

BYLAWS OF THE ALADDIN SHRINERS

Preamble

This temple is governed by the articles of incorporation, bylaws and any general or special orders as may be in effect, of Shriners International, an Iowa corporation, and the following bylaws not inconsistent therewith.

ARTICLE I

Name, Seal & Jurisdiction

§1.1 Name. This temple shall be known as the Aladdin Shriners. It was granted a charter on July 25, 1894 by The Imperial Council, Ancient Arabic Order Nobles of the Mystic Shrine for North America, now known as Shriners International. It shall be located in the Oasis of Columbus, State of Ohio as designated in its charter.

§1.2 Seal. The seal of Aladdin Shriners shall consist of two concentric circles between the circumferences of which are the words "Aladdin Shriners, Shriners International, Columbus, Ohio." The inner portion of the seal shall contain three camels, three pyramids and Aladdin's Lamp, and the date of the charter "1894". An impression and facsimile shall be deposited with the Imperial Recorder.

§1.3 Jurisdiction. The territorial jurisdiction of this temple is governed by the provisions of the bylaws of Shriners International. The Aladdin Shriners have:

- (a) Concurrent jurisdiction throughout the state of Ohio with Al Koran Shriners, Antioch Shriners, Tadmor Shriners, Syrian Shriners and Zenobia Shriners, subject to agreements between the Ohio and Kentucky temples, and subject to the provision that existing Shrine Clubs throughout Ohio shall remain under the jurisdiction of the temple under which they operated on July 14, 1936.
- (b) Concurrent jurisdiction with El Hasa Shriners in Lawrence and Scioto counties in Ohio.
- (c) Concurrent Jurisdiction with Osiris Shriners in Belmont and Monroe counties in Ohio.
- (d) Concurrent jurisdiction with Osiris Shriners in Brooke and Hancock counties in West Virginia.

ARTICLE II

Temple Membership

§ 2.1 How Constituted. The temple consists of its officers and as many members as it admits.

§ 2.2 Petition, Form. Each petition for membership shall be in the form prescribed by Shriners International and bear the written recommendation of two members of the temple.

§ 2.3 Prerequisite for Membership. The 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 in the Grand Masters Conference in North America, Inter-American Masonic Confederation or the World Conference of Grand Lodges.

§ 2.4 Residence of Candidate. A petitioner shall be an actual resident for at least 6 months in the jurisdiction of the temple or he shall have a waiver.

- (a) The actual residence is defined as the place where the applicant in good faith makes his home.
- (b) 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 may be initiated and become a member of the temple.

§2.5 Balloting. 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. If a majority of the ballots are unfavorable or if the votes are evenly divided the candidate is rejected. The presiding office may call for a collective ballot.

- (a) 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.
- (b) A rejected candidate may not apply again for 13 weeks.

§2.6 Initiation. The 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. A candidate who fails to present himself for initiation for two ceremonial sessions subsequent to his election shall not be eligible for initiation until his petition has again been acted upon by the temple.

§2.7 Affiliation. 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, and may be accepted only under the provisions of §2.5.
- (b) 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) 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) of the bylaws of Shriners International.
- (d) 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 re-affiliate, he shall submit his written application with the original demit attached, and shall be returned to membership without a vote of the temple. The application shall be accompanied by written evidence that he is in good standing in his prerequisite body. The re-affiliation shall be reported to the temple at its next stated meeting and recorded in the minutes.

§2.8 Associate Membership. Any Noble may apply for membership by affiliation in a second temple and, if accepted by the second, thereafter hold associate membership subject to the provisions of this section.

- (a) The applicant need not hold a demit to make an application for associate membership. However, an application for associate membership shall be accompanied by written

evidence that the applicant is in good standing and eligible for demit.

- (b) 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.
- (c) 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.
- (d) Election of an associate member to life membership in one temple does not constitute his election to life membership in the other.
- (e) An associate member shall have all the rights and privileges of membership in both Temples except that 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 in both temples.

§2.9 Retention of Membership. In order to retain membership in the temple, a Noble shall maintain the requirement of §2.3 unless otherwise provided by the bylaws of Shriners International.

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

§2.10 Demit. The procedure for the issuance of a demit is governed by the bylaws of Shriners International.

§2.11 Suspension or Termination of Membership. A member may be suspended at any stated session for failure to pay dues or assessments for a period of one year. Suspension and termination of membership in this temple are governed by the follows.

