

SHRINERS INTERNATIONAL

Articles of Incorporation, Bylaws,
Annotations and Official Forms



SHRINERS HOSPITALS FOR CHILDREN

Articles of Incorporation
and Bylaws



July 7, 2022

SHRINERS INTERNATIONAL

Articles of Incorporation, Bylaws, Annotations and Official Forms

An Iowa Corporation



July 7, 2022

ARTICLES OF INCORPORATION (IOWA)

**ARTICLES OF INCORPORATION OF
SHRINERS INTERNATIONAL**

(As Amended and Restated)

July 10, 2017

(Formerly known as The Imperial Council of the Ancient Arabic Order of
the Nobles of the Mystic Shrine for North America)

ARTICLE 1

Name

§1.1 Name. The name of this corporation is Shriners International.

ARTICLE 2

Registered Agent, Registered Office and Principal Office

§2.1 Registered agent. The name of the registered agent is CT Corporation System.

Amend. 2017

§2.2 Registered office. The street address of the registered office, which is also the address of the registered agent, is 400 East Court Avenue, Suite 110, Des Moines, Iowa 50309.

Amend. 2017

§2.3 Principal office. The principal office and place of business of this corporation is in the city of Tampa, county of Hillsborough, state of Florida. This corporation is also authorized to maintain offices and places of business in any other location as it may determine, from time to time, to be appropriate and proper.

ARTICLE 3

Type

§3.1 Non-Stock and Nonprofit. This corporation shall not have any authorized capital stock, and the incorporators, or their successors elected to membership in accordance with terms and conditions of the bylaws of this corporation, shall be designated as members (representatives). This is a non-stock, non-profit corporation and no member (representative) shall receive any profits from its operations.

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ARTICLE 4

Duration

§4.1 Perpetual. This nonprofit corporation, organized and existing under the laws of the state of Iowa, assuming all the powers and obligations granted to bodies corporate under such laws, is to exist perpetually, unless sooner dissolved in the manner provided by law or as prescribed by the bylaws of this corporation.

ARTICLE 5

Purposes

§5.1 Purposes. The objects and purposes of this corporation, and business to be transacted by it are:

(a) To establish subordinate fraternal lodges or temples in such states as it may, from time to time, determine to be appropriate and proper.

(b) To be the irrevocable common agent, representative and supreme authority in all matters appertaining to the government of the system of the subordinate fraternal lodges or temples known in the aggregate as Shriners International, located in states around the world and, as such, shall have supreme and complete original jurisdiction and essential powers necessary to such control and government to:

(1) Enact and enforce bylaws and regulations for the government of itself and subordinate lodges or temples and members of the Order known in the aggregate as Shriners International, and to alter, amend and repeal the same at its pleasure.

(2) Issue edicts relating to the government and control of the several subordinate lodges or temples and the members thereof, and to alter, amend and repeal the same.

(3) Constitute new subordinate lodges or temples by granting dispensations and charters under seal and, for good cause, to suspend, annul and revoke the same.

(4) Create, establish and preserve a uniform mode of work and lectures, and to publish and issue the rituals containing such authorized work and lectures.

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(5) Assess and collect from the several lodges or temples under its jurisdiction such sums of money as may be deemed necessary to be appropriated for the benefit of the corporation and its members and benevolences.

(6) Hear and determine all questions of disputes between subordinate lodges or temples and between members thereof.

(7) Hear and decide all appeals from the decisions of subordinate lodges or temples.

(8) Demand and receive such fees and charges for granting dispensations, charters, certificates and diplomas as may be by it determined to be proper and reasonable.

(9) Require and collect from all lodges or temples and all members of lodges or temples such sums of money for Shriners Hospitals for Children and other charitable purposes as may from time to time be provided for and required by its bylaws.

(10) Hear and decide all charges and complaints against any officer of Shriners International, or of any subordinate lodge or temple, and to inflict such punishment as may seem just and proper.

(11) Prescribe and define the duties and powers of the several officers of Shriners International and members (representatives) and the powers and duties of the several officers of subordinate lodges or temples.

(12) Exercise such power and control, and perform such acts, as may seem proper and necessary to carry out the full purpose and intent of this corporation.

(c) To maintain, control, conduct and superintend any and all charities, benevolences and hospitals now established, maintained and controlled by Shriners International or which may be by it hereafter established.

(d) To purchase, or otherwise acquire, to have, hold, lease, mortgage, or otherwise create liens on, to sell, convey, exchange, transfer, assign or let on lease, or in any other manner whatsoever to acquire and dispose of, real and personal property necessary or convenient in carrying out any of the purposes of this corporation, without restriction as to place, state or country.

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(e) To create and maintain a charitable and educational fund, a representative fund, a library fund, a Shriners International fund, a fund for the purchase, erection, operation and maintenance of Shriners Hospitals for Children, and other benevolences, and any other fund or trust necessary or convenient in carrying out any of the purposes, benevolences or charities now established, or which may be hereafter authorized by Shriners International.

(f) To accept and receive gifts, devises, bequests, donations, annuities and endowments of real and personal property, and to use, hold and enjoy the same, both as to principal and income, and invest and reinvest the same, or any part thereof, for the furtherance of any of the objects, interests or purposes of the corporation as hereinbefore stated, or such as may hereafter be authorized.

(g) To have the exclusive right to and use of the name Shriners International, together with the emblems, costumes, regalia, characteristic insignia and jewels of the Order, heretofore or hereafter adopted by Shriners International.

(h) To use and exercise all of the powers, rights and privileges incidental to fraternal and benevolent corporations organized for purposes other than pecuniary profit, and which are usually exercised by the supreme or governing bodies of fraternal or benevolent organizations operating as the representatives of a system of fraternal lodges or temples.

(i) The powers specified and clauses contained in the foregoing paragraphs shall in no wise limit or restrict, by reference to or inference from, the terms of any other clause of any other paragraph in these articles, but the powers specified in each of the several clauses of the paragraphs shall be regarded as independent powers and purposes.

ARTICLE 6

Members

§6.1 Members. The members (representatives) of this corporation are its present members (representatives) and such additional members (representatives) as may be elected in accordance with the bylaws of this corporation; and their duties and responsibilities shall be designated in such bylaws.

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ARTICLE 7

Directors

§7.1. Directors. The directors of this corporation are its present directors until such time as their successors in such office shall have been duly elected in the manner and at such times as may be provided in its bylaws; and their duties and responsibilities shall be designated in such bylaws.

ARTICLE 8

Officers

§8.1 Officers. The officers of this corporation are its present officers and such successors as may be elected in accordance with the bylaws of this corporation; and their duties and responsibilities shall be designated in such bylaws.

ARTICLE 9

Bylaws

§9.1 Bylaws. The members (representatives) of this corporation have provided bylaws for the proper management of the affairs of this corporation.

§9.2 Amendments. The bylaws may be amended, altered or revised as provided in the bylaws.

§9.3 Sessions. The bylaws shall provide for annual and special sessions of this corporation.

ARTICLE 10

Amendments

§10.1 Procedure. This corporation reserves the right to amend, alter, change or repeal provisions contained in these articles of incorporation in the manner now or hereafter prescribed by the laws of the state of Iowa.

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BYLAWS (IOWA)

PART I

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BYLAWS (IOWA)

PART I

General Provisions

ARTICLE 1

General Provisions

§ **101.1 Application.** These general provisions apply to all parts and throughout these bylaws.

§ **101.2 Arrangement.** These bylaws are divided into 4 Parts, which are numbered with Roman numerals. The parts are divided into articles, which are numbered with Arabic numerals. The articles are divided into sections, which are numbered; and then further subdivided into subsections, which are lettered with lowercase letters in parentheses. Subsections may be divided into paragraphs bearing Arabic numbers in parentheses, and then further subdivided into subparagraphs which bear lowercase Roman numerals in parentheses.

§ **101.3 Definitions.** The following words, terms and phrases mean:

(a) **“Association of Units”** means regional, national or international organizations of temple uniformed units or of Nobles who, as a prerequisite for their membership in such organizations, are members of temple uniformed units.

(b) **“Election”** when conducted in accordance with any provision of Part I or Part II of these bylaws shall be by raised hand, written ballot or electronic voting at the discretion of the presiding chair. When by electronic voting, all information that could be used to identify the voter or how they voted, will be anonymized in all distributions of voting results to all individuals. Any system, even vendor provided, used for electronic voting will be required to anonymize a voter’s information without the need for intervention.

Add. 2018; Amend. 2019

(c) **“Expulsion”** means involuntary termination of membership.

(d) **“Good Standing”** means any person who has fulfilled the requirements of membership and who neither has voluntarily withdrawn from membership nor has been expelled or suspended from membership after appropriate proceedings consistent with the provisions of the bylaws of such organization.

Add. 2018

(e) **“Hospitals”** means Shriners Hospitals for Children, a Colorado corporation.

Amend. 1996

(f) **“Imperial”** means an officer, past or present, or a Session of Shriners International when used as a part of the title.

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(g) **“Meeting”** means a meeting of a temple for business purposes when used in Part III.

(h) **“Member”** means a member of a temple or of an organization of temples or Nobles, as the context requires or permits.

(i) **“Noble”** means any member in good standing of any temple.

(j) **“Order”** means the fraternal society of Nobles operated by Shriners International, including Shriners International, temples and all organizations of temples or Nobles.

(k) **“Restoration”** means the return of all rights of membership.

(l) **“Revenues”** means all fees, taxes, levies or other amounts payable to Shriners International, is stated in United States dollars and shall be paid in United States dollars.

Add. 2017

(m) **“Session”** means a meeting of the Representatives to Shriners International when used in Part II and means a meeting of a temple for ceremonial purposes when used in Part III.

(n) **“Shrine law”** means the articles of incorporation of Shriners International, these bylaws and any general or special orders at the time in effect, but it does not include the law of the land.

(o) **“Shriners International”** means this corporation.

(p) **“Singular”** means the plural and plural means the singular, as the context requires or permits.

(q) **“State”** means a country, state, province, district, territory or any major recognized geographic area under a single government, as the context requires or permits.

Amend. 2010

(r) **“Suspension”** means a deprivation of all rights of membership.

(s) **“Temple”** means any group of Nobles (Shriners) chartered by or under dispensation of Shriners International, as the context requires or permits.

(t) **“Vote”** when conducted in accordance with any provision of Part I or Part II of these bylaws shall be by raised hand, written ballot or electronic voting at the discretion of the presiding chair. When by electronic voting, all information that could be used to identify the voter or how they voted, will be anonymized in all distributions of voting results to all individuals. Any system, even vendor provided, used for electronic voting will be required to anonymize a voter’s information without the need for intervention.

Add. 2018; Amend. 2019

§ **101.4 Rules of Order.** Unless otherwise provided by resolution or bylaws, parliamentary procedure shall be governed by the current edition of *Robert’s Rules of Order Newly Revised*.

Amend. 2017

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§ 101.5 Amendments.

(a) **Time, Presentation and Publication.** A proposed amendment to these bylaws may not be adopted by Shriners International unless it has been first sent by a Representative to the Imperial Recorder, in writing and in the form proposed, at least 60 days before the Imperial Session of Shriners International at which it is to be submitted; and every proposed amendment shall be published with the notice of the Imperial Session. The Imperial Potentate or the Jurisprudence and Laws Committee may submit proposed amendments for adoption at any time during an Imperial Session of Shriners International, but, if time permits, each Representative shall have furnished to him a printed copy of such amendments at the beginning of each Imperial Session in which they are to be introduced.

(b) **Form of Publication.** Notice concerning a proposed amendment must be published in such form as to show the entire section, subsection, or paragraph, as the case may be, as it will read if the proposed amendment is adopted, with any change in language italicized if new or bracketed if deleted.

(c) **Reference to Jurisprudence and Laws Committee.** Every proposed amendment shall be referred to the Jurisprudence and Laws Committee, which shall consider it and report thereon to Shriners International.

(d) **Modification.** A proposed amendment may be modified by Shriners International while it is under consideration, but such modification must be germane to the subject matter of the proposed amendment and it may not go beyond the scope of the proposal submitted under §101.5(a).

(e) **Adoption.** A proposed amendment to these bylaws may be adopted only upon the affirmative vote of no fewer than two-thirds of those present and voting, and no fewer than 300 of the Representatives registered at that Imperial Session of Shriners International.

Amend. 1976, 1978, 2022

(f) **Debate.** No motion which, if adopted, would have the effect of stopping debate upon a motion to amend these bylaws, shall be in order until at least 2 proponents and 2 opponents, if there be that many, have had at least 5 minutes, if they desire that much time to speak in favor of, or in opposition to, the motion to amend these bylaws.

Amend. 1979, 1986

(g) **Emergency.** In an emergency, as determined by the Imperial Potentate and two-thirds of the board of directors, a proposed amendment to these bylaws may be adopted without convening a special session of Shriners International by the following procedure.

(1) The proposal is sent to each Representative, in writing and in the form proposed.

(2) The proposal must have attached thereto, an explanation of the

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emergency and an explanation of the details and effect of the proposal.

(3) The proposal may be transmitted to the Representatives by regular mail or electronically if any Representative has provided his electronic address to the Imperial Recorder.

(4) The ballot of each Representative must be returned to the Imperial Recorder within 30 days after it has been transmitted to the Representatives, and it may be done by regular mail or electronically to the address of the Imperial Recorder.

(5) The proposal is adopted upon the affirmative vote of two-thirds of the Representatives who returned their ballots to the Imperial Recorder.

Add. 2013

§ **101.6 Revision.** Within 30 days after each annual Imperial Session, the General Counsel shall prepare a revision of the articles or sections amended, deleted, or included, and appropriate annotations. He shall submit them to the chairman of the Committee on Jurisprudence and Laws and the Imperial Potentate, who shall approve or disapprove the form of the revision and annotations within 10 days thereafter. The Imperial Recorder shall print the revision and annotations so they may be inserted in copies of these bylaws and distribute them as directed by the board of directors.

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

§ **101.8 Offenses and Discipline of Temples.** For violation of Shrine law, a temple may have its charter arrested, as provided in §206.5(a)(12), or revoked by Shriners International.

§ **101.9 Offenses and Discipline of Nobles.**

(a) **Discipline.** For violation of Shrine law or for conduct unbecoming a Noble of the Order, a Noble may be suspended for a definite period of time or indefinitely or he may be expelled, as provided in §206.5(a)(11) and in Article 30 of Part III. Such discipline of a Noble by the Imperial Potentate does not preclude discipline by his temple for other offenses.

(b) **Time Limit.** Any such action against a Noble must be initiated within two years of the date of the incident, within two years from the date the incident is or reasonably should have been discovered, or within one year from a final conviction for a criminal offense involving moral turpitude, whichever occurs later.

Amend. 1985

§ **101.10 Forms.** The forms appended to these bylaws have been approved and shall be used wherever applicable unless officially changed by Shriners International.

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PART II

Provisions Relating to Shriners International

ARTICLE 2

Name, Jurisdiction, Seal and Powers

§ **202.1 Name.** The name of this corporation shall be “SHRINERS INTERNATIONAL.”

Amend. 2010

§ **202.2 Jurisdiction.** The jurisdiction of Shriners International is that set forth in the articles of incorporation, as amended from time to time.

§ **202.3 Seal.** The seal of Shriners International consists of 2 concentric circles between the circumferences of which are the words “Shriners International” and “State of Iowa.” The outermost circle is surrounded by stars and crescents, and within the innermost circle is a panther-bodied female sphinx superimposed upon a pyramid and the date “June 6, 1876” is beneath it. Rays extend outward from all sides of the pyramid.

Amend. 2010

§ **202.4 Powers.** The powers, objects and purposes of Shriners International are those set forth in the articles of incorporation, as amended from time to time.

§ **202.5 Memorializing of Individuals Prohibited.** The use of the individual name of any person living or dead on or about any building owned by this corporation for the purpose of memorializing such individual, or his connection or assistance with the construction, establishment or operation of any such building, is prohibited.

Amend. 1967

ARTICLE 3

Representatives

§ **203.1 Generally.** The Representatives to the Imperial Session of Shriners International are its Representatives *ad vitam*, its Representatives at large, its emeriti Representatives, its elected Representatives, and its appointed Representatives.

§ **203.2 Representatives Ad Vitam.** All past Imperial officers are Representatives *ad vitam*. Any Noble upon his retirement from the position of Executive Vice President of the Iowa corporation or Executive Vice President of the Colorado corporation, who has been an employee of the Iowa or Colorado corporation, or a combination thereof, for a period of not less than 40 years, is a Representative *ad vitam*.

Amend. 2006

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§ **203.3 Representatives at Large.** All Imperial officers are Representatives at large.

§ **203.4 Emeriti Representatives.** Upon the recommendation of the Committee on Emeriti Representatives and by a majority vote of the Representatives registered at any Imperial Session, Shriners International may elect as an emeritus Representative any Noble who is a Representative to that Imperial Session and who has been a Representative for at least 15 years, including that Imperial Session.

§ **203.5 Elected Representatives.** In addition to any other Representatives it may have, each temple is entitled to one elected Representative, or 2 if its membership exceeds 300, or 3 if its membership exceeds 600, or 4 if its membership exceeds 1,000. For this purpose the membership of a temple is determined as of the last day of December immediately preceding its annual meeting, excluding associate members. A temple is entitled to no more than 4 elected Representatives.

Amend. 2000

§ **203.6 Appointed Representatives.**

(a) An elected Representative who is appointed by the Imperial Potentate to one of the Standing Committees of Shriners International and is not re-elected by his temple shall be an appointed Representative until the adjournment of the next succeeding annual Imperial Session.

(b) An appointed Representative may be appointed by the Imperial Potentate as one of the seven Representatives of the Standing Committee. Thereupon, he remains an appointed Representative until the adjournment of the next succeeding annual Imperial Session.

Amend. 1976, 1995

(c) A Noble appointed by an Imperial Potentate to serve on a Standing Committee and who is not an otherwise elected or appointed Representative shall be an appointed Representative.

Add. 2022

§ **203.7 Forfeiture of Office.** A Representative forfeits his office if he resigns, or is suspended, or is expelled, or is convicted of a felony or of any criminal offense involving moral turpitude, or is adjudged mentally incompetent, or is physically incompetent.

ARTICLE 4

Sessions

§ **204.1 Annual Imperial Session.** Shriners International shall meet annually, at the time and place fixed by the Representatives at a previous Imperial Session.

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§ **204.2 Special Sessions.**

(a) A special session of Shriners International may be called by the Imperial Potentate in an emergency; and he shall call a special session upon the written request of 150 Representatives, at least 85 of whom are members of different temples.

(b) If the board of directors approves, a special session of Shriners International may be held electronically and any or all of the Representatives may participate in the special session by, or the special session may be conducted through the use of, any means of communication by which all persons participating in the meeting may hear each other during the meeting. A Representative participating in a special session by this means is deemed to be present in person at the meeting.

Add. 2020

§ **204.3 Quorum.** A quorum consists of 150 Representatives at least 85 of whom are members of different temples.

§ **204.4 Notice.** Notice of each annual Imperial Session shall be given by mail or electronic format to all Representatives at least 30 days prior to the Imperial Session. Notice of a special session shall be given by mail or electronic format to all Representatives at least 10 days prior to the session. Notice of a special session shall state the business to be transacted, and no other business shall be transacted at such special session.

Amend. 2017, 2020

§ **204.5 Credentials.** The first order of business at each Imperial Session shall be the report of the Credentials Committee.

§ **204.6 National Emergency or Declared Disaster.**

(a) **Declaration.** If, in the opinion of the board of directors, the existence of a national emergency or declared disaster makes the holding of an annual Imperial Session impracticable, the Board may cancel the annual Imperial Session of Shriners International for that year. In that event, the Board, with the approval of the Finance and Audit Committee, may adopt a budget and make appropriations for current expenses of Shriners International. A regular annual Imperial Session of Shriners International shall be held as soon as possible and practicable thereafter.

Amend. 2020, 2021

(b) **Election of Imperial Officers.** If the board of directors cancels any annual meeting under the provisions of (a), above, and only one Representative is a candidate for an Imperial office, the board of directors may then elect that Representative to the Imperial office for which he is a candidate. However, if more than one Representative is a candidate for an Imperial office, the board of directors shall establish a procedure in accordance with Iowa Code §504.708 for the Imperial officers for the ensuing year to be elected by the Representatives. Any required notices can be by

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mail or electronic format.

Add. 2020

§ **204.7 Commercial Activities.** No travel agencies, vendors, circuses or other commercial groups may be in attendance at an Imperial Session of Shriners International without a contract or agreement from the convention corporation or organization hosting the Imperial Session. The contract or agreement permitting attendance shall define and limit their activities to designated times and places.

Amend. 1983

ARTICLE 5

Mileage and Per Diem

§ **205.1 Mileage Allowance.**

(a) **Amount.** Each Representative who attends an Imperial Session of Shriners International shall be paid a mileage allowance for himself, and also for his spouse if she accompanies him. It shall be for a round-trip comparable to, but not in excess of, the lowest discount airfare, or, if such is not available, the lowest coach or most economical airfare from the departure airport to the destination airport. The departure airport, except as provided in subsection (c), is the airport served by a regularly scheduled airline which is nearest to his temple. The destination airport is the airport served by a regularly scheduled airline which is nearest to the city of the Imperial Session. Rates shall be obtained as of the sixtieth day prior to the official opening of the Imperial Session.

Amend. 1971, 1974, 1978, 1979, 1984, 2014

(b) **Temple Location.** For the purpose of this section, the location of the temple is at the address given in the then current Shriners International directory or, where no street address is given, the central post office in the city named in the temple's charter.

(c) **Representative Residence.** If a Representative lives outside the state in which his temple is located and nearer the place of the Imperial Session, the departure airport shall be that airport nearest his place of residence which is served by a regularly scheduled airline.

Amend. 1979

(d) **Form.** The Imperial Recorder shall mail a mileage allowance form to each Representative prior to the Imperial Session. The Representative shall complete this form and he must present it at the time he registers for the Imperial Session. He shall indicate on the form, under oath, what method of transportation he used to travel to the Imperial Session, whether his spouse accompanied him, and such other information as may be requested by the Imperial Recorder. If public transportation was used, the Representative must attach his receipt for the payment of the transportation for himself and also for his spouse, if she accompanied him. In the

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event the Imperial Potentate determines that a Representative knowingly misrepresented any of the information on the form, he shall forfeit all of his mileage allowance and per diem and he shall be subject to discipline for conduct unbecoming a Noble of the Order.

Amend. 1984, 1992

§ **205.2 Per Diem.** Each Representative who attends an Imperial Session of Shriners International shall be paid per diem expenses in an amount equal to the room rate for double occupancy, including applicable taxes, at the headquarters hotel, plus \$20.00 for each day he attends the Imperial Session.

Amend. 1974, 1977, 1979, 1981, 1984

§ **205.3 Imperial Chaplain.** The Imperial Chaplain shall be paid mileage and per diem expenses as if he were a Representative.

§ **205.4 Temple Requirement.** An elected Representative shall not be paid mileage or per diem expenses if his temple was delinquent in payment of its per capita tax and hospital levy on March 31 preceding the Imperial Session.

§ **205.5 Method and Time of Payment.**

(a) **Per Diem.** Representatives entitled to per diem shall be paid by mail or electronic funds transfer within 10 days of the close of the Imperial Session by payments prepared from the report of the Mileage and Per Diem Committee, based on the length of the Imperial Session as established pursuant to §204.1. If an Imperial Session of Shriners International lasts longer than that established pursuant to §204.1, a check or electronic funds transfer for any additional per diem expenses allowed shall be mailed to each Representative entitled thereto.

Amend. 2008, 2021

(b) **Mileage.** A Representative entitled to a mileage allowance shall be paid within 10 days after the close of the Imperial Session by checks or electronic funds transfer prepared from the report of the Mileage and Per Diem Committee:

Amend. 2021

(1) The actual transportation expenses for himself, and for his spouse if she accompanied him, but not to exceed the amount indicated in §205.1(a), if he used public transportation;

(2) The allowance per mile round trip, whether or not his spouse accompanied him, shall be the business standard mileage rate as published by the Internal Revenue Service of the United States in effect at the time the expense is incurred, not to exceed 30 cents per mile, if he used ground transportation (public or private), but not to exceed the amount indicated in §205.1(a); or

Amend. 1991, 2016

(3) An amount not to exceed that indicated in §205.1(a) for himself, and

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for his spouse if she accompanied him, if he used private transportation.

Amend. 1984, 1990

ARTICLE 6

Officers

§ **206.1 Officers.** The officers of Shriners International are:

- (a) Imperial Potentate, President;
- (b) Imperial Chief Rabban, First Vice President;
- (c) Imperial Assistant Rabban, Second Vice President;
- (d) Imperial High Priest and Prophet;
- (e) Imperial Oriental Guide;
- (f) Imperial Treasurer;
- (g) Imperial Recorder, Secretary;
- (h) Imperial First Ceremonial Master;
- (i) Imperial Second Ceremonial Master;
- (j) Imperial Marshal;
- (k) Imperial Captain of the Guard; and
- (l) Imperial Outer Guard;

who collectively are the Imperial Divan.

Amend. 2016

§ **206.2 Elections.** Imperial officers shall be elected in the following manner by a majority of Representatives voting at each annual Imperial Session for terms expiring at the next annual Imperial Session when their successors have been elected and installed:

(a) **Time.** Unless otherwise ordered by Shriners International, the election of the Imperial Potentate shall be the last order of business on the first day of the Imperial Session, and the election of the other Imperial officers shall be commenced immediately after the call to order on the second day of the Imperial Session.

Amend. 1980

(b) **Qualifications.** Each Imperial officer at the time of his election must be a Representative to Shriners International.

(c) **Nominations.** Nominating speeches shall be limited to one for each candidate and shall not exceed 5 minutes in duration. No seconding speeches are permitted.

(d) **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

§ **206.3 Electioneering for Imperial Office.**

(a) **Temple Resolutions Permitted.** A temple may adopt a resolution endorsing one of its own Representatives as a candidate for an Imperial office; and it may send the resolution, under seal, to all Representatives

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and to other temples.

(b) **Other Resolutions Prohibited.** A temple may not publish or distribute resolutions endorsing any candidate for an Imperial office other than one of its own Representatives. Associations or groups of Nobles or of temples may not endorse any candidate.

(c) **Improper Electioneering.** A Noble or temple shall not engage in improper electioneering for or against any candidate for an Imperial office.

§ **206.4 Oath of Office.** Imperial officers shall assume this 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.”

§ **206.5 Duties.** Imperial officers have the following duties and privileges:

(a) **Imperial Potentate.**

(1) He shall be the chief executive officer of Shriners International, and shall exercise general supervision over the Order.

(2) He may grant any dispensation allowed by the bylaws, except a dispensation to form a new temple.

(3) He shall preside over Imperial Sessions of Shriners International, but he may select another Representative to preside over part or all of an Imperial Session. He shall have the right to preside over meetings and sessions of temples.

(4) He may issue General Orders, not inconsistent with the articles of incorporation or bylaws, for the government of the Order; and these Orders shall expire at the conclusion of the next annual Imperial Session.

(5) He may issue Special Orders, not inconsistent with the articles of incorporation or bylaws, directed to specific temples or Nobles. Each order shall expire when its stated purpose is effected and, in any event, at the end of his term of office.

(6) He may deputize any Noble for a purpose set out in the Special Order of appointment; and the deputy shall return the Special Order of appointment when executed with a written report of his action thereunder.

(7) He may appoint a Noble to serve as Imperial Chaplain.

(8) He shall, with the approval of the board of directors, appoint a General Counsel and an Imperial Auditor.

(9) He shall be reimbursed for all travel expenses incurred as the chief executive officer of Shriners International in accordance with policies and procedures established by the board of directors and as approved by the Finance and Audit committee; and he shall have a contingent fund in such amount as Shriners International shall provide, from which all other expenses of his office shall be paid.

Amend. 1983

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(10) He shall have an emergency fund of \$1,000 from which he may make contributions in the name of Shriners International in cases of extraordinary distress. With the written approval of a majority of the Imperial Chief Rabban, the Imperial Assistant Rabban, the chairman of the Jurisprudence and Laws Committee, and the chairman of the Finance and Audit Committee, he may make additional contributions out of the general funds of Shriners International in the name of Shriners International in cases of disaster.

Amend. 2016

(11) For violation of Shrine law or for conduct unbecoming a Noble of the Order, he may suspend any Noble from membership or office in Shriners International or in a temple until the conclusion of the next Imperial Session, or for a shorter time. He may recommend extension of such suspension for a longer time, or expulsion; and any such recommendations shall be submitted to the Grievances and Appeals Committee for its consideration, and it shall report thereon to the Imperial Session. Any Noble or group of Nobles claiming to be aggrieved may appeal as provided in §208.11.

(12) For violation of Shrine law, for good cause, or upon request of a temple to consolidate, merge or surrender its charter, he may arrest the charter and suspend the work of any temple until the conclusion of the next Imperial Session, or for a shorter time. Any temple claiming to be aggrieved may appeal as provided in §208.11.

Amend. 2014

(13) He may make decisions concerning the interpretation and application of Shrine law, after receiving the advice of the Jurisprudence and Laws Committee or its chairman.

(14) He shall submit all of his Orders and decisions at the next Imperial Session for the approval of Shriners International after reference to and reports by appropriate Committees.

(b) Imperial Chief Rabban.

(1) If the Imperial Potentate dies or if a majority of the board of directors determine that he is disabled, the Imperial Chief Rabban shall act in the place of the deceased Imperial Potentate until his successor is elected, or in the place of the disabled Imperial Potentate during his disability.

Amend. 2016

(2) He shall perform any other duties assigned to him by the Imperial Potentate.

(c) Imperial Assistant Rabban and Imperial High Priest and Prophet

Amend. 2016

(1) If the officer superior to either of them dies or if a majority of the board of directors determine that the officer superior to either of them is disabled, each of them, in order of their rank, shall act in the

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place of the deceased superior until his successor is elected, or in the place of the disabled superior during his disability.

(2) They shall perform any other duties assigned to them by the Imperial Potentate.

(d) Imperial Recorder.

(1) He shall have custody of the seal of Shriners International, and he shall affix it to all Orders of the Imperial Potentate, official communications, and other documents.

(2) He shall keep all permanent records with respect to the business of Shriners International and reports of its committees; he shall prepare a Shriners International directory and distribute it pursuant to resolution of the board of directors; and he shall keep all other records customarily kept and required by the board of directors.

(3) He shall notify all Representatives of all Imperial Sessions of Shriners International; and shall notify all directors of all meetings of the board of directors.

(4) He shall furnish uniform credential blanks to all temples for execution and presentation by Representatives at all Imperial Sessions.

(5) He shall procure a sufficient number of past Imperial Potentates, Treasurers, Recorders and Chaplains jewels to be made according to the approved design, and shall have one at each annual Imperial Session for presentation to such retiring Imperial officers. These jewels shall be owned by Shriners International at all times and shall be returned to Shriners International upon the death of such officer by his heirs, executor, administrator or personal representative.

