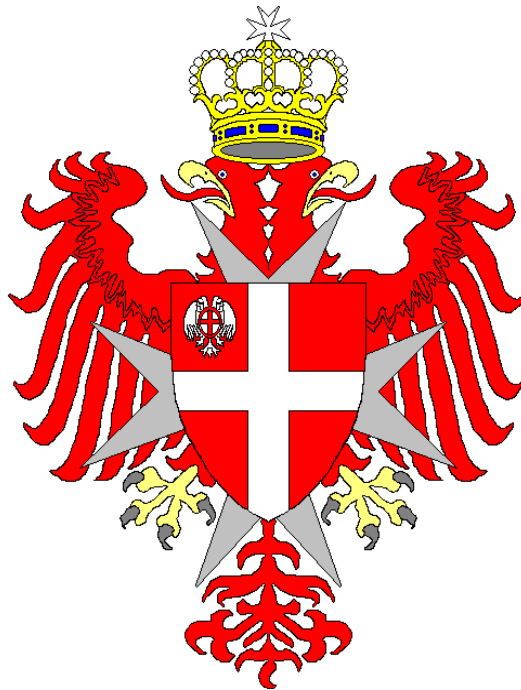
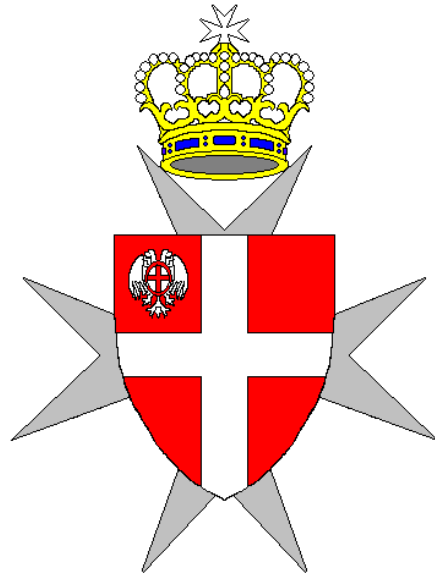


**Official  
Handbook for the Officers  
Of the  
HOSPITALLER ORDER OF SAINT JOHN OF  
JERUSALEM,  
KNIGHTS HOSPITALLER  
As approved by the  
Sovereign Council of the Order**



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Palace of Saint John  
Alamos, Sonora, Mexico



This Handbook is  
Dedicated to the memory of  
His late Majesty King Peter II,  
Royal Head of the Order,  
Whose sense of chivalry led to the Order's renewal,  
And  
Prince Grand Master Robert Sanguszko-Formhals,  
Whose sense of dedication preserved it.

Hospitaller Order of Saint John of Jerusalem  
Prince Grand Master (Letterhead)

Officers of the Order,

Herewith is presented to you the Official Handbook to be used by all Officers of our Order. It is the duty of every one of you to read through it, to familiarize yourselves with its contents, and to use it.

Many years have gone into its formulation. It was initially envisioned by King Peter II, planned and begun by our late Prince Grand Master Sanguszko-Formhals, and brought to fruition in my reign. The Handbook contains the distillation of the Order's Constitution, Statutes, Regulations, and policies in a manner more convenient than having to refer back to the original documents. Its contents have been formally approved by the Sovereign Council, and it is the official policy on all matters which it covers.

The purpose of the Handbook is threefold. Firstly, it is to instruct all of the Officers of the Order worldwide on the Order, its organization, and its practices. Secondly, it is to help each of you keep the members of the Order under your jurisdiction informed on both matters of general policy and the details of procedures. Thirdly, and most importantly, it is to establish a uniform operation of the Order throughout the world.

In the past too many problems and misunderstandings have occurred at all levels because of a want of knowledge on the proper policies and procedures of the Order. With the publication of this Handbook, each Officer is responsible for knowing and following the correct procedures.

The Handbook is arranged in a format that will allow for it to be updated and revised from time to time. At the present only the first four parts of it have been completed. As more are finished, or as further refinements are made in the already completed sections, these will be sent to you so that your copy of the Handbook will always remain current.

Although many persons over the years have been involved in the creation of this Handbook, as with anything made by man, there is bound to be an occasional error, omission, or confusion. Should such come to your attention, I ask that you immediately make me aware of it, so that it might be corrected.

I wish to express my thanks in a collective manner to all who have participated in the creation of this Handbook, most especially the members of the Sovereign Council who had to review it in detail. As successful an undertaking as its production was, its effectiveness can only be measured by the use to which it is put. Therefore, I enjoin every one of you to make the best use you can of it, to use it often; and to hereby to make the improved functioning of our Order a reflection of its success.

I am pleased to remain, as ever,

Your Brother in Christ and Saint John,

(signed – Flachslander)

The Prince Grand master

Feast of the Finding of the Head of Saint John

Palace of Saint John

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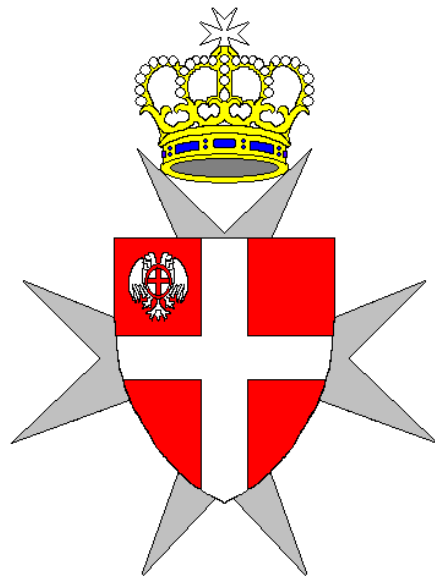
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## **Part I - THE ORDER AND CHIVALRIC STATUS**

### **I.A. DEFFINTION FO THE HOSPITALLER ORDER OF SAINT JOHN OF JERUSALEM**

The Hospitaller Order of Saint John of Jerusalem, also known as the Knights Hospitallers, is an international Order of Chivalry. It is both a religious and a military Order, possessing a hierarchical rather than a democratic organization, with historic and spiritual links going back to the original hospice founded in Jerusalem by the Blessed Gerald, and dedicated to Saint John the Baptist.

It was granted a Royal Charter by King Peter II of Yugoslavia in 1965, and presently operates under the Constitution which his late Majesty, in his capacity as Royal Head of the Order, sanctioned on the 28<sup>th</sup> of December 1968. In addition, the Order also enjoys a Charter granted to it by King Ernst August of Hanover, who served as its Grand Master from 1807 until his death in 1851. It is not, and makes no claims to be, a part of the Orders of Saint John that are chartered by other national Sovereigns.

It exercises its chivalric responsibilities through the *fons honorum* of the Crown of Yugoslavia, which responsibilities include the creation of valid Knights, Dames, Chaplains, Companions, and other grades of Members. Membership is by invitation only, and it is open to declared Christians of any denomination.

The Hospitaller Order of Saint John of Jerusalem is a confraternity of Christian men and

women who have dedicated themselves to helping mankind through the implementation of the Order's two great mottoes: PRO FIDE and PRO ULTIMATE HOMINUM. By upholding the ethical and religious standards of Christian Chivalry, it is committed to the encouragement of all that makes for the moral and spiritual strengthening of mankind. It also encourages and promotes works of charity and humanity for the relief of persons in sickness, distress, suffering, and danger, without distinction as to race, color, creed, or national origin.

The Order operates its own charitable programs, and contributes to other worthy charities on the local, national, and international levels, wherever in the world it feels that it can be of assistance. In addition to these many activities, the main area of concern for the Order remains helping those suffering from Alzheimer's Disease.

## **I.B. OBLIGATIONS OF MEMBERSHIP IN THE ORDER**

A true knight is a servant of God and of the poor.

He is the apostle of good deeds,

of a life full of duties to be performed,

tasks to be executed, wrongs to be rectified,

and all this for the purpose of improving his fellow men.

- *Chivalry*, Volume II, Number 1

Membership in the Order of Saint John is not an undertaking to be entered upon lightly, for it entails an obligation and a commitment that binds every one of us by a chain of honor and devotion for the rest of our lives.

Those of us who are privileged to join the ranks of Saint John are especially honored, for we join an elect fellowship, one whose members march proudly from the pages of history, and the shadows of an antique past. We are links in a continued chain of dedication to the Cross and our fellow man. As we are inspired by those who have gone before us, we as members of the Order in our turn will serve as examples of dedication to the chivalric ideal for who follow hereafter.

It is not to every man or woman that membership in our Order is allowed. We seek not the many, but the few. Ours is an elite cadre in that we want only the best: the best to follow in the paths of service, the best to lead in the ways of honor. The Hospitaller Order of Saint John is consecrated not only to service, but to spiritual growth through that service. Every one of us as members of the Order should strive day by day to experience the full measure of that special growth and happiness which can only be achieved through making the lives of others more full.

Each of us by virtue of our membership is obligated to support the Order to the fullest. This can best be done by contributing to its charities and programs both financially and through our active participation. Each of us is also obligated to live a virtuous life that in itself reflects the best qualities of Christian chivalry, and that daily serves as an example to the world of what it means to belong to the Order of Saint John.

### **I.C. A SHORT HISTORY OF THE KNIGHTS OF SAINT JOHN.**

Around A.D. 1048 some pious merchants from Amalfi, in Italy, established a small hospice in Jerusalem primarily to care for the sick or injured pilgrims who were journeying to the Holy City. They did not, however, turn away local Moslems who might be in need of help; and the construction of their hospital, named for Saint John the Baptist, was authorized by the Fatimid Caliphs who were then masters of Palestine.

The arrival of the Christian army of the First Crusade, liberating Jerusalem on the 15<sup>th</sup> of July 1099, brought many more sick and injured. These necessitated the enlargement of the hospital which was carried out by its director, the Blessed Gerard. The following year this confraternity, living under the Benedictine rule, was converted into an Order under the *foons honorum* of the newly-established Crown of Jerusalem. In A.D. 1113, Pope Pascal the Second, in recognition of their outstanding work with the sick and injured, gave them the status of a religious Order under the protection of the Holy See, with Saint John the Baptist as their saint and protector. Their mission was henceforth to serve the sick, injured, and the poor.

After his death in 1120, the Blessed Gerard was succeeded by an equally remarkable man, Fra' Raymond du Puy, who was the first head of the Order to receive the title of Master. This was a period of brigandage: travel was unsafe for pilgrims, even in groups. While the original members of the Order had been concerned with the hospital, the feeding of the poor, and the treatment of the sick and injured; a new function now developed, and the Order would hereafter be concerned with the protection of the pilgrims enroute from the sea to Jerusalem. The physical protection of the pilgrims and the hospital might seem little more than a logical extension of the Order's principal role – to look after the poor and disabled – but it was to evolve into a militant Christianity designed to fight Moslems wherever they might be found. Thus, to a hospital intended for the poor and sick was grafted a whole body of Medieval chivalry.

The Order of Saint John, both during its years in the Holy Land and later, was a religious and military Order, a knightly vocation committing its members to the highest chivalric ideals of succoring and supporting the poor, the needy and the sick – who were not then cared for by other institutions – and also of opposing and fighting the enemies of society.

From the very start the Order was strict concerning the character of those who were admitted. In later years only men of noble birth were accepted for knighthood. Still later, worthy

men of lesser birth were accepted as knights "of Grace". Whereas the members of other religious orders occupied their time with gardening, farming, illuminating manuscripts, etc., the Knights of Saint John spent their time drilling, training, and performing the arts of war. They did not, however, neglect their hospital duties or their religious duties, since they were still basically members of a religious community.

In the constant warring against the Moslem armies, along with their contemporary orders such as the Teutonic Knights and the Knights Templar, they became a force with which to be reckoned. They became not only the best disciplined fighting force of the Medieval world, but also the first truly "United Nations" type of fighting structure. Since they had by now established priories in the various European countries for, among other purposes, the raising of funds and the recruiting of members, their ranks included French, German, Spanish, Italian and English Knights, with a scattering of other nationalities.

Under Raymond du Puy the Order fought six battles against the Moslems between 1137 and 1153. Under Gilbert d'Assailly, the fifth Rector, the Order's Knights took part in three expeditions against Egypt. Roger des Moulins, their eighth leader, died in fierce fighting near Nazareth. After Saladin recaptured Jerusalem in 1187, Acre became the new center of Christian endeavor in the Holy Land. Led by the 14<sup>th</sup> Grand Master, Garin de Montaigu, the Order fought in campaigns of the Third Crusade.

When the Christians were finally driven from the Holy Land in 1291, the Order moved its headquarters to Cyprus, then later to the island of Rhodes, becoming a fief of the Byzantine Empire. In the course of these moves the Order was transformed from a strictly land force to a notable sea power. Thus was undoubtedly the Order's finest hour; and, as the "Knights of Rhodes", its fame spread throughout the known world from Britain to China.

The Order's defeat of a Moslem fleet in 1347 established its position. The protection of the Cross of Saint John was now extending itself throughout the Eastern Mediterranean. The next year the Order captured Smyrna, one of the most important trading posts on the coastline. In little more than thirty years the Knights had extended over all of the southern Aegean.

In 1440 the Order defeated a large Turkish naval force, and four years later they defeated the Egyptians. After the fall of Constantinople in 1453, Rhodes became the last bastion of Christendom in the Eastern Mediterranean, and was now completely surrounded by determined enemies who were not only growing in strength, but were preparing a campaign of conquest on Christian Europe.

On the 23<sup>rd</sup> of May, 1480, a Turkish army of 70,000 experienced fighters, in addition to its navy, attacked Rhodes, which was defended by some 600 Knights of the Order and an additional 1800 paid foreign troops and local militia. After a two month siege and tremendous losses on their part, the Turks withdrew from Rhodes and returned home. The main result of the siege of 1480 was the restoration of the Knights to a new prominence in Europe. Donations poured in, as did

recruits for the Order. The Order enjoyed a forty-year period of prosperity: Rhodes was completely rebuilt with new and better fortifications, new arms were acquired, the galley fleet was improved, and action against Turkish and Egyptian shipping was stepped up.

By June, 1522, Sultan Suleiman was prepared to take his revenge against the hated Knights of Saint John. He now had amassed a fleet of 700 ships and an army of 200,000 tough fighting men. The Order, for its part, had probably no more than 1500 trained mercenary and local troops commanded by less than 500 Knights. For six months the siege went on with dreadful bombardments and enormous casualties on both sides. Finally, on Christmas Eve, Sultan Suleiman made it clear to the Grand Master that he was offering the Order peace with honor. The Knights, their followers, and any Rhodians who cared to accompany them might be free to leave the island unmolested. Two days later the Grand Master agreed to leave Rhodes. It was indeed astounding that a handful of men could have held out so long against an army and navy the size and strength of those which the Sultan had brought to bear against them.

From Rhodes the Order eventually settled on the island of Malta. There in 1530, in token payment of an annual and very famous falcon, the Order became the fief of the Emperor Charles the Fifth of Spain. During the next three decades the Knights built fortifications, churches and medical facilities on the island. In addition they gradually subdued the corsairs of the Barbary Coast, bringing peace and order to the Western Mediterranean and making the sea safe for Christian commerce.

In May, 1565, Sultan Suleiman the Magnificent once again laid siege to the Order with a huge army and navy. More than three months later, with some 30,000 of his men dead, the Sultan withdrew. During the siege of Malta 250 Knights died, and practically all that remained were wounded or crippled for life. This was the last attempt by the Turks to subdue the Order. After 1565 and the great sea battle of Lepanto in 1571, the expanding power of Islam was checked. The Crusades were history.

In 1575 the Order built a very efficient hospital on Malta, consisting of eleven wards for five hundred patients, with a School of Anatomy and Surgery, a School of Pharmacy, and an illustrious medical team. This was a remarkable enterprise of world-wide renown, the first international hospital in history.

Since 1581 the Grand Master wears a special crown. In 1607 the Grand Master was granted the title of "Prince of the Holy Roman Empire" by the Emperor Rudolph the Second, whose successor, Ferdinand the Second, granted him the title of "Most Serene Highness", still in use. No longer was there an interest in freeing the Holy Land from the Moslems. The Knights fought some 24 more battles from 1601 to 1798, but no major attacks came. Military efficiency in the Order began to wane. It took on more and more the characteristics of an Italian princely state.

Long before the horrors of the French Revolution could even be imagined, the Order's commitment to religious orthodoxy had begun to crack. With the triumph of Lutheranism in much of northern Germany, the Knights of the Bailiwick of Brandenburg had embraced the new faith.

Ties were never severed between these Protestant Knights and their Roman Catholic brethren in other parts of Europe. As the 18<sup>th</sup> century progresses, religious ambiguity, and in many cases a lack of strong religious convictions by its members, had a serious influence on the Order. In France a group of disaffected knights under the leadership of Duc d'Orléans, a Prince of the Blood, reformed themselves into "Malta Knights". The main Order continued, but recruits dropped in both numbers and quality, as did the revenues. By 1797, the Order of Saint John had reached a low ebb with a weak Grand Master, Ferdinand von Hompesch.

The pernicious influences of the Age of Enlightenment, and the subsequent French Revolution, did more to undermine the Order of Saint John than had seven centuries of attack by the Moslem hordes and the Barbary pirates. Thus it was that Napoleon Bonaparte, on his way to Egypt, could capture without a battle what had alluded the Turkish sultans for so long. Thus it was also that the Order was compelled to surrender its territories, army, fleet, and possessions, and to leave the island of Malta, which it eventually lost to the advantage of Great Britain, although the Treaty of Amiens of 1802 had established that the island was to be restored to the Order. Since then the Saint John Knights have been in exile.

The Knights quickly dispersed, some back to the countries of their origin and their priories there, but some sought out a new protector. In a Europe wracked by revolution and unrest, those Knights who refused to surrender turned eastward, to Russia. In the relative calm of Saint Petersburg they sought and obtained the protection of Tsar Paul of Russia. There, far away from the Mediterranean, it seemed as if the Order would begin a new life. The Russian Emperor, caught up in the romance of the Order's glorious history, endowed it with estates and honored its Knights. In return, however, he desired the Grand Mastership, notwithstanding the facts that he was Russian Orthodox and not a Roman Catholic, that he was married, and that there was still an elected Grand Master alive in Italy. Bowing to both reality and necessity, the Knights of Saint John who were still functioning in Russia duly elected him. Tsar Paul accepted his election, and it was recognized as a *de facto* reality by most of Europe's leaders, a thing that was made easier by von Hompesch's forced abdication shortly thereafter. From this point the unity of the old Order of Saint John was forever eclipsed, and confusion reigned for decades to come. Thereafter for many, many years all idea of the traditional role of the Saint John Knights was forgotten as they strove in one way or another just to preserve their very existence.

In Spain the Order, which had refused to recognize the Russian Tsar, went its own way. By Royal Decrees of 1802 the sovereignty and government of the Order were vested in the King of Spain. It was more than eighty years later that this Spanish Catholic Saint John Order, retitled the Association of Spanish Knights, merged with the Catholic Order, established at Rome.

In 1801, following the assassination of his father, the new Tsar Alexander the First invited Pope Pius the Seventh to elect a new Grand Master. His first nominee, Prince Ruspoli, refused; and it was not until 1803 that Giovanni Tommasei was named and accepted. Two years later he, too, was dead. Thus with neither a sovereign nor a sovereignty, and only the protection of a Pope who was himself the sometimes prisoner of Bonaparte, this Order began a rule by its Sovereign Council and six successive Lieutenants that would last the next three-quarters of a century. In spite of various failed plans to find a new home, this Order maintained its headquarters in Sicily – as a guest.

Jealous of the wealth and prestige conferred on it by his father, Tsar Alexander began suppressing the Order within his empire around 1810, as did the Emperor of Austria within his own realm in 1813.

Suppression was in the air. Even the Brandenburg Bailiwick of the Order of Saint John, dating from 1350, and, which, having become Protestant during the Reformation, was independent of the Roman Catholic Order, saw its properties seized by the King of Prussia, who created his own Order of Saint John.

In France a group of French Knights of Saint John, unable to get satisfaction from the Order's hierarchy in Sicily, established a Capitular Commission, operating under a Papal Bull that sanctioned their actions. Unfortunately they and the Grand Magistracy in Sicily seemed always at cross purposes. Through mutual misunderstandings and obstinacy all chances for a new home for the Order following the downfall of the Bonaparte regimes were lost. The Grand Magistracy was sinking into impotent oblivion in Sicily, while the French Commission proposed to summon a Chapter General of French Knights to elect their own leader for the Order. The Sicily-based hierarchy now dissolved the French Commission and thereafter ignored its acts, including the creation of some English members.

To save the Order from utter dissolution, Pope Gregory the Fourteenth allowed it to transfer from Sicily to first Ferrara in the Papal States then, in 1834, to Rome itself. From there it began the slow renaissance that has resulted in the Sovereign Military Order of Malta, that premier Order of Saint John which is the pride of the Roman Catholic world.

In this atmosphere of confusion and recrimination the Order of Malta, which had formed much earlier with a Prince of the Royal House of France as its leader and now had become more Protestant oriented since moving to Great Britain, chose as its own Grand Master the Duke of Cumberland, fifth son of King George III, who would himself become King Ernst August of Hannover in 1837.

On the 13<sup>th</sup> of October 1852, King Frederick William the Fourth abolished the Royal Prussian Order of Saint John, created in 1812, and established once again the Lutheran Bailiwick of Brandenburg "for the purposes of carrying out its original purposes". The headship of it has been permanently vested ever since in a prince of the House of Holenzollern.

The next Saint John group to establish independence was in England. When the Lieutenant Grand Master refused to entertain any type of union between the Sovereign Military Order and the English knights created by the French Commission, the next step was inevitable. The English members formed themselves into the Venerable Order of Saint John which, after a fitful and sometimes very lean fifty years existence was rewarded by the grant of a Royal Charter from Queen Victoria on the 14<sup>th</sup> of May 1888. Although its actual knighthoods are confined to subjects of the Crown, this Saint John Order works for the welfare of all in need.

Following the Royal Charter of Queen Victoria, it was over half a century before the next Saint John Orders came into being, and these in the aftermath of the Second World War. The first was the Johanniter Order in Sweden. Its antecedents were a group of Swedish Knights of the Bailiwick who formed a national association in 1920. In 1945 this association transferred its allegiance to the King of Sweden and became a Swedish National Order. Membership in the Order is restricted to Swedish Lutheran nobles, and is by invitation only.

The Protestant Reformed Knights in the Netherlands were directly attached to the Bailiwick of Brandenburg until 1909, when they were formed into the Commandery of the Netherlands of the Order of Saint John. In 1946 the Commandery also transferred its allegiance from Brandenburg to the Dutch Crown.

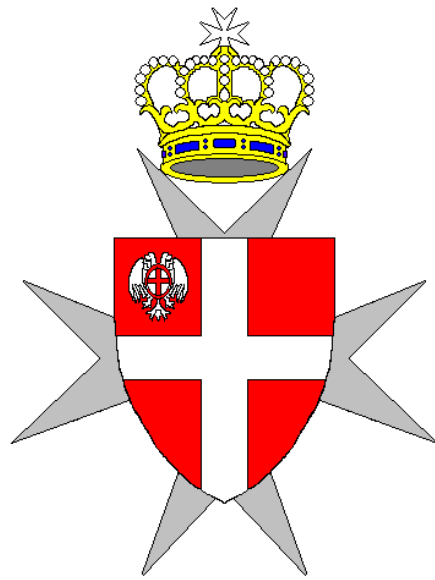
We now come to our own Hospitaller Order of Saint John, most recent to be chartered, but whose association with the Knights of Saint John goes back two and a half centuries. Beginning in the early part of the eighteenth century with a confraternity of French Knights of Malta, this restructured organization embraced the popular philosophies of Freemasonry and Jacobitism. By 1807 this Order, having crossed the English Channel and, calling itself Knights of Malta, had elected the Duke of Cumberland, later King of Hanover, to be its Grand Master, an office he occupied until his death in 1851. In the intervening years its religious requirements had changed and it had taken on decidedly political overtones. The Malta Order was first introduced to Canada in 1829, when a regimental "lodge" attached to troops stationed at London, Canada West (afterwards Ontario) was instituted. By 1845 these Malta Knights were firmly established in Canada. From there they branched out into the United States in the 1880s. Having changed their character since leaving France, and through radical fluctuations in membership, they, nevertheless, maintained their corporate existence in Pennsylvania and California into the 1960s. The knights of the California Priory also included at that time some who had been dubbed under authority of the Royal Spanish Order of Malta before its reunion with the Sovereign Order.

