

# THE HOSPITALLER ORDER OF SAINT JOHN OF JERUSALEM, KNIGHTS HOSPITALLER



## POLICIES AND PROCEDURES

### SOVEREIGN COUNCIL

FEBRUARY 2018

## TABLE OF CONTENTS

Article 1 - GOVERNMENT, ORGANIZATION AND OFFICES OF THE ORDER

Article 2 - THE CENTRAL ADMINISTRATION OF THE ORDER, OFFICERS AND DUTIES

Article 3 – MEETINGS

Article 4 – FINANCE

Article 5 – TITLES

Article 6 – SPECIAL COMMITTEES

Article 7 - DIPLOMAS AND BREVETS

Article 8 – USE OF EMAIL

Article 9 – PROXY VOTING

Article 10 – AWARDS OF THE ORDER

Article 11 – GRAND MASTERS EMERITUS

Article 12 – INSIGNIA

Article 13 - PERSONAL ARMS AND ARMS OF OFFICE

Article 14 – AMENDMENTS

## **ARTICLE 1 - THE GOVERNMENT, ORGANIZATION AND OFFICES OF THE ORDER**

### **THE GEOGRAPHICAL JURISDICTIONS OF THE ORDER**

The Order exists on three distinct levels, each having its own administration and separate functions. These levels are the Central Administration, the Grand Priories and the Commanderies. In addition to these there is provision for special intermediate structures which may exist within a Grand Priory or Priory with the approval of the Sovereign Council.

#### **1.1 The Central Administration**

The Sovereign Council is the Central Administration of the 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 the subordinate jurisdictional units of the Order and for all the members of the Order belonging 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. It defines procedures on membership, promotions, oblations and all other matters affecting the operation of the Order. It administers the Order's property and it is the nucleus through which the Order's *fons honorum* is exercised.

## **ARTICLE 2 - THE CENTRAL ADMINISTRATION OF THE ORDER, OFFICERS AND DUTIES**

### **2.1 The Grand Master**

The Grand Master is Chairman of the Sovereign Council over which he presides. He is nominated by the Sovereign Council and elected by the Chapter General of the Order. He has the right to dub Knights which right he may, on his absence, delegate to the Lieutenant Grand Master. In the absence of the Lieutenant Grand Master, he may, with the permission of the Sovereign Council delegate this right to a member of the Sovereign Council provided two other Bailiffs of the Sovereign Council witness the ceremony of dubbing.

The Great Seal of the Order is in his possession.

The office of Grand Master will revolve through each of the Grand Priories in succession. The term of office for each Grand Master shall be limited to one term of four (4) years. The identification of a Grand Master shall be made four (4) years before his or her assumption of the office. The person selected will be known as the Lieutenant Grand Master.

The procedure for selecting the Lieutenant Grand Master should be:

1. The appropriate Grand Priory shall identify its selection, i.e. one or more and advise the Council of Grand Masters Emeritus.
2. the Council of Grand Masters Emeritus shall examine the qualifications of the candidate(s) and declare the person most suited to be Grand Master
3. the Council of Grand Masters Emeritus shall announce its decision at Sovereign Council meeting

## **2.2 The Lieutenant Grand Master**

The Lieutenant Grand Master, in the absence of the Grand Master, presides at meetings of the Sovereign Council. As a member of the Sovereign Council he enjoys the rank of Bailiff Grand Cross and uses the style "Excellency." The initial appointment of the Lieutenant Grand Master under the Constitution of 1998 shall be for a period of three years; thence the appointment shall be for a period of four years.

## **2.3 The High Officers of the Order**

The High Officers of the Order are:

1. Grand Commander of the Order
2. Grand Chancellor of the Order
3. Grand Marshal
4. Grand Receiver of the Common Treasure
5. Grand Advocate
6. The Grand Priors
7. The Grand Prelates
8. Six Grand Councillors, with all of the foregoing serving terms of four years

The High Officers with the exception of the Grand Councillors shall be nominated and confirmed by the Sovereign Council. They may be nominated and confirmed by the Sovereign Council for a second term of four years.

### **2.3.1 General duties of the High Officers**

**The Grand Commander** shall act as the personal deputy of the Grand Master and the Lieutenant Grand Master. They oversee the Hospitaller, Charitable and Educational work of the Order. They perform other duties as assigned to them by the Sovereign Council. With the sanction of the Council they may appoint such assistants as they may deem essential. The respective positions and duties of such assistants shall be as defined by the Sovereign Council and all such assistants shall hold office during the pleasure of the Sovereign Council.

**The Grand Chancellor** of the Order shall serve as Executive Officer to the Grand Master and the Lieutenant Grand Master, responsible for the general administration of the Order in all areas except those delegated to other High Officers of the Order. He shall have specific responsibility for the following areas, either directly or through subordinates:

- (1) The procedures for admission, registration, promotion and removal of members.
- (2) Maintenance of the Order Register.
- (3) The issuing of Directives to the Order as required promulgating Order policy.
- (4) Giving notice of Sovereign Council meetings, making arrangements for such meetings, providing agenda and recording minutes of such meetings.
- (5) Maintaining the records of the Order.

With the sanction of the Sovereign Council, he may appoint such assistants as he may deem essential. The respective positions and duties of all such assistants shall be as defined by the Sovereign Council and all such assistants shall hold office during the pleasure of the Sovereign Council.