Amend. 1984

(6) He shall attend all Imperial Sessions and supervise the keeping of a record of all proceedings of Shriners International,

(7) He shall make a report to the annual Imperial Session, summarizing the annual returns of all temples, including the admissions, affiliations, restorations, suspensions, expulsions, demits and deaths.

(8) He shall send to each newly instituted temple, when it receives a dispensation, a copy of the articles of incorporation, bylaws, and General Orders then in force.

(9) He shall send annually to each temple a sufficient supply of dues cards, in a form prescribed by him and approved by the Imperial Potentate; and the cost thereof shall be paid by the temple.

(10) He shall arrange for the prompt taking, recording and dissemination of complete and accurate minutes of the meetings of (i) the members, (ii) the board of directors, (iii) committees of the board of directors when exercising the power(s) of the board of directors, and (iv) the Imperial divan.

Amend. 1998

(11) He shall perform any other duties assigned to him by these

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bylaws or the board of directors.

Amend. 1976, 1977

(e) Imperial Treasurer.

(1) He shall arrange for the payment of all obligations of this corporation out of authorized appropriations in accordance with a budget adopted by the corporation and in a manner consistent with these bylaws.

Amend. 1999

(2) He shall arrange for the keeping of all financial records and books of account in the principal office of Shriners International unless otherwise provided by order of the board of directors and approved by Shriners International.

(3) He shall collect and receive all revenues of Shriners International, and shall deposit them to the credit of Shriners International in the depositories approved by the board of directors.

Amend. 1976

(4) He shall provide for the maintenance of adequate and complete records and books of account, showing the details of all revenues received by him and the sources thereof, and account for the deposit of the same as required by this section, keeping separate the revenues of Shriners International and receipts for the Hospitals.

(5) He shall keep and maintain all budget control records.

(6) As soon as practicable after the end of each fiscal year, he shall cause to be prepared from the records and books and shall submit to the board of directors:

Amend. 2017

(i) an annual statement of the financial condition of Shriners International, showing its assets, its revenues and sources thereof, its liabilities, and its net worth;

(ii) an annual operating statement; and

(iii) any other or supplementary report or statement necessary to disclose its true financial condition, the nature and current estimated value of its assets, its operating results, its income and the sources thereof, and its reserves and purposes thereof.

(7) He also shall submit his annual report, prepared in accordance with paragraph (6), to the next annual Imperial Session of Shriners International.

(8) He shall, with the approval of the board of directors, arrange for the prudent investment of all idle current funds of the corporation not needed for immediate payment of obligations under current appropriations.

Amend. 1972, 1999

(9) He shall receive notice of, and may attend, all meetings of the Finance and Audit Committee and he shall receive copies of all records thereof.

Amend. 1999

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(10) He shall perform any other duties assigned to him by these bylaws or the board of directors.

(f) **Other Imperial Officers.** The other Imperial officers shall perform any duties appropriate to their respective stations or assigned to them by the Imperial Potentate.

(g) **Other Duties.** Shriners International may assign other duties to any Imperial officer.

Amend. 1967

§ **206.6 Vacancies.** If either the Imperial Recorder or the Imperial Treasurer dies, or resigns, or if a majority of the board of directors determine that either of them is disabled, the Imperial Potentate with the approval of the board of directors, shall forthwith appoint a Representative to act in the place of the deceased officer or the officer who resigned, until his successor is elected, or in the place of the disabled officer during his disability. One who is appointed under this section shall not become a Representative at large or a Representative *ad vitam* by virtue of such appointment.

Amend. 1976

§ **206.7 Salaries.**

(a) **Imperial Recorder.** The Imperial Recorder shall be paid an annual salary in such amount as Shriners International shall provide.

(b) **Imperial Treasurer.** The Imperial Treasurer may be paid an annual salary in such amount as Shriners International may provide.

§ **206.8 Books of Account and Records.** All of the books of account and records of Shriners International shall be delivered by the Imperial officers to their successors in office at the expiration of their respective terms.

ARTICLE 7

Board of Directors

§ **207.1 Board of Directors.** The board of directors consists of the Imperial officers and the junior Past Imperial Potentate.

§ **207.2 Quorum.** A majority of the directors constitutes a quorum of the board.

§ **207.3 Meetings.**

(a) The board of directors shall meet on call of the Imperial Potentate. He must call a meeting when requested by 5 directors.

(b) Board meetings may be held in person, or by internet or telephonic meeting service.

Add. 2021

§ **207.4 Notice.**

(a) The Imperial Recorder shall give not less than 3 days written or electronic notice to each director of a called meeting. Notice may be waived in writing.

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- (b) Such notice shall give the time of the meeting, location of the meeting, call-in telephone number or the URL and codes necessary to connect to the internet or telephonic meeting service.

Add. 2021

§ **207.5 Budgets.** The board of directors:

- (a) **Amendment.** May amend the budgets of Shriners International as circumstances warrant.

- (b) **Report of Amendment.** Shall report or cause to be reported to the subsequent annual Imperial Session any amendments to or departures from the budgets and the reasons therefor.

- (c) **Copies for Representatives.** Shall cause copies of the proposed budgets for the current year and succeeding year to be forwarded to each Representative along with the Call for the annual Imperial Session. The proposed budgets shall be in summarized form and shall include the amounts for the preceding year.

Amend. 1982, 1999

§ **207.6 Powers.** The board of directors has all the powers usually vested in the directors of a business corporation, except as otherwise provided in the articles of incorporation, these bylaws, or the laws of the state of Iowa.

Amend. 1982

§ **207.7 Agents, Employees and Independent Contractors.** The board of directors shall employ such agents, employees and independent contractors as may be necessary to conduct the business and affairs of this corporation.

Add. 1988

§ **207.8 Unauthorized Acts.** Except as specifically provided by the articles of incorporation or bylaws of this corporation, or resolution of the board of directors, no temple, unit, Shrine club, group of persons or person:

- (a) Has the authority, express or implied, to act as the agent of, to act on behalf of, or to bind Shriners International.

- (b) Can by its act or omission obligate or bind Shriners International.

Add. 1988

§ **207.9 Minutes.**

- (a) The Board of Directors shall see that complete and accurate minutes of all meetings of members of this corporation are promptly taken, recorded and distributed in electronic format to the members of the Board of Directors of Shriners International, General Counsel of Shriners International, the Chairmen of the Standing Committees of Shriners International, the Recorder of each temple of Shriners International, the members of the Board of Directors of Shriners Hospitals for Children, the members of the Board of Trustees of Shriners Hospitals for Children and the Chairmen of the Board of Governors of each Shriners Hospital for Children, and that complete and accurate minutes of all meetings of: (a)

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the board of directors, (b) the Committees of the board of directors when exercising the power(s) of the board of directors, and (c) the Imperial divan are promptly taken, recorded and distributed to all members of the board of directors. Where matters related to the Shriners Hospitals for Children, a Colorado corporation, have been mentioned or discussed, copies of complete and accurate minutes reflecting such subject matter and discussions shall be promptly forwarded to all directors and trustees of the Hospitals.

Add. 1998; Amend. 2019

(b) Notwithstanding the provisions of (a), above, any representative who requests to the Board of Directors in writing or electronic format within 90 days following the close of a meeting of the members of this corporation shall receive in electronic format the minutes of the meeting requested.

Add. 2019

(c) Within six months following a meeting of the representatives of this corporation, the Board of Directors shall review and verify as accurate all amendments to the Articles of Incorporation and bylaws of this corporation or any Resolutions or Requests adopted or approved at said meeting and direct distribution of the minutes as provided for in (a) and (b) above.

Add. 2019

ARTICLE 8

Committees

§ **208.1 Appointment.** The members of all the committees of Shriners International shall be appointed by the Imperial Potentate. Standing committees shall consist of 7 Nobles, and the chairman and at least two-thirds of the other members shall be Representatives. Special committees may consist of as many Nobles as the Imperial Potentate deems advisable, and the chairman and at least two-thirds of the other members shall be Representatives.

Amend. 2022

§ **208.2 Time of Appointment.** The members of the standing committees shall be appointed immediately before the close of the annual Imperial Session. Special committees may be appointed at any time and they shall serve at the pleasure of the Imperial Potentate, unless otherwise provided by Shriners International or the board of directors.

§ **208.3 Vacancies.** A vacancy on any committee shall be filled by the Imperial Potentate.

§ **208.4 Quorum.** A majority of each committee constitutes a quorum.

§ **208.5 Chairmen and Their Duties.** The chairman of each committee shall be named by the Imperial Potentate. During the recess of Shriners

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International, the chairmen of the standing committees may act for their respective committees in cases in which it is deemed inadvisable or inconvenient to call a meeting of the committee; but during Imperial Sessions of Shriners International all committees shall act as a whole.

§ 208.6 Standing Committees and Their Duties.

(a) **Designation.** The standing committees of Shriners International and the duties of each are:

(1) **The Jurisprudence and Laws Committee** shall consider and report to Shriners International concerning all proposals to amend the articles of incorporation or bylaws of Shriners International and shall advise the Imperial Potentate concerning Shrine law. Its chairman and members shall be learned and experienced in the law.

(2) **Finance and Audit Committee.**

(i) It shall monitor and report to Shriners International concerning budgets of revenue and expenses for the current and the succeeding year; and it shall report to the next annual Imperial Session any departures from the budget and the reasons therefor.

(ii) It shall recommend to the board of directors an auditing firm or firms to be engaged by the board of directors for the corporation; review the annual audit plan with the Imperial Auditor and the auditing firm; and review the annual report of the independent auditors and interim financial information.

(iii) It shall perform such other duties and responsibilities as may be assigned to it by the board of directors.

(iv) Its chairman shall be the Imperial Auditor and its remaining members shall be knowledgeable in financial and budgeting matters.

Amend. 1982, 1989, 1999, 2008

(3) **The Dispensations and Charters Committee** shall examine, consider and report to Shriners International concerning petitions for dispensation, the work and records of temples under dispensation, applications for charters or the suspension, annulment, revocation, consolidation, merger or surrender of any charter.

Amend. 2014

(4) **The Jurisdictional Lines Committee** shall consider and report to Shriners International on all proposals concerning the establishment and modification of jurisdictional lines between temples. It shall have the authority, upon the request of the International Development Committee, to evaluate and recommend to Shriners International the establishment of new or modified jurisdictional lines in states where a Shrine temple has not been chartered.

Amend. 2010

(5) **The Grievances and Appeals Committee** shall consider and report to Shriners International concerning all matters of controversy,

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grievance, discipline, or appeal coming before or assigned to it. The committee is vested with the powers, must discharge the duties, and follow the procedure set forth in §208.11.

(6) International Development Committee.

(i) It shall consider and report to the Imperial Potentate or to Shriners International, as may be appropriate, on all matters, except those assigned to another committee, pertaining to international development and, more particularly, to all matters, including those set forth in §§337.2 to 337.9 involving organizations of Nobles authorized by the Imperial Potentate or his designee in accordance with §337.1(a). For these purposes, the committee may, in its discretion, seek advice from any person or association with relevant knowledge and experience.

(ii) In addition to the criteria for appointment to standing committees, as set forth in §208.1 of this Article, the composition of this committee shall include as 3 of the 7 members the persons appointed, for the year this committee is appointed, the chairman of the Dispensations and Charters Committee, the chairman of the Jurisdictional Lines Committee, and the chairman of the Jurisprudence and Laws Committee.

Add. 2010

(b) **Emeriti Members.** Any Representative who has served on a standing committee for 10 years shall thereupon become an emeritus member of such committee. An emeritus member, who is also a Representative to Shriners International, receives all notices and may participate in discussions, but he may not vote. The Imperial Potentate shall not be precluded from appointing an emeritus member as a voting member or chairman of a standing committee; but any such appointment shall be one of the 7 members as provided in §208.1.

Amend. 1975, 1976, 1984

§ 208.7 Meetings of Standing Committees. The standing committees of Shriners International shall meet at the Annual Session of Shriners International as follows:

- (a) The Jurisprudence and Laws Committee shall convene on the Friday prior to the start of the Annual Session of Shriners International and shall remain in session until the adjournment of the Annual Session of Shriners International.
- (b) The Finance and Audit Committee, the Dispensations and Charters Committee, the Jurisdictional Lines Committee, the Grievances and Appeals Committee and the International Development shall convene on the Saturday prior to the start of the Annual Session of Shriners International and remain in session until adjournment of the Annual Session of Shriners International.

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- (c) Between Annual Sessions of Shriners International, the standing committees shall meet at the call of their chairman. Such meetings may be held in person or by internet or telephonic meeting service. The chairman shall give not less than seven days written or electronic notice to each committee member of a called meeting. Such notice shall give the time of the meeting, location of the meeting, call-in telephone number or the URL and codes necessary to connect to the internet or telephonic meeting service.

Add. 2021

§ **208.8 Special Committees and Their Duties.** The Imperial Potentate shall appoint the following and any other Special Committees he deems advisable. The duties of each are:

(a) **The Credentials Committee** shall examine the credentials of all Representatives and, immediately after the opening of an Imperial Session, report to Shriners International. It also shall report to Shriners International concerning any claim of forfeiture of office by a Representative.

(b) **The Committee on Transactions of Imperial Officers** shall consider the reports of the Imperial officers and shall report thereon to Shriners International for topical reference to other appropriate committees.

(c) **The Mileage and Per Diem Committee** shall consider and report to Shriners International concerning the mileage and per diem expenses to be paid at each Imperial Session.

(d) **The Necrology Committee** shall report to Shriners International concerning the illustrious dead of the Order and shall conduct an appropriate memorial service.

(e) **The Time and Place Committee** shall consider and report to Shriners International concerning invitations from temples desiring to be hosts for the first through the fifth next succeeding annual Imperial Sessions. The committee shall consist of the Imperial Officers listed in §206.1, except the Imperial Potentate, the Imperial Treasurer and the Imperial Recorder.

Amend. 1978

(f) **The Committee on Nomination of Emeriti Representatives** shall consider and report to Shriners International concerning all nominations for emeriti Representatives. It shall consider only nominations submitted to the Imperial Recorder at least 30 days prior to the annual Imperial Session.

(g) **The Committee on Protection of Emblems, Regalia and Jewels** shall consider and report to Shriners International concerning protection of the ancient form of the emblems, regalia and jewels of the Order, and concerning their unauthorized use.

(h) **The Elections Committee** shall have charge of the election of Imperial officers.

(i) **The Temple Operations and Procedures Committee** shall consider

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and report to Shriners International or to the Imperial Potentate on all matters concerning the financial condition, stability or viability and assets of any temple subject to an order or decision under §206.5(a)(12). The members of the Committee shall include the Chairmen of the Dispensations and Charters Committee, the Jurisdictional Lines Committee, the Jurisprudence and Laws Committee and such other members as are deemed appropriate.

Add. 2014

§ **208.9 Meetings of Special Committees.** The special committees of Shriners International shall meet at the call of their chairman. Such meetings may be held in person or by internet or telephonic meeting service. The chairman shall give not less than seven days written or electronic notice to each committee member of a called meeting. Such notice shall give the time of the meeting, location of the meeting, call-in telephone number or the URL and codes necessary to connect to the internet or telephonic meeting service.

Add. 2021

§ **208.10 Reports of Committees.** All Committee reports shall be made in writing to Shriners International or to the Imperial Potentate as may be appropriate under the circumstances. Probable committee action or recommendations with respect to pending matters may not be disclosed to or discussed with persons not members of the committee, except with express permission of the committee.

Amend. 1970

§ **208.11 Proceedings Before the Grievances and Appeals Committee.**

(a) **Disciplinary Appeal.**

(1) **Time for Appeal.** Any Noble, temple or organization of Nobles, claiming to be aggrieved by a disciplinary order of the Imperial Potentate, may take an appeal by filing a written notice thereof in the office of the Imperial Recorder within 30 days after the date such order is mailed. The committee may at any time for cause shown extend the time for taking an appeal.

(2) **Notice of Appeal.** When a notice of appeal is received by the Imperial Recorder, he shall send a copy of it with a copy of the Imperial Potentate's disciplinary communication to the Grievances and Appeals Committee.

(3) **Statement of Charges.** The Imperial Potentate must forthwith file with the committee a statement in plain and concise language setting forth the charges upon which the disciplinary action was taken, and send a copy thereof to the disciplined Noble, temple, or organization of Nobles.

(4) **Answer.** The disciplined Noble, temple, or organization of Nobles must then forthwith file with the committee an answer to the charges setting forth in plain and concise language any defenses

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thereto, and forward a copy of the answer to the Imperial Potentate.

(5) **Hearing.** The Grievances and Appeals Committee must convene, at a time and place selected by it, to receive evidence and hear arguments, and sufficient time and notice must be arranged and provided so as to enable all parties to appear throughout the hearing and be heard with or without counsel.

(6) **Stay of Suspension.** Subject to a review by Shriners International, the Grievances and Appeals Committee may stay the disciplinary action until the next Imperial Session of Shriners International.

(7) **Decision.** The Grievances and Appeals Committee must render a decision either affirming, reversing or modifying the disciplinary order of the Imperial Potentate, together with any recommendations it may have, and shall present the same to, and no later than the third day of the Imperial Session of Shriners International.

(8) **Expenses.** The expenses of the Grievances and Appeals Committee incident to the proper performance of its duties shall be paid by Shriners International; but no cost or expense of a Noble, organization of Nobles or temple shall be paid except upon order of the committee.

(9) **Final Decision.** The final decision of any appeal rests with Shriners International, acting on an appropriate motion, but presentation of the appeal to Shriners International shall be limited to the disciplinary order and statement of the Imperial Potentate, the answer of the disciplined party, the report of the Grievances and Appeals Committee, any record of the oral or documentary evidence heard or received by the committee, and the argument thereon but not exceeding 20 minutes on either side. Upon the conclusion of such argument the report shall be subject to discussion from the floor. The decision of Shriners International shall be final and no further Shrine proceedings may be had on the subject matter unless authorized by the decision of Shriners International.

Amend. 1985

(b) **Waiver Appeals.**

(1) **Failure to Grant Waiver To Initiate.** A temple which is denied a waiver from another temple to act upon a petition for initiation of a candidate under §328.4 may appeal the denial to the Grievances and Appeals Committee. In such event, each temple involved may submit the facts and pertinent information concerning the application for waiver and the denial, and any other information requested by the committee, in writing to the committee. The committee shall then determine the issue solely on the submitted information. If it determines that good cause exists for the granting of the application for waiver it shall issue its decision accordingly and such decision shall have the force and effect of a waiver.

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(2) **Failure to Grant Waiver to Affiliate.** A Noble who is denied a waiver by a temple to affiliate with another temple under §328.7 may have his denial appealed to the Grievances and Appeals Committee by the temple to which he seeks to affiliate. In such event, each temple involved may submit the facts and pertinent information concerning the request for consent or application for waiver and the denial, and any other information requested by the committee, in writing, to the committee. The committee shall then determine the issue solely on the submitted information. If it determines that good cause exists for the granting of the application for waiver it shall issue its decision accordingly and such decision shall have the force and effect of a waiver.

(3) **Finality.** The appeal under (1) and (2) shall be made within 30 days, and there shall be no appeal therefrom.

(c) **Procedure For Other Appeals.** On all appeals coming before or assigned to the Grievances and Appeals Committee, the procedure set forth for disciplinary appeals shall be followed insofar as applicable.

Amend. 1985

ARTICLE 9

Shrine Associations

§ 209.1 Associations of Temples.

(a) **Charter.** Any number of temples may form an association of temples for holding conventions for purely fraternal purposes when and if Shriners International issues a charter therefor. The charter may be amended, suspended or revoked by action of Shriners International.

(b) **Temple and Association Action.** Any proposal to form an association of temples shall be approved by the temples involved by resolution at a stated meeting, or at a special meeting specifically stating the purpose thereof. Any proposal to add or delete a temple from an association of temples shall be approved by the temple to be added or deleted by resolution at a stated meeting, or at a special meeting specifically stating the purpose thereof; and the proposal shall then be considered by the association and its position thereon reported to the Imperial Recorder.

(c) **Publication.** The proposal to form an association or change its membership shall 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.

(d) **Prohibited Practices.** No associations formed hereunder shall endorse, by resolution or otherwise, any candidate for elective office in any temple or Shriners International, or adopt any resolution or take any action suggesting, advocating, proposing, endorsing or opposing any

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legislation or action by Shriners International.

(e) **Constitution and Bylaws.** An association of temples may have a constitution and bylaws consistent with Shrine law; which, together with any amendments thereto, are subject to the approval of the Jurisprudence and Laws committee and the Imperial Potentate. Their constitution and bylaws, together with any amendments thereto, shall be filed with the Imperial Recorder. Associations of temples are subject to regulation by Shriners International.

(Certificate at page 189 [Form #12A] must accompany application for approval of bylaws.)

(f) **Meetings.** An association of temples shall receive the prior written authorization of the Imperial Potentate for the dates and places of its meetings. When a written request for a meeting date or place is received, the Imperial Potentate, after consultation with the Imperial officer who will be Imperial Potentate during the meeting according to normal progression, shall respond in writing no later than three years prior to the requested meeting date or ninety days from the date the written request is received, whichever is later. Failure to respond in a timely manner shall be deemed to be approval of the requested date or place.

Amend. 1972, 1980, 1984, 1992, 2000

(g) **Dispensations and Charters Committee.** If the Dispensations and Charters Committee finds a proposed change in the membership of an association of temples to be in the best interests of the Order, it may approve the proposal and report to Shriners International of the change in membership and the amendment of the charter of the association.

Add. 2017

§ 209.2 Associations of Units.

(a) **Organization.** No association of units, unless appended to a Shrine Association of Temples, shall be organized without the express written permission of the board of directors.

(Certificate at page 193 [Form #15] must accompany request for approval of bylaws.)

(b) **Bylaws.**

(1) The bylaws of an association of units shall be effective only after having been approved by the Imperial Potentate; and, likewise, amendments thereto shall be effective only after his approval.

(2) The bylaws of any association of units which is appendant to an association of temples, and any amendments to such bylaws, shall be submitted to the president of the association of temples for his approval before being filed with the Imperial Potentate.

(Certificate at page 193 [Form #15] should accompany (1). The certificate at page 188 [Form #12] should accompany (2).)

(c) **Regulation.** Every association of units is subject to regulation by Shriners International, any association of temples to which it is appendant, and the potentates of the temples in the jurisdictions of which it

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meets from time to time.

(d) **Imperial Potentate Authority.** For violation of Shrine law or for other cause, the Imperial Potentate may arrest the charter and suspend the activities of any association of units.

(e) **Temple Potentate Authority.** Nothing done pursuant to this section shall affect the powers of any potentate with respect to control of temple units.

(f) **Prohibited Practices.** No association of units shall endorse, by resolution or otherwise, any candidate for elective office in any temple or Shriners International, or adopt any resolution or take any action suggesting, advocating, proposing, endorsing or opposing any legislation or action by Shriners International.

(g) **Meetings.** An association of units shall receive the prior written authorization of the Imperial Potentate for the dates and places of its meetings.

Amend. 1979, 1984

§ 209.3 Associations of Shrine Clubs in Any State or Combination of States Where No Temple Has Been Chartered.

(a) **Organization.** In any state or combination of states where no temple has been chartered, Shrine clubs may form Shrine Club Associations for holding conventions for purely fraternal purposes with the written permission of the Imperial Potentate or his designee.

(b) **Shrine Club and Association Action.** Any proposal to form an Association of Shrine Clubs shall be approved by the Shrine club involved by resolution at a stated meeting, or at a special meeting specifically stating the purpose thereof. Any proposal to add or delete a Shrine club from an Association of Shrine Clubs shall be approved by the Shrine club to be added or deleted by a resolution at a stated meeting, or a special meeting specifically stating the purpose thereof; and the proposal shall then be considered by the Association and its position thereon reported to the Imperial Potentate or his designee.

(c) **Bylaws.** The bylaws of an Association of Shrine Clubs shall be effective only after having been approved by the Imperial Potentate or his designee; and, likewise, amendments thereto shall be effective only upon his approval.

(d) **Regulation.** Every Association of Shrine Clubs is subject to regulation by Shriners International and the Imperial Potentate or his designee.

(e) **Imperial Potentate Authority.** For violation of Shrine law or for other causes, the Imperial Potentate may arrest the charter and suspend the activities of any Association of Shrine Clubs.

(f) **Prohibited Practices.** No Association of Shrine Clubs shall endorse by resolution or otherwise any candidate for elective office in any Shrine club, temple or Shriners International, or adopt any resolution or take any action suggesting, advocating, proposing, endorsing or opposing

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any legislation or action by Shriners International.

(g) **Meetings.** An Association of Shrine Clubs shall receive the prior written authorization of the Imperial Potentate or his designee for the dates and places of its meetings.

Add. 2013; Amend. 2019

§ 209.4 Associations of Shrine Clubs in Any State or Combination of States Where Temples Have Been Chartered.

(a) **Organization.** In any state or combination of states where temples have been chartered, Shrine clubs may form Shrine Club Associations for holding conventions for purely fraternal purposes with the written permission of the Potentates of the temples chartering the Shrine Clubs.

(b) **Shrine Club and Association Action.** Any proposal to form an Association of Shrine Clubs shall be approved by the Shrine clubs involved by resolution at a stated meeting, or at a special meeting specifically stating the purpose thereof. Any proposal to add or delete a Shrine club from an Association of Shrine Clubs shall be approved by the Shrine club to be added or deleted by a resolution at a stated meeting, or a special meeting specifically stating the purpose thereof; and the proposal shall then be considered by the Association and its position thereon reported to the Potentate of the temple chartering the Shrine Club.

(c) **Bylaws.** The bylaws of an Association of Shrine Clubs shall be effective only after having been approved by the Imperial Potentate or his designee; and, likewise, amendments thereto shall be effective only upon his approval.

(Certificate at page 190 [Form #12B] must accompany application for approval of bylaws.)

(d) **Regulation.** Every Association of Shrine Clubs is subject to regulation by Shriners International, the Potentates of the temples chartering the Shrine Clubs and the Potentates of the temples in the jurisdictions of which it meets from time to time.

(e) **Imperial Potentate Authority.** For violation of Shrine law or for other causes, the Imperial Potentate may arrest the charter and suspend the activities of any Association of Shrine Clubs.

(f) **Prohibited Practices.** No Association of Shrine Clubs shall endorse by resolution or otherwise any candidate for elective office in any Shrine club, temple or Shriners International, or adopt any resolution or take any action suggesting, advocating, proposing, endorsing or opposing any legislation or action by Shriners International.

(g) **Meetings.** An Association of Shrine Clubs shall receive the prior written authorization of the Imperial Potentate or his designee for the dates and places of its meetings.

Add. 2019

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ARTICLE 10

Principles of the Order and Ethics

§ 210.1 **Brotherhood.** Shriners are brothers. We share a common creed and common goals and values.

Add. 1991

§ 210.2 **Creed.**

Shriners believe in God and that He created man to serve His purposes, among which is service to others in His name.

We believe that care for the less fortunate, especially children who suffer from burns and crippling diseases, is our institutional calling.

We are patriots, each willing to serve his country with fidelity and courage. We cherish independence under law and freedom with responsibility.

We honor family. We respect our parents, wives and children. We should instill in our children the tenets of this creed and the heritage from which it emanates.

As individuals we pledge ourselves to integrity, virtue and nobility of character. Our intentions will be honorable, our relations will be trustworthy and our spirits forgiving of each other.

As brothers we offer each other fraternal affection and respect. Together we will support each other in adherence to this creed, so that we and our communities will be the better because of our fraternity and its principles.

As Shriners we look beyond ourselves to serve the needs of others, especially children who cannot help themselves. We believe Shriners Hospitals for Children to be the world's greatest philanthropy, and we covenant with each other to support its "temples of mercy" with spirit, time, talent and means.

Add. 1991

§ 210.3 **Goals.** The goals of the Order are purely fraternal and philanthropic.

Add. 1991

§ 210.4 **Values.**

- (a) The Shrine is a distinctly private organization.
- (b) Its members cherish their right to privacy, freedom of expressive association and freedom of intimate association.
- (c) Its members have control over the internal governance of the Order.
- (d) Their temples are not to be operated for profit.
- (e) Membership in the Order may not be used to further business, political or sectarian ends.

Add. 1991

§ 210.5 **Selectivity.** Nobles are to be recruited and selected from candidates who believe in the creed, goals and values of the Order. These common beliefs will foster harmony in our internal affairs and in all our undertakings.

Add. 1991

§ 210.6 **Obligation.** All Nobles must abide by the principles of the

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Order as set forth in the preceding sections of this Article.

Add. 1991

§ **210.7 Code of Ethics.** The officers and directors of Shriners International, an Iowa corporation, and all who may be elected or appointed to positions of authority, in order to discharge the responsibility bestowed upon them by the Representatives, and to maintain the integrity of the Order, and all Shrine temples, their elected divan members, their appointed officers and all Nobility, shall abide by this Code of Ethics.

(a) Obey the law of the land and the articles of incorporation and bylaws of the Order, adhering to the spirit as well as the letter thereof.

(b) Demonstrate the highest standards of personal integrity, truthfulness and honesty in all their fraternal activities; administer the Order's affairs with impartiality, efficiency and effectiveness and in a manner that enhances its good name and mission.

(c) Be certain that their information is accurate when speaking on behalf of the Order; disclose when they are stating their personal opinions; and be scrupulous in the representation of their authority and avoid misleading those with whom they deal.

(d) Approach their organizational and operational duties with a positive attitude and constructively support open communication, creativity, dedication and compassion; bring credit to the Order by their public demeanor; accept as a personal duty the responsibility to remain informed on important and critical issues affecting the Order; and avoid accepting an assignment if they cannot effectively, competently and timely discharge the responsibilities of the assignment.

(e) Exercise their independent judgment in the best interest of the Order, and free of compromising influences and loyalties; and act responsibly and in good faith, and in a manner not designed or intended to bring them personal gain from the discharge of their fraternal duties.

(f) Give notice, in a manner consistent with the corporation's bylaws, of any duality of interest or possible conflict of interest and make it a matter of record; give notice of any direct or indirect interest in an individual or organization which is proposing or is involved in a transaction with the Order; and, thereafter, refrain from voting on the matter or transaction or otherwise attempting to exert influence over the matter or transaction.

(g) Refrain from using funds or assets of the Order for personal gain; refrain from receiving anything of value for influencing their actions; and refrain from granting or accepting favors for personal gain.

(h) Report the unethical or inappropriate behavior of directors or officers to the board of directors, when informal resolution is not effective.

(i) Refrain from using their official positions or influence either for or against any candidate for public office.

(j) Serve with respect, concern, courtesy and responsiveness,

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recognizing that service to the Order is beyond service to themselves.
Add. 1997. Amend. 1998

ARTICLE 11 *Budget and Revenues*

§ 211.1 **Budget.**

(a) **Place.** Shriners International shall adopt a budget at its annual Imperial Session for its fiscal year.

(b) **Time.** In the event the annual Imperial Session of Shriners International lasts two days or longer, then action upon the budget shall be taken on the day preceding the final day of the annual Imperial Session, unless otherwise ordered by Shriners International.

Amend. 1982

§ 211.2 **Temple Dispensations.** A fee of \$1,000.00 shall be paid to Shriners International with each application for a dispensation to form and open a temple.

