to wear the Lapel Badge of the 'Order'

A Companion is entitled to wear the Medals of the 'Order' that they have been presented with.

C: Knight or Dame

A Knight or Dame is entitled to wear the Neck Cross of the Order, suspended from the Ribbon of the 'Order'

A Knight or Dame is entitled to wear the White Mantle, adopted by the 'Order'

A Knight or Dame is entitled to wear the Miniature of the 'Order'

A Knight or Dame is entitled to wear the Lapel Badge of the 'Order'

A Knight or Dame is entitled to wear the Medals of the 'Order' that they have been presented with.

A Dame may wear the Cross of the 'Order' on their left shoulder suspended by the Ribbon of the 'Order' tied in a bow.

C: Knight or Dame Commander

A Knight or Dame Commander is entitled to wear the Neck Cross surmounted by Shield of the Order and suspended from the Ribbon of the 'Order'

A Knight or Dame Commander is entitled to wear the White Mantle, adopted by the 'Order'

A Knight or Dame Commander is entitled to wear the Miniature of the 'Order'

A Knight or Dame Commander is entitled to wear the lapel badge of the 'Order'

A Knight or Dame Commander is entitled to wear the Medals of the 'Order' that they have been presented with.

A Dame Commander may wear the Cross of the Order on their left shoulder, surmounted by the Shield of the 'Order' and suspended by the Ribbon of the 'Order' tied in a bow.

D: Grand Officer

A Grand Officer is entitled to wear the Neck Cross surmounted by Shield of the Order and suspended from the Ribbon of the 'Order'

A Grand Officer is entitled to wear the White Mantle, adopted by the 'Order'

A Grand Officer is entitled to wear the GOTJ Breast Star of the 'Order'. This shall be an eight pointed Silver Sunburst with a Patriarchal Red Cross in the Centre on a white background.

A Grand Officer is entitled to wear the Miniature of the 'Order'

A Grand Officer is entitled to wear the lapel badge of the 'Order'

A Grand Officer is entitled to wear the Medals of the 'Order' that they have been presented with.

A Dame Grand Officer may wear the Cross of the Order on their left shoulder, surmounted by the Shield of the 'Order' and suspended by the Ribbon of the 'Order' tied in a bow.

E: Grand Cross

A Grand Cross is entitled to wear the Neck Cross surmounted by Shield and Crown of the 'Order' and suspended from the Ribbon of the 'Order'

A Grand Cross is entitled to wear the White Mantle, adopted by the 'Order'

A Grand Cross is entitled to wear the GCTJ Breast Star of the 'Order'. This shall be an eight pointed Silver Sunburst with a Patriarchal Red Cross in the Centre on a white background.

A Grand Cross is entitled to wear a Cordon of 10cm width (Dames may wear the 7cm wide version), in the approved style of the 'Order' from their right shoulder to their left hip. A Grand Cross may decide to move the Neck Cross to the Cordon Tail on their left hip.

A Grand Cross is entitled to wear the Miniature of the 'Order'

A Grand Cross is entitled to wear the lapel badge of the 'Order'

A Grand Cross is entitled to wear the Medals of the 'Order' that they have been presented with.

F: Honorary Member

An Honorary Member is entitled to wear the Honorary Member's Medal (Full or Miniature Size)

A Honorary Member is entitled to wear the insignia and regalia according to the Rank that the Grand Council bestow on them.

G: Affiliate Member

An Affiliate Member is entitled to wear the Miniature of the 'Order'

An Affiliate Member is entitled to wear the Lapel Badge of the 'Order'

An Affiliate Member is entitled to wear the Medals of the 'Order' that they have been presented with.

H: Friend of the 'Order'

An Affiliate Member is entitled to wear the Lapel Badge of the 'Order'

An Affiliate Member is entitled to wear the Medals of the 'Order' that they have been presented with.

