

# **PRIORY BY-LAWS SAINT BERNARD PRIORY ORDER OF KNIGHTHOOD**

## **Name of Priory,**

This Priory, under Charter from DeMolay International, shall be known as Saint Bernard Priory of the Chivalric Knights of the Holy Order of the Fellow Soldiers of Jacques DeMolay. This Priory shall be governed first by the By-laws and Rules and Regulations of DeMolay International, second, by the rules and edits of the Executive Officer of the Jurisdiction of Southern California, and third, by the following By-laws:

## **ARTICLE I**

### **Meetings.**

Section 1. The annual meeting of the Priory shall be held on Friday night at the Southern California Jurisdiction Conclave. The annual induction of members will be held at this meeting.

Section 2. The stated meetings of the Priory shall be held at the DeMolay Center, 303 West Lincoln Ave, Anaheim, California on the second Sunday of the following months: February, April, June, August, October, and December.

Section 3. Special meetings of the Priory may be called by the Illustrious Knight Commander with the approval of the Jurisdiction Director of Priory.

## **ARTICLE II**

### **Term of Office.**

Section 1. The Illustrious Knight Commander, Squire Commander and Page Commander of the Priory shall be elected at the annual meeting of the Priory,

Section 2. The Sir Knight Registrar shall be appointed by the Priory Advisory Council for a term of one year.

## **ARTICLE III**

### **Fees.**

Section 1. The investiture fee of the order in this Priory shall be \$10.00

Section 2. The Life Membership for this Priory shall be \$ 35.00.

Section 3. The fee for affiliation in this Priory shall be \$ 10.00.

## **ARTICLE IV**

### **Suspension.**

Section 1. Any member of the Priory who loses his good standing with his DeMolay chapter shall stand suspended from this Priory.

## **ARTICLE V**

### **Priory Traditions and Policies:**

Section 1. All rules, regulations, policies and procedures governing this Priory not contained within the By-laws are found the following pages known as the Priory Policies and Traditions.

## **ARTICLE VI**

### **Revisions:**

Section 1. All articles of these By-laws are subject to the approval of the Priory members, the Priory Advisory Council, the Director of Priory and the Executive Officer of the Jurisdiction of Southern California.

Section 2. All articles in these By-laws may be amended by a vote of two-thirds (2/3) of the Priory membership in attendance at the stated meeting following written notification to all members of the proposed changes thirty (30) days in advance of said meeting.

# **POLICIES AND TRADITIONS**

## **SAINT BERNARD PRIORY**

### **ORDER OF KNIGHTHOOD**

#### **Introduction:**

The success of the Priory depends on a well-planned program, which is based upon a firm foundation of Priory traditions. To insure the success of these traditions, the members of the Priory and the Priory Advisory Council must share common goals. The following traditions are written here to clarify each individual's responsibility toward these common goals.

#### **Authority:**

Upon approval of the Priory members, the Priory Advisory Council and the Jurisdiction Executive Officer, these traditions shall become the rules and policies for the members of Saint Bernard Priory, Order of Knighthood.

#### **Revisions:**

As changes occur in the traditions of the Priory, they shall be written as addenda to these policies. These policies should be reviewed annually, and if necessary, revisions should be made to keep the Priory traditions current with DeMolay rules, and to meet the needs of the Priory members.

The policies written here, or any revisions to them, may not infringe upon the rights of any member or advisor granted to them by the rules and regulations of DeMolay International.

Any member of the Priory at any regular Priory meeting may initiate revision or addition to these policies. A simple majority vote carries the revision or addition to the policies. The revision or addition becomes effective on the approval of the Priory Advisory Council and the Executive Officer of the Jurisdiction of Southern California.

#### **Purpose of the Priory:**

The Priory was established in the Jurisdiction of Southern California to provide a means for social, athletic and other activities for older DeMolay members. Its function is NOT to replace the DeMolay chapter or any chapter functions, but rather to have programs and activities that do not appeal to younger DeMolays. Sir Knights of the Priory are expected to remain active with their DeMolay chapters, their district and jurisdiction activities.

#### **Dress Code:**

The official Priory blazer shall be \_\_\_\_\_ with the Knighthood Patch on the left pocket. \_\_\_\_\_ dress slacks, white shirt with a \_\_\_\_\_ tie, \_\_\_\_\_ dress shoes are required of the Priory Officers. Members are also encouraged to wear the above.

The dress code for the annual meeting is coat and tie. Dress for meetings will be as announced.

**Financial Accounts:**

Authorized signatures for the Priory financial accounts shall be the Director of Priory, the Executive Officer, and one or more members of the Priory Advisory Council. Any two signatures being required to withdraw funds or sign checks.

Vouchers are required for the withdrawal of funds.

**Annual Calendar of Events:**

Priory programs and activities for the year are to be planned by the Executive Committee and presented to the Priory membership for approval at the December Priory meeting.