Amend. 2015

§ 211.3 **Temple Charters.** A fee of \$1,500.00 shall be paid to Shriners International upon the issuance of each charter for a temple.

Amend. 2015

§ 211.4 **Diploma For Candidates.** A fee of \$2.50 shall be paid to Shriners International for each candidate initiated by the temple of which he becomes a member; and the Imperial Recorder shall issue a diploma to each candidate initiated.

§ 211.5 **Per Capita Tax.**

(a) **Amount.** Each temple shall pay an annual per capita tax to Shriners International of \$30.00 or each member of the temple, other than life per capita members, computed on temple membership as of the first day of January of each year.

Amend. 1988, 1991, 1999, 2003, 2015

(b) **Added to Dues.** The full amount of the per capita tax shall be added to each member's annual dues, other than life per capita members, unless the temple, by affirmative vote at a stated meeting subsequent to the adoption of the 2003 amendment, elects to absorb all or part of the per capita tax due from dues of life members created by dues prepayment pursuant to §332.6(a)(2).

Amend. 1991, 1993, 1999, 2003

(c) **Payment.** The annual per capita tax shall be paid to Shriners International as follows:

- (1) Not later than March 31, 50%;
- (2) Not later than June 1, 35%; and
- (3) Not later than October 1, the remaining 15%.

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Any temple failing to remit the per capita tax on the dates herein shall pay an additional 7% penalty for such late payment in each instance of late payment unless such penalty is waived by the Imperial Potentate for good cause shown upon the written request of the temple.

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

Amend. 1988, 1989, 2012

(e) **Distribution.** Of the annual per capita tax, 50 cents shall be set apart and used for such financial aid in connection with the current annual Imperial Session of Shriners International as the Imperial Potentate deems necessary. The balance of the annual per capita tax shall be used for general expenses of Shriners International.

Amend. 1999, 2003

(f) **Associate Members.** An associate member of a temple is not required to pay a per capita tax. The per capita tax of such member must be paid through the temple in which he holds his regular membership.

Add. 1991

(g) **Life Per Capita Member.** A Noble may pay to his temple recorder a sum equal to 30 times the current per capita tax and, thereafter, he is exempt from the annual per capita tax. The temple recorder shall promptly remit the life per capita payment to Shriners International, with the name and address of the member. The temple recorder shall enter the exemption on the temple's records and, thereafter, shall not include such exempt member when computing and paying the annual per capita tax to Shriners International.

The foregoing life per capita tax payment shall, forever, be the property of Shriners International and it shall be set aside and prudently invested by Shriners International. Only the interest thereon may be withdrawn each year and such interest will be used for general expenses of Shriners International and the distribution recited in subsection (e) above.

Add. 1999

(h) **Credit.** A temple may take credit for and deduct from its remittance all unpaid per capita taxes of the preceding year occasioned by death or suspension.

Add. 2004

§ **211.6 Shrine Association Charters.** A fee of \$25.00 shall be paid to Shriners International with each application for a charter for an association of temples.

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§ **211.7 Hospital Levy.** Each temple shall remit its hospital levy, as required by § 332.3, to the Imperial Treasurer; but the hospital levy shall be treated as a trust fund for the use and benefit of the Hospitals rather than as revenue for Shriners International.

§ **211.8 International Development.** Temples supporting international development may request reimbursement from Shriners International for the annual visitation to an international club under the following conditions: a) The location of the club is greater than 1500 miles from the address of record of the temple; b) The club has greater than 25 members in good standing; and c) The International Development Committee has approved the visit to the club. The maximum reimbursement shall not be greater than 50% of the temple's receipted visitation expense and shall not exceed \$5000 total payment to any temple per year.

Add. 2018

ARTICLE 12

Ritual

§ **212.1 Promulgation.** The ritual of the Order shall be promulgated by Shriners International; and no temple may deviate therefrom.

Amend. 2011

§ **212.2 Amendments, Alterations or Additions.** No amendments, alterations or additions shall be made to the ritual except by Shriners International.

Amend. 2011

§ **212.3 Translation.** The board of directors may authorize the ritual to be translated into any language it deems appropriate.

Add. 2011

§ **212.4 Fee.** Rituals can be provided in hardcopy or electronic format. Hardcopies are available for a fee of \$2.00 per copy.

Add. 2011

ARTICLE 13

Fez, Emblems, Colors and Jewel

§ **213.1 Fez.** The exclusive head covering of the Order shall be the red Moroccan fez adorned with a black tassel on the left side thereof.

Amend. 1984

(a) **Jewel and Name of Temple.** The name of the temple of which the Noble is an active member, together with a facsimile of a scimitar and that portion of the jewel of the Order consisting of the crescent, sphinx head and star, may be embroidered on the fez with gold or silver bullion or silk.

(b) **Titles.** The Imperial Chaplain, Potentates, Past Potentates,

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Recorders, Grand Masters and Divan members may have their titles embroidered in small letters in gold or silver bullion, silk or rhinestone jewels on one line beneath the emblem on the fez. Active members of official uniformed units or official clubs of a temple may likewise have the names of their units or clubs on one line beneath the emblem on the fez. Any official appointee of an Imperial Potentate or Potentate may have his title beneath the emblem as above for the term of his appointment.

Amend. 1984

(c) **Imperial Officers.** The Imperial Potentate shall have a row of 5 gold stars beneath the emblem on his fez. Each Past Imperial Potentate shall have a row of 5 stars, the 2 outermost of silver and the other 3 of gold. Each of the other Imperial officers, past or current, shall have a row of 3 gold stars beneath the emblem on his fez.

(d) **Adornment.** The embroidery on the fez may be adorned with rhinestone jewels of a size no larger than those officially recognized by Shriners International as number 12. Not more than two pins or clasps, without supplemental embellishments, may be used to secure the tassel in place.

Amend. 1992

(e) **Fez, how and when worn.** The fez shall be worn in its proper shape without crushing, creasing or alteration; and no device, ornament, title, wording or adornment other than that permitted by this section may be used on the fez. The fez may be worn only at meetings and gatherings of Nobles held under the authority of some legal body of the Order. It may not be worn when or where prohibited by the Imperial Potentate.

§ **213.2 Emblems.** The emblems of the Order are the Crescent, Scimitar, Pyramid, Sphinx Head, Panther-bodied Female Sphinx, Urn, Sun, Moon, and Stars.

§ **213.3 Colors.** The colors of the Order are red, green and yellow.

§ **213.4 Jewel.** The jewel of the Order is the Crescent, formed of 2 nails from a tiger's paw, united at their bases with a band of gold, with a ring at the base from which it is suspended with the points downward. The gold band is decorated with the Sphinx Head on one side and a Pyramid with Urn on the other; and engraved upon its sides are the name of its owner and the date he received the Order. Inside the circle is the word "Allah" and the motto "Robur et Furor." Every Noble is entitled to wear the jewel. The jewel may not be combined with emblems of any other organization, either Masonic or profane.

§ **213.5 Yacht Uniform Adornment.** Stars may be used to denote rank when worn on Shrine yacht club or yacht unit uniforms, provided that said stars will not be displayed on the fez. The emblems of rank and uniforms shall be as prescribed by the uniform and dress codes of the bylaws of each yacht club or yacht unit, in compliance with Shrine law, and require

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the approval of the temple potentate.

Add. 1997

§ **213.6 25-Year Members' Pin.** Any Noble who has been a member of the Order for 25 years or more may wear the jewel of the Order as a lapel pin, combined with the numerals 25, in a design approved by the board of directors.

Amend. 1981

ARTICLE 14

Fiscal and Legal

§ **214.1 Bonds.** Corporate fidelity bonds shall be obtained at the expense of Shriners International in a form and amount approved by the Imperial Potentate and the General Counsel, indemnifying Shriners International against losses resulting from infidelity, defalcation or misappropriation by officers, employees or agents of funds, property and securities owned by or under the control of Shriners International.

§ **214.2 Checks and Payment or Transfer of Funds.** Transfers of funds and payment of obligations of this corporation shall be made into and from depositories approved by the board of directors, pursuant to procedures adopted by the board of directors. These may include:

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

(b) Wire and other electronic transfer of remittances for payment of obligations of this corporation; or

(c) Voucher, imprest or payroll check disbursement signatories for payment of obligations of this corporation.

Amend. 1979, 1999

§ **214.3 Imperial Auditor, Auditing Firm and Audit Reports.**

(a) **Imperial Auditor.**

(1) He shall be a Noble and a certified public or chartered accountant.

(2) He shall, as requested by the board of directors, advise and consult with the officers and agents of Shriners International concerning accounting, auditing and related matters, perform special and internal audits, render independent financial advice, and perform other appropriate duties.

(3) He shall be the chairman of the Finance and Audit Committee of Shriners International.

Amend. 1999

(4) He shall act as liaison between the auditing firm, the Finance and Audit Committee and the board of directors.

(b) **Auditing Firm, Audits and Audit Reports.** The board of directors, after receiving the recommendations of the Finance and Audit

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Committee, shall select a firm or firms of certified or chartered public accountants to conduct designated audits of the financial statements of this corporation and such appendant and affiliated corporations as authorized by the board of directors.

Amend. 2007

(1) Before the first day of May or other agreed upon date of each year, the selected auditing firm shall complete an audit of the financial statements of this corporation, and:

(i) The auditing firm shall submit a written report of its audit with accompanying financial statements. It shall submit a separate written report stating its findings and recommendations concerning external and internal controls or a statement that it has no such recommendations. Such annual audit shall be conducted in accordance with generally accepted auditing standards. The auditing firm's report with the accompanying financial statements shall be printed and a copy sent at least 30 days before the annual Imperial Session, along with the notice of the annual Imperial Session, to each Representative. Other copies shall be made available at or before the annual Imperial Session to any individual Noble requesting the same in writing. Upon request, the details of all transactions for the audited year shall be made available to any Representative.

(ii) The auditing firm, if so requested by the board of directors, shall provide a separate, written report regarding its recommendations for external and internal controls relating to depositories, as recited in this section of these bylaws, so as to ensure proper safeguards, or a written statement that it has no such recommendation. A copy of this separate report shall be presented to the Committee on Finance and Audit and Imperial Treasurer, along with a copy of the report and accompanying financial statements required by this section of these bylaws.

(2) By the agreed upon date, the selected auditing firm shall conduct an audit of the financial statements of such appendant and affiliated corporations as authorized by the board of directors and submit a written report of its audit on the corporations' financial statements. It shall submit a separate written report stating its findings and recommendations concerning internal controls or a statement that it has no such recommendations. Such audit shall be conducted in accordance with generally accepted auditing standards.

Amend. 1989, 1999, 2007, 2009

§ **214.4 General Counsel.** The General Counsel shall be a Noble and a member of the Bar who is learned and experienced in the law. He shall advise and consult with the officers and agents of Shriners International concerning the law of the land, render such legal advice and assistance as

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may be required to properly transact its business, and perform any other duties properly delegated to him. He shall have the right to the floor at any Imperial Session. He shall have charge of and be responsible to the board of directors for the conduct and handling of all legal matters assigned to him. All of the files, records, and documents belong to Shriners International but shall be maintained under his control in the space and location provided and ordered by the board of directors.

Amend. 1967

§ 214.5 Indemnification.

(a) Each director, officer and committee member shall be indemnified by the corporation against any claim of liability to which he is subject by reason of his service in such capacity or by reason of any action or omission in such capacity. The corporation shall pay all expenses reasonably incurred by him, as incurred, in connection with any such claim if he furnishes to the corporation, in writing, his statement that he conducted himself in good faith and his agreement to repay the corporation for any such expenses if it be thereafter determined by a final non-appealable judgment of a court of competent jurisdiction that his act or omission was not in good faith. In no event, however, shall he be indemnified:

(1) Against any liability arising out of his own willful misconduct or the derivation of any improper benefit from such act or omission;

(2) In connection with any proceeding by or in the right of the corporation in which he was adjudged liable to the corporation; or

(3) In connection with any proceeding, whether or not involving action in his official capacity, in which he was adjudged liable on the basis that personal benefit was improperly received by him.

(b) Prior to any indemnification, a determination must be made, as provided by Iowa law, that indemnification is permissible in the circumstances because the individual has met the standard of conduct required herein.

(c) The amount paid on behalf of any director, officer or committee member under subsection (a) shall not exceed his actual reasonable and necessary expenses.

(d) The right of indemnification provided by subsection (a) shall not be exclusive; and he shall receive any other benefits to which he is otherwise entitled by law.

(e) Any director, officer or committee member subjected to or threatened with litigation for which he may have indemnification under subsection (a) shall immediately notify General Counsel of such litigation or threatened litigation.

Add. 1992

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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 (c) 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

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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.

(f) **Rights.** An associate member shall have all the rights and

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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 §208.11. The committee shall determine whether the loss of membership was for conduct in violation of Shrine law and make a report thereon to Shriners International with its decision. If the appeal is sustained by Shriners International, then the loss of membership in the prerequisite body will not result in the Noble's loss of membership in his temple.

Amend. 1987, 2013

(d) **Imperial Potentate Certification.** In any state in which the Grand Lodge of Masons having jurisdiction takes action which is designed to suppress or proscribe the Order, its members, or one of its temples, the Imperial Potentate, with the approval of two-thirds of the board of directors, shall so certify. Upon the certification of the Imperial Potentate, and for so long as he certifies the threat of suppression or

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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).

Amend. 1978, 1979, 1987, 2000, 2019

§ 323.9 Suspension or Termination of Membership.

- (a) **Suspension.** Rights of membership in a temple are suspended by:
- (1) Voluntary demission upon payment of all indebtedness, assessments and voluntary obligations to the temple;
 - (2) Suspension for non-payment of dues; or
 - (3) Suspension for other cause.
- (b) **Termination.** Membership is terminated by:
- (1) Voluntary resignation upon payment of all indebtedness, assessments and voluntary obligations to the temple by a member who is in good standing and free from charges;
 - (2) Expulsion; or
 - (3) Death.

Amend. 1975

§ 323.10 Demit.

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

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

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

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(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, 2020

§ 323.11 Suspension for Nonpayment of Dues.

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

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

- (1) He must be notified by first-class mail that he is in arrears;
- (2) He must be given an opportunity to be heard;
- (3) He must be admitted to the temple for this purpose even though he is in arrears; and
- (4) A majority of members present at a stated meeting must vote to suspend him.

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

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

- (1) Written application for restoration must be made, accompanied by written evidence that he is in good standing in his prerequisite body;
- (2) Without a vote of the temple upon terms authorized by the temple; and
- (3) The restoration must be reported to the temple at its next stated meeting and recorded in the minutes.

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(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 meeting held elsewhere than at the location of the temple must be set forth in the notice of the meeting.

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(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 temple dues, or pass an assessment except at a meeting held at the location of the temple. The Imperial Potentate may grant a special dispensation to a temple to take action on any or all of these restricted resolutions at a stated, special or annual meeting held elsewhere than at the location of the temple.

Amend. 1979, 2019

(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

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- (6) Treasurer Chayzin
- (7) Recorder..... Katib
- (8) First Ceremonial Master..... Wakil
- (9) Second Ceremonial Master Alam
- (10) Director Malah
- (11) Marshal..... Amal
- (12) Captain of the Guard..... Rays
- (13) Outer Guard Hafiz

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

Amend. 1983

§ **325.2 Election and Qualification.**

(a) **Election Order.** The first 7 officers shall be elected annually, in the order in which they appear in §325.1(a), by ballot and constitute the official divan. Candidates for elective office in a temple must be members in good standing of that temple.

Amend. 1969, 1983

(b) **Term Limit.** A Noble may not serve as Potentate of any temple for more than 2 years. 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 and unless he shall have first attended either the Oriental Guide or Assistant Rabban training seminar as sponsored by Shriners International Education Foundation or Shriners International. The qualification that the Noble shall have first attended either the Oriental Guide or Assistant Rabban training seminar as sponsored by Shriners International Education Foundation or Shriners International shall not become effective until November 1, 2022.

Amend. 1981; 2021

(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 rep-

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representatives at its annual meeting in January unless its bylaws allow the election to occur at the temple's stated meeting in December.

Amend. 1987

§ 325.5 **Ballot.**

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

Amend. 2012

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

Amend. 1978

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

Add. 2006

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

Amend. 1972

§ 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.

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

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

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

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

Amend. 2006

§ 325.11 Election Regulations.

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

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

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

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

Amend. 2011

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

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

§ 325.14 Filling Vacancies in General.

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

Amend. 1980

BYLAWS (IOWA)

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

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

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

§ 325.15 Filling Vacancies in Particular Offices.

(a) **Representative.** If the vacancy is in the office of an elected Representative, and time is not sufficient to call a special election, the Potentate shall appoint a Representative, and notice of the appointment, by letter, fax, or email, 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. The Imperial Potentate may, for good cause, issue a dispensation waiving the time limits referred to in this section.

Amend. 2021

(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?

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That you will ever maintain and support the authority of Shriners International, and enforce obedience to Shrine law?

Do you submit to all these ordinances and promise to observe and practice them faithfully?

Answer:

§ 326.3 Installation.

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

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

Amend. 1987, 1995

ARTICLE 27

Duties of Temple Officers

§ 327.1 Potentate.

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

Amend. 1989

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

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

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

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

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

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

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

Add. 1987

(i) **Temple Attorney.** He shall, with the approval of the official divan, appoint a temple attorney. The temple attorney shall be a Noble and a member of the Bar who is learned and experienced in the law.

Add. 1990

BYLAWS (IOWA)

§ 327.2 Chief Rabban.

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

Amend. 2000

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

Amend. 1990

§ 327.3 Recorder.

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

- (1) Keep accurate minutes of the proceedings of the temple.
- (2) Issue notice to the members of each meeting.
- (3) Keep a just and true account of each member of the temple.
- (4) Present his books and papers to the auditor whenever required.

(5) Keep a register of the members of the temple showing the name, date of birth, occupation, date of creation, address, home phone, work phone, mobile phone, email address, spouse'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, 2021

(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) Not later than June 1st, 35%; and
- (iii) Before October 1st, the remaining 15%.

Amend. 1972, 1976, 1981, 2020

(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

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

Amend. 2016

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

- (1) Receive all funds accruing to the temple and promptly deposit them to the credit of the temple in approved depositories.
- (2) Keep the books of account and records of the temple.
- (3) Carefully preserve and file his memoranda of payment of obligations of the temple.
- (4) Draw checks, vouchers or orders for the payment of obligations of the temple, any sums due Shriners International, or other authorized disbursements.
- (5) Report the amount of all funds received and disbursements thereof as often as the temple or the Potentate may require.
- (6) Submit to the members of the temple at each annual meeting a complete report of the receipts and disbursements for the preceding fiscal year.
- (7) Keep the budget control records.

Amend. 1967

§ 327.4 Treasurer.

- (a) **Duties.** It is the duty of the treasurer to:
- (1) Act as the chief financial officer of the temple, under the general supervision of the potentate.
 - (2) Act as custodian of all funds.
 - (3) Sign or countersign, if available, all checks for the withdrawal of funds, in accordance with resolutions adopted by the board of directors.
 - (4) Examine as often as necessary the financial reports and books of account of the temple.
 - (5) When requested at any meeting of the temple, give a financial report of the revenue and expenditures of the temple since the last report.
 - (6) Prepare from books and records of the temple and submit at its annual meeting the following information:
 - (i) An annual statement of the financial condition;
 - (ii) An annual operating statement; and
 - (iii) Any other or supplementary report or statement necessary to disclose the true financial condition, the nature and current value of the assets, the operating results, the income and sources thereof, of the temple and any affiliated, subsidiary or appendant corporation or fund.
 - (7) Present his books and papers to the auditor whenever required.

Amend. 1989, 2009

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(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.

§ **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

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budgets and the reasons therefor, and

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

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

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

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

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

Add. 2000

ARTICLE 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.

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§ 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 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 §208.11 (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

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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.

§ 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,

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an appeal may be filed, as provided in §208.11(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.

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, or the Republic of Panama, 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, 2019

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(4) In any state outside of the United States of America, Canada, or the Republic of Panama, 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; Amend. 2019

§ 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.

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(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

(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

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ceremonials, 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 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.

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(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 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.

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§ **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.

(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**

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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 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

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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 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

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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 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

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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.

(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.

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(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 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 or suspension for a definite period not to exceed 1 year from the date of the finding.

Add. 2017, Amend. 2022

(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

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approved by at least two-thirds of the members present and voting.

§ 331.2 Procedure.

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

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

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

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

(1) 3 copies thereof, together with a certificate of their adoption signed by the Potentate, attested by the Recorder, with the seal of the temple affixed;

(When applying for Imperial approval, use Certificate at page 191, 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

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International, and the decision of that body is final.

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

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

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

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

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.

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- (1) Candidates initiated during the year are included.
- (2) Life members are exempt.

Amend. 1982

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

- (1) January 1 to March 31, 100%;
- (2) April 1 to June 30, 75%;
- (3) July 1 to September 30, 50%;
- (4) October 1 to December 31, 25% for members restored or affiliated;
- (5) October 1 to October 31, 25% for candidates initiated; and
- (6) Such dues as may be deemed appropriate, but not to exceed 25%, from candidates initiated from November 1 to December 31 for the then current year.

Amend. 2012

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

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

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

Add. 1989

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

Add. 1992

§ 332.3 Hospital Levy.

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

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

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

- (1) Not later than March 31, 50%;
- (2) Not later than June 1, 35%; and
- (3) Not later than October 1, 15%.

(d) **Reinstated Members.** The hospital levy must also be collected from members who are reinstated throughout the year, provided the

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

Amend. 1989, 2012

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

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

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

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

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

Amend. 1988

§ 332.4 Hospital Permanent Contributing Membership.

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

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

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

Amend. 1967, 1976

§ 332.5 Hospital Voluntary Permanent Subscription.

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

(b) **Conversion.** A member holding a Voluntary Permanent Subscription certificate in his name, even though issued before he became an active member of a temple, may convert it to a Permanent Contributing

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Membership certificate by surrendering his certificate and paying the difference between the amount paid for his Voluntary Permanent Subscription and the cost of Permanent Contributing Membership. Thereafter he is exempt from any hospital levy.

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

Amend. 1967, 1976

§ 332.6 Dues. Life Memberships in Temples.

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

Amend. 2007

(1) **Meritorious service.** For meritorious service.

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

(3) **Prepayment of Dues.**

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

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

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

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

Amend. 2004, 2005, 2007

§ 332.7 Assessment.

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

(b) **Temple Approval.** If the temple receives the written approval

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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 192, Form #14.)

(3) The Imperial Recorder shall send them forthwith to the Committee on Jurisprudence and Laws. If the committee reports that the assessment has been adopted in accordance with these bylaws, the resolution is so endorsed. One copy is retained by the committee, and 2 copies are returned to the Imperial Recorder who shall retain one copy for the records of Shriners International and forward the other copy to the temple.

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

Amend. 1983

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

ARTICLE 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

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ARTICLE 34

Temple Business Affairs and Fiscal Regulations

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

§ 334.2 **Bonds and Insurance.**

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

(b) **Insurance.**

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

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

(3) The temple must procure adequate and proper fire, casualty, 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 221.)

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(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, subject to the provisions of §324.1(c)(3).

Amend. 2019

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

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

Amend. 2000

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

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

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

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

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

(b) **Signatories.** The board of directors shall adopt a resolution or resolutions determining the members of the board of directors authorized as signatories, one of whom shall be the treasurer. The resolution or resolutions shall provide for alternate signatories in the event of the death, resignation, absence, disability, suspension, expulsion, adjudication of mental incompetence, conviction of a felony or of any criminal offense involving moral turpitude, of the principal signatories. Authorization to initiate transfers of

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funds between, or among, depositories of a temple by a temple officer must be in accordance with written resolutions which have been adopted by the board of directors. The manual or electronic signatures of two of the authorized signatories are required on all other such financial transactions. No rubber-stamped, facsimile or pre-signed signatures are permitted.

Amend. 2009

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

Add. 2008

§ 334.6 **Review of Financial Statements.**

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

- (1) The Imperial Potentate may, for good cause, order a temple to have an audit instead of a review.
- (2) A temple may, by its bylaws, require an audit instead of a review.
- (3) A temple may, at a stated or special meeting, require an audit instead of a review.

Amend. 2013

(b) **Report.** The accountant shall submit a report thereon, which shall include the accountant's report on the statement of financial position, statement of activities and changes in net assets, statement of cash flows, notes to financial statements and supplementary financial information 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

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

Amend. 2012

(Use application Form #18, pages 202-206.)

(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

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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 194–197.)

(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 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

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consideration as shall first be authorized by a vote of the temple at a stated meeting of the temple, or at a special meeting which sets forth in the notice of the meeting the specific nature of the business to be transacted.

Amend. 1986

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

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

Add. 1990

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

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

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

Add. 1989

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

Add. 1998

ARTICLE 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

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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”, the use of the Shriners Hospitals for Children logo 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; 2021

§ **335.4 Hospital Operation.**

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

Amend. 1974, 1996

(b) **Exemption.** This section does not apply to existing projects supported and operated by subordinate temples on January 1, 1948.

§ **335.5 Initiation Ceremonies.**

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

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

§ **335.6 Furnishing List of Names.**

(a) **Temple.** A temple or Noble:

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

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

(3) Shall, as part of the temple monthly report, provide to the Imperial Recorder a complete copy of the temple membership database, including any and all information contained therein. Thereafter, updates

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to the database shall be submitted with each subsequent monthly report. Information contained in the database is for the use of the membership committee of Shriners International in developing statistics and trends for membership development.

Amend. 2002, 2009

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

Add. 2009

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

(b) **Shriners International.** Shriners International, its officers and employees:

(1) May furnish a list of members of a temple to 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 Shriners magazine products or services offered for sale by Shriners International or sell advertising in Shriners 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,

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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) 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 Education Foundation, encouraging gifts, contributions, and bequests thereto, and further to solicit donations therefrom for fundraisers and similar endeavors on behalf of Shriners International Education Foundation. 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. 2021

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

Amend. 1967, 1990

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

§ **335.8 Paid Advertisements.**

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

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

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

§ **335.10 Female Organizations.**

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

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(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 stated, special, annual or Board of Directors 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; Amend. 2019

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

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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 spouses and their 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.

Amend. 2021

(c) Notwithstanding the provisions of (a) and (b) above, in those situations where a specific license is required by a state, due to the size, weight or passenger carrying capacity of a vehicle to be used in a parade, and should there be no member Noble properly licensed to operate said vehicle, the temple may hire a properly licensed driver with proof of proper insurance required, and verify that the driver has an acceptable driving record according to any applicable insurance carrier(s). This driver must be added to the insurance policy, and accepted by the insurance company, prior to his/her operating any vehicle on behalf of the temple.

Add. 2019

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

(e) **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.

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

Amend. 2013

(g) **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

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ARTICLE 37

Shrine Clubs, Shrine Club Holding Corporations, Organizations of Nobles

§ 337.1 **Organization of Nobles.**

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

BYLAWS (IOWA)

§ 337.6 **Clubs, Units and Activities in Concurrent Jurisdiction.**

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

(b) **Exemption.** This section shall not apply to units in existence or to activities planned and publicized prior to May 1, 1975, or in any case in which the temples involved may otherwise agree.

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

Amend. 1975, 1979

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

Amend. 2002

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

Amend. 2007, 2009, 2013

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

(a) **Application.** A written application must be presented to the Potentate of the temple having jurisdiction of the Shrine club, stating the reason such incorporation is necessary.

(Use form and certificate #17, pages 198–201.)

(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.

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

(4) The sale, lease, exchange, mortgage, pledge or other disposition of all, or substantially all, the property and assets of the corporation, 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

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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.

(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 guests accompanying them.

Amend. 2021

- § **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.

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Territorial Jurisdiction

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PART IV

Territorial Jurisdiction

ARTICLE 45

Alabama

§ **445.1 Abba Shriners**

Has:

(a) Exclusive jurisdiction in the following counties, namely: Greene, Hale, Perry, Marengo, Choctaw, Clarke, Wilcox, Monroe, Conecuh, Escambia, Baldwin, Washington, and Mobile, in the State of Alabama.

Amend. 2021

(b) Concurrent jurisdiction with Alcazar Shriners in the county of Dallas in the state of Alabama.

§ **445.2 Alcazar Shriners**

Has:

(a) Exclusive jurisdiction in the following counties, namely: Cleburne, Randolph, Clay; all that part of Shelby County which lies south of a line commencing at the point where the Mineral Branch of the L. & N. Railroad intersects the east boundary of Shelby County; thence westwardly along the line of said railroad to Calera, and then due west to the west boundary of Shelby County, excluding Calera; all that part of Talladega County which lies South of the Mineral Branch of the L. & N. Railroad, commencing where the L. & N. intersects the west line of Talladega County and continuing in an easterly course along the line of said railroad until it reaches Sylacauga; thence in a due easterly course to the east line of Talladega County; Bibb, Chilton, Coosa, Tallapoosa, Chambers, Lee, Macon, Elmore, Autauga, Lowndes, Butler, Covington, Crenshaw, Coffee, Geneva, Pike, Bullock, Barbour, Dale, Henry, Houston, Russell, and Montgomery.

(b) Concurrent jurisdiction with Abba Shriners in the County of Dallas.

§ **445.3 Cahaba Shriners**

Has:

(a) Exclusive jurisdiction in the following counties, namely: Lauderdale, Colbert, Franklin, Lawrence, Morgan, Limestone, Madison, and Marshall in the State of Alabama.

(b) Concurrent jurisdiction with Alhambra Shriners in the following counties, namely: Jackson and DeKalb in the State of Alabama.

Amend. 1971

BYLAWS (IOWA)

§ 445.4. **Zamora Shriners**

Has exclusive jurisdiction in the following counties, namely: Sumter, Marion, Winston, Cullman, Blount, Etowah, Cherokee, Calhoun, St. Clair, Walker, Fayette, Lamar, Pickens, Tuscaloosa, and all that part of Shelby County which lies north of a line commencing at the point where the Mineral Branch of the L. & N. Railway intersects the east boundary of Shelby County; thence westwardly along the line of said railroad to Calera, and thence due west to the west boundary of Shelby County, including Calera; all that part of Talladega County lying north of the Mineral Branch of the L. & N. Railroad, commencing where said railroad intercepts the west line of that railroad until it reaches Sylacauga; thence in a due easterly course to the east line of Talladega County, excepting the town of Sylacauga, which is to be in the jurisdiction of Alcazar Shriners; and Jefferson County.

Amend. 1970, 2021

(Agreement between Zamora and Alhambra Shriners as to Concurrent jurisdiction in Certain Counties, 1949. No amendment to this Article.)

ARTICLE 46

Alaska

§ 446.1 **Al Aska Shriners**

Has exclusive jurisdiction in the state of Alaska.

Amend. 1974, 1997

ARTICLE 47

Arizona

§ 447.1 **El Zaribah Shriners**

Has:

(a) Exclusive jurisdiction in the counties of Apache, Coconino, Gila, LaPaz, Maricopa, Mohave, Navajo, Yavapai, Yuma, and that portion of Pinal County lying north of a line five miles south and/or east of the present alignment of State Highways Nos. 84, 287, 87 and of U.S. Highways Nos. 80-89 and 60-70 in the state of Arizona.

