

BYLAWS (IOWA)

PART III

Code for the Government of Temples

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PART III

Code for the Government of Temples

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 hand-knotted 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.

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§ **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 at least 100 members of the temple or ten (10%) percent of the membership, whichever is less, setting forth the details of the proposal. It must be presented to the Potentate.

Amend. 2017

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

Amend. 2017

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

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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, a motion may be made to act on the petition(s) by voice vote, or by raising of hands. Absent an appropriate motion, or after failure of a motion, 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 to temple membership subject to initiation. 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.

Amend. 2018

(b) **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.

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

Amend. 1973

(d) **Alternative Balloting for International Shrine Clubs.** Notwithstanding the procedures set forth in subsections (a) through (e) above, temples with clubs located in a country other than that of the temple's primary office address may utilize the following alternative balloting procedure. Balloting may be conducted by the local club in a meeting of the club consisting of no fewer than the Club President, Club Vice President,

Club Secretary and quorum of members required by the club's bylaws.

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 (e) above shall apply to this alternative balloting procedure. Upon completion of the vote the list of balloted petitions must be provided to the Temple Recorder.

Add. 2017

§ **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.

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(f) **Rights.** An associate member shall have all the rights and privileges of membership in both temples except he may not concurrently hold elective office in both temples. An associate member shall have the rights and privileges of membership in clubs and units in both temples, provided he meets the membership requirements of such, except he may not concurrently hold elective office in any clubs or units of both temples.

Amend. 2018

(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

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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

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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

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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 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. The Imperial Potentate may grant a special dispensation to allow more than two stated meetings of the temple during a calendar year to be held elsewhere than the location of the temple but within the exclusive or concurrent jurisdiction of the temple.

Amend. 2018

(2) The specific nature of the business to be transacted at a stated

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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.

Add. 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

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§ 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.

(f) **Imperial Potentate Designee.** In a State, other than the United States and Canada, upon the request of a Shrine Club and with the approval of the Potentate of the authorizing temple, the Imperial Potentate may appoint a designee to preside at a ceremonial session.

Add. 2018

§ 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 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

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- (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 GuardHafiz

(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. However, a Noble may serve as Potentate for an additional 2 years if he has served in an office or offices on the official Divan other than Potentate, for at least 2 years subsequent to his previous terms as Potentate and there are no other eligible candidates offering for election to the position as Potentate.

Amend. 2018

(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

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(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

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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

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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.

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(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

BYLAWS (IOWA)

§ 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.

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(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(q).

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.

BYLAWS (IOWA)

§ **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.

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(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 28

Temple Jurisdiction and Waivers

§ **328.1 Sovereign.** Each temple, subject to Shrine law, whether acting under dispensation or charter, is sovereign in its own territorial jurisdiction in all matters pertaining to the Order.

§ **328.2 Territory.**

(a) **Extent.** Unless otherwise determined in Part IV of these bylaws, the territorial jurisdiction of each temple extends in all directions to 1/2 the distance by direct line between itself and the nearest temple.

(b) **Limitation.** In no case can jurisdiction extend beyond the limits of the state in which the temple is located unless there is an agreement between it and the other temples affected, or upon the vote of Shriners International in accordance with §328.3(d).

Amend. 1976

(c) **Agreement.** Temples in the same state may agree upon concurrent jurisdiction within the state or an equitable division of their territory.

(d) **Exclusive.** Unless otherwise determined every temple has exclusive jurisdiction in the city and county in which the temple is located, except that a second temple may exist in the same county in any city, not having a temple, having a population of not less than 200,000 as determined by the official statement of the state Chamber of Commerce or an equally responsible state or district authority for the current year.

(e) **Filing Agreement.** A signed copy of any agreement between temples affecting or fixing territorial jurisdiction must be filed with the Imperial Recorder.

§ **328.3 Change in Jurisdictional Lines.**

(a) **Application.** Application for the establishment or change of jurisdictional lines must be filed with the Imperial Recorder at least sixty days prior to 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

(b) **Notification.** The Imperial Recorder must notify the temples affected and give full information on the application so that objections to the change may be presented to Shriners International.

(c) **Refusal.** If the application for the establishment or change of jurisdictional lines is refused by Shriners International, no further

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application may be made until the third annual Imperial Session of Shriners International thereafter.

(d) **Shriners International Declaration.** By appropriate amendment to Part IV of these bylaws, Shriners International may declare concurrent jurisdiction or an equitable division of territory between all temples, if it appears for the best interests of the Order to do so.