5: Membership Status

Members in good standing are those who confirm to the 'Order's' requirements and have paid their yearly oblations up to date:

A: Suspension of Membership

i) Voluntary Suspension of Membership

A Member can apply for voluntary suspension of Membership and payment of subscriptions for a number of reasons; e.g. long-term illness, working abroad, etc. Application shall be made in writing to the Secretary General. The application shall include reasons for the application and the period of time for which the applicant wishes to have his/her Membership suspended. The application shall be presented to the Grand Council for consideration and the decision presented to the Member. If the suspension includes suspension from paying subscriptions, the Grand Treasurer shall also be informed.

ii) Compulsory Suspension of Membership

A Member shall have his/her Membership suspended by the 'Order' if the Member has fallen foul of the Membership Requirements or has otherwise caused the 'Order' to be brought into disrepute.

Compulsory Suspension of Membership will be communicated to the Member in the appropriate manner as described in Section 5C.

B: Termination of Membership

i) Voluntary Termination of Membership

Any Member may tender his/her resignation from the 'Order' at any time. The resignation shall be put into writing and presented to the Grand Council. No reason need be given, but an Officer shall talk with the Member, if possible, to try to determine reasons for the action. While every measure should be taken to dissuade the Member from the action, no pressure shall be brought upon the Member to change his/her mind. The resignation shall be accepted provided the Member has no financial obligation to the 'Order' and that any property of the 'Order' which may be in possession of the Member has been recovered.

ii) Compulsory Termination of Membership

A Member shall have his/her Membership Terminated by the 'Order' if the member has seriously fallen foul of the Membership Requirements or has otherwise caused the 'Order' to be brought into disrepute.

Compulsory Termination of Membership will be communicated to the Member in the appropriate manner as described in Section 5C.

C: Disciplinary Action / Written Complaints

On receipt of a written complaint or report against a Member which warrants investigation, the Grand Chancellor will request a Special Meeting for the purpose of enquiry and trial. The Special Meeting will be set no less than 14 days from the receipt of the written complaint or report.

The Member will be sent a recorded delivery letter to their address notifying them of the allegations brought against them and a request to attend the stated Special Meeting. The Member will also receive a copy separately of Section 5 of these Byelaws.

The Special Meeting will be held within the current requirements in the Constitution and Byelaws. No formal legal representation will be allowed.

The Grand Chancellor will call the meeting to Order and put to the Member the allegations of complaint and report.

The Member, or their representation, will have a right to reply.

After a suitable amount of time for discussion the Member and/or Complainant will be asked to leave the room for the Grand Council to discuss the sentence. The Sentence will be one of the following:

- Not Guilty
- Verbal Warning, placed on Members Record for 6 months
- 1st Written Warning, placed on Members Record for 1 Year
- 2nd Written Warning, constitutes Suspension for 3 months
- Suspension Sine Die (without time)
- Termination of Membership

The Grand Council will then request the Member to return to the Meeting and the Grand Chancellor will communicate the outcome. The Secretary General will send by recorded delivery letter a copy of the outcome of the Meeting to the Member's address and it will be recorded as a minute and read out at the next Grand Council Meeting.

The accused Member shall have the right of appeal against the decision taken.

D: Appeals

An Accused Member may appeal against the decision by the Grand Council by sending notification to the Secretary General in writing no more than 14 days after Sentence.

The Appeal notification must make clear what the member is Appealing about:

- Incorrect evidence taken
- New evidence found
- Mis-Management of Section 5C
- Harshness of Sentence and appeal for reduction on behalf of mitigating circumstances

Appeals lodged without reference to one of the above points will be dismissed without further action.

When the Appeal notification is complete and has relevance to one of the above points, the Grand Chancellor will request a Special Meeting for the purpose of Appeal. The Special Meeting will be set no less than 14 days from the receipt of the Appeal notification.

The Member and Original Complainant will be sent a recorded delivery letter to their address notifying them of the Special Meeting for the purposes of Appeal. The Original Complainant will also be sent a copy of the Appeal notification.

The Special Meeting will be held within the current requirements in the Constitution and Byelaws. No formal legal representation will be allowed.

The Grand Chancellor will call the meeting to Order and request the Member, or their representation to explain the reasons for Appeal

The Original Complainant, or their representation, will have a right to reply.

