

BYLAWS OF KAZIM SHRINERS

Preamble

This temple is governed by the articles of incorporation and bylaws of Shriners International, an Iowa corporation, and the following bylaws not inconsistent therewith.

(Reference BYLAWS OF SHRINERS INTERNATIONAL, PART III)

ARTICLE 1

Name, Seal & Jurisdiction

(Reference BYLAWS OF SHRINERS INTERNATIONAL Articles 20 – 22)

§1.1 Name. This temple shall be known as Kazim Shriners. It was granted a charter on June 26, 1917 by Shriners International.

§1.2 Location. It shall be located in the community designated in its charter.

§1.3 Seal. The seal of Kazim Shriners shall consist of two concentric circles between the circumferences of which are the words *Kazim Shriners, Roanoke, Virginia*. An impression and facsimile shall be deposited with the Imperial Recorder.

§1.4 Flag. The official flag of this temple shall be as described by the bylaws of Shriners International.

§1.5 Jurisdiction. The territorial jurisdiction of this temple is governed by the provisions of the bylaws of Shriners International.

ARTICLE 20
Temple Name and Seal

§ 320.1 Name. *Every temple must select an appropriate name, approved by Shriners International.*

§ 320.2 Seal. *Every temple must have a seal, bearing its name and location. An impression and facsimile of the seal must be deposited with the Imperial Recorder.*

ARTICLE 21
Temple Flag

§ 321.1 Dimensions. *The official temple flag of the Order is of nylon, approximately 5 ft. 2 in. on the fly, 3 ft. 6 in. on the hoist*

§ 321.2 Colors. *The colors are: Top, ¼ hoist red; middle, ½ hoist yellow; bottom, ¼ hoist green; bound with a 2½ in. yellow nylon handknotted fringe.*

§ 321.3 Wording. *The following wording only may be displayed: On the red band, the name of the temple; on the yellow band, the capital letters SHRINERS INTERNATIONAL, in connection with the emblematic jewel suspended from a scimitar; on the green band, the name of the city and state where the temple is located.*

§ 321.4 Staff. *There is attached to the head of the pike a 4½ in. wide by 9 in. high star and crescent with the points upward and a ¼ in. yellow nylon cord 9 ft. long with tassels.*

§ 321.5 Sale. *The exclusive right to make and sell this flag is vested in Shriners International, and it shall arrange for the manufacture and sale of the flags to the temples.*

ARTICLE 22
Temple Charter and Location

§ 322.1 Recognition. Only temples chartered or under dispensation by Shriners International are recognized as part of the Order.

§ 322.2 Authority. A charter or dispensation from Shriners International constitutes the authority of a temple to meet and work.

§ 322.3 Exhibit of charter. The charter must be properly preserved and prominently displayed.

§ 322.4 Loss of charter. If a charter is lost or destroyed, the temple must immediately apply to Shriners International for a duplicate for which \$25 shall be charged.

§ 322.5 Change of location. A temple may change its location in the following manner:

(a) Proposal. The proposal to move the location of the temple must be in writing, signed by a least 100 members of the temple, setting forth the details of the proposal. It must be presented to the Potentate.

(b) Notice. Thereupon the Potentate shall direct the Recorder to mail a notice of the proposal to each member stating that a meeting of the temple will be held within 90 days to vote upon the proposal.

(c) Meeting. Before the expiration of 30 days after the receipt of the proposal by the Potentate, he shall fix the time and place of the meeting and notify the Recorder.

(d) Time and Place. Thereafter not less than 20 days nor more than 30 days prior to the meeting, the Recorder shall mail to each member a notice of the exact time and place thereof.

(e) Vote. If two-thirds or more of the members voting at the meeting are in favor of changing the location of the temple, the result of the election shall be certified to the Imperial Recorder at least sixty days before the Imperial Session of Shriners International at which it is to be submitted. Every such proposal shall be published with the notice of the Imperial Session.

Amend. 1984

(f) Shriners International. If Shriners International finds the move to be in the best interests of the Order, it may approve the proposal and order an amendment to the charter changing the location of the temple.

ARTICLE 2

Temple Membership

(Reference BYLAWS OF SHRINERS INTERNATIONAL Article 23)

§2.1 Prerequisites. Membership in this temple, including a candidate's petition and balloting thereon, is governed by the bylaws of Shriners International (Section 323.3).

§2.2 Affiliation. Affiliation into this temple is governed by the bylaws of Shriners International.

§2.3 Associate Membership. Associate membership in this temple is governed by the bylaws of Shriners International (Section 323.7).

§2.4 Retention of Membership. Retention of membership in this temple is governed by the bylaws of Shriners International (Section 323.8).

§2.5 Demit. The procedure for a demit is governed by the bylaws of Shriners International (Section 323.10).

§2.6 Suspension or Termination of Membership. Suspension and termination of membership in this temple are governed by the bylaws of Shriners International (Section 323.9).

§2.7 Life Memberships. Life memberships in this temple are governed by the bylaws of Shriners International (Section 323.7).

§2.8 Honorary Membership. Honorary membership in this temple is governed by the bylaws of Shriners International (Section 323.12).

§2.9 Discipline. The discipline of a member of this temple, for any cause other than nonpayment of dues, is governed by the bylaws of Shriners International.

§2.10 Complaints to Imperial Potentate. Complaints or correspondence to the Imperial Potentate are governed by the bylaws of Shriners International Section 338.1).

§2.11 Copies of Temple Bylaws and Shriners International

Bylaws. Each member of this temple shall receive a copy of these temple bylaws; and the recorder of the temple shall allow each member access to a copy of the Shriners International bylaws so that they may be read and understood.

ARTICLE 23 **Temple Membership**

§ 323.1 Temple; How Constituted. *A temple consists of its officers and as many members as it admits.*

§ 323.2 Petition, Form. *Each petition for membership shall bear the written recommendation of two members of the temple to which application is made.*

§ 323.3 Prerequisite for Membership.

(a) Prerequisite. *A temple may not accept a petition from a candidate unless he is in good standing as a Master Mason in a Grand Lodge which meets the recognition standards of the Grand Masters Conference in North America, Interamerican Masonic Confederation (CMI) or the World Conference of Grand Lodges.*

Amend. 1988, 1990, 1996, 1997, 1998, 1999, 2000, 2013)

(b) Single Prerequisite. *A temple may not add to or take from the qualifications for membership in temples as fixed by these bylaws.*

Amend. 2000

§ 323.4 Residence of Candidate.

(a) Actual Residence. A petitioner must be an actual resident for at least 6 months in the jurisdiction of the temple to which he applies for membership or must have a waiver.

(b) Definition. Actual residence is defined as the place where the applicant in good faith makes his home.

(c) Open Residence. Any temple may receive and act upon the petition of one whose residence is not within the jurisdiction of another temple, or who meets the requirements of §328.6.

(d) Armed Forces and Diplomatic Corps. Any member of the armed forces or diplomatic service of his country may petition any temple within the jurisdiction of which he may at the time be stationed without reference to his actual place of residence and, thereupon, after election as provided in §323.5 may be initiated by and become a member of the temple.

Amend. 2011

§ 323.5 Balloting.

(a) Favorable. Subsequent to a report on a candidate's petition, the ballot is passed, and if less than 3 black balls appear, he is elected to temple membership subject to initiation.

(b) Adverse. If the ballot reveals 4 or more black balls, the candidate is rejected. If the ballot reveals 3 black balls, another ballot is passed immediately. If 3 black balls appear a second time, the candidate is rejected.

(c) Written Objection. A written objection, signed by at least 3

members of the temple in good standing, presented to the Potentate or the Recorder prior to the time balloting is commenced, has the same effect as an adverse ballot.

(d) Written Objection Deadline. In temples where written notice of all candidates' petitions has been mailed to the members not less than one week before the date set for the balloting, any written objection provided for in subsection (c) must be received by the Potentate or the Recorder at least 48 hours before the time specified in the notice for balloting.

(e) Finality. After the balloting is completed and the candidates are declared elected and notified, no objection made thereafter with respect to the candidates may be considered unless ordered by vote of the temple.

(f) Reapplication. A rejected candidate may not apply again for 13 weeks.

Amend. 1973

(g) Alternative Balloting. Notwithstanding the procedures set forth in subsections (a) through (f) above, Aahmes Shriners, Abdallah Shriners, Ainad Shriners, Al Bedoo Shriners, Algeria Shriners, Almas Shriners, Amara Shriners, Ararat Shriners, Bagdad Shriners, Beni Kedem Shriners, Cairo Shriners, Gizeh Shriners, Hejaz Shriners, Jamil Shriners, Karnak Shriners, Midian Shriners, Moslah Shriners, Sahara Shriners, Saladin Shriners and Scimitar Shriners shall utilize the following alternative balloting procedure. Subsequent to a report on a candidate's petition, paper ballots shall be distributed, marked, collected and counted in the presence of the Nobility. If a majority of the ballots are favorable, the candidate is elected. If a majority of the ballots are unfavorable or if the votes are evenly divided, the candidate is rejected. The presiding officer may call for a collective ballot. Subsection (f) above shall apply to this alternative

balloting procedure.

Add. 2002, Amend. 2003, 2005, 2008, 2009, 2012, 2013, 2014, 2015, 2016

§ 323.6 Candidate; When Initiated.

(a) Place. A temple may not initiate or obligate a candidate except at a stated meeting or ceremonial session, unless a special dispensation is granted by the Imperial Potentate.

(b) Dispensation. Application for special dispensation must be made at least one week before the dispensation is to be used, and must also be accompanied by a full statement of the facts and circumstances justifying the issuance.

§ 323.7 Associate Membership.

(a) Association. Any Noble may apply for an associate membership in a second temple and, if accepted by the second, thereafter hold associate membership subject to the provisions of this section.

(b) Good Standing. The applicant need not hold a demit to make an application for associate membership. However, an application for associate membership must be accompanied by written evidence that the applicant is in good standing and eligible for a demit.

Amend. 1988

(c) Temple Notification. Upon election of an applicant for associate membership, the second temple shall notify the other of which the Noble is a member that he has associate membership; and thereafter he shall be considered an active member of both temples.

(d) Suspension. Suspension of a Noble holding associate membership for nonpayment of dues to the second temple shall not affect his membership in the temple to which he first belonged; but his suspension for nonpayment of dues to the first temple shall ipso facto affect his suspension in the second. His suspension for any other cause or his expulsion from either temple shall ipso facto affect his suspension or expulsion, as the case may be, from the other. Immediate notice of his suspension or expulsion by either temple shall be given to the other temple and to the Imperial Recorder.

(e) Life Membership. Election of an associate member to life membership in one temple does not constitute his election to life membership in the other.

(f) Rights. An associate member shall have all the rights and privileges of membership in both temples except that he may not hold elective office in the second.

***(g) Termination. Associate membership is terminated by:
(1) Voluntary resignation upon payment of all indebtedness, assessments and voluntary obligations to the temple by an associate member who is in good standing and free from charges;***

(2) Expulsion; or

(3) Death.

Amend. 1972, 1975, 1982

§ 323.8 Retention of Membership.

(a) Prerequisite. In order to retain membership in a temple, a Noble must maintain the requirement of §323.3(a), unless otherwise herein provided.

Amend. 1999, 2000

(b) Restoration. If a Noble loses his membership in the prerequisite body for any cause, except as hereinafter provided, he loses his membership in his temple until restored to good standing by the prerequisite body, whereupon he is restored to good standing in his temple without vote of the temple. He may not be charged with dues to the temple while deprived of membership.