Amend. 1976

§ 328.4 Initiation Waivers.

(a) **Restriction.** A temple may not act upon a petition for initiation of anyone residing within the exclusive jurisdiction of another temple without first obtaining a waiver from that temple, except as provided in §328.6 (a)(2). If that temple refuses to grant a waiver, an appeal may be filed, as provided in §208.9 (b)(1).

(b) **Waiver.** A temple may waive its jurisdiction and permit another temple to initiate a candidate residing within its jurisdiction.

(1) Where the fee of the temple granting a waiver is greater than the fee of the temple requesting a waiver, the candidate must pay to the requesting temple a fee equivalent to that he would have paid to the temple granting the waiver.

(2) The requesting temple then shall remit the difference in fee to the Imperial Recorder and that amount is paid over to the Hospitals.

(c) **Required Temples.** Where 2 or more temples hold concurrent jurisdiction over territory, a waiver from each is necessary to enable a petitioner of that jurisdiction to be created a Noble of a temple in any other jurisdiction.

(d) **Temple Action.** The Potentate does not have the power to grant a waiver, but it is given only by authority and under the seal of the temple granting it.

(e) **Blanket.** A temple may not grant a blanket waiver.

(f) **Request for a Waiver.** When a shrine temple receives a request for a waiver of jurisdiction from another shrine temple to initiate a candidate, it will be incumbent on that shrine temple to act upon that waiver at their next stated meeting. Failure to do as such will automatically grant such waiver to the requesting shrine temple.

Add. 2015

§ 328.5 Another Temple May Initiate.

(a) **Courtesy.** A temple may request, under seal, another temple to initiate an elected candidate as a favor to the requesting temple.

(b) **Certification.** The temple initiating the candidate must certify that fact, under seal, to the temple in which the candidate was elected.

(c) **Recording.** The temple which elected the candidate enters this official communication upon its record, places his name upon its membership list and he then becomes a member of that temple.

BYLAWS (IOWA)

§ 328.6 **Where Petitioner May Apply.**

(a) **Temple.** A petitioner may apply for membership:

- (1) To the temple in whose jurisdiction he has been an actual resident for at least six months; or
- (2) To the temple nearest his actual place of residence; or
- (3) To any other temple, provided he has a waiver from the temple in whose jurisdiction he is an actual resident.

Amend. 1996.

(b) **Elected Petitioner.** A temple retains jurisdiction over an elected petitioner until his initiation, but no longer than one year, even though he subsequently moves from its territorial jurisdiction.

(c) **Election Expiration.** A petitioner must present himself for initiation within one year after his election; thereafter, his petition and election are void.

(d) **Notification of Rejection.** Temples in concurrent jurisdiction must notify each other of the names and addresses of all petitioners rejected or to whom objections have been made, residing in the territory of concurrent jurisdiction.

§ 328.7 **Affiliation by Demit.** The holder of a demit from a temple is governed by the following:

(a) **Residence.** He may affiliate with a temple within the jurisdiction of which he is and for at least 6 months has been an actual resident, or to the temple nearest his actual place of residence, and may be accepted only under the provisions of §323.5.

Amend. 2015

(b) **Consent In Concurrent Jurisdiction.** If he resides in concurrent jurisdiction, he cannot demit from one temple and affiliate with another temple holding the same jurisdiction without the consent of the temple granting the demit.

(c) **Open Jurisdiction.** He may affiliate with any temple if the temple, within whose jurisdiction he has been an actual resident for the preceding 6 months, grants a waiver. If that temple refuses to grant a waiver, an appeal may be filed, as provided in §208.9(b)(2).

(d) **Reaffiliation.** If for the preceding 6 months he has been a resident of the jurisdiction of the temple which issued his demit, and with which he desires to reaffiliate, he must submit his written application with the original demit attached, and must be returned to membership without a vote of the temple. The application must be accompanied by written evidence that he is in good standing in his prerequisite body. The reaffiliation must be reported to the temple at its next stated meeting and recorded in the minutes.

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ARTICLE 29

Dispensation and Charter for New Temple

§ **329.1 Petition for Dispensation.** Dispensation for a new temple may only be granted by Shriners International after a petition is filed with the Imperial Recorder. The petition must be signed by Nobles (except as otherwise provided in these bylaws) who are in good standing in the Order at the time the petition is filed with the Imperial Recorder, and who reside in the proposed territory of the new temple.