**The Grand Marshal**, under the direction of the Sovereign Council, shall be responsible for all matters concerning regalia, insignia and ceremonies of the Order. With the sanction of the Sovereign Council, he may appoint such assistants as he may deem essential. The respective positions and duties of all such assistants shall be as defined by the Sovereign Council and all such assistants shall hold office during the pleasure of the Sovereign Council.

**The Grand Receiver of the Common Treasure** shall receive and deposit all monies of the Order and shall keep regular books of account. Upon the sanction of the Sovereign Council, he shall disburse the funds of the Order in payment of any just demands as may be provided by the budget or ordered by the Sovereign Council, taking proper vouchers for such disbursements, and shall render to the Sovereign Council at each meeting of the Sovereign Council or more regularly if required by the Sovereign Council, an account of all his transactions.

With the sanction of the Sovereign Council, he may appoint such assistants as he may deem essential. The respective positions and duties of such assistants shall be as defined by the Sovereign Council and all such assistants shall hold office during the pleasure of the Sovereign Council.

**The Grand Advocate** shall assist the Sovereign Council in the consideration of the legal issues attendant to Order matters. Upon the sanction of the Sovereign Council, he shall interface with legal advisors retained by the Order. He may consult with and advise the Attorneys General and Attorneys Major. He need not be a practicing member of the Bar. His relationship to the Order and any of its members shall not be that of attorney-client.

**Grand Priors, Grand Prelates and Councillors** - Each Grand Priory Council and the Commanders of the Commanderies within that Grand Priory may elect up to two Grand Councillors to represent that Grand Priory on the Sovereign Council. Should the Grand Priory maintain a membership of over four hundred members for two consecutive years, that Grand Priory may elect a third Grand Councillor to the Sovereign Council. However, no Grand Priory may be represented by more than three Grand Councillors on the Sovereign Council. In this respect, a 'member' is defined as a person whose Oblations are fully paid or a person who for reasons so stipulated in the Statutes has been properly forgiven Oblations. *The Prelates of each of the four Priories will also sit on Sovereign Council as Grand Prelates. (Jan 2017)*

### **2.3.2 Oath**

Before assuming office the High Officers are required to take the following oath.

**"I, (name), promise to fulfill the duties and obligations of my office to the utmost of my ability and in doing so ever to uphold the Constitution of the Order. I pledge that whatever information to which I may become privy whilst discharging this office I shall not reveal during my incumbency or on my retirement from office. I further acknowledge**

**that all papers, seals, documents and other Order items which shall come into my possession in consequence of my office shall remain solely the property of the Order. Therefore I shall freely give them up to the authority of the Order upon surrendering my office and I direct that in the case of my death or severe incapacity my executors, personal representatives, administrators or my guardian shall do likewise."**

## **2.4 The General Officers of the Order**

The General Officers of the Order are are not members of the Sovereign Council and are listed below. They enjoy the rank of Knight Commander while holding office only. Their duties are as outlined below:

**2.4.1 The Blanche Croix Juge d'Armes-** This officer is within the department of the Grand Marshal to whom he reports. He should possess a special knowledge of arms, heraldry, genealogy and ceremonial. He maintains the Order's records on the genealogies, arms, and honours of its members.

**2.4.2 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 manufacturers the fabrication of Insignia upon approval of the designs for the same by the Sovereign Council. He accepts all orders for Insignia from the Grand Priors or Priorities in anticipation of Investiture requirements and dispatches the same on receipt of payment thereon. He replaces lost Insignia and up-grades Insignia for individual members upon proper authorization and payment for same. He issues Pilgrim Shells to individual members upon proper authorization from the Pilgrimmaster and payment by the member concerned. He maintains an Insignia account into which is paid monies received as payment for Insignia and pays out funds from that account to purchase the necessary supply of Insignia. He submits an annual financial report to the Council and a statement of Inventory held.

**2.4.3 The Secretary General -** This officer is within the Grand Chancellery of the Order and is responsible for maintaining the up to date list of the members of the Chapter General of the Order, which list is updated every six months to ensure its accuracy. He is responsible for counting any mail ballots of the Chapter General of the Order and forwarding a report on the same to the Grand Master. He is responsible for receiving the annual reports from those officers required to submit the same to the annual meeting of the Sovereign Council.

**2.4.4 The Archivist General -** This officer maintains past records of the Order in the Order Archives. He receives an annual report from each Grand Priory or Prioral Archivist and presents an annual record of his activities to the Sovereign Council. Any records of Order Archival material to should be forwarded to him.

**2.4.5 The Pilgrimmaster General -** This officer is responsible for organizing and overseeing any official pilgrimage of the Order and making an official written and photographic report of the same for the Order Historian. He maintains the Pilgrim Register in which is recorded a record of all pilgrimages made by Order members. On receipt of an official record of a member's pilgrimage he issues to the member a Certificate of Pilgrimage and notifies the Director of Insignia of the appropriate Pilgrim Shell to which the member is entitled.

### **ARTICLE 3 - MEETINGS**

The Sovereign Council must meet every **three** (Jan 2017) years. The members are elected from the Chapter General which includes all Knights, Dames and Bailiffs.

A quorum is the Grand Master and any five High Officers.

The Grand Chancellor will assemble and distribute all reports by email at least two weeks prior to the meeting.

The Grand Prelate of the host country will offer prayers at the commencement and conclusion of the Council meeting and assist in the preparation of the particular ceremonies which may be held and give the Council advice on ecclesiastical matters. All four Grand Prelates may attend a Sovereign Council meeting. **The Grand Prelates will have voting privileges. (Jan 17)**

Discussions, motions and votes may be conducted by email. All members are to “reply all” and acknowledge communication within three days of receiving a communication. If a member is away for an extended period – they should turn on their “out of office” notifications.