Amend. 2000

(c) Appeal. If a Noble loses his membership in the prerequisite body for any reason other than non-payment of dues, the loss of membership in his temple is effective when written notice is received by the temple from the prerequisite body. He may file an appeal with the Imperial Recorder within 30 days after the loss of his membership in the prerequisite body. The Imperial Recorder shall immediately forward the appeal to the Grievances and Appeals Committee and it shall proceed, insofar as practical, as provided in §208.9. The committee shall determine whether the loss of membership was for conduct in violation of Shrine law and make a report

thereon to Shriners International with its decision. If the appeal is sustained by Shriners International, then the loss of membership in the prerequisite body will not result in the Noble's loss of membership in his temple.

Amend. 1987, 2013.

(d) Imperial Potentate Certification. In any state in which the Grand Lodge of Masons having jurisdiction takes action which is designed to suppress or proscribe the Order, its members, or one of its temples, the Imperial Potentate, with the approval of two-thirds of the board of directors, shall so certify. Upon the certification of the Imperial Potentate, and for so long as he certifies the threat of suppression or proscription to continue, the Order, its members and its temples in such jurisdiction retain all their rights, responsibilities and authority, notwithstanding any provision of the bylaws to the contrary.

Amend. 1988, 2013

(1) Arkansas. The Imperial Potentate having certified that the Grand Lodge of Arkansas has taken action which is designed to suppress or proscribe the Order, its members or its temples in the State of Arkansas, such temples may accept petitions for membership from candidates 21 years of age or older without the prerequisite requirement of Freemasonry, notwithstanding any provisions of these bylaws to the contrary. The temple shall then thoroughly investigate the candidates in accordance with their temple procedures, or as may be provided by Shriners International. Thereafter, the petition shall follow the procedures of these bylaws, as may be applicable. Any such certification of suppression or proscription by the Imperial Potentate shall survive his term of office until such time as these bylaws may be amended.

Add. 2013

(e) Prerequisite Notification. Except as herein provided, a temple must honor an official written notice from the prerequisite body concerning the loss of membership in that body by a member of the temple. Suspension from the temple is subject to the provisions of §323.11(b)(1), (2), (3) and (4).

Amend. 1978, 1979, 1987, 2000

§ 323.9 Suspension or Termination of Membership.

(a) Suspension. Rights of membership in a temple are suspended by:

(1) Voluntary demission upon payment of all indebtedness, assessments and voluntary obligations to the temple;

(2) Suspension for non-payment of dues; or

(3) Suspension for other cause.

(b) Termination. Membership is terminated by:

(1) Voluntary resignation upon payment of all indebtedness, assessments and voluntary obligations to the temple by a member who is in good standing and free from charges;

(2) Expulsion; or

(3) Death.

Amend. 1975

§ 323.10 Demit.

(a) Meaning. A demit specifies that at the time of its issue the Noble named therein was (1) in good standing, (2) free from charges, and (3) free from indebtedness, assessments and voluntary obligations to the temple.

(b) Granting. A temple cannot withhold a demit from a Noble applying and who qualifies for it under (a).

(c) Duplicate. A temple may issue a duplicate demit to a Noble.

(d) Issuance. A demit may be issued by the Potentate and Recorder of the temple between stated meetings of the temple. A record of a demit so issued must be made and reported to the temple at its next succeeding stated meeting.

(e) Effective Date. A demit, when granted, is effective for all purposes as of the date of the filing of the written application therefor with the Recorder of the temple.

(f) Affiliation. A demit entitles the holder to affiliate with a temple only pursuant to these bylaws.

(g) Temple Notification. When a demit is issued to a Noble residing outside the exclusive or concurrent jurisdiction of the issuing temple and in the jurisdiction of another temple, the Recorder of the issuing temple must give written notification within 30 days of the issuance to the Recorder of the temple in whose jurisdiction he resides. In the event such Noble resides in territory in concurrent jurisdiction (which is not concurrent with the issuing temple) the Recorder of the

temple located nearest his residence shall receive the foregoing notification. The notification shall recite the Noble's name and address and the date the demit was issued.

Amend. 1982

§ 323.11 Suspension for Nonpayment of Dues.

(a) Suspension or Remission. A temple may not carry a member on the books who is more than 2 years in arrears. The temple must either suspend him or remit his dues.

(b) Procedure for Suspension. A Noble may be suspended for nonpayment of dues in the following manner:

(1) He must be notified by first-class mail that he is in arrears;

(2) He must be given an opportunity to be heard;

(3) He must be admitted to the temple for this purpose even though he is in arrears; and

(4) A majority of members present at a stated meeting must vote to suspend him.

(c) Effective Date. Whenever adopted, any order of suspension shall be effective as of December 31 of the last year of the delinquency.

(d) Restoration to Temple of Suspension. One who has been suspended for nonpayment of dues may be restored to membership in the temple from which he was suspended in the following manner:

(1) Written application for restoration must be made, accompanied by written evidence that he is in good standing in his prerequisite body;

(2) Without a vote of the temple upon terms authorized by the temple;and

(3) The restoration must be reported to the temple at its next stated meeting and recorded in the minutes.

(e) Restoration in Jurisdiction of Residence. A Noble who is a permanent resident in the jurisdiction of a temple other than the temple from which he was suspended for nonpayment of dues may petition for membership in such temple upon such terms and conditions as may be authorized by such temple. To be eligible for restoration he must have been suspended for the nonpayment of dues for a period of not less than two years. It shall be the responsibility of the temple being petitioned for restoration to verify the status of the petitioner in the prerequisite body and that the suspension was solely for the nonpayment of dues.

Amend. 2002

§ 323.12 Honorary Membership.

(a) Conferring. Honorary membership may be conferred by a temple upon any Noble, as a compliment, by a majority vote, but this membership confers no rights or privileges.

(b) Annual Cards. The issuance of annual membership cards to honorary members is prohibited.

ARTICLE 3

Temple Meetings & Ceremonials

(Reference BYLAWS OF SHRINERS INTERNATIONAL
Article 24)

§3.1 Stated Meetings. A stated meeting shall be held 4 times during each year and the time of such session shall be fixed by resolution of Kazim Shriners. In the absence of such resolution the meetings are fixed as the 4th Saturday in January, April, August and December. The exact hour of all meetings, including the annual meeting, shall be designated by the potentate.

(a) **January Meeting.** At the January stated meeting, the officers and representatives for the ensuing year shall be elected.

(b) **Annual Meeting.** The annual meeting shall be held at the time fixed for the January meeting of said year.

§3.2 Ceremonial Sessions. Ceremonial sessions may be called by the potentate at any time.

§3.3 Special Meetings. Special meetings may be called by the potentate at any time, but notice must be given to each member stating the business to be considered and no other business than that specified in the call may be transacted.

§3.4 Sunday Meetings. No business meeting or ceremonial session shall be held on Sunday, except upon special dispensation of the Imperial Potentate for good and sufficient cause.

§3.5 Place of Meetings. The place of all meetings shall be determined by the potentate except as may be otherwise required or restricted by the bylaws of Shriners International.

§3.6 Notice of Meetings. At least one week's notice must be given of the time and place of all meetings and ceremonial sessions. The notice may be given in the official temple publication or by letter.

§3.7 Rules of Order. Unless otherwise provided by the bylaws of Shriners International, the temple bylaws or resolution, parliamentary procedures shall be governed by *Robert's Rules of Order*.

§3.8 Admission. A Noble may not be admitted to this temple unless he exhibits to the temple an official Shrine card for the current year.

§3.9 Quorum. A quorum consists of seven members of the temple entitled to vote, one of whom must be the potentate, chief rabban, assistant rabban or a past potentate of the temple.

§3.10 Order of Business.

- (a) Opening ceremony
- (b) Reading of minutes of previous session
- (c) Reading of communications
- (d) Reading financial statements
- (e) Reading of petitions for membership
- (f) Balloting on candidates
- (g) Reports of standing and special committees
- (h) Unfinished business
- (i) New business
- (j) Conferring the ceremonial
- (k) Closing ceremony

The order of business may be changed or suspended whenever it is in the best interest of the temple.

ARTICLE 24
Temple Meetings & Ceremonials

§ 324.1 Stated Meetings.

(a) Frequency. Every temple must hold a stated meeting at least once in each calendar quarter. The Imperial Potentate may grant a special dispensation to change the date of any stated meeting.

(b) Annual Meeting Date and Location. The first stated meeting of each calendar year must be held in January at the location of the temple and it is the annual meeting. The Imperial Potentate may grant a special dispensation to change the location of the annual meeting.

Amend. 2015

(c) Other Stated Meetings.

(1) Not more than two stated meetings of the temple during a calendar year may be held elsewhere than the location of the temple but within the exclusive or concurrent jurisdiction of the temple. If the stated meeting is to be held in concurrent jurisdiction, and the temple is not located therein, then a written consent therefor must be secured from all other Temples in the concurrent jurisdiction.

Amend. 1987

(2) The specific nature of the business to be transacted at a stated meeting held elsewhere than at the location of the temple must be set forth in the notice of the meeting.

(3) No action may be taken on any resolution to change the location of the temple, amend the temple bylaws, amend the temple budget, increase the temple dues, or pass an

assessment except at a meeting held at the location of the temple.

Amend. 1979

(d) The Imperial Potentate may grant a special dispensation for a temple to allow participation in any stated, special or annual meeting electronically.

Amend. 2015

§ 324.2 Ceremonial Sessions.

(a) When. Ceremonial sessions may be called by the potentate at any time.

(b) Where.

(1) A temple may open, elect candidates and initiate them at any place within its exclusive jurisdiction, but no other business may be transacted at that ceremonial session unless it is held at the location of the temple.

(2) Where 2 or more temples hold concurrent jurisdiction over territory, all ceremonial sessions must be held at the location of the temple; but upon request of a temple accompanied by written consent of the other temples holding concurrent jurisdiction, the Imperial Potentate may grant a dispensation to hold a ceremonial session at any place requested in the concurrent jurisdiction.

(3) A temple may hold a ceremonial session in states, territories or countries where no temple exists, provided it obtains a special dispensation from the Imperial Potentate.

(4) A temple may hold a ceremonial session within the jurisdiction of another temple upon written request and provided it obtains the written consent of the temples affected within whose jurisdiction such ceremonial session is to be held.

§ 324.3 Special Meetings. Special meetings may be called by the Potentate at any time, but notice must be given to each member stating the business to be considered and no other business than that specified in the call may be transacted. Except, however, the Potentate may, at a stated meeting of the temple, issue a call for a future special meeting for the single purpose of receiving and balloting on candidate petitions, without any further notification to the temple members.

Amend. 1987

§ 324.4 Sunday Meetings. A temple may not hold a business meeting or ceremonial session on Sunday, except upon special dispensation of the Imperial Potentate for good and sufficient cause.

Amend. 1989

§ 324.5 Notice of Meetings. Unless a longer time is specified in these bylaws, not less than one-week's notice must be given of the time and place of all meetings and ceremonial sessions.

§ 324.6 Quorum. A quorum consists of 7 members of the temple entitled to vote, one of whom must be the Potentate, the Chief Rabban, the Assistant Rabban or a Past Potentate of the temple.

§ 324.7 Presiding Officer.

(a) Potentate. The Potentate shall open and preside at all meetings and sessions of the temple.

(b) Chief Rabban. The Chief Rabban shall preside in the absence of the Potentate.

(c) Assistant Rabban. In the absence of both the Potentate and the Chief Rabban, the Assistant Rabban shall preside.

(d) Past Potentate. In the absence of all 3 of these officers, a past potentate of the temple shall preside. In a state, other than the United States, Canada and the Republic of Mexico, if one of the temple's elected officers or a past potentate of the temple has made one or more visits to a Shrine club created by the temple within the preceding 12 months, and the temple wishes to conduct a ceremonial at the Shrine club, the potentate may appoint a designee to preside at the ceremonial.

