

Canadian Association of Shrine Temples

Bylaws

Overview

The bylaws, policies and procedures found within this document are prepared in accordance with, and adherence to, Imperial Bylaws Article 9, 209.1(a) through (g), and with the best interest of the Canadian Temples, CAST and Canadian Shriners in mind. These bylaws shall supersede all previous CAST bylaws regarding the policies, procedures, and operations of the Canadian Association of Shrine Temples organization (hereinafter also referred to as 'CAST').

Implementation of these bylaws shall require approval by a majority vote of the CAST member Temples, equaling one (1) vote per Temple and, final ratification by Shriners International.

These By-Laws **represent a Living Document and** may be repealed or amended in part or in whole by a motion, seconded and ratified at a meeting of the Directors, and thereafter approved at any General Meeting or Annual General Meeting of CAST. A majority vote of the members present is required, provided that a copy of the motion has been distributed electronically or otherwise to member Temples at least thirty (30) days in advance of the Meeting. Time parameters for voting or other special provisions if any, shall be included in the motion.

Any Shriner in good standing may propose an amendment to the bylaws by way of submission to their Temple Board of Directors, who given consideration based on logic and practicality, may submit the suggested amendment to the CAST Jurisprudence Officer.

Vision & Mission

It is the **Vision** of the Canadian Association of Shrine Temples (CAST) to work in partnership with our Canadian Temples and Shriners nationwide towards our shared **Mission**, of the continued support of our Shrine Children and the operation of our Shriner Hospitals, through increased awareness, education, and philanthropic activities.

Membership

Since its inception and with the issuance of its Charter by Shriners International in 1995, the membership in the Canadian Association of Shrine Temples is, and shall be, constituted by the Canadian Temples and by extension, the Canadian Shriners in their care. Affiliate membership within CAST shall be open to the Worldwide network of Shrine Associations and their members, and our Concordant Bodies in keeping with the tenets of our global Fraternity.

Article I

Board of Directors Structure and Duties

The Board of Directors for CAST shall consist of 3 levels of operation, that being the Executive Board, the Board of Directors at Large and the Advisory Board.

1. The Executive Board shall consist of the President, 1st Vice President, 2nd Vice President and Secretary Treasurer.
2. The Director at Large Board shall consist of 3 members
3. The Advisory Board membership shall not be limited in number.

Executive Board

Members of the Executive Board shall attend a biweekly meeting or more if required. They shall be charged with the responsibility for decisions concerning the operations of the Association including but not limited to;

1. General oversight and operational decisions
2. Financial oversight, reporting and organizational record keeping.
3. Imperial Board of Directors and Canadian Temple liaison
4. Communications
5. Planning
6. Education

Directors at Large

1. Each of the three (3) Directors shall attend a biweekly meeting or more if required. Each member shall provide input to the members of the Executive Board regarding the overall operations of the Association.
2. Each Director shall manage one of three (3) standing portfolios in the interest of the Associations' operation and well-being. They are;
 - A. Fundraising Chairman
 - B. Membership Chairman
 - C. Jurisprudence Officer

3. Directors at Large may run for the Executive Board of which their term on the Board will start over on being successful.

Advisory Board

Members of the Advisory Board are welcomed to attend all regular meetings but are not compelled to do so. They shall dedicate their personal and professional expertise to the support of the individual Temples and CAST Board members, and all Shriners within Canada.

Duration of Board Tenure

Executive Board

Due to the difficult and highly unusual situation over 2020, that has affected all operations of our organizations globally, and in reflection of paragraph 2 below, an exception shall be made for sitting members of the Board where those members who have reached the end of their tenure in 2021 according to the standing bylaws, are able to run for re-election for the year 2021 forward, in the spirit of it being their first term. This condition applies to the year 2021 only and going forward, these bylaws shall reflect;

1. Members of the Executive Board shall serve in their respective position for a period of two (2) years.
2. No member of the Executive shall serve for more than two (2) consecutive terms in their respective positions, barring any circumstance where no candidate has expressed interest in the vacancy, and the member holding the position wished to remain for an additional term.
3. If for whatever reason an Executive member is unable to complete his term, the member directly below that position shall assume the role of the vacated position.
4. The term of the position shall be determined by the start date of that vacated position. If a vacancy occurs and a member steps up, the tenure of that position covers the remaining time to be served only, at which time the vacancy will be open for election.
5. The President of the Board reserves the right to appoint a member to complete the balance of a vacant position up to the following election.

Director at Large

1. Members of the Directors at Large shall serve in their respective position for a period of one (1) year.
2. No member of the Directors at Large shall serve on that Board for more than two (2) consecutive terms, barring any circumstance where no candidate has expressed interest in the vacancy, and the member holding the position wished to remain for an additional term.

Advisory Board

Members of the Advisory Board shall be appointed by the President and shall have no defined period in which to serve.