In 1964 King Peter the Second of Yugoslavia became aware of these American Knights. The King was very interested in both the work of the Venerable Order, of which he had become a member during the Second World War, and the history and activities of the Order of Saint John from its inception in the Holy Land in the days of the Crusades through the twentieth century. On at least one occasion before he had even considered the institution of a national Yugoslavian branch. Thus when he was approached by the American Knights, he readily acquiesced. King Peter was elected Grand Master of the Order on the 13<sup>th</sup> of March 1965; and on the 19<sup>th</sup> of that same month he granted the Order a new Charter and Constitution. Three years later, on the 28<sup>th</sup> of December 1968, the King signed a new Constitution, withdrawing from the Grand Mastership to become "Royal Head" of our Order.

Following the King's death in 1970, a Lieutenant Grand Master served until the next year. He was succeeded in 1970 by Robert Sanguszko-Formhals, as President of the Council. In 1972 the Sovereign Council nominated its president to be Grand Master. This nomination was approved by the Chapter General of the Order, and on the 9<sup>th</sup> of December 1972 Prince Grand Master Robert Sanguszko-Formhals was invested in the City of Toronto, Canada. His eighteen year reign steadied the Order as he continued to pursue the ideals that motivated King Peter's initial interest

in it. On the 19<sup>th</sup> of September 1990, the Prince Grand Master, who was already quite ill, appointed the then Chancellor of the Order, Bailiff Michael Duff Newton to be his Lieutenant. In less than three weeks the Grand Master was dead.

At the Sovereign Council meeting on the 20<sup>th</sup> of October of that year, Baron Flach de Flachslanden was nominated to succeed him. Following the approval of this nomination by the Chapter General of the Order, Prince Grand Master de Flachslanden was invested and enthroned in the City of London, Ontario, Canada, as the third Grand Master under the King's Charter, and the 95<sup>th</sup> in succession from the Blessed Gerard, founder of the historic Order of Saint John.



## **Part II - Government Organization and Offices of the Order**

### **II.A. The Geographical Jurisdictions of the Order**

The Order operates on three distinct levels, each having its own administration and separate functions. These are the Central Administration, the Grand Priorities, and the Commanderies. In addition to these there is provision for special intermediate structures, which may exist where and when they are felt to be necessary.

#### **II.A.1 The Central Administration**

The Central Administration represents the international structure of the Order. It is composed of all the High Officers and General Officers of the Order, as well as those other officers and consultative bodies, all of whom have a responsibility to the universal Order. The geographical jurisdiction of the Central Administration is wherever in the world the Order exercises a presence. It serves as an umbrella for all of the subordinate jurisdictional units of the Order and for all the members of the Order belong to them. The officers of the Central Administration are chosen from the worldwide membership of the Order. It is their duty to adopt and implement policies and programs for the Order in conformity with the Constitution of the Order and the will of the Chapter General. The Central Administration defines procedures on membership, promotions, oblations, and other matters affecting the operation of the Order. It works to insure that Order policy is uniformly followed throughout the world, it administers the Order's property, and it is the nucleus through which the Order's fons honorum is exercised.

The Headquarters of the order is where its Prince Grand Master is, that is the Palace of Saint John, in Alamos, Sonora, Mexico.

## **II.A.2. The Grand Priories.**

II.A.2.1. The Grand Priory is the largest individual geographical unit within the Order. It may embrace several countries, a single country, or a portion of a country. Its boundaries are approved by the Sovereign Council of the Order, and it is chartered by the Prince Grand Master. At the present time there are four functioning Grand Priories within the order: the Grand Priory of Canada, the Grand Priory of the Eastern States of America, the Grand Priory of the Western States of America, and the Grand Priory d'Outremer.

II.A.2.2. All members of the Order belong to the Grand Priory wherein they reside, and upon moving into another Grand Priory jurisdiction, a member takes up membership in the latter, if such residence is to be of six months duration or longer.

II.A.2.3. The Grand Prior and the other officers on the Grand Priory level are responsible for the administration of the Order within their jurisdiction. They set and enforce the particular policies for their Grand Priory, conforming in all things to the Constitution, Statutes, and Regulations of the Order, and to their individual Charters. They are responsible for seeing that the programs and procedures of the universal Order are followed within their jurisdiction, and they originate and implement special programs for the Grand Priory.

## **II.A.3. The Priory**

The Priory, which is directed by a Prior, is a subordinate unit to the Grand Priory both in size and authority. In the present organization of the Order the Priory is felt to be an unnecessary level of organization. Priories are created at the discretion of the Prince Grand Master when a particular need arises, and currently the only functioning one is the Priory of the South Pacific.

## **II.A.4. The Bailiwick.**

The Bailiwick, which is directed by a Bailiff, is either a subordinate unit of a Priory or, in areas where no other formal Order structure exists, an independent unit under the direct authority of the Prince Grand Master. Bailiwicks generally cover a relatively large geographical area. At the

present time there are not functioning Bailiwicks in the Order.

#### **II.A.5. The Commandery**

II.A.5.1. The Commandery is the functional geographical jurisdiction of the Order. It is a territorial unit comparable to a State or Province, or in the State or Provinces with large populations and larger Order membership, comparable to a group of counties within such State or Province. Commanderies are named for places, usually the name of the state or province in the largest city therein in which the Commandery is located.

II.A.5.2. All members of the Order resident within the boundaries of a Commandery are members of that Commandery during such residence. Upon moving into a new Commandery, members cease membership in their former Commandery and join the new one wherein they reside, if such residence is to be of six months duration or longer. Members of the Sovereign Council, as part of the court of the Prince Grand Master, are not members of the Commandery wherein they may reside.

II.A.5.3. To be established a Commandery must have ten Knights and/or Dames. If its membership in Knights and/or Dames falls below seven, it may be placed in abeyance. If Commanderies become large and have more than twenty-five Knights and/or Dames, they are usually divided into two Commanderies. The exception to this being that the Chapter General (then called Supreme Commandery) at its meeting on 3rd September 1912 decided that there can be only one Commandery in any single city, town, or borough.

II.A.5.4 The Commandery is under the direction of a Knight Commander who is appointed by the Prince Grand Master upon the recommendation of the Grand Prior. The Commander appoints whatever other officers from the membership of the Commandery may be deemed necessary for the running of the Commandery.

II.A.5.5. The Commandery is responsible for keeping the members of the Order resident within its boundaries informed on matters relating to the Order on all levels. The Commandery organizes Order events and ceremonies, plans local projects in conjunction with the Order's charitable and hospitaller activities, and is generally the visible manifestation of the Order on the community level. It is responsible for all the immediate needs of members of the Order, and it performs such administrative duties as initiating Petitions for Membership, overseeing the payments of Oblations, receiving new members and recommending promotions.

#### **II.A.6. The Castellany or Chapter.**

The Castellany is an organizational unit of the Order in an area that has no formal Order structure. It may have as few as five members of any rank, and is directed by a Castellan. Such units are by their nature a temporary character, as they may be raised to a Commandery, Bailiwick, or Priory under the usual conditions; and they are under the direct authority of the Prince Grand Master.

## **II.B THE CENTRAL ADMINISTRATION OF THE ORDER, ITS OFFICERS AND THEIR DUTIES.**

### **II.B.1. The Prince Grand Master**

At the apex of the Central Administration, and of the Order itself, is the Prince Grand Master. He is the Sovereign of the Order and of all of its dependencies and the immediate government of the Order is vested in him. The Prince Grand Master is Chairman of the Sovereign Council, over which he presides, as well as of the Chapter General of the Order. He nominates and upon confirmation by the Sovereign Council appoints all High Officers, appoints all General Officers with the agreement of the Magistral Council, and appoints all other officers upon his own authority. Where by law a corporate president may be required, the Prince Grand Master possesses the same powers as the President of the Corporation serving as the chief executive officer of the Order. Consequently, he signs all certificates, contracts and other instruments of the corporation. By his office he is an ex-officio member of all boards, colleges, commissions, committees and other assemblies of the Order at whatever level.

The Prince Grand master is nominated by the Sovereign Council and elected by the Chapter General of the Order. To be eligible for nomination a candidate must be a Knight of Justice, and once elected by a majority of the Chapter General his reign is for life. Upon assuming his high office, the Prince Grand Master must execute a special oath in which he promises to govern the Order in accordance with the Constitution. By decree of King Peter II the Prince Grand Master is invested with the style of "Most Serene Highness". To the Prince Grand Master alone has been conveyed the right to create or dub knights, a right which he may on occasion delegate under special circumstances.

### **II.B.2 The Lieutenant of the Prince Grand Master.**

If the Prince Grand Master should be prevented from discharging his duties, he may appoint a Lieutenant to act for him and discharge those of his duties which relate to his capacity as Chairman of the Sovereign Council or President of the Corporation. If there is a vacancy in the office of Prince Grand Master, the Sovereign Council may likewise appoint a Lieutenant. All official acts and deeds of a Lieutenant of the Grand Master are subject to the sanction of the Prince Grand Master or, in the vacancy of that office, of the Sovereign Council. Except in extraordinary circumstances it is not usual for the Order to have a Lieutenant to the Grand Master.

Because of the high honor that is conveyed by this office, its holder enjoys the rank of Bailiff during his incumbency, and uses the style "Excellency". A Lieutenant of the Grand Master does not sit by right on the Sovereign Council, nor is he entitled to exercise a vote during the lifetime of a Prince Grand Master. In the event of a vacancy in that latter office, a Lieutenant may cast only one vote. Because of the temporary quality of this office, tenure depends entirely upon circumstances, and there is never more than one Lieutenant of the Grand Master at any given time.

#### The High Officers of the Order.

The High Officers of the Order are appointed by nomination of the Prince Grand Master and confirmation of the Sovereign Council. They serve at the pleasure of the Prince Grand Master and their normal term of office is six years, except that their retirement may be ordered by the Prince Grand Master or the Chapter General at seventy years of age, or if they have ceased to function in their office, and they may be reappointed. While a High Officer may hold one or more General Officerships concurrently, it is not the policy for more than one High Officership to be held permanently by a single individual. The general duties of the High Officers of the Order are as provided below.

#### II.B.3. The Grand Commander of the Order.

This officer ranks second in precedence after the Prince Grand Master, and acts as his personal deputy (or of the Lieutenant of the Grand Master if there is a vacancy in that office). Among his duties, he is responsible for the officers and the organization of the Prince Grand Master's Household. He also has under his authority the Grand Prelate of the Order, the Almoner General, the Hospitaller General, and the Director General of Education; and he oversees the charitable work of the Order. In addition to these, he performs whatever other duties assigned to him by the Prince Grand Master.

The Grand Commander of the Order is nominated by the Prince Grand Master and confirmed by the Sovereign Council. His term of office is for six years, and during that time he enjoys the rank of Bailiff with the style of "Excellency". His office entitles him to membership in both the Sovereign Council and the Chapter General of the Order. (Cf. II.C.1.1)

#### II.B.4. The Grand Chancellor of the Order

This officer is the functional head of the Administration of the Order. Among his duties are the issuance of notices of all meetings of the Sovereign Council and the Chapter General, the keeping of accurate records of these meetings, the charge of the Great Seal and the corporate books, and he makes such reports and performs such duties as are incident to this office. To assist him in his work, he has under his direct control the Attorney General of the Order and the College of Attorneys, the Registrar General, the Keeper of the Great Seal, and the Secretary

General. He serves as the Prince Grand Master's representative to all levels of the Order.

The Grand Chancellor of the Order is nominated by the Prince Grand Master and confirmed by the Sovereign Council. His term of office is for six year, and during that time he enjoys the rank of Bailiff with the style of "Excellency". His office entitles him to membership in the Sovereign Council, the Magistral Council and the Chapter General of the Order. (Cf. II.C.2.1)

#### II.B.5. The Grand Marshal

This officer exercises complete authority over all matters relating to arms, heraldry, genealogy, honours, titles, ranks, and orders of chivalry; and his duties require that he have some specialized knowledge or experience in these areas. He maintains the Order's records on the genealogies, arms, and honours of its members; and he is the penultimate authority on all that concern the ceremonies of the Order. To assist him in performing his duties there exists the Heraldic Administration of the Order under the Blanche Croix Juge d'Armes.

The Grand Marshal is nominated by the Prince Grand Master and confirmed by the Sovereign Council. His term of office is for six years, and during that time he enjoys the rank of Bailiff with the style of "Excellency". His office entitles him to membership in the Sovereign Council, the Magistral Council, and the Chapter General of the Order. (Cf. II.C.3.1 and .2)

#### II.B.6 The Grand Receiver of the Common Treasure

This officer is the chief financial officer of the Order. His duties require that the person holding the office have experience in accounting, banking, and/or financial management. His general duties consist of collecting, safekeeping, depositing, and disbursing all funds and securities of the Order. He is responsible for the general supervision of the accounting system, and he makes a summary report quarterly to the Prince Grand Master on the financial affairs of the Order as well as prepares the annual report on the finances of the Order. He is also responsible for agreements with financial institutions. To assist him in performing his duties, the Grand Receiver has within his jurisdiction the Treasurer General of the Order and when necessary the three Procurators of the Treasury, whose duties encompass the Bureaux of the Budget, of the Audit, and of investments.

The Grand Receiver of the Common Treasure is nominated by the Prince Grand Master and confirmed by the Sovereign Council. The term of his office is for six years, and during that time he enjoys the rank of Bailiff with the style of "Excellency". His office entitles him to membership in the Sovereign Council, the Magistral Council, and the Chapter General of the Order. (Cf. II.C.4.1 and .2)

#### II.B.7 The Grand Councilors

In addition to the High Officers of the Order there may be from one to four Grand Councilors, chosen to advise and assist the Prince Grand Master, who nominates them with confirmation of the Sovereign Council. They may while holding this office also serve as a General Officer of the Order. The Grand Councilors' term of office is for six years, during which time they enjoy the rank of Bailiff with the style of "Excellency". These offices entitle their holders to membership in both the Sovereign Council and the Chapter General of the Order.

The General Officers of the Order.

The General Officers of the Order are appointed by the Prince Grand Master with the agreement of the Magistral Council. All members of the Order are eligible to fill these offices, but during their incumbency they hold the rank of Knight or Dame Commander, if they do not already hold a higher rank. Their normal term of office is three years, but they serve at the pleasure of the Prince Grand Master, and they may be reappointed. Their duties are as outlined below, but additional duties may be assigned to them by the Prince Grand Master or the Sovereign Council.

#### II.B.8. The Grand Prelate of the Order

This officer is the premier ecclesiastic of the Order, and must be of Episcopal rank. His duties are as may be assigned to him by the Prince Grand Master, and he is within the department of the Grand Commander of the Order, to whom he reports. All of the Grand Prelates of the Grand Priorities are to make an annual report to him of their activities, which reports shall be incorporated in his annual report to the Grand Commander. The Grand Prelate of the Order has nominal authority over all of the ecclesiastical members of the Order of whatever rank or denomination. (Cf. II.C.1.1)

#### II.B.9 The Secretary General.

This officer, who is within the Grand Chancellery of the Order, is responsible for giving official notice to those concerned of all meetings of the Sovereign Council, the Magistral Council, the Court of Chivalry, and the Chapter General. This notice is given in writing, deposited in the United States mail, or the Royal Canadian mail, and addressed to the persons concerned at their last known mailing address as shown by the records maintained by the Order. The notice periods shall commence at the time of mailing. No error in addressing or mailing of any notice, arising from any act or thing done, or attempted to be done in good faith in accordance with such records shall invalidate any meeting, act or proceeding based on the giving of such notice.

He is also responsible for maintaining the list of members of the Chapter General of the Order, which list is updated every six months to preserve its accuracy. In conjunction with this, he is responsible for sending, receiving, and counting any mail ballots of the Chapter General of the

Order, and for forwarding a report on the same to the Prince Grand Master and to the Grand Chancellor of the Order.

He is also responsible for issuing all reports, memoranda, minutes, pamphlets, circular letters, and other documents authorized by the Prince Grand Master or the Grand Chancellor of the Order. He is responsible for all official communications between the Prince Grand Master or the Grand Chancellor of the Order. He is responsible for all official communications between the Prince Grand Master and/or the Grand Chancellor of the Order and all of the officers of the Order. He is responsible for receiving and forwarding to the Prince Grand Master the annual reports as required of the officers of the Order.

Additionally he is responsible for receiving all Petitions for Membership in the Order from the Grand Priors, for ascertaining that they are complete, and for seeing that they are handled in proper form. He also serves as a member of the Magistral Council. (Cf. II.C.2.1)

#### II.B.10 The Treasurer General

This officer is within the department of the Grand Receiver of the Common Treasure, to whom he reports, and his qualifications shall include expertise in accounting or financial management, or at least five years successful experience in a similar position. Among his duties are the issuing of annual Oblations Notices to the members of the Order throughout their Grand Priors, and the reception of payments of the same. He is also responsible for maintaining a ledger of each member's account, turning over to the Grand Receiver of the Common Treasure and obtaining his receipt for the monies received. He may be empowered by the Grand Receiver of the Common Treasure to make direct deposits of Oblations monies into the Order's account, but he is not authorized to draw cheques upon the same.

It is also the duty of the Treasurer General to furnish an up-to-date list to the Prince Grand Master, the Grand Chancellor of the Order, the Grand Receiver of the Common Treasure, and the Secretary General at least twice each year, or whenever such may be required by them, of any members of the Order who may be delinquent in their Oblations obligation. Additionally he performs any other duties which may be assigned to him by the Prince Grand Master or the Grand Receiver of the Common Treasure. (Cf. II.C.4.1 and .3)

#### II.B.11 The Almoner General

This officer is within the department of the Grand Commander, to whom he reports. He is chairman of the Board of Charities, and, with the sanction of the Sovereign Council, he is responsible for the development and execution of the Order's non-hospitaller medical and social charitable programs. In conjunction with this, he has nominal jurisdiction over the Almoners of the Grand Priorities, who submit the annual reports of their charitable activities to him, and he incorporates these into the annual report which he in his turn submits to the Prince Grand Master

{Cf. II.C.1.1}

#### II.B.12 The Attorney General

This officer is within the department of the Grand Chancellery of the Order, reporting to the Grand Chancellor. He must be an Attorney at Law who is familiar with the laws of the United States of America, and conversant with the laws pertaining to the Order in other legal jurisdictions. His primary duty shall be to give opinions on legal matters affecting the Order when such questions are referred to him by the Prince Grand Master or the grand Chancellor of the Order. He acts as Dean of the College of Attorneys, which is composed of the Attorneys Major of the Grand Priories and others who may be skilled in chivalric or some other specialized aspect of the law, whose purpose is to help him in his duties. Additionally, by virtue of his office he is also a member of the Magistral Council and of the Court.

#### II.B.13 The Registrar General

#### II.B.14 The Hospitaller General of the Order.

This officer is within the department of the Grand Commander of the Order, to whom he reports. He is President of the Board of Hospitallery, and, with the sanction of the Sovereign Council, he is responsible for the development and implementation of the Order's hospitaller programs. In conjunction with this, he has nominal jurisdiction over the Hospitaller Officers of the Grand Priories, working with them in the implementation of the Order's programs and their local programs. He receives from them their annual reports on hospitaller activities which he then incorporates into his own official report to the Prince Grand Master [Cf. II.C.1.1]

#### II.B.16 The Archivist General Of the Order

This officer is under direct command of the Prince Grand master, to whom he reports. He has official custody, and responsibility for protecting and safeguarding, all of the document, files, registers, and records relating to the membership, activities, business, and history of the Order. He also arranges for the acquisition, cataloguing, and housing of all additional collections of the Order documents, or family archival documents, which members of the Order may wish to contribute to the Order Archives to insure their preservation. In maintaining the same he works closely with the Librarian of the Order. Subject to the approval of the Magistral Council, he may solicit gifts for the Archives; and he is responsible for the formal acknowledgement on behalf of the Order of all such gifts. By virtue of his office he is a member of the Board of Acquisitions and Properties.

#### II.B.17 The Director General of Insignia

This officer is within the department of the Grand marshal, to whom he reports. He is responsible for all the insignia requirements of the Order. He commissions from independent manufactures the fabrication of insignia at the direction of the Grand marshal, this upon approval of the designs for the same by the Sovereign Council. He accepts all orders for insignia from the Grand Priors in anticipation of Investiture requirements, and dispatches the same upon receipt of payment therefore. He replaces lost insignia and up-grades insignia for individual members upon proper authorization and payment by them. He issues Pilgrim Shells to individual members upon proper authorization and payment therefore. With the sanction of the Sovereign Council he determines the price to be paid for insignia based upon the cost of the same.

He is authorized to maintain a bank account for the purpose of receiving payment for insignia and for paying the manufacturers thereof; while the authorized signatures on such account are those of the Director General of Insignia, the Prince Grand Master, and the Grand Receiver of the Common Treasure, it is necessary that only on signature appear on its cheques. Annually he submits a complete financial report on the Insignia Account for the preceding year to the Grand Marshal and to the Grand Receiver of the Common Treasure, a copy of which is forwarded to the Prince Grand master; and this account is subject to an annual audit. (Cf. II.C.3.1)

#### II.B.18 The Librarian General of the Order.

This officer is under the direct command of the Prince Grand Master, to whom he reports, and his qualifications should include a degree in library science of wide experience in working with books and/or libraries. He has official custody of all books, magazines, pamphlets, maps, and manuscripts of the Order not otherwise provided for, and he is responsible for cataloguing and arranging the same. He also has charge of the Order library, working closely with the Archivist of the Order in maintaining the same. Subject to the approval of the Magistral Council, he may solicit gifts for the library; he is also responsible for receiving, plating, and properly acknowledging all gifts on behalf of the order. He submits an annual report to the Sovereign Council on the acquisitions for the library for the previous year, and on acquisition and budgeting recommendations for the next.

#### II.B.19 The Blanche Croix Juge d'Armes

This officer is within the department of the Grand Marshal, to whom he reports and he should possess a special knowledge of arms, heraldry, genealogy, and ceremonial. He is the head of the Order's Heraldic Administration and presides over its College of Arms, which advises the Prince Grand master and the Grand Marshal on matters of heraldry and genealogy. He directs the Heralds, Pursuivants and other Heraldic Officers of the Order in assisting the Grand Marshal to perform the duties of his office, most especially those which deal with the ceremonial life of the Order. {Cf. II.C.3.1 and .3}

#### II.B.20. The Curator General of the Order.

This officer is under the direct command of the prince Grand Master, to whom he reports. He has official custody of, and the responsibility for safeguarding and maintaining, all of the possessions of the Order not otherwise provided for. He keeps, or causes to be kept, a register wherein all of the possessions of the Order which are under his authority are listed by number with a detailed description and a designation as to their locations. Subject to the approval of the Magistral Council, he may solicit gifts for the Order, and he is responsible for the proper acknowledgement of such gifts on behalf of the Order. He is also responsible for the proper cataloguing, displaying, and preservation of paintings, artifacts and other article acquired by or donated to the Order. He makes an annual report to the Sovereign Council on the preceding year's acquisitions and the state of the Order's possessions generally.

#### II.B.21 The Pilgrimmaster

This officer is under the direct command of the Prince Grand master, to whom he reports. He is responsible for organizing and overseeing the official pilgrimages of the Order; and also for making a written and photographic record of the same. He also maintains the Pilgrims' Register, wherein he reports the information on pilgrimages made by members of the Order; and he issues to them the Order's Certificate of Pilgrimage, which entitles its recipients to apply to the Director General of Insignia for the Order's Pilgrim Shell. He submits an annual report to the Sovereign Council on the pilgrimage activities of the Order for the preceding year.

#### II.B.22 The Editor General

This officer is under direct command of the Prince grand Master, to whom he reports. He has authority over all publications of the Order, and he is President of the Board of Publications, among whose members are all of the editors of individual newsletters at every level of the Order. Generally his duties include maintaining a uniformity in style and quality in all informational material issuing form the Order. Specifically his chief responsibility is to oversee the publication of the Order's official news organ, *The White Cross Gazette*. Under his direction are the editors of the Order Newsletter and of the Order Roster. He is responsible for preparing the annual budgets for the publications under his supervision, and he is obliged to prepare an annual report for the Prince Grand Master on the activities of his office.