Amend. 2013

(e) Designation. The presiding officer, at his pleasure, at any meeting or session of his temple, may request any Past Potentate of his temple to preside.

§ 324.8 Powers Reserved for Temple Action. All powers not delegated to officers or committees by these bylaws or by the approved bylaws of the temple are reserved for action of the members at meetings.

ARTICLE 4

Officers

(Reference BYLAWS OF SHRINERS INTERNATIONAL
Article 25 – Article 27)

§4.1 Officers. The officers of this temple are those listed in the bylaws of Shriners International.

- (1) Potentate
- (2) Chief Rabban
- (3) Assistant Rabban
- (4) High Priest and Prophet
- (5) Oriental Guide
- (6) Treasurer
- (7) Recorder
- (8) First Ceremonial Master
- (9) Second Ceremonial Master
- (10) Director
- (11) Marshall
- (12) Captain of the Guard
- (13) Outer Guard

No person may hold more than one of the offices at the same time.

§4.2 Nomination. Candidates for elective office and Representative must be placed in nomination from the floor. There shall not be more than one nomination speech for a candidate and the speech may not exceed three minutes. Seconding speeches are not required or permitted.

§4.3 Election and Appointment. The election and appointment of officers are governed by the bylaws of Shriners International.

§4.4 Duties. The potentate or these temple bylaws assign the duties of officers not governed by the bylaws of Shriners International.

§4.5 Enthronement and Installation. The enthronement and installation of the temple officers are governed by the bylaws of Shriners International.

§4.6 Vacancies. The existence of a vacancy and filling a vacancy are governed by the provisions of the bylaws of Shriners International.

§4.7 Delivery of Records. Each officer shall deliver all books, papers and other property of the temple in his hands to his successor in office or to such person and at such time as the temple may direct.

§4.8 Board of Directors. The composition and duties of the board of directors are enumerated in the bylaws of Shriners International (Section 327.8). The board of directors has these additional duties.

(a) **Leadership Search Committee.** The board of directors *may* appoint a Leadership Search Committee as allowed by the provisions of the bylaws of Shriners International.

(b) **Temple Holding Corporation.** The board of directors and the immediate past potentate shall be the board of directors of any temple holding corporation.

ARTICLE 25

Officers; Their Election or Appointment

§ 325.1 Officers.

(a) List. The officers of a temple are:

- (1) Potentate.....Shayk**
- (2) Chief Rabban..... Emeer**
- (3) Assistant Rabban.....Sahib**
- (4) High Priest and Prophet..... Imam**
- (5) Oriental Guide..... Ayn**
- (6) Treasurer..... Chayzin**
- (7) Recorder.....Katib**
- (8) First Ceremonial Master.....Wakil**
- (9) Second Ceremonial Master.....Alam**
- (10) Director..... Malah**
- (11) Marshal.....Amal**
- (12) Captain of the Guard.....Rays**
- (13) Outer Guard.....Hafiz**

(b) Limitation. No person may hold more than one of the foregoing offices at the same time.

Amend. 1983

§ 325.2 Election and Qualification.

(a) Election Order. The first 7 officers shall be elected annually, in the order in which they appear in §325.1(a), by

ballot and constitute the official divan. Candidates for elective office in a temple must be members in good standing of that temple.

Amend. 1969, 1983

(b) Term Limit. A Noble may not serve as Potentate of any temple for more than 2 years.

(c) Qualification. A Noble may not serve as Potentate of any temple unless he shall have first served at least one term as either Chief Rabban or Assistant Rabban of a temple.

Amend. 1981

(d) Dispensation. Upon a showing of good and sufficient cause, in writing and at least 60 days prior to the temple election, the Imperial Potentate may waive the provisions of subsection (c) with respect to candidates for the office of Potentate at such temple election.

Amend. 1981

§ 325.3 Appointment. The other officers named in §325.1 shall be appointed by the Potentate.

§ 325.4 When Elected. Each temple must elect its officers and representatives at its annual meeting in January unless its bylaws allow the election to occur at the temple's stated meeting in December.

Amend. 1987

§ 325.5 Ballot.

(a) Separate Ballot. Election of officers shall be by a majority vote of those present and voting. When there is more than one candidate for election to a particular office, a separate written ballot is required. A blanket ballot is prohibited.

Amend. 2012

(b) Retention. The ballots cast in any contested election for temple office shall be retained in the custody of the Recorder for a period of 90 days following the election, after which they may be destroyed unless the Imperial Potentate otherwise orders.

Amend. 1978

(c) Void Ballot. Blank ballots or ballots containing any markings other than the name of a candidate nominated from the floor are not votes and are not to be considered for any purpose.

Add. 2006

§ 325.6 Time of Election. Nominations must commence not later than 9:00 p.m. and when that hour arrives all other business must cease and none may be transacted until the election is concluded.

Amend. 1972 b

§ 325.7 Other Officers. The temple may elect such other officers as its bylaws provide.

§ 325.8 Nomination. Candidates for office and Representative must be placed in nomination from the floor.

Amend. 1993

§ 325.9 Leadership Search Committee. The Board of Directors may appoint a committee consisting of not more than five (5) Nobles to study the qualifications of possible candidates for elective office in the temple. This committee may report their findings to the Board of Directors and/or to the temple members in the form of a nomination at a temple election. This committee may also consult with the Chief Rabban on his appointments if so requested.

Add. 2001

§ 325.10 Representatives.

(a) Single Ballot. Where a temple elects more than one Representative, all candidates must be balloted for on one written ballot.

(b) Complete Ballot. Each member voting must vote only for the total number of Representatives to be elected, otherwise his ballot cannot be counted as a vote.

(c) Majority Vote. A majority vote of those present and voting is necessary to elect each Representative.

(d) Election. Only those candidates who receive a majority vote shall be declared elected.

(e) Successive Ballots. Successive written ballots must then be taken in the same manner on other candidates until all Representatives are elected.

(f) Highest Vote. If more candidates receive a majority vote than the number of representatives to be elected, then those

receiving the greatest number of votes shall be declared elected.

(g) Void Ballot. Blank ballots or ballots containing any markings other than the name of a candidate nominated from the floor are not votes and are not to be considered for any purpose.

Amend. 2006

§ 325.11 Election Regulations.

(a) Electioneering. A candidate for an elected office in a Shrine temple may print, publish and circulate during the year he is seeking the elected office, a résumé consisting of his educational background, his vocational history, and his Masonic and Shrine record. Except as provided in the prior sentence, the printing, publication, circulating or distribution of resolutions, letters, telegrams, tickets, email or other devices, by a unit, club, Noble, or group of Nobles, suggesting, recommending, opposing, or containing the names of proposed candidates for office in the temple is prohibited.

(b) Expenditures Prohibited. The expenditure of money for gifts, favors, or entertainment on behalf of a candidate for elected office is prohibited.

(c) Violation. For any violation of (a) or (b), the Imperial Potentate may suspend any offending Noble, and he may declare the election of the officers void and order a new election.

(d) Notice. At least one week prior to the annual meeting or any election, the temple Recorder shall mail to each member a notice thereof containing this section.

Amend. 2011

§ 325.12 Postponed Election. If it is impossible to hold the election as required, or if it appears to the Imperial Potentate proper, he may grant a special dispensation changing the date of the annual election.

§ 325.13 Vacancies. An office becomes vacant in the event an officer or Representative dies, resigns, is suspended, is expelled, is adjudged mentally incompetent, is physically incompetent, is convicted of a felony or of any criminal offense involving moral turpitude.

§ 325.14 Filling Vacancies in General.

(a) Special Election. A special election may be held without a dispensation to fill a vacancy in elective office; and if the vacancy occurs before July 1, a special election to fill it shall be held within sixty days after it occurs, unless a special dispensation for a later election is granted by the Imperial Potentate.

Amend. 1980

(b) Advancement. Any vacancy that may occur by the promotion of any officer at any special election may also be filled at that election.

(c) Appointive Office. Vacancies in appointive office shall be filled by the Potentate.

(d) Declining. A Noble cannot be compelled to accept an election or appointment to office.

§ 325.15 Filling Vacancies in Particular Offices.

(a) Representative. If the vacancy is in the office of an elected Representative, and time is not sufficient to call a special election, the Potentate shall appoint a Representative, and notice of the appointment, by letter or fax, must reach the Imperial Recorder's office before 9:00 a.m. on the 5th day preceding the opening of the next Imperial Session of Shriners International, in order to qualify the Representative.

(b) Treasurer or Recorder. If the vacancy is in the office of Treasurer or Recorder and results from any of the causes stated in §325.13, the Potentate shall appoint a member to fill the vacancy until a successor has been elected and installed.

§ 325.16 Report of Election. The result of any election shall be reported forthwith to the Imperial Recorder.

ARTICLE 26

Enthronement and Installation of Temple Officers

§ 326.1 Obligation for Elected Officers. The officers of every temple before entering upon the discharge of their respective duties must take the following obligation:

“ I (name in full) do solemnly promise and vow that I will faithfully, and to the best of my ability, discharge the duties of the office to which I have been elected, and that I will strictly conform to the requirements of Shrine law and the bylaws of my temple.”

§ 326.2 Additional Obligation for Potentate. Previous to the enthronement of a Potentate he must assent to the following

ordinances:

DO YOU SOLEMNLY VOW, UPON YOUR HONOR:

That you will exert your best endeavors to promote the true happiness of your brother Nobles of the Order? That you will endeavor to promote the general good of the Order and observe the solemnity of the ceremonies with profound respect and reverence? That you will not acknowledge or have intercourse with any temple which does not work under constitutional authority as recognized by Shriners International? That you will ever maintain and support the authority of Shriners International, and enforce obedience to Shrine law? Do you submit to all these ordinances and promise to observe and practice them faithfully? Answer:

§ 326.3 Installation.

(a) Date and Ritual. The officers shall be installed during the month of January at a temple or public ceremony as prescribed by temple resolution. Such installation shall be in accordance with the ceremony of installation prescribed by Shriners International.

(b) Duties. They shall assume the duties of their respective offices upon installation.

Amend. 1987, 1995

ARTICLE 27

Duties of Temple Officers

§ 327.1 Potentate.

(a) Chief Executive Officer. He is the chief executive officer of the temple and he shall exercise general supervision over the

temple.

Amend. 1989

(b) Responsible. He is responsible to Shriners International for the government of his temple.

(c) Observation of Law. He shall require his temple, its officers and members, to observe Shrine law and the temple bylaws at all times.

(d) Appointments. He shall appoint the temple officers and committees to be appointed.

(e) Records. He shall require that accurate records are kept and just accounts rendered.

(f) Returns. He shall require that regular returns are made to Shriners International and that candidate fees, annual per capita taxes, hospital levies and assessments are promptly paid.

(g) Meetings. He shall require that the requisite stated meetings are held annually, of which one shall be held in January as provided in §324.1.

(h) Orders. He may issue orders to Nobles, clubs, units and organizations within his jurisdiction to comply with matters over which he has authority. All such orders shall be confirmed in writing and mailed to the affected Noble or Nobles.

Add. 1987

(i) Temple Attorney. He shall, with the approval of the official

divan, appoint a temple attorney. The temple attorney shall be a Noble and a member of the Bar who is learned and experienced in the law.

Add. 1990

§ 327.2 Chief Rabban.

(a) Duties. In addition to his other duties, the chief rabban, in conjunction with the board of directors, must prepare and complete the proposed annual budget of the temple required by §334.4 of these bylaws for the ensuing year in time for submission at the temple meeting at which the budget is to be approved.

