

Knights of the Square Table Rules of the Order

ARTICLE I – NAME

This organization will be known as the Knights of the Square Table and will relate to the Non Commissioned Officers Association (NCOA) through the NCOA Board of Directors as an affiliated organization.

ARTICLE II – OBJECTIVES

Section 1 – Unite members of NCOA, develop leadership potential, motivate, and assist them to act on current issues in the NCOA, the Armed Forces, and to promote increased membership within the Association.

Section 2 – Provide a visible, permanent method of recognition and reward for those members who, by sustained contributions, dedication, and perseverance, have become known and recognized as leaders in the growth and development of the NCOA.

ARTICLE III – MEMBERSHIP

All members of NCOA are eligible for Knighthood, if they meet the requirements of Article IV, Section 1, of these rules.

ARTICLE IV – KNIGHTS ELIGIBILITY CRITERIA

Section 1 – The following are required to be completed prior to petitioning for Knighthood:

- A) Be a member of NCOA in good standing for three continuous years.
- B) Be a Life Member of NCOA
- C) Be a member of the International Rat Pack or Loretta
- D) Have personally participated in a civic or charitable program.
- E) Have received at least 3 Category II or higher NCOA Awards.
- F) Have attended at least one Annual NCOA Conference or Annual Business Meeting.

In addition, each petitioner must submit a brief synopsis of their personal history and participation in NCOA activities since joining. The completed and signed petition must be received, for review, by the Knights of the Square Table NLT 90 days prior to the upcoming year's annual NCOA Conference.

A majority vote, of all members present at the KST Annual Assembly, must approve the selection(s).

Art IV, Section 1-F1, updated/clarified; BOD approved 20 February 2023

Art IV, Section 1, para 2, updated/clarified; BOD approved 20 February 2023

Art IV, Section 1, para 3 added; BOD approved 20 February 2023

Section 2 – The following criteria are required for Elevation to Order of the Sword.

- A) Only 33% of the total Knight Membership may be OS.
- B) Must have been a Knight for at least three years at the time of Girding.
- C) Must be nominated, in writing using the Girding Petition, by a member in good standing in the Order of the Sword or Excalibur. This petition must contain activities during their Knighthood that has bettered NCOA, his/her fellow knights, or his/her community.
- D) Each Knight with the rank of OS or OE and in good standing may submit only one nomination per year for elevation to OS.
- E) Must recruit 5 members from any division since Knighted and provide list of names.
- F) A majority vote, of all Order of the Sword and Order of Excalibur members present at the KST Annual Assembly, must approve the selection(s).

Section 3 – The following criteria are required for Elevation to Order of Excalibur.

- A) Only 20% of the total Knight Membership, excluding Past Grand Knights, Grand Knight, Grand Knight Elect and Knight Emeritus, may be Excalibur.
- B) Must have been an OS for at least three years at the time of girding.
- C) Must be nominated, in writing using the Girding Petition, by a member in good standing within the Order of Excalibur.
- D) Nominations will clearly delineate the Knight's contribution to the knighthood, NCOA, or the betterment of their fellow NCO/PO's corps.
- E) Must recruit 5 members from any division since being dubbed Order of the Sword and provide list of names
- F) Each member of the Order of Excalibur and in good standing may submit 1 nomination per year.
- G) A majority vote of all Order of Excalibur members present at the KST Annual Assembly, must approve the selection(s).

Section 4 – The Knight Emeritus is a voluntary status and one of honor and prestige. These Knights are looked upon as mentors and advisors within the Order. They are removed from the active role, placed on Emeritus roles, and are not eligible for advancement. To be eligible for Emeritus the knight must be at least 70 years of age and have been an active Knight for a minimum of 10 years. Dues for Knight Emeritus will be reduced once placed in the Emeritus status. A Knight Emeritus is excused from the NCOA Conference or Knight's Assembly attendance.