#### II.B.23. The Keeper of the Order's Treasures.

This officer is under the direct command of the Prince grand Master, to whom he reports. He has official custody of, and responsibility for, all of the jewels and ceremonial robes and regalia of the Order and of its Prince Grand master, all of the treasures in precious metals and precious stones which belong to the Order and for maintenance and good repair of the same. He keeps, or causes to be kept, a register which describes in detail the items under his authority and their exact locations. He is required to make an annual report to the Sovereign Council on his custodianship.

## II.B.23 The Keeper of the Great Seal

This officer is within the Grand Chancellery of the Order, reporting to the Grand Chancellor. He is charged with the physical possession of the Great seal of the Order, which he affixes to official documents of the Order at the direction of the Prince Grand Master through the Grand Chancellor of the Order. (Cf. II.C.2.1)

## The Councils, Boards, Commissions, and Committees of the Central Administration

### II.B.25. The Sovereign Council

The Sovereign Council of the Order functions in the dual capacity of acting as both a legislative arm of the Order and as a cabinet to advise the prince Grand Master and to report to him on the affairs of the Order. It implements the Constitution and makes and enacts the Statutes and Regulations of the Order. Where by law a Board of Directors may be required for the Order, it acts as the same. It is also the legal custodian of all the property, both real and personal, of the Order.

It is composed of the Prince Grand Master, the Grand Commander, The Grand Chancellor of the Order, the Grand Marshal, the Grand Receiver of the Common Treasure, the Grand Councilors, and the Grand Priors of the Grand Priories. Before assuming his seat in the Sovereign Council, each new appointee executes a prescribed oath of office. Each member has one vote, except that the Prince Grand Master has two, and a quorum consists of the Prince Grand Master and at least one-half of the total number of persons composing the Sovereign Council at the time of meeting.

The Sovereign Council meets at least once each year traditionally on or about the Feast of Saint John the Baptist or the anniversary of the enthronement of the Prince Grand Master, and its meetings are held in executive session. It is convened and presided over by the Prince Grand Master to hear reports, approve a budget, confirm nominations, and generally transact business and set policies for the next year.

### II.B.26 The Magistral Council

The Magistral Council, or Grand Magistracy, assists the Prince Grand Master in the management of the affairs and activities of the Order in the interim between meetings of the Sovereign Council. It is summoned by the Prince Grand Master whenever need arises, and he presides over it.

The Magistral Council is composed of the Prince Grand Master, the Grand Commander, the Grand Chancellor of the Order, the Grand Marshal, the Grand Receiver of the Common Treasure, and the Attorney General. A quorum consists of the Prince Grand Master and a majority of the remaining members of the Magistral Council. Each member has one vote, except the Prince Grand Master who has two, and all acts require the assent of a majority of those participating.

#### II.B.27. The Court of Chivalry

The Court of Chivalry is the judicial assembly of the Order, and its purpose is to hear and decide questions of a juridical nature. It considers and renders opinion or decisions on matters referred to it by the prince Grand master, as well as on the petition of one party in matters of honor concerning or between members of the Order.

It is composed of a Justiciar, who is the Attorney General of the Order; two Judges of Arms; a Pontonotary; and a Judge Advocate. They are chosen by the Prince Grand Master with the sanction of the Magistral Council from among those members of the Order who have received the accolade. The members of the Court of Chivalry should be learned in the law, and they are chosen because of their special competence in chivalric law. They each serve a term of three years, and may be re-appointed. The Justiciar acts a President of the Court, and by virtue of that office during his term holds the rank of Bailiff with the style of "Excellency".

#### II.B.28. The Chapter General of the Order or General Assembly.

The Chapter General is the Constitutional Assembly of the Order. It is a sacred body because, as the representative general assembly of the universal Order, it has the inviolable purpose of promoting and protecting the interests and integrity of the entire membership of the Order.

Notices of meetings of the Chapter General are sent to its members at least thirty days in advance of such meetings. The Chapter General is called to order or consulted by mail to amend the Constitution, and to elect the Prince Grand Master. It is summoned and presided over by the Prince Grand Master, and its promulgations have binding effect and force when they are signed by him. Each member of the Chapter General has one vote, and a majority of the votes entitled to be cast by its members and the assent of the Prince Grand Master, or of the Lieutenant of the Grand Master, are necessary for the passage of any matter under consideration.

The Chapter General of the Order is composed of the Prince Grand Master or, in the vacancy in that office, the Lieutenant of the Grand Master; all Bailiffs Grand Cross (including the members of the Sovereign Council); all knights and Dames of Justice; all Knight Commanders and Dame Commanders of Commanderies; four Knights and/or Dames from each Grand priory; and a Prelate or Chaplain, two Companions, and a Jurat, all chosen from the Order at large. These

members, while in good standing, serve for the duration of the Chapter General.

#### II.B.29 The College of Arms of the Order.

This is an assembly composed of all the Heralds of the Order and the Pursuivants. The chapters of the College of Arms are presided over by the Blanch Croix Juge d'Armes, or in his absence the Herald Marshal, and the College serves as a special advisory council to him on any matter of heraldic policy which he may refer to it. It also serves as a forum for the discussion of general heraldic and genealogical matters and for the presentation and reading of papers on those subjects. The College of Arms is also convened as a heraldic court to try and punish any member of the Heraldic Administration who is accused of a grave offense against his Heraldic Oath. On such an occasion the Herald Marshal acts on behalf of the Heraldic Administration and each Herald is entitled to cast a single vote. In addition to these chapters, the College of Arms assembles on such great ceremonial occasions as the enthronement of the Prince Grand Master. (Cf. II.C.3.10)

#### II.B.30. The College of Attorneys.

This body is composed of the Attorneys Major of the Grand priories as well as the legal officers of subordinate units, and it is presided over by the Attorney General of the Order. The College of Attorneys serves as an advisory council to him and to the Grand Chancellor of the Order on any legal questions regarding the Order and its affairs which the Attorney General may refer to it. To either meets in chapter or conducts its business by mail. (Cf. II.B.12)

#### II.B.31. The Budget Council (Cf. II.C.4.4.1)

#### II.B.32. The Bureau of the Audit (Cf. II.C.4.4.2.)

#### II.B.33. The Investment Council (Cf. II.C.4.4.3)

#### II.B.34. The Board of Administrations.

This Board advises the Prince Grand Master on the acceptability of those petitioning for membership in the Order. It is composed of the Commander of jurisdiction, the Grand Prior of jurisdiction, the Secretary General, the Grand Marshal, and the Prince Grand Master. It is the duty of each member of the Board of Admissions individually to review each Petition for Membership as they receive it, to consider the merits of its contents and of the supporting documents which

accompany it.

#### II.B.35 The Board of Hospitallery.

This Board consists of three Overseers, who are nominated by the Chief Hospitaller and confirmed by the Prince Grand Master, and the Chief Hospitaller himself; who is its President. These Overseers hold their office at the pleasure of the Prince Grand Master for a term not to exceed three years, and they may be reappointed. The purpose of the Board of Hospitallery is to assist the Chief Hospitaller in the formulation of hospitaller programs and, once these have been approved, to implement them. This Board works closely with hospitaller officers throughout the Order.

#### II.B.36. The Council on Education.

This Council is composed of five Commissioners of the Redemption and the Director General of Education, who is their chairman. Its members include the Directors of Education of the Grand Pories and other knowledgeable and interested members of the Order who are nominated by the Director General and confirmed by the Prince Grand Master. They hold their office at the pleasure of the Prince Grand Master for a term not to exceed three years, and they may be re-appointed. The purpose of the Council on Education is to assist the Director General in the formulation of educational and youth-oriented programs and, once these have been approved, to implement them. This Council works closely with educational officers and youth leaders throughout the Order.

#### II.B.37. The Board of Acquisitions and Properties.

This Board is composed of the Archivist General, the Librarian General, the Curator General, the Keeper of the Order's Treasures, and three additional members, chosen from the membership of the Order, who are appointed by nomination of the Prince Grand Master and confirmation of the Sovereign Council. They hold office at the pleasure of the Prince Grand Master for a term not to exceed three years, and they may be re-appointed. The purpose of the Board is to coordinate the care and maintenance of the Order's property, to make long- and short-term plans by establishing an acquisitions agenda for the Order and making budgeting recommendations for the same, and to solicit and negotiate for gifts on behalf of the Order. The Board, on an annual basis, makes recommendations to the Prince Grand Master for presentation to the Sovereign Council for the collection, preservation, and retention of things relating to the history of the Order, to other orders, to chivalry in general, and to those associated areas of interest to the Order, both current and past.

#### II.B.38 The Board of Publications

This Board is composed of the editors of all publications at every level of the Order and the Editor General is its president. Its members serve at the pleasure of the Prince Grand Master for a term not to exceed three years, and they may be re-appointed. The Board advises the Editor General on publishing matters and it works to create a uniformly high quality of publications throughout the Order.

## **II.C. Departments of the Central Administration**

### **II.C.1. DEPARTMENT OF THE GRAND COMMANDER.**

II.C.1.1. The Hierarchy.

### **II.C.2 GRAND CHANCELLORY OF THE ORDER.**

II.C.2.1. The Hierarchy.

### **II.C.3 DEPARTMENT OF THE GRAND MARSHAL: THE HERALDIC ADMINISTRATION.**

II.C.3.1. The Hierarchy.

II.C.3.2. The Grand Marshal.

II.C.3.2.1. This officer is charged with the supervision of all matters within the Order that touch upon arms, genealogy, proofs of nobility, titles and honors. He also has the overall responsibility for the ceremonies and ceremonial life of the Order. He is the penultimate authority within the Order on all questions concerning the same. He is also responsible for determining those non-Order related honours which are recognized by the Order.

II.C.3.2.2. To assist him in the performance of these duties, there exist the Heraldic Administration of the Order, of which the below named officers are members. The duties of the Heraldic Administration include conforming blazon: with emblazonments; researching the accuracy and authenticity of arms, nobility quarterings, and honors; maintaining and enregistering arms of the Order; designing arms for the various units of the order; preparing and documents touching on

heraldic and genealogical matters for the Prince Grand Master regulating, standardizing, and approving stationary for the Order; designing, or approving the designs for, all flags, standards, banners, and insignia of the Order and all changes in the same; advising non-armigerous members of the order on the proper procedure for obtaining arms; maintaining the heraldic genealogical standards of the order; and introducing and maintaining a heraldic unity throughout the Order. Additionally, the Heraldic Administration has technical authority over all ceremonies of the Order, including their composition, organization, and supervision. (Cf. II.B.1)

#### II.C.3.3. The Blanche Croix Juge d'Armes.

II.C.3.3.1. This officer is the effective head of the Heraldic Administration, and the highest authority on heraldic matters within it. He is appointed by nomination of the Prince Grand Master with the authorization of the Magistral Council, and he holds his office at the pleasure of the Prince Grand Master for a term not to exceed three years, to which office he may be re-appointed. Because of the responsibilities of his office, he is required to have knowledge or expertise in the science of arms, in genealogy, or in ceremonial.

II.C.3.3.2. His duties include: assigning, from those appointed to the office, Pursuivants to be assistants to the Heralds; appointing upon the death or incapacity of a Herald, from among the Pursuivants, a Chief Pursivant to administer the office of Herald *ad interim* until the Prince Grand Master appoints a successor; submitting to the Grand Marshal for action by the Prince Grand Master documents appointing Heralds, Pursuivants, and other heraldic officers and documents granting arms to units of the Order; submitting to the Grand Marshal reports on the proofs of members and prospective members regarding arms, nobility, quarterings and honors; presiding over sessions of the College of Arms; and advising the Prince Grand Master on heraldic and genealogical matters generally. (Cf. II.B.19)

#### II.C.3.4. The Herald Marshal.

II.C.3.4. This officer is the deputy of the Blanche Croix, and serves as acting head of the Heraldic Administration during a vacancy in that office. He is appointed by the Prince Grand Master upon the recommendation of the Grand Marshal, and he holds his office at the pleasure of the Prince Grand Master for a period not to exceed three years; and he may be re-appointed. Responsibilities of his office oblige him to have knowledge or expertise in the science of arms, in genealogy, or in ceremonial.

II.C.3.4.2. His duties include: serving as assistant for administration to the Blanche Croix; assigning names to the Pursuivants by the system of heraldic beasts; assigning an adjutant to any heraldic office when convenient and appropriate maintaining current heraldic and genealogical records on all present armigerous members of the Order; and presiding over sessions of the College of Arms in the absence of the Blanche Croix.

#### II.C.3.5. The Heralds of the Order.

II.C.3.5.1. These officers are the highest authorities on questions of arms and genealogy within the Grand Priory. Only one Herald of the Order is assigned to each Grand Priory: he is known by a special name (e.g. "Maple Leaf Herald" for that of the Grand Priory of Canada), and he has authority over all the Pursuivants of the Grand Priory. The Heralds of the Order are appointed by the Prince Grand Master, upon recommendation of the Blanche Croix and the concurrence of the Grand Prior of jurisdiction. They hold their office at the pleasure of the Prince Grand Master for a term not to exceed three years, and they may be re-appointed. The responsibilities of the office of Herald of the Order require that its holders possess a special knowledge of expertise in the science of arms, or in genealogy. The Heralds of the Order report to the Herald Marshal.

II.C.3.5.2. The duties of the Heralds of the Order include: advising the Blanche Croix on the assignments of Pursuivants; advising the Grand Prior and the jurisdictional Pursuivants on heraldic and genealogical matters, and on questions of rank (i.e. Justice, Grace, and Honor); maintaining the armorial and genealogical status on all current members of the Order within the Grand Priory; reviewing and when necessary preparing the reports on, all genealogical and armigerous claims by prospective member entering the Order through the Grand Priory.

#### II.C.3.6. The Pursuivants.

II.C.3.6.1. These officers are under the authority of the Herald of their jurisdiction. There may be up to three Pursuivants assigned to each Grand priory by the Blanch Croix, usually such assignments are made to the most prominent Commanderies upon the advice of the Herald with the concurrence of the Grand prior. Additionally, non-jurisdictional Pursuivants may be assigned to the College of Arms. They are assigned special names by the Herald Marshal, based on the system of heraldic beasts (e.g. "Wyuern Pusuivant". "Unicorn Pursuivant", or "Phoenix Pursuivant"). The Pursuivants are appointed by the Prince Grand master upon recommendation of the Blanch Croix, and they hold their office at the pleasure of the Prince Grand Master for a term not to exceed three years and they may be reappointed. The responsibilities of the office of Pursuivant oblige its holders to posses a special knowledge or expertise in the science of arms, or in genealogy. The Pursuivants report to their Herald of jurisdiction.

II.C.3.6.2. The duties of the Pursuivants include: advising the Commanders and other officers of the Grand Priory of Commandery on heraldic and genealogical matters; helping prospective members of the Order to prepare the documentation of their armigerous or genealogical claims; advising and assisting non-armigerous members of the Order in obtaining valid arms; and performing any additional duties which their Herald may assign them.

#### II.C.3.7. The Herald Perfects of Ceremonies.

II.C.3.7.1. The Herald Perfects are the highest ceremonial officials within their jurisdiction.

Normally one only is appointed to each Grand priory of the Order. They are appointed by the Prince Grand Master upon the joint recommendation of the Grand Marshal and the Grand Prior of jurisdiction, and they hold their office at the pleasure of the Prince Grand Master for a term not to exceed three years; and they may be reappointed. Their responsibilities require that they have special knowledge or expertise in the area of ceremony or protocol. The Herald Prefects report administratively to the Herald Marshal and functionally to the Grand Marshal.

II.C.3.7.2. Their duties include: overall supervision of, and responsibility for, all Order ceremonies and events which occur within their jurisdiction, advising the Grand Prior on questions of ceremony and protocol; supervising and assisting the Masters of Ceremonies; making certain that all ceremonies within their jurisdiction conform in all ways with the official ceremonials, procedures and policies of the Order.

#### II.C.3.8. The Masters of Ceremonies.

II.C.3.8.1. These officers are appointed on an *ad hoc* basis to organize and oversee particular ceremonies and events (e.g. Investitures, Memorial Services, etc.) conducted within the Grand Priory. The Master of Ceremonies is appointed by the Blanch Croix upon the joint recommendation of the Herald of jurisdiction and the Grand prior and/or Commander of jurisdiction; and he serves at the pleasure of the Blanch Croix for the duration of the ceremony which he oversees. He is chosen from the membership of the Grand Priory; and because of the responsibilities of his office, he should have experience in organizing people and events, and a knowledge of ceremony.

II.C.3.8.2. The duties of the Master of Ceremonies include: being familiar with all aspects of the ceremony or event, and preparing a comprehensive agenda of tasks, assigning these tasks and organizing committees to carry them out; working with the Herald Prefect and the Commander or Grand Prior to coordinate all parts of the ceremony; physically overseeing the actual ceremony itself; and preparing a follow-up report on the ceremony or event, which includes comments and recommendations for future similar events.

#### II.C.3.9. The Marshals.

These officials are chosen by the Master of Ceremonies from among the membership of the Commandery, or Grand Priory, if a Grand Prioral ceremony, to assist him. They serve at the pleasure of the Master of Ceremonies for the duration of the ceremony or event, and their duties are as assigned by that officer.

#### II.C.3.10. The College of Arms.

The College of Arms of the Order is composed of all the current and former Heralds of the Order, who are voting members, and all of the Pursuivants of the Order, who are non voting members. It is presided over by the Blanch Croix or in his absence by the Herald Marshal. Its duties are as may be established by the Grand Master and the Blanche Croix with the concurrence of the Prince Grand Master. (Cf. II.B.29)

#### II.C.3.11. The Other Heraldic Officers.

In addition tot he foregoing officers, the Prince Grand Master may appoint, upon the advice of the Grand Marshal, any of the following to complete the Heraldic Administration of the Order: a Pursuivant Archivist; a Genealogist; a Librarian; a Master of the Rolls; a Secretary to the College of Arms; a Pursuivant Councilor and Heraldic Artists, Calligraphers, and Engrossers.

### **II.C.4. DEPARTMENT OF THE GRAND RECEIVER OF THE COMMON TREASURE**

#### II.C.4.1. The Hierarchy.

#### II.C.4.2. The Grand Receiver of the Common Treasure.

This is the chief financial officer of the Order who is charged with the overall management of the Order's financial affairs. (Cf. II.B.6.)

#### II.C.4.3. The Treasurer General.

This officer assists the Grand Receiver in all financial matters concerning the Order's Oblations, and maintains all of the records of the same. (Cf. II.B.10)

#### II.C.4.4. The Procurators of the Treasury.

These officers are the chairmen of the three independent committees of the Treasury: Budget, Audit, and Investment.

#### II.C.4.4.1. The Budget Council.

II.C.4.4.1.1. It is the duty of this council to prepare an annual budget for each fiscal year, and to submit the same to the Prince Grand Master for its approval by the Sovereign Council of the Order. Such annual budget is for the next fiscal year beginning after the meeting of the Sovereign Council at which it is approved. In preparing the budget, the council reviews previous budgets, monthly operating statements, and any other financial documents necessary to its work.

II.C.4.4.1.2. The Prince Grand Master appoints the three members of the Budget Council as well as the Procurator of the Budget, who serves as chairman, with the confirmation of the Magistral Council from among the members of the Order. They hold their offices at the pleasure of the Prince Grand Master for a period not to exceed three years, and they may be reappointed. The Grand Receiver is an *ex officio* member of this Council. Because of the responsibilities involved, the members of the Budget Council should have some practical experience with budgets.

#### II.C.4.4.2. The Bureau of the Audit.

II.C.4.4.2.1. It is the duty of this Bureau to make an annual audit of all the finances of the Order at every level. To accomplish its work this bureau is authorized to secure any financial reports, correspondence, documents, or information it may need. It is responsible for completing its annual audit in a timely manner, and for submitting its reports(both detailed and summarized) to the Prince Grand Master for presentation to the Sovereign Council of the Order.

II.C.4.4.2.2. The Prince Grand Master appoints the three members of the Bureau of the Audit, as well as the Procurator of the Audit, who serves as chairman, with the confirmation of the Magistral Council from among the membership of the Order. They hold their offices at the pleasure of the Prince Grand Master for a term not to exceed three years, and they may be reappointed. The responsibilities of the members of this Bureau require that they have knowledge and expertise in at least one of the following fields: accounting, banking, financial management, or investment management.

#### II.C.4.4.3. Investment Council.

II.C.4.4.3.1. This Council authorizes the investment of all funds of the Order in accordance with the established Investment Policy as set forth in IV.C. below. It is authorized to propose changes in the Investment Policy of all funds of the Order, and it notifies the Grand Receiver in writing of any such proposals in ample time for him to consider the proposal and to submit the same to the Prince Grand master for presentation to the Sovereign Council.

II.C.4.4.3.2. The Prince Grand Master appoints the three members of the Investment Council as well as the Procurator of Investments, who serves as its chairman, from among the membership of the Order. They hold their office at the pleasure of the Prince Grand master for a term not to exceed three years, and they may be reappointed. The responsibility of the members of this Council require that they have knowledge and expertise in at least on of the following fields: banking, financial management, or investment management.

## **II.D. THE GRAND PRIORAL ADMINISTRATION, ITS OFFICERS AND THEIR DUTIES**

The Administration of each Grand Priory of the Order consists of the Grand Prior those senior officers composing the Grand Prior Council, and any of the other officers listed below which are felt to be necessary for the good government of the Grand Priory.

### **II.D.1. The Grand Prior.**

The administrative head and the viceroy of the Prince Grand Master for each Grand Priory of the Order is the Grand Prior. Within his jurisdiction, the Grand Prior's administrative position is analogous to that of the Prince Grand Master. The Grand Prior is the Chairman of the Grand Prioral Council. Where by law a Corporate President is required, the Grand Prior possesses the same powers as the President of the Corporation. His primary duties are to govern his Grand Priory according to the principles of the Order, and to see that the policies and programs of the Order, as determined by the Prince Grand Master and the Sovereign Council, are successfully implemented within his jurisdiction. He is responsible for the interest of the members of the Order within his Grand Priory, and for keeping them informed on Order affairs.

Upon nomination of the Prince grand Master and confirmation of the Sovereign Council, the Grand Prior is appointed from among those members of the Grand Priory who have received the accolade. He holds his office at the pleasure of the Prince Grand Master for a period not to exceed six years, and he may be reappointed. During his term of office he enjoys the rank of Bailiff with the style of "Excellency". His office entitles him to membership in both the Sovereign Council and the Chapter General of the Order.

### **II.D.2. The Grand Bailiff.**

The Grand Bailiff is the personal deputy of the Grand Prior, and he performs such other duties as are assigned to him. He is appointed by the Prince Grand Master upon the recommendation of the Grand Prior, and he holds his office at the pleasure of the former for a period not to exceed three years. During his term of office he enjoys the rank of Bailiff with the style of "Excellency."

His office entitles him to membership in the Chapter General of the Order and in the Grand Prioral Council of his Grand Priory.

#### II.D.3. The Grand Chancellor of the Grand Priory.

The Grand Chancellor of the Grand Priory issues notices of meetings of the Grand Prioral Council, and keeps or causes to be kept the minutes of the same; he has charge of the Seal of the Grand Priory and the corporate books of the same; and he makes such reports and performs such other duties as are incident to this office, or as may be assigned to him by the Grand prior. He is appointed by the Prince Grand Master upon the recommendation of the Grand Prior. He holds his office at the pleasure of the former for a period not to exceed three years, and this office entitles him to membership in his Grand Prioral Council. During his term of office he enjoys the rank of Knight Commander.

#### II.D.4. The Grand Treasurer.

This officer is the chief financial officer of the Grand Priory. His duties require that the person holding the office should have some experience in accounting, banking and/or financial management. He receives and deposits all monies of the Grand Priory, and he keeps regular books of account. He disburses the funds of the Grand Priory in payment of the just demands against it as may be provided by the budget or ordered by the Grand Prioral Council from time to time as may be required of him, and to the Prince Grand master and the Grand Receiver of the Common Treasure annually, and account of all his transactions and the financial condition of his Grand Priory. He is appointed by the Prince Grand Master upon the recommendation of the Grand Prior. He holds his office at the pleasure of the former for a period not to exceed three years, and this office entitles him to membership in his Grand Prioral Council. During his term of office he enjoys the rank of Knight Commander.