### **ARTICLE 4 – FINANCE**

#### **4.1 General**

The purpose of financial management in the operation of the Sovereign Council is to fulfill the Order’s mandate in the most effective and efficient manner and to remain accountable to its members. In order to accomplish this, the Sovereign Council commits to the most prudent use of the Order’s funds and to keep Council expenses to a minimum.

The Sovereign Council recognizes that Council Members may be required to travel or incur other expenses from time to time to conduct Sovereign Council business (including, but not limited to attending Sovereign Council meetings and/or Investitures) and to further the mandate of the Order. The purpose of this Policy is to ensure that a) adequate cost controls are in place, b) travel and other expenditures are appropriate and c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Council members.

When incurring Council business related expenses, the Order expects Sovereign Council members to:

- Exercise discretion and good judgement with respect to those expenses.
- Be cost conscious and spend the Order’s money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, supported by required documentation, as they were actually spent

The Sovereign Council is ultimately responsible for the financial management of all activities. The Grand Receiver is authorized to act on the Council’s behalf on financial matters when action

is required between Sovereign Council meetings. All actions taken by the Grand Receiver must be subsequently approved by the Sovereign Council.

## 4.2 Expenses

The following members of the Sovereign Council will have all reasonable expenses incurred while on Sovereign Council business covered:

- Grand Master
- Lt. Grand Master
- Grand Commander
- Grand Chancellor
- Grand Receiver
- Grand Marshall
- Grand Advocate

The balance of the Sovereign Council members including the Grand Priors (USA, Canada & the Baltic Sea), Grand Prelates as well as the six Grand Councillors (two from each Grand Priory) will have their expenses covered by their respective Grand Priory.

The heavy financial burden placed on the Grand Priory to attend Sovereign Council meetings must be recognized. As most (if not all) meetings of the Sovereign Council take place in North America the expenses of those members of the Grand Priory of The Baltic Sea, who attend Sovereign Council functions (in North America), will be subsidized and vice versa (North American members attending in the Baltic Sea). A reasonable portion of their expenses (not to exceed 50%) to be determined and approved by the Sovereign Council will be covered by Sovereign Council funds. The preference is to have this approval prior to the meetings in question.

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense Report must be submitted along with receipts as appropriate as soon after the completion of travel as possible, but no later than one month following.

Authorized expenses include (but are restricted to) such items as:

- Transportation (Air, Rail, Taxi)
- Mileage (rates set according to current business norms)
- Parking
- Hotel Accommodations
- Meals

Prior to payment the Expense Report must be approved according to the following schedule

- Grand Master's expenses approved by the Lt. Grand Master
- Lt. Grand Master's expenses approved by the Grand Advocate

- The balance of the Expense Reports (Grand Commander, Grand Chancellor, Grand Receiver, Grand Marshall & Grand Advocate) approved by the Grand Master

Once approvals are received (can be done electronically), the Grand Receiver is authorized to make payments. Records of approvals and all expense paperwork must be maintained by the Grand Receiver. The Grand Receiver will produce a schedule, yearly, listing all paid expenses, for approval of the Sovereign Council.

### **4.3 Annual Oblations to the Order**

The amount of annual Oblations is fixed by each individual Grand Priory or Priory except that an amount of US\$20 must be paid to the Order by each member of the Order unless granted an exemption by Regulation.

The Grand Priory Treasurer forwards the Oblation monies at suitable intervals due to the Order to the Grand Receiver of the Common Treasure who banks these monies to the general account of the Order.

The following members of the Sovereign Council, although not members of a Grand Priory; are billed directly by the Grand Priory Treasurer of the particular Grand Priory in which they reside and to whom their Oblations must be paid unless by Regulation they are exempt due to age:

- The Grand Master
- The Lieutenant Grand Master
- The Grand Commander
- The Grand Chancellor
- The Grand Marshal
- The Grand Receiver of the Common Treasurer
- The Grand Advocate
- **Grand Prelates (Jan 2017)**

### **4.4 Application Fees**

The Sovereign Council fixes the Application Fee paid by each person applying for membership. No Application Fee is paid by an Affiliate of Merit, a Serving Brother, Sister, Deacon or Damosel.

Once the Grand Prior or Prior has been informed that the Application has been approved the Grand Priory Treasurer forwards to the Grand Receiver of the Common Treasure that amount which has been decided upon by the Sovereign Council as due to the Order with a list of the persons from whom the fee has been collected along with the Order number which has been allotted to them

### **4.5 Passage fees**

The Sovereign Council fixes that amount paid by each member on being advanced to Dame or Knight. No Passage fees are paid by Affiliates of Merit.

This Passage fee is paid to the Grand Priory Treasurer by the person being advanced and the

amount previously decided upon by the Sovereign Council as due to the Order is forwarded to the Grand Receiver of the Common Treasurer along with the names of those persons who have paid the Passage fee and their Order numbers.

#### **4.6 Per Capita Fee**

Each Grand Priory or Priory will pay to the Grand Receiver a per capita fee of the equivalent of US \$20.00 for each member of that Grand Priory excepting those members who may under other sections of these regulations have been granted a remission of Annual Oblations.

This per capita fee forms part of the annual oblations collected by the Grand Priory and is forwarded to the Grand Receiver of the Common Treasure along with a list of the members' names and numbers to which it applies.

