



Order of Saint John of Jerusalem Knights Hospitaller - Malta

Malta Rules

Order of Saint John of Jerusalem, Knights Hospitaller

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Pro Fide Pro Utilitate Hominum
For Faith for Service to Humanity

Malta Rules

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THE MANUAL OF RULES AND PROTOCOL

[Referred to as “The Manual” and incorporating “Rules”]

of
*The Order of Saint John of Jerusalem,
Knights Hospitaller (Malta)*
(incorporating amendments by the Sovereign Council through ____)

PART I

A. Royal Charter, Coat of Arms, Photographs

These are shown in Appendix 1, figure ____.

B. Original Constitution and Translation

The Constitution was signed on March 19, 1964 in Paris, France, by HM King Peter II of Yugoslavia while he was in exile from Yugoslavia but having never abdicated his throne. The original document is in the French language and is contained in Appendix 1. A notarized English translation is contained in Appendix 2.

This Constitution replaced a similar document, “The Royal Charter of October 1, 1963.” Since June 1996 the Constitution also fully superseded the separate constitution of the Grand Priory of The Americas.

C. Laws and Amendments

The Constitution given by His Majesty King Peter II covers the structure of the Order and provides comprehensive instruction for its good functioning. While the Constitution is to remain untouched, over the years, however, it has been necessary to further define and clarify a number of important points of importance to the Constitution. This has been accomplished by the adoption of this “Manual,” which contains the practices, rules, protocol and general information and guidelines for use to guide our Order. It has served this role well and provided the rules, regulations and discipline best suited to safely administer the government of this ancient Order under all the conditions and pressures of the modern world.

From time to time, additional practices, rules, protocol and general information and guidelines, or changes to the existing Manual, will be adopted and circulated through the Grand Marshal, Registrar General or the administrative office of the Order so that the Manual is properly maintained and kept up to date.

Any part, or all of this Manual may be repealed, amended or annulled at any meeting of the Sovereign Council of the Order by a majority of votes cast, provided the changes which state specifically the nature of the proposed repeal, amendment or nullification are received by each member of the Sovereign Council at least ten days in advance of that Council meeting to allow time for study and consideration for final discussion and votes before that meeting.

Grand Pories/Pories shall only make those extra additions or amendments to this Manual which may be necessary to comply with national, commercial or common law. In any such case, the Grand Marshall/Registrar General shall be informed and they, in turn, shall inform the Grand Commander and the [Lt] Grand Master.

All of the following materials in this Manual are in accordance with the letter and the spirit of our Order and its Constitution. It also conforms to custom and practice, tradition and protocol. There are no pending legal challenges to the Manual, either, as of this writing.

D. Rules of the Order

This revised Manual takes the place of and supersedes in authority any previous Manual. It will be reviewed on an ongoing basis by the Petit Counsel and at each meeting of the Sovereign Council, whether or not formal amendments have been proposed for consideration by that Council.

Only the Sovereign Council has the authority to amend the Rules of the Order.

All Grand Pories, Pories and other units of the Order throughout the geographic territories where they operate shall at all times comply strictly with (i) the Constitution of King Peter II, (ii) the rules within the Manual, and (iii) any other rules set forth from time to time by the Sovereign Council. Those Grand Pories, Pories and other units of the Order shall at all time also comply with the national and local laws of the country concerned and such laws may include all corporate, commercial, disclosure of information, and privacy laws.

All pories and Commanders shall inform the Grand Prior of any event, situation or issue that may at any time arise within their territorial jurisdiction which may be considered to prove, or to be reasonably likely to prove, detrimental to the future existence, growth, acceptability and honorability of the Order, or which may have detrimental relevance to the Order locally, nationally or internationally. In return, Grand Pories shall promptly keep the Grand Commander and/or the Lieutenant Grand Master informed of those events, situations or issues as described above.

E. Declaration of Acceptance of HM King Peter II

Shown in the Appendix.

F. History of the Order.

Shown in the Appendix.

G. General

It is important to understand that although the Order is individually registered as a Charity in most countries, this is done for purposes of financial and charitable administration, as well as the effective collection and distribution of charitable donations and compliance with taxation and other local laws. The Order itself is not a Charity on the same basis that applies to charitable organizations. Instead, The Order of St John of Jerusalem, Knights Hospitaller, as originally created by His Majesty King Peter II, is a genuine Order of Chivalry, which does charitable work.

The men and women who form the ranks of the Order have not joined an organization, a club, a charity, or an association. In fact, they have not “joined” at all, because no one can join an Order of Chivalry, nor can an individual directly apply to join it.

Instead, these men and women who form the body of the Order have been chosen by the Lieutenant Grand Masters on due recommendation and have been given an accolade. United by their profession of Christian faith, they are distinguished by noteworthy character and by factors such as their origin, education, instruction, skill and meritorious deeds. They have been decorated and dubbed Knights or Dames of the Order. They have not “joined” a charity, but are expected to do charitable work as Knights and Dames of the Order.

While this may seem elementary, it has been found repeatedly that the Order has been promoted by some individuals as something that can be offered broadly to others without special qualification. Phrases like “what we need is to recruit more members”, “someone like you is who we are looking for”, “what we need is to convince more people to join” and other similar phrases have been uttered in public.

The individuals who use these terms to refer to membership in the Order, although most worthy of being in the Order, must neither have been adequately briefed before their Investiture, nor could they have read and become knowledgeable of our Constitution, This Manual has been written, in part, to correct this situation.

H. Motto, Mission, Vision and Codex of Knighthood

As a Knight/Dame of the Order of St. John of Jerusalem we are committed to our Motto: “***Pro Fide—Pro Utilitate Hominum.***” [***For Faith, for Service to Humanity***].

Vision:

- To be known in our local society and church communities as the humanitarian organization which has the ability, competence and commitment to work for people in need.
- To be known as a Christian Ecumenical Order with deep roots in the history of knighthood, which have given us the inspiration to work as a modern Order adjusted to today’s culture and society.
- To unify all units which, because of historic events have become separated, under the Constitution of King Peter II of Yugoslavia.
- To create common frameworks which make the Order recognizable all over the world.
- To ensure our Knights and Dames share fundamental values, such as a Christian lifestyle, loyalty to the Order, compassion and charity.

Mission:

- To dedicate work to ensure the high quality of the projects in which we participate.
- To make the white Maltese Cross known as the symbol for our Christian roots and history.
- To continue the work to unify separate Orders under the Constitution of King Peter II.
- To work for homogeneity in mantle, insignia and ceremonies, while respecting cultural diversity.
- To encourage a humble attitude to the work done for the Order and its Motto, and not for fulfilling personal ambition.

Codex of Knighthood:

1. To know the history and traditions of the Order.
2. To work dedicated to Christian, ecumenical matters.
3. To be aware of, and responsive to, the needs of fellow human beings.
4. To be kind, open minded and obliging.
5. To personally concentrate on ethical and moral standards and demands to improve our own attitudes and actions.
6. To be responsible and respectful to other people.
7. To help, comfort and provide relief for people in need.
8. To volunteer to perform charitable and administrative duties for the Order.
9. To be loyal and respectful to the Order.
10. To maintain a Christian lifestyle and to feel honored to wear the white Maltese Cross.

PART II**A. Preamble**

Order of Saint John of Jerusalem, Knights Hospitaller, abridged here to OSJ or OSJ (Malta), is also known around the world as: Order of the Knights Hospitaller, Order Des Chevaliers Hospitaliers, Ordine dei Cavalieri, and Hospitaliter-Ritterorden. It is one of the independent branches resulting from the division of the Order of Saint John. The Order of Saint John originated with the crusades and has also been called throughout the centuries as the Order of the Hospitallers, Order of Rhodes, and Order of Malta. The OSJ bases its traditions since 1798, after the loss of its territories (i.e., the island of Rhodes with its annexed islands, the island of Malta with its annexed islands, the Leeward islands (Christopher, St. Kitts and St. Martin), on

- the two Russian Grand Priories (Orthodox and Catholic);
- the Grand Priory of Poland; and
- The Commanderies of the eastern Christian countries and Christian Orient.

In 1798 it was placed under the hereditary protection of the head of the Imperial House of Romanov until 1917 and, after the Russian revolution, this protection passed together with the precious relics of the Order (particularly the arm of Saint John) in accordance with the wish of the last Tsar Nicholas II, to the Royal House of Karageorgevitch.

B. Purpose, Judicial, Coat of Arms

1. The Order is a Christian, Knightly, and Ecumenical international community. Faithful to the different precepts taught by *Our Lord Jesus Christ*, the principal objects of the OSJ are charity and the defense of the Christian religion against atheism. Also faithful to its tradition, the Order defends the ideals of the Free World and the rights of man as stated in the Universal Declaration of Human Rights of the United Nations.
2. Bearing in mind the established and inherent hierarchy, the OSJ adopts the principle of social equality of all its Knights and Dames.
3. The judicial position has not changed *de jure* but *de facto* since 1798. That is why the Order has endowed itself with the judicial status of an international non-governmental organization (ONG-NGO) upheld by the Knights and Dames of the Order throughout the world.
4. The Coat-of-Arms of the Order is a red escutcheon with silver cross laid over a silver Maltese Cross, over which is a closed Crown of the Order. The whole is placed on a black display crowned with a double-headed eagle and around and under the Motto of the Order:



Pro Fide, Pro Utilitate Hominum.

5. The flag of the Order carries a white/silver [argent] Maltese cross on a red [gules] background. The colors of the Order are red and white. Its motto, faithful to tradition, remains *Pro Fide, Pro Utilitate Hominum*. The banner of the Order is a white/silver cross on a red background



6. The commemorative day is the Feast of Saint John the Baptist, on June 24th.

C. A short introduction to use with new aspirants

[This portion may be used for new aspirants, or for others who wish to know more about the Order's long and rich history]

The purpose of the Order today is to develop an ecumenical, international and chivalrous Christian community.

The aim of the Knights and Dames is to undertake works of Christian charity and to participate in an ecumenical manner to further Christian ideals and principles.

The Order of St. John of Jerusalem, (known also throughout its one history by these names: Order of the Knights Hospitallers, Order of the Knights of the Hospital of St. John of Jerusalem, Order of Rhodes, Order of Malta, etc.) was founded over 900 years ago as a result of the Crusades which restored the Holy Places to Christian hands. Its glorious history in Outremer and afterwards in Cyprus, Rhodes and Malta has often been chronicled.

The actions of the Reformation and Napoleon brought about various radical changes and repression within the Order which finally lost its territorial possessions in 1878. The Order nonetheless continued to exist, if only in a divided and fragmented form.

The Order of the Knights Hospitaller is one of the independent branches which resulted from this fragmentation and division. It owes its traditions to the Grand Priories of Imperial Russia, and its continuity to those hereditary members who left the country before and at the time of the revolution and settled in the West.

In 1963 King Peter (Karageorgevitch) II of Yugoslavia granted his Royal Charter to the Order and became its Protector. In 1965 he was also elected its Grand Master.

The Royal Charter is ruled and governed by the Royal Constitution given in 1964 and by its Sovereign Council, under the Presidency of the Grand Master.

The community of the Order consists of men and women who stand out in our Society through their birth, their education, their talents and their works of merit. It has the dual function of acting as a means of recognition for outstanding merits in many fields of human endeavor and by linking such people together to serve the humanitarian and ecumenical purposes of the Order.

The Order worldwide is divided into Grand Priories and Priories, usually on a national basis. These, in turn may form Commanderies based on some smaller geographical areas.

Grand Priories, Priories and Commanderies may have their local rules and are administered by Grand Priors, Priors or Commanders, and the resolutions of their Councils and Chapters, operating at all times under the terms of the Constitution.

While remaining true to its established and indispensable hierarchy, the Order adopts the principle of the "social equality" of all of its members.

Throughout its history, the Order of St. John of Jerusalem has been selective, numbering only some two to three thousand Knights and Dames, worldwide.

Young people between the ages of 18 to 23 are encouraged to assist with the work of the Order by becoming Donats or Squires. Others who wish to support the Order and its members without taking full vows may do so by being appointed as a Serving Brother or Serving Sister.

D. Mode of admission, Membership and Elevation of ranks

Admissions to the Order will only be by recommendation and will be considered in accordance with the following criteria:

- Membership is restricted, selective and considered strictly on the merit of services rendered to Mankind.
- Aspirants should be from a good family background, baptized Christians and of excellent reputation and standing in their community.
- The minimum age for investiture as a Knight or Dame of Honor is 23 years.

All aspirants should be introduced into the order within the Priory/Grand Priory of their residential domicile. Exception to this may only be with the written approval of the Prior/Grand Prior of such domicile. For these purposes, "domicile" refers to status within the records of the Order, not to national jurisdiction. In cases where residential domicile is not within the specific boundaries of a Priory/Grand Priory, the application for membership shall be subject to approval in writing from the Grand Commander, acting under the authority of the Petit Conseil.

Except with a dispensation from the Grand Prior or independent Prior or Commander concerned, nomination for membership shall be made by two Knights/Dames, each with a minimum of three years standing. They themselves must have known the candidate for at least one year and there must be at least two guarantors.