#### II.D.5. The Grand Hospitaller.

This office is responsible for initiating and approving hospitaller projects within his Grand Priory, and for putting into effect the official hospitaller programs of the Order. In performing his duties he works closely with the Chief Hospitaller of the Order, with the Hospitallers Major of the other Grand Priorities, and with the hospitaller officers of the subordinate units of his Grand priory. Additionally he is responsible for submitting to his Grand Prior and to the Chief Hospitaller of the Order an annual report on the hospitaller activities within his Grand Priory for the previous year. He is appointed by the Prince Grand master upon the recommendation of the Grand Prior, and holds his office during the pleasure of the former or a term not to exceed three years, and he may be reappointed.

#### II.D.6. The Secretary Major.

This office is responsible for all the official correspondence if the Grand priory including that with the central administration, that with subordinate units, and that with the general public. He issues all reports, memoranda, and other documents of the Grand Priory. He writes all letters of condolence for deceased members. He is also responsible for seeing that the annual report on the state of the Grand priory is sent to the Prince Grand Master in a timely manner. He is appointed by the Prince Grand Master upon the recommendation of the Grand prior, and he holds his office during the pleasure of the former for a term not to exceed three years, and he may be reappointed.

#### II.D.7. The Attorney Major.

This officer, who must be a practicing Attorney at Law within his Grand Priory advises the Grand Prior and the Grand Prioral Council on any legal questions referred to him by the Grand Prior, and acts as official council for the Grand Priory. He is appointed by the Prince Grand master upon the recommendation of the Grand Prior, and he holds his office during the pleasure of the former for a term not to exceed three years. He may be reappointed, and his office entitles him to membership in the Order's College of Attorneys.

#### II.D.8. The Registrar Major.

This officer is responsible for maintaining an accurate and current list of all the members of the Order within his Grand Priory, this list to contain the name, address, telephone number, date of birth date of admission, current rank, and current oblations status for each. All pertinent information on deaths and resignations is to be reported to him immediately, and he in turn is to keep both the Secretary General of the Order and the Secretary Major informed of the same. He is also responsible for writing letters of welcome to all new members within the Grand Priory. He is appointed by the Prince Grand Master upon the recommendation of the Grand Priory. He holds his office during the pleasure of the former for a term not to exceed three years, and he may be reappointed.

#### II.D.9. The Grand Almoner.

This officer advises and assists the Grand Prior, performing such other duties as may be assigned to him. He is appointed by the Prince Grand Master upon the recommendation of the Grand prior, and he holds his office during the pleasure of the former for a term not to exceed three years, and he may be reappointed.

#### II.D.10. The Director of Education.

This officer is responsible for developing, approving, and implementing all educational and youth oriented projects within his Grand Priory, as well as for putting into effect the official programs of the Order in these areas. In performing his duties, he works closely with the Director General of Education of the Order, with officers responsible for the same in the subordinate units of his Grand Priory. Additionally, he is responsible for submitting to his Grand Prior and to the Director General of Education of the Order an annual report on the educational programs of his Grand Priory for the previous year. He should have a background or experience in education or youth related activities. He is appointed by the Prince Grand Master upon the recommendation of the Grand Prior. He holds his office during the pleasure of the former for a term not to exceed three years and he may be reappointed.

#### II.D.11. The Director of Insignia.

This officer has the responsibility for all matters pertaining to insignia. Where applicable he maintains the Grand Priory's inventory of insignia, he processes all requests for insignia from subordinate units of his Grand priory vis-à-vis the Director General of Insignia, and he is responsible for ordering in a timely fashion all insignia needs of his Grand Priory with respect to investitures, and for seeing that full payment accompanies the same. It is through this officer that all replacement insignia is ordered, and he is empowered to negotiate the repurchase of insignia from members within his Grand Priory on behalf of the Director General of Insignia. Additionally, it is his responsibility to submit an annual report on his activities to his Grand prior and to the Prince Grand Master through the Director General of Insignia. He is appointed by the Prince grand master upon the recommendation of the Grand prior, and he holds his office during the pleasure of the former for a term not to exceed three years, and he may be reappointed.

#### II.D.12. The Grand Prelate of the Grand Priory.

This officer oversees the official spiritual life of the Grand priory. His duties include officiating at all religious ceremonies of the Grand Priory, offering religious advice and moral counsel on questions that may be referred to him by the Grand Prior of the Grand Prioral Council, and generally working to maintain the highest moral and spiritual level possible within the Grand Priory. In the performance of his responsibilities he works closely with the Chaplains of the Commanderies of his grand Priory and with the Grand Prelate of the Order. He is appointed from among the Prelates or Sub Prelates resident within the Grand Priory by the Prince grand master upon the recommendation of the Grand Prior. He holds his office at the pleasure of the former for a term not to exceed three years, and he may be reappointed.

#### II.D.13. Director of the Archives.

This officer has official charge of all the non-current records and documents of the Grand Priory wherever they may be located. His duties include those normally associated with such an office, and he works closely with the Archivist General of the Order as well as with similar officers in the

subordinate units of his Grand Priory. He reports administratively to the Grand Prior but functionally to the Archivist General. He is appointed by the Prince Grand Master upon the joint recommendation of the Grand prior and the Archivist General of the Order. He holds his office at the pleasure of the Prince Grand Master for a term not to exceed three years, and he may be reappointed.

#### II.D.14. The Heralds.

Within each Grand Priory are two Heralds: the Herald of the Grand Priory and the Herald Prefect of Ceremonies, both of which are officers of the Heraldic Administration on assignment to the Grand Priory. (Cf. II.C.3.5 and .7)

II.D.14.1. The Herald of the Grand Prior is the ultimate authority within his jurisdiction on all matters pertaining to heraldry, genealogy, quarterings, titles, and honors. He answers all questions on these matters which are submitted to him by the Grand Prior, Grand Prioral Pursuivants, and members of the Order within the Grand Priory. He is also consulted on these matters in conjunction with the categories of "Justice" and "Grace" on the petitions of perspective members of the Order. Because of his duties, it is necessary that he be especially skilled in the science of heraldry and the other areas over which he has authority. (Cf. II.C.3.5)

II.D.14.2. The Herald Prefect of Ceremonies is the ultimate authority within his jurisdiction on all matters pertaining to the ceremonies of the Order. He is especially responsible for the ceremonial aspects of the Vigil and Investiture ceremonies. He answers all questions on ceremonial matters which are submitted to him by the Grand Prior, Grand Prioral Pursuivants, and responsible officers within his Grand Priory.

The Heralds are appointed by the Prince Grand Master upon the recommendation of the Grand Marshal in consultation with the Grand Prior. They hold their offices at the pleasure of the Prince Grand Master for a term not to exceed three years, and they may be reappointed. (Cf. II.C.3.7)

#### II.D.15. The Editor of the Newsletter.

This officer is responsible for the compilation, editing, and publication of the Grand Priory's news organ. His duties include all aspects of publishing, subject to the official policies of the central administration on Order publications. He works closely with the Grand Prior and the Grand Prioral Council, which is the official publisher of the newsletter, as well as with the Editor General of the Order to ensure the highest standards. He acts as advisor to the editors of newsletters emanating from the subordinate units of the Grand Priory. Because of the nature of his duties, he should possess some publishing or editing experience. He is appointed by the Prince Grand Master upon the recommendation of the Grand Prior. He holds his office at the pleasure of the former for a term not to exceed three years, and he may be reappointed. His office entitles him to membership on the Board of Publication of the Order.

#### II.D.16. The Grand Prioral Council.

This Council acts as a Cabinet to advise the Grand Prior and to report to him on the affairs of the Grand Priory. It determines policies for the Grand Priory in accordance with the Constitution, Statutes, Regulations, and Directives of the Order; and where by law a Board of Directors is required, it acts as the same. The Grand Prioral Council consists of: the Grand Prior, the Grand Bailiff, the Grand Chancellor of the Grand Priory, the Grand Treasurer, and the Grand Hospitaller. Each member of has one vote, and a quorum consists of the Grand Prior and at least one-half of the total number of persons composing the Grand Prioral Council at the time of meeting. This Council meets whenever it is necessary, but at least once each year. It is summoned and presided over by the Grand Prior to hear reports, approve a budget, and generally transact business necessary for the good government of the Grand Priory.

#### II.D.17. Committees.

The Grand Prior may establish Committees, either Standing or Temporary, for the purpose of better executing the general policies of the Order or the particular programs of the Grand Priory. The members of these Committees serve at the pleasure of the Grand Prior for a period not to exceed one year, and they may be reappointed.

### **II.E. THE COMMANDERY GOVERNMENT, ITS OFFICERS AND THEIR DUTIES**

The administration of each Commandery is composed of a Knight Commander and whatever other officers are felt necessary for its good government and to carry out its projects and activities. While the potential officers of a Commandery are listed below, it should be emphasized that only those actually required should be chosen. It is neither necessary nor appropriate that every Commandery should attempt to fill all offices, especially when many may be irrelevant to a given Commandery's needs.

#### II.E.1. The Commander.

Each Commandery is directed by a Knight Commander, who is appointed by the Prince Grand Master upon the recommendation of the Grand Prior. He is chosen from among the membership of the Commandery, and he serves at the pleasure of the Prince Grand Master for a term not to exceed three years; he may be reappointed. The Commander's primary duties are to administer the Commandery according to the principles of the Order, and to see that the policies and programs of the Order, as determined by the Sovereign Council and the Prince Grand Master, are successfully put into effect on the community level. He is responsible for the interests of the members of the Order within his Commandery, and for keeping them informed on Order affairs.

#### II.E.2. The Lieutenant Commander.

This office is chosen by the Commander, upon the authorization of the Grand Prior, from among the membership of the Commandery to assist the Commander. His duties are as may be assigned to him by the Commander, and his term of office is three years. He may be reappointed.

#### II.E.3. The Deputy Commander.

This officer is chosen by the Commandeer, upon the authorization of the Grand Prior, from among the membership of the Commandery to act as his deputy in his absence. His duties are as may be assigned to him by the Commander, and this office may be combined with that of Lieutenant Commander. His term of office is one year, and he may be reappointed.

#### II.E.4. The Treasurer.

This officer is chosen by the Commander from among the membership of the Commandery, and he acts as the financial officer of the Commandery. He receives and deposits all monies of the Commandery, and he keeps regular books of account. He disburses the funds of the Commandery in payment of the just demands against it as may be provided by the budget or ordered by the Commander, taking proper vouchers for such disbursements. He renders to the Commandery from time to time as may be required of him, and to the Grand Treasurer of the Grand Priory and to the Grand Receiver of the Common Treasure annually, an account of all his transactions and of the financial condition of the Commandery. His term of office is one year, and he may be reappointed.

#### II.E.5. The Almoner.

This officer advises and assists the Commander, performing such other duties as may be assigned to him. He is chosen by the Commander from among the membership of the Commandery, and his term of office is one year.

#### II.E.6. The Secretary.

This officer is chosen by the Commander from among the membership of the Commandery. He is responsible for all the correspondence of the Commandery, both with other units of the Order and with the general public. He keeps the minutes of all Commandery meetings, sending copies of the same to the Grand Prior of jurisdiction and to the Secretary General for submission to the Prince Grand Master. He issues all reports and documents of the Commandery, and performs such other duties as may be assigned to him. His term of office is one year, and he may be reappointed.

#### II.E.7. The Attorney.

This officer, who must be a practicing Attorney at Law, is chosen by the Commander, upon the authorization of the Grand Prior, from among the membership of the Commandery. He advises the Commandery on any legal matters which may be referred to him. His term of office is one year, and he may be reappointed.

#### II.E.8. The Registrar.

This officer is chosen by the Commander from among the membership of the Commandery. His duties include keeping an accurate and current list of all the members of the Commandery, this list to contain name, address, telephone number, date of admission, current rank, current oblations status for each; and to keep the Registrar Major of the Grand Priory informed of any changes in this list. All pertinent information on the deaths and resignations is to be reported to him immediately. He is responsible for writing letters of welcome to all new members within the Commandery. His term of office is one year, and he may be reappointed.

#### II.E.9. The Hospitaller.

This officer is chosen by the Commander from among the membership of the Commandery. He is responsible for putting into effect on the local level the hospitaller, charitable and educational policies and programs of the Order. He also oversees the development of individual Commandery projects in these areas working closely with his counterparts on other levels of the Order. His term of office is one year, and he may be reappointed.

#### II.E.10. The Custodian of Insignia.

This officer is chosen by the Commander from among the membership of the Commandery. His duties include all matter dealing with insignia which may be assigned to him. His term of office is one year, and he may be reappointed.

#### II.E.11. The Chaplain of the Commandery.

This officer, who is customarily a member of the clergy, is chosen by the Commander from among the membership of the Commandery. His duties include officiating at all religious ceremonies of the Commandery, and offering prayers at all other appropriate Commandery meetings and gatherings. He offers moral counsel on questions that may be referred to him, and he works generally to maintain the highest spiritual and moral level possible within his Commandery. His term of office is one year, and he may be reappointed.

#### II.E.12. The Master of Ceremonies.

This officer is appointed on an ad hoc basis by the Blanche Croix Juge d'Armes, upon the joint recommendation of the Herald of jurisdiction and the Commander from among the membership of the Commandery. His duties are to organize and oversee a particular ceremony or event within the Commandery. His term of office is for the duration of the designated ceremony or event, and he may be reappointed. (Cf. 11.C.3.8)

#### II.E.13. The Editor of the Newsletter.

This officer is appointed by the Commandery from among the membership of the Commandery. Where a Commandery publishes its own newsletter, his duties consist of producing and editing the same. His term of office is one year, and he may be reappointed.

#### II.E.14. The Commandery Board.

The Commandery Board consists of the officers of the Commandery, and it is presided over by the Commander. It meets at regular intervals or when required by business to do so. Its duties include seeing that the official policies, procedures, and programs of the Order are followed by the Commandery; developing special projects, programs, and events for the Commandery in keeping with the principles of the Order; and insuring that these are successfully carried out. Wherever appropriate, the Commandery Board is also responsible for establishing a budget for the Commandery, proposing a Commandery Dues, and overseeing the finances of the Commandery.

#### II.E.15. Committees.

The Commander may as necessity requires create committees and appoint persons to them from among the membership of the Commandery. Such committees may be created for special purposes and to assist in accomplishing the aims of both the Order at large and the Commandery in particular. A committee may remain in effect for no longer than one year, but it may be reestablished.

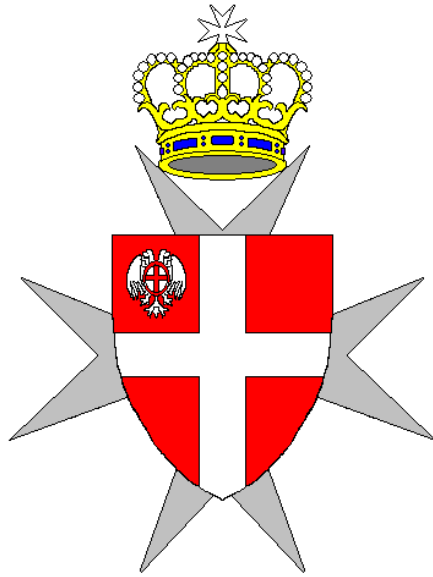
### **II.F. THE ANNUAL REPORT**

II.F.1. Each member of the Order who holds an office of trust and specific responsibility must as a requirement for continuing in that office prepare and submit an annual report to his immediate superior.

II.F.2. This report is prepared on the appropriate Annual Report form and includes the activities of that office during the twelve months from the first day of April of the proceeding year to the thirty-first day of March of the current year. If there was any financial activity associated with the office, a supplemental financial report on such activity is also included. Three copies of this report are prepared: first is sent to the Secretary General of the Order for submission to the Prince Grand Master, the second is sent to the officeholder's immediate superior in the Order hierarchy so that its information can be incorporated into his own report, and the third is retained as a record by its author.

II.F.3. The reports from all officeholders at every level of the Order must be in the possession of the Secretary General by the first day of May of each year. These are then submitted to the Prince Grand Master so that he can prepare his annual report to the Sovereign Council of the Order.

II.F.4. Any officer who fails to submit an adequate annual report within the prescribed time limit is subject to immediate suspension from office.



## **Part III - REGULATIONS AND PROCEDURES**

### **III.A. Membership**

#### **III.A.1. Qualifications.**

There are four basic minimum requirements necessary for membership in the Order. Anyone to be considered for membership must:

III.A.1.1. Be a professing Christian, one testimony of which membership in a recognized Christian denomination.

III.A.1.2 2. Comply with the requirements of the applicable Statutes and Regulations of the Order.

III.A.1.3. Have performed, or be prepared to perform, good services for the Order and for its works, in accordance with the mottoes of the Order.

III.A.1.4. Sign the membership roll and make a Declaration of Adherence to the Order.

### **III.A.2. Ineligibility for Membership.**

No person is eligible for admission or readmission to the Order:

III.A.2.1. Who has publicly or privately spoken, written, or caused to be circulated anything derogatory and/or prejudicial to the Order, its officers, its members, or its programs.

III.A.2.2. Who is, or has been, actively associated with any groups or associations calling themselves "Hospitallers" or Saint John"; which groups or associations are not recognized by the Order.

III.A.2.3. Who is, or has been, involved with, either through being a member of or trafficking in, spurious "orders of chivalry"; or who has advocated or supported the claims of those who have done so.

### **III.A.3. Classes and Grades**

Members and Affiliates of the Order are divided into Classes, Ranks, and Grades as indicated below.

III.A.3.1 Class 1: Knights and Dames Grand Cross and Prelates.

III.A.3.1.1. Grade 1A: Bailiffs Grand Cross and Prelates.

III.A.3.1.1.1. Bailiffs of the Order belong to the Category of Justice, and they are divided into five classifications:

III.A.3.1.1.1.1. Bailiffs of Dignity; Members of the Sovereign Council of the Order enjoy the rank of Bailiff by virtue of and while holding membership in that council.

III.A.3.1.1.1.2. Bailiffs of Office: Grand Prioral Bailiffs, priors and Sub Priors enjoy that rank of

Bailiff by virtue of and while holding those offices.

III.A.3.1.1.1.3. Bailiffs of Jurisdiction: Bailiffs of Bailiwicks enjoy the rank of Bailiff by virtue of and while holding those offices.

III.A.3.1.1.1.4. Conventual Bailiffs enjoy the rank of Bailiff by virtue of and while continuing to live in a disciplined community of the Order.

III.A.3.1.1.1.5. Bailiffs of Rank: This is the highest permanent rank conferred by the Order upon certain Knights and Dames in recognition of exceptional service and devotion to the Order.

III.A.3.1.1.2. Prelates of the Order rank with Bailiffs Grand Cross, although as ecclesiastics they do not belong to a Category. The rank of Prelate is conferred upon clerics by virtue of the high ecclesiastical positions which they hold in their own churches. To be eligible for this rank, a cleric must be of Episcopal rank or its equivalent in his own denomination. The rank of Prelate should not be confused with certain Order offices of a similar title (e.g. Grand Prelate of the Order, to which office is attached the rank of a Knight Commander, or Grand Prelates of the Grand Priories, to which offices no particular rank is attached).

III.A.3.1.2 Knights Grand Cross, Dames Grand Cross. This is a special grade of membership in the Order which is bestowed under extraordinary circumstances at the discretion of the Prince Grand Master. While its holders rank equally but after Bailiffs of the Order, they do not, by virtue of this grade, belong to the Category of Justice.

III.A.3.2 Class II: Knights, Dames, Sub Prelates, and Chaplains.

III.A.3.2.1. Grade IIA: Knight Commanders, Dame Commanders, and Sub Prelates.

III.A.3.2.1.1. Commanders of the Order are divided into three classifications:

III.A.3.2.1.1.1. Commanders of Office: General Officers of the Order, and certain other officers, enjoy the rank of Commander by virtue of and while holding such offices.

III.A.3.2.1.1.2. Commanders of Jurisdictions: Commanders of Commanderies enjoy the rank of Commander by virtue of and while holding such offices.

III.A.3.2.1.1.3. Commanders of Rank: This is a superior permanent rank conferred by the Order on certain Knights and Dames in recognition of special service to the Order.

III.A.3.2.1.2. Sub Prelate is a permanent rank bestowed on those religious members of the Order who hold superior ecclesiastical dignities (e.g. Monsignor, Abbot, Abbess, Canon, Canoness, Dean, Prontonotary, etc.) or it can be an intermediate rank bestowed upon those holding Episcopal rank.

III.A.3.2.2. Grade IIB: Knights, Dames, and Chaplains.

III.A.3.2.2.1. Knights and Dames are full and complete members of the Order who have received the Accolade of Knighthood, and the confirmation of the bestowal of such rank is by Brevet. To be eligible for this rank, a Companion must be deemed suitably worthy, must have been a member of the Order for at least four years, and must be at least twenty-eight years of age.

III.A.3.2.2.2. Chaplains of the Order are divided into two classifications:

III.A.3.2.2.2.1. Chaplains of Office: These are religious members of the Order, usually of the rank of Chaplain (Cf. Ff.), who hold the office of Chaplain on the Commandery level.

III.A.3.2.2.2.2. Chaplains of Rank: This is a permanent rank bestowed on religious members of the Order who are ordained ministers of the Christian religion, or it can be an intermediate rank bestowed upon those holding superior ecclesiastical dignities or Episcopal rank.

III.A.3.3. Class III: Companions and Assistant Chaplains.

III.A.3.3.1. Companions. These are holders of an intermediate grade between that of Jurat and the reception of the Accolade of Knighthood. Members enter the Companionship of the Order by a ceremony in which the Prince Grand Master symbolically strikes the single spur of Juratage, and this membership is confirmed by Brevet. To be eligible for advancement to Companion, a Jurat must be deemed suitably worthy, must have served in the grade of Jurat for at least two years, and must be at least twenty-four years of age.

III.A.3.3.2. Assistant Chaplain is a permanent rank bestowed on religious members of the Order who are in major Holy Orders or have taken solemn vows and live within a Community or Order of

religious discipline or their denominations; or it can be an intermediate rank bestowed upon ordained ministers of the Christian religion or those holding higher ecclesiastical dignities. This should not be confused with the position of Assistant Chaplain, which designates an ecclesiastic of any rank who assists a Chaplain during a ceremony of the Order.

#### III.A.3.4 Class IV. Jurats and Deacons.

III.A.3.4.1 Jurats: These are Members of the Order who have been received formally into a Commandery of the Order or its equivalents.

III.A.3.4.2. Deacons: These are religious members of the Order who hold a clerical rank next below an ordained minister of the Christian religion and who have been received formally into a Commandery of the Order or its equivalent; or Deacon is also an intermediate grade given to ordained ministers or those holding higher ecclesiastical dignities.

#### III.A.3.5. Class V: Members, Serving Brothers and Serving Sisters.

III.A.3.5.1 Members are those individuals, either lay or religious, who have been accepted formally into membership in the Order. They must fulfill the requirements for membership and be at least eighteen years of age.

III.A.3.5.2 Serving Brothers and Serving Sisters are Affiliates of the Order in that they fulfill all of the requirements for membership, except that they have not yet reached their eighteenth birthday, or for some other reason they do not wish to become regular members. To be eligible to be a Serving Brother or a Serving Sister, an individual must evince an interest in the Order and be at least fourteen years of age.

#### III.A.3.6. Class VI: Pages and Damsels.

III.A.3.6.1. Pages are Affiliates of the Order. To be eligible to be a Page, a boy must evince an interest in the Order and be at least eight years of age.

III.A.3.6.2. Damsels are Affiliates of the Order. To be eligible to be a Damsel, a girl must evince an interest in the Order and be at least eight years of age.

### III.A.3.7

Ecclesiastical members of the Order are those who are ordained ministers of the Christian religion, those who are in major Holy Orders, or those who have taken solemn vows and live within a Community or Order of religious discipline of their denomination.

III.A.3.7.1 Those of Episcopal or equivalent rank may be admitted to Class I, in which case they are termed "Prelate".

III.A.3.7.2. Those who are admitted to, or promoted to, Class II are termed "Chaplain", unless they hold the ecclesiastical rank of Canon, Dean, or Protonotary or the equivalent, in which case they may, at the discretion of the Prince Grand Master, be termed "Sub Prelate".