(b) Concurrent jurisdiction with Al Atfal Shriners, U.D. and Anezeh Shriners in the state of Sonora in the Republic of Mexico for a period of two (2) years expiring at the opening of the Imperial Session in 2023.

Add. 2011; Amend. 2021

§ 447.2 **Sabbar Shriners**

Has exclusive jurisdiction in the counties of Cochise, Graham, Greenlee, Pima, Santa Cruz, and that portion of Pinal County lying south of a line five miles south and/or east of the present alignment of State Highways Nos. 84, 287 and 87, and of U.S. Highways Nos. 80-89 and 60-70.

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ARTICLE 48

Arkansas

§ **448.1 Sahara Shriners**

Has:

(a) Exclusive jurisdiction in the following counties in Arkansas, namely: Clay, Craighead, Greene, Mississippi, Poinsett, Cross, Crittenden, St. Francis, Monroe, Lee, Jefferson, Arkansas, Phillips, Dallas, Cleveland, Lincoln, Desha, Ouachita, Calhoun, Bradley, Drew, Chicot and Ashley.

(b) Concurrent jurisdiction with Scimitar Shriners over the following counties in Arkansas, namely: Madison, Newton, Marion, Baxter, Fulton, IZard, Van Buren, Garland, Miller, Prairie, Hot Springs, Clark, Nevada, Hempstead, Little River, Lafayette, Columbia, Union, Lonoke, Woodruff, Jackson, Randolph, Sharp, Lawrence and Grant.

Amend. 1970, 1973

§ **448.2 Scimitar Shriners**

Has:

(a) Exclusive jurisdiction in the following counties in Arkansas, namely: Benton, Boone, Cleburne, Crawford, Carroll, Conway, Franklin, Faulkner, Howard, Independence, Johnson, Logan, Montgomery, Pope, Polk, Perry, Pike, Pulaski, Saline, Scott, Sebastian, Sevier, Stone, Searcy, Washington, White and Yell.

(b) Concurrent jurisdiction with Sahara Shriners over the following counties in Arkansas, namely: Madison, Newton, Marion, Baxter, Fulton, IZard, Van Buren, Garland, Miller, Prairie, Hot Springs, Clark, Nevada, Hempstead, Little River, Lafayette, Columbia, Union, Lonoke, Woodruff, Jackson, Randolph, Sharp, Lawrence and Grant.

Amend. 1973

ARTICLE 49

California

§ **449.1 Aahmes Shriners**

Has:

(a) Exclusive jurisdiction in the counties of Alameda, Contra Costa, Humboldt, Lake, Mendocino, Napa, Sonoma, Stanislaus and Tuolumne.

(b) Exclusive jurisdiction in the country of Australia.

(c) Concurrent jurisdiction with Hillah Shriners in the county of Del Norte in the state of California.

Amend. 2002, 2010, 2012, 2016, 2019

§ **449.2 Al Bahr Shriners**

(a) Exclusive jurisdiction in the counties of Imperial and San Diego in the state of California.

Amend. 1985, 2004, 2005, 2011, 2021

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(b) Concurrent jurisdiction with Al Atfal Shriners, U.D. in the states of Baja California, Baja California Sur, and Sinaloa in the Republic of Mexico for a period of two (2) years expiring at the opening of the Imperial Session in 2023.

Add. 2021

§ 449.3 Al Malaikah Shriners

Has:

(a) Concurrent jurisdiction with El Bekal Shriners in the counties of Los Angeles, Orange, Riverside, San Luis Obispo, Santa Barbara, San Bernardino and Ventura in the state of California.

(b) Concurrent jurisdiction with Tehran Shriners in the county of Kern in the state of California.

Amend. 1977, 1979, 1984, 2011, 2013

§ 449.4 Asiya Shriners

Has exclusive jurisdiction in the counties of Marin, Monterey, San Benito, Santa Clara, Santa Cruz, San Francisco and San Mateo.

Amend. 2002

§ 449.5 Ben Ali Shriners

Has:

(a) Exclusive jurisdiction in the counties of Alpine, Amador, Butte, Calaveras, Colusa, El Dorado, Glenn, Lassen, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Solano, Sutter, Tehema, Trinity, Yolo and Yuba, and in those parts of the counties of Modoc and Siskiyou not included in the area of concurrent jurisdiction with Hillah Shriners.

(b) Concurrent jurisdiction with Hillah Shriners in those parts of the counties of Modoc and Siskiyou lying North of 41° 45' North Latitude and between 121° 15' and 122° 05' West Longitude, subject to the terms of a written agreement between Ben Ali and Hillah Shriners.

Amend. 1969

§ 449.6 El Bekal Shriners

Has concurrent jurisdiction with Al Malaikah Shriners in the counties of Los Angeles, Orange, Riverside, San Luis Obispo, Santa Barbara, San Bernardino and Ventura.

Amend. 1979, 1984

§ 449.7 Tehran Shriners

Has:

(a) Exclusive jurisdiction in the counties of Fresno, King, Madera, Mariposa, Merced and Tulare.

(b) Concurrent jurisdiction with Al Malaikah Shriners in Kern County.

Amend. 1977

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ARTICLE 50

Colorado

§ **450.1 Al Kaly and El Jebel Shriners**

The county line between Douglas and El Paso counties and a line extending East and West from said county line is the dividing boundary line, dividing the territory and jurisdiction of the 2 temples in Colorado; the territory and jurisdiction of El Jebel Shriners comprising all of the state of Colorado north of said line; the territory and jurisdiction of Al Kaly Shriners comprising all of the State of Colorado south of said line; provided, however, that El Jebel shall have exclusive jurisdiction in all of Moffat, Routt, Rio Blanco, Garfield, Eagle, Mesa, Pitkin, Lake, Delta, Gunnison, and Montrose counties; Al Kaly shall have exclusive jurisdiction in all of San Miguel, Ouray, Delores, San Juan, Hinsdale, Montezuma, and La Plata counties.

Amend. 1972

ARTICLE 51

Connecticut

§ **451.1 Pyramid Shriners**

Has:

(a) Exclusive jurisdiction in all of Fairfield County; in the following townships in Litchfield County, namely, Salisbury, North-Canaan, Norfolk, Sharon, Cornwall, Kent, Warren, New Milford, Washington and Bridgewater; in the following townships in New Haven County, namely, Bethany, Seymour, Derby, Ansonia, Woodbridge, Hamden, North Haven, New Haven, West Haven, East Haven, Orange, Milford, North Branford, Branford, Guilford, and Madison.

(b) Concurrent jurisdiction with Sphinx Shriners in the following townships in New Haven County, namely, Wolcott, Waterbury, Middlebury, Prospect, Naugatuck, Beacon Falls, Oxford, Southbury, Cheshire, Meriden and Wallingford; and in the following townships in Middlesex County, namely, Chester, Killingworth, Clinton, Deep River, Essex, Westbrook, and Old Saybrook.

§ **451.2 Sphinx Shriners**

Has:

(a) Exclusive jurisdiction in all of Hartford County, Tolland County, Windham County and New London County, and the following townships in Litchfield County, namely, Colebrook, Winchester, Barkhamsted, Goshen, Torrington, New Hartford, Litchfield, Harwinton, Morris, Bethlehem, Watertown, Thomaston, Plymouth, Roxbury and Woodbury; and in the following townships in Middlesex County, namely, Cromwell,

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Portland, East Hampton, Middlefield, Middletown, Durham, Haddam and East Haddam.

(b) Concurrent jurisdiction with Pyramid Shriners in the following townships in New Haven County, namely, Wolcott, Waterbury, Middlebury, Prospect, Naugatuck, Beacon Falls, Oxford, Southbury, Cheshire, Meriden and Wallingford; and in the following townships in Middlesex County, namely, Chester, Killingworth, Clinton, Deep River, Essex, Westbrook and Old Saybrook.

ARTICLE 52

Delaware

§ 452.1 Nur Shriners

Has exclusive jurisdiction in the entire state of Delaware.

ARTICLE 53

District of Columbia

§ 453.1 Almas Shriners

Has:

(a) Exclusive jurisdiction in the District of Columbia; the countries of Austria, Great Britain, Norway and Uruguay.

Amend. 2007, 2011, 2014, 2016, 2018, 2021

(b) Concurrent jurisdiction with Boumi Shriners in the counties of Montgomery and Prince George's in the state of Maryland.

(c) Concurrent jurisdiction with Amal Shriners in the states of Espirito Santo and the Federal District of Brasilia in the country of Brazil.

Add. 2021

(d) Concurrent jurisdiction with Abou Saad Shriners in the country of Chile.

Add. 2018

ARTICLE 54

Florida

§ 454.1 Amara Shriners

Has:

(a) Exclusive jurisdiction in the counties of Martin, Okeechobee, Palm Beach and St. Lucie.

(b) Concurrent jurisdiction with Azan Shriners over Indian River County.

Amend. 1974, 1979, 1980, 1983

§ 454.2 Araba Shriners

Has exclusive jurisdiction in the counties of Lee, Charlotte, Glades, Hendry and Collier.

BYLAWS (IOWA)

§ 454.3 Azan Shriners

Has:

- (a) Exclusive jurisdiction in the county of Brevard.
- (b) Concurrent jurisdiction with Amara Shriners in Indian River County.

Amend. 1981, 1983

§ 454.4 Bahia Shriners

Has exclusive jurisdiction in the counties of Lake, Orange, Osceola, Seminole, Sumter and Volusia.

Amend. 1974, 1979, 1980, 1981

§ 454.5 Egypt Shriners

Has exclusive jurisdiction in the:

- (a) Counties of Citrus, Hernando, Highlands, Hillsborough, Pasco, Pinellas and Polk.
- (b) Republic of Guatemala

Amend. 1981, 1986, 2016

§ 454.6 Hadji Shriners

Has:

- (a) Exclusive jurisdiction in the counties of Escambia, Okaloosa and Santa Rosa.
- (b) Concurrent jurisdiction with Shaddai Shriners in the county of Walton.

Amend. 1985, 2004

§ 454.7 Mahi Shriners

Has:

- (a) Exclusive jurisdiction in the:
 - (1) Counties of Broward, Miami-Dade and Monroe in the state of Florida.
 - (2) Commonwealth of the Bahamas, the Republic of Cuba, the Commonwealth of Jamaica and the Cayman Islands.

Amend. 1974, 1998, 2003, 2009, 2015, 2018

§ 454.8 Marzuq Shriners

Has:

- (a) Exclusive jurisdiction in the counties of Gadsen, Jefferson, Lafayette, Leon, Madison, Taylor and Wakulla.
- (b) Concurrent jurisdiction in the county of Franklin with Shaddai Shriners.

Amend. 1988, 1990, 1999, 2000

§ 454.9 Morocco Shriners

Has exclusive jurisdiction in the counties of Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Levy, Marion, Nassau, Putnam, Saint Johns, Suwanee and Union.

Amend. 1988, 1990, 2000

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§ 454.10 Sahib Shriners

Has exclusive jurisdiction in the counties of Desoto, Hardee, Manatee, and Sarasota.

Amend. 1981, 1986

§ 454.11 Shaddai Shriners

Has:

(a) Exclusive jurisdiction in the counties of Bay, Calhoun, Gulf, Holmes, Jackson, Liberty and Washington.

(b) Concurrent jurisdiction with Marzuq Shriners in the county of Franklin and concurrent jurisdiction with Hadji Shriners in the county of Walton.

Amend. 1985, 1999, 2004

ARTICLE 55

Georgia

§ 455.1 Alee Shriners

Has exclusive jurisdiction in the counties of Appling, Bacon, Brantley, Bryan, Bulloch, Burke, Camden, Candler, Charlton, Chatham, Columbia, Effingham, Emmanuel, Evans, Glasscock, Glynn, Jeff Davis, Jefferson, Jenkins, Liberty, Long, McDuffee, McIntosh, Montgomery, Pierce, Richmond, Screven, Tattnall, Toombs, Treutlen, Warren and Wayne.

§ 455.2 Al Sihah Shriners

Has exclusive jurisdiction in the counties of Bibb, Baldwin, Bleckley, Butts, Crawford, Chattahoochee, Crisp, Dodge, Dooly, Greene, Hancock, Harris, Houston, Johnson, Jasper, Jones, Laurens, Lamar, Macon, Marion, Meriwether, Monroe, Muscogee, Peach, Pike, Pulaski, Putnam, Schley, Stewart, Sumter, Talbot, Taliaferro, Taylor, Telfair, Twiggs, Upson, Washington, Webster, Wheeler, Wilkinson, Wilcox.

§ 455.3 Hasan Shriners

Has exclusive jurisdiction in the counties of Atkinson, Baker, Ben Hill, Berrien, Brooks, Calhoun, Clay, Clinch, Coffee, Colquitt, Cook, Decatur, Dougherty, Early, Echols, Grady, Irwin, Lanier, Lee, Lowndes, Miller, Mitchell, Quitman, Randolph, Seminole, Terrell, Thomas, Tift, Turner, Ware and Worth.

§ 455.4 Yaarab Shriners

Has:

(a) Exclusive jurisdiction in the counties of Bartow, Banks, Barrow, Clark, Cherokee, Clayton, Cobb, Coweta, Carroll, Chattoga, Douglas, DeKalb, Dawson, Elbert, Fannin, Floyd, Forsyth, Franklin, Fulton, Fayette, Gilmer, Gwinnett, Gordon, Hall, Hart, Haralson, Henry, Heard, Habersham, Jackson, Lincoln, Lumpkin, Murray, Madison, Morgan,

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Newton, Oconee, Oglethorpe, Paulding, Polk, Pickens, Rockdale, Rabun, Stephens, Spaulding, Troup, Towns, Union, White, Whitefield, Walton and Wilkes.

(b) Concurrent jurisdiction with Alhambra Shriners at Chattanooga, Tennessee in the counties of Catoosa, Dade and Walker, in conformity with that certain agreement made and entered into between Yaarab Shriners and Alhambra Shriners.

ARTICLE 56

Hawaii

§ 456.1 Aloha Shriners

Has exclusive jurisdiction in the state of Hawaii and all territory commonly known as the Pacific Rim as shown on the U.S. Hydrographic Charts as that territory south of 45° N, north of 25° S, west of 130° W and east of 110° E; excluding Australia; the Republic of the Philippines; Indonesia; the country of Malaysia; the Kingdom of Thailand; the Republic of Singapore; New Guinea; and including, but not limited to, the People's Republic of China (other than the Special Administrative Regions of Hong Kong and Macau); Japan, and North and South Korea.

Amend. 1987, 1999, 2009, 2013

ARTICLE 57

Idaho

§ 457.1 Calam Shriners

Has exclusive jurisdiction in the part of the state of Idaho north of the 45th parallel of latitude.

§ 457.2 El Korah Shriners

Has exclusive jurisdiction in that part of the state of Idaho south of the 45th parallel of latitude.

ARTICLE 58

Illinois

§ 458.1 Ainad Shriners

Has:

(a) Exclusive jurisdiction in the county of Saint Clair.

(b) Concurrent jurisdiction in the remaining counties of the state of Illinois except for those counties in which another temple has been granted exclusive jurisdiction.

§ 458.2 Ansar Shriners

Has:

(a) Exclusive jurisdiction in the county of Sangamon.

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(b) Concurrent jurisdiction in the remaining counties of the state of Illinois except for those counties in which another temple has been granted exclusive jurisdiction.

§ 458.3 **Medinah Shriners**

Has:

(a) Exclusive jurisdiction in the county of Cook.

(b) Concurrent jurisdiction in the remaining counties of the state of Illinois except for those counties in which another temple has been granted exclusive jurisdiction.

§ 458.4 **Mohammed Shriners**

Has:

(a) Exclusive jurisdiction in the county of Peoria.

(b) Concurrent jurisdiction in the remaining counties of the state of Illinois except for those counties in which another temple has been granted exclusive jurisdiction.

§ 458.5 **Tebala Shriners**

Has:

(a) Exclusive jurisdiction in the county of Winnebago.

(b) Concurrent jurisdiction in the remaining counties of the state of Illinois except for those counties in which another temple has been granted exclusive jurisdiction.

ARTICLE 59

Indiana

§ 459.1 **Hadi Shriners**

Has:

(a) Exclusive jurisdiction in the county of Vanderburgh.

(b) Concurrent jurisdiction in the remaining counties of the state of Indiana except for those counties in which another temple has been granted exclusive jurisdiction.

§ 459.2 **Mizpah Shriners**

Has:

(a) Exclusive jurisdiction in the county of Allen.

(b) Concurrent jurisdiction in the remaining counties of the state of Indiana except for those counties in which another temple has been granted exclusive jurisdiction.

§ 459.3 **Murat Shriners**

Has:

(a) Exclusive jurisdiction in the county of Marion.

(b) Concurrent jurisdiction in the remaining counties of the state of Indiana except for those counties in which another temple has been granted exclusive jurisdiction.

BYLAWS (IOWA)

§ 459.4 **Orak Shriners**

Has:

- (a) Exclusive jurisdiction in the county of La Porte.
- (b) Concurrent jurisdiction in the remaining counties of the state of Indiana except for those counties in which another temple has been granted exclusive jurisdiction.

§ 459.5 **Zorah Shriners**

Has:

- (a) Exclusive jurisdiction in the county of Vigo.
- (b) Concurrent jurisdiction in the remaining counties of the state of Indiana except for those counties in which another temple has been granted exclusive jurisdiction.

ARTICLE 60

Iowa

§ 460.1 **Abu Bekr Shriners**

Has:

- (a) Exclusive jurisdiction in Iowa over Osceola, Dickinson, Emmet, Kossuth, Sioux, O'Brien, Clay, Palo Alto, Plymouth, Cherokee, Buena Vista, Pocahontas, Humboldt, Woodbury, Ida, Sac, Monona, Crawford, Harrison, Shelby, and Pottawattamie counties.
- (b) Concurrent jurisdiction with El Riad, Naja and Yelduz Shriners in Lyon County, Iowa, and in Union and Clay counties of South Dakota, subject to an agreement dated October 21, 1957, ratified by El Riad, Yelduz and Naja Shriners of South Dakota and Abu Bekr Shriners of Iowa.

§ 460.2 **El Kahir Shriners**

Has:

- (a) Exclusive jurisdiction in Iowa over Winnebago, Worth, Mitchell, Howard, Winneshiek, Allamakee, Hancock, Cerro Gordo, Floyd, Chickasaw, Wright, Franklin, Butler, Bremer, Fayette, Clayton, Hardin, Grundy, Black Hawk, Buchanan, Delaware, Tama, Benton, Linn and Jones counties.
- (b) Concurrent jurisdiction with Kaaba Shriners over Johnson, Dubuque and Iowa counties.

§ 460.3 **Kaaba Shriners**

Has:

- (a) Exclusive jurisdiction in Iowa over Jackson, Cedar, Clinton, Scott, Muscatine, Mahaska, Keokuk, Washington, Louisa, Monroe, Wapello, Jefferson, Henry, Des Moines, Wayne, Appanoose, Davis, Van Buren, Poweshiek and Lee counties.
- (b) Concurrent jurisdiction with El Kahir Shriners in Johnson, Dubuque and Iowa counties.

BYLAWS (IOWA)

(c) Concurrent jurisdiction with Za-Ga-Zig Shriners in Lucas County.

§ 460.4 **Za-Ga-Zig Shriners**

Has:

(a) Exclusive jurisdiction in Iowa in Calhoun, Webster, Hamilton, Carroll, Greene, Boone, Story, Marshall, Audubon, Guthrie, Dallas, Polk, Jasper, Mills, Montgomery, Adams, Union, Clark, Cass, Adair, Madison, Warren, Marion, Fremont, Page, Taylor, Ringgold and Decatur counties.

(b) Concurrent jurisdiction with Kaaba Shriners in Lucas County.

ARTICLE 61

Kansas

§ 461.1 **Abdallah Shriners**

Has exclusive jurisdiction in Brown, Doniphan, Atchison, Jefferson, Leavenworth, Wyandotte, Douglas, Johnson, Franklin and Miami counties.

§ 461.2 **Arab Shriners**

Has exclusive jurisdiction in Marshall, Nehama, Pottawattomie, Jackson, Wabaunsee, Shawnee, Osage, Lyon and Coffey counties.

§ 461.3 **Isis Shriners**

Has exclusive jurisdiction in Cheyenne, Rawlins, Decatur, Norton, Phillips, Smith, Jewell, Republic, Washington, Sherman, Thomas, Sheridan, Graham, Rooks, Osborne, Mitchell, Cloud, Wallace, Logan, Gove, Trego, Ellis, Russell, Lincoln, Ottawa, Clay, Riley, Geary, Greeley, Wichita, Scott, Lane, Ness, Rush, Barton, Ellsworth, Saline, Dickinson, Rice, McPherson, Marion, Chase and Morris counties.

§ 461.4 **Midian Shriners**

Has exclusive jurisdiction in Chautauqua, Elk, Greenwood, Cowley, Butler, Sedgwick, Sumner, Kingman, Harper, Pratt, Barber, Hodgman, Ford, Kiowa, Commanche, Clark, Meade, Seward, Haskell, Stevens, Grant, Morton, Stanton, Edwards, Kearny, Hamilton, Finney, Harvey, Reno, Stafford, Pawnee and Gray counties.

§ 461.5 **Mirza Shriners**

Has exclusive jurisdiction in Woodson, Allen, Bourbon, Wilson, Neosho, Crawford, Montgomery, Labette, Cherokee, Anderson and Linn counties.

ARTICLE 62

Kentucky

§ 462.1 **El Hasa Shriners**

Has:

(a) Exclusive jurisdiction in Boyd County.

(b) Concurrent jurisdiction in the state of Kentucky with Kosair, Oleika and Rizpah Shriners, except in counties in the exclusive jurisdiction of other temples in the state.

BYLAWS (IOWA)

(c) Concurrent jurisdiction with Syrian Shriners in Kenton, Campbell, and Boone counties, Kentucky.

(d) Concurrent jurisdiction with Syrian, Antioch, Aladdin, and Zenobia Shriners in Lawrence and Scioto counties, Ohio.

§ 462.2 Kosair Shriners

Has:

(a) Exclusive jurisdiction in Jefferson County.

(b) Concurrent jurisdiction throughout the State of Kentucky with El Hasa, Oleika and Rizpah Shriners, except in counties in the exclusive jurisdiction of other temples in the state.

(c) Concurrent jurisdiction with Syrian Shriners in Kenton, Campbell and Boone counties, Kentucky.

§ 462.3 Oleika Shriners

Has:

(a) Exclusive jurisdiction in Fayette County.

(b) Concurrent jurisdiction in the State of Kentucky with Kosair, El Hasa, and Rizpah Shriners, except in counties in the exclusive jurisdiction of other temples in the state.

(c) Concurrent jurisdiction with Syrian Shriners in Kenton, Campbell, and Boone counties, Kentucky.

§ 462.4 Rizpah Shriners

Has:

(a) Exclusive jurisdiction in Hopkins County.

(b) Concurrent jurisdiction in the State of Kentucky with El Hasa, Kosair and Oleika Shriners, except in counties in the exclusive jurisdiction of other temples in the state.

(c) Concurrent jurisdiction with Syrian Shriners in Kenton, Campbell, and Boone counties, Kentucky.

ARTICLE 63

Louisiana

§ 463.1 Acacia Shriners

Has:

(a) Exclusive jurisdiction in the parishes of Ascension, East Baton Rouge, Livingston and West Baton Rouge.

(b) Concurrent jurisdiction in the remaining parishes of the state of Louisiana except for those parishes in which another temple has been granted exclusive jurisdiction.

Amend. 1986, 2003

§ 463.2 Barak Shriners

Has:

(a) Exclusive jurisdiction in the parish of Ouachita.

BYLAWS (IOWA)

(b) Concurrent jurisdiction in the remaining parishes of the state of Louisiana except for those parishes in which another temple has been granted exclusive jurisdiction.

Amend. 1975, 1981, 1986

§ 463.3 El Karubah Shriners

Has:

(a) Exclusive jurisdiction in the parish of Caddo.

(b) Concurrent jurisdiction in the remaining parishes of the state of Louisiana except for those parishes in which another temple has been granted exclusive jurisdiction.

Amend. 1973, 1981, 1986

§ 463.4 Habibi Shriners

Has:

(a) Exclusive jurisdiction in the parishes of Calcasieu and Cameron.

(b) Concurrent jurisdiction in the remaining parishes of the state of Louisiana except for those parishes in which another temple has been granted exclusive jurisdiction.

Amend. 1973, 1981, 1986

§ 463.5 Jerusalem Shriners

Has:

(a) Exclusive jurisdiction in the parishes of Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles and St. John the Baptist.

(b) Concurrent jurisdiction in the remaining parishes of the state of Louisiana except for those parishes in which another temple has been granted exclusive jurisdiction.

Amend. 1973, 1981, 1986, 2003

ARTICLE 64

Maine

§ 464.1 Anah Shriners

Has:

(a) Exclusive jurisdiction in Aroostook, Hancock, Penobscot, Piscataquis, Waldo and Washington counties.

(b) Concurrent jurisdiction in Somerset and Knox counties, and the city of Waterville and the towns of Oakland, Belgrade, Sidney, Winslow, China, Vassalboro, Benton, Clinton, Albion and South Albion in the county of Kennebec.

§ 464.2 Kora Shriners

Has:

(a) Exclusive jurisdiction in Androscoggin, Cumberland, Franklin, Lincoln, Oxford, Sagadahoc and York counties, and that portion of Kennebec County not named in (b) below.

BYLAWS (IOWA)

(b) Concurrent jurisdiction in Somerset and Knox counties, and the city of Waterville and the towns of Oakland, Belgrade, Sidney, Winslow, China, Vassalboro, Benton, Clinton, Albion and South Albion in the county of Kennebec.

ARTICLE 65

Maryland

§ **465.1 Ali Ghan Shriners**

Has:

(a) Exclusive jurisdiction in Allegany, Garrett and Washington counties.

(b) Concurrent jurisdiction with Boumi Shriners over Frederick County.

§ **465.2 Boumi Shriners**

Has:

(a) Exclusive jurisdiction in the state of Maryland, except Allegany, Frederick, Garrett, Montgomery, Prince Georges and Washington Counties.

(b) Concurrent jurisdiction with Ali Ghan Shriners over Frederick County.

(c) Concurrent jurisdiction with Almas Shriners over Montgomery and Prince Georges counties.

ARTICLE 66

Massachusetts

§ **466.1 Aleppo Shriners**

Has:

(a) Exclusive jurisdiction in all the counties in Massachusetts, with the exception of Berkshire, Franklin, Hampden Hampshire and the portion of Worcester listed in (c).

(b) Exclusive jurisdiction in the island of Hispaniola which includes the countries of the Dominican Republic and Haiti.

Amend. 2006

(c) Concurrent jurisdiction with Melha Shriners over the towns of Ashburnham, Athol, Barre, Brookfield, Charlton, Clarkham, Dana, Dudley, Gardner, Hardwick, Hubbardstown, Leicester, New Braintree, North Brookfield, Paxton, Petersham, Princeton, Royalston, Rutland, Southbridge, Spencer, Sturbridge, Templeton, Warren, West Brookfield, Westminster, Winchendon, and the city of Worcester, all located in the county of Worcester in the state of Massachusetts.

BYLAWS (IOWA)

§ **466.2 Melha Shriners**

Has:

(a) Exclusive jurisdiction in the counties of Berkshire, Franklin, Hampden and Hampshire in the state of Massachusetts.

(b) Concurrent jurisdiction with Aleppo Shriners over the towns of Ashburnham, Athol, Barre, Brookfield, Charlton, Clarkham, Dana, Dudley, Gardner, Hardwick, Hubbardstown, Leicester, New Braintree, North Brookfield, Paxton, Petersham, Princeton, Royalston, Rutland, Southbridge, Spencer, Sturbridge, Templeton, Warren, West Brookfield, Westminster, Winchendon, and the city of Worcester, all located in the county of Worcester in the state of Massachusetts.

ARTICLE 67

Michigan

§ **467.1 Ahmed Shriners**

Has exclusive jurisdiction in all the counties of the upper peninsula of Michigan.

§ **467.2 Elf Khurafeh Shriners**

Has exclusive jurisdiction in the following counties, to-wit: Cheboygan, Montmorenci, Oscoda, Ogemaw, Gladwin, Midland, Saginaw, Sanilac, Lapeer, Presque Isle, Alpena, Alcona, Iosco, Arenac, Bay, Tuscola, Shiawassee, Ingham, Otsego, Crawford, Roscommon, Clare, Isabella, Gratio, Huron, Genesee.

§ **467.3 Moslem Shriners**

Has exclusive jurisdiction in the following counties, to-wit: Branch, Lenawee, Monroe, Washtenaw, Hillsdale, Livingston, Oakland, Wayne, Jackson, Macomb and St.Clair.

§ **467.4 Saladin Shriners**

Has exclusive jurisdiction in Berrien, Cass, St. Joseph, Van Buren, Kalamazoo, Calhoun, Allegan, Barry, Eaton, Ottawa, Kent, Ionia, Clinton, Muskegon, Oceana, Newaygo, Mecosta, Montcalm, Mason, Lake, Osceola, Manistee, Wexford, Missaukee, Benzie, Grand Traverse, Kalkaska, Leelanau, Antrim, Charlevoix, and Emmett counties.

ARTICLE 68

Minnesota

§ **468.1 Aad Shriners**

Has:

(a) Exclusive jurisdiction as to Minnesota Shriners in the counties of St. Louis, Lake, Cook, Carlton, Pine, Koochiching, Itasca, Aitkin, Kanabec, Crow Wing, Cass, Hubbard, Lake of the Woods, Roseau, Clearwater,

BYLAWS (IOWA)

Becker, Clay, Norman, Mahnomen, Polk, Red Lake, Pennington, Marshall and Kittson.

Amend. 2016

(b) Concurrent jurisdiction with Beja, Tripoli and Zor Shriners in the counties of Ashland, Bayfield and Douglas in the state of Wisconsin.

Amend. 1985

(c) Concurrent jurisdiction in Becker, Clay, Mahnomen and Norman Counties in the state of Minnesota with El Zagal Shriners.

(d) Concurrent jurisdiction with Kem Shriners in Beltrami, Clearwater, Red Lake, Pennington, Marshall, Polk, Kittson, and Roseau counties, in the state of Minnesota.

Amend. 2016

§ 468.2 Osman Shriners

Has:

(a) Exclusive jurisdiction in Ramsey County and the city of Eagan in Dakota County and concurrent jurisdiction with Zuhrah Shriners in all other counties of the state, except Hennepin County and the counties named under Aad Shriners.

(b) Concurrent jurisdiction in Nobles County and Rock County in the state of Minnesota with El Riad Shriners.

Amend. 1975, 2000

§ 468.3 Zuhrah Shriners

Has:

(a) Exclusive jurisdiction in Hennepin County and concurrent jurisdiction with Osman Shriners in all other counties of the state, except Ramsey County and the city of Eagan in Dakota County and the counties named under Aad Shriners.

(b) Concurrent jurisdiction in Nobles County and Rock County in the state of Minnesota with El Riad Shriners.