Art IV, Section 2-F, updated/clarified; BOD approved 20 February 2023

Art IV, Section 3-G, updated/clarified; BOD approved 20 February 2023

Art IV, Section 4, updated/clarified; BOD approved 20 February 2023

Section 5 – The Order of the Knight Crusader is one of distinction in honoring those members of the Knights of the Square Table that served overseas, or during a time of armed conflict indirect support of theater operations. Each Knight desiring this honor must certify, to the Knight Commander of the Council of Crusaders, that he/she has in fact accomplished such service. All Knights awarded Order of the Crusader will be announced at the next Knight’s Assembly but may begin wearing the Crusader shield once their submission is accepted.

ARTICLE V – AUTONOMY OF AFFILIATED ORGANIZATIONS

Section 1– The officers of the Knights of the Square Table shall be the Grand Knight (GK), Grand Knight Elect (GKE), Scribe, and Exchequer.

Section 2– The Executive Committee will be composed of the officers of the Knights of the Square Table and the Immediate Past Grand Knight (IPGK).

Section 3 – The Executive Committee shall have jurisdiction between the Knight’s Assembly over all matters relating to its policies and management.

Section 4 – All actions taken by the Executive Committee shall be reported to the Knight’s Assembly at the next scheduled meeting.

Section 5 – No action of the Knight’s Assembly or its Executive Committee shall conflict with any action taken by the delegates assembled at an NCOA Conference or Annual Business Meeting.

ARTICLE VI – MEETINGS

Section 1 – The Knights of the Square Table shall meet annually at the NCOA Conference or Annual Business Meeting at a date and place designated by the Grand Knight.

Section 2 – Meetings of the Executive Committee shall be subject to the call of the Grand Knight or at the request of the members of the executive council.

Art IV, Section 5, updated/clarified; BOD approved 20 February 2023

Art V, Section 5, updated/clarified; BOD approved 20 February 2023

Art VI, Section 1, updated/clarified; BOD approved 20 February 2023

ARTICLE VII – NOMINATIONS & ELECTIONS

Section 1 – Nominations:

- A) The Council for Sovereignty shall consist of five (5) Knights selected by the Grand Knight for the purpose of nominating Officers for the Knights of the Square Table. The Council's KCDR shall report to the Knight's Assembly a slate of no more than three (3) candidates for each office, excluding Grand Knight.
- B) The council members shall serve from the time of their selection until the Knight's Assembly accepts their list of nominees.
- C) Current Officers of the Knights of the Square Table cannot serve on the Council for Sovereignty.
- D) Except for the Grand Knight and Grand Knight Elect, any Officer of the Knights of the Square Table must be an active NCOA KST member, in good standing, and not an officer/employee of NCOA.
- E) To be eligible for Grand Knight Elect, a Knight shall have attained the rank of Excalibur, be an active member of the NCOA KST, in good standing, not an officer/employee of NCOA, and served on Active Duty, Guard or Reserve.
- F) To be eligible for Grand Knight, a Knight must have served the previous year as Grand Knight Elect.
- G) Nominations from the floor shall be in order, provided the nominee meets the established eligibility requirements, and agrees to serve if elected.

Section 2 – Elections of officers shall be by plurality vote, written ballot, or show of hands vote.

ARTICLE VIII – CEREMONIES

Section 1 – Ceremonies pertaining to the “Knighting” of candidates for the Knights of the Square Table will generally be held annually, at the Knight's Assembly, during the NCOA Conference or Business Meeting. However, it is recognized that extenuating circumstances may occur where it would be appropriate to “Knight” an approved candidate in an overseas or other location. These situations shall receive the approval of a majority of the Executive Committee. The “Knighting” ceremony shall be conducted by a Knight with the rank of the Order of Excalibur.

Section 2 – The “Knighting” ceremony shall be conducted in an appropriate setting with due pomp and circumstance. All candidates will repeat the Oath and sign the Code of Ethics. At least two other Knights shall be present to witness the ceremony.

Section 3 – Girding to the Order of the Sword or Excalibur shall take place at the Knight's Assembly, during the NCOA Conference or Business Meeting, except in the case of extenuating circumstances as determined by the Grand Knight.