III.A.3.7.3 Those who are admitted to Class III are termed "Assistant Chaplains".

III.A.3.7.4. Those who are in minor Holy Orders may be admitted to Class IV as "Member", or to Class V as "Serving Brother" or "Serving Sister". Those admitted to Class IV who are in diaconal Orders may be termed "deacon".

### III.A.4. Categories

Traditionally the membership of the Order is divided into three categories: Justice, Grace, and Honor. To these is added that of Affiliate of Merit. As the ancient Orders of Knighthood were invariably drawn from the equestrian, or by the Middle Ages, noble class, the members of this class entered the Order in justice to their class, thus Justice. Over the centuries others were admitted into the Order because of their achievements in the world. They were said to enter by that grace of their accomplishments, thus Grace. Still later, it was discovered that there were certain individuals who, while worthy of membership in the Order, were neither members of the nobility, nor had they achieved those distinctions which would entitle them to admission by grace. For these persons the honor of membership was accorded them, thus honor. Finally there is a fourth category of Affiliates of Merit. These exceptional individuals, while unable to join the Order because they do not fulfill all the requirements of membership, nevertheless merit membership, thus are affiliated by Merit.

III.A.4.1. The Category of Justice.

III.A.4.1.1. Bailiffs of the Order are by that fact in the category of Justice.

III.A.4.1.2. Anyone seeking admission in the category of Justice must submit evidence to the satisfaction of the cognizant heraldic and genealogical authority (i.e. the Department of the Grand Marshal) that he or she is born of nobiliary status to the extent of either:

III.A.4.1.2.1. Having one's father's father the possessor of noble arms plus having one's mother the possessor of noble arms, or

III.A.4.1.2.2. Possessing hereditary nobility through one's father's line or brought through one's mother's line, if the origin of the latter is a country which allows nobility to thus descent (e.g. Portugal, Spain), the enjoyment of this nobility being not less than two hundred years.

The nobility required is either *nobilitas major*, which ranges from princes and peers through lord barons, or *nobilitas minor*, which ranges from seigneurs and chiefs of noble families through the armigerous gentry, the sole test of whose gentility is the possession of tokens of honor such as patents of coat armor of nobility, which have been granted in accordance with the usage of their lands of origin.

III.A.4.1.3. Legitimate and recognized members of Royal Families, the latter as defined by the treaties of the Congress of Vienna and those thereafter, are by that fact in the category of Justice.

III.A.4.2. The Category of Grace.

III.A.4.2.1. Knight Commanders and Dame Commanders of the Order are by that fact in the category of Grace.

III.A.4.2.2. Anyone seeking admission to the category of Grace must submit evidence to the satisfaction of the cognizant heraldic and genealogical authority (e.g. the Department of the Grand Marshal) that he or she is of nobiliary status, but not of such a degree as to qualify for the category of Justice.

III.A.4.2.3. The requirements for the category of Grace are:

III.A.4.2.3.1. Possession of "esquire" rank which includes:

III.A.4.2.3.1.1. Field or command officers of the uniformed services (i.e. army, navy, aviary, coast guard, marine corps, police, and fire prevention corps);

III.A.4.2.3.1.2. Members of the bar;

III.A.4.2.3.1.3. Holders of an earned doctoral degree;

III.A.4.2.3.1.4. Those elected to responsible public office;

III.A.4.2.3.1.5. Those appointed to high office by a chief of state.

III.A.4.2.3.2. Satisfaction of the requirements of Justice, except that these requirements have been acquired by the possessor or inherited with less than the requirements, either of antiquity or degree, for the category of Justice.

To obtain the category of Grace one must be of nobiliary status, but noble birth is not required. Obviously, therefore, this is a category for persons who acquire (rather than are born to) nobiliary status. The status of *nobilitas minor* has been interpreted to include the rank of “esquire” as used in the British realms and its equivalent elsewhere. Esquire, under these conditions, is a rank of the minor nobility or gentry: it is, in fact, the lowest such rank. It is identified by those persons who are so described by their sovereign in their patents, commissions of appointments (such as filed and command officers, vice consuls, attorneys, doctors, esquires of the Bath and their eldest sons, esquires to the body of the sovereign and those persons employed in a superior office of trust under the Crown of their nation, such office requiring, however, discretionary power in the formulation and execution of public policy and not merely ministerial function in seeing to the adherence of set procedures, those persons holding professional rank in academics institutions), and those distinguished public and private citizens so expressly addressed by the Crown or chief executive power of their nation.

III.A.4.3. Category of Honor.

III.A.4.3.1. Exceptionally, persons may be admitted to the Order who do not qualify for either of the categories of Justice or Grace as described above. These persons are admitted in the category of Honor.

III.A.4.3.2. Among those who are eligible for this category are those who:

III.A.4.3.2.1. Hold officer rank in a uniformed service;

III.A.4.3.2.2. Hold an earned university degree;

III.A.4.3.2.3. Are a recognized member of the healing profession;

III.A.4.3.2.4. Are an outstanding citizen as appropriately recognized;

III.A.4.3.2.5. Are the spouse of a present member of the Order.

III.A.4.4. Category of Merit.

Exceptionally persons who cannot be admitted to the Order because of their inability to satisfy the requirements of membership, but who are otherwise entirely worthy of membership, may be admitted into the honorary category of Merit as Affiliates of the Order. This action is taken at the sole discretion of the Prince Grand Master.

III.A.4.5. Enjoyment of Category.

III.A.4.5.1. Bailiffs of the Order who enjoy the category of Justice solely by virtue of the office they hold, and not by birth, continue in that category only during their incumbency. Upon vacating that office, they revert to their former category. Officers who have served honorably as Bailiffs of the Order for at least eight years are eligible to be granted this rank permanently, but this is done at the sole discretion of the Prince Grand Master, in which case they would then retain the category of Justice for life.

III.A.4.5.2. Knight Commanders and Dame Commanders who enjoy the category of Grace solely by virtue of the office they hold, and not by birth or accomplishment, continue in that category only during their incumbency. Upon vacating that office, they revert to their former category. Officers who have served honorably Commanders for at least eight years are eligible to be granted this rank permanently, but this is done at the sole discretion of the Prince Grand Master, in which case they would then retain the category of Grace for life.

III.A.4.5.3. Should a member of the Order who is of the category of Justice hold an office which confers the category of Grace to its possessor, that member in all cases continues in the superior category.

III.A.4.5.4. The descendants of Knights and Dames who are in the category of Justice in their own right, i.e. by virtue of birth, or who are in the category of Grace in their own right, i.e. by virtue of birth, if otherwise qualified, enter the Order in an appropriate grade in the same category as their ancestors.

III.A.4.5.5. A female member of the Order, of whatever class, is in the same category as her husband and shall remain in such category for life, unless she is entitled to a higher category in her own right.

III.A.4.5.6. Categories are not applicable to ecclesiastical members of the Order, nor to members of Classes IV, V, and VI.

III.A.4.5.7. Under special circumstances the Prince Grand Master may dispense with the eight-year requirements for granting permanent rank.

### **III.A.5. Inactive Membership.**

III.A.5.1. Occasionally a situation may arise where, either because of extended travel, prolonged illness, or for some other reason, an individual may wish to withdraw from active membership, but still remain a member of the Order. In such a case, the member (or a close relative on behalf of the member) must request in writing that his membership become inactive, and stating the approximate period of this inactivity. This request is sent to the Secretary General of the Order who advises the Prince Grand Master, the Grand Prior of jurisdiction, the Registrar General, and the Treasurer General.

III.A.5.2. The member's name is entered in the Register of Inactive Members; and during the period of inactivity he or she is exempt from Oblations or any of the other obligations or privileges of membership in the Order.

III.A.5.3. An Inactive Member, for the period of such inactivity, may neither hold office nor vote in the Order, and may not attend any meeting, ceremony or event of the Order which is not open to the participation to the general public.

III.A.5.4. Upon the expiration of the designated period of inactivity, if no extension has been requested, the member automatically becomes an active member once again, with all of the obligations and privileges of the same.

### **III.A.6. Resignation form the Order.**

III.A.6.1. Any member of the Order of whatever rank, class, grade, or category is free to resign his or her Knighthood and Membership in the Order at any time.

III.A.6.2. A member may be asked to resign from the Order if he or she is no longer possesses the minimum requirements for membership, or in order to save that member the embarrassment of being formally expelled from the Order.

III.A.6.3. To become effective, a member must submit a formal letter of resignation to the Secretary General of the Order, this either through his Commander or Grand prior, or directly. The resignation is effective upon its acceptance by the Prince Grand Master. The Secretary General then informs the Grand Prior of jurisdiction, the Registrar General, the Treasurer General, and the Director General of Insignia of the same. Such person's appointment is then cancelled and annulled, and such person's name is erased form the Order List, the Great Register, and any Register of Inactive Members.

III.A.6.4. A person is also considered to have formally resigned his or her Knighthood and Membership in the Order if such a person has fallen two years in arrears of the Oblations obligation, and has made no attempt during that time to either pay them or have them remitted.

III.A.6.5. All property of the Order in the possession of the former member must be returned to the Order's delegated representative completely, orderly, and in a timely fashion. The Director General of Insignia, pursuant to the agreement signed by the former member, repurchases all of the insignia of the Order found to be in good condition.

III.A.6.6. If a former member has been allowed to keep any Order insignia, he or she is enjoined by ethical considerations form wearing it, or form allowing any non-member of the Order to wear it. This applies likewise to the Order's mantle. A former member s prohibited by honor form continuing to use any of the insignia of the Order on his or her coat of arms, and form in any way using the Order's titles, styles, and post nominals to convey an impression of continued membership.

III.A.6.7. A former member of the Order may with the consent of those officiating attend any meeting, ceremony, or event of the Order which is normally open to the general public.

### **III.A.7 Expulsion form the Order.**

III.A.7.1. In that circumstance where a member of the Order has gravely violated his Chivalric Oath or otherwise caused great harm or potential harm to the Order, the Prince Grand Master may expel him form the Order according to the following:

III.A.7.1.1. Upon sufficient evidence of the extent and serious of the transgression being brought to the Prince Grand Master by any member of the Order, and the former believing that its gravity makes the request for a resignation inappropriate, he shall summon the Court of Chivalry to meet and try the case.

III.A.7.1.2. The transgressing member is informed of the charges and specifications as well as the place and time and date of the Court of Chivalry, and he id invited to present his case to the Court either in person or in writing.

III.A.7.1.3. After hearing all of the evidence, the Court delivers its verdict and makes its recommendation to the Prince Grand Master.

III.A.7.1.4. If the member is found guilty and the Court of Chivalry recommends expulsion, and the Prince Grand Master declines to accept an appeal for clemency the later order that a Writ of Expulsion be prepared and then he promulgates it.

III.A.7.1.5. Whereupon such person's appointment will be cancelled and annulled, and such person's name will be erased forever from the Order List, the Great Register, and any Register of Inactive Members.

III.A.7.2. All property of the Order in the possession of an expelled member must be returned to the Order's delegated representative completely, orderly, and in a timely fashion. The Director General of Insignia, pursuant to the agreement signed by such person, repurchase all of the insignia of the Order found to be in good condition.

III.A.7.3. An expelled member is enjoined by ethical considerations form wearing or allowing any non-member for the Order to wear any Order insignia remaining in his or her possession. This applies likewise to the Order's cloak. Such person is also prohibited by honor form continuing to use any of the insignia of the Order on his or her coat of arms, and form in any way using the Order's titles, styles and post nominals to convey and impression of continued membership.

III.A.7.4. A person who has been formally expelled from the Order is ineligible ever to be readmitted to it. The only exception to this is if sufficient evidence, demonstrating that the person was completely innocent of any transgression, is brought forward, this to the satisfaction of the Prince Grand Master, who has complete discretionary powers in this regard.

### **III.A.8 Readmission to the Order.**

III.A.8.1. Any person who has resigned from the Order, either formally in good order or automatically because of failure to perform his or her Oblations obligation is eligible for readmission, all other things being equal.

III.A.8.2. Any person who was asked to resign from the Order because of the failure to fulfill the minimum standards required for membership, is eligible for readmission if that failure has been overcome, all other things being equal.

III.A.8.3. Any person, who petitions for readmission to the Order within thirty-six (36) months of his or her resignation, shall be readmitted upon payment of a Readmission Fee (which is currently fifty dollars (US\$50)) and of the annual Oblations for each intervening unpaid year (plus the payment of any outstanding Oblations obligations if that was the cause of an automatic resignation), the submission of a new Curriculum Vitae, the signing of a new copy of the Oath of Adherence, and the formal approval of the Prince Grand Master. Such person shall be readmitted with his original membership number and precedence.

III.A.8.4. Any person who petitions for readmission to the Order after the lapse of thirty-six (36) months or more since his or her resignation, must follow the same procedures and pay the same Admission and/or Passage Fees as a newly entering member. Such person shall be readmitted with a new membership number and precedence as from the date of readmission.

### **III.B. Admissions Procedure.**

It should be understood clearly that because of the various steps involved in the admissions process, and also because of the many people and the great geographical distances involved, the entire procedure can take on the average anywhere from three to six months or more. Because of this, it is all the more important to prepare the Petition for Membership completely and accurately and to supply all of the supporting documents required. This will help to eliminate needless delays and possibly prevent an avoidable rejection of the Petition.

### **III.B.1. Approach Form.**

III.B.1.1. Should a Knight or Dame of the Order wish to sponsor someone for membership in the Order, he first discusses the matter with his Commander. If the Commander is receptive to this suggestion, an Approach Form is given to the prospective sponsor.

III.B.1.2. The prospective sponsor completes the Approach Form in as much detail as possible, giving particular attention as to why this person might wish to join the Order, and especially as to the value that such membership would have for the Order. It must be emphasized that the person under consideration is not to be assured in any way that this automatically means that he will be accepted for membership in the Order.

III.B.1.3. The prospective sponsor gives the completed Approach Form to his Commander for approval. If it is approved, it is forwarded by the Commander to his Grand Prior.

III.B.1.4. If it is approved by the Grand Prior, he in turn sends it to the Secretary General of the Order, who logs it in and submits it for approval by the Prince Grand Master.

III.B.1.5 At such time as the Prince Grand Master approves it, he informs the Secretary General, who informs the Grand Prior, who in turn informs the Commander.

III.B.1.6 When the Commander has received word of this approval, he then informs the prospective sponsor that he has permission to approach the person in question with a formal Petition for Membership. The Commander also furnishes the prospective sponsor with appropriate information about the Order, as well as one copy of the complete Petition for Membership forms.

### **III.B.2. The Petition for Membership.**

III.B.2.1. Should a person, once formally approached, wish to avail himself of the opportunity to petition for membership in the Order, he must complete in detail one copy of the entire Petition for Membership, signing and dating the same.

III.B.2.2. To this completed Petition for Membership (that to be sent to the Prince Grand Master) must be attached:

III.B.2.2.1. Three (3) recent formal (suitable for appearing in Order publications), 2 inch by 3 inch, passport-style photographs, preferably in black-and-white.

III.B.2.2.2. A complete set of all documents in support of the petition for membership in the Order.

III.B.2.2.3. If armigerous, the blazon of arms, an illustration of the same (preferably in color), and the details of the granting and/or confirming authority.

III.B.2.2.4. If noble, the granting and/or confirming authority for such nobility, plus documentary proof of legitimate descent from the grantee of such nobility.

III.B.2.2.5. Two detailed letters of recommendation: one from the sponsor of the Petitioner and the other from the Commander. It is to a great extent upon the contents of these letters that the Petitioner will be evaluated, therefore they should contain as much information as possible about the Petitioner's moral and religious probity, public and private life, and his ability and willingness to serve the Order.

III.B.2.2.6. A signed cheque from the Petitioner, drawn in the name of the "Hospitaller Order of Saint John", and made out in United States dollars (or the current equivalent) for the total amount of the Admission Fee.

III.B.2.3. A xerographic copy must be then made of the completed Petition for Membership (which copy is to be retained by the Grand Prior), and to this copy must be attached one photograph, as above described.

III.B.2.4. The sponsor, on behalf of the Petitioner, formally delivers the completed Petitions for Membership and their supporting documents to the Commander. It is the Commander's responsibility to review them in detail. If they are incomplete or for any reason found unacceptable, the Commander, as a member of the Board of Admissions, is obliged to return them. If found acceptable, the Commander signs and dates the Petitions, prepares the Letter of Transmittal, and sends everything on to his Grand Prior.

III.B.2.5. The Grand Prior receives the same and also reviews the Petitions and supporting documents in detail. Should he find them incomplete, he refers everything back to the Commander. The Grand Prior is a member of the Board of Admissions: as such, if he finds anything unacceptable in the Petition or its supporting documents, he is empowered to return everything to the Commander as "rejected". If found acceptable, the Grand Prior signs and dates

the Petitions retaining his copy, and sends the original with its supporting documents and Letter of Transmittal on to the Secretary General of the Order.

III.B.2.6. Upon receipt of the Petition for Membership and its supporting documents, the Secretary General, as a member of the Board of Admissions, reviews it for completeness and appropriateness. If it is in any way incomplete it is returned immediately to the Grand Prior. If found acceptable, the Secretary General logs in the same, assigns it a temporary Admission Number, sends the attached cheque to the Grand Receiver of the Common Treasure, and submits the Petition for Membership with its supporting documents to the Prince Grand Master.

III.B.2.7. The Prince Grand Master reviews the Petition. If it is found acceptable the Prince Grand Master gives his formal approval to the reception of the Petitioner into the Order, assigns both rank and category. The Petition with its supporting documents is entered into the files of the Order, and the Secretary General is informed of the decision.

III.B.2.8. The Secretary General then makes the temporary Admission Number a permanent Membership Number, informs the Registrar General so that the new member can be inscribed in the Great Roll of the Order, and informs the Grand Prior by means of a Letter of Admission.

III.B.2.9. The Grand Prior informs the Grand Prioral Registrar as well as the Commander of the acceptance of the new member.

III.B.2.10. The Commander informs both the sponsor and the new member, and arranges to receive the new member into the Order at an appropriate ceremony.

III.B.2.11. In the situation where the Board of Admissions rejects the Petition for Membership, the Petition with its supporting documentation is marked "Rejected" and becomes part of the records of the Order.

III.B.2.12. The Secretary General is informed of this fact and cancels the Admission Number. He informs the Grand Receiver of the Common Treasure, who issues a cheque in the Petitioner's name for the full amount of the Admission Fee, which cheque is either sent directly to the Petitioner or is sent to the Commander for conveyance to the Petitioner. The Secretary General also informs the Grand Prior of the rejection of the Petition.

III.B.2.13. The Grand Prior marks "Rejected" on his copy of the Petition for Membership, and it becomes part of the records of the Grand Priory. He also informs the Commander of the rejection of the Petition.

III.B.2.14. It is the Commander's responsibility to inform both the sponsor and the Petitioner, either in writing or in person at the earliest opportunity, of the disposition of the Petition.

### **III.C. Insignia.**

#### **III.C.1. The Components of the Order's Insignia.**

The only valid insignia of the Order are those items which have been authorized by the Sovereign Council and are procurable through the office of the Director General of Insignia, namely.

##### **III.C.1.1. The Badge.**

The Badge is an eight-pointed white cross of four arms in the style described as a "Maltese Cross".

III.C.1.1.1. The Grand Cross is 88 mm (3 1/2 inches) in diameter;

III.C.1.1.2. The Knight's Cross is 52mm (2 inches) in diameter;

III.C.1.1.3. The Companion's Cross is 45mm (1 3/4 inches) in diameter;

III.C.1.1.4. The Medal-bar Cross is 40mm (1 1/2 inches) in diameter;

III.C.1.1.5. The Miniature Cross is 18mm in diameter;

Each of the above is double-sided, the metal parts gold plated and filled with white enamel.

III.C.1.1.6. The Cross of Justice is the same as the Grand Cross above, except that it is one-sided and has clutch-pins.

### III.C.1.2. The Crown.

The crown is of gold color in the style of a Sovereign Crown.

III.C.1.2.1. The Grand Crown is 50mm across;

III.C.1.2.2. The Knight's Crown is 34mm across;

III.C.1.2.3. The Companion's Crown is 27mm across;

III.C.1.2.4. The Miniature Crown is 12mm across.

Each of the above is double sided and hinged freely to the appropriate cross.

### III.C.1.3. The Star or Plaque.

The star consists of a knight's cross superimposed on a sunburst of eight rays, 82mm in diameter.

III.C.1.3. 1. The Bailiff's Star is gold-plated; that of the Sovereign Council has the superimposed cross surmounted by a crown.

III.C.1.3. 2. The Commander's Star is silver-plated.

### III.C.1.4. The Trophy.

The trophy distinguishes Bailiffs and knights. It is of two forms, one being of two sizes.

III.C.1.4.1. The Bailiff's Trophy consists of the Cyrillic letter "P" above the Roman number "II" above a small "Maltese Cross", the three superimposed on the crowned double-headed eagle of the Order, the whole superimposed on a plaque of weapons and banners;

III.C.1.4.2. The Knight's Trophy consists of the shield of the Order (Gules a cross Argent) above which a Knight's breastplate and a helm affronte, coroneted and plumed, all superimposed on a plaque of weapons and banners.

III.C.1.4.3. The Miniature Trophy consists of a miniature version of the Knight's Trophy, suitable for applying to the ribbon of a miniature cross.

III.C.1.5. Riband.

The ribbon of the Order is made of watered silk and is red with two narrow bands of black near, but not touching the edge.

III.C.1.5.1. The Sash or Grand Cordon size is 101mm in width;

III.C.1.5.2. Neck and bow size is 37mm in width;

III.C.1.5.3. Miniature size is 16mm in width.

III.C.1.6. Lapel Pin.

The lapel pin consists of a gold-plated, recessed circlet 10mm in diameter showing the raised white Cross of the Order on a red field.

III.C.1.6.1. Gentleman's Lapel Pin is as described above and provided with a clutch-pin or screw-pin;

III.C.1.6.2. Lady's Lapel Pin is as described above, mounted on a gold-plated bar 18mm long, provided with a brooch pin.

#### III.C.1.7. Pilgrim's Shell.

The Pilgrim's Shell consists of a metal representation of a scallop shell 23mm across on which is superimposed a small white enameled "Maltese Cross", the whole being fitted with a clutch-pin. There are three grades of the Pilgrim's Shell.

III.C.1.7.1. Gold is for visitation to the Holy Land; specifically Jerusalem and Acre;

III.C.1.7.2. Silver is for visitation to Cyprus, Rhodes, or Malta;

III.C.1.7.3. Bronze is for visitation "over the sea" to a headquarters of the Order since 1798, or to such other place as shall from time to time be designated by the Prince grand Master.

#### III.C.1.8. The Order Tie.

The official tie of the Order is red, with diagonal black stripes 2mm wide, spaced 63mm apart (the measurement being the right-angle distance between the stripes, center to center). Equal distance between the stripes are white "Maltese Crosses" 11mm in diameter, oriented so that they are vertical as the tie is worn, and 45mm apart, center to center.

#### III.C.1.9. The Order Blazer Badge.

The Order blazer badge is of gold and silver wire construction on a cloth background, reproducing faithfully the arms of the Order, with the exception that the Badge or the White Eagle in the first quarter of the shield is omitted. The Badge is 105mm high, not including the backing material.

### **III.C.2. The Wearing of the Order's Insignia by Rank.**

#### III.C.2.1. Bailiffs Grand Cross.

The insignia worn by Bailiffs Grand Cross consists of:

III.C.2.1.1. The Grand Cross which is suspended from the bow of the Sash, the latter is worn over the right shoulder with the bow resting on the left hip;

III.C.2.1.2. The Knight's Cross, suspended from the Knight's Crown, which is suspended from the Bailiff's Trophy, all of which hangs from the neck ribbon. For gentlemen and for ladies wearing a jacketed uniform, this is worn around the neck. For ladies in civilian attire, the ribbon is formed into a bow and it is worn on the left side just above the heart;

III.C.2.1.3 The Bailiff's Star is worn on the left side approximately six inches above the waist;

III.C.2.1.4. The Cross of Justice is worn on the right six at approximately the same height as the Star.

III.C.2.2. Knights and Dames Commander.