Amend. 1975, 2000

ARTICLE 69

Mississippi

§ 469.1 Hamasa Shriners

Has:

(a) Exclusive jurisdiction in the following counties in Mississippi, to wit: Alcorn, Benton, Calhoun, Chickasaw, Choctaw, Clarke, Clay, Itawamba, Jasper, Jones, Kemper, Leake, Lee, Lowndes, Lauderdale, Monroe, Neshoba, Newton, Noxubee, Oktibbeha, Pontotoc, Prentiss, East eight Townships of Scott, Smith, Tippah, Tishomingo, Union, Wayne, Webster and Winston.

(b) Concurrent jurisdiction with Joppa Shriners in Forrest, Lamar and Perry counties.

BYLAWS (IOWA)

§ **469.2 Joppa Shriners**

Has:

(a) Exclusive jurisdiction in the following counties in Mississippi, to-wit: George, Greene, Hancock, Harrison, Jackson, Pearl River and Stone.

(b) Concurrent jurisdiction with Hamasa Shriners in Forrest, Lamar and Perry counties.

(c) Concurrent jurisdiction with Wahabi Shriners in Marion and Walthall counties.

Amend. 1977, 1978

§ **469.3 Wahabi Shriners**

Has:

(a) Exclusive jurisdiction in the following counties in Mississippi, to-wit: Adams, Amite, Attala, Bolivar, Carroll, Claiborne, Coahoma, Copiah, Covington, DeSoto, Franklin, Granada, Hinds, Holmes, Humphries, Issaquena, Jefferson, Jefferson Davis, Lafayette, Lawrence, Leflore, Lincoln, Madison, Marshall, Montgomery, Panola, Pike, Quitman, Rankin, West eight townships of Scott and fractional townships west thereof, Sharkey, Simpson, Sunflower, Tallahatchie, Tate, Tunica, Warren, Washington, Wilkinson, Yalobusha and Yazoo.

(b) Concurrent jurisdiction with Joppa Shriners in Walthall and Marion counties.

ARTICLE 70

Missouri

§ **470.1 Abou Ben Adhem Shriners**

Has:

(a) Exclusive jurisdiction in all directions extending ½ the distance by direct line between itself and the nearest temple in that direction in Missouri, except as hereinafter mentioned.

(b) Concurrent jurisdiction in the city of Warsaw with Ararat Shriners.

Amend. 1983

§ **470.2 Ararat Shriners**

Has:

(a) Exclusive jurisdiction in all directions extending ½ the distance by direct line between itself and the nearest temple in that direction in Missouri, except as hereinafter mentioned.

(b) Concurrent jurisdiction in the city of Brookfield with Moila Shriners.

(c) Concurrent jurisdiction in the city of Warsaw with Abou Ben Adhem Shriners.

Amend. 1983

BYLAWS (IOWA)

§ 470.3 **Moila Shriners**

Has:

(a) Exclusive jurisdiction in all directions extending ½ the distance by direct line between itself and the nearest temple in that direction in Missouri.

(b) Concurrent jurisdiction in the city of Brookfield, with Ararat Shriners.

§ 470.4 **Moolah Shriners**

Has exclusive jurisdiction in all directions extending ½ the distance by direct line between itself and the nearest temple in that direction in Missouri.

ARTICLE 71

Montana

§ 471.1 **Al Bedoo Shriners**

Has:

(a) Exclusive jurisdiction in the county of Yellowstone.

(b) Concurrent jurisdiction in the remaining counties of the state of Montana, except for those counties in which another temple has been granted exclusive jurisdiction.

§ 471.2 **Algeria Shriners**

Has:

(a) Exclusive jurisdiction in the counties of Lewis and Clark and Missoula.

(b) Concurrent jurisdiction in the remaining counties of the state of Montana, except for those counties in which another temple has been granted exclusive jurisdiction.

Amend. 2003

§ 471.3 **Bagdad Shriners**

Has:

(a) Exclusive jurisdiction in the county of Silver Bow.

(b) Concurrent jurisdiction in the remaining counties of the state of Montana, except for those counties in which another temple has been granted exclusive jurisdiction.

ARTICLE 72

Nebraska

§ 472.1 **Sesostris Shriners**

Has:

(a) Exclusive jurisdiction in the county of Lancaster.

(b) Concurrent jurisdiction in the remaining counties of the state of

BYLAWS (IOWA)

Nebraska, except for those counties in which another temple has been granted exclusive jurisdiction.

§ 472.2 Tangier Shriners

Has:

(a) Exclusive jurisdiction in the county of Douglas.

(b) Concurrent jurisdiction in the remaining counties of the state of Nebraska, except for those counties in which another temple has been granted exclusive jurisdiction.

§ 472.3 Tehama Shriners

Has:

(a) Exclusive jurisdiction in the county of Adams.

(b) Concurrent jurisdiction in the remaining counties of the state of Nebraska, except for those counties over which another temple has been granted exclusive jurisdiction.

ARTICLE 73

Nevada

§ 473.1 Kerak Shriners

Has:

(a) Exclusive jurisdiction in the state of Nevada except Clark County.

(b) Exclusive jurisdiction in Inyo County and Mono County, California.

Amend. 1975, 1985

§ 473.2 Zelzah Shriners

Has exclusive jurisdiction in Clark County.

Amend. 1975

ARTICLE 74

New Hampshire

§ 474.1 Bektash Shriners

Has exclusive jurisdiction in the state of New Hampshire.

ARTICLE 75

New Jersey

§ 475.1 Crescent Shriners

Has:

(a) Exclusive jurisdiction in that territory south of a line beginning with Seaside Park and the village of Toms River; thence along the southerly bank of Toms River to the Monmouth County line; thence northwesterly across Monmouth County to the town of Etra in Mercer County; thence along the northerly line of Mercer County to the junction of Somerset,

BYLAWS (IOWA)

Mercer and Hunterdon Counties, thence due west to the Delaware River; except that Salaam Shriners may accept for membership all members of Newark Consistory residing anywhere in the state of New Jersey without securing a waiver from Crescent Shriners.

(b) Concurrent jurisdiction with Salaam Shriners in that territory between the lines of exclusive jurisdiction and the southern boundary lines of Union County, Morris County and Sussex County.

(c) Crescent Shriners may accept for membership all members of Trenton Consistory residing anywhere in the state of New Jersey, without securing waivers from Salaam Shriners.

§ 475.2 Salaam Shriners

Has:

(a) Exclusive jurisdiction in the counties of Bergen, Essex, Hudson, Morris, Passaic, Sussex and Union, except that Crescent Shriners may accept for membership all members of Trenton Consistory residing anywhere in the state of New Jersey, without securing waivers from Salaam Shriners.

(b) Concurrent jurisdiction with Crescent Shriners between the southern boundary lines of Sussex, Morris and Union counties, and the exclusive jurisdiction of Crescent Shriners.

(c) Salaam Shriners may accept for membership all members of Newark Consistory residing anywhere in the state of New Jersey without securing a waiver from Crescent Shriners.

(d) Concurrent jurisdiction with Mecca Shriners in the island of Bermuda.

Add.2006

ARTICLE 76

New Mexico

§ 476.1 Ballut Abyad Shriners

Has exclusive jurisdiction in the state of New Mexico.

ARTICLE 77

New York

§ 477.1 Cyprus Shriners

Has:

(a) Exclusive jurisdiction in the state of New York in the counties of Columbia, Dutchess, Greene, Schoharie and Ulster.

(b) Exclusive jurisdiction in the state of New York in the city of Albany, villages of Altamont, Ravena and Voorheesville, and the towns of Berne, Bethlehem, Coeymans, Guilderland, Knox, New Scotland,

BYLAWS (IOWA)

Rensselaerville and Westerlo in the county of Albany; and exclusive jurisdiction in the city of Rensselaer, villages of Castleton and Nassau, and the towns of East Greenbush, Nassau, Schodack and Stephentown in the county of Rensselaer.

(c) Concurrent jurisdiction in the state of New York in the counties of Fulton, Hamilton, Montgomery, Schenectady and Schoharie.

(d) Concurrent jurisdiction in the state of New York in the villages of Colonie and Menands, and the town of Colonie in the county of Albany.

Amend. 2015

§ 477.2 Damascus Shriners

Has:

(a) Exclusive jurisdiction in the counties of Livingston, Monroe, Ontario, Orleans, Seneca, Wayne and Yates.

(b) Exclusive jurisdiction in the towns of Aurelius, Brutus, Fleming, Ledyard, Mentz, Montezuma, Scipio, Springport, Throop and the cities and villages of Auburn, Aurora, Cayuga, Port Byron, Union Springs and Weedsport in the county of Cayuga; exclusive jurisdiction in the towns of Batavia, Bergen, Bethany, Byron, Elba, LeRoy, Pavilion, Stafford and the cities and villages of Batavia, Bergen, Elba and LeRoy in the county of Genesee; exclusive jurisdiction in the towns of Avoca, Cohocton, Dansville, Fremont, Hornellsville, Howard, Wayland, and the cities and villages of Arkport, Avoca, Cohocton, Hornell, North Hornell and Wayland in the county of Steuben; and exclusive jurisdiction in the villages of Perry and Wyoming in the county of Wyoming.

(c) Concurrent jurisdiction in the county of Schuyler.

(d) Concurrent jurisdiction in the towns of Cato, Conquest, Ira, Sennett, Sterling, Victory and the cities and villages of Cato, Fair Haven and Meridian in the county of Cayuga; concurrent jurisdiction in the town of Oakfield and village of Oakfield in the county of Genesee; and concurrent jurisdiction in the towns of Bath, Prattsburg, Pulteney, Urbana, Wayne, Wheeler and the cities and villages of Bath and Hammondsport in the county of Steuben.

§ 477.3 Ismailia Shriners

Has:

(a) Exclusive jurisdiction in the counties of Allegany, Cattaraugus, Chautauqua, Erie, Niagara and Wyoming (except for the villages of Perry and Wyoming).

(b) Exclusive jurisdiction in the towns of Alabama, Alexander, Darien, Pembroke and the cities and villages of Alexander and Corfu in the county of Genesee; exclusive jurisdiction in the towns of Cameron, Canisteo, Greenwood, Hartsville, Jasper, Troupsburg and West Union in the county of Steuben.

(c) Concurrent jurisdiction in the town of Oakfield and village of

BYLAWS (IOWA)

Oakfield in the county of Genesee.

§ 477.4 **Kalurah Shriners**

Has:

(a) Exclusive jurisdiction in the counties of Broome, Chemung, Cortland, (except for the towns of Cuyler, Preble, Scott and Truxton), Delaware, Sullivan, Tioga and Tomkins.

(b) Exclusive jurisdiction in the towns of Genoa, Locke, Moravia, Sempronius, Summer Hill, Venice and the village of Moravia in the county of Cayuga; and exclusive jurisdiction in the towns of Addison, Bradford, Campbell, Caton, Corning, Erwin, Hornby, Lindley, Rathbone, Thurston, Tuscarora, Woodhull and the cities and villages of Addison, Corning, Painted Post and South Corning in the county of Steuben.

(c) Concurrent jurisdiction in the counties of Chenango, Otsego, Schoharie and Schuyler.

(d) Concurrent jurisdiction in the towns of Cuyler, Preble, Scott and Truxton in the county of Cortland; and concurrent jurisdiction in the towns of Bath, Prattsburg, Pulteney, Urbana, Wayne, Wheeler and the cities and villages of Bath and Hammondsport in the county of Steuben.

§ 477.5 **Kismet Shriners**

Has:

(a) Exclusive jurisdiction in the counties of Kings, Nassau, Queens and Suffolk.

§ 477.6 **Mecca Shriners**

Has:

(a) Exclusive jurisdiction in the counties of Bronx, New York, Orange, Putnam, Richmond, Rockland and Westchester.

(b) Concurrent jurisdiction with Salaam Shriners in the island of Bermuda.

Add. 2006

§ 477.7 **Media Shriners**

Has:

(a) Exclusive jurisdiction in the counties of Jefferson, Oswego (except for the towns of Hannibal and Oswego) and Saint Lawrence.

(b) Exclusive jurisdiction in the towns of Bangor, Bellmont, Bombay, Brandon, Burke, Chateaugay, Constable, Dickinson, Duane, Fort Covington, Malone, Moira, St. Regis Indian Reservation, Waverly and Westville (including the villages of Brushton, Burke, Chateaugay and Malone) in the county of Franklin.

(c) Concurrent jurisdiction in the county of Lewis.

(d) Concurrent jurisdiction in the towns of Hannibal and Oswego in the county of Oswego.

BYLAWS (IOWA)

§ 477.8 **Oriental Shriners**

Has:

(a) Exclusive jurisdiction in the counties of Clinton, Essex, Saratoga, Warren and Washington.

(b) Exclusive jurisdiction in the cities of Cohoes and Watervliet and the village of Green Island in the county of Albany; exclusive jurisdiction in the city of Troy, villages of Hoosick Falls, Schaghticoke and Valley Falls, and the towns of Berlin, Brunswick, Grafton, Hoosick, North Greenbush, Petersburg, Pittstown, Poestenkill, Sand Lake and Schaghticoke in the county of Rensselaer; and exclusive jurisdiction in the towns of Altamont, Brighton, Franklin, Harrietstown and Santa Clara in the county of Franklin.

(c) Concurrent jurisdiction in the counties of Fulton, Hamilton, Montgomery and Schenectady.

(d) Concurrent jurisdiction in the villages of Colonie and Menands and the town of Colonie in the county of Albany.

§ 477.9 **Tigris Shriners**

Has:

(a) Exclusive jurisdiction in the county of Onondaga.

(b) Exclusive jurisdiction in the towns of Niles and Owasco in the county of Cayuga.

(c) Concurrent jurisdiction in the county of Madison.

(d) Concurrent jurisdiction in the towns of Cato, Conquest, Ira, Sennett, Sterling and Victory and the cities and villages of Cato, Fair Haven and Meridian in the county of Cayuga; concurrent jurisdiction in the towns of Cuyler, Preble, Scott and Truxton in the county of Cortland; and concurrent jurisdiction in the towns of Hannibal and Oswego in the county of Oswego.

§ 477.10 **Ziyara Shriners**

Has:

(a) Exclusive jurisdiction in the counties of Herkimer and Oneida.

(b) Concurrent jurisdiction in the counties of Chenango, Lewis, Madison and Otsego.

ARTICLE 78

North Carolina

§ 478.1 **Amran Shriners**

Has:

(a) Concurrent jurisdiction with Oasis Shriners in Stokes and Rockingham counties.

(b) Exclusive jurisdiction in Granville, Durham, Person, Vance, Caswell, Orange, Alamance, Chatham, Wake and Lee counties.

Amend. 1975, 1981

BYLAWS (IOWA)

§ 478.2 Oasis Shriners

Has:

(a) Concurrent jurisdiction with Sudan Shriners in Hoke and Robeson counties.

(b) Concurrent jurisdiction with Amran Shriners in Stokes and Rockingham counties.

(c) Exclusive jurisdiction in Surry, Yadkin, Forsyth, Guilford, Randolph, Moore, Richmond, Scotland and all counties west and south thereof.

Amend. 1975

§ 478.3 Sudan Shriners

Has:

(a) Concurrent jurisdiction with Oasis Shriners in Hoke and Robeson counties.

(b) Exclusive jurisdiction in Warren, Franklin, Nash, Johnston, Harnett, Cumberland, Bladen, Columbus and all counties south and east thereof.

Amend. 1975, 1981

ARTICLE 79

North Dakota

§ 479.1 El Zagal Shriners

Has:

(a) Concurrent jurisdiction with Kem Shriners in North Dakota.

(b) Concurrent jurisdiction in the counties of Becker, Clay, Mahnommen and Norman, in the state of Minnesota, with Aad Shriners.

§ 479.2 Kem Shriners

Has:

(a) Concurrent jurisdiction with El Zagal Shriners in North Dakota.

(b) Concurrent jurisdiction with Aad Shriners in the counties of Beltrami, Clearwater, Red Lake, Pennington, Marshall, Polk, Kittson and Roseau, in the state of Minnesota.

Amend. 2016

ARTICLE 80

Ohio

§ 480.1 Aladdin Shriners

Has:

(a) Concurrent jurisdiction throughout the state of Ohio with Al Koran, Antioch, Tadmor, Syrian and Zenobia Shriners, subject to agreements between Ohio and Kentucky Shriners, and subject to provision that existing Shrine clubs throughout the state of 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

BYLAWS (IOWA)

Scioto counties, 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.

§ 480.2 Al Koran Shriners

Has:

(a) Concurrent jurisdiction throughout the state of Ohio with Aladdin, Antioch, Tadmor, Syrian and Zenobia Shriners, subject to agreements between Ohio and Kentucky Shriners, and subject to provision that existing Shrine clubs throughout the state of Ohio shall remain under the jurisdiction of the temple under which they operated on July 14, 1936.

(b) Concurrent jurisdiction with Osiris Shriners in Belmont and Monroe counties in Ohio.

(c) Concurrent jurisdiction with Osiris Shriners in Brooke and Hancock counties in West Virginia.

§ 480.3 Antioch Shriners

Has:

(a) Concurrent jurisdiction throughout the state of Ohio with Aladdin, Al Koran, Tadmor, Syrian and Zenobia Shriners, subject to agreements between Ohio and Kentucky Shriners, and subject to provision that existing Shrine clubs throughout the state of 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, 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.

§ 480.4 Syrian Shriners

Has:

(a) Concurrent jurisdiction throughout the state of Ohio with Aladdin, Al Koran, Antioch, Tadmor and Zenobia Shriners, subject to agreements between Ohio and Kentucky Shriners, and subject to provision that existing Shrine clubs throughout the state of Ohio shall remain under the jurisdiction of the temple under which they operated on July 14, 1936. Concurrent jurisdiction with El Hasa Shriners in Lawrence and Scioto counties, Ohio.

(b) Concurrent jurisdiction with El Hasa, Kosair, Oleika and Rizpah Shriners in Kenton, Campbell and Boone counties, in Kentucky.

(c) Concurrent jurisdiction with Osiris Shriners in Belmont and Monroe counties in Ohio.

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(d) Concurrent jurisdiction with Osiris Shriners in Brooke and Hancock counties in West Virginia.

§ 480.5 Tadmor Shriners

Has:

(a) Concurrent jurisdiction throughout the state of Ohio with Aladdin, Al Koran, Antioch, Syrian and Zenobia Shriners, subject to agreements between Ohio and Kentucky Shriners, and subject to provision that existing Shrine clubs throughout the state of Ohio shall remain under the jurisdiction of the temple under which they operated on July 14, 1936.

(b) Concurrent jurisdiction with Osiris Shriners in Belmont and Monroe counties in Ohio.

(c) Concurrent jurisdiction with Osiris Shriners in Brooke and Hancock counties in West Virginia.

§ 480.6 Zenobia Shriners

Has:

(a) Concurrent jurisdiction throughout the state of Ohio with Aladdin, Al Koran, Antioch, Tadmor and Syrian Shriners, subject to agreements between Ohio and Kentucky Shriners, and subject to provision that existing Shrine clubs throughout the state of 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 81

Oklahoma

§ 481.1 Akdar Shriners

Has:

(a) Exclusive jurisdiction in the following counties: Craig, Creek, Garfield, Grant, Kay, Nowata, Osage, Ottawa, Noble, Pawnee, Rogers, Tulsa and Washington, and all of Delaware and Mayes lying north of a line commencing at the northwest corner of Township 22 North, Range 18 East thence 3 miles south to point of beginning and east to the Arkansas state line.

(b) Concurrent jurisdiction with Bedouin Shriners in Wagoner County.

(c) Concurrent jurisdiction with India Shriners in Logan and Payne counties.

Amend. 1983

BYLAWS (IOWA)

§ **481.2 Bedouin Shriners**

Has:

(a) Exclusive jurisdiction in the following counties: Adair, Atoka, Bryan, Cherokee, Choctaw, Coal, Haskell, Latimer, LeFlore, McCurtain, McIntosh, Muskogee, Okfuskee, Okmulgee, Pittsburg, Pushmataha, and Sequoyah, and all of Delaware and Mayes lying south of a line commencing at the northwest corner of Township 22 North, Range 18 East thence 3 miles south to point of beginning and east to the Arkansas state line.

(b) Concurrent jurisdiction with Akdar Shriners in Wagoner County.

(c) Concurrent jurisdiction with India Shriners in Hughes, Johnson, Marshall, Pontotoc and Seminole counties.

Amend. 1983

§ **481.3 India Shriners**

Has:

(a) Exclusive jurisdiction in the following counties: Oklahoma, Lincoln, Cimarron, Texas, Beaver, Harper, Woods, Ellis, Woodward, Major, Alfalfa, Roger Mills, Dewey, Custer, Blaine, Kingfisher, Canadian, Caddo, Washita, Beckham, Greer, Harmon, Jackson, Kiowa, Cotton, Tillman, Comanche, Grady, Stephens, Jefferson, Love, Carter, Murray, Garvin, McClain, Cleveland and Pottawatomie.

(b) Concurrent jurisdiction with Bedouin Shriners in the following counties: Pontotoc, Johnston, Marshall, Hughes and Seminole.

(c) Concurrent jurisdiction with Akdar Shriners in Logan and Payne counties.

§ **481.4 Fees in Concurrent Territory**

(a) In all territory concurrent between Bedouin and Akdar Shriners the fee shall be the maximum fee fixed by either of said temples.

(b) In all territory in which concurrent jurisdiction is provided between India and any other temple, the fees shall be uniform; and the fees prescribed by India Shriners shall govern.

(c) Any change in the fees charged by any temple having concurrent jurisdiction shall become effective only after 90 days' notice in writing shall have been given to any other temple interested in such territory.

ARTICLE 82

Oregon

§ **482.1 Al Kader Shriners**

Has concurrent jurisdiction with Hillah Shriners in the state of Oregon.

§ **482.2 Hillah Shriners**

Has:

(a) Concurrent jurisdiction with Al Kader Shriners in the state of Oregon, and concurrent jurisdiction with Aahmes Shriners in the county

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of Del Norte in the state of California.

(b) Concurrent jurisdiction with Ben Ali Shriners in those parts of Siskiyou and Modoc counties in the state of California lying north of 41° 45' North Latitude and between 121° 15' and 122° 05' West Longitude, subject to the terms of a written agreement between Hillah Shriners and Ben Ali Shriners.

Amend. 1969, 2010

ARTICLE 83

Pennsylvania

§ 483.1 Irem Shriners

Has exclusive jurisdiction in the following counties of Pennsylvania: Tioga, Bradford, Susquehanna, Wayne, Lycoming, Sullivan, Wyoming, Lackawanna, Pike, Union, Snyder, Northumberland, Montour, Columbia, Luzerne, Carbon and Monroe counties north of the line separating Irem from Rajah.

§ 483.2 Jaffa Shriners

Has:

(a) Exclusive jurisdiction in the counties of Potter, Cameron, Clinton, Centre, Clearfield, Jefferson, Cambria, Blair, Huntingdon, Mifflin, Fulton and Bedford, to the jurisdictional lines between Syria Shriners of Pittsburgh, Pa., and Jaffa Shriners in the counties of Somerset, Westmoreland and Indiana.

(b) Concurrent jurisdiction with Zem Zem Shriners in the county of Elk.

§ 483.3 Lu Lu Shriners

Has exclusive jurisdiction in Pennsylvania east of a direct line drawn from Durham Furnace in the northwestern portion of Bucks County to Elk Mills in the southwestern portion of Chester County.

§ 483.4 Rajah Shriners

Has jurisdiction in Berks and Lehigh counties and that portion of Bucks, Chester and Montgomery counties above the line separating Rajah and Lu Lu on the southeast; that portion of Northampton, Carbon, Schuylkill and Northumberland counties south of the line separating Rajah from Irem on the north, and Lebanon and Lancaster counties, they being concurrent with Zembo on the west; also the towns of Tamaqua, Mahanoy City, Shenandoah, Girardville and Ashland in Schuylkill County and Mt. Carmel and Shamokin in Northumberland County.

§ 483.5 Syria Shriners

Has exclusive jurisdiction in all the territory south of Mercer and Venango counties and that part of Clarion south of the lines continuous with the south line of Venango to the town of Arjay in Jefferson County;

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thence directly south through Jefferson, Indiana, Westmoreland and Somerset counties to the southern state line.

§ 483.6 **Zembo Shriners**

Has:

(a) Exclusive jurisdiction in Franklin, Juniata, Perry, Cumberland, Adams, York and Dauphin counties.

(b) Concurrent jurisdiction with Rajah Shriners of Reading, in Lancaster and Lebanon counties.

§ 483.7 **Zem Zem Shriners**

Has:

(a) Exclusive jurisdiction in the counties of Erie, Crawford, Mercer, Venango, Forrest, McKean, Warren and that part of Clarion, north of the lines continuous with the south line of Venango.

(b) Concurrent jurisdiction with Jaffa Shriners in Elk County.

ARTICLE 84

Rhode Island

§ 484.1 **Rhode Island Shriners**

Has exclusive jurisdiction in the state of Rhode Island.

Amend. 2002

ARTICLE 85

South Carolina

§ 485.1 **Hejaz Shriners**

Has:

(a) Exclusive jurisdiction in the counties of Abbeville, Anderson, Cherokee, Chester, Greenville, Greenwood, Lancaster (except in the city of Kershaw), Laurens, Newberry, Oconee, Pickens, Saluda, Spartanburg, Union and York.

(b) Concurrent jurisdiction with Jamil Shriners in the city of Kershaw in the county of Lancaster.

Amend. 1973, 2003

§ 485.2 **Jamil Shriners**

Has:

(a) Exclusive jurisdiction in the counties of Aiken, Calhoun, Chesterfield, Edgefield, Fairfield, Kershaw, Lexington, McCormick, Richland and Sumter.

(b) Concurrent jurisdiction with Hejaz Shriners in the city of Kershaw in the county of Lancaster.

Amend. 1975, 1984, 1985, 2003

BYLAWS (IOWA)

§ 485.3 **Omar Shriners**

Has exclusive jurisdiction in Dillion, Marion, Horry, Darlington, Florence, Williamsburg, Georgetown, Berkeley, Dorchester, Charleston, Colleton, Bamberg, Allendale, Hampton, Jasper, Barnwell, Orangeburg, Clarendon, Lee, Marlboro and Beaufort counties.

Amend. 1975, 1984, 1985

ARTICLE 86

South Dakota

§ 486.1 **El Riad Shriners**

Has:

(a) Exclusive jurisdiction in the county of Minnehaha.

(b) Concurrent jurisdiction in all other counties of the state except Brown County, in which Yelduz Shriners is located, and the counties of Bennett, Butte, Custer, Fall River, Harding, Lawrence, Meade, Pennington, Shannon, Washabaugh and Washington, over which Naja Shriners has exclusive jurisdiction.

(c) Concurrent jurisdiction with Abu Bekr Shriners in Lyon County, Iowa, and in the counties of Clay and Union in South Dakota subject to an agreement dated October 21, 1957, ratified by El Riad, Yelduz and Naja Shriners of South Dakota and Abu Bekr Shriners of Iowa.

(d) Concurrent jurisdiction in the counties of Nobles and Rock in the state of Minnesota with Osman Shriners and Zuhrah Shriners.

Amend. 2000

§ 486.2 **Naja Shriners**

Has:

(a) Exclusive jurisdiction in the counties of Lawrence, Harding, Butte, Meade, Pennington, Custer, Fall River, Shannon, Washabaugh and Bennett.

(b) Concurrent jurisdiction in all the other counties of the state except Minnehaha, where El Riad Shriners is located, and Brown where Yelduz Shriners is located.

(c) Concurrent jurisdiction with Abu Bekr Shriners in Lyon County, Iowa, and in Union and Clay counties of South Dakota subject to an agreement dated October 21, 1957 ratified by El Riad, Yelduz and Naja Shriners of South Dakota and Abu Bekr Shriners of Iowa.

§ 486.3 **Yelduz Shriners**

Has:

(a) Exclusive jurisdiction in the county of Brown.

(b) Concurrent jurisdiction in all the other counties of the state except Minnehaha, in which El Riad Shriners is located, and Lawrence, Harding, Butte, Meade, Pennington, Custer, Fall River, Washington, Shannon, Washabaugh and Bennett Counties, in which Naja Shriners has exclusive jurisdiction.

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(c) Concurrent jurisdiction with Abu Bekr Shriners in Lyon County, Iowa, and in Union and Clay Counties of South Dakota subject to an agreement dated October 21, 1957, ratified by El Riad, Yelduz and Naja Shriners of South Dakota and Abu Bekr Shriners of Iowa.

ARTICLE 87

Tennessee

§ **487.1 Al Chymia Shriners**

Has exclusive jurisdiction in all the western division of the state of Tennessee.

§ **487.2 Alhambra Shriners**

Has:

(a) Exclusive jurisdiction in the counties of Bledsoe, Bradley, Cumberland, Fentress, Hamilton, Marion, McMinn, Meigs, Polk, Rhea, Sequatchie and Van Buren, and also in Monroe south of Tennessee Highway 33 with the corporate limits of Madisonville excluded, and also in Roane south of Interstate 40 with the corporate limits of Kingston included.

(b) Concurrent jurisdiction with Cahaba Shriners in the counties of Dekalb and Jackson in the state of Alabama.

Amend. 1971, 1995

(Agreement between Zamora and Alhambra Shriners as to concurrent jurisdiction in certain counties, 1949. No amendment to this Article).

§ **487.3 Al Menah Shriners**

Has exclusive jurisdiction in the middle division of Tennessee, with the exception of the counties of Cumberland, Fentress and Van Buren.

§ **487.4 Jericho Shriners**

Has exclusive jurisdiction in the counties of Sullivan, Washington, Unicoi, Carter, Johnson, Hawkins and Hancock.

Amend. 1975

§ **487.5 Kerbela Shriners**

Has exclusive jurisdiction in the counties of Anderson, Blount, Campbell, Greene, Knox, Loudon, Morgan and Scott, and also in Monroe north of Tennessee Highway 33 with the corporate limits of Madisonville included, and also in Roane north of Interstate 40 with the corporate limits of Kingston excluded, and also in all counties lying east thereof in the state of Tennessee except for Carter, Hancock, Hawkins, Johnson, Sullivan, Unicoi and Washington counties.

Amend. 1975, 1995

BYLAWS (IOWA)

ARTICLE 88

Texas

§ **488.1 Al Amin Shriners**

Has:

(a) Exclusive jurisdiction in the counties of Bee, Brooks, Cameron, Duval, Hidalgo, Jim Hogg, Jim Wells, Kenedy, Kleberg, Live Oak, Nueces, San Patricio, Starr and Willacy.

(b) Concurrent jurisdiction with Arabia Shriners and El Mina Shriners in the state of Texas in the counties of Aransas, Calhoun, Goliad, Refugio and Victoria.

Amend. 1972, 1996, 2003

§ **488.2 Alzafar Shriners**

Has exclusive jurisdiction in the counties of Atascosa, Bandera, Bexar, Comal, DeWitt, Dimmit, Frio, Gonzales, Guadalupe, Karnes, Kendall, Kinney, Kerr, LaSalle, Maverick, McMullen, Medina, Real, Uvalde, Val Verde, Webb, Wilson, Zapata, and Zavala in the state of Texas.

