



**HERMAN E. DUNCAN**  
*Grand Council & Commandery, Knights Templar (PHA)*  
*Jurisdiction of Oklahoma,*  
*Western Europe, Far East and the Middle East*

**December 15, 2012 A.O. 894**

**GRAND ORDER—2013-1**

**TO:** Right Eminent Grand Commander, Grand Staff, Past Eminent Commanders, and Sir Knights.

**SUBJECT:** 25th ANNUAL GRAND CONCLAVE

It is with the most sincere wishes that this order finds all owing obedience and allegiance to this Magnanimous Order enjoying good health and blessings of the Deity.

We will open our Grand Encampment at the Marriott Tulsa Southern Hills Hotel, 1902 E. 71<sup>st</sup> Street, Tulsa, Oklahoma 74136 at **7:00 A.M. on Saturday Morning, 1 June, 2013. MIDWEST #4 will open.**

**Annual Staff Meeting will be held Thursday Night, 30 May 2013, in the Hospitality Room at 20:00**

**ALL ELECTED OFFICERS AND DEPUTIES ARE REQUIRED TO BE PRESENT.**

*(Any officer or deputy not able to attend must notify the Grand Recorder in a timely manner.)*

**GRAND CONCLAVE INFORMATION:**

**(A) CREDENTIAL FORMS:**

A check or/ money order or/ cash in the amount of \$225.00 must accompany the Credential Form of each Commandery. This will register the Three Principal Officers of each Commandery rather they attend the Grand Encampment or not. This will ensure your Commandery vote on any programs for growth and business that may legally and constitutionally be brought before the Grand Encampment. Your deputy may bring the votes for all Commandery Officers who are absent. This is a reminder only; as all know that all Three Principle Officers **MUST** accounted for on the Credentials Form with the Grand Commandery.

*(The only exception is if any Principle Officer is already registered with the Grand Lodge as a Principle Officer)*

**ALL CREDENTIAL FORMS AND MONEIES ARE TO BE SENT TO THE GRAND COMMANDERY TO BE DATED AND REGISTERED WITH THE GRAND RECORDER.**

**(B) PROXY VOTES:**

Any Proxy Vote **MUST** be accompanied with the amount of \$75.00 in order to be registered as a vote or/ a request as a nomination for an office.

**(C) CBA's**

Be sure your CBA's are up to date and on time! Annual Membership Roster with the 1st Qtr CBA is due 15 January 2013

**(D) DEADLINES:**

All Councils and Commandery have been informed of the Deadlines for reports to be in my office.

- Annual Membership Roster with the 1<sup>st</sup> Qtr CBA is due **15 January 2013.**
- A listing of Elected Officers with addresses is due **15 January 2013.**
- Annual Reports are due **15 January 2013.**
- Audit Report including the District Audit Report are due **15 January 2013.**
- Credential Forms are due no later than **15 May 2013.**
- Proxy Votes are due no later than **15 May 2013.**
- Resolutions are due in my office no later than **15 April 2013.**
- Grievances and Appeals are due no later than **15 April 2013.**
- Charters and Dispensations Requests are no later than **15 April 2013.**

**IF YOU HAVE NOT SENT THE ABOVE REPORTS, PLEASE SEND THEM IMMEDIATELY WITH \$100.00 LATE FEE.**

**(E) ANNUAL REPORTS**

Annual Reports of the Elected Grand Commandery Officers and Deputies must be submitted in Duplicate to my office no later than **15 May 2013.**

**(F) COMMITTEE REPORTS**

Committee Reports are due **15 May 2013.** Chairpersons must submit their report **digitally** by report date and hardcopy in **duplicate** at the Grand Encampment.

**(G) DEPUTY'S YEARLY STAFF MEETING**


The Date, Time, and Place of the Deputy's yearly Staff Meeting will be sent to you in the near future. This is a Mandatory Meeting for all Elected Officers and Eminent Commanders and their Staff. Any individual having a valid reason for not being able to attend, please notify the Very Eminent Deputy Grand Commander in a timely manner so that your absence may be officially noted.

**(H) GRAND LODGE TRESTLE BOARD**

I am requesting that all Councils and Commanderies participate in the Grand Lodge Trestle board Souvenir Program to the maximum extent possible.

**(I) DUES CARD AND BADGES**

A current Dues Card and Badge are required in order to attend the Grand Conclave.

  
ANTHONY E. BOWENS  
RIGHT EMINENT GRAND COMMANDER