Amend. 2000

(b) Acting Potentate. If the office of potentate becomes vacant for any reason, the chief rabban shall act as potentate until a special election is held and the office thereby filled.

Amend. 1990

§ 327.3 Recorder.

(a) Duties. It is the duty of the Recorder to:

(1) Keep accurate minutes of the proceedings of the temple.

(2) Issue notice to the members of each meeting.

(3) Keep a just and true account of each member of the temple

.

(4) Present his books and papers to the auditor whenever required.

(5) Keep a register of the members of the temple showing the name, date of birth, occupation, date of creation, address, home phone, work phone, mobile phone, email address, lady's name, first line signer's name and any other information that the temple may find necessary, and any withdrawal, death, suspension or expulsion, as the case may be.

Amend. 2008

(6) Unless otherwise provided in the bylaws of the temple, he may, with the consent of the official divan, hire employees or independent contractors for the temple.

(7) At the annual meeting, render a complete report of the finances, investments, membership and other matters of interest in which his office is concerned.

(8) Before January 15 each year, transmit to the Imperial Recorder in the form prescribed, the annual returns for the temple.

Amend. 1972

(9) Arrange to remit to Shriners International the annual per capita tax as follows:

(i) Before March 31st, 50%;

(ii) Before June 1st, 35%; and

(iii) Before October 1st, the remaining 15%.

Amend. 1972, 1976, 1981

(10) Arrange to remit \$2.50 for every initiate immediately after the initiation to Shriners International, upon receipt of which the Imperial Recorder shall issue a diploma of Shriners International to each candidate initiated.

Amend. 1976, 2011

(11) Issue official Shrine cards to members entitled to the same.

(12) Affix the official seal of the temple to and attest official documents.

(13) Report and remit as required by §332.3, §332.4 and §332.5.

Amend. 2016

(b) Additional Duties. Unless the temple bylaws specifically assign the following duties to another officer, it is the duty of the Recorder to:

(1) Receive all funds accruing to the temple and promptly deposit them to the credit of the temple in approved depositories.

(2) Keep the books of account and records of the temple.

(3) Carefully preserve and file his memoranda of payment of obligations of the temple.

(4) Draw checks, vouchers or orders for the payment of obligations of the temple, any sums due Shriners International, or other authorized disbursements.

(5) Report the amount of all funds received and disbursements thereof as often as the temple or the Potentate may require.

(6) Submit to the members of the temple at each annual meeting a complete report of the receipts and disbursements for the preceding fiscal year.

(7) Keep the budget control records.

Amend. 1967

§ 327.4 Treasurer.

(a) Duties. It is the duty of the treasurer to:

(1) Act as the chief financial officer of the temple, under the general supervision of the potentate.

(2) Act as custodian of all funds.

(3) Sign or countersign, if available, all checks for the withdrawal of funds, in accordance with resolutions adopted by the board of directors.

(4) Examine as often as necessary the financial reports and books of account of the temple.

(5) When requested at any meeting of the temple, give a financial report of the revenue and expenditures of the

temple since the last report.

(6) Prepare from books and records of the temple and submit at its annual meeting the following information:

(i) An annual statement of the financial condition;

(ii) An annual operating statement; and

(iii) Any other or supplementary report or statement necessary to disclose the true financial condition, the nature and current value of the assets, the operating results, the income and sources thereof, of the temple and any affiliated, subsidiary or appendant corporation or fund.

(7) Present his books and papers to the auditor whenever required.

Amend. 1989, 2009

(8) Prepare, or have prepared by a qualified individual, and timely file all tax, informational or other financial returns or documentation required by any state as defined in §101.3(n).

Add. 2015

§ 327.5 Other Financial Officers. The bylaws of a temple may provide for the election or appointment of other financial officers such as an “Executive Committee,” “Finance Committee” or “Board of Trustees.” If so:

(a) Limitation. The financial affairs of a temple cannot be vested exclusively in such officers.

(b) Temple Review. The actions of all financial officers shall be subject to review by the temple at a stated meeting.

§ 327.6 Other Officers.

(a) Director. The Director, under the direction of the Potentate, shall have charge of the second section of ceremonials of initiation.

(b) Remaining Officers. The remaining officers shall perform the duties appropriate to their several stations and those assigned to them by the Potentate or the temple.

Amend. 1970

§ 327.7 Delivery of Temple Records. Each officer shall deliver all books, papers and other property of the temple in his hands to his successor in office, or to such person and at such time as the temple may direct.

§ 327.8 Board of Directors. The board of directors consists of the temple official divan.

(a) Powers. The board of directors has the powers and responsibilities usually vested in the directors of a nonprofit corporation of the state in which the temple is located, except as otherwise provided in these articles of incorporation and bylaws.

Add. 2010

(b) Quorum. Three directors constitute a quorum of the board.

(c) Meetings. The board of directors shall meet on the call of the potentate, who shall be its chairman. He must call the meeting when requested by three directors. Meetings may be conducted in person or by telephone or other means of communication by which all parties may be connected and all comments and conclusions as well as the vote on any resolution may be heard and or observed by all members present.

(d) Notice. The recorder shall give not less than three days' written notice to each director of the time and place of the meeting. Notice may be waived in writing prior to or subsequent to such meeting.

(e) Budgets. The chief rabban, in conjunction with the board of directors, shall prepare and complete the proposed temple budgets for the ensuing year. The board of directors shall:

(1) Report or cause to be reported to the appropriate stated meeting of the temple any proposals for amendments to or departures from the budgets and the reasons therefor, and

(2) Cause copies of the complete budgets for the succeeding year to be made available upon request to each member at least seven days prior to the meeting at which it is to be considered. The proposed budgets shall be in detail and in accordance with the Uniform Chart of Accounts prescribed by Shriners International together with the amount budgeted for the preceding year.

(f) Multiple Budgets. A temple may by its bylaws:

(1) Provide for both an operating budget and a capital budget, and

(2) Impose other conditions for the management of its financial affairs not inconsistent with §327.5.

(g) Unauthorized Acts. Except as specifically provided by the bylaws of Shriners International, or the temple, or resolution of the board of directors ratified by the temple, no unit, Shrine club, group of persons, or person has the authority, express or implied, to act as the agent of, to act on behalf of, or by its act or omission to obligate or bind the temple.

Add. 2000

ARTICLE 5

Initiation Fees, Dues, Per Capita, Hospital Levy

(Reference BYLAWS OF SHRINERS INTERNATIONAL
Article 32)

§5.1 Initiation Fee. The initiation fee shall be determined at a stated or special meeting of the temple after notice has been given to each member stating the proposed amount of the initiation fee. It must be paid in full prior to initiation. (See the attached resolution adopted by Kazim Shriners.)

§5.2 Dues. The annual dues shall be determined at a stated or special meeting of the temple after notice has been given to each member stating the proposed amount of the annual dues. The annual dues shall not be less than prescribed by the bylaws of Shriners International. The annual dues do not include the hospital levy or the annual per capita tax required by the bylaws of Shriners International, each of which shall be added to the annual dues. This temple may, by affirmative vote, remit dues of

a member for good cause shown either to the temple or a committee selected for that purpose. (See the attached resolution adopted by Kazim Shriners.)

(a) **Suspension for nonpayment.** A member who will be one year in arrears on his dues as of December 31 shall be suspended, pursuant to the procedure recited in the bylaws of Shriners International, unless this temple votes to remit his dues.

(b) **Restoration.** A member who has been suspended for nonpayment of dues may be restored to membership pursuant to the procedure prescribed by the bylaws of Shriners International.

§5.3 Life Memberships. A member may be granted a life membership in this temple as prescribed by the bylaws of Shriners International (See the attached resolution outlining the schedule of fees for Life Membership of dues) (Shriners International bylaws 332.6 (a) (3)).

§5.4 Per Capita Tax. Each member of this temple, other than life per capita members and associate members, shall pay Shriners International per capita tax as prescribed by the bylaws of Shriners International (See Section 211.5 for the amount and the attached resolution adopted by Kazim Shriners).

§5.5 Life Per Capita. A member may pay the sum prescribed by the bylaws of Shriners International and, thereafter, be exempt from the annual per capita tax (See Section 211.5(g)).

§5.6 Hospital Levy. Each member of this temple, other than Permanent Contributing Membership purchasers, shall pay the hospital levy as prescribed by the bylaws of Shriners International. This temple may remit the hospital levy of a member whose dues have been remitted because of hardship and so advise the Imperial Treasurer (See Section 332.3.and the

attached resolution adopted by Kazim Shriners)

§5.7 Permanent Contributing Membership. A member may purchase a Permanent Contributing Membership in the Hospitals as prescribed by the bylaws of Shriners International and, thereafter, be exempt from the hospital levy (See Section 332.4 and the attached resolution adopted by Kazim Shriners).

§5.8 Assessment. The temple may levy an assessment on its members as prescribed by the bylaws of Shriners International.

ARTICLE 32

Initiation Fee; Dues; Hospital Levy; Assessments

§ 332.1 Initiation Fee.

(a) Amount. A temple may set the initiation fee at any level; and it may set more than one rate for reasons determined by the temple.

(b) Prepayment. A candidate may not be initiated until his initiation fee is paid in full. A temple may, in its discretion, allow the initiation fee to be paid by credit card.

(c) Rebate Prohibited. No portion of any fee may be rebated or refunded in any manner to the initiated candidate, either in money or material.

(d) Return of Fee. If a candidate does not present himself for initiation, he is entitled to the return of his initiation fee upon his request.

(e) Change. Proposed changes to the initiation fee or fees must be presented in writing in the form of a resolution at a

stated meeting. The resolution must be laid over to the next stated meeting or to a special meeting called for action thereon. The notice of such meeting must be sent to every member of the temple and it must recite the text or substance of the proposal. If the proposal is adopted by at least two-thirds of the members present and voting, it is approved.

Amend. 1982, 1989, 1991, 1992, 2011

§ 332.2 Dues.

(a) Minimum Amount. The annual dues in every temple shall not be less than \$10.00, paid in advance before January 1st by all members. A temple may, in its discretion, allow such dues to be paid by credit card.

(1) Candidates initiated during the year are included.

(2) Life members are exempt.

Amend. 1982

(b) Proportionate Amount. Candidates initiated and members restored or affiliated in the following periods pay dues in at least these proportions:

(1) January 1 to March 31, 100%;

(2) April 1 to June 30, 75%;

(3) July 1 to September 30, 50%;

(4) October 1 to December 31, 25% for members restored or affiliated;

(5) October 1 to October 31, 25% for candidates initiated; and

(6) Such dues as may be deemed appropriate, but not to exceed 25%, from candidates initiated from November 1 to December 31 for the then current year.

Amend. 2012

(c) Higher Amount. A temple may provide a higher rate of dues according to the proximity of the member's residence to the location of the temple.

(d) Remission. A temple, by affirmative vote, may remit dues of a member for good cause shown either to the temple or a committee selected for that purpose.

(e) Waiver. A temple may waive payment of dues for a Noble restored or affiliated, provided his dues for the then current year have been paid to either his own or another temple.

Add. 1989

(f) Change. Proposed changes in annual dues must be presented in writing in the form of a resolution at a stated meeting. The resolution must be laid over to the next stated meeting or to a special meeting called for action thereon. The notice of such meeting must be sent to every member of the temple and it must recite the text or substance of the proposal. If the proposal is adopted by at least two-thirds of the members present and voting, it is approved.

Add. 1992

§ 332.3 Hospital Levy.

(a) Amount. The annual levy in every temple for the Hospitals shall be \$5.00 for each member except an associate member.

(b) Computation. The hospital levy shall be computed on temple membership, including life members, as of the first day of January of each year.