Art VII, Sections 1-A, 1-C, 1-D, 1-E, 1-F & 1-G, updated/clarified; BOD approved 20 February 2023

Art VIII, Section 1, updated/clarified; BOD approved 20 February 2023

Art VIII, Section 3, updated/clarified; BOD approved 20 February 2023

ARTICLE IX – ASSESSMENTS & CONTRIBUTIONS

Section 1 – Being a financially independent arm of the NCOA, payment of dues is required for the order to fulfill its financial obligations. Therefore, non-payment of dues by Dec 31 for the preceding year, without written approval of the Grand Knight, shall cause a knight to be placed on the delinquent rolls which shall be published annually in the Knights of the Square Table Newsletter. Any Knight who remains delinquent for three (3) consecutive years will be dropped from the KST rolls. Assessments shall be as follows:

- A) Annual dues are payable at or 90 days after the close of the Annual Knights Assembly.
- B) Initiation cost for KST is the amount required to cover; first year's dues, cost of heraldry items plus administrative processing.
- C) Cost for advancement to the Order of the Sword or Order of Excalibur is the cost of heraldry items.

Section 2 – The Grand Knight shall be permitted to waive all or part of the assessment of a fellow Knight who is infirmed or financially incapable of paying. This shall be done on an individual basis. The Knight requesting such wavier shall submit request in writing to the Grand Knight for action.

Section 3 – The Knights of the Square Table may accept contributions from interested persons wishing to assist the Knights of the Square Table. Non-member contributors shall have neither voice nor vote in the deliberations of the knights.

ARTICLE X – POLITICAL ACTIVITIES

Section 1 – No officer of the Knights of the Square Table or member of the Executive Committee shall hold an elective office or be employed in NCOA above the Chapter or Council Level.

Section 2 – No monies or endorsements shall be given in the name of the Knights of the Square Table to support the activities of any political candidate or party.

ARTICLE XI – QUORUM

Section 1 –The quorum of the Knight's Assembly shall be a majority of those present.

Section 2 – The quorum of the Executive Committee shall be a majority of its members.

Section 3 – The quorum of all Councils shall be a majority of its members.

Art IX, Section 1, updated/clarified; BOD approved 20 February 2023

Art IX, Section 1-B & 1-C, updated/clarified; BOD approved 20 February 2023

ARTICLE XII – RULES

Section 1 – Changes may be submitted by any Knight in good standing. Provide reason for the change. Any change or addition offered by a Council or individual Knight for consideration at the Knight’s Assembly shall be received by the Executive Committee at least three (3) months prior to the opening date of the NCOA Conference or Annual Business Meeting.

Section 2 – The Executive Committee shall refer all proposed changes to the Council for Rules for their review, comments, and/or approval. The rule change and comments will be returned to the Executive Committee for final action. The Executive Committee shall have the power to reject any change, or if approved, forward it to the NCOA Board of Directors, per *Section 5* below, for their approval.

Section 3–The Executive Committee shall have final authority to change any provision of the proposed rule before it is forwarded to the NCOA Board of Directors. However, notification and reason for rejection shall be made to the submitting Knight. A Knight that has submitted a rejected change may request its reconsideration by the Knight’s Assembly and if there is two-thirds (2/3) vote in favor by the Knight’s Assembly, said change shall be adopted then forwarded to the NCOA Board of Directors.

Section 4– An emergency rule may be proposed without prior notice at a Knight’s Assembly provided it has approval of the Executive Committee by a three-fourths (3/4) vote. Such a rule shall be approved by the NCOA Board of Directors and majority of the vote cast at the next Knight’s Assembly.

Section 5– The Rules of the Order of the Knights of the Square Table shall be submitted to the NCOA Board of Directors for their approval. Upon approval of the Board of Directors, the rules are presented to the Knight’s Assembly for ratification. All disagreements shall be resolved by a joint conference committee appointed by the Chairman of the Board of Directors of the NCOA and the Grand Knight. Upon ratification by the Knight’s Assembly the Rules of the Order shall take effect at the close of the Knight’s Assembly.

