



Bylaws

General Marquis de Lafayette Priory

Order of Knighthood

Adopted: 21 July 2018

Article I: Name

The name of this organization shall be the "General Marquis de Lafayette Priory, Order of Knighthood," herein after referred to as "Priory."

Article II: Affiliation

This Priory shall operate as a part of the structure of DeMolay International, an IRS-recognized non-profit entity based in Kansas City, Missouri.

Article III: Governing Structure

The governing structure of the Priory shall be as prescribed in the Bylaws, Rules and Regulations of DeMolay International and the established procedures thereof, and the direction of the Executive Officer of DeMolay in Georgia, or his authorized representative(s). The immediate supervision of the activities of the Priory shall be by an Advisory Council, appointed by the Executive Officer and operating under rules and regulations set forth by DeMolay International and the Executive Officer in the jurisdiction.

Article IV: Priory Advisor

Section 1: Duties

The member of the Advisory Council who is designated as the Priory Advisor shall be the principal liaison between the Advisory Council and the Priory officers. The Priory Advisor is the primary resource for aiding the officers and members plan and implement programs, activities and event. He provides the principal supervision for the Priory officers and members at Priory events and activities. The Priory Advisor, acting in conjunction with the Advisory Council Chairman, must approve all financial obligations the Priory enters into.

Article V: Membership and Fees

Section 1: Eligibility and Process

- Age: Membership in the Priory is open to those members of the Order of DeMolay in good standing, who have reached their seventeenth (17) birthday, but who have not reached their twenty-first (21) birthday on the date of their investiture. With approval of the Priory Advisor, the Advisory Council and the Executive Officer, a sixteen-year-old member of the Order of DeMolay may be accepted into membership, if his birthday falls within six calendar months of the date on which the Investiture is commenced, with no exceptions.
- Requisites: In order to petition for membership in the Priory, in addition to meeting the age requirement, an active DeMolay must have stood examination and earned his obligation card from his home DeMolay chapter.
- Process: The petition of any candidate for membership must be brought before the membership of the Priory meeting in regular session and be voted on per established procedures. The petition must receive a positive vote of the members in order for the petitioner to be invested as a Knight of the Priory.
- Fees: The fee to join the Priory shall be fifty-dollars (\$50.00). Additional amounts may be added to this base fee if deemed appropriate to cover fees payable to DeMolay International and/or the Associated DeMolay Chapters of Georgia to cover certain administrative costs, provided the collection of those additional fees are proposed in writing and considered by the members at two consecutive regular meetings of the Priory and receives a two thirds majority vote of those members present and voting at both meetings.

Article VI: Officers

Section 1: Qualifications

The officers of the Priory shall be those set forth in the Bylaws, Rules and Regulations of DeMolay International pertaining to the establishment and operation of priories of the Order of Knighthood. To be eligible to seek any office in the Priory, an individual must be a member in good standing of the General Marquis de Lafayette Priory and must be within the age of an active member of the Priory as of the date of his installation into the office.

Section 2: Restriction on Serving

A member of the Priory may not hold an elected office in both the Priory and in the officers' corps of the Associated DeMolay Chapters of Georgia concurrently. An elected officer in the Priory must submit a letter of

resignation to the Priory Advisor pending election to an office in the State Association. This resignation must be submitted to the Priory Advisor at the same time the Letter of Intent is submitted to the State Association. This provision of the By-Laws may be waived at the discretion of the Priory Advisor, with the concurrence of the Advisory Council and the Executive Officer.

Section 3: Term

The tenure of an officer of the Priory shall be one year from the time of his installation into the office, or until the succeeding officer is installed into the office.

Article VII: Elected Officers

Section 1: Papers of Candidacy

Not less than two weeks prior to a scheduled election of officers, a member who is seeking elective office in the Priory must submit to the Registrar and the Priory Advisor a signed statement attesting to the fact that he has met all requirements outlined in the DeMolay International rules and regulations governing serving as an elective officer in a Priory and those requirements set forth in these By-Laws. Any candidate wishing to change the office for which he has filed may do so by sending written request and approval of the Priory Advisor to the Registrar prior to the election. The Registrar shall submit a report of the qualifications of the candidate to the Illustrious Knight Commander, Priory Advisor and the Executive Officer of the Associated DeMolay Chapters of Georgia.