Amend. 1972, 1985, 1994, 2003

§ **488.3 Arabia Shriners**

Has:

(a) Exclusive jurisdiction in the counties of Austin, Colorado, Fort Bend, Grimes, Harris, Houston, Liberty, Madison, Montgomery, Polk, San Jacinto, Trinity, Walker and Waller in the state of Texas.

(b) Concurrent jurisdiction with El Mina Shriners in the counties of Aransas, Calhoun, Goliad, Jackson, Lavaca, Matagorda, Refugio, Victoria and Wharton in the state of Texas.

(c) Concurrent jurisdiction with Ben Hur Shriners in the counties of Brazos, Fayette and Washington in the state of Texas.

(d) Concurrent jurisdiction with Al Amin Shriners in the counties of Aransas, Calhoun, Goliad, Refugio and Victoria in the state of Texas.

Amend. 1971, 1984, 2011

§ **488.4 Ben Hur Shriners**

Has:

(a) Exclusive jurisdiction in the counties of Bastrop, Burleson, Burnet, Blanco, Caldwell, Gillespie, Hays, Lee, Leon, Llano, Mason, Milam, Mills, Lampasas, Robertson, San Saba, Travis, and Williamson.

Amend. 1994

(b) Concurrent jurisdiction with Arabia Shriners in Brazos, Fayette and Washington counties.

§ **488.5 El Maida Shriners**

Has exclusive jurisdiction in the counties of Gaines, Andrews, Loving, Winkler, Ector, El Paso, Hudspeth, Reeves, Culberson, Jeff Davis, Presidio, Brewster, Pecos, Ward and Terrell.

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§ **488.6 El Mina Shriners**

Has:

(a) Exclusive jurisdiction in the counties of Brazoria, Galveston, Chambers, Jefferson, Orange, Hardin, Jasper, Newton, and Tyler.

(b) Concurrent jurisdiction with Arabia Shriners in the counties of Lavaca, Wharton, Jackson, Matagorda, Victoria, Calhoun, Goliad, Refugio, and Aransas.

(c) Concurrent jurisdiction with Al Amin Shriners, in the counties of Victoria, Goliad, Calhoun, Refugio, and Aransas.

Amend. 1971

§ **488.7 Hella Shriners**

Has exclusive jurisdiction in the counties of Grayson, Collin, Dallas, Ellis, Fanin, Hunt, Rockwall, Kaufman, Lamar, Hopkins, Rains, Van Zandt, Red River, Franklin, Titus, Camp, Morris, Bowie, Cass and Delta.

§ **488.8 Kareem Shriners**

Has exclusive jurisdiction in the counties of Comanche, Hamilton, Coryell, Bell, Falls, McLennan, Bosque, Somervell, Hill, Limestone, Freestone and Navarro.

§ **488.9 Khiva Shriners**

Has exclusive jurisdiction in the counties of Dallam, Sherman, Hansford, Ochiltree, Lipscomb, Hartley, Moore, Hutchinson, Roberts, Hemphill, Oldham, Potter, Carson, Gray, Wheeler, Deaf Smith, Randall, Armstrong, Donley, Collingsworth, Parmer, Castro, Swisher, Briscoe, Hall, Bailey, Lamb, Hale, Floyd, Motley, Cottle, Cochram, Hockley, Lubbock, Crosby, Yoakum, Terry and Lynn.

§ **488.10 Maskat Shriners**

Has exclusive jurisdiction in the counties of Childress, Dickens, King, Stonewall, Jones, Haskell, Knox, Foard, Hardeman, Wilbarger, Baylor, Young, Throckmorton, Archer, Wichita, Clay, Jack and Montague.

§ **488.11 Moslah Shriners**

Has exclusive jurisdiction in the counties of Cooke, Wise, Denton, Tarrant, Parker, Erath, Palo Pinto, Hood, Johnson, Stephens, Callahan, Shackelford and Eastland. (Suez, by agreement ratified July 16, 1953, will give waiver to Moslah on residents of Brown County.)

§ **488.12 Sharon Shriners**

Has exclusive jurisdiction in the counties of Anderson, Angelina, Cherokee, Gregg, Harrison, Henderson, Marion, Nacogdoches, Panola, Rusk, Shelby, Sabine, San Augustine, Smith, Upshur and Wood in the state of Texas.

Amend. 1984, 2011

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§ 488.13 **Suez Shriners**

Has exclusive jurisdiction in the counties of Borden, Brown, Coke, Coleman, Concho, Crane, Crockett, Dawson, Edwards, Fisher, Garza, Glasscock, Howard, Irion, Kent, Kimball, Martin, McCullough, Menard, Midland, Mitchell, Nolen, Reagan, Runnels, Schleicher, Scurry, Sterling, Sutton, Taylor, Tom Green and Upton in the state of Texas (except, by agreement ratified July 16, 1953, Suez Shriners will give waivers to Moslah Shriners on residents of Brown County).

Amend. 1985, 2003

ARTICLE 89

Utah

§ 489.1 **El Kalah Shriners**

Has exclusive jurisdiction in the state of Utah.

ARTICLE 90

Vermont

§ 490.1 **Cairo Shriners**

Has:

- (a) Exclusive jurisdiction in Rutland County.
- (b) Concurrent jurisdiction over all the state with Mt. Sinai Shriners, except in Washington County.

§ 490.2 **Mount Sinai Shriners**

Has:

- (a) Exclusive jurisdiction in Washington County.
- (b) Concurrent jurisdiction with Cairo Shriners over all the state, except in Rutland County.

ARTICLE 91

Virginia

§ 491.1 **Acca Shriners**

Has:

- (a) Exclusive jurisdiction in the city of Richmond and counties of Henrico and Chesterfield.
- (b) Concurrent jurisdiction throughout the state with Kazim Shriners, Kena Shriners, and Khedive Shriners, except in cities and counties in the exclusive jurisdiction of other temples in the state.

Amend. 1970, 1981

§ 491.2 **Kazim Shriners**

Has:

- (a) Exclusive jurisdiction in the city of Roanoke and Roanoke County.

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(b) Concurrent jurisdiction throughout the state with Acca Shriners, Kena Shriners and Khedive Shriners, except in cities and counties in the exclusive jurisdiction of other temples in the state.

Amend. 1981

§ 491.3 Kena Shriners

Has:

(a) Exclusive jurisdiction in the counties of Fairfax, Arlington, Loudoun, and Prince William and the cities of Alexandria and Manassas.

Amend. 2018

(b) Concurrent jurisdiction throughout the state with Acca Shriners, Kazim Shriners and Khedive Shriners, except in cities and counties in the exclusive jurisdiction of other temples in the state.

Amend. 1970, 1981

§ 491.4 Khedive Shriners

Has:

(a) Exclusive jurisdiction in the cities of Norfolk, Virginia Beach, Chesapeake, Portsmouth, Suffolk, Newport News and Hampton and the counties of Accomak and Northampton.

(b) Concurrent jurisdiction throughout the state with Acca Shriners, Kazim Shriners and Kena Shriners, except in cities and counties in the exclusive jurisdiction of other temples in the state.

ARTICLE 92

Washington

§ 492.1 Afifi Shriners

Has:

(a) Exclusive jurisdiction in the counties of Clark, Cowitz, Grays Harbor, Lewis, Mason, Pacific, Pierce, Skamania, Thurston and Wahkiakum.

(b) Jurisdiction in the county of King in accordance with a working agreement between Afifi and Nile Shriners.

Amend. 1990

§ 492.2 El Katif Shriners

Has:

(a) Exclusive jurisdiction in the counties of Adams, Asotin, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla and Whitman.

(b) Exclusive jurisdiction over that portion of the county of Chelan that lies north of the northerly limits of the city of Wenatchee extended laterally east and west to the county line, as such northerly limits were established by the city of Wenatchee as of July 6, 1990.

(c) Concurrent jurisdiction in the county of Benton.

Amend. 1990, 1991

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§ 492.3 **Masada Shriners**

Has:

(a) Exclusive jurisdiction in the counties of Kittitas, Klickitat and Yakima.

(b) Exclusive jurisdiction over that portion of the county of Chelan that lies south of the northerly limits of the city of Wenatchee extended laterally east and west to the county line, as such northerly limits were established by the city of Wenatchee as of July 6, 1990.

(c) Concurrent jurisdiction in the county of Benton.

Add. 1990; Amend 1991

§ 492.4 **Nile Shriners**

Has:

(a) Exclusive jurisdiction in the counties of Clallam, Island, Jefferson, Kitsap, San Juan, Skagit, Snohomish and Whatcom.

(b) Exclusive jurisdiction over that portion of the county of King north of a line running due east and west, equidistant from Seattle and Tacoma, subject to the working agreement of Afifi and Nile Shriners.

Amend. 1974, 1990, 1997

ARTICLE 93

West Virginia

§ 493.1 **Beni Kedem Shriners**

Has exclusive jurisdiction in the Magisterial Districts of Walton, Geary and Smithfield in Roane County, and all of Mason, Putnam, Cabell, Kanawha, Clay, Braxton, Webster, Pocahontas, Greenbrier, Nicholas, Fayette, Boone, Lincoln, Wayne, Mingo, Logan, Wyoming, Raleigh, Summers, Monroe, Mercer and McDowell counties.

§ 493.2 **Nemesis Shriners**

Has exclusive jurisdiction in Tyler, Doddridge, Harrison, Lewis, Gilmer, Ritchie, Pleasants, Wood, Wirt, Jackson and Calhoun counties; and in Roane County, except the Magisterial Districts of Walton, Geary and Smithfield in said county.

§ 493.3 **Osiris Shriners**

Has:

(a) Exclusive jurisdiction in the following counties in West Virginia: Ohio, Marshall, Wetzel, Monongalia, Marion, Preston, Taylor, Barbour, Upshur, Randolph, Tucker, Grant, Pendleton, Hardy, Hampshire, Mineral, Morgan, Berkeley and Jefferson.

(b) Concurrent jurisdiction with all of the Ohio temples in Brooke and Hancock counties in the state of West Virginia.

(c) Concurrent jurisdiction with all of the Ohio temples in Belmont and Monroe counties in the state of Ohio.

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ARTICLE 94

Wisconsin

§ **494.1 Beja Shriners**

Has:

(a) Exclusive jurisdiction in Brown County.

(b) Concurrent jurisdiction in the remaining counties of the state of Wisconsin except for those counties in which another temple has been granted exclusive jurisdiction.

(c) Concurrent jurisdiction with Aad Shriners in the counties of Ashland, Bayfield and Douglas in the state of Wisconsin.

Amend. 1985

§ **494.2 Tripoli Shriners**

Has:

(a) Exclusive jurisdiction in Milwaukee County.

(b) Concurrent jurisdiction in the remaining counties in the state of Wisconsin except for those counties in which another temple has been granted exclusive jurisdiction.

(c) Concurrent jurisdiction with Aad Shriners in the counties of Ashland, Bayfield and Douglas in the state of Wisconsin.

Amend. 1985

§ **494.3 Zor Shriners**

Has:

(a) Exclusive jurisdiction in Dane County.

(b) Concurrent jurisdiction in the remaining counties of the state of Wisconsin except for those counties in which another temple has been granted exclusive jurisdiction.

(c) Concurrent jurisdiction with Aad Shriners in the counties of Ashland, Bayfield and Douglas in the state of Wisconsin.

Amend. 1985

ARTICLE 95

Wyoming

§ **495.1 Kalif Shriners**

Has jurisdiction in all that part of the state of Wyoming north of the 43rd parallel.

§ **495.2 Korein Shriners**

Has jurisdiction in all that part of the state of Wyoming south of the 43rd parallel.

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ARTICLE 96

Canada

§ 496.1 Al Azhar Shriners

Has exclusive jurisdiction in the province of Alberta which lies south of Base Line 11.

Amend. 1985

§ 496.2 Al Shamal Shriners

Has exclusive jurisdiction in the province of Alberta which lies north of Base Line 11 and the Northwest Territories.

Amend. 1985, 1998

§ 496.3 Gizeh Shriners

Has exclusive jurisdiction in the province of British Columbia and Yukon Territory.

§ 496.4 Karnak Shriners

Has:

(a) Exclusive jurisdiction in the province of Quebec except for the districts of Gatineau, Hull, Papineau and Pontiac.

(b) Concurrent jurisdiction in the province of Quebec with Tunis Shriners in the districts of Gatineau, Hull, Papineau and Pontiac.

(c) Concurrent jurisdiction in the province of Ontario with Tunis Shriners in the counties of Dundas, Glengary, Prescott and Stormont.

Amend. 1975, 1994

§ 496.5 Khartum Shriners

Has:

(a) Exclusive jurisdiction in the province of Manitoba.

(b) Exclusive jurisdiction in the province of Ontario over the districts of Kenora, Rainy River and Thunder Bay.

Amend. 1994

§ 496.6 Luxor Shriners

Has exclusive jurisdiction in the province of New Brunswick.

Amend. 1992

§ 496.7 Mazol Shriners

Has exclusive jurisdiction in the province of Newfoundland and Labrador.

Amend. 1981, 1999

§ 496.8 Mocha Shriners

Has:

(a) Exclusive jurisdiction in the province of Ontario over the counties, districts, and regional municipalities of Elgin, Essex, Huron, Kent, Lambton, Middlesex, Oxford and Perth.

(b) Exclusive jurisdiction in the province of Ontario over the portions of the following counties, districts and regional municipalities that lie

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westerly of a line which intersects at right angles midway between a line drawn between the cities of Toronto and London: Algoma, Brant, Bruce, Grey, Haldimand-Norfolk, Waterloo and Wellington.

Amend. 1994

§ 496.9 Philae Shriners

Has exclusive jurisdiction in the provinces of Nova Scotia and Prince Edward Island.

Amend. 1981, 1992

§ 496.10 Rameses Shriners

Has:

(a) Exclusive jurisdiction in the province of Ontario over the counties, districts and regional municipalities of Cochrane, Dufferin, Durham, Haliburton, Hamilton-Wentworth, Halton, Hastings, Lennox and Addington, Mantoulin, Muskoka, Niagara, Nippising, Northumberland, Parry Sound, Peel, Peterborough, Prince Edward, Simcoe, Sudbury, Toronto, Timiskaming, Victoria and York.

(b) Exclusive jurisdiction in the province of Ontario over the portion of the following counties, districts and regional municipalities that lie easterly of a line which intersects at right angles midway between a line drawn between the cities of Toronto and London: Algoma, Brant, Bruce, Grey, Haldimand-Norfolk, Waterloo and Wellington.

(c) Concurrent jurisdiction in the province of Ontario with Tunis Shriners in the county of Frontenac.

Amend. 1975, 1994

§ 496.11 Tunis Shriners

Has:

(a) Exclusive jurisdiction in the province of Ontario over the regional municipality of Ottawa-Carleton and the counties of Grenville, Lanark, Leeds, Renfrew North, Renfrew South and Russell.

(b) Concurrent jurisdiction in the province of Ontario with Rameses Shriners in the county of Frontenac.

(c) Concurrent jurisdiction in the province of Ontario with Karnak Shriners in the counties of Dundas, Glengary, Prescott and Stormont.

(d) Concurrent jurisdiction in the province of Quebec with Karnak Shriners in the districts of Gatineau, Hull, Papineau and Pontiac.

Amend. 1975, 1994

§ 496.12 Wa Wa Shriners

Has exclusive jurisdiction in the province of Saskatchewan, Canada.

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ARTICLE 97

Argentina, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Panama, Paraguay, Peru, Republic of Nicaragua and Venezuela

§ 497.1 Abou Saad Shriners.

(a) Exclusive jurisdiction in the countries of Colombia, Costa Rica, Ecuador, Panama, Peru, Republic of Nicaragua and Venezuela; the state of San Salvador in the country of El Salvador; the city of Buenos Aires in the country of Argentina; and the city of Asuncion in the country of Paraguay.

Amend. 2006, 2011, 2015, 2018

(b) Concurrent jurisdiction with Almas Shriners in the country of Chile.

Add. 2018

ARTICLE 98

Mexico and Honduras

§ 498.1 Anezeh Shriners

Has:

(a) Exclusive jurisdiction in the Republic of Mexico, with the exception of the states of Baja California, Baja California Sur, Sinaloa and Sonora.

(b) Concurrent Jurisdiction with Al Atfal Shriners and El Zaribah Shriners in the state of Sonora in the Republic of Mexico for a period of two (2) years expiring at the opening of the Imperial Session in 2023.

Amend. 2021

(c) Exclusive jurisdiction in the Republic of Honduras.

Amend. 1996, 2003, 2005, 2011, 2013, 2015, 2016

§ 498.2 Al Atfal Shriners

Has:

(a) Concurrent jurisdiction with Al Bahr Shriners in the states of Baja California, Baja California Sur, and Sinaloa in the Republic of Mexico for a period of two (2) years expiring at the opening of the Imperial Session in 2023.

(b) Concurrent jurisdiction with Anezeh Shriners and El Zaribah Shriners in the state of Sonora in the Republic of Mexico for a period of two (2) years expiring at the opening of the Imperial Session in 2023.

Add. 2021; Amend. 2022

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ARTICLE 99

Europe

§ **499.1 Emirāt Shriners**

Has exclusive jurisdiction in the continent of Europe with the exception of Austria, Great Britain and Norway.

Add. 2010; Amend. 2011

ARTICLE 100

Hong Kong, Indonesia, Macau, Malaysia, Philippines, Singapore, Taiwan and Thailand

§ **4100.1 Mabuhay Shriners**

Has exclusive jurisdiction in the Republic of the Philippines, except for the island of Mindanao.

Add. 2009; Amend. 2010, 2011

§ **4100.2 Agila Shriners**

Has exclusive jurisdiction in the island of Mindanao in the Republic of the Philippines; and the countries of Malaysia; Singapore; Indonesia; Thailand; Hong Kong; Macau; and Taiwan.

Add. 2011; Amend. 2012, 2013

ARTICLE 101

Puerto Rico

§ **4101.1 Al Rai'e Saleh Shriners**

Has exclusive jurisdiction in the Commonwealth of Puerto Rico and the United States Virgin Islands.

Add. 2009; Amend. 2010, 2018

ARTICLE 102

Brazil

§ **4102.1 Hikmat Shriners**

Has:

(a) Exclusive jurisdiction in the states of Bahia, Mato Grosso, Mato Grosso do Sul, Paraiba, Minas Gerais, Rio Grande do Norte and Rondônia in the country of Brazil.

Add. 2014; Amend. 2015, 2016, 2017, 2021

(b) Concurrent jurisdiction with Amal Shriners in the State of Rio Grande Do Sul in the country of Brazil.

Add. 2021

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§ 4102.2 Amal Shriners

Has:

(a) Exclusive jurisdiction in the states of San Paulo, Rio de Janeiro, Paraná, Goiás, and Tocantins in the country of Brazil.

Add. 2017; Amend. 2018, 2021, 2022

(b) Concurrent jurisdiction with Almas Shriners in the states of Espirito Santo and the Federal District of Brasilia in the country of Brazil.

(c) Concurrent jurisdiction with Hikmat Shriners in the State of Rio Grande Do Sul in the country of Brazil.

(d) Concurrent jurisdiction with Salah Shriners, U.D., in the State of Santa Catarina in the country of Brazil for a period of two (2) years expiring at the opening of the Imperial Session in 2023.

Add. 2021

§ 4102.3 Salah Shriners, U.D.

Has concurrent jurisdiction with Amal Shriners in the state of Santa Catarina in the country of Brazil for a period of two (2) years expiring at the opening of the Imperial Session in 2023.

Add. 2021

ARTICLE 103

Bolivia

§ 4103.1 Bolivia Shriners

Has exclusive jurisdiction in the country of Bolivia.

Add. 2017, Amend. 2018, 2021

ARTICLE 104

Lebanon

§ 4104.1 Lubnan Shriners, U.D.

Has exclusive jurisdiction in the country of Lebanon for a period of two (2) years expiring at the opening of the Imperial Session in 2024.

Add. 2022

BYLAWS (IOWA)

PREFACE

These annotations are the interpretations of the bylaws, and application thereto, which have been made by the Imperial Potentate and approved by Shriners International (formerly known as The Imperial Council). As a consequence, they are interpretations of Shrine law.

**ANNOTATIONS TO BYLAWS
(Iowa)**

§ 101.3

1972 Proceedings, p. 155. Obedience to Shrine law, as defined in §101.3(1) is not optional but is required of all Shriners and of every temple.

1973 Proceedings, p. 99. According to §206.5(a) (4), General Orders expire at the conclusion of The Imperial Council Session next following their issuance; and, by the terms of §101.3 (1), General Orders which have expired are no longer Shrine law.

§ 101.4

1975 Proceedings, p. 20. By the provisions of §101.4, Robert's Rules of Order governs parliamentary procedure at temple meetings; and the Potentate must permit a full discussion of any pending matter before putting it to a vote unless the Nobility adopts a motion calling for the previous question.

§ 101.9

1966 Proceedings, p. 208. Individual Nobles are subject to discipline for violation of Shrine law in connection with activities not directly related to membership in the Shrine.

§ 101.10

1990 Proceedings, p. 134. Temples shall use the official form when seeking approval for the incorporation of a Shrine club holding company. The authority for organizing a Shrine club holding company is contained in the bylaws of The Imperial Council.

2007 Proceedings, p. 165. As a result of the adoption of item 1 on the Call for the Annual Session, The Imperial Council revised affected official forms.

§ 202.5

*1972 Proceedings, pp. 96–7. The Representatives repealed the former §335.15 of the bylaws which read: “§335.15 **Memorializing of Individuals Prohibited.**” This does not prohibit Temples from memorializing individuals.*

§ 203.1

1976 Proceedings, p. 177. An ad vitam and emeritus Representative who demits and affiliates with another temple becomes an ad vitam and emeritus Representative of the temple with which he affiliates.

§ 205.1

2004 Proceedings, p.154. The Imperial Potentate rejected the concept that cohabitation, even if recognized as common-law marriage in some jurisdictions, constitutes a “marriage” which would satisfy the definition of spouse as used in the Shriners International Bylaws.

§ 206.5

1966 Proceedings, p. 211. General Orders of an Imperial Potentate are not amendments to bylaws of Imperial Council.

1970 Proceeds, p. 96. The Imperial Potentate may suspend from office a Representative to The Imperial Council for violation of Shrine law or conduct unbecoming a Noble.

§ 207.3

1976 Proceedings, p. 176. While the minutes of the Boards of Directors and Trustees must be produced and read to The Imperial Council upon its order; a Representative does not have the right to demand that copies of such minutes be routinely sent to him for his inspection.

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§ 208.6

1971 Proceedings, p. 97. Nobles who believe the Imperial Potentate's exercise of his discretionary powers to have been arbitrary and capricious may file a grievance for consideration by the Grievances and Appeals Committee under §208.6.

1972 Proceedings, p. 153. An appeal from a decision of the Imperial Potentate made pursuant to §206.5(a)(13) is made to The Imperial Council and should be referred to the Grievances and Appeals Committee in accordance with §208.6.

§ 208.9

1994 Proceedings, p.158. An Imperial Potentate has no authority to overrule a stay of suspension granted by the Grievances and Appeals Committee pursuant to §208.9(a)(6).

1994 Proceedings, p.158. An Imperial Potentate has no authority to overrule the decision of the Grievances and Appeals Committee, pursuant to §208.9(b)(1), on an appeal of a denial to grant a waiver for initiation.

1996 Proceedings p. 141. A "Stay" of judgment and punishment from the Committee on Grievances and Appeals, or its Chairman, is not to be automatically granted. It shall be granted or denied on a case by case basis after proper application and consideration by the Committee.

§ 209.1

1966 Proceedings, p. 211. Shrine Club not eligible for membership in Shrine Association.

§ 212.2

2009 Proceedings, p. 261 The Imperial Council adopted revisions to the ritual of the Order.

§ 213.1

1967 Proceedings, p. 83. The use of straw fezzes is prohibited.

§ 213.2

1972 Proceedings, p. 154. None but The Imperial Council itself should have exclusive rights to Shrine emblems described in §213.2 and registration by an association of units of a trademark which includes such emblems is forbidden.

§ 320.1

2002 Proceedings, p. 140. By virtue of the adoption of the proposal on the Call for the 2002 annual session of The Imperial Council, the proper name of each temple was changed from "_____ Temple" to "_____ Shriners."

§ 322.5

1967 Proceedings, p. 83. Construction of a building within the urban area of the seat of the temple, but beyond its corporate limits, to an unincorporated area, does not work a change in the location of the temple.

1970 Proceedings, p. 93. Removal of a temple from one incorporated municipality to another, even within the same urban area, may be effected only after compliance with this section.

1975 Proceedings, p. 19. The removal of a temple from one address to another within the corporate limits of the city named in its charter is not a change of location within the meaning of §322.5.

1976 Proceedings, p. 176. Approval by The Imperial Council for the change of location of a temple may be given only by The Imperial Council itself at an annual session in accord with §322.5(f).

2007 Proceedings, p. 165. The notice of the exact time and place of the meeting to act on a proposal to change the location of the temple must be mailed to each member. If the mailing occurs less than 20 days before or more than 30 days before the meeting, any action taken at the meeting to change the location of the temple is a nullity.

2008 Proceedings, p. 180. A temple may change its location, as well as the location of its office, only in compliance with §322.5 of these bylaws.

§ 323.2

1967 Proceedings, p. 84. A petition for membership should not be signed by those who recommend the petitioner until the petition has been completed and signed by the petitioner.

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§ 323.3

1967 Proceedings, p. 83. Expulsion of a member by his Grand Lodge did not terminate his membership in the Shrine. This only occurs when his membership is terminated in his prerequisite body, which in 1966 was either the York Rite or the Scottish Rite.

§ 323.5

1975 Proceedings, p. 20. §323.5 requires that petitioners for initiation be elected by ballot, which by its very nature is secret; and a voice vote on petitions for initiation is contrary to Shrine Law.

§ 323.7

1973 Proceedings, p. 97. Under §323.7(g) an associate member may hold office in a Shrine club of a temple which otherwise disqualifies members of other temples from office in its Shrine clubs.

1975 Proceedings, p. 19. §323.7 does not prohibit the holding of associate membership in more than one temple.

1976 Proceedings, p. 177. Under §323.7(g) associate members have all of the rights and privileges of regular membership except that of holding elective office in the temple itself, so a Potentate may not forbid their holding office in Shrine Clubs or Units on the basis of their associate membership alone.

1976 Proceedings, p. 177. One who holds associate membership in a temple and wishes to convert that membership to regular membership must obtain a demit from his "mother" temple and make an application for regular membership by affiliation in the second temple under §328.7.

1979 Proceedings, p. 169. Each assessment resolution must be interpreted in accordance with its own terms; but, inasmuch as §332.7(a) makes no provision for the exclusion of associate members from an assessment, associate members are subject thereto in the same fashion as are regular members.

§ 323.8

1967 Proceedings, p. 82. A suspended member is entitled to be automatically restored to membership upon demonstrating that he has been restored to good standing in the prerequisite body, but payment of dues cannot be required for any full year of suspension.

2001 Proceedings, p. 38. The prerequisite body, upon the adoption of the amendment to §323.3(a) at the 2000 Imperial Council session, is a Master Mason in a lodge recognized by, or in amity with, the Conference of Grand Masters of North America.

§ 323.9

1967 Proceedings, p. 83. Conviction of a crime, in the absence of temple disciplinary proceedings or termination of prerequisite membership, does not result in a loss of Shrine membership.

1972 Proceedings, p. 154. By the provisions of §323.9(b) membership is terminated by expulsion, and one who has been expelled must apply again for membership under Article 30.

1975 Proceedings, p. 21. The issuance of a demit does not terminate one's membership in the Order, but under §323.9 simply suspends his rights of membership in the Temple which issues the demit; so, under §330.1, a demitted Noble is subject to discipline by the temple in the jurisdiction of which he resides.

§ 323.10

1971 Proceedings, p. 97. After adoption by the temple of an assessment pursuant to §332.7, a demit may be granted under §323.10(a) only if the assessment is paid.

1972 Proceedings, p. 155. A Noble who requested a demit before the levy of an assessment is not required by §323.10(a) to pay the assessment before issuance of his demit, even though issuance be delayed until after the assessment has been levied.

1973 Proceedings, p. 97. To either withhold a demit from one who qualifies under §323.10(a) or to delay its issuance beyond a reasonable time, for any reason, is a violation of §323.10 (b).

1989 Proceedings, p. 209. Although "charges" (as defined in §330.3(g)) may have been

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preferred against a Noble, he remains “free of charges” within the spirit of §323.10(a) until such time as the grievance committee has investigated the complaint, determined the existence of probable cause, filed the report with the potentate, and delivered a copy to the accused Noble.

2006 Proceedings, p. 198. Once the grievance committee has found probable cause under §330.4(a)2, the Noble is no longer “free from charges,” and the potentate must appoint the trial panel, and the resultant trial committee has sole jurisdiction over the matter:

§ **323.11**

1978 Proceedings, p. 88. Under §323.11(d) a Noble who has been suspended for nonpayment of dues may be restored upon terms authorized by the temple, and such terms may be expressed either by the temple bylaws or otherwise in accordance with §324.8.

2007 Proceedings, p. 165. The Imperial Potentate suspended a Noble for 30 days for sending emails opposing a candidate for temple office.

§ **323.12**

1965 Proceedings, p. 43. Honorary membership to Nobles only. Majority vote of temple.

§ **324.1**

1972 Proceedings, p. 152. So long as the temple holds at least one stated meeting during each calendar quarter, as required by §324.1, temple bylaws may include a provision which permits the Potentate to dispense with other stated meetings.

1973 Proceedings, p. 97. The stated meeting of a temple is not the appropriate forum for debate of either a suspension order issued by the Imperial Potentate or Masonic charges pending against a member of the Order.

1975 Proceedings, p. 20. A temple may take action only at a stated or specially called business meeting, and cannot be bound by a mail referendum. Proxies are not permitted.

§ **324.2**

1972 Proceedings, p. 154. By virtue of §328.1 a temple is sovereign in its own territorial jurisdiction and, accordingly, it may attach conditions to any consent given under §324.2 that another Temple may hold a ceremonial within its jurisdiction.

1974 Proceedings, p. 25. A special dispensation from the Imperial Potentate may be issued under §324.2 for a ceremonial to be held aboard ship in the Caribbean during a temple cruise.

§ **324.4**

2008 Proceedings, p.179. A Shrine club is under the control of the potentate of the authorizing temple and, as such, is a part of the temple. It may not hold a business meeting on Sunday, except upon special dispensation of the Imperial Potentate for good and sufficient cause.

§ **324.5**

1985 Proceedings, p. 111. Section 324.5 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.

1987 Proceedings, p. 117. This section of the Imperial bylaws requires a notice of every stated meeting not less than one week in advance. Blanket notice in the first issue of a temple publication is not sufficient compliance.

§ **324.7**

1972 Proceedings, p. 154. §324.7 does not authorize the Potentate to select a Past Potentate to preside when the former is absent from a meeting or session of his Temple.