The proposers, having obtained a preliminary inquiry form from the Chancellor, shall return the completed form to him. He shall then make copies of it and give one to the Prior and one to the Appointments Commission. The latter shall meet and consider the nomination and if considered necessary, may invite the nominee for an interview. At the end of this process, the Commission shall send its recommendation back to the Chancellor for reference to the Council.

The unit's Council will decide on the recommendation by a ballot. On Council's approval, the dues forms are finally completed and signed by all those necessary dignitaries of the Grand Council/Priory.

The unit's Council shall decide on the date for Investiture. The accepted person/persons shall be advised of their acceptance and invited in writing to attend after having paid the agreed contribution to all expenses, passage fees, etc. All members of the Chapter shall be notified of the date of the Investiture and shall attend unless otherwise seriously prevented.

The local units will decide on the number of forms and photographs required for their own records, but an acceptable form (as it appears in the Appendix, or similar to it) and accompanying photograph must be sent in duplicate to the Central Office of the Order in good time, where Diplomas will be prepared, registration numbers allocated, ID cards produced if required, and the Grand Master's signature and Seals obtained (See Diplomas policy). These Diplomas will then be sent by Registered mail to the Original Unit Chancellery which forwarded them.

Passports/ID cards are available at cost on an individual request basis. Applications should be made to the Office of the Grand Magisterium and include one passport size photograph, full address, place and date of birth and roll number from the Diploma.

A similar process is followed for recommendations for promotion. These should include details of the reasons and works undertaken which make the Knight/Dame merit the elevation to a higher rank.

Cross of Merit are by the sole discretion of the [Lt] Grand Master and, as such, recommendations should be made only by Grand Prior/Priors or members of Petit Conseil, and only on cases where the individual concerned has served the Order or his charitable concerns in a way and over a period that could be considered above what could be expected.

[A summary of the introduction procedure and copies of sample forms used by the Order are provided in the Appendix.]

E. Commitment Demanded by the Order

The Order's welfare depends upon its members; the support and loyalty of members is therefore a prerequisite to their admission. It is, however, appreciated that, on occasion, other commitments may prevent the full participation in any year's program of events.

Those with the necessary time and expertise may be encouraged to serve their Grand Priory, Priory or Commandery at Committee or Council if or when their particular experience or field of talent may be required.

Notwithstanding what is said in this paragraph, Members are seriously required to attend all Investitures, Chapter meetings and the ceremonies of the Feast of St. John.

F. The Vows of a Knight

In the name of the Father and of the Son and of the Holy Spirit. Amen.

Upon the true faith of a Christian, may God witness that I hereby vow to dedicate myself as a servant of Christ and the poor, the first qualification of a true Knight (or Dame).

As a member of this religious body, I promise to be faithful and loyal to the ideals of the Order of Saint John of Jerusalem; to do everything in my power to contribute to its glory, protection, prosperity, support and unity; to combat everything prejudicial to its well-being; never to act contrary to its dignity; but to conduct myself always as a true Knight/Dame of Christ, that is to say, as a good Christian and a person of honor.

Believing that Christ will grant me a special token of His favor I therefore, in all humility, charity and respect agree to join with every sincere and Godly Christian of whatever church to bring about by prayer and deed the salvation of the Christian World by helping to promote a lasting Christian Unity.

G. Division of Rank

The members of the Order are divided into the progressive ranks of:

1. Aspirant

An Aspirant is a prospective Member of the Order for whom the processes toward membership have been initiated but not yet completed. As earlier noted, Aspirants should be from a good family background, a baptized Christian and of excellent reputation and achievement. **All Aspirants should be introduced to the Order [and guaranteed] by two Members of the Order in good standing, who each have been invested into the Order for a minimum of three years.**

These guarantors, under normal circumstances, should have personally known the Aspirant for at least one year.

An Aspirant is to be admitted at the earliest possible date after having participated as an "Aspirant" during a period of two months working for the Order.

All Aspirants should be introduced into the Order within the Priory of their residential domicile. However, once invested, Knights/Dames accepted by the Grand Magisterium of the Order are considered free and independent and, as such, may or may not affiliate with a Grand Priory/Priory in their area, according to their personal judgment. Likewise, each Grand Priory/Priory is privileged to accept or reject affiliation of a Knight/Dame from any area. The written approval of the Grand Prior/Prior of the Grand Priory/Priory of such domicile is required for such an exception.

In cases where such residential domicile is not within the specified boundaries of a Priory or Grand Priory, the application for Membership shall be reviewed by the Grand Commander as to the correct territorial designation under the rules defined by the Petit Conseil.

2. Esquire [in some jurisdictions the term "Esquire" may be called "Squire"]

Esquire is also another term of Serving Brother, but there is no equivalent alternative for Serving Sister. The admission as Esquire is a prerogative of the particular Grand Prior/Prior, or Commander of an independent Commandery.

3. Donats

Donats are members of the Order who have not as yet been invested as Knights/ Dames. The minimum age to become a Donat is 18 years and they may serve in that capacity until they become 23, after which they meet the age requirement to become a Knight or Dame. Given the interchangeability of the terms Esquire, Squire and Donate, the age requirements of each are the same, although units of the Order may set a higher minimum age for service as an Esquire.

4. Knights/Dames of Honor

There are no divisions within this rank.

5. Knights/Dames of Grace

The grade of Knight/Dame of Grace is open to Knights/Dames who have belonged to the Order for at least three years and have acquired important merits within the Order and community. The Knights/Dames of Grace are divided into the following ranks: Commander of Grace; and Knight/Dame of Grace.

The [Lt.] Grand Master may appoint Knights/Dames of Grace.

6. Knights/Dames of Justice

The grade of Knight/Dame of Justice is open to Knights/Dames who have belonged to the Order for at least five years and have achieved very important merits with the Order and community. The Knights/Dames of Justice are divided into the following ranks: Bailiff/Grand Dame; Great Cross of Justice; Commander of Justice; and Knight of Justice.

The [Lt.] Grand Master, with the approval of the Petit Conseil, may appoint Knights or Dames of Justice for promulgation on near the June 24th Feast of St. John the Baptist.

Knights/Dames of any rank or grade shall be entitled to hold office within the Order, including as heads of units and at Grand Magisterium.

H. Insignia, Mantles, Dress Protocol and Rank Markings

1. **The Arms of the Order** are represented by a red escutcheon with a regular white cross on it, placed on a Maltese Cross (an eight point cross) surmounted by the closed crown of the Order, the whole placed on a double headed black eagle.



2. **The Insignia** are pendant from a neck ribbon or sash according to occasion or rank. Bailiffs wear in addition a breast star also bearing the cross. The size, mountings and adornments vary with grade. When not in uniform, ladies wear their badges pendant from a ribbon tied in a bow with tails. The double headed eagle is not part of the wearing insignia.

3. **The Banner** of the Order is similar to the flag, the banner is normally square and bears the Arms ordinary to the Order of a white cross on a red background.

4. **The Mantle** is red, full length, vertically edged (65 mm wide) and collared (110 mm wide) in white satin. On the left breast the Mantle will bear a white Maltese Cross the nearest to 400 mm in diameter. The whole mantle is to be lined with white satin and is to stand 15 cm (6 inches) from the ground. The Mantle requirements are the same for both Knights and Dames.

5. **Chains of Office** can be prescribed for the Lt. Grand Master and the conventional bailiffs. When worn, no sash of the Order should be worn and the insignia is transferred as pendant to the chain. Chains are worn outside the Mantle. The wearing of the Mantle and Insignia is mandated for certain official events and church services.

6. **Clergy** wear a Cape to elbow length, short stand collar with the white Maltese Cross on the left breast, with the whole lined with white satin.

7. **Rosettes and Pins** may be worn on the lapel when not using badges. These are a small representation of the appropriate insignia and may have "wings" of gold or silver to indicate grade.

8. **Sashes** for Knight/Dames of the ranks Grand Cross of Justice and above are red.

9. **Merit**

The Cross of Merit may be presented as a special reward from the [Lt] Grand Master to those members who have given extensive and special services to the Order, or to the communities that it serves, wither over a period of years or a single special act deriving such recognition. The decision to grant such award rests exclusively with the [Lt] Grand Master.

The *Medals of Merit*, namely those of Gold, Silver and Bronze, are awarded at the discretion of the Grand Prior/Prior and hence are not mandatory. The decision to grant these awards rest exclusively with the Petit Conseil. All three medals hang from a red and white ribbon. As with all other insignia, Dames may wear their badges or medals from a bow.

Medals of Merit will immediately follow that of the Order. When worn by a Dame and if this is her only award, the insignia of merit may hang from a ribbon mounted on a bow.

10. **Summary of Dress Regulations**

General. Those in possession of insignia or items of an earlier style may continue to use them until replacements are available or required.

Uniform. Full Ceremonial Day, Ceremonial Day, Full Ceremonial Evening and Ceremonial Evening Dress or Full Ceremonial OSJ uniform may be worn in place of civilian clothes by those so entitled. A Dame, when in uniform, will wear the insignia in the same manner as a Knight.

Dress Uniform. Full dress uniform of the Order was formerly worn by Commanders and above for functions, however in most countries now the preference is to wear formal white tie evening dress under the Mantle.

Investiture and Feast of St. John Evening Dress: White tie, full dress uniform for those so entitled, Mantle, and white gloves at the discretion of the Priory. Badges of the order will take preference. Those so entitled may wear a half proud sash under the jacket and on the white waistcoat. The badge (without trophy) resting on the left hip from the bow. If the Grand Cross Sash is worn, no neck badge from the Order is used.

One full size neck insignia from a full size ribbon (or insignia of another Order from a miniature ribbon if the Grand Cross Sash is used) may be worn under the collar, the insignia resting about 25 mm below the knot of the bowtie or uniform collar. If the Member of the Order is the holder of more than one award, the miniatures of all Orders, Decorations and Medals may be worn on the left lapel of the coat from a medal bar.

Dinner Dress. The Mantle will not be worn unless requested for photographs. Badges of the Order take precedence. No Grand Cross Sash may be worn. Maximum of two stars may be worn on the left side of the coat. One full size neck insignia from a full size ribbon is worn under the collar, the badge resting about 25 mm below the knot of the bowtie or uniform collar. If the member is the holder of more than one award, the miniatures of all Orders, Decorations and Medals may be worn on the left lapel of the coat from a medal bar.

Chapter Dress Business suit with full size neck badge and ribbon worn under the collar, the badge resting about 25 mm below the bow of the tie. Mantles will be worn. For Dames, the same applies, except that the insignia is different. At Investitures and the Feast of St John, one full size badge will be worn mounted over a bow and tails below any miniatures.

The wearing of the badges at Chapter is optional for Dames. When worn by a Dame, the full-size insignia without the trophy will hang from a ribbon mounted as a bow and tails.

Miniatures and Ribbons. Miniatures excluding the trophy will be pendant from: (a) the length of miniature ribbon of the same pattern as the appropriate neck ribbon, or (b) the length of plain miniature ribbon but bearing the appropriate rosette (without emblem) and canopy. When mounted, the total length is not to exceed 50 mm unless other insignia so necessitate.

Rank Marks on Mantles. These are lines of braid sewn on the collar commencing and terminating approximately 76 mm in and the first line 38 mm down from the neck. The second line is 76 mm down and the third equidistant between them. "Pips," when worn, will be placed at each end of the line of braid.

Bailiffs and Grand Dames	Three gold lines of braid, three pips
Knight/Dame Grand Cross of Justice	Three gold lines of braid
Knight/Dame Commander of Justice	Two gold lines of braid
Knight/Dame of Justice	One gold line of braid
Knight/Dame Commander of Grace	Two silver lines of braid
Knight/Dame of Grace	One silver line of braid
Knight/Dame of Honor	None.

Rank Marks on Neck Ribbons.

Bailiffs, Grand Dames and Grand Cross of Justice	Three gold lines
Knight/Dame Commander of Justice	Two gold lines
Knight/Dame of Justice	One gold line
Knight/Dame Commander of Grace	Two silver lines
Knight/Dame of Grace	One silver line
Knight/Dame of Honor	None.

Appointment Marks on Mantles. These are short lines of braid sewn on beyond the pip at each end of the collar and at right angles to the long lines of braid.

Grand Prior	Three gold
Prior	Two gold
Commander of a Commandery	One gold/silver (depending on whether his/her rank is Grace or Justice).

Photographs of the Insignia, Mantle and different Crosses of the Order are shown in the Appendix.

PART III

A. General Dispositions, Seat of the Order, Grand Magisterium

The formal geographical Seat of the Order (the international headquarters) has been designated by the Sovereign Council as being in perpetuity on the Island of Malta, as indicated by his Late Majesty King Peter II of Yugoslavia when he gave the original Constitution to the Russian Grand Priory of Malta. The Seat of the Order is currently housed at 223 St. Paul Street, Valletta, Malta.

It also has been designated that the Seat of the Order is to incorporate and maintain a regulatory office within its central administrative arm. This is the Grand Secretariat, which is responsible for (a) the issuance of certificates of membership, (b) formal issuance of certificates of promotions, (c) the compilation and updating of a Roll of all members of the Order, and (d) the provision, directly or indirectly, of all insignia and related items for or of the Order.

A fee or fees, as agreed and adjusted from time to time as the Petit Conseil sees fit, is payable by the member to the regulatory office for such services together with all expenses and postage.