After a suitable amount of time for discussion the Member and Original Complainant will be asked to leave the room for the Grand Council to discuss the Appeal. The Sentence will be one of the following:

- Appeal Successful
- Appeal Unsuccessful
- Sentence reduced or extended

The Grand Council will then request the Member to return to the Appeal Meeting and the Grand Chancellor will communicate the outcome. The Secretary General will send by recorded delivery letter a copy of the outcome of the Appeal Meeting to the Member's address and it will be recorded as a minute and read out at the next Grand Council Meeting.

The outcome of the Appeal Meeting is final.

E: Grievance against the actions of Officers or other 'Order' Personnel

Any member who feels personally aggrieved by the actions of an Office or the 'Order's' Personnel may form a written complaint and pursue the action through section 5C of these Byelaws.

If the complaint or grievance is against the Grand Chancellor then it will be incumbent on the Grand Council to offer the member the option of having the hearings chaired by the Grand Prior or Patron of the 'Order'. This is to ensure that the Laws of Natural Justice are adhered too and that the member is allowed a "fair" and "independent" hearing.

F: Right of Representation

All Members have the right of representation at any Meeting where they have been called officially to report on their acts of discipline or grievance. Representation must be from either another Member of the 'Order' in good standing.

Formal Representation from Legal Council is not allowed.

6: Elections, Co-options and Appointments

A: Annual General Chapter

The term of all Elected and Appointed Posts ends at the following AGC. When the AGC is called, as per the Constitution and Byelaws of the 'Order', the Grand Chancellor will carry out the following Process:

The Grand Chancellor will call the meeting to Order and request that the nominated Returning Officer (normally a member of the Council of Elders) assumes the Chair.

The Returning Officer will announce the following requirements for voting:

- o That All Members of this 'Order' in good standing are available to vote (with reference to the Constitution and Byelaws of the 'Order')
- o That each nomination requires a proposer and seconder
- o That each nominee has to be a Member of the 'Order' in good standing
- o Nominees either have to be present or have a written communication (signed and dated) stating they would accept that office
- o That if there is any more than one nomination per post then it will be put to the vote
- o Written Proxy Votes or Votes by Post are allowed as long as they are signed and dated by the Member

- Members are not allowed to hold more than one Officer position (Grand Prior, Grand Chancellor, Secretary General, Grand Treasurer etc) but are allowed to hold more than one responsibility (EG A Secretary General who is also a Commandery or Priory Officer)
- A majority vote by Members in good standing shall indicate the winner(s)

The Returning Officer will request all Officers to stand down from their positions to allow the Elections to begin. (This is done symbolically by all Officers vacating their positions to sit amongst the general membership).

The Returning Officer will request nominations for each elected position in turn, starting with the Office of Grand Prior.

- If there is only one nomination then the proposer and seconder is noted by the Returning Officer and the new Officer assumes their role
- If there is more than one nomination then the Returning Officer notes the proposer and seconder for each nomination and it will be put the vote. The winner of the majority vote will assume the role of that Office

The Returning Officer will complete the list of elected positions as defined in the Constitution. Once complete, the Returning Officer will announce to the general membership that the new Grand Council is formed.

The Returning Officer will request from the newly formed Grand Council, nominations for the Appointments defined in the Constitution.

- If there is only one nomination then the proposer and seconder is noted by the Returning Officer and the new Appointee assumes their role.
- If there is more than one nomination then the Returning Officer notes the proposer and seconder for each nomination and it will be put the vote. The winner of the majority vote will assume the role of that Appointment

Once complete the Returning Officer shall return control of the meeting to the new Grand Chancellor. The Returning Officer shall submit his written report detailing all the nominations, proposers, seconders, votes and outcome to the Secretary General directly after the meeting. The Secretary General will send out the report before the next Grand Council Meeting as part of the minutes. The signed and approved copy will be entered into the Archive of the 'Order'.

The Chapter will end with all Officers and Appointees being ceremonial sworn into their positions as detailed in the Knights Manual.

B: Appointments during the year

At any other meeting other than an AGC it is possible to Appoint from the general membership to fill a position of Office, Committee or Function that has become available due to resignation, death or dereliction of duty.

The Agenda of a Special or Grand Council Meeting must state that this Appointment is to take place at that meeting.