Art XII, Section 1, updated/clarified; BOD approved 20 February 2023
Art XII, Section 2, updated/clarified; BOD approved 20 February 2023
Art XII, Section 3, updated/clarified; BOD approved 20 February 2023
Art XII, Section 4, updated/clarified; BOD approved 20 February 2023

ARTICLE XIII – RATIFICATION & CHANGES

These Rules of the Order shall be ratified, at the Annual Knights' Assembly, by majority vote of the Knights present and voting. Approval of the Executive Committee and NCOA Board of Directors shall be necessary in order to present any proposed changes to the Knight's Assembly for ratification. Changes to these rules shall be approved at any Knight's Assembly by two-thirds (2/3) vote of the Knights present and voting, providing a copy of the proposed rule shall have been received by the Grand Knight at least three (3) months prior to the commencement of the Knight's Annual Business Meeting. Changes may be submitted by any Knight in good standing.

ARTICLE XIV – PARLIAMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order, Newly Revised*, shall govern the Knights of the Square Table in all cases to which they are applicable and consistent with these Rules of the Order.

ARTICLE XV – VIOLATIONS OF THE KNIGHT'S CODE OF ETHICS

Section 1 – Knights who violate standards of conduct shall be reported to the Executive Committee for determination of their right to continue their status as a Knight of the Square Table.

Section 2 – All such reports must be in writing and must be submitted to the Grand Knight for review by the Executive Committee. At the discretion of the Executive Committee the report may then be submitted to the Council for Chivalry for further investigation. After investigating the reported violation, the Knight Commander for Chivalry will report the findings to the Executive Committee for final action.

Section 3 – Any Knight so reported shall have the right to defend himself/herself and must be given prior notice in writing.

Section 4 – Removal of an individual's Knighthood under provisions of this Article will require approval by three-fourths (3/4) of the Knight's Assembly.

Art XIII, Section 1, updated/clarified; BOD approved 20 February 2023

Art XIII, Section 2 & 3, repetitive/deleted for clarification; BOD approved 20 February 2023

Art XIV, line 2, updated/clarified; BOD approved 20 February 2023

ARTICLE XVI – DISMISSAL

Section 1 – Since members of the Knights of the Square Table are acknowledged as leaders of the NCOA:

- A) They shall be expected to attend at least one out of every three consecutive annual NCOA Business Meetings/Conference. If they are unable to attend, they are required to notify the Grand Knight and, if assigned to a Council, the Knight Commander of that council, either by letter or email, at least 30 days prior to the start of said Meeting/Conference. Failure to comply with this requirement may be cause for dismissal. Military Deployments and their circumstances shall be taken into consideration (i.e., short notice tasking, preparations, etc.).
- B) They are required to be of sound character. Therefore, they shall live by the Knight's Code of Ethics, Knight Oath (KST, OS, & OE) and these Rules of the Order.

Section 2 – The Knights of the Square table are self-supporting. Nonpayment of dues has a significant negative impact on our solvency. As a result, nonpayment of dues for a period of two years plus 90 days past our Annual Business Meeting without contacting the Grand Knight by either letter or email and making some type of arrangement is an act of non-support and in violation of these rules. This will be cause for removal from the Order. Removal from the roles of Knighthood is a serious step that should be considered after thorough review of infractions.

Section 3 – The Council for Chivalry shall review all charges brought to the Grand Knight on a fellow Knight. Therefore, the charges shall be as factual as possible and include, but not limited to, the following:

- A) Name of the Knight
- B) Specific Rule or Code of Ethic violated.
- C) What happened (BE SPECIFIC: Who, What, Where, When, and How)
- D) Witnesses of the infraction
- E) How many times has this occurred.
- F) Statement from the submitting Knight that he/she tried everything within their power to comply with the Code of Ethics and council the Knight on their inappropriate action or behavior.
- G) Submit the letter, along with any supporting documents, only to the Grand Knight.