Section 2: Nominations from the Floor

- In the situation of an uncontested race for a Priory office, the Illustrious Knight Commander presiding over the election procedure shall permit the receipt of nominations from the floor. In this instance, the filing of papers of candidacy shall be waived, although proof of qualifications must be assured and the approval of the Priory Advisor for the member to seek the office must be obtained. If two or more candidates are nominated from the floor, the Illustrious Knight Commander shall immediately hold a run-off election between the new candidates. The winner of the run-off shall run against the pre-filed candidate according to normal election procedures. In the instance of a run-off as well as in the main election, a majority of the votes cast shall determine the winner. The sitting Illustrious Knight Commander conducting the election of officers may not vote in the election of officers, except as may be required to break a tie vote.
- Campaign speeches for any candidate seeking an elective office shall not exceed two minutes and shall be given to the general assembly of the members.
- If no new candidates are nominated from the floor, the pre-filed candidate may be elected through a motion of election by acclamation.

Section 3: Election Timeline

The election of the Illustrious Knight Commander and Page and Squire Commanders shall be at a meeting of the Priory to be held in conjunction with the annual conclave of the Associated DeMolay Chapters of Georgia, barring extenuating circumstances that require that the election be held otherwise. Any departure from this established election time must be approved by the Priory Advisor and the Advisory Council before it can be undertaken.

Article VIII: Duties of Officers Elected Officers

Section 1: Illustrious Knight Commander

- The Illustrious Knight Commander, shall perform the duties set forth by DeMolay International in its rules, regulations and other documents governing the Order of Knighthood, and those set forth herein, including:
- He shall preside at all state functions.
- He shall chair at all meetings of the Priory.
- He shall appoint all committees and supervise their activities in an effort to see that all projects planned by the Priory are carried out to their fullest potential.
- He shall have the authority to represent this organization at meetings of the Order of DeMolay and other meetings, events or activities where a representative of this organization is required, requested or expected, or he may send a representative.
- He shall, with the assistance of the Priory Advisor and others as deemed necessary and advisable, plan and hold a Joust event annually.

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- He shall attend the State Officers Accepting Responsibility (SOAR) planning event, held by the Associated DeMolay Chapters of Georgia, and meetings of the state officers of the Associated DeMolay Chapters of Georgia.

Section 2: Squire Commander

- The Squire Commander shall perform the duties set forth by DeMolay International in its rules and regulations governing the Order of Knighthood, and those set forth herein, including:
- He shall execute the duties of the Illustrious Knight Commander in his absence or in the event of his death, illness, or inability to serve.
- He shall coordinate the activities of all sword drill teams that the Priory is asked to provide for activities, events or other occasions.

Section 3: Page Commander

- The Page Commander shall perform the duties set forth by DeMolay International in its rules, regulations and other documents governing the Order of Knighthood, and those set forth herein, including:
- He shall execute the duties of the Illustrious Knight Commander in the event that the Illustrious Knight Commander and the Squire Commander are unable to serve.
- He shall provide for the instruction and education of the members of the Priory or delegation(s) thereof.
- He shall be in charge of refreshment at the Joust events.
- He shall be oversee the organization and execution of the Priory's Knighthood Cotillion event, when held.

Section 4: Registrar

- Eligibility and Appointment: The Advisory Council shall appoint the individual to serve as Registrar of the Priory. The office of Registrar may be filled by an active member of the Priory, a senior member of the Priory, a member of the Advisory Council, or other qualified individual with the approval of the Advisory Council and the consent of the Executive Officer. Should the position of registrar be filled by an individual older than twenty-one (21) years of age, that individual shall not be subject to certain rules governing active members in the Priory.
- Duties of the Registrar: The Registrar shall perform the duties set forth by DeMolay International in its rules, regulations and other documents governing the Order of Knighthood, and those set forth herein, including:
 - He shall keep an accurate record of the proceedings and meetings of the Priory and shall submit his record to the Illustrious Knight Commander and Priory Advisor for review and approval.
 - He shall keep all membership records and shall maintain a file of any committee reports submitted to the Illustrious Knight Commander, the Priory Advisor, or to the Priory in general.
 - He shall coordinate all official correspondence of the Priory. Any official communications of the Priory are to be submitted to the Registrar and/or Illustrious Knight Commander for review and approval before distribution.
 - He shall be responsible for receiving and maintaining a file of the Papers of Candidacy from all members offering themselves as a candidate for an elective office in the Priory.
 - He shall be responsible for the maintenance and transportation of all Priory paraphernalia.
 - He shall be responsible for the maintenance of the tax documentation of the priory in regards to accepting donations and seeking of donations from individuals and corporate entities.
 - He shall be the authority on the interpretation of the By-Laws of the Priory with the concurrence of the Priory Advisor and the Statutes, Rules and Regulations of DeMolay International.
 - He shall be responsible for being familiar with and understanding the observance of parliamentary procedure according to Robert's Rules of Order. He shall also be the principal source of guidance on how to operate within the boundaries of proper parliamentary procedure, according to these Rules.