(c) Remission. The hospital levy received from the membership must be remitted to the Imperial Treasurer by separate check as follows:

(1) Not later than March 31, 50%;

(2) Not later than June 1, 35%; and

(3) Not later than October 1, 15%.

(d) Reinstated Members. The hospital levy must also be collected from members who are reinstated throughout the year, provided the hospital levy for the then current year has not been paid, and from candidates initiated during the year from January through October, without ratable abatement. The hospital levy must be remitted to the Imperial Treasurer at the end of the month in which it is received by the temple. A hospital levy will be neither collected from candidates initiated in November or December for the then current year nor remitted to the Imperial Treasurer.

Amend. 1989, 2012

(e) Credit. A temple may take credit for and deduct from its remittance all unpaid hospital levies of the preceding year

occasioned by death or suspension.

(f) Reinstated Member Waiver. A temple is not required to remit to the Imperial Treasurer any unpaid hospital levy in the event of subsequent reinstatement of a member suspended for nonpayment of dues.

(g) Reinstated Member Collection. A temple must collect all of the unpaid hospital levies before reinstating a member who has been suspended a second time, and remit to the Imperial Treasurer.

(h) Trust Fund. The hospital levy is a trust fund and every temple must segregate it in a separate account and remit it to the Imperial Treasurer as provided in this section.

(i) Hardship. A temple, which has remitted the dues of a member because of hardship, may also remit the hospital levy of such member for the year or years that his dues have been remitted, and so advise the Imperial Treasurer.

Amend. 1988

§ 332.4 Hospital Permanent Contributing Membership.

(a) Amount. A member may purchase for \$150 a Permanent Contributing Membership in the Hospitals, receive a certificate therefor from the Recorder of the temple and be exempt from any further hospital levy.

(b) Exemption. The temple Recorder shall enter on his record the exemption from future hospital levy of all members holding a fully paid Permanent Contributing Membership certificate.

(c) Remission. The temple Recorder shall promptly remit all sums received by him for permanent contributing memberships to the Imperial Treasurer for deposit to the account of the Hospitals.

Amend. 1967, 1976

§ 332.5 Hospital Voluntary Permanent Subscription.

(a) Certificate. Shriners International may issue a Voluntary Permanent Subscription certificate to any person or organization for not less than \$60.

(b) Conversion. A member holding a Voluntary Permanent Subscription certificate in his name, even though issued before he became an active member of a temple, may convert it to a Permanent Contributing Membership certificate by surrendering his certificate and paying the difference between the amount paid for his Voluntary Permanent Subscription and the cost of Permanent Contributing Membership. Thereafter he is exempt from any hospital levy.

(c) Remission. The temple Recorder shall promptly remit all sums received by him for voluntary permanent subscriptions to the Imperial Treasurer for deposit to the account of the Hospitals.

Amend. 1967, 1976

§ 332.6 Dues. Life Memberships in Temples.

(a) Life. A temple may create life members, who will thereafter be exempt from the temple's annual dues:

Amend. 2007

(1) Meritorious service. For meritorious service.

(2) Longevity. When a member has paid his dues for a term of not less than 35 years.

(3) Prepayment of Dues.

(i) When a member who is under 65 years of age pays the temple, in one lump sum, not less than 20 times the temple's current annual dues, or such other age or amount as its temple bylaws state; or

(ii) When a member who is 65 years of age or older pays the temple, in one lump sum, not less than 10 times the temple's current annual dues, or such other age or amount as its temple bylaws state, but not less than age 60.

(4) Fund. All money received from life memberships shall be placed in a perpetual fund. Only the income from the fund may be withdrawn and used for the operating expenses of the temple. However, if the temple bylaws so provide, upon the death of a life member, an amount equal to the sum paid by him may be transferred to the operating fund of the temple. The amount of the fund shall be reported annually on the temple's statement of financial position. For investment purposes, the money in the fund may be placed in a common fund with other temple moneys.

(5) Prerequisite Membership. In order to retain his life membership, a member must maintain his prerequisite membership pursuant to §323.3(a) herein, unless otherwise provided in these bylaws.

Amend. 2004, 2005, 2007

§ 332.7 Assessment.

(a) Imperial Potentate Approval. A temple contemplating an assessment must first submit the proposal to the Imperial Potentate requesting his approval. The Imperial Potentate shall receive the advice of the chairman of the Jurisprudence and Laws Committee and the chairman of the Finance and Audit Committee prior to the issuance of his decision.

(b) Temple Approval. If the temple receives the written approval of the Imperial Potentate it may levy the assessment on its members, including life members, if specifically provided, for purposes general to the membership by resolution adopted at a stated meeting of the temple, if it is approved by two-thirds of the members present and voting and in the following manner:

(1) One week's notice in writing must be given, stating the amount of the proposed assessment and the time and place when action will be taken.

(2) Upon the adoption of the resolution, there must be sent to the Imperial Recorder (i) 3 copies thereof together with a certificate of its adoption signed by the Potentate, attested by the Recorder with the seal of the temple affixed, (ii) a copy of the notice, and (iii) a copy of the temple's bylaws. (When applying for Imperial approval, use Certificate at page 185, Form #14).

(3) The Imperial Recorder shall send them forthwith to the Committee on Jurisprudence and Laws. If the committee reports that the assessment has been adopted in accordance with these bylaws, the resolution is so endorsed. One copy is

retained by the committee, and 2 copies are returned to the Imperial Recorder who shall retain one copy for the records of Shriners International and forward the other copy to the temple.

(c) Effective Date. Upon approval, and report of proper adoption by the Committee on Jurisprudence and Laws, the assessment is binding on all temple members as of the date of passage of the temple resolution levying the assessment and must be paid as dues are paid or as provided in the resolution.

Amend. 1983

§ 332.8 Cards not to be issued. A temple may not issue an official Shrine card to a member if his annual dues, hospital levy, assessments, or any voluntary obligation, or any part thereof, are unpaid for the current year unless he is exempt from the payment thereof.

ARTICLE 6

Fiscal

(Reference BYLAWS OF SHRINERS INTERNATIONAL Article 34)

§6.1 Fiscal Year. This temple must arrange its books of account, annual report and audit to conform to the calendar year.

§ 6.2 Budget. This temple must adopt an annual budget, which must be in accordance with the Uniform Charts of Accounts prescribed by Shriners International. Its preparation, inspection, presentation, adoption, appropriations, amendments, temple reports and Imperial Recorder filing are governed by the bylaws of

Shriners International. There shall be no expenditure of funds except as authorized by the budget.

§6.3 Review. This temple is required to have its financial statements and those of its affiliated and appendant corporations, including Shrine club holding companies, reviewed, unless an audit is required pursuant to Shrine law, by a certified or chartered public accountant, or the equivalent in the state in which the temple is located, selected by the temple at the close of each year. A copy of the accountant's report and accompanying financial statements must be filed with the Imperial Recorder (See Section 334.6).

§6.4 Personal Benefit. No part of the assets or funds may inure to the benefit of individuals personally except in payment for services actually received or performed.

§6.5 Checks and Payment or Transfer of Funds. Transfers of funds and payment of obligations of this temple shall be made into and from depositories approved by the board of directors, pursuant to procedures adopted by the board of directors, and as otherwise governed by the bylaws of Shriners International.

§ 6.6 Required Signatures. Signatures are required to transfer funds and pay obligations of this temple, in accordance with a resolution adopted by the board of directors, and as otherwise governed by the bylaws of Shriners International. One of the authorized signatures must be the treasurer. All checks and payments must be supported by vouchers or requisitions.

§ 6.7 Monthly Reports. Each Noble, committee, unit or other organization of this temple that is authorized to incur indebtedness or to disburse or collect funds, shall make a detailed financial report, accompanied by receipts or vouchers to the board of directors monthly and at such other times as may be required.

§ 6.8 Construction Program and Secured or Long Term Obligations. Prior to commencing a construction program or incurring a secured or long-term debt, as defined by the bylaws of Shriners International, this temple must follow the bylaws of Shriners International.

§6.9 Sale of Temple Assets. Prior to this temple, or any of its affiliates, selling, leasing, exchanging, mortgaging, pledging or otherwise disposing of all or substantially all of its property or assets, it must follow the bylaws of Shriners International.

§6.10 Fidelity Bond. The temple must procure a corporate fidelity bond as prescribed by the bylaws of Shriners International.

§6.11 Insurance. The temple must procure insurance policies, and the potentate must appoint an insurance advisory committee, as prescribed by the bylaws of Shriners International.

§6.12 Indemnification. The official divan, committee members, officers and employees shall be indemnified by the temple for all expenses reasonably incurred by them in defending themselves from any proceedings instituted or threatened against them provided the temple votes that they have acted within the scope of their authority and are not guilty of misfeasance or malfeasance.

ARTICLE 34

Temple Business Affairs and Fiscal Regulations

§ 334.1 Fiscal Year. Each temple must arrange its books of account, annual report and audit to conform to the calendar year.

§ 334.2 Bonds and Insurance.

(a) Bonds. Every temple, at its expense, must procure a corporate fidelity bond indemnifying it against loss resulting from infidelity, defalcation or misappropriation by its officers, employees or Nobles, of its funds, assets or property.

(b) Insurance.

(1) The potentate of every temple shall appoint an insurance advisory committee which shall consist of at least four members, three of whom shall be skilled and knowledgeable in property and casualty insurance matters, and the fourth member shall be the temple attorney.

(2) The insurance advisory committee shall have such duties and responsibilities as assigned to it by the temple and by the Imperial Potentate.

(3) The temple must procure adequate and proper fire, casualty, comprehensive public liability and motor vehicle insurance coverage. In all casualty and liability insurance policies written for the temple and its appendant bodies, the following shall be included as additional insureds, only as respect to the operations and activities covered under its policies: "Shriners International, an Iowa corporation, and Shriners Hospitals for Children, a Colorado corporation, and all their affiliated corporations."

Amend. 1996

(4) The Potentate and Recorder shall be responsible that appropriate certificates of insurance on all worker's compensation and liability policies showing compliance with (3) hereof shall be filed with the Imperial Recorder within 30

days of the renewal date of all such policies, or each time there is a cancellation or material change therein, unless such date is extended by the Imperial Potentate for good cause shown upon the written request of the temple.

Amend. 1983

§ 334.3 Death Benefit Funds. An independent association of Shriners formed solely for the purpose of providing relief or benefit funds for the widows or families of deceased members shall not be under the control of the Potentate or temple in whose jurisdiction it is organized or elsewhere.

§ 334.4 Budget.

(a) Requirement. Every temple is required to adopt an annual budget which must be prepared in accordance with the Uniform Chart of Accounts prescribed by Shriners International. (See Form #20 at page 214.)

(b) Preparation. The chief rabban, in conjunction with the board of directors, shall prepare and complete the proposed annual budget of the temple for the ensuing year in time for submission at the temple meeting at which the budget is to be approved.

(c) Inspection. The completed proposed budget must be made available upon request to all members for inspection before it is adopted.

(d) Presentation. The chief rabban is responsible for the presentation of the proposed budget unless the temple bylaws provide otherwise.

(e) Adoption. The budget must be adopted at the annual meeting or at a meeting called for that purpose or at a stated meeting held before or after the first day of January, but no later than the first day of March following the annual meeting.

(f) Appropriations. The adoption of the budget constitutes the appropriation of funds for the purposes indicated in the budget.

(g) Amendment. The budget may be amended at any meeting of the temple.

(h) Temple Reports. At each meeting the Treasurer or other fiscal officer must give a summary of expenditures, or such details as may be requested, relating them to the budget.