Section 4 – After the review and investigation has been completed by the Council for Chivalry, the Council's KCDR will brief the Grand Knight on their recommendation(s). The Grand Knight may call upon the writer of the statement and the Knight in question to appear before the Executive Council to answer questions and verify the facts, prior to making a final decision and taking action.

Art XVI, Section 1-A, update/clarified; BOD approved 20 February 2023

Art XVI, Section 3-C, 3-E, & 3-F, update/clarified; BOD approved 20 February 2023

Art XVI, Section 4, update/clarified; BOD approved 20 February 2023

Section 5 – All copies of charges shall be provided to the Knight in question, so they can provide their defense of charges brought against them.

Section 6 – Once a Knight has been dismissed from the Order, he/she may not be reinstated, except under the following condition:

- A) If dismissed for nonpayment of dues, an individual with no other ethic violations, who remained active within their Chapter or the Association, may be reinstated. To be reinstated, the individual must pay in full, all past and current or elect to Pay Up For Life (PUFL) membership in the KST.
- B) Once reinstated, any future failure to remain current for a period of one year plus 90 days past the close of the Annual Business Meeting constitutes permanent removal from the Knights.

Section 7 – If a Knight is dismissed for conduct that brings discredit to the Knights and NCOA, he/she shall be permanently barred from membership within the Knights of the Square Table.

ARTICLE XVII – INSIGNIA

The Executive Committee of the Knights of the Square Table shall establish the insignia of the Knights.

ARTICLE XVIII– WEARING OF KNIGHT’S INSIGNIA

Section 1 – The Knights’ Garter and Medallion may ONLY be worn with formal wear, coat and tie, or appropriate female attire. It shall be worn to officially scheduled/sanctioned NCOA Functions. It may be worn at other functions where it would lend creditability to the Order and NCOA. Knight Shield insignia may not be worn with the Garter and Medallion, except for the Knight Crusader Shield, Knight Emeritus “E” pin, and the round Knights Crest lapel pin.

Section 2 – The Knights’ Crest and/or appropriate Shields and insignias, authorized by the Order, may be worn with appropriate civilian attire at Chapter meetings and NCOA hosted or sponsored social functions where wearing the Garter and Medallion would be inappropriate. They may be worn as collar, lapel pins or tie tacks, when not wearing the Garter and medallion.

Section 3 – The Knight Crusader Shield and/or Emeritus “E” insignia shall be affixed to the Knight Garter centered, along the seam, on the point of the “V” when wearing the Garter and Medallion.

Art XVI, Section 6-A & 6-B, update/clarified; BOD approved 20 February 2023

Art XVIII, Section 1, update/clarified; BOD approved 20 February 2023

Art XVIII, Section 2, update/clarified; BOD approved 20 February 2023

Art XVIII, Section 3, update/clarified; BOD approved 20 February 2023

Section 4 – Individuals who have earned both Knight Emeritus and Knight Crusader shall affix their insignia to the Knight Garter by centering the E below the Knight Crusader Shield along the seam at the point of the “V” when wearing the Garter and Medallion.

Section 5 – The NCOA Conference or Business Meeting is an officially scheduled function and the proper wearing of the Garter and Medallion is encouraged. The Garter and Medallion may be worn at other times when appropriate attire is worn (coat and tie or formal/wear/appropriate female attire) to distinguish NCOA members who are Knights.

ARTICLE XIX – APPROVAL

Section 1 – All Changes to the Rules of the Order that are approved by the Knight’s Executive Committee will take effect upon the approval by the Board of Directors and submission to the Knight’s Assembly for ratification at the next scheduled meeting.

Section 2 – The Rules of the Order of the Knights of the Square Table shall be submitted to the NCOA Board of Directors for their approval.

Section 3 – All disagreements shall be resolved by a joint conference committee appointed by the Chairman of the Board of Directors of the NCOA and the Grand Knight.