Section 5: Treasurer

- Eligibility and Appointment: The Advisory Council shall appoint the individual to serve as Treasurer of the Priory. The office of Treasurer may be filled by an active member of the Priory, a senior member of the Priory, a member of the Advisory Council, or other qualified individual with the approval of the Advisory Council and the consent of the Executive Officer. Should the position of treasurer be filled by an individual older than twenty-one (21) years of age, that individual shall not be subject to certain rules governing active members in the Priory.
- Duties of the Treasurer: The Treasurer shall perform the duties set forth by DeMolay International in its rules, regulations and other documents governing the Order of Knighthood, and those set forth herein, including:

- He shall receive monies due the Priory and see that they are deposited into the appropriate Priory financial account in a timely manner.
- He shall maintain the records regarding any financial accounts established by the Priory.
- He shall issue checks authorized by the Priory, and approved by the Priory Advisor, to cover costs incurred in the conduct of the business of the Priory.
- He shall maintain a running record of the finances of the Priory which he shall make available for review as requested by the Advisory Council, the Executive Officer or his designated representative, or other appropriate and authorized individual or group.
- He shall provide a report, including written verification, on the financial status of any financial accounts held by the Priory when requested to do so by the Priory Advisor, the Priory Advisory Council, the Executive Officer or his designated representative, or other appropriate and authorized individual or group.
- He shall perform other duties and functions as may be necessary and appropriate to conduct, manage and oversee the financial activities of the Priory.

Article IX: Appointed Officers

The elected officers shall collectively determine the appointive officers. These decisions are subject to approval by the Illustrious Knight Commander Elect, the Priory Advisor and the Advisory Council of the Priory.

Article X: Installation of Officers

The elected and appointed officers of the Priory shall be installed as outlined in the "Service of Installation" found in the published ceremonies of the Order of Knighthood. The Illustrious Knight Commander may be installed at the annual Conclave of the Associated DeMolay Chapters of Georgia or at a different time at the concurrence of the IKC and the Priory Advisor.

Article XI: Encampments

Section 1: General Provisions and Purpose

The Priory shall have the authority to establish Encampments in specified geographic areas, the primary purposes of which shall be to promote the Order of DeMolay, to stimulate interest in the Order of Knighthood and to encourage a closer association of Priory members within that geographic area. Membership in an Encampment is restricted to members of the General Marquis de Lafayette Priory. Each Encampment must adhere to the following provisions:

- The Encampment must abide by the By-Laws of the Priory, the regulations of DeMolay International governing the operation of Knighthood organizations and the directions the Priory Advisor, the Priory Advisory Council, and the Executive Officer.
- The Encampment must hold elections and conduct meetings on a regular basis or as regularly as it deems feasible.

Section 2: Establishment and Supervision

An Encampment shall operate under the jurisdiction of the Priory and all other controlling bodies thereof. An Encampment may not be established without the sponsorship and active involvement of at least one DeMolay Advisor. An Encampment Advisor shall be designated, who will function on the Encampment level as the principal liaison to the Priory Advisor. The proposed encampment members and their sponsoring Advisor(s) must petition the Priory for Letters of Authority to function as an encampment of the Priory. Any Letter of Authorization must be renewed on a schedule established by the Priory, or the authorization to operate as an Encampment shall lapse. Letters of Authorization may be revoked by the Priory Advisory Council at any time, if it is deemed to be in the best in interest of the Priory to do so.

Section 3: Officers and Term

- At its first meeting, each Encampment shall elect an Encampment Commander, who must be an active member of the Priory in good standing. The Encampment Commander may not serve as Illustrious Knight Commander, Squire or Page Commander of the Priory at any time during his tenure in that position.
- The term of office for officers of an Encampment shall be one year, which shall correspond with the term of the officers of the Priory. The Encampment Commander may not serve more than two consecutive terms and no more than three total terms in the position, without approval from the Priory Advisory Council and with just cause.

Section 4: Privileges

Each Encampment may perform the following tasks at the discretion of its members insofar as they do not violate the rules and regulations of DeMolay International, the By-Laws of the Priory or its subsequent amendments:

- Call meetings
- Perform Investitures, provided that it is performed to the ritual expectations of the Priory and all fees and paperwork is submitted to the registrar prior to investiture
- Aid and assist local DeMolay activity, if requested to do so.