Amend. 1984, 1985

§ **329.2 Meeting Place.** The petitioners must give satisfactory evidence that they have the ability to procure a suitable place of meeting together with an agreement to procure proper furniture and paraphernalia for the use of the new temple.

Amend. 1984

§ **329.3 Required Signatures and Effect on Other Temples.**

(a) **General.** The petition must be signed by 1,000 Nobles, and the membership of any temple in the same jurisdiction or the nearest temple in another jurisdiction must not be reduced to less than 3,000 members by the withdrawal of the petitioners for dispensation.

(b) **Exceptions.** Notwithstanding the requirements of subsection (a), dispensation may be granted:

(1) In any state in which there is no temple or in the capital city of Canada or in unoccupied territory, upon a petition signed by 300 Nobles; or

(2) In any state in which the petition is approved and supported by all other temples in the state and the Dispensations and Charters Committee, upon a petition signed by 500 Nobles.

(3) In any state outside of the United States of America, Canada, the Republic of Panama, and Mexico, regardless of whether such state currently is within the jurisdiction of a temple, upon a petition signed by three hundred Nobles or Master Masons qualified by these bylaws to become Nobles.

Add. 2007

Amend. 1987, 2007

(4) In any state outside of the United States of America, Canada, Panama, and the Republic of Mexico, regardless of whether such state currently is within the jurisdiction of a temple, upon a petition signed by one hundred and fifty (150) Nobles or Master Masons qualified by these bylaws to become Nobles. A Temple granted dispensation under this number (150) must within 3 years meet the requirements of at least 300 members who are Nobles to be eligible for a Charter.

Add. 2018

BYLAWS (IOWA)

§ 329.4 **Petition, Form and Procedure.**

(a) **Petition.** The petition for dispensation must be in the prescribed form furnished by the Imperial Recorder and must have printed therein in red ink the language of §329.6. However, the Imperial Recorder may not issue the prescribed form to requesting Nobles unless he determines that there can be compliance with the requirements of §329.3.

Amend. 1983

(b) **Duplicate.** It must be in duplicate, one copy for the Imperial Recorder, and the other kept by the petitioner for reference.

(c) **Void Date.** The petition as filed must bear the date it was issued by the Imperial Recorder and will be void under the following circumstances, unless specifically extended by appropriate action of Shriners International:

(1) 90 days prior to the third Imperial Session following the issuance date, or

(2) Three unsuccessful filings in accordance with (g), below.

Amend. 2017

(d) **Signature Withdrawal.** Every name on the petition must be the actual signature of the person who is one of the petitioners, and when signed the name cannot be withdrawn from the petition except as provided in (e) and (f).

(e) **False Representations.** A signature may be withdrawn upon the written request of the signer and may be for no other reason than that his signature was obtained by false representations. The written request for the withdrawal showing the reasons therefor must be attached to the petition for the dispensation when presented to Shriners International, otherwise the original signature must stand.

(f) **Withdrawal Procedure.** If, after the petition for a dispensation is filed with the Imperial Recorder, in accordance with (g), a signer of the petition desires to withdraw his name, he must send his request in writing stating the reasons therefor directly to the Imperial Recorder who shall erase the name from the petition, if the reasons are as provided in this section, and attach the authority for the erasure to the petition before presenting it to Shriners International, and furnish the list of the withdrawing signatories to the petitioners, or their representatives, proposing to organize the new temple.

(g) **Filing.** The petition must be filed with the Imperial Recorder at least 90 days prior to the annual Imperial Session of Shriners International, and notice of the petition must be published in the official call for the session. Unless the petition is filed and published as herein provided, it must lie over until the next annual Imperial Session of Shriners International. Supplemental lists of names may be added to the petition for dispensation providing they are filed with the Imperial Recorder at least 60 days prior to the annual Imperial Session of Shriners International.

Amend. 1980, 1984

BYLAWS (IOWA)

(h) **Subsequent Application.** When a petition for a dispensation becomes void, no further petition may be issued until the expiration of one year thereafter. If a second or further petition for a dispensation becomes void, no further petition may be issued until the expiration of two years thereafter.

Amend. 1981

§ 329.5 Action By Shriners International.

(a) **Dispensation.**

(1) When the petition for dispensation is received by the Imperial Recorder, he must notify the temples which might reasonably be affected, at least 30 days prior to the Imperial Session of Shriners International, giving full information in regard to the petition, in order that objections to the granting of the dispensation may be presented to Shriners International.