Section 4 – Upon acceptance and approval of the Board of Directors, the rules will be presented to the next Knights’ Assembly for ratification. Upon ratification by the Knights’ Assembly the Rules of the Order shall take effect at the close of the Knights’ Business Meeting.

Art XVIII, Section 4, update/clarified; BOD approved 20 February 2023

Art XVIII, Section 5, update/clarified; BOD approved 20 February 2023

Art XIX, Section 1, update/clarified; BOD approved 20 February 2023

Art XIX, Section 4, update/clarified; BOD approved 20 February 2023

ARTICLE XX – REGIONAL COUNCILS

Section 1 – The establishment of Regional Councils of Knights to work together as a select group supporting each other, the community, NCOA Local Chapters and enhancing membership within the association is authorized and encouraged.

Section 2 – Knights wishing to form such councils must submit a letter of intent to the Grand Knight. This letter shall contain:

- A) Knight Commander's Name
- B) List 5 Knights wishing to start the Council.
- C) Meeting place and time
- D) Purpose of the council
- E) Dues and/or fees (if applicable)

Section 3 – All minutes and financial reports shall be IAW NCOA Chapter Handbook. Copies shall be submitted to the Grand Knight NTL 30 days after the scheduled meetings.

Section 4 – Regional Council Crests, if desired, must be approved by the Executive Committee of the Knights of the Square Table. A color copy of the design and description of the designs shall be forwarded with the letter of request. The Executive Committee will forward these designs to the Knight Commander for Council of Heraldry for review, research, and accuracy before final approval.

Section 5 – Council By-laws shall be drawn up and submitted to the Grand Knight for approval.

ARTICLE XXI – COUNCILS

Section 1 – Councils shall be created and/or discontinued by the action of the Knights of the Square Table Executive Committee.

Section 2 – A Commander of a Council shall serve a two-year term, except the Commander of Sovereignty, which is the Immediate Past Grand Knight, and the Commander of Chivalry, which is a permanent position.

Section 3 – Once a Knight is assigned to a Council; it is their responsibility to contact the Knight Commander if they are unable or unwilling to serve on the council. The request for removal from the Council shall be in the form of a letter or an email message to the Knight Commander within one month of the receipt of assignment.

Section 4 – Any Knight may volunteer to help in any Council during Conference or Annual Business Meeting and all Knights are encouraged to do so.

Section 5 – Council for Chivalry and Knighthood shall be construed as permanent Councils and are exceptions to Section 1 of this article.

Art XX, Section 5, update/clarified; BOD approved 20 February 2023

Art XXI, Section 4, update/clarified; BOD approved 20 February 2023

Knight Specific

ARTICLE XXII – TERM OF OFFICE

The term of office for officers of the Knights of the Square Table shall be from the close of the Knights' Assembly at which they are elected until the close of the succeeding Knights' Assembly. No Grand Knight or Grand Knight Elect shall be elected to serve more than two consecutive terms.

ARTICLE XXIII – DUTIES OF OFFICERS

Section 1 – Grand Knight

- A) Presides over the Knights' Assembly, Executive Committee meetings and any other special meetings he/she deems necessary.
- B) Appoint all Knight Commanders to the various Councils within the Knighthood.
- C) Brief the President of NCOA on all items concerning the Knights.
- D) Maintain contact with all members of the Executive Committee at least monthly.
- E) Prepare/maintain a changeover folder/binder to ensure a smooth transition to the new Grand Knight.

Section 2 – Grand Knight Elect

- A) Perform all duties of the Grand Knight if he/she should become unable to continue their duties.
- B) Perform all duties as directed by the Grand Knight.
- C) Maintain contact with the Executive Committee at least monthly.
- D) Prepare/maintain change over file/binder to ensure a smooth transition with the new Grand Knight Elect.
- E) Assist the Grand Knight and Exchequer at the Annual NCOA Conference or Annual Business Meeting in necessary functions.