Section 5: Restrictions

- No Encampment shall be authorized to bind the Priory to any transaction or activity whatsoever.
- Encampments are restricted from charging dues to its members.
- Encampments are not authorized to establish accounts at financial institutions.
- Encampments may not represent the priory in any formal setting without approval of the Illustrious Knight Commander and Priory Advisor.

Section 6: Annual Report

Annually, at the time of the election of officers for the Priory, each Encampment must provide a written report to the Priory on the names and total number of actively involved members in their Encampment and the activities the Encampment has held during the previous year. The Encampment Advisor and the Encampment Commander are jointly responsible for preparing and submitting this report. Failure to file the annual report may result in revocation of the Encampment's Letters of Authority.

Article XII: Priory Princess

Section 1: Authorization to Elect

The Priory may choose to elect a Priory Princess to provide moral and active support for the activities and vitality of the Priory. The Priory Princess is not an officer of the Priory. The duties of the Priory Princess shall be to support the members of the Priory by attending Priory events and activities where appropriate, and to encourage and assist in the planning and execution of Priory events, activities and programs, when appropriate and requested.

Section 2: Term

The Priory Princess shall be elected to serve a term concurrent with that of the elected officers of the Priory.

Section 3: Eligibility to Serve

A female seeking to serve as the Priory Princess must meet the following requirements to be eligible to serve in that position:

- She must have reached the age of seventeen (17) years old at the time of her election, but have not reached her twenty-first (21) birthday;
- She must provide information in writing attesting to having the permission of her parent(s) or guardian(s) to seek the position and serve therein, if elected.
- She must be willing to submit to the oversight and supervision of an adult female chaperone who shall be designated by the Priory Advisor and approved by the Advisory Council to travel with her and be present at all Priory functions in which she participates.
- She must remain unmarried during the entirety of her term or vacate the position immediately upon her marriage.

Section 4: Administration:

- The Priory Princess will have a female member of the Advisory Council or female over the age of twenty-five (25) years designated by the Priory as her official advisor and chaperone. The individual filling the role of advisor and chaperone to the Priory Princess must be approved by the Priory Advisor and the Advisory Council, with the concurrence of the Executive Officer.
- In addition to her duty to report to the Advisory Council of the Priory, the adult advisor and chaperone for the Priory Princess, will report to the State Sweetheart Coordinator of the Associated DeMolay Chapters of Georgia.

- Should the position of Priory Princess become vacant for any reason, the runner-up for the position shall be offered the opportunity to serve the remainder of the term. If the runner-up chooses not to serve or, if there was no runner-up, the Priory may, in consultation with the Priory Advisor, hold an election to fill the position.
- The election and installation of the Priory Princess will be decided by the Priory Advisor.

Article XIII: Amendments to By-Laws

Section 1: Proposed Amendment(s) Preparation

A proposed amendment to these By-Laws must be presented, neatly written, in full form to the Registrar of the Priory for him to bring before the members at a regular meeting of the Priory. The proposed amendment must be signed by its proposer(s), must designate what section of the By-Laws that the amendment would be included in and why the proposer(s) believe that the amendment is needed.

Section 2: Amendment Hearing and Voting

Proposed amendments to these By-Laws brought before the Priory must be read and lie over until the next regular meeting of the body or, at least thirty days, whichever is longer. An amendment must receive an affirmative vote of two-thirds of the members present and voting at the meeting at which it is presented for a vote.

Article XIV: Severability

Any provision of these by-laws which, due to a change in the rules of DeMolay International, may become obsolete shall no longer be in force and effect as of the date of the rule change. Such a change shall have no effect on any provision of these by-laws not covered by the change and all of those shall remain in full force and effect.

Article XV: Dissolution / Disposal of Properties

Should the Priory be dissolved, its documents, equipment, funds and any other properties shall become the property of the Associated DeMolay Chapters of Georgia for use in that organization's youth leadership development efforts or other program(s) that meet the qualifications set forth in Section 501(c)(3) of the IRS Code. Should the Associated DeMolay Chapters of Georgia be unable or unwilling to assume ownership of the materials and properties, the items should be transferred to the possession of DeMolay International who shall direct their use for the support of projects and/or programs that meet the qualifications set forth in that same section of the IRS Code.

Revised and Adopted: July 21, 2018

ATTEST:



Illustrious Knight Commander



Priory Advisor



Registrar

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