The Seat of the Order (the Grand Magisterium) is managed by the Grand Commander and, if a future elected Grand Commander is not a resident of Malta, a Lieutenant Grand Commander who is resident in Malta is to be elected by the Sovereign Council with full powers to manage the Grand Magisterium incorporating the Grand Secretariat, its administrative arm.

B. Governance

The Order is governed and ruled by a legislative group composed of all Bailiffs/Grand Dames, Grand Priors and Priors. This group is called the Sovereign Council of the Order. The Sovereign Council is formed of permanent members (those with the rank of Bailiff and Grand Dame), and temporary members (all the Grand Priors and Priors) as they will only be members of the Council for the duration of time of their particular office. Thus, it consists of the Bailiffs, the Grand Dames, the Grand Priors, and the Priors of the Order.

A small number of Bailiffs/Grand Dames are chosen from the Sovereign Council and elected by its members to form the Petit Counsel, which is in effect the governing body of the Order. The members of the Petit Conseil are referred to as Conventual Bailiffs. [See Appendix.]

The organization of the Order is based on monastic and military traditions. The structure of the Order is tiered and may be compared to a pyramid. The units at the base are generally the Commanderies. A number of Commanderies within a defined jurisdiction may constitute a Priory. Similarly, a number of Priories may be grouped in a defined jurisdiction too forma Grand Priory. Thus, Commanders lead single units, Priors and Grand Priors lead combinations of other units.

This fundamental arrangement is simple, and provisions exist for variations in this structure. For example, a Commandery which is not within any defined jurisdiction is treated as an independent Commandery. Similarly, an independent Priory may also exist. The term "independent" simply means that the Unit is responsible directly to the Petit Conseil of the Order and does not mean that the unit is independent of the government of the Order, as has been misunderstood in the past.

As noted, the leaders of the Units are respectively Commanders, Priors and Grand Priors. In the typical jurisdiction, the Commanders are responsible to the Prior, and the Priors to the Grand Prior. In turn, the Grand Priors are responsible to the Petit Conseil, as the government of the Order. The responsibility for the exceptional units which are not within the normal chain of jurisdiction, or individuals in exceptional cases, is to the Petit Conseil unless the Petit Conseil specifies otherwise.

The Government of the Order consists of the Sovereign Council, the Petit Conseil and the Grand Master.

C. Finance

The resources of the Order consist of the fees of the Knights and Dames, together with any subsidies, donations, or legacies, with or without special allotments, and the income derived from its wealth and property. Hence, the financial responsibility of the OSJ is limited to its own assets.

Regular annual financial reports of the transactions of the OSJ are to be prepared to comply with the requirements of the law, audited by professional auditors and laid before each Petit Conseil meeting for its consideration. When approved, the audited reports shall be presented for consideration to the Sovereign Council.

Equipment purchased by the Units or by the Order, documents, papers, and other intellectual items and assets pertaining to the Units or to the Order in the possession of any officer or member of the Order shall remain at all times the property of the Units or of the Order. Any such property shall be returnable to the same on request from the authorized officer of the Units or from the Registrar General or the Grand Commander of the Order.

The Order may become legally responsible toward third parties by the signatures of at least that of the Grand Commander/Lieutenant Grand Commander and any other member of the Sovereign Council, as directed by the Petit Conseil.

The Order's financial year coincides with the civil calendar year. Accordingly, annual financial reports are prepared as of December 31st of each year and shall be audited by an independent auditor appointed by the Grand Commander and approved by the Petit Counsel.

D. The Grand Master

The office of the Grand Master is the foremost in the Order and leads the Order.

The Grand Master is *primus inter pares*. (*First among equals*) He is nominated to office by the Bailiffs during a meeting of the Sovereign Council after they have received nominations from the Grand Priors/Priors after a General Chapter of the members within their jurisdiction. The results of the vote of the Bailiffs for election of a Grand Master may be to approve or disapprove the nomination, and to elect or reject each nominated candidate for that office. The Grand Master is then elected for life by simple vote, with a majority of two-thirds, as specified in the Constitution of 1964.

The Office carries many and varied responsibilities which are, in the main, alluded to in the Constitution. Some are referred to here. Many responsibilities of the Office arise from unforeseeable circumstances while arise and must be addressed by the Sovereign Council. The Grand Master is President of the Sovereign Council and has the right to convene the Council. In the event of a tied vote, he holds a casting vote to break the tie. He may veto any decision of the Sovereign Council of a regulatory form for a period of eight days if he does not concur, after which the matter must be resubmitted for a second and final vote.

The functions of the Grand Master and the Petit Conseil are both balanced and integrated.

The Grand Master is not a member of the Petit Conseil but may attend sittings of the Conseil. In practical terms, all matters of importance that are to be dealt with by the Grand Master will have passed the scrutiny of the Petit Conseil first.

Most major decisions made by the Petit Conseil will also require the ratification of the Grand Master. If he does not approve, he may suspend any decision of a regulatory nature for fifteen days and, if after this period he continues to disapprove he may have the matter referred to the Sovereign Council for decision. Among functions affected in conjunction with the Petit Conseil are the naming of the principal offices of the Order, the appointment of members to the courts and the establishment of the Ecclesiastical Council.

The Grand Master has the Right of Grace in a final appeal from the Supreme Court.

The Grand Master may name Knights and Dames of Grace *motu proprio*. (In law, **motu proprio** (Latin for "on his own impulse") describes an official act taken without a formal request from another party.)

Upon the recommendation of the Grand Commander acting with the approval of the Petit Conseil, the Grand Master shall consent to cancel the election and/or the promotion and/or the registration of any member upon evidence that such election and/or registration was secured by misrepresentation or fraud and/or in the case of promotion the member is found to present an attitude which shows that he is unworthy of the given promotion.

The Constitution refers to special privileges arising from historical and traditional facts. In this regard, it is noted that past Grand Masters were recognized as sovereign princes maintaining embassies in foreign courts as well as the other responsibilities of State, that they were among the foremost officials of the Church, with the equivalent standing of Cardinals, and with the right of precedence among them; that they were commander-in-chief in the military naval sphere, frequently acting as advisors to nations and not uncommonly sending high ranking officers to assist them. Hence, such "special privileges" will be authorized by the Sovereign Council, if and when they arise.

The Constitution also directs the actions to be taken in the event of incapacity of the Grand Master. Temporary incapacity or unavailability requires that the most senior of the Conventual Bailiffs will act as first substitute. If the incapacity is permanent, i.e., death, renunciation, incapacity, indisposition, etc., a Council of Regents automatically comes into existence. This consists of the First Substitute (First Vice President), the Second Substitute (the Second Vice President) and an appointee of the Protector, In the case that a Protector is not in existence, the third Bailiff would then be an appointee of the Sovereign Council.

E. Lieutenant Grand Master

The Grand Magistracy can be filled by a Lieutenant Grand Master elected with full powers by the Sovereign Council. He is elected for a limited period of time and since the actual time limit is not defined by the Constitution, he shall stay in power for as long as he enjoys the trust of the Sovereign Council.

He is selected and elected in the same manner as a Grand Master. He shall enjoy all the rights and privileges of the Grand Master.

F. Secretary General

This is the officer responsible for the Secretariat-General; of the [Lt.] Grand Master and must be a Bailiff or Knight/Dame Commander, who is appointed by the Grand Master with the approval of the Petit Conseil.

Upon the death, resignation or retirement from office of a particular Lieutenant Grand Master, any Secretary General appointed by that [Lt.] Grand Master would automatically resign such office. Should that occur, the Secretary General or legal representative shall forthwith deliver to the new Lieutenant Grand Master, or to such other person as they direct, all records, etc. of such office without limitation.

The Secretary General may not also serve as a Conventual Bailiff.

The Secretary General shall be responsible for :

- The custody, care and maintenance of the minutes and records of the meetings of the Sovereign Council,
- When required, the custody of the records of the [Lt.] Grand Master, of the Seal of the Order, and of the privy seal of the [Lt.] Grand Master,
- The maintenance of the list of qualified members of the Sovereign Council which list shall form the official record for establishing the sederunt for meetings of that Council,
- The issuance of the notice for all meetings of that Council,
- The certification to the President of that Council of the quorum present at such meetings, and
- The provision of such assistance that may be required by the President for the proper conduct of meetings of that council, and for the administration of the business of the Secretariat-General.

G. Council of Regents

The Council of Regents is immediately appointed upon the death, resignation, or permanent incapacity of a Grand Master. Similarly, it would also be appointed in the event of the demission of office of a Lieutenant Grand Master.

The only situation when a Council of Regents would not immediately be appointed would be if the remittal of office of the Grand Master or of the Lieutenant Grand Master takes place during a duly convened meeting of the Sovereign Council. If that Sovereign Council does not re-elect the incumbent or elect a successor, then the Council of Regents comes into being at the end of that Sovereign Council meeting.

Once so appointed, the Council of Regents shall take all reasonable steps within 180 days to call a meeting of the Sovereign Council for the purpose inter alia, of electing a Grand Master or Lieutenant Grand Master. Such election may be conducted by postal/facsimile/e-mail ballot of all Sovereign Council members.

The Council of Regents is to be composed of the First and Second Vice Presidents of the Sovereign Council, together with a third Bailiff of the Order appointed by the Sovereign Council at a duly constituted meeting or by postal/facsimile/e-mail ballot.

H. The Sovereign Council

The Sovereign Council, also known as the Supreme Council, holds the sovereignty of the Order and is the supreme legislative organism of the Order. The Seat of the Sovereign Council is the same as that of the Order.

When the Sovereign Council is in session its authority is in precedence over all other Units, councils and committees of the Order and no meeting of any Unit of the Order may occur while the Sovereign Council is in session without specific written prior approval of the Sovereign Council. In particular, any reference to authority or powers of the Petit Conseil shall be automatically assumed by the Sovereign Council while it is in session.

Meetings of the Sovereign Council will normally occur every two years and its general date and location will be indicated at the previous regular Council meeting.

The Sovereign Council shall consist of a maximum of twenty Bailiffs together with the Grand Priors and Priors of the Order in good standing. Bailiffs are regular members of the Sovereign Council and, thus, hold a permanent seat, while Grand Priors and Priors hold a temporary seat for as long as they enjoy their post. Bailiffs, Grand Priors and Priors forfeit their right to hold a seat in the Sovereign Council once they become emeritus.

Bailiffs Emeritus, members of the Ecclesiastical Council and the Supreme court [including Auxiliary Judges] may attend and, by invitation only, address the Sovereign Council, but may not participate in any vote therein unless otherwise qualified.

As noted above, upon reaching the age of eighty, a member of the Sovereign Council must submit their resignation *de scripto* from that Council to the [Lt.] Grand Master. Failure to do so will be assumed to constitute a *de facto* resignation, unless otherwise decided by the Petit Conseil.

The President of the Sovereign Council is the Grand Master/Lieutenant Grand Master and is replaced by the most senior of the Conventual Bailiffs who is officially the First Vice President. The Second Vice President is the most senior of the Bailiffs and is second to replace the Grand Master/Lieutenant Grand Master. The President of the Sovereign Council has, when required, a casting as well as a deliberative vote.

The Council is convened either by the Grand Master/Lieutenant Grand Master, or by the Petit Conseil, or by one third of the effective Bailiffs.

During those times when the Sovereign Council is not in regular session, matters of importance for its consideration may be decided by a postal/facsimile/e-mail ballot of all the then qualified members.

The Sovereign Council establishes its own rules except where rules are mandated by the Constitution or the Rules of the Order. All matters, except those reserved otherwise in the Constitution, are decided by a simple majority vote of those present, either in person or by proxy. In the case of a tie vote, the President decides. Votes may be taken, on demand, by ballot.

Council sittings are lawful if at least one-third of the effective members are present and if at least two-thirds are represented. Proxies can only be held by members of the Sovereign Council.

The Sovereign Council has the power to delegate part of its powers to the Petit Conseil unless otherwise prescribed by the Constitution.

The **Praeses** (*the head*) and the Secretary of the Sovereign Council shall remain in office for as long as they enjoy the confidence of two-thirds of the Sovereign Council.

I. The Petit Conseil

The Petit Conseil is the executive body of the Order. Its role is to provide the central administration or government of the Order and to direct its current affairs.

It is comprised of four Conventual Bailiffs who are elected by simple majority of the Sovereign Council. During one of its regular meetings the Sovereign Council shall elect the members of the Petit Conseil; should that election not occur, the previous holders of that office shall be deemed to have been re-elected.

A candidate for Conventual Bailiff must already be a duly appointed Bailiff in good standing.

The Petit Conseil may create legal obligations by the signatures of two Conventual Bailiffs. Such obligations will legally bind the Petit Conseil and thereby also legally bind the Order.

The Petit Conseil shall be automatically dissolved and its offices declared vacant upon the due and correct convening of a Sovereign Council, with the exception of Extraordinary or Special meetings of the Sovereign Council. Additionally, the Petit Conseil shall also be automatically dissolved when The Council of Regents is appointed

The Petit Conseil may appoint assistants or lieutenants for each of its members, upon the request of a Conventual Bailiff. The Petit Conseil is not bound by the specific nomination(s) of a particular Conventual Bailiff for such positions and candidates should preferably be at least of the grade of Knight or Dame of Grace. Lieutenants have no vote but can be given the right to speak.

