



March 25, 2025

# Shriner U Temple Recorder's Guide to Provision of Meeting Notice

<b>I. Duty to Send Notice</b>	
A. Temple Recorder to “issue notice to the members of each meeting:”	<a href="#">§327.3(a)(2)</a>
<b>II. Method of Providing Written Notice (See exceptions C-1)</b>	
<p>“When notice is required to be sent, unless a different standard is specified that requirement is met if written notice is sent to each member either:</p> <ul style="list-style-type: none"> <li>a) By postal mail to the member’s last known address; or</li> <li>b) By a form of electronic communication, such as e-mail or fax, by which the member has agreed to receive notice.”</li> </ul>	<i>Robert’s Rules of Order Newly Revised</i> (12 <sup>th</sup> ed.) 9:5
<p>A. Mail – Each member is not required to receive notice via <b>first class</b> mail.</p> <p><b>**annotations for 324.5 provide that it does not require first class mailing of notice. Neither is receipt of notice required. Only certificate of mailing not less than one week in advance.</b></p> <p><b>**annotations for 331.2** notice under this section and 324.5 is one week. Unless provided by temple bylaws, first class mailing is not required.</b></p> <p>RONR (12<sup>th</sup> ed) 9:3, 9:13 provides that notice must be sent in a reasonable time in advance of meetings.</p> <p><i>However, while not required to be sent first class mail, a notice mailed via first class mail for a meeting could reasonably be placed in the mail seven days prior to the date of the meeting. A notice mailed other than by first class mail seven days prior to the meeting (such as a temple newsletter) would not be expected to be delivered within that seven-day period and would not be considered reasonable notice.</i></p>	<p><a href="#">§324.5 annotations</a></p> <p><a href="#">§331.2 annotations</a></p> <p>See RONR (12<sup>TH</sup> ed) 9:3, 9:13</p>
B. Electronically – if notice is capable of being provided to each member via the email address he has provided in his WebFez record, his agreement to receive notice at that address is presumed. <b>**if there are nobles who do not have an email address, the temple must mail them the notice</b>	
<p>C. Exceptions Requiring Special Method of Providing Notice</p> <ul style="list-style-type: none"> <li>1. A Noble who may be suspended for non-payment of dues <b>“must be notified by <u>first-class mail</u> that he is in arrears”, “given an opportunity to be heard”, and “admitted to the temple for this purpose”</b></li> </ul>	<a href="#">§323.11(b)</a>
<b>III. Time for Issuing the Notice (For exceptions, see D 1-8)</b>	
A. Meeting of Board of Directors of temple divan <b>“not less than three days notice” unless waived in writing prior</b>	<a href="#">§327.8(d)</a>



<b>to or subsequent to such meeting. **by each and every member of the divan**</b>	
B. Meeting at which Elections are Held <b>“at least one week prior”</b>	<a href="#">§325.11(d)</a>
C. Meeting of the Temple <b>“not less than one week’s notice”</b>	<a href="#">§324.5</a>
D. Exceptions to §324.5 Requiring Longer or Specifically-Timed Notice	
1. Change of Temple Location (notice of proposal) <b>“a meeting of the temple will be held within 90 days to vote on the proposal.”</b>	<a href="#">§322.5(b)</a>
2. Change of Temple Location (time and place) <b>“not less than 20 days nor more than 30 days prior to the meeting”</b>	<a href="#">§322.5(d)</a>
3. Amendment of Bylaws (presented at stated meeting) <b>“must be presented in writing in the form of a resolution at a stated meeting”</b>	<a href="#">§331.2(a)</a>
4. Amendment of Bylaws (laid over) <b>“must be laid over to the next stated meeting or to a special meeting called for action thereon”</b>	<a href="#">§331.2(b)</a>
5. Change in Initiation Fees <b>“must be presented in writing in the form of a resolution at a stated meeting”, . . . “must be laid over to the next stated meeting or to a special meeting called for action thereon.”</b>	<a href="#">§332.1(e)</a>
6. Change in Dues <b>“must be presented in writing in the form of a resolution at a stated meeting”, . . . “must be laid over to the next stated meeting or to a special meeting called for action thereon.”</b>	<a href="#">§332.2(f)</a>
7. Temple Assessment <b>“one week’s notice in writing must be given”</b>	<a href="#">§332.7(b)(1)</a>
8. Sale/Mortgage of Temple Assets <b>“must be sent to every member of the temple at least 20 days prior to the meeting.”</b>	<a href="#">§334.9</a>
<b>IV. Content of Notice (see exceptions, see B 1-14)</b>	
A. Meetings and Ceremonial Sessions <b>“time and place of all meetings and ceremonial sessions”</b>	<a href="#">§324.5</a>
B. Exceptions to §324.5 Requiring Notice of More than Mere “Time and Place”	



1. Notice of Change of Location <b>“a notice of the proposal”</b>	<a href="#">§322.5(b)</a>
2. Stated Meeting Held Elsewhere than Location of the Temple <b>“the specific nature of the business to be transacted at a stated meeting . . . must be set forth in the notice of the meeting.”</b>	<a href="#">§324.1(c)(2)</a>
3. Special Meeting <b>“notice must be given to each member stating the business to be considered and no other business than that specified in the call [notice] may be transacted”</b>	<a href="#">§324.3</a>
4. Notice Preceding Any Election <b>“a notice thereof containing this section [§325.11].”</b>	<a href="#">§325.11(d)</a>
5. Amendment of Bylaws (laid over) <b>“must be laid over to the next stated meeting or to a special meeting called for action thereon” and must recite the text or substance of the proposed bylaws or amendments</b>	<a href="#">§331.2(b)</a>
6. Change to Initiation Fee <b>“must recite text or substance of the proposal”</b>	<a href="#">§332.1(e)</a>
7. Change to Dues <b>“must recite text or substance of the proposal”</b>	<a href="#">§332.2(f)</a>
8. Temple Assessment <b>“stating the amount of the proposed assessment and the time and place when action will be taken”</b>	<a href="#">§332.7(b)(1)</a>
9. Sale/Mortgage of Temple Assets <b>“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.”</b>	<a href="#">§334.9</a>
10. Sale/Mortgage of Temple Controlled Corporations <b>“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.”</b>	<a href="#">§334.10(g)</a>



10. Prohibition on Immoral or Vulgar Practices	<a href="#">§335.5(a)</a>
11. Restriction on Paid Business Advertisement to Accompany Notice <b>“A temple may not issue with or as part of any official notice any announcement or paid business advertisement.”</b>	<a href="#">§335.8(a)</a>
12. Allowance for Notice in Regular Official Publications <b>“A temple which issues at regular intervals an official publication containing paid advertisements, may issue its official notices in that publication.”</b>	<a href="#">§335.8(b)</a>
13. Sale/Mortgage of Club Holding Corporation <b>“upon such terms and conditions and for such consideration as shall be first authorized by a vote of the temple having jurisdiction of the Shrine Club at a stated or special meeting which sets forth in the notice of the meeting the specific nature of the business to be transacted.”</b>	<a href="#">§337.9(c)(4)</a>