Section 3 – Exchequer

- A) Report to the Executive Committee and Knights' Assembly on the financial status of the Knights.
- B) Prepare, maintain, and distribute reports when called to the Executive Committee and Knight's Assembly.
- C) Maintain inventory and re-order as necessary all heraldic items and supplies.
- D) Perform other duties as directed by the Grand Knight.
- E) Maintain/prepare change over folder/binder to ensure a smooth transition to the newly elected Exchequer.

Art XXII, update/clarified; BOD approved 20 February 2023

Art XXIII, Section 1-A, update/clarified; BOD approved 20 February 2023

Art XXIII, Section 2-A & 2-E, update/clarified; BOD approved 20 February 2023

Art XXIII, Section 3-A, update/clarified; BOD approved 20 February 2023

Section 4 – Scribe

- A) Prepare/maintain and transcribe all notes of meeting minutes taken for Executive Committee, Knights' Assembly and other meetings called by the Grand Knight where minutes would be appropriate.
- B) Perform other duties as directed by the Grand Knight. Prepare/Maintain change over file/binder to ensure a smooth transition to the newly elected Scribe.

Section 5 – Succession of the Grand Knight

- A) Grand Knight (GK)
- B) Grand Knight Elect (GKE)
- C) Immediate Past Grand Knight (IPGK)
- D) Next newest Past Grand Knight, if willing to serve

ARTICLE XXIV – VACANCIES

Section 1 – Vacancies on the Executive Committee, or an elected office other than the Grand Knight, by reason or resignation, death, disability of an officer or change of domicile out of the United States, shall be filled by a majority vote of the remaining members.

Section 2 – In the event the Grand Knight can no longer perform the duties of his/her office, as determined in Article XXIII, Section 1, the Grand Knight Elect will fulfill the duties of the Grand Knight (with assistance from the Immediate Past Grand Knight) until the expiration of the term.

Section 3 – In the event that both the Grand Knight and Grand Knight Elect can no longer perform the duties of their offices, as determined in Article XXIII, the Immediate Past Grand Knight will fulfill the duties of the Grand Knight until expiration of the term or until a New Grand Knight and Grand Knight Elect are elected by the Knights' Assembly.

Section 4 – A vacancy on the Commandership of a Council shall be filled by appointment of the Grand Knight.

Section 5 – A vacancy on the Council of Sovereignty shall be filled by appointment of the Grand Knight.

Art XXIII, Section 4-A, update/clarified; BOD approved 20 February 2023

Art XXIV, Section 3, update/clarified; BOD approved 20 February 2023

ARTICLE XXV – KNIGHT CHAPTER ADVISORS

Section 1 - Each regular and auxiliary chapter may have a Knight Chapter Advisor assigned.

Section 2 - The Grand Knight shall assign the advisor and their term shall be until reassigned or replaced.

Section 3 - They shall report to the Regional Knight Coordinator on a monthly basis.

Section 4 - They will be responsible to interact with the chapter and provide necessary guidance and advice; they will not interfere with chapter operations unless they see the chapter is not being run correctly.

ARTICLE XXVI – KNIGHT RESPONSIBILITIES

Section 1 – Attend at least one (1) Annual NCOA Conference or Business Meeting within a three (3) year period.

Section 2 – Payment of annual dues NTL the close of the annual knight business meeting date.

Section 3 – Submit a letter or email message of excusal to the Grand Knight if unable to attend the Annual NCOA Conference/Business Meeting/Knights’ Assembly.

Section 4 – Volunteer for Knight Councils or assist during Annual NCOA Conferences or Business Meetings.

Section 5 – Become active or be an advisor to the local chapter in your area.

Section 6 – Assist other NCOA members in becoming a member of the Knights of the Square Table.

Section 7 – Maintain and become knowledgeable of these Rules of the Order.

Section 8 – Recruit at least one (1) new NCOA member, in any division, per year.

Knighthood is not an award; this is a commitment and a responsibility.

Art XXVI, Section 1, update/clarified; BOD approved 20 February 2023

Art XXVI, Section 3, update/clarified; BOD approved 20 February 2023

Art XXVI, Section 4, update/clarified; BOD approved 20 February 2023

Knight Council Definitions

COUNCIL FOR PAGEANTRY

This Council has is responsible for all Knight Ceremonies.