(2) Every report of the Committee on Dispensations and Charters which recommends the granting of a dispensation for a new temple must contain a specific recommendation as to the disposition of the assets and liabilities of the affected clubs and appendant and affiliated entities in the territorial jurisdiction of the new temple. The report must also contain a specific designation of the territorial jurisdiction of the new temple and designate a temple under whose supervision the temple under dispensation shall remain during the period of dispensation. This jurisdiction is determined on recommendations of the Committee on Dispensations and Charters and the Committee on Jurisdictional Lines, acting jointly, after affording all affected temples an opportunity to be heard on the matter at a joint meeting of the committees.

Amend. 1989, 2007

(b) **Charter.**

(1) A charter may not be granted to any temple under dispensation until it has been under dispensation for a period of at least the time elapsing between 2 annual Imperial Sessions of Shriners International.

Amend. 1974, 1984

(2) If the temple under dispensation has provided itself with a proper place of meeting and the necessary paraphernalia for ceremonies, and has shown a satisfactory increase in membership, then Shriners International, at the first annual Imperial Session following the grant of the dispensation, may grant it a charter.

Amend. 1974, 1982, 1984

(3) If a temple is under dispensation pursuant to §329.3(b)(3), a charter will not be granted until the temple has at least 300 members who are Nobles. Master Masons who signed the petition for dispensation that have not become Nobles of the temple by the time the charter is granted must become Nobles of the temple within six months of the

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date of the charter or they will not be considered charter members nor will they be entitled to any of the privileges and benefits of membership in the Shrine, unless said master masons are serving in a deployment in the armed forces of their country.

Add. 2009

(c) **Spokesman.** The petitioners for a dispensation or charter may designate one of their number as their spokesman, and he shall have the privileges of the floor at the annual Imperial Session, but not the right to vote.

Amend. 1981

§ 329.6 Effect if Dispensation is Granted.

(a) **Fiscal.** If the dispensation is granted, the members of the temple under dispensation are liable for dues for the fractional part of the year remaining after the date of the dispensation, and the temple is liable in full to Shriners International for the hospital levy and fees for new members created.

(b) **Membership Date.** A Noble who signs a petition for a dispensation becomes a member of the temple under dispensation on the date the dispensation is granted, and is amenable only to it thereafter for dues, hospital levy and assessments. The temple of which he was a member prior to the dispensation may retain the dues and assessments already received from him for the current year.

§ 329.7 Status of Temple under Dispensation.

(a) **Legal Existence.** A temple under dispensation has a legal existence and jurisdiction, and, whether it works or not, this jurisdiction cannot be interfered with except by action of Shriners International.

(b) **Bylaws.** It cannot adopt bylaws until a charter is granted and it is regularly constituted.

(c) **Shrine Law.** It is governed by Shrine law to the extent applicable.

(d) **Officers.** It has no power to elect officers, but must retain its provisional officers until its charter is granted.

(e) **Representation.** The provisional potentate of a temple under dispensation is not entitled to the rank of past potentate, nor is the temple entitled to representation in Shriners International.

(f) **Vacancy.** Any vacancy in an office of a temple under dispensation shall be filled by appointment by the Imperial Potentate from its Nobles.

(g) **Election of Officers.** When a charter is granted, the members of the new temple must hold an election of officers as soon thereafter as possible, in order that the elected officers may be installed at the same time the temple is constituted.

§ 329.8 Effect if Dispensation is Refused.

(a) **Effect.** When a dispensation for a new temple is refused by Shriners International, no further petition may be made until the third annual Imperial Session thereafter. If a second or further petition for dispensation

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is refused, no further petition may be made until the fifth annual Imperial Session thereafter. Notwithstanding the foregoing provisions of this subsection, if the petition is refused despite recommendations by the Dispensations and Charters Committee and the Jurisdictional Lines Committee that it be granted, then the life of the petition shall be extended and it may be again presented at the next annual Imperial Session of Shriners International.

Amend. 1974, 1981

(b) **Retention of Membership.** All Nobles who signed the petition remain members of their respective temples.

§ 329.9 Effect if Charter is Granted.

A Noble who is a member of a temple under dispensation becomes a charter member of that temple when such temple receives its charter.

§ 329.10 Effect if Charter is Refused.