III.C.2.2.1. The Knight's Cross, suspended from the Knight's Crown, which is suspended from the Bailiff's Trophy, all of which hangs from the neck ribbon. For gentlemen and for ladies wearing a jacketed uniform, this is worn around the neck. For ladies in civilian attire, the ribbon is formed into a bow and it is worn on the left side just above the heart.

III.C.2.3.2. The Cross of Justice which is worn on the right side approximately six inches above the waist.

III.C.2.4. Knights and Dames.

The Knight's Cross, suspended from the Knight's Crown, which is suspended from the Knight's Trophy, all of which hang from the neck ribbon. For gentlemen and for ladies wearing a jacketed uniform, this is worn around the neck. For ladies in civilian attire, the ribbon is formed into a bow and it is worn on the left side just above the heart.

III.C.2.5. Companions.

The Companion's Cross is suspended from the Companion's Crown, all of which hangs from the

neck ribbon. For gentlemen and for ladies wearing a jacketed uniform, this is worn around the neck. For ladies in civilian attire, the ribbon is formed into a bow and it is worn on the left side just above the heart.

All of the forgoing is worn on all Order occasions when Full Dress or Evening Dress (Dinner or Tuxedo Jacket) is worn, the only exception being that Bailiffs in Evening Dress do not wear the Sash.

The Miniature medal is worn on a bar broach.

#### III.C.2.6. All ranks of the Order.

III.C.2.6.1. The Pilgrim's Shell in the highest grade is worn on the right side approximately six inches above the waist. If the Cross of Justice is also being worn, the Pilgrim's Shell is worn just below it. Only one Pilgrim's Shell is ever worn and this only with Full Dress or Evening Dress.

III.C.2.6.2. The Lapel Pin is worn while wearing ordinary street clothes. It is not worn with either Full Dress or Evening Dress, except that ladies below the rank of Companion may wear it on the left side above the heart.

III.C.2.6.3. The Order Tie is worn while in appropriate dress.

III.C.2.6.4. The Order Blazer Badge is worn on a navy blue blazer in conjunction with a white shirt or blouse, the Order tie, and grey slacks or for ladies a grey skirt.

#### **III.C.3. Procedure for Ordering Insignia in Anticipation of Investitures and Promotions.**

The appropriate insignia of the Order may be purchased by any member in accordance with the following arrangement, to be signed by the purchasing member before delivery of the same:

"In purchasing the insignia of the Hospitaller Order of Saint John of Jerusalem, Knights Hospitallers, I hereby agree that it will be worn or used in accordance with the regulations of the Order; that I will not pledge, part with, or transfer the same except with the written authority of the Order. It is further agreed for myself, heirs, executors, administrators, and any and all persons asserting any claim through me, that upon demand of the Order and tender of the purchase price,

less depreciation, of said badge, or other insignia, the Hospitaller Order of Saint John of Jerusalem, Knights Hospitallers, shall be entitled to immediate possession thereof."

#### III.C.3.1. Notification of the Director General of Insignia.

The cognizant Grand prior should notify the Director General of Insignia not less than four months prior to the date of Investiture, giving the date and an estimate of the approximate number and type of insignia likely to be required. Upon receipt of this notice, the Director General of Insignia will send the Grand Prior a current price-list for insignia items.

#### III.C.3.2. Notification of Recipients.

Immediately upon receipt of the price-list the Grand prior should notify all potential recipients, informing them of the price of the applicable insignia and, if appropriate, of the current policy concerning exchanges (Cf. III.C.3.4 below). Recipients should be requested to remit full payment immediately to the Grand Prior.

#### III.C.3.3. Orders and Payments.

The Grand Prior is requested to remit full payments to the Director General of Insignia as soon as is reasonably possible after receipt from the recipients. Orders should list the names of recipients, the rank to which they are being promoted and their sex, so that the correct insignia can be delivered. Cheques should be made out to "Saint John Insignia" and should be in the currency of the United States of America (unless the purchaser is a resident of Canada, in which case they may be drawn for the appropriate amount in Canadian dollars). All orders should be received by the Director General of Insignia not less than ninety (90) days before the Investiture. While every effort will be made to accommodate late requests, delivery of orders received less than sixty days before the Investiture cannot be guaranteed.

#### III.C.3.4. Exchange Policy

All members of the Order who are to be promoted to a higher rank within the Order are required to surrender for exchange those insignia items of their present rank which would become obsolete by such promotion. This saves money for the individual and permits the re-use of the exchanged items. The following is designed to standardize and regulate the procedures for exchange.

##### III.C.3.4.1. In general, the policy is to accept an undamaged item for exchange at the current price

for the same item, minus a depreciation fee to cover the wear and tear, provision of new ribbon, and handling. These figures may be adjusted from time to time by the Director General of Insignia. Damaged items cannot be accepted for exchange. Return of the item, in its original box, shall be made to the cognizant Grand prior, together with payment to cover the cost of the new insignia, minus the exchange allowance.

III.C.3.4.2. How this will affect various situations is outlined below, bearing in mind that the Companion's Cross and the Knight's Cross (without the Trophy) have the same price, as do the Commander's and Bailiff's Stars.

III.C.3.4.2.1. Male Companion to Knight. Return the Companion's Cross, plus the depreciation fee, plus the price of the Knight's Trophy.

III.C.3.4.2.2 Female Companion to Dame. Return the Companion's Cross, plus the depreciation fee, plus the price of the Knight's Trophy (if the latter is preferred or is to be worn from the neck with Military uniform).

III.C.3.4.2.3 Assistant Chaplain to Chaplain. The same as above.

Companion's Crosses of the older, single-sided type will be valued at one-half the current price of the double-sided ones.

III.C.3.4.2.4. Knight or Dame Commander to Bailiff. Return the Commander's Star, plus the depreciation fee, plus the price of the Bailiff's Trophy.

(Please note: There is no "Market" for used Knight's Trophies.)

III.C.3.4.2.5. Sub-Prelate to Prelate. Return the Commander's Star, plus the depreciation fee.

III.C.3.4.3. In most cases the Grand Priory will wish to retain possession of the exchanged items (Companion's Crosses and Commander's Stars) for re-sale on subsequent occasions. However, should this not be the case, the Directorate of Insignia will accept the return of undamaged items, reimbursing the Grand priory for the current price of the item, minus the depreciation fee.

#### **III.C.4. Regulations on the Wearing of Insignia, Medals, and Decorations by Members of the Order.**

Within the context of the Order, that is at any function of the Order, given for the Order, to at which a member is acting as a representative of the Order, the following govern the wearing of insignia, medals, and decorations.

III.C.4.1. The correct Order insignia is worn, and in all places it takes precedence over all other insignia.

III.C.4.2. In conjunction with this, the following may be worn in miniature, unless otherwise regulated:

III.C.4.2.1. The military awards emanating from one's own sovereign or government.

III.C.4.2.2. The military awards emanating from any legitimate and/or recognized sovereign or government.

III.C.4.2.3. The civilian awards emanating from one's own government.

III.C.4.2.4. The civilian awards emanating from any legitimate and/or recognized sovereign or government.

III.C.4.2.5. The Orders of Knighthood or comparable Orders granted by any legitimate and/or recognized sovereign government.

III.C.4.2.6. Private Orders of Knighthood which have a charter from a legitimate and/or recognized sovereign or government, but are not a State character.

III.C.4.2.7. Orders of Knighthood which have been recognized or confirmed by valid international treaty.

III.C.4.2.8. The Orders of Knighthood granted by the sovereign of any legitimate and/or recognized Church.

III.C.4.2.9. Heroic, meritorious, or service awards granted by any governmental agency, or by a legitimate and/or recognized foreign government.

III.C.4.2.10. Jubilee, Coronation and Inauguration, and Pilgrimage medals.

III.C.4.2.11. Medals awarded for special accomplishments by legitimate and/or recognized private orders, association, or societies.

III.C.4.3. In conjunction with the foregoing, stars or plaques of the following may be worn:

III.C.4.3.1 The State, Royal, or House Orders granted by any legitimate and/or recognized sovereign or government.

III.C.4.3.2. The International Orders of Chivalry emanating from a legitimate and/or recognized sovereign or government.

III.C.4.3.3. The House Orders of non-reigning families which have been granted, protected, or recognized by a legitimate and/or recognized sovereign or government.

III.C.4.4. Insignia or medals denoting mere membership in private orders, associations or societies shall not be worn without special permission in writing from the Department of the Grand Marshal.

III.C.4.5. Throughout this section the term "recognized" indicates in all cases recognition by the Hospitaller Order of Saint John of Jerusalem. Any questions on this point should be referred to the Department of the Grand Marshal.

III.C.4.6. Insignia is worn in accordance with the following order of precedence:

III.C.4.6.1. Special decorations of a nation within the area of the Order (e.g. the Medal of Honor (USA), the Victoria Cross followed by the George Cross (Canada and British territories, etc.) in order, those of one's own country first, followed by those of other countries in order of receipt.

III.C.4.6.2. Great Orders of Knighthood (e.g. the Garter (England), the Golden Fleece (Spain), the White Eagle (Yugoslavia), etc.) in order, those of one's own country first, followed by those of other countries in order of receipt.

III.C.4.6.3. State, Royal, or House Orders of Knighthood (e.g. the Aztec Eagle (Mexico), the Order of Canada, the Yugoslavian Royal Orders (in order: the Crown of Yugoslavia, Takowo, Saint Sava, the Star of Karageorge), the Commonwealth countries Royal Orders (in order: the Bath, the Order of Merit, the Star of India, Saint Michael and Saint George, the Indian Empire, the Crown of India, the Royal Victorian Order, the British Empire, the Order of Companions of Honour, the Distinguished Service Order, the Imperial Service Order, the Indian Order of Merit), the Order of the Golden Fleece (Austria-Habsburg), etc.), in order:

Grand Cordons and Grand Collars

Grand Crosses and Grand Commander's badges

Grand Officers' badges

Knight Commanders' badges

Knight Officers' badges

Knight's badges

within each category those of one's own country in proper order, followed by those of the Royal House of Yugoslavia, in proper order, followed by those of other countries (including Papal Orders and the SMOM (such as its Order of Merit), etc., in proper order.

III.C.4.6.4. Private Orders of Knighthood which have a charter from a sovereign power but are not of a State character (e.g. the Military and Hospitaller Order of Saint Lazarus of Jerusalem from the Queen of Canada; the various branches of the Order of Saint John of Jerusalem from the Queen of the United Kingdom of Great Britain and Northern Ireland, from the King of Prussia, from the Queen of the Netherlands, and from the King of Sweden; the Order of the Holy Sepulcher from the Pope, etc.), in order:

Grand Cordons and Grand Collars and Grand Bailiffs' badges

Grand Crosses and Grand Commander's badges

Grand Officers' badges

Knight Commanders' badges

## Knight's badges

within each category by proper order (such as Justice, Grace, etc.) and in the order received, except that any decorations which in one's own country precede such orders take their proper precedence in order.

III.C.4.6.5. Badges of Orders of Knighthood of grades below the rank of Knight of State, Royal, or House Orders, followed by those of Private Orders which have a charter from a sovereign power, in the same order as those of the same orders of the rank of Knight or above, but in accordance with these categories:

Companions or Commanders

Officers

Other members' categories of the rank of Esquire in order.

III.C.4.6.6. Medals for Gallantry and Distinguish Conduct from one's own country in proper order (i.e. military followed by civilian followed by public), followed by those of other countries, in proper order according to date of receipt.

III.C.4.6.7. War, Exploration, Police, and Faithful Service medals in the same order as category (III.C.4.6.6.) above.

III.C.4.6.8. Special medals of Award by private orders, associations, and societies according to the proper order of the same in accordance with the date of receipt.

III.C.4.6.9. Jubilee, Coronation and Inauguration, and pilgrimage Medals in the same order as category (III.C.4.6.6.) above.

III.C.4.6.10. Efficiency and Long Service medals in the same order as category (III.C.4.6.6.) above.

III.C.4.6.11. Marksmanship and Qualification badges in the same order as category (III.C.4.6.6.) above, but only while wearing military uniform.

III.C.4.7. Insignia is worn in the following manner:

III.C.4.7.1. Wearing of Grand Cordon (Sash) and Badge of Grand Cross.

III.C.4.7.1.1. Only one Grand Cordon and Badge of Grand Cross is worn; that of the Hospitaller Order of Saint John of Jerusalem.

III.C.4.7.1.2. If one is not a Bailiff Grand Cross of the Order, one may, with the permission in writing of the Grand Marshal's office, wear one Grand Cordon and Badge in Grand Cross of another Order of Knighthood.

III.C.4.7.1.3. The Grand Cordon of the Order is worn over the right shoulder with the bow at the left hip.

III.C.4.7.1.4. The Grand Cordon of the Order is worn over the vest in civilian Full Dress or Military Evening Dress or Mess Uniform.

III.C.4.7.1.5. The Grand Cordon is not worn with civilian Evening Dress (dinner jacket or tuxedo coat).

III.C.4.7.2. Wearing of Neck Badges

III.C.4.7.2.1. In civilian Full Dress or in civilian Evening Dress (dinner jacket or tuxedo coat) only one Neck Badge is worn, the only exception being by special warrant of the Prince Grand Master.

III.C.4.7.2.2. In turn-down collar Military uniforms no more than two neck badges are worn.

III.C.4.7.2.3. In standing collar Military uniforms no more than three Neck Badges are ever worn.

III.C.4.7.3. Insignia worn with civilian Full Dress.

III.C.4.7.3.1. Orders, Decorations, and Medals may be worn either full-size or in miniature.

III.C.4.7.3.2. The rules for the display of miniatures are the same as for full-size equivalents. Rarely are more than two rows of miniatures worn, and never more than three.

III.C.4.7.3.3. Not more than four Plaques are worn.

III.C.4.7.3.3.1. A single Plaque is worn on the left side approximately six inches above the waist, unless otherwise regulated.

III.C.4.7.3.3.2. Two Plaques are worn in the same location one above the other, the star of the Order at the top.

III.C.4.7.3.3.3. Three Plaques are worn in the same location in the form of a triangle, the star of the Order at the top.

III.C.4.7.3.3.4. Four plaques are worn in the same location in the form of a lozenge, the star of the Order at the top.

III.C.4.7.4. Insignia worn with Evening Dress (dinner or tuxedo jacket).

III.C.4.7.4.1. Orders, Decorations, and Medals are worn in miniature. The rules for the display of miniatures are the same as for full-size equivalents. Rarely is more than one row of miniatures worn, and never more than two.

III.C.4.7.4.2. Only one Star and the full size Neck Badge of the Order are worn.

III.C.4.7.4.3. The Grand Cordon (sash) is not worn with Evening Dress.

III.C.4.7.5. Wearing of Insignia with Business Suits.

III.C.4.7.5.1. On all occasions when Morning Dress is to be worn, full-size Badges mounted on bar-brooches may be worn by those not possessing Morning Dress.

III.C.4.7.5.2. No Plaque, full-size Neck Badges or Grand Cordons are ever worn with Business Suits.

III.C.4.7.6. Wearing of Insignia by Ladies.

III.C.4.7.6.1. Women wearing Military Uniform wear their insignia in the same manner as do men under similar circumstances.

III.C.4.7.6.2. Women, not wearing Military Uniform, who are holders of what for men would be Neck Badges, wear these Badges on the left side of the body, above the Plaques of Orders and immediately below the brooch on which either full-size or miniature Decorations and Medals are mounted.

III.C.4.7.6.3. Women who possess a Plaque wear this on the left side, unless otherwise regulated, approximately six inches above the waist. If more than one Plaque is worn, the manner of wearing these is the same as it would be for men (Cf. III.C.4.7.3.3.) above.

III.C.4.7.6.4. On those occasions on which men wear full-size "breast decorations" women should also wear these; on those occasions when men wear miniatures, women should also wear their Decorations and Medals in miniature.

III.C.4.7.7. Wearing of Insignia by Religious and Members of the Clergy.

III.C.4.7.7.1. When dressed in a coat and clerical collar, members of the Clergy follow these rules:

III.C.4.7.7.1.1. If they are present at a gathering where Evening Dress (dinner jacket or tuxedo coat) is worn by civilians, they observe the regulations governing the wearing of insignia with Evening Dress.

III.C.4.7.7.1.2. If they are present at a gathering where Business Suits or Morning Dress are worn by civilians, they observe the regulations governing the wearing of insignia with Business Suits.

III.C.4.7.7.2. When dressed in cassock or soutane, members of the Clergy follow these rules.

III.C.4.7.7.2.1. If they are present at a gathering where Full Dress is worn by civilians, they observe the regulations governing the wearing of insignia by civilians in such case, with the exception that they do not wear the Grand Cordon of a Bailiff Grand Cross, only the appropriate Star and neck Badge.

III.C.4.7.7.2.2. If they are present at a gathering where Evening Dress is worn by civilians, they observe the regulations governing the wearing of insignia with Evening Dress.

III.C.4.7.7.2.3. If they are present at a gathering where Business Suits or Morning Dress are worn by civilians, they observe the regulations governing the wearing of insignia with Business Suits.

III.C.4.7.7.3. If they are members of the Military and in uniform, members of the Clergy follow those regulations applicable to wearing insignia with uniforms.

III.C.4.7.7.4. While in church robes or full pontificals, members of the Clergy wear no Orders, Decorations, or Medals.

### **III.D. Dress Regulations.**

There are presently three classes of dress within the Order: Full Dress, Evening Dress, and Day Dress (including Morning Dress and Business Suits). The Uniforms of all services and countries which are comparable to those of the United States Army, as indicated below, are deemed to have the same equivalent comparability indicated.

#### **III.D.1. Full Dress.**

III.D.1.1. For men Full Dress consists of the traditional civilian White Tie and Tailcoat, or Army Evening Dress Uniform, Army Blue Mess Uniform, or Army White Mess Uniform.

III.D.1.2. For ladies Full Dress consists of a floor length evening gown in either black or white, with white evening gloves, or the equivalent Army Evening Dress uniform.

III.D.1.3. Full Dress is worn by all members of the Order at all ceremonies (e.g. Investitures of the First Class, etc.) and all social occasions (e.g. balls, banquets, etc.) of the Order beginning later than five o'clock P.M., or beginning earlier but expected to last until after six o'clock in P.M., at which the Prince Grand Master is present, unless otherwise specified.

III.D.1.4. Full Dress is worn at all similar ceremonies or social events held at the Palace of the Prince Grand Master, unless otherwise specified, with the addition that ladies are required to wear gowns of black and high combs with long mantillas of the same color.

III.D.1.5. Full Dress is worn at any other evening event of the Order for which it is designated by the organizers.

### **III.D.2. Evening Dress.**

III.D.2.1. For men Evening Dress consists of the traditional civilian Black Tie with Dinner Jacket in either black or white (determined by the season and local customs), or Army White Uniform, or Army Blue Uniform.

III.D.2.2. For ladies Evening Dress consists of a floor length evening gown in either black or white (for Order ceremonies) or other colors (for other events), or the equivalent Military uniform.

III.D.2.3. Evening Dress is worn by all members of the Order at ceremonies (e.g. Investitures of the Second Class, etc.) and social occasions (dances, receptions, dinners, etc.) of the Order beginning later than five o'clock P.M. or beginning earlier but expected to last later than six o'clock, at which Full Dress is not required.

### **III.D.3. Day Dress.**

III.D.3.1. For men Day Dress consists of either the traditional civilian Morning Dress, Business Suit, or the Order Blazer (i.e. navy blue blazer with Order blazer badge, white shirt, tie, and grey slacks), or Army Blue Uniform or Army Green Uniform.

III.D.3.2. For ladies Day Dress consists of dress appropriate to the occasion and the time of day (this may include a morning dress, suit, afternoon dress, Order Blazer (i.e. navy blue blazer with Order blazer badge, white blouse, and grey skirt), tea gown or cocktail dress), or the equivalent

Military uniform.

III.D.3.3. Day Dress is worn at all Order ceremonies, events, and social occasions for which Full Dress or Evening Dress is not required.

### **III.E. Personal Arms and Arms of Office**

#### **III.E.1. The Personal Arms of Members of the Order.**

III.E.1.1. Membership in our Order demonstrates a certain predilection for things associated with the great chivalric past. Most fundamental of those things identified with the Age of Chivalry is coat armor. A coat of arms is an incorporeal hereditament. Those members of the Order who do not already possess a valid coat of arms have not only the right, but the obligation, to obtain a grant at the earliest possible opportunity.

III.E.1.2. Although King Peter II favored the right of the Order to grant arms, it has been our custom only to adjudicate arms of our members for use in the context of the Order. The Blanche Croix Juge d'Armes traditionally confines himself to granting arms only to the units of the Order.

III.E.1.3. While many of the traditional national granting authorities have ceased to exist, it is

III.E.1.4. Neither the United States Government nor any of the State Governments has ever taken official cognizance of arms, therefore there is no official authority for granting them in the United States. Members of English ancestry may obtain a coat of arms through the College of Arms in London: it should be noted, however, that these are only "honorary" grants of arms. The Lord Lyon in Edinburgh will grant arms to members of Scottish descent, and the Chief Herald of Ireland will do the same for those with Irish ancestors. Any member of the Order who resides on land once claimed by the Kingdom of Spain, including the southeastern United States, the Louisiana Purchase territory, and the southwestern United States, may obtain a valid grant of arms through the Conista Rey de Armas in Madrid.

III.E.1.5. The Order only recognizes those grants of confirmations of arms emanating from a sovereign authority which issues such grants and confirmations as a regular part of its functions. Consequently grants of arms from private associations, clubs, or individuals (whether calling themselves heraldic colleges, armorial societies, or de jure rules of arcane or long-vanished sovereignties) are not valid, and will be accepted neither by the Order nor any informed authority.

III.E.1.6. The Heraldic Administration of the Order is here to help any member who wished to obtain either a valid grant or a valid confirmation of arms. It should be noted, however, that while information and suggestions are offered without charge, some of our heraldic officers are accomplished professional heraldic artists. Therefore, if they are requested to prepare a formal drawing of arms as a part of a petition to a valid heraldic authority, they do so in their professional capacity and charge accordingly.

### **III.E.2. Display of Personal Arms by the Members of the Sovereign Council.**

#### **III.E.2.1. The Prince Grand Master.**

The achievement of the Prince Grand Master is a shield quartered, first and fourth the Arms of the Order, second and third his personal arms, and surmounted by the crown of a sovereign prince unless he bears a higher crown. The shield is placed on the Badge of the Order, and it is surrounded by the Collar of the Prince Grand Master OR from which depends a Cross of the Order Argent, crowned Or, the whole being placed on the mantle of the Order, crimson doubled ermine, ensigned with the Badge of the Order on the sinister and surmounted by the crown of the Order proper.

#### **III.E.2.2. The Grand Commander.**

The achievement of the Grand Commander is a shield bearing his personal arms with a chief of the Order, surmounted by the coronet of a count unless he bears one of higher rank. The shield is placed on the Badge of the Order, and it is surrounded by a riband Gules bordered Sable from which depends a Bailiff's trophy Or and there from a Cross of the Order Argent, crowned Or, the shield being supported on either side by a hand proper emerging from the clouds and holding a naked sword erect, all Argent.

#### **III.E.2.3. The Grand Chancellor of the Order.**

The achievement of the Grand Chancellor of the Order is a shield bearing his personal arms with a chief of the Order, surmounted by the coronet of a count unless he bears one of higher rank. The shield is placed on the Badge of the Order, and it is surrounded by a riband Gules bordered Sable from which depends a Bailiff's trophy Or and there from a Cross of the Order Argent, crowned Or, behind the shield are placed saltirewise two maces Or.

#### **III.E.2.4. The Grand Marshal.**

The achievement of the Grand Marshal is a shield bearing his personal arms with a chief of the Order, surmounted by the coronet of a count unless he bears one of higher rank. The shield is placed on the Badge of the Order, and it is surrounded by a riband Gules bordered Sable from which depends a Bailiff's trophy Or and there from a Cross of the Order Argent, crowned Or, behind the shield are placed in saltire dexter a naked sword Argent and sinister a mace Or.

#### III.E.2.5. The Grand Receiver of the Common Treasure.

The achievement of the Grand Receiver of the Common Treasure is a shield bearing his personal arms with a chief of the Order, surmounted by the coronet of a count unless he bears one of higher rank. The shield is placed on the Badge of the Order, and it is surrounded by a riband Gules bordered Sable from which depends a Bailiff's trophy Or and there from a Cross of the Order Argent, crowned Or, the shield being supported on either side by an erect key Or.