#### **4.7 Grand Receiver Responsibilities**

The Grand Receiver of the Common Treasure (Sovereign Council) will be responsible for the payment of the following administrative costs from Order funds:

- Prospective Postulant Information Forms
- Application Forms
- Certificate or Diploma of Membership
- Brevets- blank forms only (the cost of the calligraphy, etc. is to be borne by the particular Grand Priory or Priory concerned)
- Production and postage of the 'White Cross'
- Normal administrative costs incurred by members of the Sovereign Council in carrying out their respective duties provided these costs are authenticated by receipts for same.
- Annual audit of the Sovereign Council financial statement if audited by other than a member of the Order.
- Travel expenses for attendance at authorized Sovereign Council meetings of the Grand Master, the Lieutenant Grand Master, the Grand Commander, the Grand Chancellor, the Grand Marshal and the Grand Receiver of the Common Treasure.

#### **4.8 Grand Master Budget**

Prior to the start of the year, the Grand Master is responsible (with input from the Grand Receiver and anyone else the Grand Master deems appropriate) for recommending a budget for the Sovereign Council's approval. This budget will take into account the activities scheduled for the upcoming year and will attempt to capture all costs associated with travel and other related expenses for covered members of the Sovereign Council. This budget is to be approved by the Sovereign Council before the start of the New Year. An electronic vote is acceptable to approve the budget. This budget will permit the Grand Receiver ample time to ensure that adequate funds are available.

#### **4.9 Transfer Fees**

No transfer fees may be charged by any unit - Grand Priory, Priory, or Commandery for the transfer of monies to the Grand Receiver of the Common Treasure.

#### **4.10 Procedures**

All funds accruing to the Order shall be deposited in the name of the Hospitaller Order of St. John of Jerusalem Knights Hospitaller.

The accounts of the Order shall be audited annually, as shall the accounts of each Grand Priory or Priory and are to be made available to members on written request to the Grand Receiver of the Common Treasure, or in the case of a Grand Priory or Priory, by written request to the Grand Prior or Priory Treasurer.

#### **ARTICLE 5 - TITLES**

**5.1** The Order recognizes the following titles of officials and members within the Order as appropriate:

- "Grand Master" or "Excellency" to the Grand Master
- "Excellency" to Bailiffs
- "Dame or Knight Commander" to members holding that rank
- "Sir" or "Chevalier" to Knights, and "Dame" to Dames, except whenever and wherever this may not be in accordance with the law or custom of their country of domicile

**5.2** It shall always be proper to address:

- The Grand Master as "Grand Master"
- The Lieutenant Grand Master as "Lieutenant Grand Master"
- Dame or Knight Commanders as "Dame Commander or Knight Commander"
- Knights as "Chevalier" and Dames as "Dame "

**5.3** It shall always be proper to address any member, including an ecclesiastic or affiliate by his own highest personal or official title.

**5.4** In correspondence the following forms of address should be used:

- The Grand Master- " H.E. Grand Master"
- The Lieutenant Grand Master - "H.E. Lieutenant Grand Master"
- Members of the Sovereign Council Bailiffs and Bailiffs Emeritus- " H. E. Bailiff"
- Dame and Knight Commanders - "Dame Commander" or "Knight Commander"
- Dames and Knights - Dame or Chevalier

#### **Article 6 – SPECIAL COMMITTEES**

From time to time, the Sovereign Council will establish Committees to deal with emergent issues. These committees might include:

1. Strategic Planning
2. Policies and Procedures
3. Marketing

## **Article 7 - DIPLOMAS AND BREVETS**

**7.1** Each member on being advanced shall receive an appropriate Diploma issued by the Sovereign Council, signed by the Grand Prior and a Bailiff of the Order. No Diploma for a Companion, Knight or Dame shall be valid unless it has been signed by the Grand Master or, in his absence, by the Lieutenant Grand Master and the Grand Prior of jurisdiction.

**7.2** Each member of the Order when advanced in rank shall receive an appropriate Brevet with the Great Seal of the Order attached thereto and signed by the Grand Master or, in his absence, by the Lieutenant Grand Master, the Grand Chancellor and the respective Grand Prior.

**7.3** The High Officers of the Order, the General Officers of the Order and the officers of a Grand Priory or Priory down to and including the Commanders shall receive an appropriate Letters Patent signed by the Grand Master or, in his absence, by the Lieutenant Grand Master.

**7.4** Each Priory will hold Brevet templates with the scanned signatures of the Grand Master and Grand Chancellor. Upon approval from the Grand Master through the Grand Chancellor, the Grand Prior will order the Brevets produced by his Priory Chancellor. The Order Grand Chancellor will ensure that each Priory has an ample supply of stamped foil seals. (Oct 2015)

**7.5** Companions will receive a red seal with the Order Stamp (Avery#32301), Knights and above will receive a gold foil seal with Order stamp (Avery#32300). Jurats receive a red foil seal with the Grand Priory stamp.

## **Article 8 – USE OF EMAIL**

In the Order our main method of communication is email. We require that Order Members using email to communicate do so in a cooperative and professional manner. It is the policy of the Order to restrict the disclosure of personal information sent and received by Order members.

These guidelines apply to all Order Members:

1. The use of email and access to Order Member email addresses is to be used for Order business and not for the solicitation of, or influence over non-Order commercial ventures, religious or political causes, outside organizations.
2. Creating or distributing offensive messages against outside parties or other Order Members in any form of communication is strictly prohibited.
3. Mass distribution of messages and image data that is offensive to the Order or any of its members is prohibited.
4. The unauthorized transmission, distribution, loading and downloading of Order copyright materials, proprietary financial information or similar confidential information is prohibited.
5. The transmission of Order Member personal information requires the Member[s]' express approval.
6. The collection or transmission of material in violation of federal, provincial, state, or local laws is specifically prohibited by the Order which will not be held legally or financially responsible for any of the above noted situations.
7. When emailing Order business, such messages should be treated as confidential by other Members and accessed only by the intended recipient.