All Nobles who signed the petition for dispensation are thereby restored to membership in the temples in which they were members prior to the dispensation. All members created by the temple under dispensation are entitled to certificates to that effect from the Imperial Recorder. These certificates have the force of demits for the purpose of affiliation.

Amend. 1983

ARTICLE 30

Discipline by Temple

§ 330.1 **Jurisdiction.** A Noble is subject to discipline by the temple of which he is a member, or by the temple within whose jurisdiction he resides, for conduct unbecoming a Noble of the Order or for violation of Shrine Law.

§ 330.2 **Fair Play and Substantial Justice.** This Article is intended to provide the guidelines for the determination of whether an accused Noble should be disciplined, the extent of such discipline if appropriate and to assure fair play and substantial justice as these concepts are understood and practiced in North America. To this end the temple and its officers shall cooperate fully with the complaining Noble, the accused Noble, the grievance committee and the trial committee. All temple records concerning the complaint or charges shall be made available to the foregoing for copying.

§ 330.3 **Definitions.** In addition to the definitions set forth in §101.3, the following terms are defined for the purposes of this Article.

(a) **“Complaining Noble”** is the Noble or Nobles who file a complaint with the Potentate of a temple pursuant to this Article.

(b) **“Complaint”** is the written, signed and dated statement of the acts or conduct of an accused Noble, which the complaining Noble asserts is a violation of Shrine law or constitutes conduct unbecoming a Noble of the Order.

(c) **“Accused Noble”** is the Noble or Nobles against whom a complaint is filed.

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(d) **“Grievance Committee”** is a committee of five (5) impartial Nobles appointed by the Potentate and charged with the duty of thoroughly investigating a complaint.

(e) **“Trial Panel”** is the panel of nine (9) impartial Nobles appointed by the potentate from which the trial committee is selected.

(f) **“Trial Committee”** consists of the five (5) members of a trial panel who are selected to try the charges brought against the accused Noble.

(g) **“Charges”** is a written, signed and dated statement apprising the accused Noble of the nature and character of the offense or offenses being brought by and on behalf of the temple.

(h) **“Prosecutor”** is the Noble representing the temple in the trial of the accused Noble.

(i) **“Impartial”** is having no direct knowledge of the acts or conduct set forth in the complaint or charges; not having formed an opinion as to the merits of the complaint or charges; not being related by blood or marriage, nor being so closely associated with the complaining Noble, the accused Noble or any material witness as to be likely to affect the Noble’s judgment.

(j) **“Notice, notify, provide, deliver or file”** means to mail, first-class, postage prepaid, a copy of the document in question to the last known address of the Noble involved or to deliver the document to the Noble in person. Unless a greater time is specifically allowed, this should be done immediately. No notice of proceedings hereunder is required to be given temple membership.

(k) **“Witness”** is a person, male or female, Shriner or non-Shriner, called to give testimony.

§ **330.4 Procedure.** Proceedings for the discipline of any Noble by a temple are as follows:

(a) **Before trial.**

(1) Any Noble complaining against another Noble of conduct unbecoming a Noble of the Order or for violation of Shrine law, must state the nature and character thereof in writing, sign and date the complaint, and deliver it to the Potentate of the temple. The complaint must be filed within the time period provided in §101.9(b) and must contain the following statement: **“I acknowledge it is a violation of Shrine Law to file a complaint in bad faith or for a frivolous reason. I hereby certify that in filing this complaint, I am not acting in bad faith or for a frivolous reason.”**

Amend. 2017

(2) **Immediately upon the receipt of a complaint,** it is the duty of the Potentate to provide the complaining Noble with a complete copy of ARTICLE 30 of the bylaws of Shriners International, **to deliver a copy of the complaint to the accused Noble and to schedule a meeting between the complaining Noble and the accused Noble to discuss resolution of**

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the complaint. The meeting must be conducted within 30 days of receipt of the complaint by the Potentate and can be facilitated either by the Potentate of the temple or by an impartial Past Potentate of the temple appointed by the Potentate.