- (a) The rights of membership in a temple are suspended by:
 - (1) Voluntary demission upon payment of all indebtedness, assessments and voluntary obligations to the temples;
 - (2) Suspension for non-payment of dues; or
 - (3) Suspension for other cause.
- (b) 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.

- (c) A Noble may be suspended for nonpayment of dues in the following manner:
- (1) He shall be notified by first-class mail that he is in arrears;
 - (2) He shall be given an opportunity to be heard;
 - (3) He shall 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.

§2.12 Life Membership. The temple may create life members, who will thereafter be exempt from the temple's annual dues, by the following methods:

(a) By a vote of the temple for meritorious service.

(b) By prepayment of dues as follows:

- (1) 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
- (2) 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.
- (3) 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, upon the death, resignation or suspension 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.
- (4) In order to retain his life membership, a member shall maintain his prerequisite membership pursuant to §2.3 of these bylaws.

§2.13 Honorary Membership. The temple may confer honorary membership upon any Noble, as a compliment, by a majority vote at any stated meeting of the temple. No membership card shall be issued.

§2.14 Discipline. The discipline of a member of the Aladdin Shriners, for any cause other than nonpayment of dues, is governed by Article 30 of the bylaws of Shriners International.

§2.15 Copies of Temple Bylaws and Bylaws of Shriners International. Each member of the Aladdin Shriners shall receive a copy of these temple bylaws upon request; and the recorder shall allow each member access to a copy of the bylaws of Shriners International so that they may be read and understood.

ARTICLE III

Temple Meetings & Ceremonials

§3.1 Stated Meetings. A stated meeting shall be held each month except January, June, July and August. Unless otherwise ordered by the Potentate the stated meeting shall be on the third Monday of the month. The exact hour of all meetings, including the annual meeting, shall be designated by the Potentate.

(a) At the December stated meeting the officers and Representatives to Shriners International for the ensuing year shall be elected.

(b) The annual meeting shall be held on either 2nd or 3rd Saturday in January each year, with proper notice to be given as to the day selected by the Potentate and shall include the installation of officers. No Ceremonial Session shall be exemplified at the Annual Meeting.

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

§3.3 Special Meetings. Special meetings may be called by the Potentate at any time, and they shall be called upon the written request of twenty-five members of the temple, but notice shall be given to each member stating the business to be considered and no other business than that specified in the call may be transacted.

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

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

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

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

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

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

§3.10 Presiding Officer. The Potentate shall open and preside at all meetings and sessions of the temple. In the absence of the Potentate, the Chief Rabban shall preside. In the absence of both the Potentate and the Chief Rabban, the Assistant Rabban shall preside. In the absence of all three of these officers, a Past Potentate shall preside.

§3.11 Order Of Business. The order of business shall be as follows:

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

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

ARTICLE IV
Officers – Their Election and Duties

§4.1 Officers. The officers of the Aladdin Shriners are:

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

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

§4.2 Election and Qualification. The first seven (7) officers shall be elected annually, in the order in which they appear in §4.1, by ballot and shall constitute the temple's official divan. Candidates for elective office in the temple shall be members in good standing of the temple.

- (a) A Noble may not serve as Potentate of the temple for more than 2 years. However, a Noble may serve as Potentate for an additional two years if he has served in an office or offices of 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 office as Potentate.
- (b) A Noble may not serve as Potentate of the temple unless he shall have first served at least one term as either Chief Rabban or Assistant Rabban of a temple.
- (c) 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 (b) with respect to candidates for the office of Potentate at such temple election.

§4.3 Nomination. Candidates for elective office and for Representative to Shriners International shall be individually nominated from the floor. There shall not be more than one nomination speech for a candidate and the speech may not exceed three (3) minutes. Seconding speeches are not required nor permitted.

§4.4 Appointment. The other officers named in §4.1 shall be appointed by the Potentate.

§4.5 Ballot. The election of officers shall be by separate written ballot and by a majority vote of those present and voting. A blanket ballot is prohibited.

- (a) 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.

§4.6 Time of Election. The nominations shall commence not later than 9:00 p.m. and when that

hour arrives all other business shall cease and none may be transacted until the election is concluded.

§4.7 Other Officers. The temple may elect or appoint such other officers as these bylaws provide.

§4.8 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.