#### III.E.2.6. The Grand Councilors of the Order.

The achievement of a Grand Councilor of the Order is a shield bearing his personal arms with a chief of the Order, surmounted by the coronet of a count unless he bears one of higher rank. The shield is placed on the Badge of the Order, and it is surrounded by a riband Gules bordered Sable from which depends a Bailiff's trophy Or and there from a Cross of the Order Argent, crowned Or, behind the shield are placed saltirewise two unadorned maces Argent.

#### III.E.2.7. The Grand Priors.

The achievement of a Grand Prior of the Order is a shield bearing his personal arms with a chief of the Order, surmounted by the coronet of a count unless he bears one of higher rank. The shield is placed on the Badge of the Order, and it is surrounded by a riband Gules bordered Sable from which depends a Bailiff's trophy Or and there from a Cross of the Order Argent and sinister the flag of the Grand Priory both proper.

### **III.E.3. Display of Personal Arms by Members of the Order.**

#### III.E.3.1. Class I: Knights and Dames of the Grand Cross and Prelates.

##### III.E.3.1.1. Grade IA Bailiffs Grand Cross.

The achievement of a Bailiff Grand Cross of the Order is a shield bearing his or her personal arms with a chief of the Order. The shield is placed on the Badge of the Order, and is surrounded by a riband Gules bordered Sable from which depends a Bailiff's trophy Or there from a Cross of the Order Argent, crowned Or.

#### III.E.3.1.2. Grade IB Knights and Dames Grand Cross and Prelates.

III.E.3.1.2.1. The Achievement of a Knight or Dame Grand Cross of the Order is a shield bearing his or her personal arms. The shield is placed on the Badge of the Order, and it is surrounded by a riband Gules bordered Sable from which depends a Knight's trophy Or there from a Cross of the Order, crowned Or.

III.E.3.1.2.2. The achievement of a Prelate of the Order is a shield bearing his or her personal arms with a chief of the Order. The shield is placed on the Badge of the Order, and it is surrounded by a riband Gules bordered Sable from which depends a Bailiff's trophy Or there from a Cross of the Order Argent, crowned Or.

#### III.E.3.2. Class II: Knights and Dames and Chaplains.

##### III.E.3.2.1. Grade IIA Knights and Dames Commander and Sub Prelates.

The achievement of a Knight or Dame Commander or of a Sub Prelate of the Order is a shield bearing his or her personal arms. The shield is placed on the Badge of the Order, and it is surrounded by a riband Gules bordered Sable from which depends a Knight's trophy Or there from a Cross of the Order Argent, crowned Or.

##### III.E.3.2.2. Grade IIB Knights and Dames and Chaplains.

The achievement of a Knight or Dame or Chaplain of the Order is a shield bearing his or her personal arms and placed on the Badge of the Order.

#### III.E.3.3. Class III: Companions and Assistant Chaplains.

The achievement of a Companion or an Assistant Chaplain of the Order is a shield bearing his or her personal arms and placed on the Badge of the Order from which the upper arm has been

removed.

#### III.E.3.4. Class IV: Jurats and Deacons.

The achievement of a Jurat or a Deacon of the Order is a shield bearing his or her personal arms with the Badge of the Order in the upper dexter corner outside the shield.

#### III.E.3.5. Class V: Members.

The achievement of a Member of the Order is a shield bearing his or her personal arms with the Badge of the Order in the lower sinister corner outside the shield.

### **III.F. Forms of Address.**

Within the Order the following forms of address are employed.

#### **III.F.1. The Prince Grand Master.**

III.F.1.1. In speaking to the Prince Grand Master, he is addressed initially as “Your Serene Highness”, thereafter as “Sir”.

III.F.1.2. In corresponding with the Prince Grand Master, the letter should be addressed:

H.S.H. The Prince Grand Master

Palacio de la Orden se San Juan

Apdo no. 139,

Alamos, Sonors

Mexico 85760

III.F.1.3. The formal salutation in a letter is “May it please Your Serene Highness” or, less formally, “Your Serene Highness”.

III.F.1.4. The formal closing in a letter is “I have the honor to remain, Your Serene Highness, ever yours in Saint John,” followed by the signature.

III.F.1.5. The wife of the Prince Grand Master is addressed initially as “Your Serene Highness”, thereafter as “Princess”, or “Madam(e)”.

III.F.1.6. The widow of the late Prince Grand Master is addressed initially as “Your Highness”, thereafter as “Princess”, or Madam(e)”.

### **III.F.2. Bailiffs Grand Cross.**

III.F.2.1. In speaking to a Bailiff Grand Cross, one initially says “Your Excellency”, thereafter “Sir”, “Madam(e)”, or Bailiff”.

III.F.2.2. In corresponding with a Bailiff, envelopes are addressed:

“H.E. Bailiff John Smith, K.H.”, or

“H.E. Bailiff Ethel Smith, D.H.”

This is then followed by the Bailiff’s Office, if there is one, as for example:

“Grand Receiver of the Common Treasure”, or

“Grand Prior d’Outremer”

This is then followed by the rest of the address.

III.F.2.3. The salutation in a letter is “Your Excellency”.

III.F.2.4. The closing in a letter is “I remain, Your Excellency, ever yours in Saint John,” followed by the signature.

### **III.F.3. Knight Commanders and Dame Commanders.**

III.F.3.1. In speaking to a Knight Commander or a Dame Commander, both are addressed as “Commander”, or “Commander Smith”.

III.F.3.2. In corresponding with a Knight Commander or a Dame Commander, envelopes are addresses;

“Chevalier John Smith, K.H.,  
Commander of Monrovia,” or

Commander Ethel Smith, D.H.,  
Commander of Monrovia,”

This is then followed by the rest of the address.

III.F.3.3. The salutation in a letter is “Dear Commander Smith”, or “Dear Commander”.

III.F.3.4. The closing in a letter is “I remain, Commander, yours in Saint John,” followed by the signature.

### **III.F.4. Knights and Dames.**

III.F.4.1. In speaking to a Knight, he is addressed as “Chevalier”, or “Chevalier Smith”, or, within the context of the Order only, as “Sir John”.

III.F.4.2. In correspondence, the envelope is addressed”

“Chevalier John Smith, K.H.”

This is then followed by the rest of the address.

III.F.4.3. The salutation in a letter is “Dear Chevalier Smith”, or “Dear Chevalier”.

III.F.4.4. The closing in a letter is “I remain, Chevalier, yours in Saint John,” followed by the signature.

III.F.4.5. In speaking to a Dame, she is addressed as “Dame Ethel”, or “Madam(e)”.

III.F.4.6. In correspondence, the envelope is addressed:

“Dame Ethel Smith, D.H.”

This is then followed by the rest of the address.

III.F.4.7. The salutation in a letter is “Dear Dame Ethel”.

III.F.4.8. The closing in a letter is “I remain, Dame Ethel (of Madam(e)), yours in Saint John,” followed by the signature.

### **III.F.5. Religious and Members of the Clergy.**

In addressing a religious person within the Order who holds the rank of Member, Jurat, Companion, Sub Chaplain, Chaplain, Sub Prelate, or Prelate, the titles and honorifics appropriate to his ecclesiastic rank are always employed both in speaking and in writing. In all written forms, however, the proper Order post nominals are always used.

### **III.F.6. Other Ranks.**

For all other members of the Order who hold the ranks of Page, Damoisells, Member, Jurat, or Companion, one uses the same forms of address, both in speaking and in writing, as are used by and form them in society. In writing, however, the proper Order post nominals are always included.

### **III.F.7. Spouses.**

III.F.7.1. The wives of Bailiffs who are not Dames in their own right are addressed by courtesy, both in speaking and writing, as "Your Excellency", or "Madam(e)". In correspondence, envelopes are addressed:

"H.E. Dame John Smith"

This is then followed by the rest of the address.

III.F.7.2. The wives of Knights who are not Dames in their own right are addressed by courtesy, both in speaking and writing, as "Chevaliere Smith", "Chevaliere", or "Dame John". In correspondence, envelopes are addressed:

"Chevaliere John Smith"

This is followed by the rest of the address.

III.F.7.3. Husbands of Dames of the Order who do not themselves belong to the Order are addressed, both in speaking and writing, as they would be normally in society (i.e. "Mister", "Judge", "Captain", etc.).

### **III.F.8. Titles of Nobility.**

The foregoing are used when addressing members of the Order who do not possess a higher nobiliary title. In cases where there is a title of nobility recognized by the Order, then that title takes precedence of Order rank in both speaking and writing. In writing, however, the proper Order post nominal are always used:

“Count John Smith, K.H.”, or

“Princess Ethel Smith, D.H.”

### **III.F.9. Other Titles and Post Nominals.**

III.F.9.1. Except for ecclesiastical titles and titles of nobility, as mentioned above, the Order takes no official cognizance of any titles of a professional character (i.e. “General”, “Doctor”, “Professor”, etc.) or any titles deriving from membership in any other organization. Therefore such titles are not used within the context of the Order and never appear on any document or in any publication of the Order.

III.F.9.2. Likewise, the Order takes no official cognizance of any post nominals other than its own. The only exception to this is the recognition of post nominals which pertain to particular religious orders to which clerical members of the Order may belong. This recognition is allowed solely for identification inasmuch as their ecclesiastical rank within our Order is based upon this religious affiliation.

III.F.9.3. The only post nominals which the Order allows on its documents and in its publications are those pertaining to its own ranks of membership, viz:

K.H. for all Knights of the Order, including Commanders and Bailiffs;

D.H. for all Dames of the Order, including Commanders and Bailiffs;

P.H. for all Prelates of the Order;

S.P.H. for all Sub Prelates of the Order;

Ch.H. for all Chaplains of the Order;

C.H. for all Companions of the Order;

A.Ch.H. for all Assistant Chaplains of the Order;

J.H. for all Jurats of the Order;

Deac.H. for all Deacons of the Order;

M.H. for all Members of the Order;

S.B.H. for all Serving Brothers of the Order; and

S.B.H. for all Serving Sisters of the Order.

### **III.F.10. Correspondence.**

It is important to remember that all communications by officers of the Order, and between officers of the Order, are Order documents, and destined eventually for one or another Order archival repository. They should always be dignified in tone, using formal names and titles (never just Christian names, and especially not nicknames), and always eschewing unnecessary abbreviations (e.g. "Bail." For "Bailiff", "Kt." For "Knight", "Cmdr" for "Commander", etc)

### **III.G. Stationary.**

All of the stationery used within the Order at every level is uniform in size, colour, design, and printing. The size is eight and one-half (8 ½) inches in width and eleven (11) inches in length, and white bond paper is used.

#### **III.G.1. The Central Administration and the Grand Priories.**

III.G.1.1. Letterhead Stationery contains the Arms of the Order on the left hand side at letterhead level, these arms being approximately one (1) inch high.

III.G.1.2. To the right of the above-mentioned arms appears two, or more commonly three, lines of type. The first line says "Hospitaller Order of Saint John of Jerusalem", the second line contains the department or geographical designation (e.g. "Department of the Grand Receiver of the Common Treasure", "Grand Priory of Canada"), and the third line contains the office designation (e.g. "Office of the Treasurer General", "Office of the Grand Prior").

III.G.1.3. The first line of type uses an Old English typeface in upper and lower case characters, and these characters are 14 points high. The second line also uses an Old English typeface in

upper and lower characters, and these characters are 12 points high. The third line may use either an Old English or a Roman typeface in upper and lower case characters, or in upper case characters exclusively (but only if employing a Roman typeface), and these characters are 10 points high.

III.G.1.4. The margins are the same between the left edge of the paper and the left edge of the arms and the right edge of the paper and the end of the last character of the first line of type. The second and third lines of type are centered against the first line of type.

III.G.1.5. As a discretionary option, beneath the arms may appear the name, title (where not repetitive), and complete address of the appropriate officer. A Roman typeface in upper and lower case characters is used, and the characters may be either 9 or 10 points high. In conjunction with the name, only Order titles (without abbreviations), styles, and post nominals are used.

III.G.1.6. Envelopes are white and of a size and weight to complement the letterhead stationary. In the upper left hand corner are repeated the first two lines of type that appear in the letterhead, except that they are 12 and 10 points in height respectively. Below that appears an appropriate address, this in a Roman typeface in upper and lower case characters, these characters being either 9 or 10 points high. All of the lines of type are centered against the first.

III.G.1.7. Below the return address on the envelope, and centered equal distant between the bottom line of it and the bottom edge of the envelope are the Arms of the Order as they appear on the letterhead stationary, that is approximately one (1) inch in height.

III.G.1.8. All printing on both the letterhead stationary and the envelopes is raised and in red ink.

### **III.G.2. The Commanderies.**

III.G.2.1. Letterhead stationery contains the eight-pointed Cross of the Order on the left hand side at the letterhead level, this cross being approximately one (1) inch high. The only variation that is permitted is in the case of those Commanderies who possess their own heraldic badge, in which case the badge is superimposed on the Cross of the Order. Under such circumstances the cross may be enlarged up to one and one-half (1  $\frac{1}{2}$ ) inches so that the badge can be distinguished.

III.G.2.2. To the right of the above-mentioned cross appears two lined of type. The first says "Hospitaller Order of Saint John of Jerusalem". The second contained the geographical designation (e.g. "Commandery of Winnipeg", "Commandery of San Francisco").

III.G.2.3. The first line of type uses an Old English typeface in upper and lower case characters, these characters are 14 points in height. The second line uses also an Old English typeface in upper and lower case characters, these characters are 12 points in height.

III.G.2.4. The margins are the same between the left edge of the paper and the left edge of the cross and the right edge of the paper and the end of the last character of the first line of type. The second line of type is centered against the first.

III.G.2.5. As a discretionary option, beneath the cross may appear the name, title and address of the Commander (or other appropriate officer). A Roman typeface in upper and lower case characters is used, and these characters may be either 9 or 10 points in height. In conjunction with the name, only Order titles (without abbreviations), styles, and post nominals are used.

III.G.2.6. Envelopes are white and of a size and weight to compliment the letterhead stationary. In the left hand corner are repeated the two lines of type as they appear in the letterhead, except that they are 12 and 10 points in height respectively. Below that appears an appropriate address in a Roman typeface, this may be either 9 or 10 points in height. All of the lines of type are centered against the first.

III.G.2.7. Below the return address on the envelopes, and centered equal distant from the bottom line of it and the bottom edge of the envelope, is the Cross of the Order as it appears on the stationary, that is approximately one (1) inch high.

III.G.2.8. The Cross of the Order on both the letterhead stationary and the envelopes is printed in raised black ink.

### **III.H. Passage Fee, Annual Oblations, and Commandery Dues.**

#### **III.H.1. The Admission Fee.**

The Admission Fee is that amount of money which is paid by each newly admitted member in recognition of the honor of membership in the Order, and must accompany the Petition for Admission. Two-thirds of the Admission Fee goes to the Treasury of the Order as a contribution towards the Order's programs, charities, and expenses. The remaining one-third of it is remitted to the Grand Priory to offset the ceremonial expenses of receiving and advancing new members. Such remittance must be made by the Grand Receiver of the Common Treasure not more than thirty (30) days after receipt of the full Admission Fee. Additionally, if a Petition for Membership is submitted within the first ten (10) months of the calendar year, the current year's Oblation for a member should be included with the Petition.

### **III.H.2. The Passage Fee.**

The Passage Fee is that amount of money which is paid by each Companion of the Order who is being advanced. This is done in commemoration of, and compensation for, the money which anciently members of the Order of Saint John spent for passage to and provisioning in the Holy Land. The Passage Fee must accompany the Petition for Advancement not less than three (3) months prior to the date of advancement. There is no additional fee paid to the Order upon a member's promotion to higher grades. Two-thirds of the Passage Fee goes to the Treasury of the Order as a contribution towards the Order's programs, charities and expenses. The remaining one-third of it is remitted to the Grand Priory to offset the ceremonial expenses of receiving and advancing members. Such remittance must be made by the Grand Receiver of the Common Treasure not more than thirty (30) days after receipt of the full Passage Fee.

### **III.H.3. The Annual Oblations.**

III.H.3.1. Oblations are the minimum annual financial responsibility which each member of the Order has: they are an integral and continuing obligation of the chivalric rank and estate which each member owes to our Order.

III.H.3.2. Oblations are the modern equivalent of the money that formerly each Knight of Saint John was obliged to spend annually in keeping himself, his men-at-arms, his esquires, and his retainers at the service of the Order in the Holy Land.

III.H.3.3. The amounts of the Oblations are established by the Sovereign Council of the Order; and the revenue received there from is used to maintain the organization of the Order, and to support our projects and activities.

III.H.3.4. Each member of the Order is obliged as a qualification of that membership to pay the annual Oblation completely and in a timely fashion.

III.H.3.5. The Oblations for each year are due and payable on the first day of January, and must be paid to the Treasurer General of the Order between that date and Candlemas Day, the second day of February.

III.H.3.6. It is the duty of every Commander to inform all of the members of the Order living within his jurisdiction of the amounts of the Oblations, when they are to be paid, and where exactly such payment is to be sent, this information being furnished to him by the Treasurer General. It then

becomes the responsibility of each member to discharge this debt to the Order. Oblations notices are not sent out to individual members by the Treasurer General of the Order.

III.H.3.7. Arrearage of Oblations for the current year, which is calculated as those not received and credited by the Treasurer General as of the thirty-first day of March shall disqualify any member of the Order of whatever rank, class, grade, or category from attending the Chapter General, the meetings of any Grand Priory or Commandery, or those of any other body of the Order. (Regulation 32.1.1,c)

III.H.3.8. Any member of the Order of whatever rank, class, grade, or category who is two years in arrears of his or her Oblations, by that fact shall be considered to have resigned both Knighthood and Membership in the Order. Such person's appointment will be canceled and annulled, and such person's name will be erased from the Order Roll, the Great Register, and any Register of Inactive Members. (Regulation 32.1.1, a & b)

III.H.3.9. The Order realizes that some extreme situations possibly may arise that could make it very difficult or impossible for a member to discharge his or her Oblations obligation for a particular year. In such a case a remission of the Oblation will be granted, but only upon a formal request for such being submitted to the Prince Grand Master. The remission of Oblations can only be granted on an annual basis: if it is a continuing condition that required such a remission, a new petition must be submitted each year. Needless to say, chivalric honor required that only the most serious cause should prompt a request for remission of Oblations, and the member receiving such a remission is under a moral obligation to perform some service in kind for the benefit of the Order, if so requested.

III.H.3.10. Any member of the Order who has been a member for at least five years and has reached the age of 70, if he or she feels that circumstances so warrant, may petition the Order through the Grand Prior for a permanent remission of Oblations on the basis of age.

III.H.3.11. A petition for remission of Oblations, either because of financial need or because of age, must be received by the Order within the first month of the year for which the Oblations are due.

III.H.3.12. While Oblations are a serious responsibility that each member owes in virtue of his or her membership in an Order of Chivalry, they should not be viewed so much as a burden, but rather as an opportunity. For it is by the Oblations that each member of the Order is able to renew annually a commitment both to the ideals of Christian chivalry and to the work of the Order is doing to give actual expression to these ideals.

#### **III.H.4. Commandery Dues.**

III.H.4.1. Apart from the annual Oblations, which support the administration and programs of the Order on the international and Grand Prioral levels, a Commandery may assess the members of the Order belonging to that Commandery a sum for the special projects and activities of the Commandery. This sum is known as the Commandery Dues, and it is something completely separate and apart from the annual Oblations.

III.H.4.2. The maximum Commandery Dues allowable is twenty-five percent (25%) of the amount of the annual Oblations for a Knight or Dame. Before going into effect, Commandery Dues must be voted upon at an advertised Commandery meeting where a quorum is present, and there must be a majority of those present in favor of both the Dues and the amount; and this must further be submitted to the Prince Grand Master for his approval. Only after formal approval has been given may a Commandery make an assessment for Commandery Dues.

III.H.4.3. Commandery Dues should be paid in a timely fashion. Failure to pay Commandery Dues may put a member in bad standing with his Commandery and prevent him from participating in any of the Commandery projects or events on which the money is spent. It does not affect a member's standing in the Order, so long as he or she is current in the Order Oblations.

III.H.4.4. A member of the Order resident within the Commandery may request an exemption from the Commandery Dues. This request is presented to the Commander who will normally grant it for any valid reason. Such an exemption may be given on an annual or permanent basis, depending upon the circumstances.

III.H.4.5. Any member of the Order who is exempt from the annual Oblations is automatically exempt from the Commandery Dues.

III.H.4.6. The High Officers of the Order, while they may be physically resident within the jurisdiction of a Commandery, form part of the Prince Grand Master's court and are, therefore, exempt from Commandery Dues.

### **III.I. Mantles.**

III.I.1. Ours is a chivalric body composed of fellow Knights and Dames, all of whom are equal in their enjoyment of the chivalric status.

III.I.2. Within the world we may be holders of noble titles, high offices, or great honors. Indeed, even within the Order we hold various ranks and offices. These many distinctions are acknowledged by the medals, decorations, and ribands which we wear in token of our accomplishments or birth.

III.I.3. The mantle of our Order is the outward symbol of our chivalric status. It denotes tow things. The first is our commitment to the ideals of our Order of Saint John as espoused by our belief in Christ and the code of Christian Chivalry. The second is our acknowledgement that before the alter of God all Knights and Dames are equal. This latter point is understood by the fact that the cloak of all Knights and Dames of the Order is the same – a plain black cape with the white eight-pointed Cross of our Order emblazoned on the left breast.

III.I.4. Specifically this cape may be made of wool, gabardine, or a blended material to suit the taste of the wearer and reflective of the climatic conditions where it is worn. It is black in color. It may or may not have a collar or hood of the same material and color. It is fastened with a chain of golden medal. This cloak is lined with unpatterned white silk, and it has nor cords or tassels. It may vary in length from mid-calf to one inch above the floor.

III.I.5. On the left breast is sewn the eight-pointed Cross of the Order in either white silk, white linen, or a similar white material to suit the taste of the wearer. The diameter of this cross is twelve (12) inched, and there is no piping, braid embroidery, gold or silver lace, or any other decoration outlining it.

III.I.6. Those members of the Order who have a mantle which in any way deviates from the above regulated design, and which was acquired before the 24<sup>th</sup> day of June 1994, may continue to wear such. All new cloaks and all replacement cloaks fabricated after that date must conform in every way to the above.

III.I.7. The mantle of our Order is worn at all church ceremonies, during processions, ant at all outdoor gatherings of the Order, or at other ceremonies where the wearer is representing the Order, or is present as a member of the Order.

### **III.J. Time in Grade.**

Promotions within the Order are not automatic. Advancement is based upon the degree of a member's participation in, and dedication to, the programs and activities of the Order; his, or her, ability to successfully carry out assigned duties and a firm commitment to the aims and ideals of the Order. The following are the minimum requirements for promotions.

III.J.1. To be eligible for advancement to the rank of Companion, a candidate

III.J.1.1. Must have served at least two (2) years as a Member.

III.J.1.2. Must be current in all Oblations, Foundation Dues, and Commandery Dues.

III.J.1.3. Must be recommended in writing by his, or her, Commander of jurisdiction to the Grand Prior, with a copy of such recommendation going to the Secretary General of the Order, not less than three (3) months before the date of the Investiture at which this promotion is to take place. A recommendation for advancement from a higher officer must be submitted through the Commander of jurisdiction.

III.J.2. To be eligible for advancement to the rank of Knight or Dame, a candidate

III.J.2.1. Must have been a member of the Order for at least four (4) years.

III.J.2.2. Must be current in all Oblations, Foundation Dues, and Commandery Dues.

III.J.2.3. Must be recommended in writing by his, or her, Commander of jurisdiction to the Grand Prior, with a copy of such recommendation going to the Secretary General of the Order, not less than three (3) months before the date of the Investiture at which the advancement is to be made from Companion to Knight or Dame. This letter of recommendation should state clearly why such a promotion should be made, for example:

III.J.2.3.1. The candidate has served actively in some office for at least six (6) months.

III.J.2.3.2. The candidate has made a substantial donation to some Order program or activity.

