

# GRAND ENCAMPMENT OF KNIGHTS TEMPLAR

OFFICE OF THE  
GRAND RECORDER

# Office of the Grand Recorder

3 Sugar Creek Center Boulevard  
Suite 410  
Sugar Land, Texas



# Office of the Grand Recorder

Monday – Friday

8:00 AM – 4:00 PM

CENTRAL TIME

# Office of the Grand Recorder

(713) 349-8700

TELEPHONE

(713) 349-8710

FACSIMILE

# Office of the Grand Recorder

Larry Tucker

[larry@gektusa.org](mailto:larry@gektusa.org)



# Office of the Grand Recorder

Una Cardenas

[una@gektusa.org](mailto:una@gektusa.org)

Grand Commandery Returns

Grand Commandery Awards

General Supply Orders

Routine Bookkeeping

# Grand Commandery Returns

## Routine Bookkeeping



**Una Cardenas**  
[una@gektusa.org](mailto:una@gektusa.org)

# Office of the Grand Recorder

Supply Orders

Media: Books, DVDs

Jewelry: Lapel pins, Cords



# Office of the Grand Recorder

## CREDIT CARDS

Visa - MasterCard –  
Discover



# Office of the Grand Recorder

## TAX ID NUMBERS

Charitable & Exempt Org/  
Statistics

Exempt Org Master File

# Office of the Grand Recorder

## MEMBERSHIP AWARD

Requirements - Regulations

# Grand Encampment Membership Award

**Effective September 1, 1991**

**First line signer – 10  
petitioners**

**Knighted**

**or Restored to membership**

**Cumulative**

**with no time boundaries**

**Bronze, Silver or Gold  
Leaf Cluster**



# Grand Encampment Membership Award

Original form to be completed by  
Recorder of Constituent Commandery

Forwarded to Grand Recorder of  
Grand Commandery for validation

Forwarded to Grand Encampment Office  
for verification and issuance

# York Rite Information System Data Processing, changes, updates Easter Reservations



**John Elkinton**  
[john@gektusa.org](mailto:john@gektusa.org)

# Office of the Grand Recorder

Knights Templar  
Educational Foundation  
Administration  
(covered elsewhere)

# Office of the Grand Recorder

Website

[www.knightstemplar.org](http://www.knightstemplar.org)



# Office of the Grand Recorder

**Constitution and Statutes**

**Now incorporates**

**Digest of GM Decisions**

**Available on the website**

# *Annual Returns*

## Section 41

### Grand Commandery

(h): It shall, on or before July 1<sup>st</sup> of each year pay to the Grand Recorder of the Grand Encampment such an amount as may be prescribed by the Grand Encampment as dues for each member of its Constituent Commanderies, as shown by the returns of such Grand Commandery as of December 31<sup>st</sup> ...

# *Annual Returns*

## Section 41 Grand Commandery

... on the prescribed forms.

A penalty of \$500 will be assessed on all late, inaccurate or incomplete Annual Returns.

# *Annual Returns*

## Section 52 Grand Recorder

It is the duty of the Grand Recorder...

(b) To forward to the Grand Recorder of the Grand Encampment, on or before the First Day of July of each year, the Annual Returns and Dues of the Grand Commandery ...

# *Annual Returns*

Section 52  
Grand Recorder

... on the prescribed forms.

A penalty of \$500 will be assessed on all late, inaccurate or incomplete Annual Returns.

# *Annual Returns*

## Section 52 Grand Recorder

(c) To forward to the Grand Recorder of the Grand Encampment within thirty (30) days of the annual conclave, the Roll of Officers, Past Grand Commanders, and Committee Chairman on the prescribed forms.

# *Annual Returns*

**Recapitulation (Reporting) Period  
January 1 – December 31**

**Due in Grand Encampment Office  
on or before July 1**

**Electronic Reporting will be  
implemented when ALL  
Commanderies are using YRIS**

# *Annual Returns*

Knights Templar Eye Foundation  
ASSESSMENT is part of your  
Grand Commandery Returns to  
Grand Encampment

**DO NOT REMIT TO KTEF OFFICE  
in Flower Mound, Texas**



# *Rituals*

Grand Encampment Rituals

Can be ordered only by Grand Recorders  
(multiples of 10)

May be shipped and billed to  
Constituent Commanderies

- Knights Templar Educational Foundation
- Holy Land Pilgrimage

Information and referral