Upon the death, resignation or retirement of a particular Conventual Bailiff, any assistant/lieutenant appointed to him/her will automatically demit that office unless the responsibilities for the vacated post are delegated to the lieutenant of the Conventual Bailiff who vacated that post.

In cases where a vacancy occurs in the Petit Counsel through death, resignation, etc., the Petit Conseil may fill such vacancy through a ballot of the then qualified members of the Sovereign Council. Interim vacancies can be left unfilled, but must be filled upon the first convening of a meeting of the Sovereign Council.

The Petit Conseil establishes its own rules and is presided over by each Conventual Bailiff in turn. It is required, but not limited, to convene twice a year.

The members of the Petit Conseil must be able to inspire, encourage and assist all the leaders in the Order to maintain and foster the growth, progress, success and unity of the Order. All of its members must have an intimate knowledge of the Constitution and must assure that the tenants of this Constitution and rigorous adherence to the ancillary rules and protocols of the Order. Further, they are to make certain at all times that no activities of the Order deviate from being appropriate to its Ecumenical Christian Order of Chivalric precepts.

They must have an effective communication network available at all times to ensure proper, fast and effective consultation within the Order. They must keep the Lieutenant Grand Master fully informed of their activities, both internal and external, which affect the Order and are to consult, offer and receive advice, as he/she may need on all such matters.

It is considered of maximum importance that all members of the Petit Conseil, the main executive body of the Order, should be unbiased and free from pressure and should exercise their powers with only the interests of the Order as a whole in mind. They should not be influenced by geographical, national or local interests.

The Secretary of the Petit Conseil shall remain in office for as long as he/she enjoys the confidence of three Conventual Bailiffs.

J. The Conventual Bailiffs

The Grand Commander

The Grand Commander is the most senior officer of the Conseil, as per section 7 of the Constitution. He/she is the Minister of the Interior and Finance for the Order. All matters relating to the Petit Conseil and to the Order pass through the Grand Commander and he/she has the responsibility for proper administration of the Order (Grand Magisterium) and for the finances through his/her appointed Grand Treasurer.

- ***Financial***

The Grand Commander has the responsibility of requesting and maintaining adequate funds, as approved by the Petit Conseil, for the Grand Commander to maintain the Administrative Office of the Order, and for such other expenses would be necessary for the good governance of the Order.

The Grand Commander is expected to ensure:

- the submission to the Grand Magisterium of a yearly “Roll Of Honor” from each Unit of the Order;
- the control and auditing of the Bank and other main accounts of the Order;
- the preparation and administration of an international budget covering all estimated income and expenses, for the proper administration of funds;
- the collection and payment to the Grand Magisterium of international oblations, based on approved budgets;
- that accounts of the Order are sent to the members of the Petit Conseil and to the Grand Prior/Priors not later than the 30th of April of each year; and
- that audited annual financial reports are presented at the meetings of the Sovereign Council.

- ***Governance***

The Grand Commander will maintain the good governance of the Order and guide the interior administration in accordance with the King Peter II Constitution, the protocols of the Order and the ancillary rules as approved by the Sovereign Council.

The Grand Commander is responsible for the overall administration of the Order, which includes the internal and international functions of the Order. Because most appointments and all promotions within the Order are the prerogative of the Lieutenant Grand Master and, whenever required, with the approval of the Petit Conseil, the Grand Commander is to be conversant with all policies of the Order and with the officers involved, so proper policy administration is maintained at all levels of the Order.

He/she should assist the officers at all levels of management in the Order, as may be required, with the organization of their respective administrative councils and/or functions along general and accepted lines.

He/she should ensure that proper records, minutes, etc. are kept and archived of the meetings of the Petit Conseil and of the Sovereign Council, together with all other records at levels pertaining to the governance of the Order.

He/she is to maintain appropriate communications with the Lieutenant Grand Master and members of the Sovereign Council, keeping them informed of all pertinent matters.

He/she is to coordinate, when and as required, the appointments and promotions within the Order, after obtaining the approval of the Petit Conseil and of the Lieutenant Grand Master.

He/she is to ensure that the guidelines set forth in this Manual are used so that proper procedures for the administration within the Order are ensured. These procedures are to include, but are not limited to the nomination/election of the Grand Priors and Priors, the nomination/promotion of Officers and other members of the Order, the issuing of diplomas, and the proper notification of investitures.

He/she should normally call for a meeting of the Petit Conseil, however, the Petit Conseil can also be summoned into session by two members of that Conseil.

The Registrar General

The Registrar General is the keeper of all the members' documentation for the archives of the Order. He/she is appointed by the Grand Commander in consultation with the Grand Master, with approval of the Petit Conseil and confirmation at Sovereign Council. He/she may remain in this position for as long as he/she wishes and also holds the trust of the government of the Order.

He/she must receive the originals of records of all Sovereign Council and Petit Conseil meetings, as well as all Decrees, Ordinances, etc., which will be kept in the archives together with the records and history of the Order.

He/she will maintain and issue any necessary updates for this Manual with the help of the General Secretariat Office.

He/she must receive from all Chancellors annual reports of all independent units, statement sou accounts and details of charity works for safekeeping, distribution when called for, and any future reference required.

He/she shall maintain the Central Register of all Knights and Dames of the Order and to accomplish this, all recommendations forms for aspirants, CVs, recommendations for elevations, etc., must be given to him/her. The Registrar General, in conjunction with the Central Office, the Grand Commander and Petit Conseil when necessary, shall issue the necessary registration numbers and Diplomas, then forward them to the Units concerned. The Policy for diplomas also refers to this topic.

All units of the Order through their Grand Priorities (or directly if independent) must annually send to the Registrar General an updated list of their members showing Family name, Christian name, rank and office (if any) for checking with the central register.

This list, which should be sent at the same time as the annual part of the oblation to the Grand Magisterium, should also show the members as having either paid their annual oblation or provide a reason for not having done so, resignations, changes to Emeritus and deceased members. The Registrar General shall copy the Grand Treasurer with the lists so financial and membership records can be reconciled and kept current.

The Grand Treasurer

The Grand Treasurer is a Knight or Dame of no lower rank than Commander of Grace, appointed by the Grand Commander as the person responsible and accountable for the administration of the Order's central finances. The Grand Treasurer shall maintain the accounts of Grand Magisterium and shall send a monthly financial statement to the Grand Commander for his/her information. By the end of April of each year, the Grand Treasurer shall submit through the Grand Commander to the Petit Conseil and to Grand Priory Chancellors the accounts for the year, together with a short report, plus budget for the following year.

If considered necessary, an Assistant Treasurer may be appointed to assist the Grand Treasurer with the administration of finances and the preparation of accounts and budgets. Further details of this position are provided under the topic of Finances.

The Grand Marshal

According to the Constitution of King Peter II, the duties of the Grand Marshal are those of "Heraldry and Ceremony." He/she:

- can nominate a King of Arms who will advise him/her and maintain an up to date record of the heraldic and armorial side of the Order;
- shall make sure that any members have their Coat of Arms registered and checked by the King of Arms through their herald of the Units;
- should make certain, with help from the King of Arms and local Heralds, that any new armorial is composed, executed and conforms according to Heraldic Custom;
- shall advise on the purchasing of insignia, mantles, etc. for the Order so that the Order avails itself of advantageous prices and maintains uniformity of castings and materials; and
- will submit advice to the Petit Conseil, based on his/her own expertise and the advice of Heralds and the King of Arms on disputes or new proposals on all fields and materials.

The Grand Marshall has authority in all matters of ceremony, ornaments and costumes so that they are maintained according to the traditions, making sure that the Order achieves a standard image and identity all over the world.

The Grand Marshall ensures:

- the appropriateness of the mantles and insignia during celebrations;
- through the Registrar General, the sales administration of the regalia and of the diplomas; and
- that uniform and accepted insignia, letterheads, emblems and banners, etc. conform to those approved and prohibit the use of unapproved insignia.

The Grand Marshall is to make certain that the parts of the Manual of Procedures applicable to his post are correct and maintained up to date, particularly as to how the ceremonies are organized and how investitures are celebrated, etc.

The Grand Marshal will give recommendations to the Heralds on the behavior of members, so that the membership is not misused in social and business matters.

The Grand Herald

He/she is appointed by the Grand Marshall with the approval of Petit Conseil and must be a knowledgeable person all matters of Heraldry, Nobility and Insignia. If so appointed, he/she will be responsible for the research and confirmation of titles of Nobility and Honor in all cases where doubt may arise and, as pertinent to his/her position, will advise the Order in matters of Heraldry, Armorials, form and ceremony.

The Registrar General, the Grand Herald and the Grand Treasurer are not members of the Petit Conseil. They also are not members of the Sovereign Council unless they have such right as Bailiffs of the Order, although these three officers may be called to Petit Conseil and to Sovereign Council to present reports on their work.

The Grand Hospitaller

According to section 7 of the King Peter II Constitution the duties of the Grand Hospitaller are “Social and Charitable works,” The Grand Hospitaller has the authority and responsibility for the proper oversight of all charitable works of the Order.

He/she will give the necessary help and advice to all Pories on their charitable activities according to the motto of the Order: “Pro Utilitate Hominum.” He/she will examine the possibility of combining the charitable works with a form of public relations, in accordance with the Grand Counselor and due approval in order to attract greater charitable donations.

He/she will obtain a yearly report from all Pories on their charitable works, so that appropriate reports and public relations articles can be written, and will coordinate charitable projects of mutual interest and the efforts of the respective Pories.

The Grand Councilor

The constitutional duties of the Grand Councilor are “information and External Affairs.” This person should be able to effectively communicate verbally and in writing, with an exhibited skill in foreign languages. He/she is to be considered the Ambassador of the Order.

This person’s ability to travel throughout the realms of the Order is a pre-requisite in order to carry out the informational and public relations aspect of the job. The informational aspect of the position encompasses internal and external information, as well as the gathering and dissemination of this information.

He/she is normally responsible for the preparation and distribution of the magazine of the Order, and for preparing and/or approving the editorial, and for the Order’s publications which are sent to the Units of the Order, or made available to external organizations.

He/she also reports to the Petit Conseil and to the Sovereign Council on the travel and visits conducted.

His/her external affair functions entail developing and maintaining contacts, as well as the creation of good relations with the other Orders of Chivalry, particularly those of St. John, and with other entities which may be able to assist our Order’s preeminence and stature.

These contacts may also include organizations which may be negative to our Order's mission. He/she will give guidance and direction in the policies instituted toward external organizations.

K. Bailiffs, Grand Priors / Priors

1. Bailiffs in General.

A Bailiff is appointed from the highest rank (Grand Cross of Justice) of the Order by the Lieutenant Grand Master upon the nomination of the Petit Conseil. He/she is expected to:

- have profound experience concerning matters of the Order;
- regularly attend and participate in sovereign Council meetings;
- have wide experience and competence concerning management;
- be proficient, whenever possible, in English;
- be conversant in matters concerning:
 - economic matters
 - legal and/or social matters
 - history of the Order
 - clerical/ecumenical matters
 - the
- have diplomatic skills
- have negotiation skills, and
- be available when his/her experience and skills are called upon by the leadership of the Order.

The number of Bailiffs (not including Bailiffs Emeritus) is strictly limited to twenty. Bailiffs who have resigned membership in the Order *de scriptoor de facto* automatically demit office as Bailiff and furthermore do not continue as a Bailiff Emeritus.

Upon reaching the age of eighty, a serving Bailiff must submit their resignation *de scripto* from active office to the [Lieutenant] Grand Master. Failure to do so will be assumed to constitute a *de facto* resignation unless otherwise directed by the Petit Conseil.

Any Bailiff who has not attended any meetings of the Sovereign Council in a six year period will be, subject to specific approval by the Grand Master, granted the status of Bailiff Emeritus and shall longer have a vote on the Sovereign Council.

Further, since a Bailiff, as a member of the Sovereign Council of the Order, holds a position of trusts he /she may not serve, or continue to serve, as a Bailiff if he/she is convicted by a court of any offense involving fraud; is adjudicated to be bankrupt; or is determined to be mentally incompetent according to the laws of his/her national jurisdiction.

2. Bailiffs Emeritus

Bailiffs Emeriti are persons who, formerly holding the rank and authority of Bailiff and still being a Member of the Order, have retired from active duty in the Order or have resigned from the office of Bailiff.

They continue to retain their title of Bailiff and their Insignia but are not eligible to vote in matters of the Sovereign Council. They retain the right to receive notices of and to attend the meetings of the Sovereign Council and to address it.

3. Grand Prior and Prior

The Grand Prior and Prior are the administrative head of a Grand Priory or Priory. He/she is nominated from the ranks of Justice within the Grand Priory/Priory concerned. They are nominated by their chapter and elected by the members of that chapter, then nominated for approval by the Petit Conseil. Every four years each Grand Priory chapter and Priory chapter reviews the election or re-election of their Grand Prior and Prior.