8. It is the responsibility of each Order Member to understand and comply with these guidelines.

## **ARTICLE 9 – PROXY VOTING**

Proxy voting is defined as a ballot cast by one person on behalf of another. One of the benefits of being a Sovereign Council member is the right to vote on certain corporate matters. In the anticipated absence of certain Council members, the absent member can pre-study the motion and assign their vote to be cast by the Grand Master.

## **ARTICLE 10 - THE AWARDS OF THE ORDER**

These were officially adopted on 10 April, 2002, pursuant to an Order from the Grand Chancellor of the Order indicating approval by a majority of the Sovereign Council. This order is binding on all members of the Order. In keeping with the Aims of the Order as defined in Article 1-3-D of the Order's Constitution, the Order of Precedence, Procedure for Selection, Recommendation, Authority and Presentation of such Honours and Awards are hereinafter defined.

### **Order of Precedence**

#### **10.1 The King Peter II Medal**

This award is bestowed on rare occasions to a member of the Order to recognize achievement of outstanding merit or distinguished service in every important field of endeavour and of such a high standard that it brings considerable benefit to, or reflects, great credit to the Order.

#### **10.2 The Sovereign Council Medal**

This award is bestowed to a member of the Order to recognize the performance of the member's achievement of conspicuous merit and of exceptional service that benefits, or reflects, credit on the Order.

#### **10.3 The Grand Priors Medal**

This award is bestowed by a Grand Prior, to a member of the Grand Priory who has shown outstanding dedication to the Ideals of the Order and to acknowledge that member's selfless contribution to the respective Grand Priory and the general well being of the Order. Only one medal shall be awarded on a yearly basis.

#### **10.4 The Cross of Merit**

This award is bestowed to a member of the Order to recognize courageous acts. It is bestowed for a particular meritorious or heroic act, especially one involving grave danger, which brings considerable benefit to, or reflects, great credit on the Order.

#### **10.5 The Hospitaller Cross**

This award is in recognition of the exemplary service rendered to or in conjunction with some specific area of Hospitaller activity, by an individual, a group of persons or an institution that exceeds the expectations of that person's, group or institution's responsibilities. Recipients need not be members of the Order.

### **10.6 Certificate of Commendation**

This award is bestowed upon an individual or group to acknowledge worthwhile accomplishments and contributions on the part of the individual or group in keeping with the principles of the Order. Recipients need not be a member of the Order. It will be signed by the Grand Prior and Grand Priory Bailiff and sealed with a Priory Red foil Seal.

### **10.7 Procedure for Recommendation**

Recommendations for any of the awards mentioned in this section may be originated by anyone at any time. Recommendations should be for the most appropriate award. In some cases a balanced choice must be made between bravery and meritorious and professional service when selecting the award to be recommended.

To ensure equitable consideration in all cases it is important that recommendations be submitted with detailed substantiation. The recommendation itself shall be reviewed and signed by the person commanding who will then forward the recommendation to the respective Grand Prior.

Commanders and Grand Priors are to recommend or not recommend. Non recommendations shall be in writing under separate cover with full details and explanation. No individual shall have the authority to approve or disapprove any recommendation. Notification to sponsors of unsuccessful recommendations shall be the duty of the respective advisory committee.

Recommendations for Commanders shall be forwarded to the Grand Prior of jurisdiction. Recommendations for Grand Priors shall be forwarded directly to the Grand Chancellor of the Order.

Recommendations for awards other than the Grand Priory Medal and Certificate of Commendation shall be reviewed and signed by the respective Grand Prior and forwarded to the Grand Chancellor of the Order.

### **10.8 Procedure of Selection**

Advisory committees at Sovereign Council and Grand Priory levels may redirect recommendations towards a more appropriate level if indicated by their review of all circumstances.

Advisory committees shall forward all recommendations as approved or not approved to the respective Approving Authority.

### **10.9 Approving Authority**

Approving authority for King Peter II, Sovereign Council, Cross of Merit and Hospitaller Cross awards shall be the Sovereign Council.

Approving authority for the Grand Priory Medal and Certificates of Commendation shall be the Grand Prior of jurisdiction.

### **10.10 Presentation of Awards**

In keeping with the circumstances of dignity which the event deserves, the presentation ceremony for recipients will vary according to local situations: In general, recipients should receive their award on an occasion where the greatest exposure can be achieved and be presented by the most senior officer in the chain of command available.

Where such exposure cannot be conducted or the situation dictates otherwise, the Officer of Primary Importance at his/her discretion must, as a minimum, personally present the recipient.

### **10.11 The Pilgrim's Shell**

Since mediaeval times the scallop shell has been the symbol of Christian pilgrimage. As pilgrims had of necessity to travel lightly, the shell would serve as both a cup and a plate on their journey 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.

The Pilgrim Shell of the Order 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.

One (1) point is awarded for each site visited. Sites in Israel qualify for 3 points each.

- BRONZE-requires 1 point;
- SILVER- requires 2 points; and
- GOLD- requires 3 points.

Only one Pilgrim's Shell is ever worn, and this only with full dress or evening dress or service equivalent. It is worn on the right side approximately six inches above the waist. If the Cross of Justice is also worn, the Pilgrim Shell is worn just below it.