Amend. 2017

(3) If the resolution of the complaint is unsuccessful, it is the immediate duty of the Potentate to notify the Imperial Potentate and to appoint a grievance committee of 5 impartial members of the temple, giving preference to Past Potentates, whose duty it is to thoroughly investigate the complaint. The complaining Noble and the accused Noble shall be afforded an opportunity to be heard before the grievance committee. The complaining Noble may withdraw the complaint any time prior to the determination of the existence of probable cause by the grievance committee and, in such event, the grievance committee is discharged from further consideration of the matter and the complaint is dismissed. If the complaint is not withdrawn, the grievance committee by majority vote, must determine whether there is probable cause for believing an offense has been committed by the accused Noble, and shall report to the Potentate. The report must be made within 60 days after appointment of the committee, be in writing, and signed by those voting in the majority, and copies shall be delivered to the complaining Noble and the accused Noble. If no probable cause is found, the proceedings shall terminate, subject only to the rights of the complaining Noble to appeal as provided by §330.4(c)(2).

Amend. 2017

(4) Immediately upon the receipt of a report from the grievance committee finding probable cause, it is the duty of the Potentate to refer the matter to the Assistant Rabban, or, if he is disqualified from acting, to an impartial Noble of the temple designated by the Potentate to serve as alternate, and it is the duty of the Assistant Rabban, or of the alternate, to cause formal written charges to be preferred in the name of the temple against the accused Noble. The charges, in plain and concise language, must apprise the accused Noble of the offense charged, and when signed by the Assistant Rabban, or the alternate, shall be filed with the Recorder of the temple, and a copy shall be delivered to the Potentate, the complaining Noble and the accused Noble.

(5) Immediately upon the filing of the charges, it is the duty of the Potentate to appoint a trial panel of 9 impartial Nobles of the temple, and to designate a date for the trial, which shall be not less than 15 nor more than 30 days from the date of the selection of the trial panel. The Potentate may for good cause postpone the trial to a subsequent date not later than 60 days from the date of the selection of the trial panel. The names of the trial panel shall be provided to the complaining Noble, the accused Noble and the temple. Neither the complaining

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Noble, the accused Noble, the temple nor anyone representing them shall have any contact whatsoever with the trial panel or vice versa regarding the case.

(6) If any officer named in this section is the complaining Noble, is the accused Noble or is not impartial as the term is defined in §330.3(i), he shall be disqualified to act. If a member of the grievance committee or the trial panel is disqualified, it is the duty of the Potentate to fill the vacancy with an impartial Noble.

(7) Unless an officer or a Noble is disqualified under the provisions of (6), or excused by the Potentate, he is required to serve. Any Noble who willfully violates any provision of Article 30 is subject to discipline under the Article.

(8) In the event the Potentate is disqualified under (6), or for good-cause disqualifies himself, the Chief Rabban acts in his stead; if both are disqualified, the Potentate shall appoint the highest ranking qualified officer to act. And, if all officers are disqualified, the Potentate shall appoint an impartial Noble to act in his stead.

(9) It is the duty of the Recorder of the temple to cause to be served upon the accused Noble a certified copy of the charges, together with a notice apprising the accused Noble of the time and place of the trial. Service shall be in person by a Noble, or by certified mail, addressed to the last known address of the accused Noble. The affidavit of the Noble making service, or of the Recorder of the mailing is prima facie evidence of the service of the notice and charges upon the accused Noble.

(10) It is the duty of the Assistant Rabban or the alternate, in the name of the temple, to prosecute the charges, and the temple may have the assistance of counsel in the presentation of the charges, provided the counsel is a Noble. The accused Noble also shall have the right of counsel, provided the counsel is a Noble.

(11) The accused Noble may file written answer to the charges at least five days prior to the time set for the trial.

(b) Trial.

(1) Upon the date set for trial, the prosecutor may excuse 2 of the trial panel chosen by the Potentate, and the accused Noble has the right to excuse 2 of the trial panel, leaving a trial committee of 5. If the accused Noble or the Prosecutor fails or refuses to exercise his challenges, then the trial committee of 5 shall be chosen by lot. Prior to exercising their challenges, both the accused Noble and the prosecutor shall have the right to inquire of the trial panel and to challenge any Noble for cause. Cause shall consist of showing that the Noble in question is not impartial. The Potentate shall rule on all challenges. The Potentate shall immediately appoint a substitute impartial trial panel member for

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any Noble excused for cause.

(2) The trial committee selects one of its members as chairman. The chairman has charge of the conduct of the trial and may have an attorney who is a Noble present during the trial for the purpose of advising the trial committee concerning procedural and legal issues. Such attorney shall serve at the expense of the temple. The Chairman administers the oath to all witnesses who are Nobles upon their honor as Nobles. All witnesses who are not Nobles shall be sworn by any officer qualified to administer oaths.