§4.9 Election of Representatives to Shriners International

- (a) When the temple elects more than one Representative to Shriners International, all candidates shall be balloted for on one written ballot.
- (b) 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) A majority vote of those present and voting is necessary to elect each Representative.
- (d) Only those candidates who receive a majority vote shall be declared elected.
- (e) Successive written ballots shall be taken in the same manner on other candidates until all Representatives are elected.
- (f) 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) Blank 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.

§4.10 Election Regulations. A candidate for an elected office in a temple may print, publish and circulate, during the year he is seeking the elected office, a resume 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 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, or the expenditure of money for gifts, favors, or entertainment on behalf of a candidate for elected offices is prohibited.

- (a) For any violation of these prohibitions the Imperial Potentate may suspend any offending Noble, and he may declare the election of the officer's void and order a new election.
- (b) 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.

§4.11 Enthronement and Installation. The officers shall be installed at the annual meeting of the temple, or immediately after their election or appointment if so elected or appointed following the annual meeting, in accordance with the ceremony of installation proscribed by Shriners International. They shall assume their duties upon installation.

§4.12 Duties of Temple Officers

(a) Potentate.

- (1) He is the Chief Executive Officer of the temple and he shall exercise general supervision over the temple.

- (2) He is responsible to Shriners International for the government of his temple.
- (3) He shall require the temple, its officers and members, to observe Shrine law and the temple bylaws at all times.
- (4) He shall appoint the temple officers and committee members to be appointed.
- (5) He shall require that accurate records are kept and just accounts rendered.
- (6) 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.
- (7) He shall require that the requisite stated meetings are held annually, of which one shall be the annual meeting to be held in January as provided in §3.1(b).
- (8) 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.
- (9) He shall, with the approval of the Board of Directors, 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 regarding the nature of the Shrine and its activities.

(b) Chief Rabban.

- (1) In addition to his other duties, the Chief Rabban, in conjunction with the Board of Directors, shall prepare and complete the proposed annual budgets of the temple required by §6.1 of these bylaws, for the ensuing year, in time for submission at the temple meeting at which the budgets are to be approved.
- (2) 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.

(c) Recorder. 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 singer's name, of each member, and any withdrawal, death, suspension, or expulsion, as the case may be.
- (6) Furnish his facsimile signature to the Imperial Recorder.
- (7) 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.
- (8) At the annual meeting, render a complete report of the finances, investments, membership and other matters of interest in which his office is concerned.
- (9) Before January 15 each year, transmit to the Imperial Recorder on the form prescribe the annual returns for the temple.
- (10) 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%.
- (11) Arrange to remit \$2.50 of the initiation fee 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.

- (12) Issue official Shrine cards to members entitled to the same.
- (13) Affix the official seal of the temple to and attest official documents.
- (14) Report and remit as required by § 332.3, § 332.4 and § 332.5 of the bylaws of Shriners International.

(d) Treasurer. 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 temple.
- (5) When requested at any meeting of the temple, give a financial report of the income 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.

(e) Remaining Officers. The remaining officers shall perform the duties appropriate to their respective stations and those assigned to them by the Potentate, these bylaws or the bylaws of Shriners International.

§4.13 Vacancies. An office becomes vacant when an officer or Representative dies, resigns, moves and resides permanently outside the jurisdiction of Shriners International, is suspended, is expelled, is adjudged mentally incompetent, is physically incompetent, is convicted of a felony or of any criminal offense involving moral turpitude. Vacancies shall be filled in accordance with the bylaws of Shriners International.

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

§4.15 Board of Directors. The Board of Directors consists of the temple official divan.