Any member of the Order who has completed a pilgrimage and wishes to commemorate it by the Pilgrim's Shell shall address a letter to the Pilgrimmaster General 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). Some documentary proof of the visit, such as a copy of the passport entry, travel tickets, hotel receipts, etc. should be supplied.

The Pilgrimmaster General will enter the information in the Order's Roll of Pilgrimage and, if satisfied with the authenticity of the Pilgrimage, will inform the member as to which particular shell awarded for the Pilgrimage and the cost of that Shell should the member desire to obtain one.

The member then sends a copy of this letter to the Director General of Insignia who on payment

of the applicable sum will forward the Pilgrim Shell to the member.

While a member may obtain a Pilgrim Shell and at some later date undertake a Pilgrimage which would entitle the member to a higher grade of Shell then, once the Pilgrimage has been accepted by the Pilgrimmaster, the Director General of Insignia may exchange the first Shell issued for the higher grade of Shell provided the first Shell returned is in good condition.

### **10.12 Pilgrim Shell Sites**

#### **ISRAEL:**

Cathedral of the Holy Sepulchre in Jerusalem  
Church of the Nativity in Bethlehem  
Fortress of the Knights of Saint John of Acre

#### **SYRIA:**

Crac des Chevaliers  
Fortress of Marqab (Margat)

#### **CYPRUS:**

The Kolossi Castle and the Byzantine Church of St. Eustathios  
Palaces and Chapels of the Knights of St John

#### **RHODES:**

Fortress and Palace of the Grand Master and the Street of the Knights  
The Monastery of Filerimos  
Acropolis of Lindos

#### **MALTA:**

Palace of the Prince Grand Master  
Church of Saint John-Valletta

#### **RUSSIA:**

Fortress and Cathedral of Peter and Paul in St Petersburg  
Palace of Pavlovsk in Pavlovsk

#### **ENGLAND:**

St. John's Gate in London

#### **SCOTLAND:**

Torphichen

#### **CANADA:**

Cathedral of Saint Peters-London, Ontario

## MONTENEGRO:

National Museum in the City of Cetinje - Our Lady of Filermos icon

## TOMBS OF THE GRAND MASTERS:

Philippe, 3rd Duc d'Orleans - Regent of Paris, France

King Ernest August of Hanover, Germany

Robert Land – Ontario, Canada

King Peter II of Yugoslavia – Oplenac, Serbia

Prince Robert Sangusko-Formhals - Camarillo, CA, USA

### **10.13 The Stroh Leadership Medal**

This award was initiated by H. E. Bailiff Oscar Stroh, KH, to recognize and reward leadership in the Order. It is an award of the Grand Priory of the United States. The Grand Priory of the United States set the conditions of the award at its inception. This award was recognized by the Sovereign Council, effective 21 September, 2001. However, it will not be listed in the precedence of the Order awards.

### **ARTICLE 11 – GRAND MASTERS EMERITUS**

From time to time, the Sovereign Council may deem to grant former Grand Masters Emeritus status. This designation confers no rights of membership or vote on the Sovereign Council.

### **ARTICLE 12 - INSIGNIA**

#### **12.1 Authorization**

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

#### **12.2 The Components of the Order Insignia (all measurements approximate)**

Badges are double-sided, the metal parts gold plated and filled with white enamel:

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

**12.2.2** The Grand Cross is 88mm (3 1/2 in) in diameter

**12.2.3** The Knight's Cross is 52mm (2 in) in diameter

**12.2.4**The Companion's Cross is 52 mm (2 in) in diameter

**12.2.5** The Medal-bar Cross is 45 mm (1 3/4 in) in diameter

**12.2.6**The Miniature Cross is 18mm (3/4 in) in diameter

Badges are double-sided and hinged freely to the appropriate cross:

**12.2.7** The Cross of Justice is the same as the Grand Cross except that it is one - sided and has clutch pins

**12.2.8**The Crown is of gold colour in the style of a Sovereign Crown

**12.2.9**The Grand Crown is 50mm across

**12.2.10**The Knight's Crown is 34mm across

**12.2.11**The Miniature Crown is 12mm across

**12.2.12**The Star or Plaque consists of a Knight's Cross superimposed on a sunburst of eight rays, 82mm in diameter

**12.2.13**The Bailiffs Star is gold plated. If it is worn by members of the Sovereign Council or Emeritus members of the Council it has a superimposed cross surmounted by a crown.

**12.2.14**The Commander's Star is silver plated.

The Trophy distinguishes Bailiffs and Knights. It is of two forms, one being of two sizes.

**12.2.15**The Bailiff's Trophy consists of the Cyrillic letter "P" above the Roman numeral "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.

**12.2.16**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.

**12.2.16**The Clerical Trophy which is a red shield with a white cross, to be worn by Chaplains, Sub-Prelates and Prelates

**12.2.17**The Miniature Trophy consists of a miniature version of the Knight's Trophy, suitable for applying to the ribbon of a miniature cross

**12.2.18**The ribbon of the Order is made of a gros-grain weave, watermarked silk and is red with two narrow stripes of black near, but not touching the edge.

The Sash or Grand Cordon ribbon is 101 mm in width. Dame Commanders may wear a Sash of similar width over their right shoulder but the Sash is plain red in colour with the Commander's Cross placed on the sash on the left side about six inches above the waist.

**12.2.19**The Neck and Bow ribbons are 37mm in width

**12.2.20**The miniature ribbon is 16mm in width

**12.2.21**The lapel pin consists of gold plated white enamel "Maltese Cross", measuring 10mm in diameter. The gentlemen's is fitted with a clutch pin, the ladies' with a 37mm long dress pin.