It is the Grand Prior's and Prior's duty/responsibility to receive from the Commanderies:

- the audited financial accounting of the year, as presented at their annual Chapter Meeting
- an updated annual list of Members which includes their registration numbers, rank and date of investiture. This list is then forwarded to the Office of the Grand Magisterium and to the Registrar General with the Annual Report
- the yearly report of activities presented at the annual Chapter Meeting, which is then forwarded, through the Grand Commander, to the Petit Conseil
- all information regarding changes in the leadership within the Commanderies, which is rewarded to the Grand Magisterium
- a report of all social and charitable activities, as presented at the annual Chapter Meeting, which is forwarded through the Grand Hospitaller to the Petit Conseil, and
- a list of all Aspirants.

Where a Priory is being newly established, a member may be appropriately promoted if necessary and appointed as the Prior by the Petit Conseil with the approval of the Lieutenant Grand Master. Such a person shall:

- whenever possible, be proficient in English;
- must resign from office by the age of eighty and may not be re-elected;
- can nominate Vice-Priors;
- is a member of the Sovereign Council of the Order for as long as he/she enjoys their position;
- is to attend Sovereign Council meetings whenever possible;
- is the coordinating link between the Commanderies and the Petit Conseil and/or the Sovereign Council of the Order;
- accept and acknowledges nominations for promotion from the Commanderies of his/her Priory and is responsible for the documents/diplomas of his/her Priory;
- will forward to the Lieutenant Grand Master, through the Grand Commander, accepted promotion nominations according to the Constitution;
- shall submit an Annual Report, on or before January 31st in the prescribed format, to the Grand Commander or his/her appointee (e.g., the Registrar General). That report shall include, but is not limited to:
 - a list of their constituent Members, as of the end of the preceding calendar year, which includes details of their status, offices and grades in the Order, and
 - details of the contact addresses, telephone numbers, e-mail addresses, etc. of new constituent Members.
- is to maintain regular contact with and assist the Commanderies of his/her Priory; and
- shall be capable of acting as mediator and conciliator when necessary.

4. Grand Prior Emeritus and Prior Emeritus

Grand Priors and Priors Emeriti are persons who formerly held the rank and authority of Grand Prior or Prior and while remaining members of the Order, have retired from active duty and have resigned from or have been replaced in the particular office of Grand Prior. They retain their insignia of office but are not eligible to vote in matters of the Sovereign Council unless otherwise qualified to do so.

No person may serve, or continue to serve, as a Grand Prior or Prior should they be: convicted in a court of any offense involving fraud, be adjudged bankrupt, or become defined as mentally incapacitated according to the legislation of their national jurisdiction.

L. Commandery

The Commandery is the basic unit of the Order. Commanderies within the boundaries of a Grand Priory/Priory are formed upon the resolution of the particular Grand Priory/Priory and are administered by a Commander.

The Petit Conseil has the power to create Commanderies independent of a Priory. This power only extends to geographical areas not within a defined Grand Priory/Priory boundary and jurisdiction. Such creations are subject to the approval of the Lieutenant Grand Commander.

M. Commanders

A Commander is approved by the Lieutenant Grand Master after nomination by the Grand Prior/Prior of that particular unit with the approval of the Petit Conseil.

N. Matters of Discipline, Supreme Court, Grand Priory/Priory Court, Bailiff's Court

1. General

Upon the recommendation of the Grand Priory/Priory Court and/or of the Grand Priory/Priory Council, the Petit Conseil shall consent to cancel the election and/or registration of any member upon evidence that such election and/or registration was secured by misrepresentation or fraud and/or in the event that a member is expelled for good reason or cause by the Grand Prior/Prior with the approval of the Grand Priory/Priory Court. Such an expelled member shall forfeit to the Order all rights, privileges and contributions paid and shall surrender to the Order all diplomas, identification cards, credentials and insignia in his/her possession at the time of the expulsion.

In the event that a newly elevated member elects resign from duties for which he/she was responsible, and without plausible reason for doing so, the Grand Prior/Prior, with the approval of the Grand Master and where applicable the Petit Conseil, may demote that member and require the diploma of his/her last promotion to be returned to the Order.

2. Finances

Expenses of the [Lt.] Grand Master and members of Petit Conseil, Central Office and administrative expenses, costs of the Sovereign Council, Petit Conseil and other meetings, and in general any other costs, such as administrative, operational or legal which the Order requires and which are incurred on business of the Order, may be paid from the financial

resources of the Order. It is generally accepted that the Grand Commander as Minister of Finance and on behalf of the Petit Conseil authorizes all expenses and that these are finally approved by Sovereign Council in the audited accounts presented at its meetings.

The Grand Treasurer shall maintain the accounts of the Grand Magisterium and shall send a monthly financial statement to the Grand Commander for his/her information. Also by the end of April each year, the Grand Treasurer shall submit the accounts for the year, together with a short report and budget for the following year through the Grand Commander to the Petit Conseil and to the Grand Priory Chancellors.

Accounts are made annually through the 31st of December and shall be audited by an independent auditor appointed by the Grand Commander or the Grand Master and approved by Petite Conseil. This auditor shall not be a Knight or Dame of the Order or in any other way active in the Order.

The international oblation to be paid to the Grand Magisterium shall be established by Sovereign Council after recommendation from the Grand Treasurer and Grand Commander, following a budget approved at the Sovereign Council meetings. If an increased payment is required, whether a one time payment or a permanent increase because of extraordinary and unexpected costs, Petit Counsel shall, on recommendation from the Grand Treasurer, make its decision and advise all Grand Priorities/Priorities accordingly.

3. Payment of Oblations

Members of the Clergy may be excused from oblations and any other contributions. For all other members, full and timely payment of oblations is expected and is a condition of continuing membership of the Order.

This payment of oblations by existing members becomes due on the 1st of January yearly and all Knight and Dames are expected to have satisfied their dues no later than the 31st of March, with payment to the Grand Magisterium completed by the 24th of June of each year. In special circumstances or hardship, the appropriate head of the unit may decide to temporarily dispense with that member's oblation, although the unit must remit the full oblation contributions of all members of the unit, whether those funds have been received or not, and any shortage must be paid from that unit's funds unless the Grand Prior has excused payment from or on behalf of that excused member, after first consulting with the Grand Commander because Grand Priors have no authority to waive charges owed to the Grand Magisterium (the Order).

Members will be recorded on the Central Register as lapsed and resigned *de facto* or lack of payments due to Grand Magisterium and shall be excluded from any activity and information, on advice from the Grand Treasurer and through the Grand Commander. This will occur for the lack of payment, reply or explanation after a third request has been made to the appropriate Grand Priory or Unit. This is no different from the way Units operate in the case of annual oblations due.

Persons may resign from the Order *de scripto* or *de facto* and may only be readmitted by the Lieutenant Grand Master acting on recommendation or with the approval of Petit Conseil.

Grand Pories, Pories or any other Unit that for any reason does not to pay their International Oblation may be suspended. Upon suspension, requests for Diplomas for new Aspirants and recommendations for promotions may be withheld and, with due authority, may be referred to the Supreme Court.

In special circumstances and for special reasons, the Grand Commander, in consultation with Petit Conseil, may decide to consider a member for lack of payment to the Order as having resigned *de facto*, return his/her passage fee and demand the return of all regalia and Diploma.

4. Payment for Diplomas, etc.

Diplomas and identification cards will not be issued until due payments have been received. Payment for diplomas, identification cards, medals, neck ribbons, braid, etc. shall be identified as such and not mixed with oblation and passage payments, and are to be made upon receipt of an invoice issued by the Grand Commander/Grand Treasurer. The Grand Commander/Grand Treasurer shall issue receipts for all payments received with details and notification when needed.

5. The Supreme Court

The Constitution provides the means to resolve disagreements and differences, which cannot otherwise be settled, by providing for a body composed of three judges and two auxiliary judges called the Supreme Court. The court adopts its own rules of procedure.

The Constitution places the following matters within the jurisdiction of the Supreme Court:

- Observance of the prescriptions of the Constitution, laws and ordinances of the Order.
- Judgment to decide any differences or disputes between dignitaries of the Order, except for Bailiffs, who may form their own court.
- Legal matters and matters of honor submitted to its judgment by the Sovereign Council.
- Appeals from decisions reached by the Courts of the Grand Pories or Pories.

The Judges are appointed by the Sovereign Council from among the Knights and Dames of Justice or of Grace of the Order. They are appointed for a term of three years and should, when possible, be jurists. They are eligible for re-appointment.

As with any other officers appointed or elected by the Sovereign Council of the Order, they can present themselves for re-election, but must not be part of any other service or hold any other office within the Order during their term of office as Judges.

No Judge or Auxiliary Judge may deliberate on matters in which he/she is personally involved.

In all cases, the Constitution gives the Grand Master or his/her substitute the power of *ex gratia* pardon in as the last instance.

In order to constitute a quorum of three Judges after co-opting an Auxiliary Judge, if necessary, for the sitting of a court in judgment, any remaining vacancy in the Supreme Court Judges may be filled by the Lieutenant Grand Master on nomination to the Petit Conseil, acting together with the Second Vice President of the Sovereign Council. Such an appointment must be for a specific term in order to fill a temporary vacancy due to, for example, conflict of interest recusals or personal disqualification.

Should an appointment be made to replace a Judge or Auxiliary Judge for other than a temporary vacancy, the term of reappointment shall be for the balance of the term of the Judge being replaced.

6. The Bailiffs' Court

Bailiffs of the Order, if and when the need arises, may form their own Court of Bailiffs to deal with and decide any differences between themselves which cannot be resolved by other means. The Court of Bailiffs does not deal with disputes between any Bailiff and the Order itself. Such disputes are under the jurisdiction of the Supreme Court.

7. Grand Priory/Priory Court

The Constitution provides for Grand Priories and Independent Priories to form their own Courts of Honor. The members of these Courts can be chosen by the Unit or appointed by the [Lt.] Grand Master on recommendation from the Petit Conseil. The Courts of Honor deal only with local issues which initially may not require direct intervention from the Supreme Court or from a Court of Bailiffs. The function of such Courts of Honor is only to deal with local issues concerning that Grand Priory/Priory and to assist in solving disputes.

Their decisions, if the parties involved wish, may **within four weeks after notification** be subject to appeal to the Supreme Court through the Grand Commander.

Referral of matters to the Court of Honor shall be made by the Grand Prior/Prior, or by a majority of the Grand Priory/Priory Council, or by a 2/3 majority of the members of the Unit.

Following presentation of the case, and having fully considered it, the Court then delivers its decision and the proposed action to be taken to the relevant parties. If the parties involved wish, decision in matters of principle may be subject to appeal to the Supreme Court through the Grand Commander, provided that leave to appeal is granted by the Supreme Court.

~~Following that decision, consultation shall take place with the Grand Prior/Prior and its Council to determine if the verdict of the Court shall be applied, or whether leave should be given to appeal to the Supreme Court of the Order.~~

8. Other Matters of Discipline

With the exception of **differences between Bailiffs within their own Court**, all of the Courts have the authority to discipline members as follows:

- expulsion from the Order
- demotion in rank
- removal and/or exclusion from office.

Further, no person may serve, or continue to serve, as a Conventual Bailiff/Grand Prior/Prior/Commander should they:

- be convicted in the civil or criminal courts of that jurisdiction of any offense involving fraud;
- be adjudged bankrupt; or
- be defined, according to the legislation of national jurisdiction, as mentally incapacitated.

Any Grand Officer or Officer who acts in defiance of the Constitution, Laws, statutes or other regulations or directives, or contrary to an oath or a vow taken, or who converts to another religion other than Christian, may be suspended by the Lieutenant Grand Master or the nearest superior Grand Officer, until a dismissal case is properly concluded by the Petit Conseil.

Any Grand Officer or Officer who has been dismissed from office may, within four weeks after notification of the dismissal, bring the case before the Supreme Court of the Order.

Members of the Order who fail in their commitments towards the Order are to be reminded thereof by the head of the Unit of the Order, who may issue a warning. If the member does not adjust according to that injunction, the head of the unit of the Order may request the Petit Conseil to exclude that member from the Order, or may bring the case before the relevant Court of the Order.

Member of the Order who seriously or repeatedly neglects his or her obligations, violates taken vows, acts within or outside the Order in ways that are opposed to the aims of the Order or its Constitution, Law, statutes or other regulations, or is likely to damage the reputation of the Order, may be excluded from the Order by the Petit Conseil.

A member of the Order who has been excluded from the Order may within four weeks after notification of that exclusion, bring the case before the Supreme Court of the Order.

PART IV

A. The Units of the Order

These consist of:

- Grand Pories
- Independent Pories
- Pories under the jurisdiction of a Grand Priory
- Independent Pories
- Commanderies under the jurisdiction of a Grand Priory
- Commanderies under the jurisdiction of an independent Priory (*as used in this Manual, the terms "Commandery," "Unit," and "Chapter" are all interchangeable and refer to the basic units of the Order, which are lead by a Commander*).

1. Grand Pories

The operational rules, administration, protocol and procedure for Unit/Chapter and Council meetings generally applies on a similar basis to Grand Pories, Pories and Commanderies.

Grand Pories are governed as autonomous entities but always in concert with the Lieutenant Grand Master, within and in harmony with the directives of the Petit Conseil, and in accordance with the Constitution given by the late Majesty King Peter II of Yugoslavia in 1964.

The Grand Pories and their Council designate the seat of the Grand Priory and of its administrative offices.