Article II

Elections

Elections Process

All elections shall adhere to the rules as presented throughout the Bylaws of Shriners International.

A committee to prepare an election process shall be formed by the Executive Board members in February of each year. This election information and format shall be delivered to each of the Canadian Temples no later than the end of April each year, with the expectation that the individual Temple Board of Directors will redistribute the information to their membership. Opportunity to run for a Board of Director position shall be open to all Canadian Shriners who are in good standing.

1. Members of the Board of Directors shall be elected by way of electronic voting,
2. Election of Board members shall be held each year if required, 30 (thirty) days prior to the AGM.
3. Declaration of intent to run for election shall be closed 20 (twenty) days prior to the Election.
4. Voting shall be tabulated and announced 5 (five) days prior to the AGM.
5. Successful candidates shall be inducted at the close of the AGM.
6. Campaigns for election shall follow the rules found in the Shriners International Iowa Corporation Articles of Incorporation, Bylaws and Annotations.

7. **The use of social media is permitted, provided it follows the above noted rules found in the Shriners International Iowa Corporation Articles of Incorporation, Bylaws and Annotations.**

Article III

Meetings

In accordance with Article 9, §209.1(f) of the Bylaws of Shriners International.

General Meetings

1. General Board meetings shall be held electronically every two (2) weeks or more where necessary, at the call of the President. All members of the Executive and Members at Large Board are expected to attend each meeting.
2. Absence from three (3) consecutive general meetings without contact, shall constitute expulsion from the Board.
3. Each member of the Board shall submit a report on their activities at each general meeting, regarding their individual portfolio of responsibility.
4. Operational matters required to be settled by vote, shall necessitate a majority vote of the members in attendance representing the Executive and Directors at Large.

Annual General Meeting (AGM)

The CAST Annual General Meeting (AGM) shall be held electronically in July of each year the date for which, shall be decided by the Executive Board members. Information regarding the AGM including all committee reports, notices of motion(s) and agenda, shall be distributed not later than 3 weeks prior to the AGM both through the Temples for redistribution and, via direct outreach to Canadian Shriners. Participation in the AGM by Shriners in good standing requires registration. The CAST annual general meeting is held for the purpose of;

1. informing the membership of the activities regarding the general operations of the Association over the past year
2. Presenting issues that require acceptance by means of voting
3. Presentation of committee reports

Article IV

Voting

Annual General Meeting

A panel of no less than 3 scrutineers from the general membership shall be formed by the CAST Jurisprudence Officer prior to the AGM, whose duty it will be to oversee the electronic voting process in its entirety. All matters in contention shall be remedied by using the Robert's Rules of Order.

1. The President reserves the right to appoint a specific Noble as Jurisprudence Officer for the sole purpose of the voting oversight.
2. All matters to be voted on i.e. motion(s), shall be brought forth during the AGM and shall thereafter be submitted in writing to the Jurisprudence Officer before midnight of the second (2nd) day following the AGM.
3. All matters to be voted on shall be posted on the CAST website as well as being emailed to the Temple Board of Directors for redistribution to their membership, on the third (3rd) day following the AGM
4. A period of two (2) weeks (14 days) following the close of the AGM will be allowed for review, consideration, debate and voting on any matter put forth.
5. Voting on all matters shall be submitted electronically prior to midnight of the final day of the two (2) week period
6. Outcome of matters to be voted on shall be determined by a majority vote.
7. Absence of votes on any motion put forth, shall be considered to have passed unopposed.

General Voting

Matters on any subject and/or issue requiring a voting process shall be conducted electronically following all procedural protocol and allowing for the upmost inclusion. Depending on the importance and impact of the matter at hand, the number of participants needed in the process shall be determined prior to the voting procedure.

Article V

Code of Conduct

Members of the Board on all levels shall be governed by the Code of Conduct found in the Shriners International Iowa Corporation Articles of Incorporation, Bylaws and Annotations.

Article VI

Policy Development

CAST shall develop policies through a committee, to provide guidance, consistency, accountability, efficiency, and clarity on how our organization operates. The committee shall be chaired by the President and will include the members of the Executive Board and the Jurisprudence Officer.

Demonstrated need for, and suggestions of, governance policies shall be submitted by any member in good standing and shall be addressed and concluded in a timely fashion by the following steps.

Procedure:

1. Identify who will take lead responsibility for policy development process of a specific issue
2. Identify need
3. Gather information
4. Draft policy
5. Consult with appropriate stakeholders
6. Finalise / approve policy
7. Consider whether specific procedures are required
8. Implement.

Dated this 28 day of September 2021

President Illustrious Sir Ernie Hilland *Ernie Hilland*

First Vice President Illustrious Sir Blaine Brooks *Blaine Brooks*

Second Vice President Illustrious Sir Len Finnamore *Len Finnamore*

Secretary Treasurer Illustrious Sir Rick Shumilak *Rick Shumilak*