- (a) Quorum.** Three directors constitute a quorum of the board.
- (b) Meetings.** The Board of Directors shall meet on the call of the Potentate, who shall be its chairman. He shall call a 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.
- (c) **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.
 - (b) **Budgets.** The Chief Rabban, in conjunction with the Board of Directors, shall prepare and complete the proposed temple operating and capital 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 therefore.
 - (2) Cause copies of the completed 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.
 - (e) **Unauthorized Acts.** Except as specifically provided by these bylaws or the bylaws of Shriners International, 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.
 - (f) **Additional Duties.** The Board of Directors has these additional duties.
 - (1) The Board of Directors may appoint a Leadership Search Committee as authorized by the bylaws of Shriners International.
 - (2) The Board of Directors and the immediate Past Potentate shall be the Board of Directors of any temple holding corporation.
 - (3) The Board of Directors may employ an Executive Director who shall be the chief administrative and operations employee of the temple. The Executive Director shall be a member of Aladdin Shriners and shall remain such during his employment. The Executive Director shall be responsible to the Board of Directors for the performance of his responsibilities. He shall report to the Potentate on a day-to-day basis, and he shall further be responsible to the Recorder in fulfilling the administrative duties and responsibilities specified in §327.3 of the bylaws of Shriners International and to the Treasurer in the maintenance of the accounting and financial records of the temple. The Executive Director, with the advice and consent of the Board of Directors, may employ a Building Operations and/or Marketing Manager. The Executive Director shall employ such administrative maintenance and support personnel as are required for the operation of the temple, as authorized by the Board of Directors within the annual budget as approved by the temple. The Executive Director shall be responsible for the supervision and performance evaluation of the employees of the temple and shall report to the Board of Directors on such performance evaluations annually. The services of the Executive Director may be terminated by a majority vote of all the members of the Board of Directors. In the event that the Board of Directors elects to not employ an Executive Director the operations and administrative functions shall revert to the Recorder, as provided in §4.12(c), and the Board of Directors shall include compensation for this position in the temple's annual operating budget.

ARTICLE V
Initiation Fees, Dues, Per Capita Tax and Hospital Levy

§5.1 Initiation Fee. The initiation fee shall be determined at a stated or special meeting of the temple after notice has been given to each member stating the proposed amount of the initiation fee. The initiation fee shall not be less than prescribed by the bylaws of Shriners International. It shall be paid in full prior to initiation.

(a) **Change In Initiation Fee.** Proposed changes in the initiation fee shall be presented in writing in the form of a resolution at a stated meeting. The resolution shall be laid over to the next stated meeting or to a special meeting called for action thereon. The notice of such meeting shall be sent to every member of the temple and it shall recite the text or substance of the proposal. If the proposal is approved by at least two-thirds of the members present and voting, it is adopted. There shall be no initiation fee for affiliation.

§5.2 Dues. The annual dues, except for life members, shall be determined at a stated or special meeting of the temple after notice has been given to each member stating the proposed amount of the annual dues. The annual dues shall not be less than prescribed by the bylaws of Shriners International. The annual dues do not include the hospital levy or the annual per capita tax required by the bylaws of Shriners International, each of which shall be added to the annual dues. The temple may, by affirmative vote, remit dues of a member for good cause shown, either by the temple or a committee selected, and chaired by the Recorder for that purpose.

(a) **Proportionate Amount.** Candidates initiated and members restored or affiliated in the following periods shall 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%; and
- (4) October to December 31, 25%.

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

§5.3 Per Capita Tax. Each member of the temple, other than life per capita members and associate members, shall pay the per capita tax as prescribed by the bylaws of Shriners International.

§5.4 Life Per Capita Member. A member may pay the sum prescribed by the bylaws of Shriners International and, thereafter, be exempt from the annual per capita tax.

§5.5 Hospital Levy. Each member of the temple, other than Permanent Contributing Members and associate members, shall pay the hospital levy as prescribed by the bylaws of Shriners International. The temple may remit the hospital levy of a member whose dues have been remitted because of hardship and so advise the Imperial Treasurer.

§5.6 Permanent Contributing Membership. A member may purchase a Permanent Contributing

Membership in the Hospitals as prescribed by the bylaws of Shriners International and, thereafter, be exempt from the hospital levy.

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

ARTICLE VI

Fiscal

§6.1 Budget. The temple operating and capital budgets are for the ensuing year to be prepared by the Chief Rabban, in conjunction with the Board of Directors, and shall be presented to the temple for adoption not later than the December stated meeting.

- (a) The budgets are to be prepared in accordance with the Uniform Chart of Accounts prescribed by Shriners International.
- (b) The proposed budgets shall be available for inspection at least seven days before they are adopted.
- (c) The adoption of the budgets constitutes the appropriation of funds for the purpose indicated in the budgets. The budgets may be amended at any stated meeting of the temple.
- (d) At each temple stated meeting the Treasurer shall give a summary of the income and expenses for the most recent accounting period and relate them to the budgets.
- (e) A copy of the temple budgets shall be filed with the Imperial Recorder within 30 days following its adoption.

§6.2 Fiscal Year. The temple shall arrange its books of account, annual report and audit to conform to the calendar year.