§ **324.8**

1966 Proceedings, p. 211. The use of proxies or voting by mail is prohibited.

1974 Proceedings, p. 26. It is manifest from the provisions of §§327.5, 324.8 and 334.4 that so long as it complies with Shrine law, the temple itself has ultimate authority with respect to all of its financial affairs, including those of appendant or affiliated corporations.

1975 Proceedings, p. 20. In the absence of a temple bylaw delegating to some officer or committee the authority to dispose of temple assets, §324.8 requires specific authorization by

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the temple itself to sell an asset belonging to the temple.

1979 Proceedings, p. 171. *In the absence of temple bylaw provisions delegating powers and fixing responsibilities of the temple trustees, such trustees simply hold the bare legal title of property for the benefit of the temple, and §324.8 empowers the members of the temple, at meetings thereof, to take such action as may be necessary for the operation and maintenance of the properties.*

§ 325.2

1982 Proceedings, p. 169. *A Noble who has served part of the year as assistant rabban and part of the year as chief rabban of his temple is eligible to serve his temple as Potentate the following year as he has served “at least one term as either Chief Rabban or Assistant Rabban of a temple” as required by §325.2(c) of the bylaws.*

1985 Proceedings, p. 112. *Matters concerning election procedures not specifically governed by the Imperial bylaws are to be governed by Roberts Rules of Order pursuant to §101.4 and by the concept of due notice to all of the Nobility, common sense, and fair play.*

1986 Proceedings, p. 152. *§325.2(a) establishes qualifications for elective office as members in good standing. Additional qualifications may only be imposed by appropriate amendments to this Imperial bylaw.*

1992 Proceedings, p. 126. *In the event a Noble is found “not guilty” after an Article 30 trial, and the complaining Noble appeals the judgment to The Imperial Council, the accused Noble remains in good standing pending the outcome of the appeal and is eligible to be a candidate for elective office.*

1996 Proceedings, p. 141. *A judgment in a disciplinary action under Article 30 dates from the time of its pronouncement by the potentate and, from that time, is final unless it is later reversed or effectively modified on an appeal to The Imperial Council. In the event the judgment is guilty and the punishment is suspension or expulsion, the Noble’s membership in the temple is suspended or terminated. He is then ineligible to remain or become an officer until his membership is restored or a stay of the judgment and punishment is granted during the appeal process by the Imperial Grievances and Appeals Committee.*

2001 Proceedings, p. 36. *A temple officer may be disqualified from holding office if a corporate bond indemnifying the temple against loss resulting from infidelity, defalcation or misappropriation by its officers, employees or Nobles, of its funds, assets or property, as required by §334.2(a), is refused because of such Noble. However, the mere filing of Article 30 charges against an officer alleging infidelity, defalcation or misappropriation, does not, of itself, disqualify him, and he continues to be insured under the existing corporate bond.*

2004 Proceedings, p. 153. *§325.2(b) means that a Noble may serve an undetermined number of groups of Nobles (temples) for no more than two years each, as long as he meets all other qualifications set forth in The Imperial Council bylaws.*

§ 325.3

1981 Proceedings, p. 165. *A resolution which would require the election of the appointive divan was properly ruled out of order for inconsistency with §325.3.*

§ 325.5

1975 Proceedings, p. 20. *Under §325.5 temple officers must be elected as individuals and the Nobility may not be required to vote for one or the other of two “slates” of candidates.*

§ 325.6

1980 Proceedings, p. 29. *The making of announcements, reports, and presentations while ballots are being counted during a temple election is not a violation of §325.6 if no action of the temple is required or taken on such announcements, reports, and presentations.*

§ 325.7

1967 Proceedings, p. 83. *A temple may create, by appropriate bylaw, the office of Recorder Emeritus or Treasurer Emeritus.*

1974 Proceedings, p. 26. *Unless pursuant to §325.7 a temple has made provision in its bylaws for such officers, it may not elect an Assistant Treasurer or an Assistant Recorder.*

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1974 Proceedings, p. 27. *Neither the Potentate nor the Board of directors of a temple may create additional temple offices, for which provision may be made only by the temple bylaws pursuant to §325.7.*

1993 Proceedings, p. 123. *Employment of a Noble by the temple does not disqualify such employee from seeking an elective office in the temple. In the event a conflict or duality of interest arises, action, as may be appropriate under the circumstances, must be taken.*

§ 325.8

1993 Proceedings, p. 172. *The provision that “nominating committees are prohibited” was deleted by vote of the Representatives at the 1993 annual session.*

1995 Proceedings, p. 144. *The practice of suspending the rules in order that unopposed nominees may be elected by the casting of one ballot comes within the exception expressed in Roberts Rules of Order, Newly Revised.*

§ 325.9

1983 Proceedings, p. 212. *A proposed amendment to a temple’s bylaws which makes the chief rabban a representative to The Imperial Council by virtue of his office is in conflict with the bylaws of The Imperial Council. All Representatives are to be elected by written ballot at the annual meeting of the temple.*

2003 Proceedings, p. 187. *The report of the Leadership Search Committee, as well as any nominations it makes, should not contain statements about other candidates considered and why a particular candidate under consideration did not receive the endorsement of the committee.*

§ 325.11

1971 Proceedings, p. 97. *The distribution among members of the temple of an “information sheet” containing the name of a proposed candidate for temple office and listing his Masonic history, military service record, and civilian work record is a violation of §325.10(a) even though the office to which he aspires is not mentioned.*

1972 Proceedings, p. 154. *The editors of unit and Shrine Club newsletters are responsible for violations of §325.11(a) in publishing solicitations for support of candidates for temple office.*

1972 Proceedings, p. 153. *A temple bylaw provision which prohibits the expenditure of money for gifts, favors or entertainment on behalf of candidates for temple office is not inconsistent with Article 25.*

1975 Proceedings, p. 19. *A temple is free to regulate campaigns for temple office so long as the regulations are consistent with Article 25 of the Imperial bylaws; but without a trial under Article 30, only the Imperial Potentate may suspend one who violates such regulations or declare the election void.*

1981 Proceedings, p. 165. *Election of Imperial Representatives at a second meeting instead of at the annual meeting and without notice of election required by §325.10(c) is improper, and a new election with proper notice is required.*

1983 Proceedings, p. 212. *The distribution of written material to the members of a temple by a Noble thereof opposing the re-election of the recorder by asserting in the material, inter alia, that “it’s time for a change” is a violation of §335.10(a).*

1987 Proceedings, p. 119. *“Distribution and circulation of pin-on button containing the name of a candidate, violates this section.”*

1988 Proceedings, p. 238. *“Organizational meeting” of Divan, and Unit Heads prior to temple election based upon “presumption of election” does not constitute a violation of this article.*

1988 Proceedings, p. 238. *Pre-preparation and distribution of “sample ballot” containing suggestions of proper choice for various offices is in violation of this section.*

1996 Proceedings, p. 143. *It is a violation of Shrine law for a Shrine club newsletter to list the names of proposed, suggested or recommended candidates for temple office, either directly or indirectly.*

2002 Proceedings, p.157. *The Imperial Potentate, under this section, has the authority to declare a Noble who authored and distributed an article announcing his candidacy for office, ineligible to seek the office during the year 2002.*

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2003 Proceedings, p. 180. *A Noble who transmits an email suggesting he is going to nominate a certain Noble for office is in violation of the "electioneering" proscription. However, if the Noble who is intended to be nominated is without prior knowledge of the contents of, or the plans to prepare and transmit the email, such Noble is not in violation of the "electioneering" proscription.*

2007 Proceedings, p. 165. *The Imperial Potentate suspended a Noble for 30 days for sending emails opposing a candidate for temple office.*

§ 325.13

1967 Proceedings, p. 83. *Shrine law does not permit the election and installation of a Potentate, accepting his resignation from office, and the election and installation of his successor at the same meeting.*

1970 Proceedings, p. 96. *A special election should be held to fill a vacancy created by the suspension of a Representative to The Imperial Council.*

1972 Proceedings, p. 152. *The Oriental Guide is not required to resign from his office in order to be a candidate for the office of High Priest and Prophet at a special election held pursuant to §325.13; and, if he is elected, the vacancy in his office thus created may be filled at the same meeting.*

1977 Proceedings, p. 162. *A temple officer who lives in an area which becomes a part of the jurisdiction of a newly organized temple does not lose his office thereby, because §325.13 requires only that he live within the jurisdiction of The Imperial Council.*

1977 Proceedings, p. 163. *A temple bylaw which restricts eligibility for temple office to certain counties of residence is inconsistent with §325.13 and void.*

1980 Proceedings, p. 28. *A candidate for temple office need not reside within the jurisdiction of the temple, but only within the jurisdiction of The Imperial Council, as required by §325.13.*

1984 Proceedings, p. 110. *Question of "physical incompetence" of temple officer to a degree creating a vacancy in such office is an issue which must be decided by the membership following due notice under §324.5.*

§ 325.14

1976 Proceedings, p. 176. *A vacancy in the office of Representative to The Imperial Council may be filled only by election, except in the special circumstances mentioned in §325.15(a).*

§ 326.1

1968 Proceedings, p. 121. *The obligation of a temple officer cannot be taken by proxy.*

§ 326.3

1966 Proceedings, p. 211. *Elected temple officer continues to hold office until his successor is both elected and installed.*

§ 327.1

1966 Proceedings, p. 212. *Failure of officers having custody of temple books and records to make them available for inspection or audit by authorized persons is contrary to Shrine Law.*

1974 Proceedings, p. 27. *The Potentate has no authority to suspend a member of his temple; but, if he is of the opinion that the Noble is guilty of conduct unbecoming a Noble of the Mystic Shrine, he should see to the institution of proceedings under Article 30.*

1979 Proceedings, p. 171. *The Potentate has no authority to order the confiscation of a Noble's fez, even for alleged misconduct, without a trial under Article 30. Only the Imperial Potentate has the power to suspend a Noble without a trial.*

1979 Proceedings, p. 169. *A temple bylaw provision which requires appointment of temple committees by an Executive Committee is contrary to §327.1(d) and void.*

§ 327.3

1966 Proceedings, p. 208 and 209. *Temple Recorder has custody and control of Records, subject to provision of temple bylaws or direct action of the temple.*

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1967 Proceedings, p. 83. *The duties of the Recorder cannot be delegated by a temple bylaws to a "Scribe" appointed by the Potentate.*

1972 Proceedings, p. 155. *The Imperial bylaws do not prohibit the employment by a temple of a business manager, but none of the Recorder's responsibilities may be transferred to him, even by specific provision of the temple bylaws under §327.3(b), because he is not an officer of the temple.*

1973 Proceedings, p. 97. *The duties which would otherwise be those of the Recorder under §327.3(b) may not be assigned to a "business manager" employed by the Executive Committee of the temple.*

1974 Proceedings, p. 26. *The Recorder must submit the documents or reports referred to in §327.3(a) with his own signature affixed, and such documents or reports signed by an "Executive Secretary" are not acceptable.*

1975 Proceedings, p. 19. *Unless there is some provision in the temple bylaws to the contrary, employees of the temple are to be hired by the Recorder, with the consent of the elective Divan, under §327.3(a)(7).*

1975 Proceedings, p. 21, while under §327.1 the Potentate has the right to appoint officers and committees of his temple, under §327.3(a)(7) the Recorder, with the consent of the Divan, has the power to hire employees, unless by the temple bylaws that power is vested elsewhere.

1978 Proceedings, p. 87. *Any reassignment of duties among temple officers or employees must be accomplished in accordance with or by amendment to the temple bylaws in a manner consistent with the Imperial bylaws, and not simply by action of the temple Board of Trustees in contravention of §§327.3 and 327.4.*

1980 Proceedings, p. 29. *Under provisions of §§327.3, 327.4, and 327.5, temple financial officers are required to report financial transactions to the temple at its meetings; and, under §§334.5 and 334.6, they are required to submit the financial records to an audit, which is made available routinely to members of the temple at its annual or budget meeting.*

1993 Proceedings, p. 121. *It is the responsibility of the recorder to keep the books of account and records of the temple, unless the temple bylaws specifically assign this responsibility to another officer. A potentate should not remove the books of account or records of the temple to his place of residence, except as may be reasonably necessary to discharge his responsibilities, and then only for the limited time required to promptly discharge his responsibilities, and only during such time as reasonably convenient to the recorder.*

2000 Proceedings, p. 236. *The recorders' duties are recited in §327.3, subsections (a) and (b). A temple potentate, divan, executive board or finance committee cannot revise them. The duties allowed to be revised by virtue of this section by amendments to the temple bylaws must follow this procedure. Any revision in a recorder's salary requires an amendment to the budget.*

§ 327.4

1978 Proceedings, p. 87. *Any reassignment of duties among temple officers or employees must be accomplished in accordance with or by amendment to the temple bylaws in a manner consistent with the Imperial bylaws, and not simply by action of the temple Board of Trustees in contravention of §§327.3 and 327.4.*

1992 Proceedings, p. 128. *"Except as otherwise provided in temple bylaws a potentate should coordinate all financial requirements of his temple with the treasurer."*

§ 327.5

1966 Proceedings, p. 209. *Bylaws may not disqualify any Noble in good standing.*

1972 Proceedings, p. 152. *In the absence of a temple bylaw otherwise providing, the Potentate as an ex-officio member of the temple Board of Trustees has the same rights and voting privileges as other members of the Board.*

1979 Proceedings, p. 171. *In the absence of temple bylaw provisions delegating powers and fixing responsibilities of the temple Trustees, such Trustees simply hold the bare legal title of property for the benefit of the temple, and §324.8 empowers the members of the temple, at meetings thereof, to take such action as may be necessary for the operation and maintenance of the properties.*

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2001 Proceedings, p. 37. *A ex-officio member of a temple committee has the same rights and responsibilities, including voting rights, as the other members of the committee, in accordance with §48, Roberts Rules of Order, Newly Revised, unless otherwise provided by temple bylaws.*

2002 Proceedings, p.161. *The adoption of §327.8 created an all inclusive system for the management of all assets, liabilities and members equity of a temple through the budget process, and it assigned the responsibility for this budget process to the board of directors (official divan) in conjunction with the chief rabban. The operating budget and other budgets shall disclose all revenues of the temple from whatever source and all expenses of the temple for whatever purpose. Other financial officers, as provided in §327.5, may be utilized by a temple. However, the duties and responsibilities of such financial officers are limited to an advisory role to the board of directors.*

§ 327.7

1980 Proceedings, p. 29. *While members of the temple need not be given unlimited access to all of the books and records kept by its financial officers, any member may question the financial officers at a temple meeting; and a temple, by action taken at a meeting, may authorize an individual or a special committee to examine any of the books or records kept by its financial officers or, indeed, it may require them to turn over such books and papers to such person and at such time as the temple directs, pursuant to §327.7.*

§ 327.8

2001 Proceedings, p. 38. *Temple bylaws that assign rights or responsibilities to its board of directors that are in conflict with the rights or responsibilities of §327.8 are amended, ipso facto, as of the date §327.8 was adopted in 2000, and it is the duty of the temple to revise its bylaws immediately upon receiving the printed copy of the proceedings.*

2002 Proceedings, p.161. *The adoption of §327.8 created an all inclusive system for the management of all assets, liabilities and members equity of a temple through the budget process, and it assigned the responsibility for this budget process to the board of directors (official divan) in conjunction with the chief rabban. The operating budget and other budgets shall disclose all revenues of the temple from whatever source and all expenses of the temple for whatever purpose. Other financial officers, as provided in §327.5, may be utilized by a temple. However, the duties and responsibilities of such financial officers are limited to an advisory role to the board of directors.*

§ 328.1

1972 Proceedings, p. 153. *By virtue of §328.1, the Potentate of one temple has the power to prohibit the solicitation of advertisements within the jurisdiction of his temple by or for the benefits of another temple.*

§ 328.2

1970 Proceedings, p. 93. *Measurement of distance is by direct line, rather than by either rail or highway mileage.*

1972 Proceedings, p. 152. *Agreements made pursuant to §328.2(a) may be rescinded by any of the temples involved unless an amendment to the appropriate sections of Part IV has been adopted by The Imperial Council.*

§ 328.6

1977 Proceedings, p. 161. *Measurements of distances involved in the application of §328.6(a)(2) are made from the city limits of the city named in the temple's charter to the street address of the place where the petitioner in good faith makes his home, and in a direct line. §328.6(a)(2) applies to petitions for initiation only.*

2001 Proceedings, p. 38. *A petitioner from any state, province, or country may apply for membership to the temple nearest his actual place of residence regardless of the temple's location in another state, province or country.*

§ 328.7

1976 Proceedings, p. 177. *One who holds associate membership in a temple and wishes to convert that membership to regular membership must obtain a demit from his "mother" temple and make an application for regular membership by affiliation in the second temple under §328.7.*

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1977 Proceedings, p. 161. *While a Noble who lives in concurrent jurisdiction is entitled to a demit if he meets the requirements of §323.10(a), he may not affiliate with another temple holding the same concurrent jurisdiction without consent of the temple from which he demits in accordance with §328.7(b).*

1980 Proceedings, p. 29. *One who holds a demit may reaffiliate with the temple which issued his demit, without a vote of the temple, if he meets the requirements of §328.7(d).*

§ **329.3**

1989 Proceedings, p. 208. *It is acceptable if the membership of the temple in the same jurisdiction or the nearest temple in another jurisdiction is reduced to less than 3,000 members by the withdrawal of the petitioners for dispensation, if such temples gave their written consent to solicitation of their members.*

§ **329.4**

1989 Proceedings, p. 211. *Signer may not withdraw his name from petition when he “changes his mind.” It can be withdrawn only if his signature was obtained by false representations.*

§ **329.6**

1971 Proceedings, p. 94. *One who belonged to Al Sihah Temple when he signed an application for a dispensation for Cahaba Temple became a member of Cahaba Temple under §329.6(b) notwithstanding his affiliation with Zamora Temple before the dispensation to Cahaba Temple was granted.*

1979 Proceedings, p. 169. *By the provisions of §329.6(b), a Noble who signs the petition for a dispensation for a new temple becomes a member of that temple when its dispensation is granted; and he need not petition for membership to that temple.*

1971 Proceedings, p. 94. *Pursuant to §§337.4 and 329.6 (a), a Shrine club located within the exclusive jurisdiction of a temple under dispensation is under the control of that temple.*

§ **330.1**

1974 Proceedings, p. 27. *The Potentate has no authority to suspend a member of his temple; but if he is of the opinion that the Noble is guilty of conduct unbecoming a Noble of the Mystic Shrine, he should see to the institution of proceedings under Article 30.*

§ **330.2**

1985 Proceedings, p. 112. *Procedure for handling temple level grievances are provided in Article 30 of The Imperial Council bylaws.*

§ **330.4**

1984 Proceedings, p. 109. *A Noble may present a complaint against any other Noble directly to the temple.*

1986 Proceedings, p. 151. *Section 330.4(a)(7) requires where Potentate has been disqualified, “Highest ranking qualified officer” shall act. Such ranking is determined by §325.1.*

1989 Proceedings, p. 209. *Absent appropriate order of state court, transcripts of Shrine trial “family matters” to be used in Shrine appeal only.*

1996 Proceedings, p 140. *It is a violation of Shrine law for any Noble, including the complaining Noble or accused Noble, to communicate with the grievance committee or trial panel (other than to appear before either body for the presentation of evidence and arguments) in an attempt to influence the outcome of their decisions.*

2006 Proceedings, p. 198. *Once the grievance committee has found probable cause under §330.4(a)(2), the Noble is no longer “free from charges,” and the potentate must appoint the trial panel and the resultant trial committee has sole jurisdiction over the matter.*

2007 Proceedings, p. 165. *If the potentate is the accused Noble then, pursuant to §330.4(a)(7), the chief rabban acts in his stead.*

§ **330.4**

2006 Proceedings, p. 198. *Once the grievance committee has found probable cause under §330.4(a)2, the Noble is no longer “free from charges,” and the potentate must appoint the trial panel and the resultant trial committee has sole jurisdiction over the matter.*

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§ 331.1

1982 Proceedings, p. 169. To approve an amendment to a temple bylaw, the proposal must be approved by at least 2/3rds of the members present and voting, as required by §331.1 and cannot be approved when 95 members are present and voting and there are 62 votes in favor, 31 votes against and 2 ballots disqualified as not legible.

1989 Proceedings, p. 211. Temple bylaws must yield to the bylaws of The Imperial Council when they are in conflict therewith.

§ 331.2

1966 Proceedings, p. 210. Proposed amendment may be circulated among members.

1974 Proceedings, p. 26. A revision of temple bylaws having been disapproved pursuant to §331.2(e), the temple continues to operate under the bylaws in effect prior to the adoption of the revision.

1977 Proceedings, p. 162. Inasmuch as §331.2(e) requires approval by the Imperial Potentate of any temple bylaws, which become effective only upon his approval, a Board of Trustees constituted by temple bylaws may not act prior to such approval.

1985 Proceedings, p. 111. Notice under this section and §324.5 is one week. Unless provided by temple bylaws, first class mailing is not required.

§ 331.5

2001 Proceedings, p. 38. Temple bylaws that assign rights or responsibilities to its board of directors that are in conflict with the rights or responsibilities of §327.8 are amended, ipso facto, as of the date §327.8 was adopted in 2000, and it is the duty of the temple to revise its bylaws immediately upon receiving the printed copy of the proceedings.

§ 332.1

1972 Proceedings, p. 152. A tour, the price of which is the same to all participants but which for candidates includes their initiation fees, violates §332.1.

1972 Proceedings, p. 153. Payment of transportation expenses for candidates initiated at a ceremonial held outside the temple's jurisdiction is contrary to §332.1(e).

1973 Proceedings, p. 96. Offering candidates for membership reduced fare to an out-of-state ceremonial violates §332.1.

1975 Proceedings, p. 19. The payment of transportation expenses for candidates initiated at a ceremonial within the jurisdiction of a temple is a proper expense of the ceremonial itself and not prohibited by §332.1(e).

1976 Proceedings, p. 176. Offering candidates for initiation reduced fares to an out-of-state ceremonial at which they are to be initiated is a violation of §332.1(e).

1977 Proceedings, p. 163. The offer by a temple to prospective candidates of jeweled fezzes, pins, bolo ties, or credits on ceremonial trips outside the temple's jurisdiction is a violation of §332.1(e).

1980 Proceedings, p. 29. Payment by a temple for the meals and lodging of candidates attending a ceremonial outside the jurisdiction of that temple is prohibited by §332.1(e).

1983 Proceedings, p. 212. The inclusion of a free fez and free dues for the first year cannot be included in the initiation fee of a candidate.

2000 Proceedings, p. 237. The procedure for revising the amount of the initiation fee, even if the amount is specified in the temple bylaws, must follow the procedure of §332.1(i).

2001 Proceedings, p. 36. The minimum initiation fee determined by §332.1(a), or the minimum initiation fee determined by the temple bylaws, does not include the furnishing of a free fez. This would be a rebate of a portion of the fee in "material" and this is prohibited by §332.1(e).

§ 332.2

1993 Proceedings, p. 123. Dues paid prior to the first of January are "prepaid dues" and, therefore, they may not be recorded as revenue or used for current expenses. They remain in escrow in temple account 2350 (of the Uniform Chart of Accounts For Shrine Temples) until the first of January.

2000 Proceedings, p. 237. The procedure for revising the amount of temple dues, even if the amount is specified in the temple bylaws, must follow the procedure of this section.

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§ 332.6

1967 Proceedings, p. 84. A life member of a temple who took a demit is entitled to be restored to life membership status upon reaffiliation.

1973 Proceedings, p. 97. So long as the minimum requirements expressed in §332.6 are met, a temple is free to fix its own policies with respect to creation of life members.

§ 332.7

1972 Proceedings, p. 152. An assessment levied pursuant to §332.7 must apply to all members of the temple except life members, who are exempt unless specifically included under §332.7.

1976 Proceedings, p. 177. All revenues derived from an assessment, the Resolution for which provided that it be used solely for the reduction of an outstanding mortgage, must be used for that purpose only; and any revenues collected by such assessment beyond those needed to retire the mortgage must be ratably refunded to the members of the temple, and may not be transferred to the general funds of the temple.

1977 Proceedings, p. 162. A Noble who joins a temple after its adoption of an assessment resolution must pay the assessment in accordance with the terms of the resolution.

1979 Proceedings, p. 169. Each assessment resolution must be interpreted in accordance with its own terms; but, inasmuch as §332.7 makes no provision for the exclusion of associate members from an assessment, associate members are subject thereto in the same fashion as are regular members.

1979 Proceedings, p. 170. §332.7 does not require that an assessment resolution lay over from one meeting until another but simply requires publication of a notice that it will be proposed at the meeting at which action is to be taken.

1979 Proceedings, p. 170. Without specific reference to life members in an assessment resolution, §332.7 precludes its application to them.

1983 Proceedings, p. 212. Money received from a temple assessment must be used for the purposes stated in the resolution adopted by the temple, unless a new resolution is properly warned and adopted by the temple.

§ 332.8

1982 Proceedings, p. 171. A Noble is free of assessments if he applies for a demit prior to the adoption of an assessment by his temple.

1982 Proceedings, p. 171. If assessment is payable in installments, a Noble is current if he has paid the installment due for the year and he is entitled to a certificate of demit.

§ 334.2

2001 Proceedings, p. 36. A temple officer may be disqualified from holding office if a corporate bond indemnifying the temple against loss resulting from infidelity, defalcation or misappropriation by its officers, employees or Nobles, of its funds, assets or property, as required by §334.2(a), is refused because of such Noble. However, the mere filing of Article 30 charges against an officer alleging infidelity, defalcation or misappropriation, does not, of itself, disqualify him, and he continues to be insured under the existing corporate bond.

§ 334.4

1967 Proceedings, p. 83. A temple bylaw provision that the Potentate and Finance Committee can depart from the temple budget provided the overall total is not exceeded, will not be approved.

1967 Proceedings, p. 83. Bylaws of a temple cannot authorize departures from the budget adopted by the temple membership.

1970 Proceedings, p. 96. A temple budget may be amended only by action of the temple.

1972 Proceedings, p. 155. Under §334.4(c)(2) any member of the temple may insist that he be given an opportunity to review the budget in written form before the temple is called upon to adopt it.

1973 Proceedings, p. 97. Expenditure of funds for uniformed units must be from appropriations made in the temple budget adopted under §334.4.

1973 Proceedings, p. 98. Inasmuch as the Uniform Chart of Accounts does not provide for

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“contingency” appropriations, a temple budget which does so is in violation of §334.4(a).

1974 Proceedings, p. 26. It is manifest from the provisions of §§327.5, 324.8 and 334.4 that so long as it complies with Shrine law, the temple itself has ultimate authority with respect to all of its financial affairs, including those of appendant or affiliated corporations.

1976 Proceedings, p. 175. A temple budget may be amended only by action of the temple itself under §334.4(e), and temple officers may not transfer appropriations from one budget classification to another.

1976 Proceedings, p. 176. Capital expenditures as well as operating expenses must be included in the temple budget in order that appropriations may be made therefor in accordance with §334.4.

1977 Proceedings, p. 163. Neither the Potentate nor the Finance Committee may transfer funds from one budget classification to another; because the budget may be amended only by the temple at a meeting thereof in accordance with §334.4(e).

1979 Proceedings, p. 170. All temple funds, including those of its circus, are subject to the control of the temple.

1980 Proceedings, p. 29. Under provisions of §§327.3, 327.4, and 327.5, temple financial officers are required to report financial transactions to the temple at its meetings; and, under §§334.5 and 334.6, they are required to submit the financial records to an audit, which is made available routinely to members of the temple at its annual or budget meeting.

1980 Proceedings, p. 29. In order to amend a budget adopted pursuant to §334.4, a temple must consider specific proposals and may not simply authorize its Potentate to “use his own judgment.”

1981 Proceedings, p. 164. After the temple budget is adopted pursuant to §334.4, funds cannot be transferred from one account to another except by amendment of the budget, which must be done by the members of the temple at a meeting thereof.

1983 Proceedings, p. 212. A Noble is entitled to inquire about the finances, records and reports of his temple and the appropriate officers thereof must respond to his inquiries at reasonable times and places.

1984 Proceedings, p. 110. The nobility, at a regularly stated meeting of the temple are authorized to amend the temple budget under §334.4(e).

1989 Proceedings, p. 207. There shall be no expenditure of funds except as authorized by the budget.

1994 Proceedings, p. 157. All funds of the temple must be maintained by, and under the control of, the temple and in accordance with *The Imperial Council’s Accounting And Financial Reporting Requirements For Shrine Temples*. A housing chairman may not collect room deposits from the Nobility; establish accounts separate from the temple’s accounts, and make disbursements from the separate accounts.

1995 Proceedings, p. 142. The adoption of the budget constitutes the appropriation of funds for the purposes indicated in the budget. The proceeds from charitable fund raising events, less allowable deductions as determined by Shrine law, must be promptly remitted to Shriners Hospitals for Children. The proceeds from fraternal fund raising events may be donated or expended for fraternal or non-fraternal purposes in accordance with the adopted budget.

2000 Proceedings, p. 238. A temple building fund must appear in temple account 4300 (of the Uniform Chart of Accounts For Shrine Temples). A contribution specifically designated for a new building may not be used for any other purpose without the consent of the donor.

2000 Proceedings, p.236. A temple potentate may not refuse to order an audit of temple accounts, once a motion to that effect has been adopted by the members at a stated meeting, under the rationale that there is no money in the budget for it. The adoption of the motion is authorization for the amendment of the budget for a reasonable expenditure for the audit. The amendment of the budget in the specific amount should be adopted at the meeting where the motion is passed, or at the next stated meeting, or at a special meeting called for that purpose.

§ 334.6

1980 Proceedings, p. 29. Under provisions of §§327.3, 327.4, and 327.5, temple financial officers are required to report financial transactions to the temple at its meetings; and, under §§334.5 and 334.6, they are required to submit the financial records to an audit, which is

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made available routinely to members of the temple at its annual or budget meeting.