The Petit Conseil, with the approval and /or recommendation of the Lieutenant Grand Master, creates Grand Priors. The members of a Grand Priory are all Knights and Dames from Priors and Commanderies domiciled within the area under the jurisdiction of that Grand Priory.

It is not the function of the Order to interfere with the independent workings of the Grand Priors, just as it is not the function of the Grand Priors to interfere with the workings of Priors or Commanderies under their jurisdiction, except in cases where dissent or disregard for protocol, the oath, allegiance, constitutional matters or local legislation, demand that action be taken.

The function of the Grand Priory is basically advisory and administrative. It shall maintain the traditions of the Order following the 1964 Constitution throughout all the territory under its jurisdiction and, in cases of doubt, shall seek clarification from the Grand Commander and Petit Conseil which will, when necessary, consult the [Lt.] Grand Master or the Supreme Court.

The Grand Priory shall collect all oblations due to the Grand Magisterium and pass them to the Grand Treasurer with a detailed list of paying members. The same shall be done for Diplomas and other documentation.

A Grand Priory shall produce once a year an updated list of all members to include Diploma number, rank and date of investiture, and shall advise the Grand Commander and Registrar General of any changes that occur during the interim period, so that an up to date record of all Knights and Dames can be maintained.

Grand Priors shall produce and disseminate throughout their jurisdiction all pertinent information assembled from their Priors and Commanderies, which is pertinent to all members of their Grand Chapter and should be made known. The Grand Commander shall receive a copy of these reports, which he/she may distribute to the Grand Magisterium or other Priors if considered pertinent.

The organizations of social events involving the whole of a Grand Priory is a matter for their Councils to decide. It is recognized that one "Grand " event could be better attempted and be more successful in some countries than a series of smaller individual ones, while in some countries the opposite will be preferable.

Grand Priors have no legislative power over their Priors and Commanderies. However, such Priors and Commanderies are accountable to their Grand Priory for their actions and finances, and vice-versa.

2. Establishment of Subordinate Units

Grand Priors have the power to establish subordinate Priors and, as with independent Priors, may also establish subordinate Commanderies in these countries or regions within an area which may be deemed advisable, or in their own jurisdictional area, subject to the approval of the government of the Order. With that authorization, any necessary amendments and the approval of the Grand Priory/Priory Council, the subordinate Priors or Commanderies which are thus established shall operate in accordance with the foregoing rules.

3. Subordinate Pories/Commanderies

Recommendations for membership of these Units, having been checked and approved by the Unit's Council, shall be referred to the Grand Priory Council, which shall have the final power to accept or reject them, under the normal application for membership rules and procedure.

A Commander to head a Commandery and a Chancellor of the Commandery, known as a Vice-Chancellor, shall be appointed in the first instance by the Grand Priory/Priory Council, subject to the approval of the Grand Prior/Prior. All other officers shall be appointed by the Commander, subject to approval by the Grand Prior/Prior. All officers shall also hold Vice titles and must already be Knight and Dames.

The Prior and Commander of a subordinate Priory/Commandery shall be ex officio members of the Grand Priory Council.

B. Chapter/Commandery Membership and Meetings

Historically, all Members of any Unit of the Order or of "The Order" itself may be convened for matters affecting the assembly thus convened. Hence, the Chapters are the convening of members of the Unit of the Order. When the "The Order" convenes all of its Members, it is known as a *Chapter General*.

The membership of a Grand Chapter shall be all enrolled members of good standing belonging to all Pories and Commanderies under the jurisdiction of a Grand Priory.

The membership of the Chapter of an Independent Priory shall consist of all enrolled Knights/Dames of good standing of that Priory and of any Commandery under its jurisdiction. The membership of the Chapter of an Independent Commandery shall consist of all enrolled Knights/Dames of good standing of that Commandery.

Pories and Commanderies, whether independent or under jurisdiction shall, in every case, have their own Councils for the good functioning and administration of the Unit.

Chapters shall meet at least once a year and are presided by the Grand Prior/Prior of the Unit or, in his/her absence by the Vice-Grand Prior/Prior or, in his/her absence, by the most senior Commander. Council shall fix date of meeting a year in advance and all members shall be reminded closer to the date of the meeting. Attendance shall be expected as one of the commitments sworn by all Knight and Dames, unless for the case of a true need of a member to be excused.

All ranks of Knights and Dames shall be eligible to attend such Chapter meetings and to vote.

All Bailiffs of the Order are automatically welcome at any Council meetings even if the meeting is from a different area to their own Priory or Grand Priory, but they shall not be eligible to vote at those meetings.

The agenda for Chapter meetings shall be dispatched not later than thirty days before each meeting. Only items appearing thereon shall be discussed, but subject to the decision of the Council, any member of the chapter may submit via the Chancellor an item for the agenda no later than 40 days prior to the meeting. Members of the Chapter may be allowed by the Chair to present items not included on the agenda under "any other points" at the end of the meeting.

The quorum for a meeting shall be one third of the total active membership of the Chapter allowed to vote, either in person or by proxy. Should a quorum not be in attendance, the meeting shall be adjourned and a further meeting called within one month. At that later meeting, a simple majority shall be valid on any vote, whether a quorum is present or not.

Chapters shall use the “one person, one vote” method.

Grand Chapters and Chapters may determine their working policies and those of any subordinate unit, if not covered by this Manual, and may decide on their charitable works, making decisions, amendments and alterations while accepting, rejecting or amending their by-laws already put in force by their Council.

Policies and By-laws may not conflict with the provisions of the 1964 Constitution, the Rules within this Manual, or the international regulations (rulings) as set from time to time by the Sovereign Council.

C. Elections of Grand Priors, Priors and Commanders

Administrative leadership:

- The Grand Prior is the administrative head of a Grand Priory
- The Prior is the administrative head of a Priory, and
- the Commander of an independent Commandery is the administrative head of the Commandery.

Election of a Grand Prior

The Grand Prior shall be nominated from among the Knights and Dames of Justice and of higher rank within the Grand Priory concerned, elected by that Grand Priory Chapter, and confirmed by the Petit Conseil. Nominations, with the approval of the nominee, may be from members, the Grand Priory Council, Priory Council, or the Commandery Council.

Election of a Prior

The Prior shall be nominated from among the Knights and Dames of Justice and of higher rank within the Priory concerned and elected by the Priory Chapter, if appropriate within the jurisdiction of a Grand Priory, then with the concurrence of the Grand Prior and confirmation by the Petit Conseil.

Election of a Commander (under jurisdiction)

The Commander is elected from among the Members of a particular Commandery by the Members of that Chapter. Such election is subject to confirmation by the Prior and Grand Prior within whose jurisdiction the Commandery is established, and is thereafter appointed by the Grand Commander with the approval of the Petit Conseil.

Election of a Commander (Independent Commandery)

The Commander is elected from and by the members of that particular Commandery. That election is subject to direct confirmation by the Petit Conseil.

General Information Regarding the Election of Priors and Commanders (under jurisdiction)

Nominations shall be submitted when possible within 90 days of the position becoming vacant.

During any interim vacancy period, the appropriate Vice-Prior or Commander shall accept responsibility for the day to day running of the Unit, subject to the Chancellor's powers under the rules regarding constitutional procedure.

Those who intend to nominate any individual for election shall confirm that the person concerned has no objection for his/her name being put forward for election. The proposed names will be submitted by the Councils of the particular Chapters to the Grand Prior, who shall communicate with the Grand Commander.

Members shall be advised by the Chancellor of these nominations and the election by the Chapter shall then occur.

The Chancellor shall advise the Grand Commander and the Registrar General of the results of the elections and any other changes of Officers, within fifteen days of these changes taking effect.

D. Grand Priory, Priory and Commandery Councils

1. General

The Grand Priory's Council shall consist, when practically possible, of Officers who shall be Senior Rank members of the Order, selected from the different units of the Grand Priory in a balanced manner. Under the appointed Grand Prior/Prior, the Council shall be corporately responsible for the administration and well-being of that Unit, including the supervision of Units under its jurisdiction, with each Officer having a defined role, but cooperating with all others for the efficient and proper functioning of the Council concerned.

Councils are elected for five years with the members being eligible for re-election at the end of that period. Members who are elected for a five year period shall be expected and/or eligible to serve until the end of that period is so required. **When a new Head of the Unit is elected, all offices of the Council shall become vacant.** Members shall be eligible, if they desire, for re-election. **It is common practice for the newly elected Head to offer the positions and seek the approval of the Chapter.**

All the work of the Grand Priory/Priory or Commandery shall be conducted by its Council, which shall meet at least twice yearly, remaining in constant contact, and submit reports to members at all Chapter meetings. **It shall meet about two weeks prior to a Chapter meeting for reporting purposes.** At those meetings a quorum shall be a majority of the members of such Council being present. The Council shall decide on and arrange all activities and meetings of the Chapter.

The Grand Priory/Priory Council shall investigate, through an Appointments Commission, and decide on recommendations for new members of the Grand Priory, including Priors and Commanderies under its jurisdiction, prior to passing them to the Grand Commander.

The Council shall appoint the Chairperson and other members of the Appointments Commission and set out its terms. It may form such other committees as it may, from time to time, find necessary for the proper function of the Unit or Units. In like manner, this Commission shall, as requested, submit reports to the Council.

The Councils may establish their own operating rules and regulations, subject to and consistent with the provisions of the Constitution and the rules governing the protocol and the conduct of affairs within the Order and its different Grand Pories.

Of note, all Councils are formed on a similar basis to the descriptions provided here.

The members of all Chapters shall have a copy of this Manual for their reference and new members may be given a copy (for which a charge may be made) on the day of their investiture. Each individual Council may decide the member charge for the copying costs of the Manual and other related charges.

A signed original copy of the Manual shall be deposited with all Chancellors. All Chancellors shall also be kept fully informed of all matters concerning the contents of all procedural rules and regulations, as well as all Petit Conseil and Sovereign Council meetings and all subsequent ordinances, statutes and amendments thereto.

2. Officers of the Council and Their Roles

The Chapters are administered by Councils consisting of the following Officers, depending on the actual Unit:

- Grand Prior
- Vice Grand Prior
- Prior
- Vice Prior
- Commander of Commandery
- Chancellor
- Treasurer
- Conventual Chaplin
- Chamberlain
- Herald (Judge at Arms)
- Hospitaller
- Almoner
- (Secretary to assist Chancellor)
- (Assistant Hospitaller)

These Officers shall be appointed for the Council by its Grand Prior/Prior, with the approval of the Chapter.

The Grand Prior/Prior is the head of his/her Unit, its Council and its Chapter and shall direct the Grand Priory/Priory firmly, but with understanding and fairness and shall promote the collection of charitable funds.

Much depends upon his/her personal drive, knowledge and direction. He/she shall have a close understanding of the Order and its operation, not only in his/her territory but internationally, and what it represents and needs. He/she must be fully conversant with all rules of protocol and with the Constitution of King Peter, including the statutes and ordinances thereto.

He/she shall have the following powers and duties:

- To appoint and dismiss the foregoing Officers and to appoint deputies as necessary.
- To transfer an Officer to another office.
- To appoint or dismiss a Conventual Chaplin and, at his/her discretion, to appoint an Almoner, who may then join the Council.
- To notify the Registrar General of the appointment of a Chancellor (or acting Chancellor) within seven days of the appointment being made.
- To notify the Registrar General of any other Council appointments within fifteen days.
- To call a special Council or Chapter meeting at no less than ten days notice.
- To approve or disapprove the appointment of members to committees.
- To veto any Council or Chapter decision which he/she considers detrimental to the well being of the Order or of its Constitution and, if necessary, to refer the matter to the Petit Conseil.
- To appoint members to act in a special advisory capacity to the Unit or Units in relation to their professional expertise and to attend Council meetings in a purely advisory capacity.
- To make the final decision on recommendations for new members.
- To recommend and approve recommendations for promotion.
- To establish Priories and/or Commanderies on the recommendation of Council and following consultation with and approval of the Petit Conseil.
- As member of the Sovereign Council to attend Sovereign Council meetings when possible.

The Vice-Grand Prior or Vice-Prior shall deputize the head of the unit in his/her absence from meetings, or on such other occasions and with such delegated powers as may be given and authorized by the Grand Prior/Prior.

The Chancellor is the first executive officer and, as such, he/she shall carry all responsibility pertaining to this office. He/she shall act as Secretary, keep records, issue notice of meetings and other events and conduct all normal correspondence between the Council and the Chapter, and the Council and the Order's Central Office (Grand Magisterium). he/she shall have the power to ensure that the Constitution, procedure and rules are upheld.

Where there has been a resignation, or permanent incapacity of the Head of the Unit, the Chancellor shall assume full executive powers and shall immediately take such necessary steps as may be required for the election of a new Head in accordance with the rules described herein. He/she shall be responsible for coordinating with the Government of the Order, and the Grand Priory in the case of a subordinate Priory, regarding the necessary arrangements for election.

He/she shall notify the Registrar General of all changes in the Chapter's Roll and produce once a year a return of numbers and ranks on the appropriate form.

It is the responsibility of the Chancellor to keep the Chapter informed of dates of meetings and other events and, in general, to ensure that at all times Knights and Dames are well and timely informed.

The Chancellor may, if so required, appoint a Secretary (Assistant) under his/her direction to take minutes, keep the records, send notices, etc.