**12.2.22**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 Shell. Only one is ever worn and only with full dress or evening dress or service equivalent. It is worn on the right side approximately six inches above the waist. If the Cross of Justice is also worn, the Pilgrim Shell is worn just below it.

**12.2.23** The Order tie is red with diagonal black stripes 2mm wide, spaced 63mm apart (the measurement being the right angle distance between the stripes, centre to centre). 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, centre to centre

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

### **12.3 The Wearing of Insignia by Rank**

#### **12.3.1 Sovereign Council Bailiffs, Bailiffs Emeritus**

The Grand Cross which is suspended from the bow of the Sash, the latter is worn over the right shoulder, under the jacket, with the bow resting on the left hip.

The Knight's Cross, suspended from the Knight's Crown, which is suspended from the Bailiffs 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.

The Bailiffs Star surmounted by a crown for Sovereign Council members and Bailiffs Emeritus who have served on the Sovereign council, worn on the left side approximately six inches above the waist.

The Cross of Justice which is worn on the right side as approximately the same height as the Star. Any member of the Order entitled to the Category of Justice may wear the Cross of Justice on the right side approximately six inches above the waist.

#### **12.3.2 Grand Priory Bailiffs, Bailiffs Emeritus and Prelates**

The Knight's Cross suspended from the Knight's Crown, which is suspended from the Bailiffs 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.

The Bailiffs Star for Grand Priory Bailiffs, Grand Priory Bailiffs Emeritus, and Prelates is worn on the left side approximately six inches above the waist.

For Prelates, the Knight's Cross is suspended from the Clerical Trophy.

#### **12.3.3 Knights and Dames Commander and Sub-Prelates**

The Knight's Cross, suspended from the Knight's Crown, which is suspended from the Knight'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.

The Commander's Star is worn on the left side approximately six inches above the waist.

For Sub-Prelates the Knight's Cross is suspended from the Clerical Trophy and they also wear a Knight Commander's Star.

#### **12.3.4 Knights and Dames and Chaplain Hospitallers**

The Knight's Cross, suspended from the Knight's Crown, which is suspended from the Knight's Trophy, or in the case of Chaplains from the Cleric's Trophy, 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.

#### **12.3.5 Companions and Assistant Chaplain Hospitallers**

The Companion's Cross, 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 is worn as above.

#### **12.3.6 All ranks of the Order**

The Pilgrim's Shell 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 or evening dress.

The Lapel Pin and the Order Tie are worn with ordinary street clothes only.

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.

### **12.4 Mantles (Capes)**

The mantle of our Order is the outward symbol of our chivalric status. It denotes two things. The first is our commitment to the ideals of our Order as espoused by our belief in Christ and the code of Christian chivalry. The second is our acknowledgement that before the altar of God all members of the Order are equal. This latter point is underscored by the fact that the mantle of all members of the Order is the same - a plain black cape with the white eight-pointed Cross of our Order emblazoned on the left breast.

Specifically this cape or mantle may be made of wool, gabardine or a blended material reflective of the climatic conditions prevailing where it is worn. It is black in colour. It may have a collar and female members of the Order may have a hood, all being of the same colour as the mantle. It is fastened with a chain of metal - either gold or black in colour. The mantle/cape is lined with unpatterned white silk, and it has no cords or tassels. It may vary in length from mid-calf to one inch above the floor.

On the left breast is sewn the eight-pointed Cross of the Order in white silk or linen. The

diameter of this cross is twelve inches and it is outlined with gold piping one eighth of an inch wide.

The mantle of the Order is worn at all Order church ceremonies, and during Order processions. It may also be worn at a funeral or memorial service for an Order member where the wearer is representing the Order.

Capes are mandatory for members proceeding to the rank of Knight/Dame. This demonstrates a commitment to the Order, and is in keeping with other Orders of Chivalry, who demand this item of dress as a matter of course.

## **12.5 Procedure for ordering Insignia in anticipation of Investitures and Promotions**

The Grand Prior should notify the Director General of Insignia not less than four months prior to the date of the 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 pricelist for the items requested.

Immediately on receipt of the price list the respective Commander should notify all potential recipients, informing them of the price of the applicable Insignia, and, if appropriate, the current policy on exchanges. Recipients are obliged to remit the full payment immediately on receipt of this notice.

Shipment of Insignia items will be made directly to the Grand Prior, or designate; not to the individual recipients.

### **12.5.1 Exchange Policy**

All members of the Order who are to be promoted to a higher rank within the Order may surrender for exchange those items of Insignia which would become obsolete by such promotion. In general, the policy is to accept an undamaged item for exchange at the current price for the same item, minus a sum set by the Director General of Insignia from time to time, with the approval of the Sovereign Council, to cover wear and tear, the provision of new ribbon if required, and handling. Damaged items cannot be accepted for exchange.

In the case of items supplied to a member where breakage has occurred due to any reason except mishandling the item should be returned to the Director General of Insignia for repair or replacement with an explanation of the manner in which the breakage occurred.

## **12.6 Replacement due to advancement within the Order**

**12.6.1** Male Companion to Knight - return of the Companion's Cross, plus CAN\$14 or US\$10, plus the cost of the Trophy.

**12.6.2** Female Companion to Dame - return of the Companion's Cross, plus CAN\$14.or US\$10 plus the price of the Trophy.