**Rituals and Collars:**

Rituals and Knighthood Collars will be given to every active Sir Knight at the time of his induction into the Priory.

**Committees:**

The first person named to a committee shall be chairman of that committee.

The Illustrious Knight Commander with the approval of the Director of Priory shall appoint all Priory Committees. Committee chairmen and committeemen serve at the will and pleasure of the Illustrious Knight Commander, and may be removed by him at any time.

All committee reports must have the approval of the Illustrious Knight Commander and Director of Priory before the report can be given in an open Priory meeting.

**Executive Committee:**

The Priory Executive Committee is to aid the Illustrious Knight Commander in the planning and execution of the various programs of the Priory. The Executive Committee is responsible for the planning, and promotion and operation of all of the activities of the Priory. One of its main duties is to see that the other Priory Committees operate in a smooth and efficient manner, thus successfully completing their events.

The Chairman of the Executive Committee is the Illustrious Knight Commander, with the Squire and Page Commanders as Vice-Chairmen. The members consist of the other committee chairmen. The Priory Director will assist as the advisor of this most important committee.

**Ritual Committee:**

The Illustrious Knight Commander with the approval of the Priory Ritual Advisor appoints the chairman of the Priory Ritual Committee. He is responsible for setting up ritual practices and the coaching of Priory Officers.

This committee is responsible for the set up of the Priory for meetings and induction ceremonies, including capes and use of swords. It is responsible for the any display of official Priory personnel at DeMolay or public functions such as honor guards or escorts.

**Athletic Events Committee:**

The Athletic Events Committee is responsible for the care and keeping of athletic equipment owned by the Priory. This committee is responsible for the planning and operation of athletic activities that are of interest to the members of the Priory.

**Social Events Committee:**

The Social Events Committee is responsible for the planning and operation of the social activities of the Priory. This committee should take into consideration the interests of the Priory members, and to plan activities that they may not be having in their DeMolay chapters. Events should not conflict with chapter, district or jurisdiction activities.

*Annual social events should be listed in this section.*

**Public and DeMolay Relations:**

All members of the Priory should be setting the best examples of precepts of the Order of DeMolay and the Order of Knighthood to the community in general and to the members of the Order of DeMolay. This holds true for their conduct, dress, speech and all other matters relative to being a member of the Order of Knighthood.

The elected officers, especially the Illustrious Knight Commander, should be promoting the activities of the Priory to the DeMolays in Southern California as an incentive to join when they reach seventeen years of age.

When the Priory is called upon to perform escorts, honor guards, etc., it should present itself in the best manner possible, including uniform dress, pressed capes, and outstanding sword work.

**Publications:**

*The Priory should develop a method of communication for its membership and prospective membership (the DeMolays of Southern California). Standards for this publication should become a part of this manual.*

**Fund Raising:**

*The Priory needs to develop a Fund Raising Committee, and a plan of annual activities to provide financial support for Priory activities.*

*Traditional activities may be listed in this section.*

**Officers:**

All officers must be checked out and declared proficient in all ritual work pertaining to their office prior to the installation. An officer, who is unable to pass the Ritual Advisor's examination, will not be installed. The Director of Priory will determine whether or not the office is to remain vacant until the ritual work is learned, or if another officer is to be chosen.

All appointed officers serve during the pleasure of the Illustrious Knight Commander.

Any officer may resign. The resignation of any officer may be demanded and his office made vacant by a resolution being moved at one regular meeting and considered and sustained by the affirmative vote of three-fourths (3/4) of the members present at the next regular meeting.

Absence by any officer from three consecutive meetings of the Priory without being excused by the Director of Priory will automatically create a vacancy in the office. To be excused, it is the officer's responsibility to notify the Illustrious Knight Commander of his absence before the meeting.

**Elected Officers:**

All candidates for an elected Priory Office must submit an intent-to-run form at the August stated meeting prior to the Annual Meeting at Conclave. The Director of Priory and the Executive Officer must approve all candidates.

Candidates for elected Priory offices, must have completed lessons 1 and 2 of the Leadership Correspondence Course.

Elected Priory officers must be familiar with this manual, the Priory By-laws, and the essentials of leadership needed to run meetings, and the Priory organization.

The Illustrious Knight Commander, as the Chairman of the Executive Committee, is the chief administrator of the Priory. He appoints non-elected officers and committees (subject to the approval of the Director of Priory). He makes sure that each committee performs its task, and that there is enough social (fun), athletic and fund raising activities during the term. He may apply for and earn the IKC - MSA.

The Squire and Page Commanders are to assist the Illustrious Knight Commander in all of his duties.

**Appointed Officers:** *The duties, responsibilities and policies for the appointed officers may be filled in at such duties, etc. are realized.*

Registrar

Prior

Preceptor

Senior Deacon

Junior Deacon

Standard Bearer

Sacristan

Sentinel