§6.3 Payment of Obligations. All checks, vouchers or orders for the payment of obligations of the temple, any sums due Shriners International, and any other authorized disbursements or transfers of temple funds, shall be signed by one or more officers and countersigned by one or more officers as determined by resolution adopted by the Board of Directors. One of these signatories shall be the Treasurer if he is available.

§6.4 Annual Audit. The Board of Directors shall annually employ a Certified Public Accountant, selected by the temple, to examine and audit the books of the temple. The report of this audit shall be submitted by the Potentate to the temple not later than the April stated meeting of the temple.

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

§6.6 Designation of Depository and Safety Deposit Box. The Board of Directors shall annually designate one or more federally insured financial institutions as the depository for temple funds. The Board of Directors shall also secure, in the name of the temple, a safety deposit box in which shall be kept all securities, valuable papers and other items of value belonging to the temple. Such safety deposit box may only be opened in the presence of any two of the following: the Treasurer, the Recorder, the Executive Director, or another member of the board designated by the board.

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

§6.8 Fidelity Bond and Insurance. The temple shall procure corporate fidelity bonds and insurance coverage as required by the bylaws of Shriners International.

§6.9 Additional Fiscal Requirements. The temple shall comply with the additional requirements of Article 34 of the bylaws of Shriners International with respect to its fiscal affairs.

ARTICLE VII Committees

§7.1 Appointment. The Potentate shall appoint all temple Committees and Committee Chairmen, unless otherwise set forth in these Bylaws.

§7.2 Standing Committees. The Standing Committees of Aladdin Shriners and the duties of each are:

- (a) **The Membership Committee** shall be responsible for the development and implementation of programs to promote the recruitment, retention activation, and restoration of members for the Aladdin Shriners. There shall also be a recruitment subcommittee, a retention and activation subcommittee, and a restoration subcommittee.
- (b) **The Insurance Advisory Committee** shall perform such duties as required by §334.2(b) of the bylaws of Shriners International. The members of this committee shall be skilled and knowledgeable in property and casualty insurance matters. The temple attorney shall be a member of this committee.
- (c) **The Ways and Means Committee** shall seek out, investigate, and recommend possible fund raising activities for the benefit of the Aladdin Shriners. The Chairman of each Temple fund raising activity shall be a member of this committee.
- (d) **The Charitable Fund-Raising Committee** shall be responsible for the promotion and operation of the Annual Aladdin Shriners Tabloid distribution and such other fund raising programs as the Temple may conduct for the benefit of Shriners Hospitals for Children.
- (e) **The Facilities Operations Committee** shall provide policy guidance to the Board of Directors and the Potentate on matters pertaining to the repairs and maintenance of the temple's physical facilities, the temple rental policies and agreements, and the food and beverage service operations within the temple facilities.
- (f) **The Long-Range Planning Committee** shall develop and recommend the steps necessary for implementation of a long-range plan. This plan shall address such items as membership development, Nobility programs and activities, temple facility use, temple facility improvements and alterations, the financial requirements necessary for the implementation of the plan and the continued financial stability of the temple, and such other items as the committee may determine. The Chairman of this committee shall be appointed by the Potentate and the committee shall consist of at least the Chief Rabban, the Assistant Rabban, the High Priest and Prophet, the Oriental Guide, the First Ceremonial Master and two Nobles, at least one of whom shall be a Unit Director; approved by the Board of Directors. The committee shall annually update the current long-range plan and submit the updated long-range plan to Board of Directors at the October meeting the Board. Included in the annual update of the plan, and at the time of submitting this update to the Board, the committee shall provide specific recommendations as to that segment of the plan to be implemented during the next calendar year.
- (g) **The Investment Committee** shall consist of five members including the Treasurer, who shall chair the committee, and the Oriental Guide, and shall provide the Potentate and the

board of Directors with:

1. An annual recommendation regarding the selection of an investment agent;
2. An annual statement of investment guidelines for approval by the Board of Directors
3. Quarterly reports concerning the performance status of investments;
4. An annual recommendation regarding a forecast of income to be gained from the investments for budget creating purposes;
5. An annual report to the membership on investment performance.

§7.3 Ex-Officio Members. The Recorder and the Executive Director shall be ex-officio members of all standing committees. The Treasurer shall be an ex-officio member of the Insurance Advisory Committee, the Ways and Means Committee, the Facilities Operations Committee and the Long-Range Planning Committee. All records and reports of such committees shall be filed and maintained in the temple office.