(3) Both the temple and the accused Noble have the right to summon witnesses, and disobedience of a summons subjects an offending Noble to discipline under Article 30. Request for the issuance of a summons to a witness shall be made of the Recorder, who shall issue, sign and deliver the summons at least five days prior to trial.

(4) The testimony of all witnesses shall be taken by a competent stenographer, male or female, so that it may be preserved as are transcripts in a court proceeding.

(5) Either the temple or the accused Noble may take depositions of witnesses who cannot attend the trial, provided reasonable notice of the time and place of the taking thereof is given the opposite party. The accused Noble and the temple shall provide each other with copies of all known documents that are to be used at the trial at least five (5) days prior to the trial.

(6) Any Noble of the temple is permitted to attend the trial; however, notice of the trial date to temple membership is not required. The deliberations of the committee upon guilt or innocence and fixing of punishment are secret. All deliberations must be in person and in the presence of each member of the trial committee.

(7) The trial committee hears the evidence adduced on behalf of the temple and the accused Noble, and shall conduct the trial in an informal manner not being bound by the technical rules of evidence except for those relating to privileged communications. The trial committee hears the arguments of counsel, including appropriate arguments regarding punishment in the event guilt may be found, and then proceeds with its deliberations, and ascertains the guilt or innocence of the accused Noble. If the committee finds the accused Noble guilty, it shall fix the punishment, which may be either reprimand, expulsion, suspension for an indefinite period, or suspension for a definite period.

(8) A majority vote of the committee upon the question of guilt and upon the fixing of punishment shall be required. The report of the trial committee must be signed by those voting with the majority. The report is then immediately sealed to be opened by the Potentate at the next stated meeting.

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(9) At the next stated meeting of the temple after the trial, the report shall be unsealed by the Potentate and read to the Temple. This reading of the report is the pronouncement of judgment. The judgment dates from the time of the pronouncement of judgment by the Potentate, and from that date is final, unless the same is reversed or modified on an appeal therefrom to Shriners International. Any Noble revealing the contents of the report before the pronouncement of the judgment is subject to discipline.

(c) Appeal.

(1) Either the temple, the accused Noble or the complaining Noble has the right within 30 days to appeal to Shriners International from any judgment rendered.

Amend. 1991

(2) The complaining Noble has the right within 30 days to appeal to Shriners International from the decision of the grievance committee finding no probable cause.

(3) Notice of appeal under (1) or (2) must be filed with the Imperial Recorder within 30 days.

(4) In the event of an appeal, it is the duty of the temple to file a complete transcript of the proceedings with the Imperial Recorder at least 30 days prior to the next annual session of Shriners International. The transcript shall be in a format requested by the Grievances and Appeals Committee, such as written, recorded, on compact disc, or otherwise, so long as the transcript accurately provides a verbatim account of the proceedings, and the format is readily accessible to the appealing party. The Imperial Recorder thereupon shall transmit the transcript and all the papers pertaining to the appeal to the chairman of the Grievances and Appeals Committee of Shriners International.

Amend. 2011

(5) If an appeal is taken, the party appealing must pay all the costs and expenses of the transcript of the evidence, unless in the judgment of the Potentate the party appealing is unable to pay the expenses, in which event the temple must pay.

(d) Restoration.

(1) If the member is suspended for an indefinite period, he is not permitted to petition for restoration until after the expiration of one year from the date of judgment of suspension. Any Noble suspended for an indefinite period may be restored in the following manner: He must present an application for restoration, which shall be read at a stated meeting and laid over until the next stated meeting, and notice of the application must be sent to the members. At the next stated meeting after the presentation of the application, the following question must be put: "Shall the Noble be restored?" If two-thirds of the members

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present vote for his restoration, he is restored. If a less number than two-thirds vote for restoration, he remains suspended, and is not permitted to petition again for a period of one year thereafter.

(2) If the member is expelled, he cannot be restored but may petition again the temple from which he was expelled for membership as if he had never before been a member. However, if he wishes to become a member of any other temple, he must obtain a waiver from the expelling temple before the temple having jurisdiction of his petition can vote thereon. This application for a waiver shall be acted upon at a stated meeting of the expelling temple and it must be approved by a majority vote of the members present and voting.

Amend. 1967, 1983, 1985

§ 330.5 Complaint Filed in Bad Faith or For a Frivolous Reason.