(i) Imperial Recorder Filing. A copy of the budget must be filed with the Imperial Recorder within 30 days after its adoption.

Amend. 2000

§ 334.5 Temple Financial Transactions. Deposits, investments, transfers, withdrawals and expenditures of temple funds shall be made into and from depositories approved by the temple's board of directors, consistent with the budget of the temple, and pursuant to procedures adopted by the board of directors.

(a) Types of Financial Transactions. These may include, but not be limited to:

(1) Wire and other electronic receipt and transfer of funds between, or among, depositories of a temple;

(2) Wire and other electronic transfer of remittances for payment of obligations of a temple; and

(3) Voucher, imprest petty cash, or payroll check receipts and disbursements.

(b) Signatories. The board of directors shall adopt a resolution or resolutions determining the members of the board of directors authorized as signatories, one of whom shall be the treasurer. The resolution or resolutions shall provide for alternate signatories in the event of the death, resignation, absence, disability, suspension, expulsion, adjudication of mental incompetence, conviction of a felony or of any criminal offense involving moral turpitude, of the principal signatories. Authorization to initiate transfers of funds between, or among, depositories of a temple by a temple officer must be in accordance with written resolutions which have been adopted by the board of directors. The manual or electronic signatures of two of the authorized signatories are required on all other such financial transactions. No rubber-stamped, facsimile or pre-signed signatures are permitted.

Amend. 2009

(c) Records. Copies of all adopted resolutions are to be maintained with the records of the temple, and the minutes of the meetings are to reflect the adoption of the resolutions.

Add. 2008

§ 334.6 Review of Financial Statements.

(a) Requirement. Every temple is required to have its financial statements and those of its affiliated and appended

corporations, including temple holding corporations, reviewed in accordance with U.S. standards for reviewed financial statements, by a certified, chartered or licensed public accountant selected by the temple at the close of each year. However, if the temple is not located in the U.S.A., the review is limited to those procedures normally performed in the conduct of its country's review. However:

(1) The Imperial Potentate may, for good cause, order a temple to have an audit instead of a review.

(2) A temple may, by its bylaws, require an audit instead of a review.

(3) A temple may, at a stated or special meeting, require an audit instead of a review.

Amend. 2013

(b) Report. The accountant shall submit a report thereon, which shall include the accountant's report on the statement of financial position, statement of activities and changes in net assets, statement of cash flows, notes to financial statements and supplementary financial information on unrestricted, temporarily restricted and permanently restricted net assets and all fund raising activities. A copy of the report must be filed with the Imperial Recorder before the first day of May following the end of the year reported on, unless such date is extended by the Imperial Potentate for good cause shown upon the written request of a temple.

Amend. 1968, 1983, 1987, 1992, 2007, 2008

§ 334.7 Fiscal Reports Required at Temple Meetings.

(a) Available to Members. The temple officers must make available to the members at the annual or budget meeting the following documents:

(1) A copy of the latest available audit or review of the temple financial statements;

Amend. 2007

(2) A statement of activities for the previous year showing in parallel columns the budget items and the actual expenditures related thereto;

Amend. 2007

(3) A statement of financial position of the temple at the end of the previous year; and

(4) A statement of cash flows of the temple.

Add. 2007

(b) Date. The temple officers must make the temple report, prepared as required by §334.5, available to the members at the first stated meeting following its completion but not later than May 15, unless such date is extended by the Imperial Potentate for good cause shown upon the written request of a temple.

Amend. 1987

§ 334.8 Construction Program; Secured or Long-Term Obligations.

(a) Imperial Approval. Any temple contemplating any program involving a secured or long term obligation for a building or addition thereto, for the use of the members or any other use, either for the benefit of the temple, or any of its affiliated, appended or subsidiary entities, must first submit to the Imperial Potentate for his examination and approval the proposed program on the form prescribed by Shriners International. A long term obligation is one in which the principal or any part of it is payable more than one year from the date on which it was contracted.

Amend. 2012

(Use application Form #18, pages 195–199.)

(b) Approval of Expansion. Any temple proposing any additions or expansion of the program proposed under (a) must submit a supplementary report to the Imperial Potentate for approval. § 334.9 Sale of Temple Assets. Any temple, or any of its affiliates, contemplating the sale, lease, exchange, mortgage, pledge or other disposition of all or substantially all of its property and assets, may only do so upon such terms and conditions and for such consideration as shall be first authorized by a vote of the temple at a stated or special meeting which sets forth in the notice of the meeting the specific nature of the business to be transacted. The notice of the meeting must be sent to every member of the temple at least 20 days prior to the meeting.

Amend. 1986, 2011

§ 334.10 Temple Holding Corporation.

(a) Existing. Any temple now incorporated pursuant to a state statute which authorizes the formation of a fraternal

corporation, not for profit, deriving its rights and powers from a Grand or Imperial body, and any affiliated organization incorporated pursuant to a not-for-profit statute, may continue its corporate existence so long as its charter or bylaws contain provisions that the corporation (1) yields obedience to Shrine law;

(2) exists solely as a nonprofit corporation having no purpose other than that of acquiring, owning, selling, or otherwise disposing of, and mortgaging real estate, and the erection, maintenance and operation of buildings thereon, for its own use;

(3) no part of its assets or funds shall inure to the benefit of individuals personally except in payment for services actually rendered or performed; and

(4) in the event of dissolution, the assets and funds remaining after the payment of all debts of the corporation shall be conveyed to the temple or Shriners Hospitals for Children.

Amend. 1996

(b) New. New corporations organized by temples are prohibited unless:

(1) An application is presented to the Imperial Potentate stating the reasons why a corporation is necessary. (Use form and certificate #16, pages 188–191).

(2) A draft of the proposed articles of incorporation or association is attached to the application.

(3) The articles of incorporation or association include provisions that (i) it exists solely as a nonprofit corporation having no purpose other than that of acquiring, owning, selling or otherwise disposing of, and mortgaging real estate, and the erection, maintenance and operation of buildings thereon, for its own use; (ii) it is subject to control by the temple at all times; (iii) the directors and managing officers shall be members in good standing in the temple; (iv) no part of the assets or funds may inure to the benefit of individuals personally except in payment for services actually rendered or performed; (v) in the event of dissolution, the assets and funds remaining after the payment of all debts of the corporation shall be conveyed to the temple or the Hospitals; (vi) no amendment of the articles shall be effective unless first approved by the chairman of the Jurisprudence and Laws Committee, General Counsel and the Imperial Potentate; and (vii) when a change is made by Shriners International affecting Shrine law, and the change affects the articles of incorporation or bylaws of this corporation, the articles of incorporation and the bylaws of this corporation, unless prohibited by state law, are thereupon changed to conform with those of Shriners International and appropriate action shall be taken by the corporation to evidence the same.

(4) The chairman of the Jurisprudence and Laws Committee, General Counsel and the Imperial Potentate approve the application.

(c) Format of Records. A corporation organized by a temple is required to maintain its records in accordance with the Uniform Chart of Accounts prescribed by Shriners International.

(d) Filings. The corporation is required to file annually with the Imperial Recorder a statement of activities and changes in net assets for the previous year and a statement of financial position showing the financial condition of the corporation at the end of the previous year.

Amend. 2007

(e) Temple Action. The sale, lease, exchange, mortgage, pledge or other disposition of all, or substantially all, the property and assets of the corporation, may only be upon such terms and conditions and for such consideration as shall first be authorized by a vote of the temple at a stated meeting of the temple, or at a special meeting which sets forth in the notice of the meeting the specific nature of the business to be transacted.

Amend. 1986

§ 334.11 Corporate Document Filed with Imperial Recorder. Copies of the articles of incorporation or association and the bylaws of every temple corporation and affiliated or appendant corporation must be filed with the Imperial Recorder.

§ 334.12 Contracts for Lodging at Imperial Sessions and Meetings. After a temple has voted to send units, clubs or Nobles to an annual Imperial Session of Shriners International or a Shrine association meeting, it shall designate one of the official divan as the authorized agent of the temple to make contracts for transportation and lodging, provided, however, that such contracts must be approved by, and contain any limits or conditions required by, the temple.

Add. 1990

§ 334.13 Unauthorized Acts. Except as specifically provided by the articles of incorporation or bylaws of this corporation, or temple bylaws, no unit, Shrine club, group of Nobles, Noble or person:

(a) Has any authority, express or implied, to act as the agent of, to act on behalf of, or to bind a temple.

(b) Can by its act or omission obligate or bind a temple.

Add. 1989 § 334.14 Code of Ethics. The code of ethics, as appears in §210.7 of these bylaws, applies to all Shrine temples, their elected divan, members, their appointed officers and all Nobility.

Add. 1998

**ARTICLE 7
Committees**

§7.1 Leadership Search Committee. This temple may have a Leadership Search Committee. Its appointment and duties are governed by the bylaws of Shriners International.

§7.2 Insurance Advisory Committee. This temple shall have an Insurance Advisory Committee. Its appointment and duties are governed by the bylaws of Shriners International.

§7.3 Finance Committee. This temple shall have a Finance Advisory Committee.

(a) **Composition.** It shall consist of the Chief Rabban, Assistant Rabban, High Priest and Prophet, and the Oriental Guide.

(b) **Duties.** It shall:

(1) Analyze and make recommendations as to the financial affairs of the temple.

(2) Examine the proposed major financial obligations and expenditures before such obligations or expenditures are incurred or made.

(3) Review all necessary current expenses.

(4) Examine whether any officer, department, committee, organization, unit or individual having authority incurs expenditures that exceed the appropriations set out in the budget.

(5) Examine the system under which the financial affairs of the temple and every subordinate body thereof, are administered and make such recommendations from time to time as may be deemed for the good of the temple or any subordinate body thereof.

(6) Review any bill for travel, hotel or entertainment expense of any officer or representative to determine if it is reasonable and necessary and within the budget.

(7) Have access to all financial books, papers and accounts of the officers and review them on a periodic basis, and recommend certified public accountants for examination and audit.

(8) Review the financial institutions in which the funds of the temple are to be, or already are, deposited.

(9) Evaluate the proper coverage and limits of the bonds for the treasurer and recorder, and any other officers required to be bonded.

(c) **Reports.** This committee shall issue its findings, recommendations and reports to the board of directors of this temple.

(d) **Quorum.** Three members of this committee shall constitute a quorum for the transaction of business.

§7.4 Other Committees. The potentate shall appoint such other committees as may be required for the operation of the temple's affairs. Their duties and responsibilities shall not conflict with any provisions of the bylaws of Shriners International or these bylaws.

A. **Budget.** The Chief Rabban, in conjunction with the Board of Directors, shall prepare and complete the proposed temple budgets for the ensuing year.

B. **Charity Committee.** The Charity Committee to whom shall be referred all appeals for charity, shall consist of the Illustrious Potentate, Chief Rabban, Assistant Rabban, Treasurer and Recorder, with full power to disburse the funds of the Kazim Shriners for such charitable objects as may be found worthy, not to exceed the amount provided for charitable purposes in the budget.

C. **Committee on Investments.** The Committee on Investments shall be elected at the Annual Session by the membership of Kazim Shriners to serve until their successors shall have been elected and qualified. Any appointment to fill a vacancy shall be for the unexpired

term. Appointments to this committee shall be subject to the consent of the majority of the Divan.