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

ARTICLE VIII Prohibited Practices

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

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

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

§8.4 Use of the Words Shriner or Noble. The use of the word "Shriner" or "Noble" or any variation thereof, or any term, sign, or symbol of the Order for commercial or other business enterprises, is prohibited. This does not apply to those who are regularly engaged in the dealing in Shrine emblems, uniforms, regalia and supplies.

§8.5 Furnishing List of Names. The temple or a Noble shall not furnish a list of names of members except in compliance with the bylaws of Shriners International.

§8.6 Charitable Fund-Raising. No Shrine Club, Unit or organization of Nobles, as members of the Aladdin Shriners, shall as a Shrine Club or Unit of the Aladdin Shriners engage in any charitable fund-raising activity other than for the benefit of Shriners Hospitals for Children and such fund-raising may only be conducted with the approval of the Imperial Potentate and the Chairman of Shriners Hospitals for Children as required by the bylaws of Shriners International.

§8.7 Complaints to the Imperial Potentate. Complaints or correspondence to the Imperial Potentate from an individual Noble on Shriners International or Temple matters shall be first be

sent to the Potentate of the Aladdin Shriners. If the Potentate of the Aladdin Shriners refuses or neglects to forward a communication, the complainant may transmit it directly to the Imperial Potentate. This prohibition does not apply to Elected Representatives to Shriners International.

ARTICLE IX

Temple Units & Shrine Clubs

§9.1 Government. Temple units and shrine clubs are governed by the provisions of the bylaws of Shriners International.

§9.2 Units. The temple units are a part of the working corps of the temple and are under control of the Potentate and shall be composed wholly of members of the Aladdin Shriners.

- (a) Bylaws.** The bylaws of a temple Unit shall be approved in writing by the Potentate. No amendments to such bylaws are effective until approved in writing by the Potentate and the Potentate may direct such modification of such bylaws as he deems appropriate.
- (b) Unit Officers – Their Appointment and/or Election.** The Potentate of the Aladdin Shriners shall appoint a Unit Director of each Unit. The Unit Director shall be responsible to the Potentate for the activities and actions of his Unit. Each Unit shall elect such other officers as provided in the Unit bylaws, from among its members, before October 31st each year, except the Unit Director may, with approval of the Potentate, appoint such Assistant Directors as he desires. It is the duty of the Unit Secretary (or the person performing those duties regardless of title) to provide the Temple Recorder, or update within the WebFez membership tracking system, the presently elected officers for the ensuing Shrine year including verified name, address, telephone numbers, email address and other relevant information by November 30th of each year. The Secretary also must provide to the Temple Recorder, or update within the WebFez membership tracking system, a current list of the Unit members for the ensuing Shrine year including verified name, address, telephone numbers, email address and other relevant information by December 31st of each year. All such officers shall be members in good standing of the Aladdin Shriners in order to be eligible for appointment or election. No elected officer of the Aladdin Shriners shall be eligible for appointment as a Unit Director or election as a Unit officer.
- (c) Financial Reports.** Each Unit shall submit to the temple such financial reports as required by the bylaws of Shriners International.
- (d) Public Exhibitions and Civic Parades.** Unit participation in public exhibitions and civic parades is governed by the following provisions of the bylaws of Shriners International:

 - 1) In parades of temples at the 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.

- 2) 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.
- (e) **Potentate Approval.** No temple unit is permitted to participate in a parade or public exhibition without the written approval of the Potentate.
- (f) **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.
- (g) **No Compensation.** Units and their members are prohibited from accepting any reward or compensation for participating in parades or public exhibitions.

§9.3 Shrine Clubs. An organization of Nobles meeting as such, using any of the emblems of the Order or having a title indicating it to be an organization of Nobles may not be organized without the official authorization of a Potentate.