(a) If, as a part of the investigation of the complaint by the grievance committee, the grievance committee finds by a majority vote that there is no probable cause for believing an offense has been committed by the accused Noble and further finds by a majority vote that the complaint was filed in bad faith or for a frivolous reason, the grievance committee can fix the punishment of the complaining Noble for filing the complaint in bad faith or for a frivolous reason, which may be either reprimand, expulsion, suspension for an indefinite period, or suspension for a definite period.

(b) A complaining Noble who has been found by the grievance committee to have filed a complaint in violation of (a), above, has the right within 30 days to appeal to Shriners International from any judgment rendered. The procedure of the appeal must be in accordance with 330.4(c).

Add. 2017

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:

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(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 186, 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

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and to the Committee on Jurisprudence and Laws for approval and confirmation.

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. Temples may provide new Nobles with a fez as part of their initiation fee. The provision of a fez to a new Noble is not considered a rebate.

Amend. 2017

(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

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(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

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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.

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(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 187, 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

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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 33

Remittances to Shriners International

§ **333.1 Failure to make remittances.** Any temple neglecting or refusing to make the required remittances to Shriners International or Imperial Treasurer, shall be notified thereof, and if it fails to comply within the time specified by the Imperial Potentate he shall arrest its charter and suspend its work. The elected Representatives of the temple also are subject to the limitations of § 205.4.

Amend. 1976

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.

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(3) The temple must procure adequate and proper fire, casualty, commercial 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 with respect to the operations and activities covered under its policies: “Shriners International, an Iowa corporation, Shriners Hospitals for Children, a Colorado corporation, and all their affiliated corporations, entities, and associations.”

Amend. 1996, 2017

(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 217.)

(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.

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(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

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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 without donor restrictions and with donor restrictions assets, as well as, 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 §334.6, 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

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payable more than one year from the date on which it was contracted.

Amend. 2012

(Use application Form #18, pages 197–201.)

(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 189–192).

(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; (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

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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.

Amend. 2018

(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,

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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 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

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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:

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(1) May furnish a list of members of a temple to which those listed are members, or members of Shriners International who live in the jurisdiction of said temple.

Amend. 2017

(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 Shiner magazine products or services offered for sale by Shriners International or sell advertising in Shiner 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.

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§ 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.

Add. 1991

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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, unless written dispensation is received from the Imperial Potentate for the annual Session during his term in office, or in local Shriners parades or exhibitions under the auspices of temples or Shrine associations, only Nobles shall participate.

Amend. 2017

(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

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to be an organization of Nobles may not be organized without the official 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

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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 193–196.)

(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

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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 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.

Add. 2013

ARTICLE 38

Complaints to Imperial Potentate

§ 338.1 Procedure.

(a) **Individual Nobles.** Complaints or correspondence to the Imperial Potentate from individual Nobles on Shriners International or temple matters must be addressed in the first instance to the Potentate of the temple of which the complaining Noble is a member, and through him to the Imperial Potentate.

(b) **Transmittal to Imperial Potentate.** If the Potentate of the temple refuses or neglects to forward a communication, the complainant may transmit it directly to the Imperial Potentate.

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(c) **Representative.** A Representative may communicate directly with the Imperial Potentate.

ARTICLE 39

Visitors to Temples

- § **339.1 Admission.** A Noble may not be admitted to his own or any other temple, unless he exhibits to the temple to which he desires admittance an official Shrine card for the then current year.
- § **339.2 Admission for Special Purpose.** §339.1 does not apply to a Noble who enters a temple under §323.11(b)(3).

ARTICLE 40

Temple Headquarters at Imperial Session of Shriners International

- § **340.1 Purpose and Limitation.** Temples may maintain headquarters during the annual Imperial Session of Shriners International, for the purpose of dispensing Shrine hospitality and the promotion of good fellowship. The use of temple badges as gifts, or for exchange purposes, is permitted. The indiscriminate distribution, in large quantities, of all kinds of souvenirs, to every one who calls at temple headquarters, is prohibited. All courtesies shown in temple headquarters should be limited to Nobles and ladies accompanying them.
- § **340.2 Souvenirs.** Souvenirs or gifts of any kind may not be distributed to Representatives while Shriners International is meeting in Imperial Session.
- § **340.3 Responsibility.** Each Potentate and each Representative should see that abuse of any kind is not permitted in temple headquarters that tends to discredit the Shrine or its avowed principles and objects.