

**PROCEDURE FOR AMENDING BY-LAWS
OF CONSTITUENT COMMANDERIES**

Frequently we receive inquiries as to the proper procedure to be followed in amending the By-Laws of Constituent Commanderies. We are, therefore, setting out this procedure. (See Sec. 1600, Article 17.)

1. The proposed amendment should be introduced in writing at a Stated Conclave of the Commandery, entered upon the minutes, and laid over to the next or a subsequent Stated Conclave for action. Inform the Division Commander to get his approval following the meeting.
2. A copy of the proposed amendment should then be mailed to each member of the Commandery with notification that it will be acted upon at the Stated Conclave of said Commandery on such and such a date.
3. At that Stated Conclave the amendment should be presented for action and, if two-thirds or more of the members present vote for the adoption of the amendment, it is declared carried. It must then be submitted to the Grand Commandery or the Grand Commander for approval.
4. THREE copies of the amendment, with Certification attached, should be sent to the Division Commander for his approval. He will then forward them to the Grand Commander with any comments. The Grand Commander will then either deny the change and respond back as such or approve them by signing all three copies. He will then return one (1) copy to the Commandery, one (1) copy to the Grand Recorder to file and keep the last copy. The Certification, executed by the Recorder and under the SEAL of the Commandery, must show the date of submission to the Commandery, that due notice was given to all members, and that it lay over until the next Stated Conclave at which time it was adopted by an affirmative vote of two-thirds of those present and entitled to vote. We suggest the following form of Certification.
5. The amendment is in full force and effect immediately upon the approval of the Grand Commandery or the Grand Commander.

Statutes of the Grand Commandery of Knights Templar of the State of Ohio, Section 1600, Article 17, Page 34.

Certification

This is to certify that the above/attached amendment was introduced at the Stated Conclave of _____ Commandery No. ____, K.T., on _____ that due notice in writing was given to each and every member of the Commandery on _____ that it lay over until the next Stated Conclave held on _____ when it was acted upon and adopted by an affirmative vote of two-thirds or more of those present and entitled to vote.

(Seal)

Recorder