During the meeting the Grand Chancellor will announce the Grand Council's intention to fill the vacant position by Appointment.

The Grand Chancellor will request nominations from voting Grand Council Officers. The process will follow the same nomination and voting procedure detailed in Section A for Appointments.

Appointees do not have voting rights and must stand down at the next AGC.

C: Point of Order

The Point of Order clause can be used at any Grand or Special Council Meeting of the 'Order' where a member of Grand Council thinks that a proposal, motion or decision goes against the Constitution or Byelaws of the 'Order'.

The Grand Council Member will ask for a Point of Order to be raised and will explain why the proposal, motion or decision is against the current Constitution or Byelaws of the 'Order'.

Any Grand Council Member may request a Point of Order. It must be acted upon or seconded by another Grand Council Member.

During the meeting, the Point of Order will be discussed with the Member presenting the motion and the Grand Chancellor or other Member(s) opposing the motion both presenting their arguments.

The decision will be determined by a majority vote of the Grand Council.

D: Motion of No Confidence

The No Confidence Clause shall be in effect for any Officer and it states: Any member may request a vote of No Confidence. It must be "in writing" and acted upon or seconded "in writing" by another member.

The motion is forwarded to any two members of the Grand Council. The two Grand Council members will then inform all other Grand Council Members and the motion shall be placed as the first order of business on the next Grand Council or Special Meeting's agenda.

At that meeting, the motion will be discussed with the Member presenting the motion and the Officer or other Member(s) opposing the motion both presenting their arguments.

Voting on the motion shall be by secret ballot of Grand Council Members and the decision will be determined by a majority vote of the Grand Council.

E: Suspension of Standing Orders

The Suspension of Standing Orders allows the 'Order' to put the Constitution and Byelaws aside temporary to allow discussion or action on a proposal, motion or decision that is not currently in line with Current Policies.

The use of "Suspension of Standing Orders" may be required for taking care of immediate concerns or for legal reasons.

The Grand Chancellor will ask for the Suspension of Standing Orders and will explain why it is required. It must be acted upon or seconded by another Grand Council Member.

A majority vote of the Grand Council will decide if the Standing Orders are temporary Suspended.

Standing Orders will resume after the identified issue has been dealt with.

7: Petty Cash Float

The Secretary General, Grand Treasurer, Grand Quartermaster or Commandery/Priory Secretary may hold a Petty Cash Float to the maximum of £30 for Incidentals. Any additional funds must be returned to the Grand Treasurer or Commandery/Priory Treasurer for banking.

Purchases must be made in line with current 'Order' Policy.

- A: If there is no receipt there will be no payment.
- B: All purchases over £50 require the sanction from the Grand Council
- C: Emergency Payments (between meetings) will still require formal sanction by the Grand Council at the next Meeting.

The Secretary General, Grand Treasurer, Grand Quartermaster or Commandery/Priory Secretary will be expected to keep a running total of Expenses and Income and Report this to the Grand Council as required.

8: Grand Council Meeting dates and times

The Grand Council will meet quarterly as advertised.

Meetings can still continue if they are not quorate, however, no decisions or changes can be ratified until the

next quorate Grand Council Meeting. The record of the non quorate meeting will be kept by the Secretary General for reference.

9: Archives, Communications, Records and Data Protection

The Secretary General, or their delegate, shall be the sole point of contact for correspondence from and to the 'Order'.

The Secretary General shall make provision for the safe keeping of all the 'Order's records and archives.

The Secretary General shall be the appointed Data Controller for the 1998 Data Protection Act.

The Secretary General shall also be solely responsible for the content on the 'Order' website.

Article 10 Adoption of Byelaws

This Byelaw was adopted on the xxx. Reference Minute Extract xxxx.

Adopted

Seconded

Name (Print)----- Name (Print)-----

Signature----- Signature-----

Date----- Date-----

LIST OF CHANGES

Date	Ver	Description
06/01/06	Ver 1.00	Draft for review
06/01/06	Ver 1.01	Draft for review
09/01/06	Ver 1.02	Draft for review
20/09/06	Ver 1.03	Draft for review