The duties of this committee are:

- 1- To consider and approve depositories for trust and endowment funds;
- 2- To review and report to the divan, Trustees, Executive Committee and membership at the Annual Session or at such other times as the Illustrious Potentate may require on all assets, including comparative investment returns of the investment institution;
- 3- To arrange for the investment of available funds,, and determine the investment policies to be pursued with regard to all property and assets and this Committee shall exercise the judgement of care under the circumstances then prevailing, which men of prudence, discretion and intelligence, exercise in the management of their own affairs;
- 4- To organize a subcommittee of three (3) members of this Committee for the purpose of investigating and recommending entities exercising financial investment skill and expertise from which the Investment Committee shall select entities for the prudent investment of all funds of this organization; and
- 5- To retain financial advisors, agents, stock brokers, bankers, and similar investment experts to manage the said funds, and if so employed, the said financial advisors, agents, stock brokers, bankers and investment experts are to exercise the same degree of care as set forth above for the Committee on Investments.

The members of this Committee shall be required to

give bond to the Illustrious Potentate on assuming duties of office in such sum as may be fixed from time to time by the Executive Committee, with surety to be approved by said Committee.

D. Trustees. The Trustees shall hold the custody and title to all real estate of the Temple, other than that vested in Kazim Temple Corporation, and all funds received from the rent or sale thereof not specifically otherwise applied by vote of the Temple or Executive Committee acting on behalf of the Temple. They shall further turn over to the Committee on Investments any funds of the Temple set apart for investment purposes, except as authorized by the Executive Committee. Except as to property of Kazim Temple Corporation, said Trustees shall execute leases or contracts relating to the property of the Temple, and shall perform such other duties as may be required by the Temple. They shall deposit monies in their possession in the name of the Trustees of Kazim Temple in banks or Trust Companies designated by the Executive Committee, and the signature of at least two of the Trustees shall be required to withdraw same. They shall present a written report of their proceedings at the Annual Session, and at such other times as required by the Executive Committee. They shall be required to give bond to the Illustrious Potentate on assuming duties of office in such sum as may be fixed from time to time by the Executive Committee, with surety to be approved by such Committee.

ARTICLE 8 Prohibited Practices

(Reference BYLAWS OF SHRINERS INTERNATIONAL Article 35)

§8.1 Unlawful Activities. It is unlawful for this temple, or any unit or club under its control, or any group of its members, or any member acting for or on behalf of the temple, to promote or take part in any engagement or enterprise prohibited by the law of the land.

§8.3 Shrine Law. A Noble may not violate Shrine law. The provisions of Shrine law are found in the articles of incorporation and bylaws of Shriners International and any general or special orders at the time in effect.

§8.3 Alcoholic Beverages. The consumption of alcoholic beverages during parades and ceremonials is forbidden by those Nobles participating therein.

ARTICLE 35 ***Prohibited Practices***

§ 335.1 Unlawful Activities. It is unlawful for any temple, or any unit or club under its control, or any group of its members, or any member acting for or on behalf of the temple, to promote or take part in any engagement or enterprise prohibited by the law of the land.

§ 335.2 Improper Advertising.

(a) Prior Approval. The use of the word “Noble” or “Shriner” or any variation thereof, or any term, sign or symbol of the Order, for commercial or other business enterprises, is prohibited unless specifically approved by:

(1) A majority vote of the Representatives present during the annual Imperial Session of Shriners International; and any proposal to allow the use for such purpose shall first be sent by a Representative to the Imperial Recorder, in writing, and

in the form to be proposed, at least sixty days before the Imperial Session of Shriners International at which it is to be submitted; and every such proposal shall be published with the notice of the Imperial Session; or

(2) A majority vote of the board of directors of Shriners International.

Amend. 1987, 1988, 1993

(b) Exemption. This section does not apply to those who are regularly engaged in dealing in standard Shrine supplies, uniforms, regalia and emblems. § 335.3 Use of Name “Shriners Hospitals for Children.” The use of the name “Shriners Hospitals for Children” or reference to the Hospitals in connection with any fund raising activity by a temple or Noble without the written consent of the Imperial Potentate and the chairman of the board of trustees of the Hospitals is prohibited.

Amend. 1976, 1996

§ 335.4 Hospital Operation.

(a) Prior Approval. A temple or Noble may not solicit funds or accept real estate, money, securities or other property for purposes connected with the building, launching, maintenance, or operation of hospitals for children, or similar projects, without first obtaining written consent from the board of directors of Shriners International.

Amend. 1974, 1996

(b) Exemption. This section does not apply to existing projects supported and operated by subordinate temples on

January 1, 1948. § 335.5 Initiation Ceremonies.

(a) Prohibition. All immoral and vulgar practices or allusions in the initiation of candidates or in the printed notices issued by a temple are prohibited.

(b) Responsibility. The Potentate or any officer presiding at the time shall be personally responsible for failure immediately to arrest any act of vulgarity or obscenity.

§ 335.6 Furnishing List of Names.

(a) Temple. A temple or Noble:

(1) May furnish a list of members of the temple to national Shrine magazines for the sole purpose of soliciting subscriptions.

(2) May furnish a list of members of the temple to others solely for fraternal purposes for the benefit of the temple and then only upon such terms and conditions as directed by a resolution duly adopted by the temple.

(3) Shall, as part of the temple monthly report, provide to the Imperial Recorder a complete copy of the temple membership database, including any and all information contained therein. Thereafter, updates to the database shall be submitted with each subsequent monthly report. Information contained in the database is for the use of the membership committee of Shriners International in developing statistics and trends for membership development.

Amend. 2002, 2009

(4) The list of members furnished pursuant to §335.6(a)(3) may be used by Shriners Hospitals for Children, subject to applicable law, for the purpose of disseminating information about our hospitals, encouraging gifts, contributions, and bequests thereto, and further to solicit donations there from for fundraisers and charitable endeavors on behalf of Shriners Hospitals for Children. Such use shall be conducted on such terms and conditions as directed by a joint resolution adopted by the board of directors of Shriners Hospitals for Children and the board of directors of Shriners International.

Add. 2009

(5) May not furnish a list of members of the temple to anyone to be used to circularize or solicit the members for business purposes except as herein mentioned. (b) Shriners International. Shriners International, its officers and employees:

(1) May furnish a list of members of a temple to the temple to which those listed are members.

(2) May furnish lists of Imperial Representatives, officers, committee members and similar lists for Shriners Hospitals for Children.

Amend. 1996

(3) May furnish a list of members of temples to others, after obtaining the consent of the temples, solely for fraternal purposes for the benefit of the Order and then only upon such terms and conditions as directed by a resolution duly adopted by the board of directors of Shriners International.

(4) May advertise in Shriner magazine products or services offered for sale by Shriners International or sell advertising in Shriner magazine to commercial or other business enterprises for the sale of products or services.

Add. 2016

(5) The list of members furnished pursuant to §335.6(a)(3) may be provided to others for the purposes of publication, distribution and sale of a member directory.

Add. 2016

(6) The list of members furnished pursuant to §335.6(a)(3) may be used by Shriners International, subject to applicable law, for the purpose of disseminating information about Shriners International, encouraging gifts, contributions, and bequests thereto, and further to solicit donations therefrom for fundraisers and similar endeavors on behalf of Shriners International. Such use shall be conducted on such terms and conditions as directed by a resolution adopted by the board of directors of Shriners International.

Add. 2016

(7) The list of members furnished pursuant to §335.6(a)(3) may be used by Shriners International, subject to applicable law, for the purpose of promoting the sale of memorabilia or commemorative items during an Imperial Potentate's term in office with the proceeds from any such sales benefiting Shriners International. Such use shall be further limited by and conducted on such terms and conditions as directed by a resolution adopted by the board of directors of Shriners International.

Add. 2016

(8) May not furnish a list of members of temples to anyone to be used to circularize or solicit the members for business purposes except as herein mentioned.

Amend. 1967, 1990

§ 335.7 Appeals for Aid. A temple may not appeal to Nobles not members of that temple for aid unless the appeal bears the endorsement of the Imperial Potentate.

§ 335.8 Paid Advertisements.

(a) Restriction. A temple may not issue with or as a part of any official notice any announcement or paid business advertisement.

(b) Allowance. A temple which issues at regular intervals an official publication containing paid advertisements, may issue its official notices in that publication.

§ 335.9 Division of Fees. A temple may not set aside any part of the fees collected for initiation or affiliation or annual dues or assessments for the exclusive use of any unit or any subordinate club or organization in the temple.

§ 335.10 Female Organizations.

(a) Prohibition. A temple may not organize, or sponsor, a female unit or any uniformed body of women.

(b) Restriction. A temple may not organize, or sponsor, any body of women, or men and women, purporting to be an organization connected with the Order composed of Nobles

and female relatives or requiring such relationship as the prerequisite for membership in the organization.

Amend. 1969

§ 335.11 Female Impersonation. All females and impersonators of females are prohibited from participation in any public function of the Order. Appropriate participation by females is permitted in public functions exclusively devoted to the Hospitals.

§ 335.12 Public Condemnation. The appearance in public of candidates or Nobles in costume or attire, or publicly engaging in activities which bring reproach upon the Order, is prohibited.

§ 335.13 Compliance with Shrine Law. A temple or Noble may not violate Shrine law.

§ 335.14 Furnishing Election Results. A temple or Noble may not furnish to any news media the name of any candidate for temple or Shrine club office, nor any information regarding the ballot count at any temple or Shrine club election. Information given to news media shall consist solely of the names and biographical material of officers elected and appointed.

Amend. 1968

§ 335.15 Corporations. No corporation may be organized for any purpose related to any activities of the Order or the Hospitals, except upon compliance with either §334.10 or §337.9, unless the express written consent of the Imperial Potentate be first obtained.

Amend. 1970, 2008

§ 335.16 Recording Temple Meetings. There shall be no audio, video or other recording, taping or filming of a tiled temple meeting or ceremonial without the prior consent of the temple or potentate. Any authorized recording, taping or filming shall become the property of the temple and may not be heard or viewed except by Nobles.

ARTICLE 9 Temple Units & Shrine Clubs

(Reference BYLAWS OF SHRINERS INTERNATIONAL Article 36 – Article 37)

§9.1 Approval. No temple unit or shrine club may be organized, or continue to exist, without the express written approval of the potentate.

§9.2 Bylaws. No temple unit or shrine club may be organized until its bylaws have been approved in writing by the potentate. No amendments to such bylaws are effective until approved in writing by the potentate. The potentate may direct such modifications of the bylaws as he deems appropriate.

§9.3 Membership.

(a) **Units.** Temple units must be composed solely of members of this temple. The fez of the temple must be worn at all appropriate times except for such units which do not normally wear fezzes.

(b) **Clubs.** Temple shrine clubs may include Nobles of other temples. All members of the shrine club who are regular or associate members of Kazim Shriners are eligible to hold office.

(c) **Election of Officers.** The temple units and shrine clubs shall elect their officers for the ensuing year no later than December. The list of the elected officers is to be presented to the recorder of the temple by the last day of December for approval by the incoming temple potentate.

§ 9.4 Records. The temple units and shrine clubs shall keep such financial records and inventories as directed by the potentate.

§ 9.5 Funds. The assets of shrine clubs and temple units belong to this temple. However, in the discretion of the potentate, he may allow assets to be in the custody of shrine clubs and the temple units. Moneys in the custody of shrine clubs and temple units shall be deposited into accounts in the names of the shrine clubs and temple units.

§ 9.6 Financial Reports. The shrine clubs and temple units must prepare and submit to the board of directors all financial reports required by Shrine law. The financial reports shall bear a certification that they are true and correct and that no money or property is held for the benefit of the reporting organization. Funds being accumulated for any shrine authorized purpose shall be identified as being reserved for that purpose in the financial reports.

§ 9.7 Government. The temple units and shrine clubs are governed by the provisions of the bylaws of Shriners International and these bylaws not inconsistent therewith.

§ 9.8 Organization of Nobles. An organization of Nobles meeting as such, as defined in the bylaws of Shriners International, are governed by such bylaws.