COUNCIL FOR KNIGHTHOOD

This Council reviews petitions for entrance into the Knights of the Square Table and recommends approval/disapproval to the Grand Knight.

COUNCIL FOR GIRDING

This Council reviews nominations Knights submitted for advancement to Order of the Sword and Order of Excalibur and recommend approval/disapproval to the Grand Knight.

COUNCIL FOR DUBBING

This Council will assist in conducting the Squire/Dame Orientation and all knight ceremonies.

COUNCIL FOR SOVEREIGNTY

This Council will nominate worthy and eligible Knights for the positions of Grand Knight Elect, Scribe and Exchequer.

COUNCIL FOR CHIVALRY

This Council conducts a review of any violations of the Code of Ethics or Rules of the Order as reported by a Knight Companion.

COUNCIL FOR RULES OF THE ORDER

This Council reviews the Rules of the Order and resolutions recommending any amendments, deletions or additions thereto.

COUNCIL FOR CRUSADERS

This Council will review and approve all individual Knight's requests for award of the Order of Crusader.

COUNCIL FOR PARLIMENTARIAN

This Council will serve as Roberts Rules of Order authoritarian and will ensure all rules are followed during the Knights' Business Meeting.

Page 16, Council Definitions, lines 4, 5, 7, 8, 10, & 21 update/clarified; BOD approved 20 February 2023

GLOSSARY OF TERMS

CHIVALRY –Behavior expected of all Knights of the Square Table as prescribed in the Knights Code of Ethics and Rules of the Order.

CODE OF ETHICS – The expected behavioral guidelines of all members of the Knights of the Square Table.

COUNCIL – Committee

DUBBING – Initiating Squires/Dames into the Order of the Knights of the Square Table.

EXCHEQUER – Treasurer of the Order.

GIRDING – Advancing Knights within the Order to OS or OE.

KNIGHT COMMANDER (KCDR) - Council Chairperson.

KNIGHT COMPANION – Any Knight.

KNIGHT CRIER – Knight serving on the Council of Pageantry and reads script.

KNIGHT INSTRUCTOR – Conducts the Squire/Dame indoctrination and the briefings to advancing Knights to the Order of the Sword or Excalibur.

KNIGHT USHER – Knight serving as an escort on the Council of Pageantry.

LADY/SIR– Proper title for female and male Knights.

PAGEANTRY – Ceremony or ritual. Ex: Dubbing, Girding and Installation of new KST Officers.

SCRIBE – Recording Secretary of the Order.

SQUIRE/DAME –Male and female candidates for Knighthood.

RULES OF THE ORDER- KST bylaws

Page 17, Glossary of Terms, lines 9, 14 & 16, update/clarified; BOD approved 20 February 2023

Knights of the Square Table

Rules of the Order

Revision/Change Sheet

Individual pages or complete changes will be sent to you or distributed at the Knights Assembly. Post future changes/revisions in the spaces below.

Revision/Change	Change Date
Complete re-write	August 2003
Changes to Art V, VIII, IX, XX	May 2004
Add “Knights Annual Business Meeting”	May 2004
Change Art XVI	August 2004
Clarifications	October 6, 2004
Additional Clarifications	December 3, 2005
Change Art XXII	January 13, 2008
Change Art IV, IX, XVIII & XX	April 17, 2008
Changes Art IV, XVI, Removal XXV realignment	July 22, 2010
Changes Art IV, VII, XXIII, bottom page 5	September 18, 2012
Clarifies Art IV, Sec 4 - removed 4 th sentence	June 07, 2013
Clarifies Art XXI, Sec 2, line 2	March 26, 2014
Clarifies Art IV, Sec 1, line 3	July 13, 2017
Corrects grammar, updates/clarifies all Articles With the exception of Art I, II, II, X, XI, XV, XVII, and XXV	July 20, 2023