The Treasurer shall be responsible for the finances of the Unit, receiving fees, making payments, rendering accounts and administering any Registered Charity, including liaison with Charity Commissioners or similar governmental offices. He/she shall present an audited account at the Annual General Meeting of the Chapter and send copies the Order's Central Office for the attention of the Petit Conseil. He/she shall maintain any bank accounts in the name of the Unit upon which any of the following three shall be empowered to draw: the Grand Prior/Prior/Commander, the Chancellor, or the Treasurer. The bank account generally has three authorized signatories, with checks requiring two signatures.

The Conventual Chaplain shall normally be the principal Celebrant at all services of the Chapter, administer the oath of new members and act as Chair of the Ecclesiastical Council, if constituted. [Cf 6 infra]

The Chamberlain shall be responsible for Ritual, Protocol and Ceremonial form. He/she shall ascertain that the proper ritual is observed at all functions and events held by the Grand Priory/Priory and other subordinate units. At particular ceremonies stewards can be appointed under his/her direction to undertake duties as may be delegated to them by the Chamberlain.

The Judge at Arms/Herald is the Aide de Camp of the Grand Prior/Prior and commonly acts as the sword bearer. He/she will take charge of and be responsible for all matters involving insignia, regalia, uniforms and decorations and will work closely with the Chamberlain.

The Hospitaller shall deal with all matters pertaining to hospitals, clinics, sick visiting, deaths and widows. He/she shall also deal with all church and social events and their organization and with welfare and charity, both inside and outside the Unit's territory.

The Almoner, if appointed, shall be given responsibility for welfare and charity and shall undertake such other duties as may be delegated to him/her by the Hospitaller, under whose direction he/she shall act.

The Assistant Hospitaller, if appointed, shall be responsible of the organization and management of all social events and for the general catering at Chapter meetings, Investitures and the Feast of St. John. He/she will undertake such duties as may be delegated to him/her by the Hospitaller, under whose direction he/she shall act.

The Master of Ceremonies may be selected and appointed by the Grand Prior/Prior as a specially qualified Knight/Dame to act in this capacity upon appropriate occasions. This officer may represent other officers of the Order unable to attend certain functions. He/she may also give lectures on the history and progress of the Order.

3. Oath of Office

Upon election as an Officer of the Order, a Member will upon accepting the responsibilities such office, swear an Oath of office to a duly appointed member of the Clergy. Officers of the Petit Conseil shall swear their Oath to the Sovereign Council and the [Lt.] Grand Master upon their election.

The taking of the suggested Oath of Office given below is to be taken on the Crucifix or upon the Bible

“De fideli administratione officii” (*faithful administration of office*)

I swear that I will be faithful to the duties of [office] and will protect and maintain the Constitution of the Order, be loyal to the Lieutenant Grand Master and abide with all its lawful regulations.

So help me, God.

Amen

4. Reports and Governance

Each Commandery and Priory shall have its financial, membership, administrative and Chapter reports and minutes for all their meetings forwarded to the Grand Priory. All of these reports must be received by the Grand Priory no later than mid-February each year.

Grand Priories or Independent Units shall produce consolidated annual financial, membership and administrative reports and, after acceptance by Council, shall distribute them to all Units under their jurisdiction. All annual financial reports shall be subject to an independent audit before distribution.

Units shall then distribute these reports to their respective Chapter members. The form and presentation of these financial reports, although complete and detailed, may vary in order to comply with any local legal requirements and legislation.

The membership report shall include Christian name, Surname, Registration number, Date of Investiture, Rank and Office if pertinent, and shall identify members by Unit.

The Grand Magisterium shall be provided with one complete copy of all these reports, both membership and administrative, no later than the end of April each year.

5. Communications

No member shall communicate with higher authority in the Order unless authorized by the Head of his/her Unit unless under special circumstances.

No member shall communicate with the press, national or local, on matters involving the Order or the Grand Priories or Priories unless authorized by the Head of the Unit (if pertinent to the Unit) or the Grand Prior (if pertinent to the Grand Priory or the Order). The Grand Prior, in return, shall seek permission and consult with the Grand Commander in all cases which involve matters of the Grand Priory, or of the Order.

All correspondence and reports to the members of the Grand Magisterium (Grand Commander, Registrar General, Grand Herald, Grand Treasurer and Grand Conservator) shall be sent under normal circumstances to the Order's Grand Magisterium and Administration Office. Correspondence to the Grand Master shall be sent to his/her Secretary General unless such correspondence is of a personal nature.

6. Ecclesiastical Council

Section 10.1d of the Constitution provides for a single Ecclesiastical Council for the Order, whose members are appointed by the [Lt.] Grand Master with the approval of the Petit Conseil

However, some Grand Priories/Priories may constitute Ecclesiastical Councils within their own territorial jurisdiction, which may be made of clerical members of any Christian denominations. Their function shall be to give advice to the Grand Priory/Priory upon matters of religious, liturgical and ecclesiastical matters which may affect the Order locally.

These local Councils may have an important role locally and the decision to form one or not is left to the Grand Priors/Priors on consultation with the Petit Conseil and with the Grand Master's approval.

E. Elevation of Rank (Promotions), Medals of Merit, Certificates, and Diplomas

1. Elevation of Rank

Recommendation for elevation to higher rank shall only be made because of meritorious conduct and exemplary service to the Order over a period of at least two years. It should be emphasized that the period of two years is a minimum requirement and not an automatic process; however, merit is the main consideration, and the Lieutenant Grand Master has the authority to reduce this time when he/she considers that to do so is in the best interests of the Order.

Recommendations are subject to strict scrutiny, and the granting of higher rank is at the discretion of the [Lt.] Grand Master for the rank of Grace and for the approval of Petit Conseil and the [Lt.] Grand Master for the ranks of all Commanders and Justice.

Elevations of rank are not necessarily given because of length of time in the Order, length of time at the same rank or any other similar reason. No Knight or Dame has a right to be elevated to a higher rank unless he/she has merited such promotion by his/her work or deeds. Elevations are accolades given, under the privilege of the Petit Conseil of the Order and the realm of the Grand Master, to a deserving few for worthy reasons.

A recommendation should be made in principle only when a Grand Prior/Prior has strong reasons for believing that a Knight or Dame has done something that, by its nature and quality, deserves recognition.

Notwithstanding the above, no recommendation for promotion shall arise, or be considered, for a Knight/Dame who has been less than two years in his/her present rank, unless justifiable because of extraordinary circumstances.

All requests for elevation to Justice, Grand Cross or Bailiff/Grand Dame must be circulated to members of the Petit Conseil for comments and approval, via the Grand Commander, and then passed on to the [Lt.] Grand Master for his/her final decision.

From the moment that the request has been made to the Grand Commander, the same procedure as for new nominations will follow. (See Part II D, supra)

2. Cross of Merit and Medals of Merit

The Cross of Merit is the solely discretionary, personal reward from the Lieutenant Grand Master of the Order to those who he/she considers to have served the Order, on any matter, exceptionally well and over a long period and considered to be above what could be expected.

Recommendations should be made only by Grand Priors/Priors or Members of the Petit Conseil. The Cross of Merit carries with it the post-nominal of CMSJ.

Any recommendations to the Lieutenant Grand Master for his/her consideration to grant any Meritorious award must be submitted in writing to the Grand Commander, with a brief history of the individual, date of Investiture into the Order, rank held and for how long, services performed and full reasons for the proposal, in order to assist the Grand Master in his/her assessment of the recommendation.

Medals of Merit (Gold, Silver and Bronze) are awarded at the sole discretion of the Grand Prior/Prior, hence none of them are mandatory. The Grand Prior/Prior may opt to make use of all three of them, any two of them, or just one of them. He/she may also opt not to use them at all. However, when used, the Grand Prior/Prior is to make recommendations to the Petit Conseil for approval, via the Grand Commander. None of these Medals carry a post-nominal.

3. Certificates

a. "Certificate of Appreciation" is given by any Grand Prior/Prior in recognition for good services rendered to the Order by any person outside the Order as an expression of gratitude.

b. The award of the "Certificate of Commendation," which is to be kept to a minimum, is given upon the recommendation of the Grand Prior/Prior in appreciation for long services rendered to the Order. This certificate is awarded at the discretion of the Lieutenant Grand Master and upon the approval of the Petit Conseil. The Certificate of Commendation carries no post-nominal.

4. Issue of Diplomas

The Unit's Council shall decide on the date of Investiture. The person(s) being accepted into the Order shall be advised of the acceptance and invited in writing to attend after having paid the agreed contribution toward all expenses, passage fees, etc. All members of the Chapter shall be notified of the date of the Investiture and shall attend unless otherwise seriously prevented. Investitures should, if at all possible, take place once a year and no more than twice a year. The [Lt.]Grand Master shall be officially invited to officiate since an Investiture is the sole prerogative of the [Lt.] Grand Master and this is to be done in writing and as early as possible when the date is known.

The local units shall decide on the number of forms and photographs required for their own records, but the form with details and photograph must be sent in duplicate to the Grand Commander to be logged in the required records. **The request for Diplomas to be prepared, registration numbers allocated, identification cards to be produced (if required) and for the Lieutenant Grand Master's signature and seals must be sent together no later than eight weeks prior to the date required.** Request arriving after this eight week period, while they may have been sent in time, cannot be guaranteed and may be postponed until the following Investiture.

As noted above and regarding Diplomas associated with recommended elevation in rank, the forms which pertain to recommendations for promotion should include details of the present rank plus reasons or works undertaken which make the Knight/Dame merit the elevation to a higher rank.

The required payment for the Diploma shall be made at the time of the request as it is assumed that all individuals must have made any financial disbursements before the application was processed. Any payment received for any application which, for any reason, is rejected by the Grand Magisterium or the Lieutenant Grand Master must be returned with an explanatory and justifiable reason for the refusal.

A differentiation must be made between payment for diplomas for new members (which will be approved and processed automatically in practically all cases) and should be sent with the application, and the payment for requests for elevations (which may be delayed or refused) and should be sent only when the elevation has been granted.

Although applications may be processed, the Grand Commander shall withhold Diplomas, even when ready, if the request has been made without, or with different documentation than that of the require one, and until such time that all required documentation is received.

Diplomas will then be sent by registered mail to the Original Unit Chancellery that requested them no later than two weeks before Investitures. The Diplomas with registered number shall bear the signatures of the [Lt.] Grand Master, Grand Commander and a member of the Sovereign Council (normally the Grand Prior/Prior).

Should a Diploma be prepared incorrectly, a new one should be requested by phone and e-mail within 48 hours of receipt of the incorrect one. The new Diploma(s) are then to be sent by courier. The party at fault for the error, whether the Grand Magisterium, Grand Priory or Priory shall be responsible for any incurred costs. **The incorrect Diploma must be returned to the Registrar General.**

Identification cards are available at cost upon individual request. Applications should be made to the Grand Magisterium and are to include one passport size photograph, full address, place and date of birth and the Diploma number.

F. Forms of Address, Designations, Prefixes and Post Nominals

It is strongly recommended that all members of the Order must at all times when on the Order's business, respect, maintain and defend the dignity of the Order and of its Officers. Failure to do this, to maintain proper form or to follow the correct protocol and manner, can have a disastrous effect because such a failure may render us unable to command the dignity and respect of other Orders of Chivalry or other outside influential organizations.

All members of Petit Conseil for the duration of their Office must be addressed as Conventual Bailiffs in all official correspondence.

Service, professional and other titles not related to the Order are not normally placed before designations when writing on matters related to the Order. These may, however, be shown on formal lists.

When all Post Nominals are used in a formal manner, the Order's Post Nominals are to follow National Orders and Crown Appointments, but should precede all professional and university degrees, medical qualifications or membership in other qualified bodies.

Forms of address, prefixes and Post Nominals may only be used observing general protocol and practicability for purposes of and within the business of the Order and in correspondence, as follows:

Designation	Prefixes	Post Nominal
Bailiff	H.E. Bailiff	OSJ
Grand Dame	H.E. Grand Dame	OSJ
Knight/Dame Grand Cross	Chevalier/Dame	GCSJ
Commanders of Justice	Chevalier/Dame	CJSJ
Knight/Dame of Justice	Chevalier/Dame	KJSJ/DJSJ
Commanders of Grace	Chevalier/Dame	CGSJ
Knight/Dame of Grace	Chevalier/Dame	KGSJ/DGSJ
Knight/Dame of Honor	Chevalier/Dame	KSJ/DSJ
Donat	Donat	OSJ
Esquire	Name and Surname	Esq.OSJ

Grand Priors/Priors and Grand Priors/Priors emeriti are to be addressed as H.E. All members of the Supreme Court, no matter their ranks are to be addressed as H.E. for as long as they enjoy their position.

Meritorious and [Lt.] Grand Master's Decorations

Cross of Merit	CMSJ
Medals of Merit (Gold, Silver, Bronze)	none

When communicating in writing on matters related to the Order, the prefix shall always be used, followed by one Christian name in full, family name and post Nominal. **Formal letters shall begin: Dear (name) and Brother/Sister in Saint John and end: Yours in Saint John or Yours sincerely in the service of Saint John or similar.**

On all formal occasions and all Chapter meetings (not at Council meetings which are by tradition informal) members shall always be addressed by their prefix (Bailiff, Your Excellency, Chevalier, Dame).