ARTICLE 36
Temple Units

§ 336.1 Control by Potentate. *The units are a part of the working corps of the temple and are under the control of the potentate and must be composed wholly of Nobles.*

§ 336.2 Public Exhibitions and Civic Parades.

(a) Shriners Only. *Notwithstanding the provisions in §335.11, in parades of temples at annual sessions of Shriners International or in local Shriners parades or exhibitions under the auspices of temples or Shrine associations, only Nobles shall participate.*

(b) Civic Parades. *In civic parades, and non-Shrine public appearances, Nobles, their ladies and children, and Masonic related or sponsored organizations, may participate, with the approval of the Potentate. Only Nobles may perform, compete, ride vehicles with fewer than four wheels, or operate any vehicle while parading.*

(c) Potentate Approval. *No temple unit is permitted to participate in a parade or public exhibition without the express approval of the Potentate.*

(d) Outside of Jurisdiction Approval. *Public appearances by units are under the auspices of the temple with which they are identified and are not permitted in any place outside the temple's jurisdiction except with the consent of the potentate*

of the temple having jurisdiction.

(e) No Compensation. Units and their members are prohibited from accepting any reward or compensation for participating in parades and exhibitions.

Amend. 2013

(f) Musical Groups. In civic parades and functions, Shrine musical groups may, with the approval of the Potentate, allow guest musicians to participate. The guest must be distinguished from the Nobles in dress.

Add. 2016

§ 336.3 Financial Reporting Requirements. Every temple unit must, at the end of each calendar year, complete the Report of Shrine Clubs and Temple Units form, which is available from the Imperial Recorder, and file it with the temple recorder before the first day of February following the end of the calendar year.

Add. 2013

ARTICLE 37

**Shrine Clubs, Shrine Club Holding Corporations,
Organizations of Nobles**

§ 337.1 Organization of Nobles.

(a) Organization of Nobles. An organization of Nobles meeting as such, using any of the emblems of the Order or having a title indicating it to be an organization of Nobles may not be organized without the official 97 Bylaws (Iowa)

authorization of a potentate of a temple or, if no temple has been chartered in the state where the Nobles wish to organize, then only with the official authorization of the Imperial Potentate or his designee.

Amend. 2010

(b) Imperial Potentate Authority. Where “potentate” is used in this Article, it shall also include the Imperial Potentate or his designee as the context requires to accomplish the goals set forth in subsection (a) above.

Add. 2010

§ 337.2 Shrine Club Nobles. All Nobles who are members of a Shrine club are amenable to the bylaws and regulations of the authorizing temple, whether they are members of that temple or another temple.

§ 337.3 Control. The Shrine club is under the control of the Potentate of the authorizing temple and he must approve any bylaws or amendments thereto adopted by the club before they can become effective.

§ 337.4 Exclusive Jurisdiction Territory. A Shrine club is under the control of the temple having exclusive jurisdiction over the territory in which the Shrine club is located.

§ 337.5 Concurrent Jurisdiction Territory.

(a) Dual Consent. If it is proposed to form a Shrine club in territory over which 2 or more temples have concurrent jurisdiction, consent must be obtained from the 2 temples nearest to the proposed location in the concurrent

jurisdiction.

(b) Controlling Temple. The club is under the control of the nearest of these 2 temples.

(c) Agreement. Where a change is made in jurisdictional lines so that 2 or more temples have concurrent jurisdiction, jurisdiction over any existing Shrine club remains in the temple under whose authority the club was created, unless otherwise agreed by the temples involved.

(d) Shriners International Action. Notwithstanding the foregoing provisions of this section, in exceptional or unusual circumstances, Shriners International may authorize the formation of a Shrine club in concurrent jurisdiction and it may assign the responsibility for control of either a newly organized or existing Shrine club. If all affected temples agree, the Imperial Potentate may authorize the formation of a Shrine club in concurrent jurisdiction and assign the responsibility for its control to the temple nominated by the temples holding such concurrent jurisdiction.

Amend. 1975, 1977

§ 337.6 Clubs, Units and Activities in Concurrent Jurisdiction.

(a) Authority for Units. In all cases where a Shrine club exists or is hereafter organized in concurrent jurisdiction, only the temple having control of that club may organize or maintain units composed of Nobles residing in the city, county or other geographic area served by that club and only that temple may sponsor activities in that area.

(b) Exemption. This section shall not apply to units in existence or to activities planned and publicized prior to May

1, 1975, or in any case in which the temples involved may otherwise agree.

(c) Existing Activities. The planned and publicized activities referred to in §337.6(b) shall be exclusive for the temple having planned and publicized said activities annually prior to May 1, 1975, so long as said activities are continued annually thereafter.

Amend. 1975, 1979

§ 337.7 Incorporation. A Shrine club may not incorporate or organize itself as a limited liability company, partnership, cooperative or any other civil entity.

Amend. 2002

§ 337.8 Review of Reports of Shrine Clubs and Shrine Club Holding Corporations. Every Shrine club and Shrine club holding corporation is required to have its annual financial report reviewed by a committee selected by the potentate at the close of each calendar year; and every Shrine club must, at the end of each calendar year, complete the Report of Shrine Clubs and Temple Units form, which is available from the Imperial Recorder, and file it with the temple recorder before the first day of February following the end of the calendar year.

Amend. 2007, 2009, 2013

§ 337.9 Shrine Club Holding Corporation. A Shrine club holding corporation may be organized if considered necessary by compliance with the following procedure:

(a) Application. A written application must be presented to the Potentate of the temple having jurisdiction of the Shrine club, stating the reason such incorporation is necessary. (Use form and certificate #17, pages 192–195.)

(b) Draft. A draft of the proposed articles of incorporation or association must be attached to the application.

(c) Provisions. The articles of incorporation or association must include the following provisions:

(1) It must be a non-profit corporation or association and for the sole purpose of holding title to real or personal property other than cash and securities owned by the club.

(2) The directors and managing officers of the corporation or association must be members in good standing in the club and remain subject to the bylaws of the authorizing temple and the control of the Potentate.

(3) The potentate shall have power to remove from office in the corporation or association any director or managing officer for disobedience of his orders or for any violation of temple bylaws with respect to the conduct of the affairs of the corporation or association.

(4) The sale, lease, exchange, mortgage, pledge or other disposition of all, or substantially all, the property and assets of the corporation, Bylaws (Iowa) may only be upon such terms and conditions and for such consideration as shall first be authorized by a vote of the temple having jurisdiction of the Shrine club at a stated meeting of the temple, or at a special meeting which sets forth in the notice of the meeting the specific nature of the business to be transacted.

(5) When a change is made by Shriners International affecting Shrine law, and the change affects the articles of incorporation or bylaws of this corporation, the articles of incorporation or the bylaws of this corporation, unless prohibited by state law, are thereupon changed to conform with those of Shriners International and appropriate action shall be taken by the corporation to evidence the same.

(6) No amendment of the articles of incorporation shall be effective unless first approved by the temple Potentate, the chairman of the Jurisprudence and Laws Committee, General Counsel, and the Imperial Potentate.

(7) In the event of dissolution, the assets and funds remaining after payment in full of all debts of the corporation or association shall be conveyed to the temple or Shriners Hospitals for Children. No part of the assets or funds may inure to the benefit of any member of the corporation or association, nor revert to any officer or trustee thereof.

Amend. 1969, 1986, 1996

(d) Potentate Action. The Potentate shall approve or reject the application.

(e) Filing. If the Potentate approves the application, the proposed articles of incorporation or association, and a certificate of the Potentate's approval shall be sent to the Imperial Recorder.

(f) Shriners International Action. If the chairman of the Committee on Jurisprudence and Laws, the General Counsel and the Imperial Potentate approve the application, the corporation or association may be organized.

(g) Reporting. Every Shrine club holding corporation must comply with §337.8 of the bylaws regarding financial reporting.

ARTICLE 10

Temple Publication

§10.1 Official Publication. Unless otherwise provided in Shriners International bylaws or these bylaws, a magazine or newsletter may be established as the official publication of this temple. It shall be proper to publish all official calls and notices therein.

§10.2 Advertising. All advertising accepted for the official publication shall be non-offensive and in compliance with the bylaws of Shriners International and these bylaws.

§10.3 Staff. The potentate shall appoint the editor and approve the appointment of staff members by the editor.

ARTICLE 11

Amendments

(Reference BYLAWS OF SHRINERS INTERNATIONAL Article 31)

§11.1 Amendments. These bylaws may be amended as provided by the bylaws of Shriners International.

§11.2 Inconsistencies. In the event of an inconsistency between these bylaws and the bylaws of Shriners International, the bylaws of Shriners International supersede these bylaws.

ARTICLE 31

Temple Bylaws

§ 331.1 Adoption. A temple shall adopt bylaws and may adopt amendments to existing bylaws, if they are consistent with Shrine law and are approved by at least two-thirds of the members present and voting.

§ 331.2 Procedure.

(a) Presentation. Proposed bylaws or amendments must be presented in writing in the form of a resolution at a stated meeting.

(b) Laid Over. The resolution must be laid over to the next stated meeting or to a special meeting called for action thereon. The notice of the meeting must be sent to every member of the temple and must recite the text or substance of the proposed bylaws or amendments.

(c) Adoption. The temple then may adopt the proposed bylaws or amendments.

(d) Filing. Upon the adoption of bylaws or amendments there must be sent to the Imperial Recorder:

(1) 3 copies thereof, together with a certificate of their adoption signed by the Potentate, attested by the Recorder, with the seal of the temple affixed; (When applying for Imperial approval, use Certificate at page 184, Form #13.)

(2) A copy of the notice given; and

(3) A copy of the temple's current bylaws.

(e) Approval. He shall forthwith send them to the Committee on Jurisprudence and Laws. If the committee approves them, they are so endorsed. One copy shall be retained by the committee and 2 copies shall be sent to the Imperial Potentate for his approval. If approved by him, they at once become effective.

(f) Recording. Upon approval, the Imperial Potentate shall forward them to the Imperial Recorder, who shall retain one copy for the records of Shriners International, and shall forward the other copy to the temple.

§ 331.3 Time for Filing. All proposed temple bylaws and amendments must be in the office of the Imperial Recorder at least 30 days before the Imperial Session of Shriners International.

§ 331.4 Action by Shriners International.

(a) Bylaws Approved. At each Imperial Session of Shriners International the Imperial Recorder must present a list of all new or amended bylaws which have been approved by the Committee on Jurisprudence and Laws and approved by the Imperial Potentate during the recess of Shriners International.

(b) Bylaws Rejected. The Imperial Recorder also must submit a list of any bylaws or amendments rejected by the Committee on Jurisprudence and Laws or the Imperial Potentate, giving their reasons for the rejection.

(c) Appeal. Any temple dissatisfied with the decision of the

Committee on Jurisprudence and Laws or the Imperial Potentate, in the matter of its bylaws or amendments thereto, has the right to appeal to Shriners International, and the decision of that body is final.

§ 331.5 Change in Shriners International Laws; Effect on Temple Bylaws.

(a) Automatic Change. When a change is made by Shriners International affecting Shrine law, and the change affects the bylaws of any temple, the bylaws of the temple are changed, ipso facto, to conform with those of Shriners International.

(b) Temple Action. It is the duty of every temple to make this change in its bylaws immediately upon receiving the printed copy of the most recent series of General Order No. 1 from the Imperial Recorder.

(c) Recorder Certification. Thereupon the Recorder of the temple must send to the Imperial Recorder a properly certified copy showing that the change was made, and must send copies to the Imperial Potentate and to the Committee on Jurisprudence and Laws for approval and confirmation.