

Recorder's Procedure to transfer a member into your Commandery.

1. Have the Sir Knight give his current Commandery a notice of transfer.
"Notice of intention to transfer membership."

NOTICE OF INTENTION TO TRANSFER MEMBERSHIP

TO THE EMINENT COMMANDER AND SIR KNIGHTS OF

_____ Commandery No. _____, K.T.,
_____, IN

Your are hereby notified that the undersigned, a Sir Knight and member of said Commandery, desires and intends to transfer his membership therein to

_____ Commandery No. _____,

K.T., located at _____, _____.

On receipt of notice from said Commandery, of my election therein, please forward my demit to its Recorder.

Dated this _____ day of _____, 20____

(All Names Must Be Signed In Full)

You fill this form out along with the next form and send it to the recorder of the Commandery being transferred from. The first form basically states that the petitioner wants to transfer, and that after the transfer is complete, he will be demitting from the old Commandery. The next form will be needed to vote him into the new Commandery. I send the form so the recorder doesn't have to waste time finding the form we need.

2. He should get a **"Certificate to Accompany Transfer."** This lets you know he is in good standing at his current Commandery.

Certificate to Accompany Petition for Transfer of Membership

_____ 20_____

Asylum of _____ Commandery No. _____ K.T.,
_____, IN.

This is to Certify that Sir Knight _____,
who has given

All names in full

notice of his intention to transfer his membership to _____ Commandery
No. _____

K.T., located at _____ State of
_____, is now

A member of this Commandery in good standing and is not at this date delinquent for dues.

Signed and sealed this _____ day of _____ A.D. _____

COMMANDERY SEAL

_____,
Recorder

The next form is the petition to the new Commandery for membership. After the recorder receives the **Certificate to Accompany Petition for Transfer of Membership**, the two forms are the accepted petition for membership.

3. Have him petition your Commandery. **"Petition to Transfer"** This petition, along with his Certificate to Accompany Transfer will allow you to vote on him.

PETITION TO TRANSFER MEMBERSHIP



To the Commander, Generalissimo, Captain General, and Sir Knights of _____
Commandery No. _____, Knights Templar _____, Indiana.

The undersigned represents that he is a member in good standing of _____

Lodge No. _____, F.&A.M., of _____, _____

Chapter No. _____, R.A.M., of _____, _____

Council No. _____ of _____, _____

and Commandery No. _____, K.T., of _____, _____

He now desires to transfer his membership as a Knight Templar to your Commandery, and a Certificate of Good Standing, under the seal of his Commandery, showing that his dues are paid and he has no indebtedness accompanies this petition.

This petition is also accompanied by his formal request in writing addressed to his Commandery applying for a demit there from if elected to membership in your Commandery.

He was born on the _____ day of _____, _____.

His residence is _____, _____
Address City
_____, _____
State Zip +4

His occupation is _____.

His place of business is _____, _____
Address City
_____, _____
State Zip =4

Signed this _____ day of _____, _____

Signature _____

All names to be written in full.

4. Once elected, you send the **"Notice to former Commandery of election by transfer"** form to the other Commandery. This form contains the official request for demit, which you should get and place with his paperwork.

Notice to Former Commandery of Election by Transfer

Asylum of _____ Commandery No _____, K.T. _____, IN

To the Eminent Commander and Sir Knights of _____
Commandery No. _____, K.T. _____,
State of _____

You are hereby notified that at a Stated Conclave of this Commandery, held on the
_____ day of _____, 20____, Sir Knight

_____,
(Enter All Names in Full)

Was elected to membership in this Commandery by transfer from your Commandery.
In order, therefore, to complete said transfer of membership, kindly issue and forward
a demit as of the date of said election here given.

Signed and sealed this _____ day of

_____ A.D. 20_____

_____, Recorder

5. The former Commandery then issues a demit and the transfer is complete.

DEMIT

To all Knights Templar to Whom There Presents Shall come.

Greetings:

This is to certify that Sir Knight _____ is, at the date of these presents, a Knight Templar in good standing; and that, having paid all dues and being free from all charges, he is, at his own request, by vote of the _____ Commandery, dismissed from membership in _____ Commandery No. _____, under the jurisdiction of the Grand Commandery, Knights Templar of Indiana.

**Given under my hand and the seal of said Commandery,
This ____ day of _____, A.D. _____, A.O. _____**

(SEAL)

_____, Recorder

6. Original Commandery changes MMS status from Knighted to "Demitted" by "Certificate"
Receiving Commandery completes MMS for the new Sir Knights information and gives him the status of "Affiliation," Both Commanderies use the date of the Demit.

With today's communications email and phone conversations to complete the process will also work. However, the Receiving Commandery must vote on the Candidate and MMS must be completed by both Commanderies.