**12.6.3** Assistant Chaplain to Chaplain- the same conditions as above.

**12.6.4** Knight/Dame to Knight Commander/Dame Commander and Chaplain Hospitaller to Sub-

Prelate - the cost of a Commander's Star.

**12.6.5** Knight or Dame Commander to Bailiff- return of the Commander's Star, plus US\$16 or CAN\$20, plus the price of the Bailiff's Trophy.

**12.6.6** Sub-Prelate to Prelate - as for Knight or Dame Commander to Bailiff, except that the Clerical Trophy is retained.

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

In some cases the Grand Priory or Priory may wish to retain possession of the exchanged items (Companion's Crosses or Commander's Stars) for resale on subsequent occasions. Should this not be the case, the Director General of Insignia will accept the return of undamaged items, reimbursing the Grand Priory for the current price of the item, minus US\$16 or CAN\$20.

Dames who desire to wear Military Uniform to Order Investitures may purchase a second set of Insignia which permits them to wear their Dame's Cross and Trophy around the neck and not on the left breast.

With the permission of the Sovereign Council the Director of Insignia may, should a change occur in the cost of purchasing from the supplier alter these fees to recoup any increase or reduce them should his costs be less.

## **12.7 Regulations on the Wearing of Insignia**

At any function of the Order or at which a member has been delegated to act as a representative of the Order by the Sovereign Council, Grand Priory, or Priory, the following regulations apply.

**12.7.1** The correct Order Insignia which in all places takes precedence over all other Insignia.

**12.7.2** The military awards, in miniature, emanating from any legitimate and/or recognized sovereign or government.

**12.7.3** The civilian awards emanating from any legitimate and/or recognized government.

**12.7.4** Orders of Knighthood which has a charter from a legitimate or recognized sovereign.

**12.7.5** Pilgrimage medals.

In conjunction with these stars or plaques of the following may be worn.

**12.7.6** State or Royal Orders

**12.7.7** International Orders of Chivalry emanating from a legitimate and/or recognized sovereign or government.

**12.7.8** Insignia is worn in accordance with the order of precedence regulated by the government of the particular country from which the member received the awards.

**12.7.9** It is not usual to wear more than two rows of miniature medals.

**12.7.10** The Grand Cordon sash worn by Sovereign Council Bailiffs is only worn with evening dress or full military dress.

**12.7.11** No Insignia is ever worn with business suits, except on the occasion of a funeral or memorial service where the wearer has been authorized by the Sovereign Council, or the Grand Priory or Priory to act as representative of the Order and then only the Knight's or Dames' Cross or Companion's Cross may be worn, plus the mantle of the Order.

**12.7.12** When two plaques are worn they are worn in the same location, one above the other, with the Order Star at the top.

**12.7.13** When three plaques are worn they are worn in the form of a triangle, with the Order Star at the top.

### **12.8 Insignia Chart**

<b>RANK</b>	<b>PASSAGE FEES</b>	<b>COST</b>	<b>DECORATION</b>	<b>MANTLE</b>
<b>JURAT</b>	NONE	NONE	LAPEL PIN	NONE
<b>COMPANION</b>  <b>ASST CHAPLAIN</b>	NONE	\$50- ORDER CROSS	NECK DECORATION	NONE
<b>KNIGHT/DAME</b>  <b>CHAPLAIN</b>	\$300.	\$20- KNIGHTS TROPHY	NECK DECORATION WITH CROSS	REQUIRED
<b>KCDR</b>  <b>SUB PRELATE</b>	NIL	CDR STAR \$60	IBID	REQUIRED
<b>BAILIFF</b>  <b>PRELATE</b>	NONE	BAILIFF TROPHY \$25 KNIGHT CROSS \$50 PRELATE TROPHY\$15 WITH CROSS \$50 BAILIFF STAR \$60		REQUIRED
<b>BAILIFF GRAND CROSS</b>	NONE	BAILIFF TROPHY \$25 SOV C STAR \$65 SASH & CROSS \$120		

- Oblations must be current in order for a member to be considered for promotion.
- Members may wear breast medals once they have been elevated to Companion.
- The Bailiff Grand Cross Sash is only worn with Tails, Mess Dress or Formal Scottish Dress

### **ARTICLE 13 - PERSONAL ARMS AND ARMS OF OFFICE**

**13.1** Membership in our Order demonstrates a certain affinity or admiration for things associated with the great chivalric past. The most fundamental of those things identified with the Age of

Chivalry is coat armour. Those members who do not already possess a valid coat of arms have not only the right but are encouraged to obtain a grant at the earliest opportunity.

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

While many of the traditional national granting authorities have ceased to exist, it is still possible for most of our members to obtain arms from a still functioning valid authority.

Members of English ancestry may obtain arms through the College of Arms in London. The Lord Lyon in Edinburgh will grant arms to members of Scottish descent, while 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 south-western United States, the Louisiana Purchase Territory, and the south-western United States; may obtain a valid grant of arms through the Cronista Rey in Madrid. Canadian citizens may obtain a grant of Arms by making application to the Canadian Heraldic Authority.

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

### **13.2 Display of Arms by Members of the Order**

The display of arms by members of the Order comes under the jurisdiction of the Blanche Croix Juge d'Armes. This officer will advise Order members on the correct achievement which their rank or office entitles them to wear.

### **ARTICLE 14 – AMENDMENTS**

Any amendments to this policy require a two-thirds majority vote of the Sovereign Council. Electronic votes are permitted.

NOTE: As in the wording of the Constitution use of a single gender in these Statutes and Regulations denotes no exclusivity or preference.