III.J.2.3.3. The candidate has helped actively with the organization of a previous investiture.

III.J.2.3.4. The candidate has brought at least one (1) worthwhile member into the ranks of the Order.

III.J.3. To be eligible for advancement to the rank of Commander, a candidate

III.J.3.1. Must have served actively for at least one year in a position calling for the rank of Commander or Bailiff, and not merely occupied it as a sinecure.

III.J.3.2. Must be current in all Oblations, Foundation Dues, and Commandery Dues.

III.J.3.3. Must be recommended in writing by the Grand Prior of Jurisdiction to the Prince Grand Master, such recommendation to state clearly why such a promotion would be of advantage to the Order.

III.J.4. No person is eligible for advancement to the rank of Bailiff who has been a member of the Order for less than eight (8) full years, and promotions to this rank are the prerogative of the Prince Grand Master.

III.J.5. Persons taking up appointments to offices in the Order to which there is a particular rank attaching, whether such appointments be acting or substantive, enjoy the rank and privileges of such offices from the date of their appointment through the duration of their tenure. Upon retirement from such offices, unless other action has been taken in accordance with the above provisions (III.J.3. and III.J.4.), such persons automatically revert to their former rank within the Order.

III.J.6. Emeritus status is a special honor which may be conferred by the Prince grand Master on a retiring officer who has shown particular distinction in the service of the Order. The prerogatives of this status are as follows.

III.J.6.1. For a Prince Grand Master: The continuation of the use of the style and predicate with the addition of the word "Retired"; precedence immediately following the incumbent Prince Grand Master; the continued use of a princely coronet on his shield of arms; the right to the same obsequies as an incumbent; the right to continue sitting as an ex officio member of the Sovereign Council, but without vote; the continued wearing of the insignia of a Member of the Sovereign Council.

III.J.6.2. For a Member of the Sovereign Council: The continuation of the use of the style and predicate with the addition of the word "Emeritus"; precedence immediately following the incumbent Members of the Sovereign Council, the same to be determined by date of retirement; the continued use of a countal coronet on his shield of arms, which retain a chief of the Order; the right to attend meetings of the Sovereign Council, but without voice or vote; the continued wearing of the insignia of a Member of the Sovereign Council.

III.J.6.3. For a Bailiff: the continuation of the use of the style and predicate with the addition of the word "Emeritus"; precedence immediately following the active Bailiffs of the Order, the same to be

determined by date of retirement; the retention of a chief of the Order on his shield of arms; the continued wearing of the insignia of a Bailiff.

III.J.6.4. For a Knight Commander or a Dame Commander: The continuation of the style with the addition of the word "Emeritus"; precedence immediately following the active Commanders of the Order, the same to be determined by date of retirement; the continued wearing of the insignia of a Commander.

### **III.K. Wills, Trusts, and Bequests to the Order.**

III.K.1. The main source of income for the Order comes from the annual Oblations. Members can supplement this income by contributions and bequests to the Order.

III.K.2. Bequests to the Order serve as practical memorial to honor departed members, friends, or relatives. Such gifts further enable the Order to implement its chivalric, charitable, historical, hospitaller, and educational programs. Bequests should be made in proper legal form, worded at the suggestion of one's personal attorney. For those who wish to remember the Order in their wills with a minimum of inconvenience, the following language is suggested as being entirely adequate:

"I hereby give, devise, and bequeath the sum of ..... dollars (or property clearly described) to the Hospitaller Order of Saint John of Jerusalem, Knights Hospitaller."

III.K.3. The following are some of the ways in which gifts can be made to the Order:

III.K.3.1. By special gift under one's will, by leaving outright a sum of money, specified securities, real property, or a fraction or percentage of one's estate.

III.K.3.2. By gift of residue under one's will, by leaving all or a portion of one's residuary estate to the Order.

III.K.3.3. By living trust. Property may be placed in trust with the income paid to oneself or to any other person or persons for life, and then the income or the principal can go to the Order.

III.K.3.4. By life insurance trust. Life insurance may be put in trust and, after one's death, the income may be paid to one's spouse or to any other person for life, and then the income may go

to the Order.

III.K.3.5. By life insurance. Life insurance policies may be made payable directly to the Order.

III.K.4. Another plan is the Saint John Fund to which donations may be made in the name of deceased loved ones. Only the income from this fund is to be used and only on projects and programs approved by the Sovereign Council and aimed at furthering the ideals of Christian chivalry.

III.K.5. The Crusader Program is yet another means of encouraging bequests to the Order. The designation Crusader, and a certificate in evidence thereof, is granted to any member who designates the Order as a beneficiary in any degree under his or her will, life insurance policy (including outright gifts of life insurance contracts), or trust, provided that he or she furnishes the Order a copy of the beneficiary designation. The entire document need not be furnished, only that provision naming the Order as beneficiary. He or she becomes a Crusader on such presentation even though the designation is subject to change. This recognition is meant as an expression of thanks to the donor at a time when he or she is present with us, and able to appreciate this acknowledgement. It has the further advantage of providing a check for accuracy of the wording so that there is no question of the identity of the Order as beneficiary.

III.K.6. Donations made to any of these plans are deductible in the preparation of personal federal income tax returns, under applicable laws and regulations, as contributions to a tax-exempt organization.

III.K.7. Order policy on gifts offers the following items as guidelines and considerations on the subject of giving as it concerns both the donor and the Order. It is necessary to protect the donor and the Order by clarifying the conditions of the gift.

III.K.7.1. For the donor, the gift must not be conditional. If so, the donor may sacrifice his or her tax deductibility.

III.K.7.2. Following donation, the donor exercises no control over administration of the gift. Any control restricts the Order and threatens again the donor tax deduction. However, there is not restriction to acceptance of suggestions made by the donor as long as the latter is unable to direct them.

III.K.7.3. The donor, in making his or her contribution, assesses the value of the gift. The Order shall issue a receipt for the gift for documentation to the donor but does not place a current value at anytime as it is not an appraisal body. The donor, or his or her appointed appraiser, may or may not allow for a special preparation of the gift and the subsequent reporting of the same for tax

purposes.

III.K.7.4. The Order shall promptly acknowledge any gift in writing according to the above guidelines. Further, the Order shall provide follow-up recognition and some report of the gift and the subsequent reporting of the same for tax purposes.

III.K.8. Gifts to be solicited by the Order which will require maintenance and repairs should have a percentage added for this purpose to the original cost estimate before any contribution is solicited. This provision will help to meet future expenses in properly servicing the gift.

III.K.9. In determining maintenance costs, transportation costs, insurance, and in some case liability, a schedule of allowances can be established based on several factors regarding the life and care of the gifts. For example, gifts up to US\$50,000 might carry 20 percent; gifts between US\$50,000 and US\$100,000, 15 percent; and so on. This obviously would not apply to all gifts as some require no maintenance or assumption of added costs to the Order.

III.K.10. The Order does not recognize the work, design, and preparation as a *gift per se*, and does not issue estimates or statements covering the same.

### **III.L. Guidelines for Order Publications.**

#### **III.L.1. Definition.**

An Order publication is any written communication which is to be distributed to the membership of the Order and/or to the general public. Such publications include, but are not confined to, the White Cross Gazette, Grand Prioral and Commandery newsletters, Order bulletins, informational pamphlets and brochures, directories, rosters, reports, handbooks, histories, etc. In other words, any written document going out in the name of the Order or under its authority.

#### **III.L.2. General Policies.**

III.L.2.1. Only Order titles are used with respect to Order members, except that nobility or ecclesiastical titles are used if they are superior to Order rank. No military, social, or professional titles are ever used with respect to a member, except as provided in III.F.6. above. This does not apply to non-embers who are mentioned in an Order publication. Additionally, no abbreviations of either titles or names, nor nicknames, nor Christian names alone should ever be used. It is not necessary to use either styles or post nominals textually.

III.L.2.2. Correct grammar and spelling should be employed universally in all Order publications. Contractions and slang are not used. Standard spellings current in the country of origin of the document prevail. Likewise, correct and uniform punctuation is used. When in doubt, a dictionary or book of grammar should always be consulted.

III.L.2.3. Publications should be laid out for ease of access and attractiveness. An easily read typeface should be used: Old English style type, or any of its variations, should never be used except for mastheads, and then only in both upper and lower case. The size of textual print should be 10 point or more usually 12 point.

III.L.2.4. When photographs are used, they should be used to good effect and not merely to fill space. Photographs should be pertinent, clear, and fully captioned. If persons are in a photograph, their names and titles are listed, reading from left to right and top to bottom. Captions are usually either italicized or in a slightly smaller point size.

III.L.2.5. Color should be used sparingly and for effect. Order publications should never be garish.

III.L.2.6. When a Chaplain of the Order, or any other member, contributes to an Order publication anything of a spiritual nature, it must be remembered that the Order is ecumenical. Therefore, while such contributions should have a definitely Christian point of view, they should not contain anything of a decidedly denominational character, or anything to which the entire membership of the Order cannot freely subscribe.

III.L.2.7. Nothing should appear in an Order publication which is critical of or prejudicial to any person, unit, or entity in the Order. "If one cannot say something nice, say nothing" is a policy to which all publications should strictly adhere.

III.L.2.8. It should be remembered that Order publications are exactly that: they should not become a forum for the views and activities of a particular ethnic, political, or professional element within the membership. Likewise, honors or awards in these areas may be received by members of the Order, and while it is appropriate to mention these in Order publication, they should not take up an inordinate amount of space.

III.L.2.9. It should be emphasized that Order publications are not the appropriate forum for addressing controversial issues that are not directly pertinent to the Order. It should further be emphasized that pieces on any subject which purely expresses the opinions of their authors, and are not the official policy or position of the Order, must be clearly designated as such if they are to appear in an Order publication.

III.L.3. Order publications are the tangible evidence of the Order's existence. They remain as a permanent memorial to the Order and to those who assisted in their production. Therefore, it behooves everyone concerned to see that they are of a superior quality, both in content and presentation. Extra time devoted to proofing them and removing errors, both grammatical and textual, is time well spent.

III.L.4. All Order publications once they have been completed, but before actual printing, are to be sent to the Prince Grand Master for review. This is to make certain both that any missed errors can be caught before publication and also that they contain nothing contrary to the Order's official policies and practices. A copy of the final proof may be faxed directly to the Palace of Saint John.

III.L.5. It is the desire of everyone concerned with Order publications that they be dignified, accurate, informative, and of the highest standard. Consequently, both the Editor General of the Order and the Prince Grand Master are always available to advise and assist at any stage of their production. Members of the Order involved in such publications should freely avail themselves of such assistance.

III.L.6. All publications of the Order, of whatever kind and at whatever level, are issued under the authority of the Sovereign Council, which Council takes full responsibility for their contents and accuracy.

### **III.M. The Awards of the Order.**

In keeping with the purpose of the Hospitaller Order of Saint John of Jerusalem, Knights Hospitallers, most specifically as defined in Article One, Paragraph 3, Section D, of the Order's Constitution, namely the presentation of awards for praiseworthy accomplishments, the official awards of the Order, and their precedence, are as hereinafter defined.

III.M.1. THE KING PETER THE SECOND MEDAL. This award is bestowed on those rare occasions when it is appropriate to grant a single honor. Its recipient need not be a member of the Order. It is bestowed at the sole discretion of the Prince Grand Master. This is 1<sup>st</sup> in precedence.

III.M.2. THE SOVEREIGN COUNCIL MEDAL. This award is made by the Sovereign Council to acknowledge outstanding and/or extraordinary work by a member of the Order, or to further recognize someone who has previously received the Eminent Service Cross. It is bestowed at the sole discretion of the Sovereign Council as appropriate. This ranks 2<sup>nd</sup> in precedence.

III.M.3. THE EMINENT SERVICE CROSS. This award is bestowed on a member of the Order for long and/or distinguished service to the Order. Only one is awarded in any year. Nominations may be made by the members of the Sovereign Council to the Prince Grand Master, who makes this award in the name of the Order. This ranks 3<sup>rd</sup> in precedence.

III.M.4. THE CROSS OF CHIVALRY. This award is bestowed on a member of the Order to acknowledge an especially strong commitment to the ideals of Christian chivalry. It is awarded as appropriate, but not more than one a year may be bestowed. Nominations for this award may be made by any member of the Order directly to the Prince Grand Master, who bestows it in the name of the Order. This ranks 4<sup>th</sup> in precedence.

III.M.5. THE CROSS OF MERIT. This award is bestowed on an individual or group of persons for a particular meritorious or heroic act, especially one involving grave personal danger. The recipient need not be a member of the Order. This award is made in each Grand Priory as appropriate, but not more than one is awarded in any Grand Priory in a given year. Any member of the Order may submit a nomination for this award to his Grand Prior. The Grand Priors submit their recommendations to the Prince Grand Master, who makes the award in the name of the Order. This ranks 5<sup>th</sup> in precedence.

III.M.6. THE GRAND PRIORAL MEDAL. This award is bestowed on a member of the Order whom the Grand Priory wishes to particularly acknowledge for service to the Order and the Grand priory. Nominations are made by Commandries to the Grand Prior, who makes the award in the name of the Grand Priory. One award is made in each Grand Priory once a year, on Saint John's Day. This ranks 6<sup>th</sup> in precedence.

III.M.7. THE HOSPITALLER CROSS. This award is bestowed on an individual, a group of persons, or an institution for outstanding work in some specific area of hospitaller activity. The recipient need not be a member of the Order. Five awards are made each year by the Prince Grand Master in the name of the Order. Any member of the Order may submit a nomination for this award directly to the Prince Grand Master. This ranks 7<sup>th</sup> in precedence.

III.M.8. THE CROSS OF CHARITY. This award is bestowed on an individual to acknowledge some outstanding charitable act or as a reward for longstanding charitable contributions to the Order. The recipient need not be a member of the Order. This award is made as appropriate by the Prince Grand Master in the name of the Order. Any member of the Sovereign Council may submit a nomination for this award to the Prince Grand Master. This ranks 8<sup>th</sup> in precedence.

III.M.9. THE MILITARY CROSS. This award is bestowed on a member of the uniformed services who has shown outstanding valor in defending the principles for which the Order stands. The recipient need not be a member of the Order. This award is made in each Grand Priory as appropriate, but not more than one is awarded in any Grand Priory in a given year. Any member of the Order may submit a nomination for this award to his Grand Prior. The Grand Priors submit

their recommendations to the Prince Grand Master, who makes the award in the name of the Order. This ranks 9<sup>th</sup> in precedence.

III.M.10.CERTIFICATES OF COMMENDATION. These awards are given by the Order to acknowledge worthwhile accomplishments on the part of individuals or groups. These accomplishments may be of any kind in keeping with the principles of the Order. Any member of the Order may submit a nomination for such an award. Certificates of Commendation on the Commandery level receive the approval of the Grand Prior of jurisdiction, while those on the Grand Prioral level receive the approval of the Grand Chancellor of the Order. There is no fixed number of these awards bestowed each year, but prudent discretion should be used in issuing them.

### **III.N. The Pilgrim's Shell.**

#### **III.N.1. Definitions.**

Since mediaeval times the scallop shell has been the symbol of Christian pilgrimage. As pilgrims had of necessity to travel lightly, the shell was used as both a cup and a plate on their journeys to holy places. The Order has adopted the shell as the outward badge that its wearer has undertaken a "pilgrimage", a purposeful journey, to one of those sites which has a special historical significance to the Order and its members.

#### **III.N.2. Description.**

The Pilgrim's Shell consists of a metal representation of a scallop shell 23mm across on which is superimposed a small white enameled "Maltese Cross", the whole being fitted with a clutch-pin. There are three grades of the Pilgrim's Shell.

III.N.2.1. Gold is for visitation to the Holy Land, especially the Church of the Holy Sepulcher in Jerusalem and the Fortress of the Knights of Saint John at Acre.

III.N.2.2. Silver is for visitation to the Fortresses, Palaces, and Chapels of the Knight of Saint John on Cyprus, Rhodes, or Malta.

III.N.2.3. Bronze is for visitation "over the sea" to a headquarters of the Order since 1798, or to such other places as shall from time to time be designated by the Prince Grand Master. These include the following.

III.N.2.3.1. The Palace of the Order of Saint John (Palais du Corps des Pages), Saint Petersburg, Russia.

III.N.2.3.2. Headquarters of the Sovereign Military Order of Malta, the Palace Malta, Via Condotti, Rome, Italy.

III.N.2.3.3. Saint John's Gate, the historic seat of the Order in London, England and the present headquarters of the Venerable Order of Saint John in the British Realm, London, England.

III.N.2.3.4. Torphichen, the historic seat of the Order in Scotland.

III.N.2.3.5. London, Ontario, Canada, the site of the first meeting in 1828 of our Order in North America, especially the Cathedral of Saint Peter.

III.N.2.3.6. The Monastery of Saint Sava, Libertyville, Illinois, U.S.A., the site of the tomb of our late Royal Head, king Peter II of Yugoslavia.

III.N.2.3.7. Camarillo, California, U.S.A., the site of the tomb of our late Prince Grand Master Sanguszko-Formhals.

III.N.3. Wearing of the Pilgrim's Shell.

The Pilgrim's Shell in the highest grade is worn on the right side approximately six inches above the waist. If the Cross of Justice is also being worn, the Pilgrim's Shell is worn just below it. Only one Pilgrim's Shell is ever worn, and this only with Full Dress or Evening Dress.

III.N.4. Procedure for Awarding the Pilgrim's Shell.

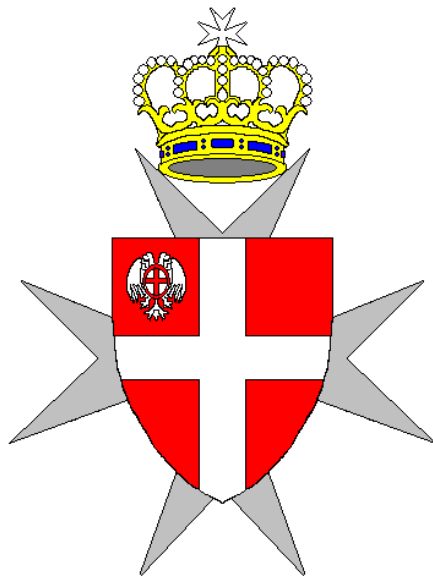
III.N.4.1. Any member of the Order who has completed a pilgrimage and who wishes to commemorate it by the Pilgrim's Shell shall address a letter to the Pilgrim Master of the Order. This letter should contain all of the pertinent information, including the specific place(s) visited and the date(s) of the visit(s). Additionally, some documentary proof of the visit(s) should be included. This may take the form of a copy of a passport entry, travel tickets, hotel receipts, etc. A cheque

for the current registration fee should accompany this letter.

III.N.4.2. The Pilgrim Master will enter the information in the Order's Roll of Pilgrimage, and issue the Order member an original Certificate of Pilgrimage and a copy. This Certificate contains the member's name, the place and date of pilgrimage, and the grade of Pilgrim's Shell authorized. A second copy of the Certificate of Pilgrimage is sent to the Palace of Saint John to become part of the member's permanent records.

III.N.4.3. The members sends the copy of the Certificate of Pilgrimage, along with a cheque in the appropriate amount, to the Director General of Insignia. This copy serves as his authorization to issue the Pilgrim's Shell in the correct grade. The Director General of Insignia records the member's name and grade, and sends back the appropriate Pilgrim's Shell.

III.N.4.4. While a member may apply for, and be issued, more than one Certificate of Pilgrimage for additional pilgrimages of the same grade, it is not usual for more than one actual Pilgrim's Shell in the same grade to be issued by the Director General of Insignia.



## **PART IV - FINANCES**

### **IV.A. Procedures.**

IV.A.1. All funds shall be deposited in the name of the Hospitaller Order of Saint John of Jerusalem, Knights Hospitaller, in accounts and depositories as shall be approved by the Magistral Council of the Order.

IV.A.2. Disbursements shall be made by cheque signed by any two authorized officers, except that the Grand Receiver is authorized to sign, without another signatory, any cheque for administrative operations payable in an amount of five hundred dollars (US\$500) or less; and when authorized by the Prince grand Master by FAX or letter upon proper documentation, the Grand Receiver may sign cheques for three thousand dollars (US\$3,000) or less. The Grand Receiver shall supply the documentation to the authorized officer and with FAX approval add the plate signature of the Prince Grand Master or of the Grand Chancellor of the Order.

IV.A.3. Authorized signatures shall be those of the Prince Grand Master, the Grand Chancellor of the Order, and the Grand Receiver of the Common Treasure.

IV.A.4. The accounts of the Order shall be audited annually by the Bureau of the Audit, whose report, in summary form, shall be made available to the Sovereign Council.

IV.A.5. All funds, securities, and negotiable instruments shall be deposited, or held in safekeeping, at such place or places as shall be approved by the Magistral Council, and shall be there held at

all times subject to the joint control of the following: the Prince Grand Master, the Grand Chancellor of the Order, and the Grand Receiver of the Common Treasure. Any two of the previously mentioned officers shall have power to issue instructions to any bank or trust company acting as depository, with respect to the sale, investment, reinvestment, or other disposition of such assets, authority for which has been given by those who have that responsibility. (Cf. IV.C. below). No officer of the Order shall receive commission, consideration, or personally profit by any such transaction.

## **IV.B. Fund Management.**

### **IV.B.1. The Permanent Fund.**

There shall be created and maintained a Permanent Fund of the Order. The income thereon shall be accumulated and semi-annually added to the principal of the Permanent Fund, providing that any part not to exceed one-half of such income may, by vote of a majority of the Magistral Council, be used for the general purpose of the Order. Any part of the principal of such fund shall be expended only upon the suggestion and consideration of the Magistral Council, approved by a majority of the members of the Sovereign Council of the Order.

### **IV.B.2. The Special Purpose Funds.**

IV.B.2.1. There shall be created and maintained such Special Purpose Funds as shall be needed to segregate monies received for restricted purpose other than the purpose of the Permanent Fund or the General Operating Fund of the Order.

IV.B.2.2. The principal of each such Fund shall be identified as a "Special Purpose Endowment Fund", and combined with the Permanent Fund principal for investment purposes only. The investment income from the "Special Purpose Endowment Fund", plus any income earned from other sources or from donations for operating purposes, shall be deemed to be a separate "Special Purposes Operating Fund" for a specified purpose, and accounted for separately, but may be combined with other Special Purpose Operating Funds for temporary investment purposes until disbursed unless otherwise provided by the instrument of trust or bequest pursuant to which the special fund was created.

IV.B.2.3. Neither the principal nor the income of a Special Purpose Fund can be expended for any purpose other than that for which the Fund is established unless such expenditure is authorized in the same manner as an expenditure of principal of the Permanent Fund; provided no such expenditure for another purpose shall be contrary to law or the terms of any trust or bequest pursuant to which the fund was created.

IV.B.2.4. Withdrawal of part or all of the income in a Special Purpose Fund shall be by the request of the appropriate committee having authority over the Fund with the consent of the Prince Grand Master consistent with the terms of any trust or bequest to which the special fund was created.

IV.B.2.5. Withdrawal of any monies from any Special Purpose Fund which is not under the authority of an appropriate committee shall be by the authorization of the Grand Receiver of the Common Treasure with the consent of the Prince Grand Master, unless otherwise provided in the instrument creating the same.

#### **IV.B.3. The General Operating Fund.**

There shall be created and maintained a General Operating Fund, which shall consist of the monies used for the operating expenses of the Order as authorized by the current budget. The temporary investment of these funds is controlled by the Investment Council.

#### **IV.C. Investment Policy.**

##### **IV.C.1. The Operating Funds.**

The General Operating Fund and the Special Purpose Operating Funds shall be invested in interest bearing chequing accounts, or savings or similar accounts, or certificates of deposit in federally insured banking institutions (up to the federally insured maximum), or obligations of the United States Government, or agencies of the United States Government whose obligations are guaranteed by the full faith and credit of the United States Government, for a period of time not to exceed (1) year.

##### **IV.C.2. The Permanent Funds.**

The principal of the Permanent Fund and of the Special Purpose Endowment Funds shall be invested in obligations of the United States Government, or agencies of the United States Government whose obligations are guaranteed by the full faith and credit of the United States Government, for a period of time not to exceed ten years. Investment income, income from other sources, and donations to be added to the principal may be invested temporarily in the same manner as the Operating Funds.