PART V

A. Investitures

1. General

Tradition, custom and practice dictate as follows:

When possible and practical Investitures shall take place and should be arranged as a main event once (at most twice) a year, by Grand Priors, Priors or Independent Commanderies for the units under their jurisdiction and in consultation with the Grand Priors and Councils.

The service of Investiture should include the points noted below but shall, at all times, be subject to the requirements of the religious confession and usage of the particular Unit.

Investiture should only be by the [Lt.] Grand Master or, in the absence of the [Lt.] Grand Master, by the Grand Prior/Prior or by a member of the Sovereign Council appointed in writing by the Grand Master for this purpose. No members under the rank of Commander of Justice can be appointed to invest new aspirants into the Order.

An Aspirant may be invested centrally, locally or even in another geographical area by previous arrangements made in consultation with the appropriate Heads.

Protocol and due courtesy demand that the [Lt.]Grand Master be officially invited to all investitures of the particular Unit since it behoves the [Lt.] Grand Master to officiate an investiture. He may officiate or leave the Grand Priors/Priors to do so as may be agreed. The expenses shall be borne by the Units and budgeted accordingly every year.

In all other cases, the officiating Officer shall be the guest of Honor of the Unit for Units organizing the Investiture (Grand Commander, Grand Prior, etc.) or if no high officer is present as guest of honor, the officiating officer shall be the head of the unit, or another so appointed and authorized for such a task.

It is important to remember that it is not only a very important ceremony, but an Investiture is also a formal act of Christian Chivalry.

Investiture for Knight and Dames is by formal dubbing, according to historical usage, with the appropriate sword while kneeling (under normal circumstances) before the Investor. In all cases while the person is unable to kneel, the Investor will dub the Aspirant with the appropriate sword while standing. When Clerics are invested, they do not kneel nor is the sword used. Instead, Investiture is by the placing of the right hand of the Investor on the Aspirant's shoulder.

Promotions, Inductions to Office and granting of Merit decorations are combined, where possible and practical, with the service and shall follow the actual investitures.

Members will wear full Investiture Dress as prescribed by the particular Unit and as detailed in the Dress Regulations.

2. Precedence and Ritual

Members will process in ascending, and recess in descending order or Rank, on all formal occasions, except that the Master of Ceremonies and the Sword Bearer will precede their official.

The Head of the Unit within his/her jurisdiction will take precedence, by custom, however he/she may offer the precedence to the highest ranking member.

Holders of International Rank (as may be present)

[Lt.] Grand Master
Grand Commander
Grand Marshall
Grand Hospitaller
Grand Councilor

Grand Chancellor
Grand Bailiff
Members of the Supreme Court

Holders of local Head Rank (independent)

Grand Prior
Vice Grand Prior
Prior
Vice prior
Commander

Holders of Sovereign Council Rank on Official Duty

According to Rank in the same order as below.

Grand Priory or Independent Priory appointments

Subordinate Prior (or the Vice Prior)
Subordinate Commander
Chancellor
Treasurer
Conventual Chaplain
Chamberlain
Judge at Arms (Herald)
Hospitalier
Almoner
Any other member of Councils in the same order as below.

Other Members of Chapter

Bailiffs/Grand Dames
Knights/Dames Grand Cross of Justice
Knights/Dames Commanders of Justice
Knights/Dames of Justice
Knights/Dames Commanders of Grace
Knights/Dames of Grace
Knights/Dames of Honor
Donats
Esquires/Serving Sisters
Candidates

3. Form and Procedure

On entry, the Master of Ceremonies will conduct the Knights and Dames to their corresponding seats, previously arranged by Rank as per processing order. They will remain standing in their pews until directed to sit. The new members will be at the rear and the most senior members at the front. The party of the Grand Prior or the Head of the Unit will proceed to the Sanctuary accompanied by two attendants.

The Aspirants' Mantles, which shall be folded, the Insignia, miniatures and Diplomas clearly showing the names of those to receive them shall be placed on an appropriate location on the side for blessing and to be collected and passed to the Investing Officer as required. The dubbing sword shall be resting on a cushion placed on the Investing pew.

When the Investiture is to commence, the Sword Bearer will collect the Officiating Officer and after a bow, conduct him/her to the investing pew at the front of the altar. The Sword Bearer will then stand with the sword, slightly behind the Officiating Officer at his/her left.

Two senior Officers shall go to the right to help the Officiating Officer with the Insignia and the Diplomas. One senior Knight/Dame will move to the pulpit/lectern to declare the *Opening of the Ceremony* and read the *Proclamations*.

All those involved in the ceremony must be provided with a list of names of all those to be called. The list shall have first the names and investing rank of all Aspirants, followed by name and rank of all Elevations, followed by names and ranks of all receiving Medals.

The ceremony will follow this order and proceed as follows:

a. Opening of the Ceremony

From the Pulpit/Lectern the "Opening of the Ceremony" will be declared

In the name of the Most Holy and Undivided Trinity and in the name of our Patron Saint John the Baptist, I, by the authority vested in me by our Lieutenant Grand Master, H.E. (name of present holder of office), declare that this Solemn Ceremony of Investiture is duly convened, constituted and assembled for the fulfillment of its appointed ceremony.

I call upon the Chaplain to bless the mantles and the insignia.

The Chaplain will then move to the table, bless the mantles and insignia and return to his/her place.

b. The Proclamations

From the pulpit/lectern the "Proclamations" will be read with the following or with similar words:

Proclamation.

"According to the Constitution of 1964 and acting upon the recommendation of the Petit Conseil, I, on behalf of the Lieutenant Grand Master, Bailiff (name of present holder of office), have granted the admission of (name and surname) into the Order of St. John of Jerusalem, Knight Hospitaller. Signed and Sealed in Valletta, Malta the DD day of MMMM in the year of our Lord YYYY."

The reader will repeat the Proclamation when calling every Aspirant.

Similar words, altered accordingly, will be used when calling elevations or merits. Please see related discussion for elevations and merits, below.

c. The Vows of a Knight/Dame and the Oath of Allegiance

The Chamberlain (Master of Ceremonies) will conduct each Aspirant as called to the Altar, where the Conventual Chaplain or Officiating Clergy will receive the vows as laid down.

In cases where the number of Aspirants is small, Aspirants should be called individually and the vows repeated one by one. When the number is large they can be taken as a group and the vows taken in unison.

The Vows shall be pronounced phrase by phrase by the celebrant with the Aspirants following in unison or individually as the number of Aspirants makes appropriate.

or

The Aspirant may also be given the Vows to read while placing his/her right hand on the hilt of the investing sword presented to him/her by the Chancellor.

Vows

- ❖ *To do my duty to God and to the Order of St. John of Jerusalem, Knights Hospitaller;*
- ❖ *To dedicate myself as a Christian to the Service of my fellowmen and to do my utmost to follow the Four Cardinal Virtues and the Eight Beatitudes.*

AND / OR

*“In the name of the Father and of the Son and of the Holy Spirit
Upon the true faith of a Christian, may God witness that I hereby vow to dedicate myself as a servant of Christ and the poor, the first qualification a true Knight/Dame.*

As a member of this religious body, I promise to be faithful and loyal to the ideals of the Order of St John of Jerusalem; to do everything in my power to contribute to its glory, protection, prosperity, support and unity; to combat everything prejudicial to its well-being; to never act contrary to its dignity, but to conduct myself always a true Knight/Dame of Christ, that is to say a good Christian and person of Honor.

Believing that Christ will grant me a special token of His favor, I therefore, in all humility, charity and respect agree to join with every sincere and Godly Christian of whatever church to bring about by prayer and deed the salvation of the Christian World by helping to promote a lasting Christian Unity.

I will adorn my knighthood with true charity, the mother and solid foundation of all virtues.

I will wear on my person the famous Christian Cross of eight points, to remind me constantly of my religious vows of always bearing in my heart the Cross of Jesus Christ adorned with the virtues that attend it.”

At the end, the Chancellor shall present the Bible/Crucifix to each of the Aspirants in turn who will say their Oath “So help me God”

Oath of Allegiance (passed by Sovereign Council in Brussels on June 20, 1983)

The Chancellor shall then address the Aspirant(s) and presenting the Bible/Crucifix, shall say

“Do you swear before God allegiance to the Order of Saint John of Jerusalem, Knights Hospitaller and its Lieutenant Grand Master and to protect, defend and obey its Constitution, statutes and orders issued by the Sovereign Council of the Order?”

The Aspirant(s) will reply *“I so do swear.”*

d. Wording of the Accolade for Use by the Officiating Officer

Each Aspirant shall in turn proceed to the Officiating Officer (if other than the Lieutenant Grand Master) who shall confer the accolade with the following words:

On behalf of the Lieutenant Grand Master and in accordance to the Constitution of 1964, I hereby pronounce you Knight/Dame of the Order of St. John of Jerusalem, Knights Hospitaller. Pray God to give you the grace to live up to your Knighthood worthily. You may now rise. (Shake hands while handing the new Diploma)

If the Investiture is officiated by the Grand Master, the following accolade is used instead:

By the power invested on me as Grand Master and in accordance with the Constitution of 1964, I hereby pronounce you (name and surname) Knight/Dame of the Order of St. John of Jerusalem, Knights Hospitaller. Pray God to give you the grace to live up to your Knighthood worthily.

You may now rise. (shake hands while handing the new Diploma)

An assistant will then move behind the Aspirant so as to vest the Aspirant with the insignia. The other assistant will then pick up the Aspirant's mantle, unfold it and place it on the shoulders of the Aspirant, who is then vested by the first assistant.

e. Reading of the Virtues

When all Aspirants have been vested, the Chancellor will then read the following virtues to the Aspirants, who have remained standing.

The white Cross which you are now wearing is a sign of purity. Wear it also within your heart, as well as outwardly and keep it without soil or stain. You have observed that this Cross has four arms and eight points. Remember that the four arms represent the Four Cardinal Virtues, namely: Prudence, Justice, Fortitude and Temperance.

The eight points symbolize the Eight Beatitudes, namely:

- ***Blessed are the poor in spirit, for theirs is the Kingdom of Heaven.***
- ***Blessed are they who mourn, for they will be comforted.***
- ***Blessed are the meek, for they will inherit the earth.***
- ***Blessed are they who hunger and thirst for righteousness, for they will be filled.***
- ***Blessed are the merciful, for they shall obtain mercy.***
- ***Blessed are the pure of heart, for they shall see God.***
- ***Blessed are the peacemakers, for they shall be called children of God.***
- ***Blessed are they that suffer persecution for justice's sake, for theirs is the Kingdom of Heaven.***

Remember that you have solemnly promised God to live up to ALL of them.

[note that (KT: Excellent)I have placed these into correct Biblical sequence and have corrected some of the wording using Mt 5:3-10 NIV; some of the wording using "justice" instead of "righteousness" was left uncorrected to better fit our OSJ principles, if that is desired instead. This area should be reviewed by the Petit Conseil to harmonize it with the actual translation of the Bible you wish to use.]

Those now invested accompanied by the Master of Ceremonies and any attendants if not further needed, will return to their seats.

f. Exit, Signing of Roll and Introduction of New Knights and Dames

At the end of the service the Knights and Dames will exit, processing in REVERSE order to the entrance. The Chamberlain will walk backwards and at the front in order to control the pace and proper formation of the procession.

The Roll Book shall be signed following the Service, usually at the reception but, if not, as soon as possible thereafter.

Also, at the reception that generally follows, the Grand Prior/Prior or other high rank officer so assigned, shall introduce the new Knights/Dames to those attending and give a brief resume of each one.

Reviewed and adopted with updated language by the Sovereign Council on _____

The same procedure is now used for any Elevations of Rank and any Decorations by Medals of Honor.

g. Elevations

The following words are used:

Chevalier/Dame (name and surname), by the power invested on me as Grand Master of the Order of St. John of Jerusalem, Knights Hospitaller, I have accepted the recommendation of the Petit Conseil of the Order and elevate you to the Rank of _____ . Congratulations. (shake hands while handing new Diploma)

or

Chevalier/Dame (name and surname), having accepted the recommendation of the Petit Conseil of the Order of St. John of Jerusalem, Knights Hospitaller, and in obeisance to the command of our Lieutenant Grand Master, I hereby elevate you to the Rank of _____ . Congratulations. (shake hands while handing new Diploma)

h. Granting of Honors

Chevalier/Dame (name and surname), as Grand Master of the Order of St. John of Jerusalem, Knights Hospitaller, it pleases me to grant you the Cross of Merit of our Order which I give you for _____(reason for it). I congratulate you. (shake hands while handing the new Diploma and decoration)

or

Chevalier/Dame (name and surname), HE Bailiff Michael Bohe, Lieutenant Grand Master of the Order of St. John of Jerusalem, Knights Hospitaller, in recognition for _____ (reason for it) has commanded me to invest you with the Cross of Merit of our Order which he grants you with his pleasure. Congratulations. (shake hands while handing the new Diploma and decoration)

or

Chevalier/Dame (name and surname), by the power invested in me by the Councils of the Order of St. John of Jerusalem, Knights Hospitaller, I take pleasure in granting you the Gold Medal of Merit of our Order which I give you for _____(reason for it). I congratulate you. (shake hands while handing the new Diploma and decoration)

h.