- (a) **Shrine Club Membership.** All Nobles who are members of a shrine club of the Aladdin Shriners are amenable to the bylaws and regulations of the Aladdin Shriners, whether they are members of this temple or another temple.
- (b) **Shrine Club Bylaws.** Bylaws are required for each Shrine Club, which shall be consistent with the bylaws of the Aladdin Shriners and the bylaws of Shriners International. The Potentate of the Aladdin Shriners shall approve any bylaws, or amendments thereto, adopted by the club before they become effective.
- (c) **Election of Officers.** Each Shrine Club shall elect the officers provided for in its bylaws, from among its members, before October 31st each year to serve the following year. All officers shall be members, or Associate members, in good standing of the Aladdin Shriners in order to be eligible for election and to qualify as officers. It is the duty of the Club Secretary (or the person performing those duties regardless of title) to provide the Temple Recorder, or update within the WebFez membership tracking system, the presently elected officers for the ensuing Shrine year including verified name, address, telephone numbers, email address and other relevant information by November 30th of each year. The Secretary also must provide to the Temple Recorder, or update within the WebFez membership tracking system, a current list of the Club members for the ensuing Shrine year including verified name, address, telephone numbers, email address and other relevant information by December 31st of each year.
- (d) **Parade Participation.** No Shrine Club operating under the authorization of the Aladdin Shriners shall participate in any parade, or public exhibition, without the written approval of the Potentate of the Aladdin Shriners. If such parade participation, or public exhibition, is outside of the jurisdiction of the Aladdin Shriners the written approval of the Potentate of the temple in the jurisdiction where the parade, or public exhibition, is being held shall also be obtained.
- (e) **Fundraising Activities.** Fundraising activities by a Shrine Club, for the benefit of the Shrine Club shall be approved in writing by the Potentate of the Aladdin Shriners. Fundraising activities for the benefit of Shriners Hospitals for Children shall be approved in writing by the Potentate of the Aladdin Shriners, the Imperial Potentate and Chairman of the Board of Trustees of Shriners Hospitals for Children.
- (f) **Shrine Club Travel Activities.** Travel, tour or cruise activities conducted by a Shrine

Club are considered to be sponsored by the Aladdin Shriners and shall therefore be approved by the Potentate of the Aladdin Shriners and conform to the regulation of such activities as provided for in General Order No.1 of Shriners International.

- (g) Insurance.** All Shrine Clubs are required to be covered by appropriate general liability insurance and comprehensive motor vehicle liability insurance. Such insurance coverage shall include as an additional named insured the following: the Aladdin Shriners, Shriners International, an Iowa corporation, and Shriners Hospitals for Children, a Colorado corporation, and all of its affiliated organizations. A copy of the required insurance policies shall be filed with the Recorder, or the Executive Director, of the Aladdin Shriners by February 1st each year.
- (h) Financial Reports and Audits.** Each Shrine Club shall have its accounts audited at the end of each year by an auditor, or a committee approved by the Potentate of the Aladdin Shriners. A copy of the audit report including a balance sheet and an income and expense statements shall be filed with the Recorder, or the Executive Director, of the Aladdin Shriners by February 1st each year.
- (i) Shrine Club Incorporation and Shrine Club Holding Corporations.** The incorporation of a Shrine Club, as such, or the organization of it as a limited liability company, partnership or any other civil entity is prohibited. A Shrine Club may seek permission to incorporate a Shrine Club Holding Corporation, for the purpose of acquiring real property, by complying with the provisions of Section 337.9 of the bylaws of Shriners International.

ARTICLE X Temple Publication

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

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

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

ARTICLE XI Amendments

§11.1 Adoption or Amendment. The bylaws the Aladdin Shriners may be amended, or new bylaws adopted, provided they are consistent with the bylaws of Shriners International and are approved by at least two-thirds of the members present and voting.

§11.2 Procedure for Adoption or Amendment. Proposed bylaws, or amendments, shall be submitted in the form of a written resolution at a Stated Meeting. The resolution shall be laid over to the next Stated Meeting, or special meeting called for action thereon. Notice of the meeting for consideration of the proposed bylaws, or amendments, shall be sent to every member of the temple and shall recite the text or substance of the proposed bylaws or amendments.

§11.3 Filing With Shriners International. Upon the adoption, by the Nobility of the Aladdin Shriners, the proposed bylaws or amendments, shall be filed with the Imperial Recorder as provided in Section 331.2(d) of the bylaws of Shriners International.

§11.4 Effective Date. Adopted bylaws, or amendments, shall be effective upon receipt of notification of their approval by the Imperial Potentate of Shriners International.

§11.5 Change in the Bylaws of Shriners International. When a change is made in the bylaws of Shriners International and the change affects these bylaws, these bylaws are changed ipso facto to conform with those of Shriners International.

Adopted: December 16, 2019

Approved and Effective: December 16, 2019