2000 Proceedings, p. 238. *A temple building fund must appear in temple account 4300 (of the Uniform Chart of Accounts For Shrine Temples). A contribution specifically designated for a new building may not be used for any other purpose without the consent of the donor.*

2000 Proceedings, p. 236. *A temple potentate may not refuse to order an audit of temple accounts, once a motion to that effect has been adopted by the members at a stated meeting under the rationale that there is no money in the budget for it. The adoption of the motion is authorization for the amendment of the budget for a reasonable expenditure for the audit. The amendment of the budget in the specific amount should be adopted at the next stated meeting or at a special meeting called for that purpose.*

§ **334.7**

1973 Proceedings, p. 97. *Any member of the temple is entitled to examine an audit of the temple's accounts, which should be made available routinely to the members of the annual or budget meeting under §334.6; and he may likewise examine audit reports concerning the accounts of temple-affiliated corporations.*

1980 Proceedings, p. 29. *The audit and financial reports mentioned in §334.6 should be made available to any member of the temple at any reasonable time and place.*

1980 Proceedings, p. 29. *Under provisions of §§327.3, 327.4, and 327.5, temple financial officers are required to report financial transactions to the temple at its meetings; and, under §§334.5 and 334.6, they are required to submit the financial records to an audit, which is made available routinely to members of the temple at its annual or budget meeting.*

1988 Proceedings, p. 237. *Members of temples are entitled to see and review fiscal reports required of temple officers under §334.6. They are also entitled to copies thereof at the Noble's expense.*

1990 Proceedings, p. 134. *Business and financial records must be maintained at the official location of the temple in order to ensure reasonable access by the temple members.*

1993 Proceedings, p. 121. *Potentate's order to address all temple business matters to his home violates this section. Temple business must be conducted "at the official site of the temple."*

§ **334.8**

1967 Proceedings, p. 83. *Construction by a temple of a building, without financing, does not require approval at the Imperial level.*

1970 Proceedings, p. 94. *An unauthorized corporation may not be used as the vehicle for a building project or attendant obligation.*

1976 Proceedings, p. 177. *The purchase of golf carts for a temple affiliated country club on a three-year loan requires the approval of the Imperial Potentate pursuant to §334.7.*

1988 Proceedings, p. 237. *Neither the Potentate nor any other representative of any temple has power to execute any "borrowing agreement" without specific direction from the membership pursuant to this section.*

§ **334.9**

2003 Proceedings, p.179. *A Shrine club is an "affiliate" of the temple and, therefore, if the Shrine club wishes to dispose of all or substantially all of its property and assets, it may do so only under such terms and conditions and for such consideration as shall be first authorized by a vote of the temple.*

§ **334.10**

1967 Proceedings, p. 84. *The formation of a holding company to acquire and hold property for a Temple unit is not permitted under Shrine law.*

1968 Proceedings, p. 121. *Shrine Club Holding Corporations are required to submit operating statements and balance sheets annually to the Imperial Recorder.*

1989 Proceedings, p. 208. *Corporations organized before 1966 are "grandfathered" under this section only if its articles and bylaws contain provisions (a)(1)-(4) or similar provisions.*

2006 Proceedings, p. 199. *A so-called "grandfathered" corporation does not relieve such corporation from yielding obedience to, or complying with, Shrine law. It merely allows the continued existence of the corporation so long as it does yield obedience to, and complies with, Shrine law.*

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§ 335.2

1966 Proceedings, p. 209. Noble using emblem on article or material for commercial or business purposes subject to discipline.

1966 Proceedings, p. 211. Identification of photograph in commercial advertisement as a former temple Potentate violates Shrine Law.

1975 Proceedings, p. 20. The use of a business card showing a photograph of a Noble in his Fez is a violation of §335.2(a).

1979 Proceedings, p. 170. Repeated use of a reference to “Nobles” throughout an advertisement, in the guise of an open letter from an insurance company to the members of the temple, is a violation of §335.2(a); and casting such advertisement in the guise of a fund raising project for Shriners Hospitals without the approval of the Boards of Directors and Trustees is a violation of §503.6.

1989 Proceedings, p. 208. Placement of beer logo on building marquee advertising future events violates this section.

§ 335.3

1971 Proceedings, p. 94. Although §335.1 does not prohibit lotteries in states or provinces in which lotteries are licensed by the government, a “Shriners Hospitals Sweepstakes” may not be conducted without the written consent of the Chairman of the Board of Trustees under §335.3.

1976 Proceedings, p. 177. Use of the term “unfortunate children” in connection with a temple fundraising activity would violate §335.3 unless the activity has the approval of the Chairman of the Board of Trustees.

1979 Proceedings, p. 170. Repeated use of a reference to “Nobles” throughout an advertisement, in the guise of an open letter from an insurance company to the members of the temple, is a violation of §335.2(a); and casting such advertisement in the guise of a fund raising project for Shriners Hospitals without the approval of the Boards of Directors and Trustees is a violation of §335.3.

1995 Proceedings, p. 142. The proceeds from charitable fund raising events, less allowable deductions as determined by Shrine law, must be promptly remitted to Shriners Hospitals for Children. Failure to do so results in the assessment of interest at the legal rate allowable in the jurisdiction of the activity retroactive to the date of the activity.

§ 335.4

1974 Proceedings, p. 26. Unless permission is first obtained under §335.4(a), the formation of a foundation for the purpose of maintaining a burns treatment ward in a local hospital is forbidden.

1975 Proceedings, p. 20. Shrine Club bylaws which provide for fundraising programs in support of “exceptional children” as well as Shriners Hospitals for Children are inconsistent with §335.4 of the Imperial Bylaws and in direct conflict with General Order No. 1 (Series of 1974–1975).

§ 335.6

1966 Proceedings, p. 208. Lists for social use not prohibited. Business or advertising purposes prohibited.

1967 Proceedings, p. 83. Promotion of a Shrine circus is not such a business purpose as precludes the use of a list of a temple membership in such activity.

1967 Proceedings, p. 84. Publication of a roster of the units of a temple is not prohibited provided there is imprinted in block letters and contrasting colors a legend prohibiting its use for business purposes.

1977 Proceedings, p. 162. The use of a temple mailing list by the Building Fund Committee of a Masonic Temple Association, which owns the building in which the temple is housed, to solicit funds to remodel the building is not proscribed by §335.6(a) because the use is not for a business purpose.

1979 Proceedings, p. 171. §335.6(a) relates to circulation of members of a temple for business purposes, and it does not forbid the use of temple mailing lists for promotional purposes by the Scottish Rite.

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§ 335.9

1987 Proceedings, p. 118. Temple bylaws setting aside certain part of annual fees for replacement of unit uniforms, violates this section.

1994 Proceedings, p. 159. A unit, Shrine club or appendant organization's bylaw which states that a portion of the temple's dues of a Noble shall be distributed to the unit, Shrine club or appendant organization is in violation of §335.9 and is of no force or effect.

§ 335.10

1970 Proceedings, p. 95. Articles concerning ladies' organizations in temple publications are no longer forbidden.

1979 Proceedings, p. 170. A Shrine Club which provides a meeting place for a ladies' auxiliary, sends out notices of its meetings, and permits its uniformed members to work in concession stands sponsored by the Shrine Club, thereby violates §335.10(b) by sponsoring a women's organization.

§ 335.13

1986 Proceedings, p. 121. Use of plaques memorializing gifts of equipment or other property by Shrine clubs or units are not prohibited.

§ 335.15

1972 Proceedings, p. 153. Application to Congress for a federal charter of a proposed corporation, the purpose of which is related to Shrine activities, may not be made without permission of the Imperial Potentate in accordance with §335.16.

1972 Proceedings, p. 153. Formation of a corporation for the purpose of operating a Shrine circus must have the prior written consent of the Imperial Potentate under §335.16.

1976 Proceedings, p. 175. §335.16 is not to be applied retroactively to corporations formed before its adoption in 1970.

1992 Proceedings, p. 125. The written consent to form a corporation under §335.16 shall not be granted unless unique and compelling reasons are advanced and the entity making the request cannot reasonably carry on its intended activity without a corporate structure.

§ 336.1

1970 Proceedings, p. 93. Control of uniformed units, including unit money and property is vested in the Potentate by this section.

1971 Proceedings, p. 95. Money raised in the name of the Order by uniformed units of a temple must be turned over to the temple to be handled in the same manner as all other temple funds.

1973 Proceedings, p. 98. By reason of §336.1 uniformed units are under the direct control of the Potentate and by reason of §337.3 Shrine clubs are likewise under his direct control, so Shrine clubs may not themselves organize or control uniformed units.

1973 Proceedings, p. 98. In view of §336.1 all funds raised by uniformed units are income to the temple. That section taken together with §§334.4 and 327.5 requires that the expenditure of funds for or by uniformed units be consistent with the budget adopted by the temple.

1977 Proceedings, p. 163. A Shrine Club may not itself organize or control uniformed units, which are integral parts of the temple under §336.1 and directly controlled by the Potentate.

1979 Proceedings, p. 170. Aside from the requirement that all members must be Nobles, §336.1 leaves qualifications for membership in a temple unit to the discretion of the Potentate.

1982 Proceedings, p. 170. Incorporation of a temple unit is not permitted under the Imperial bylaws.

1994 Proceedings, p. 159. Any funds held by a unit which is disbanded by the Potentate under §336.1 must be turned over to the temple.

1994 Proceedings, p. 159. The Potentate has the power to disband the units themselves.

2004 Proceedings, p. 152. The potentate of a temple has control of the temple units. He determines whether a suspended temple unit is to be reinstated and, if so, whether the funds of the reinstated temple unit are to be restored to it.

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§ 336.2

1972 Proceedings, p. 155. *The Southeast Clown Association has no authority to exclude from any parade a non-member clown unit which has permission to participate in such Parade from the Potentate of its own temple under §336.2(b) and from the Potentate of the temple in the jurisdiction of which the parade is held under §336.2(c).*

1973 Proceedings, p. 98. *§336.2(d) does not prohibit the reimbursement of direct expenses of a parade or exhibition, but it forbids the recovery of expenses which would have been incurred even without such parade or exhibition.*

1976 Proceedings, p. 175. *While under §336.2(d) a unit may be reimbursed for direct expenses of a parade or exhibition, it may not accept compensation or other remuneration in the guise of "expense money."*

1977 Proceedings, p. 162. *A temple uniformed unit is prohibited by §336.2(c) from making a public appearance within the jurisdiction of another temple without the consent of the Potentate of the temple within the jurisdiction of which such public appearance is made.*

1979 Proceedings, p. 171. *In playing private engagements for compensation, a musical group composed of Shriners may not use a name which identifies them with their temple.*

1981 Proceedings, p. 165. *The provisions of §336.2(c) do not apply to public appearances by units of a temple in the jurisdiction which that temple holds concurrently with one or more other temples; and "public appearances by units," as referred to in §336.2(c), differ from "activities" referred to in §328.9.*

§ 336.6

1997 Proceedings, p. 33. *A temple unit may not incorporate or form a temple unit holding company.*

§ 337.1

1967 Proceedings, p. 84. *Oriental and Arabic names are reserved for temples, and should not be a part of the names of Shrine clubs or holding companies.*

1977 Proceedings, p. 163. *A so-called "alliance" of members of a single temple constitutes a Shrine club under §337.1 and may not be organized within the exclusive jurisdiction of another temple without the permission of the Potentate of such temple in accordance with §§337.4 and 337.5.*

1984 Proceedings, p. 109. *Imperial bylaws do not authorize a Shrine club to be a member of a corporation with other non-Shrine fraternal organizations.*

1989 Proceedings, p. 210. *The formation of a "social club" composed of members of various Shrine temples living within the exclusive or concurrent jurisdiction of another temple is in violation of §337.1 unless authority is obtained from the Potentate of the temple in the jurisdiction of which the club is formed or from The Imperial Council.*

§ 337.2

1988 Proceedings, p. 237. *Shrine club members are subject to the control of the Potentate of the authorizing temple, regardless of the members temple affiliation.*

§ 337.3

1967 Proceedings, p. 83. *A Shrine club at the seat of the temple with a membership including all members of the temple is not authorized by Shrine law.*

1978 Proceedings, p. 87. *The Potentate has control of the Shrine clubs of his temple and he may request changes in their bylaws even though such bylaws were approved by his predecessors in office.*

1986 Proceedings, p. 153. *The Potentate has control over a Shrine club's existence.*

1990 Proceedings, p. 133. *Shrine club fiscal matters are, in the final analysis, under the control of the potentate of the authorizing temple. Shrine clubs have no independent right to govern their funds contrary to the bylaws of The Imperial Council and the controlling temple Potentate.*

1996 Proceedings, p.140. *The potentate having control over a Shrine club may, during his term in office, terminate its existence, and he may authorize the formation of a new Shrine club.*

2003 Proceedings, p. 179. *A Shrine club is an "affiliate" of the temple and, therefore, if the Shrine club wishes to dispose of all or substantially all of its property and assets, it*

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may do so only under such terms and conditions and for such consideration as shall be first authorized by a vote of the temple.

2008 Proceedings, p. 179. A Shrine club is under the control of the potentate of the authorizing temple and, as such, is a part of the temple. It may not hold a business meeting on Sunday, except upon special dispensation of the Imperial Potentate for good and sufficient cause.

§ **337.5**

1972 Proceedings, p. 152. §337.5(c) applies to an existing Shrine club in jurisdiction which becomes concurrent by the issuance of a dispensation to a new temple.

1974 Proceedings, p. 25. Pursuant to §337.5(c) a Shrine club located in concurrent jurisdiction remains subject to the jurisdiction of the temple by the authority of which it was formed, even though it is closer to a new temple thereafter created.

1974 Proceedings, p. 25. An agreement with respect to the formation of Shrine clubs in concurrent jurisdiction must be authorized by the membership of both temples under §§337.5 and 324.8.

1976 Proceedings, p. 175. The burden of establishing the existence of an agreement such as is contemplated by §337.5(c) with respect to control of Shrine clubs is on the temple which claims such agreement to exist.

§ **337.6**

1979 Proceedings, p. 170. Activities regularly carried on on a continuing basis before and after May 1, 1975, constitute "activities planned and publicized prior to May 1, 1975" within the meaning of that language in §337.6(b); so that such activities may be continued on an annual basis after the adoption of §337.6(b).

1987 Proceedings, p. 11 7. Unauthorized and wrongful solicitation in concurrent jurisdiction by a temple's Shrine club may require repayment of all receipts from solicitation and apology to offended temple.

§ **337.7**

1967 Proceedings, p. 83. The incorporation of a Shrine club to procure a liquor license and otherwise function as a club is prohibited.

§ **337.9**

1967 Proceedings, p. 82–83. All trustees (directors) and officers of a Shrine club holding company must be Nobles and members of the Shrine club.

1968 Proceedings, p. 121. Shrine club holding companies are required to submit operating statements and balance sheets annually to the Imperial Recorder.

1974 Proceedings, p. 26. The potentate, pursuant to §337.9(c), has the power to remove from office any trustee or officer for disobedience of his orders.

1990 Proceedings, p. 134. The articles of incorporation, found in the official forms of The Imperial Council, must be used when a potentate receives approval of his written application to organize a Shrine club holding company.

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SHRINERS INTERNATIONAL**

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Form #1

PETITION FOR INITIATION AND MEMBERSHIP

SHRINERS

TO THE POTENTATE, OFFICERS AND NOBLES OF _____

SHRINERS, SITUATED IN THE CITY OF _____, STATE OF _____ :

I, the undersigned, hereby declare that I am a Master Mason in good standing in _____ Lodge No. _____ located at _____ (city) _____ (state), which meets the recognition standards of the Conference of Grand Masters in North America, Interamerican Masonic Confederation or the World Conference of Grand Lodges, or have otherwise met the prerequisites for membership under the bylaws of Shriners International. Furthermore, I have resided at my current address for not less than 6 months, as required by the Bylaws of Shriners International. I hereby make application to become a Noble of the Order and a member of your temple. If granted membership, I promise to conform to the Articles of Incorporation and Bylaws of Shriners International and the Bylaws and Ceremonies of your temple.

Have you previously applied for admission to any temple of the Order? Yes No
If yes, what temple? _____ When? _____

PRINT FULL NAME: _____

Date of Birth _____ Profession/Occupation _____ Retired? Yes

Residence: _____
Street address, County, City, State, Zip

Mail Address (if different): _____
Street address, County, City, State, Zip

Home Phone: _____ Cell phone: _____

Business phone: _____ Email: _____

Spouse's Name: _____ Email: _____

Petitioner's Signature _____ Date: _____ 20____

RECOMMENDED BY:

NOBLE _____ MEMBER NO. _____

NOBLE _____ MEMBER NO. _____

Official Use Only:

Petition Fee \$ _____ Method of Payment: _____ Fez Size: _____

Form #2

PETITION FOR AFFILIATION

SHRINERS

TO THE POTENTATE, OFFICERS AND NOBLES OF _____
SHRINERS, SITUATED IN THE CITY OF _____, STATE OF _____ :

I, the undersigned, a Noble of the Order, initiated in _____ SHRINERS,
located at _____ on _____ (date) and last a member of
_____ SHRINERS, located at _____, which has granted the
attached Certificate of Demit, respectfully pray that I may be admitted a member of your temple.
I furthermore state that I have resided at my current address for not less than six months, as
required by the bylaws of Shriners International.

I am a MASTER MASON in good standing in _____ LODGE,
No. _____, located at _____,
or have otherwise met the prerequisites for membership under the bylaws of Shriners International.

Birthplace _____ Date of Birth _____

Profession/Occupation _____

Residence: _____
Street County City State Zip

Business: _____
Street County City State Zip

Mailing Address: _____
(if different) Street County City State Zip

Telephone: Res: _____ Bus: _____

Cell phone: _____ Alt. phone: _____

Email Address _____

Name of Spouse _____

Date _____ 20____

Signature _____
NAME IN FULL, *initials not sufficient.*

PRINT FULL NAME HERE _____

RECOMMENDED BY _____

NOBLE _____

NOBLE _____

Form #3

**ASSOCIATE MEMBER
INQUIRY AND REPORT**

(Date)

To the Recorder of _____ Shriners:

Your Noble _____
(Name)

whose address is _____
(Street)

(City, State, and Zip)

Telephone: Res: _____ Bus: _____

has petitioned _____ Shriners for Associate Membership. If he is in good standing and eligible for a demit, we propose to act upon his petition. Please advise whether or not he qualifies for a demit under §323.10(a) of the bylaws of Shriners International. Thank you.

Recorder of _____ Shriners

(Date)

To the Recorder of _____ Shriners:

The Noble named above (is) (is not) presently in good standing and eligible for a demit from _____ Shriners under § 323.10(a) of the bylaws of Shriners International.

Recorder of _____ Shriners

(Seal)

To the Recorder of _____ Shriners:

This is to advise you that on _____ the Noble named
(Date)

above was (elected) (rejected) as an Associate Member of Shriners. Please mark your records accordingly.

Recorder of _____ Shriners

(Seal)

Form #4

PETITION FOR RESTORATION

_____ **SHRINERS**

TO THE POTENTATE, OFFICERS AND NOBLES OF _____
SHRINERS, SITUATED IN THE CITY OF _____, STATE OF _____ :

I, the undersigned, as a member of _____ SHRINERS, was suspended for non-payment of dues in the _____ dues year, and I respectfully request that I be restored to membership in _____ SHRINERS.

I have liquidated all indebtedness to _____ SHRINERS, and if my request is granted, I promise to conform to the articles of incorporation and bylaws of Shriners International, together with those of this temple. I furthermore declare that I am a Master Mason in good standing _____ Lodge, No. _____, located at _____, or have otherwise met the prerequisites for membership under the bylaws of Shriners International.

PRINT FULL NAME _____

Date of Birth _____ Profession/Occupation _____ Retired? Yes

Residence: _____
Street address, County, City, State, Zip

Mail Address (if different): _____
Street address, County, City, State, Zip

Home Phone: _____ Cell phone: _____

Business phone: _____ Email: _____

Spouse's Name: _____ Email: _____

Petitioner's Signature _____ Date: _____ 20 _____

RECOMMENDED BY:

NOBLE _____ MEMBER NO. _____

Form #5

PETITION FOR ASSOCIATE MEMBERSHIP

_____ **SHRINERS**

TO THE POTENTATE, OFFICERS AND NOBLES OF _____
SHRINERS, SITUATED IN THE CITY OF _____, STATE OF _____ :

I, the undersigned, a Noble of the Order, initiated in _____
Shriners, located at _____ on _____ (date) and presently a
member of Shriners, located at _____
_____ being eligible under §323.10(a) for a demit, respectfully pray
that I may be admitted as an associate member of your temple in accordance with §323.7.

I am a MASTER MASON in good standing in _____ LODGE,
No. _____, located at _____,
or have otherwise met the prerequisites for membership under the bylaws of Shriners International.

Birthplace _____ Date of Birth _____

Profession/Occupation _____

Residence: _____
Street County City State Zip

Business: _____
Street County City State Zip

Mailing Address: _____
(if different) Street County City State Zip

Telephone: Res: _____ Bus: _____

Cell phone: _____ Alt. phone: _____

Email Address _____

Name of Spouse _____

Date _____ 20____

Signature _____
NAME IN FULL, *initials not sufficient.*

PRINT FULL NAME HERE _____

RECOMMENDED BY _____

NOBLE _____

NOBLE _____

Form #6

OFFICIAL SHRINE MEMBERSHIP CARD

This is to certify that Noble _____
Shrine ID Number _____
is a member of _____ Shriners, City _____, State _____,
temple phone number _____, and declared to be
in good and regular standing during the year 20____.

Member

(Not valid unless signed by Noble named.)
(Signed by Imperial Recorder on back of card.)

Form #7

DIPLOMA

To all True and Faithful Nobles of Shriners International:

Let it be known that the Worthy Noble _____
was regularly received, admitted and constituted A Noble of Shriners International in
_____ Shriners of City _____, State _____, on the
_____ day of _____, 20____, and that he is duly enrolled as such
upon the records of the Order.

IN TESTIMONY WHEREOF, we have hereunto subscribed our names and affixed the Seal of
Shriners International.

Shriners.

Recorder.

_____ Attest: _____
—Imperial Potentate *—Imperial Recorder*

(SEAL)

CERTIFICATE OF DEMIT

WHEREAS, _____ a Noble of the Order initiated a member of _____ Shriners on _____ (date) and last a Member of _____ Shriners located at _____, under a Charter from Shriners International, has regularly withdrawn from said temple, and conformed to its bylaws, therefore he is hereby granted this certificate that he is in good standing, free from charges and free from indebtedness, assessments or voluntary obligations to this temple.

- Check this box if Noble is the holder of a Permanent Contributing Membership and is exempt from paying Hospital assessment.

_____ (name of temple through Shriners which PCM was purchased).

_____ (date PCM was purchased).
Date

Remarks: _____

- Check this box if Noble is the holder of a Life Per Capita Membership and is exempt from paying Per Capita Tax.

_____ (name of temple through which Shriners PC was purchased).

_____ (date PC was purchased).
Date

Remarks: _____

Witness his and our hands and seal of the temple, this day of _____, 20____

Attest: (Signature) _____

Residence _____

Age _____ years. Profession _____

—Potentate

Attest: _____
—Recorder

(SEAL)

PETITION FOR DISPENSATION

We, the undersigned petitioners, respectfully state that we are Nobles in good standing in the Order; that we reside in the proposed territory of the proposed new temple; are competent to form and open a temple of this Order; and to properly discharge the various duties thereof, according to the requirements of the articles of incorporation and bylaws of Shriners International.

Further, having the welfare and prosperity of the Order at heart, we pray for a Dispensation empowering us to form and open a new temple

at _____, state of _____,

to be designated as _____ Shriners,

with the following jurisdiction, _____

and beg to recommend as provisional officers:

Noble _____, Provisional Potentate

Noble _____, Provisional Chief Rabban

Noble _____, Provisional Assistant Rabban

Noble _____, Provisional High Priest and Prophet

Noble _____, Provisional Oriental Guide

Noble _____, Provisional Treasurer

Noble _____, Provisional Recorder

We are aware of §329.6 of the bylaws of Shriners International that provides:

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.

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.

NAME	RESIDENCE (Including County)	TEMPLE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: Forms must be obtained from the Office of the Imperial Recorder

Form #10

CERTIFICATE OF DISPENSATION

TO ALL TRUE AND FAITHFUL NOBLES TO WHOM THESE PRESENTS SHALL COME:

ES SELAMU ALEIKUM

KNOW YE, that Shriners International at its 20____ annual Imperial Session on _____, at _____, did by appropriate action grant this

DISPENSATION

to form a temple of the Order to be named _____ Shriners in the City of _____, State of _____.

Said _____ Shriners to work under Dispensation until after the next Regular Imperial Session of Shriners International in the legal jurisdiction approved by Shriners International.

Provisional Officers for the life of this Dispensation to be

Noble _____, Potentate

Noble _____, Chief Rabban

Noble _____, Assistant Rabban

Noble _____, High Priest and Prophet

Noble _____, Oriental Guide

Noble _____, Treasurer

Noble _____, Recorder

as stated in request for said Dispensation.

IN TESTIMONY WHEREOF, we have hereunto subscribed our names and affixed the Seal of Shriners International.

—Imperial Potentate

Attest: _____
—Imperial Recorder

(SEAL)

CERTIFICATE OF CHARTER

TO ALL ILLUSTRIOUS NOBLES TO WHOM THESE PRESENTS SHALL COME:

POWER JUSTICE MERCY

KNOW YE, That Shriners International at its annual Imperial Session on _____, 20____, at _____, _____, granted a charter to Nobles _____, _____, _____, and _____, to form and open a temple of the Order at _____, in the state of _____, under the title of _____ Shriners, there to exemplify the Ritual of the Order upon all whom they deem worthy of the honor and to install their successors as elected and chosen, and invest them with all the powers of their respective offices, and all successors from time to time who shall officiate likewise, always in conformity with the articles of incorporation and bylaws of Shriners International and the bylaws of the temple.

Given under our hands and the Seal of Shriners International this _____ day of _____, ²⁰_____.

—Imperial Potentate

Attest: _____
—Imperial Recorder

(SEAL)

Form #12

**CERTIFICATE TO ACCOMPANY NEW OR AMENDED
BYLAWS OF UNIT ASSOCIATIONS APPENDANT TO
ASSOCIATIONS OF TEMPLES**

I, _____, president of _____

Association, hereby certify that the attached bylaws or amendments were duly:

1. presented for consideration in accordance with the bylaws of this Association;
and
2. adopted on _____ in accordance with the bylaws of this Association.

A complete copy of the bylaws of the Association is attached hereto.

President

Attest:

Secretary

Form #12A

**CERTIFICATE TO ACCOMPANY NEW OR AMENDED
BYLAWS OF ASSOCIATIONS OF TEMPLES**

I, _____, president of _____

Association, hereby certify that:

1. _____ is an association of temples;
2. the attached bylaws or amendments were duly presented for consideration in accordance with the bylaws of this Association; and §209.1 (e) of the bylaws of Shriners International;
and
3. they are approved for presentation to the Imperial Potentate.

President

Attest:

Secretary

APPROVAL

The foregoing bylaws or amendments are approved.

Dated this _____ day of _____, 20____.

*Chairman—Jurisprudence & Laws
Committee*

Imperial Potentate

Form #12B

**CERTIFICATE TO ACCOMPANY NEW OR AMENDED
BYLAWS OF ASSOCIATIONS OF CLUBS**

I, _____, president of _____

Association, hereby certify that:

1. _____ is an association of clubs;
2. the attached bylaws or amendments were duly presented for consideration in accordance with the bylaws of this Association; and §209.4 (c) of the bylaws of Shriners International;
and
3. they are approved for presentation to the Imperial Potentate.

President

Attest:

Secretary

APPROVAL

The foregoing bylaws or amendments are approved.

Dated this _____ day of _____, 20____.

*Chairman—Jurisprudence & Laws
Committee*

Imperial Potentate

**CERTIFICATE TO ACCOMPANY NEW OR
AMENDED TEMPLE BYLAWS**

I, _____, Potentate of Shriners,
certify that the attached resolution relating to (bylaws) (amendments to bylaws) was submitted
in writing at a stated meeting on _____, 20____.

The resolution was laid over to (the next stated) (a special) meeting called for action
thereon.

On _____, 20____, a notice of meeting to be held
on _____, 20____, was sent to every member of the temple and
it recited the text or substance of the proposed (bylaws) (amendments). There were
_____ members of the temple present at this duly warned meeting and _____ voted in
the affirmative and _____ voted in the negative to adopt the proposed (bylaws) (amend-
ments). They were approved by at least two-thirds of the members present and voting.

A copy of the notice of the duly warned meeting and three copies of the (bylaws) (amend-
ments) are attached.

A copy of the temple's current bylaws are enclosed.

I certify that the (bylaws) (amendments) were adopted.

Dated this _____ day of _____, 20____

—Potentate

Attest: _____
—Recorder

(SEAL)

CERTIFICATE TO ACCOMPANY TEMPLE ASSESSMENT

I, _____, Potentate of _____ Shriners, of _____, hereby certify that having first obtained approval of the Imperial Potentate issued pursuant to §332.7 of the bylaws of Shriners International, the annexed resolution relating to an assessment on its members for purposes general to the membership was adopted at a stated meeting of the Temple. I further certify that:

(a) At least one week’s notice in writing was given to every member of the temple, stating the amount of the proposed assessment and the time and place when action would be taken. The notice was mailed on _____. A copy of the notice is attached hereto.

(b) The resolution was presented to the Nobility for approval and adoption at the stated meeting held, in accordance with the notice, on the _____ day of _____, 20____, whereupon it was amended as follows:
(If no amendment, so state.)

(c) The total number of Nobility present and voting was _____.
Voting in the affirmative were _____. Voting in the negative were _____.
The resolution was adopted by at least two-thirds of the members present and voting.
Three copies of the resolution, as adopted, are hereby enclosed for the Imperial Recorder.
A complete copy of the bylaws of the temple is attached hereto.

—Potentate

Attest: _____
—Recorder

(SEAL)

Form #15

**CERTIFICATE TO ACCOMPANY NEW OR AMENDED BYLAWS
OF ASSOCIATIONS OF UNITS**

I hereby approve the formation of the _____ Association, and its bylaws,
as an appendant body of Shriners International.

Dated this _____ day of _____, 20____.

President

The organization of the _____ Association and foregoing bylaws are in proper
and legal form and will not conflict with any provisions of the articles of incorporation or bylaws
of Shriners International.

Dated this _____ day of _____, 20 ____.

Chairman, Jurisprudence and Laws Committee

The organization of the _____ Association
is approved by the board of directors of Shriners International.

Dated this _____ day of _____, 20 ____.

Secretary

The bylaws of the _____ Association are hereby approved.

Dated this _____ day of _____, 20 ____.

Imperial Potentate

ARTICLES OF INCORPORATION OF _____
SHRINERS CORPORATION

We, the undersigned, all being citizens of the state of _____, being of lawful age and members of _____ Shriners, do hereby associate ourselves together for the purpose of forming a nonprofit corporation under the _____ Nonprofit Corporation Act.

ARTICLE 1

Name

§§1.1 **Name.** The name of this corporation is _____ Shriners Corporation.

ARTICLE 2

Term

§§2.1 **Duration.** This nonprofit corporation is to exist perpetually.

ARTICLE 3

Purposes

§3.1 **Purpose.** This corporation exists solely as a nonprofit corporation having no purpose other than _____ for the use of _____ Shriners, of _____, _____, and its members, said _____ Shriners being an unincorporated society, fraternal and charitable in nature, embodying the charitable and educational principles of Shriners International.

§3.2 **Internal Revenue Code.** Any revenues received by the corporation, less expenses, shall be turned over annually to _____ Shriners, which is exempt under §501(c) (10) of the Internal Revenue Code.

ARTICLE 4

General Provisions

§4.1 **Control.** This corporation is established as a subsidiary corporation wholly controlled by _____ Shriners at all times.

§4.2 **Prohibited Activities.** This corporation shall not have any capital stock and no person shall receive any profits from its operations by dividends or otherwise and no substantial part of the activities of the corporation shall be to carry on propaganda or otherwise attempt to influence legislation.

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

§4.4 **Copies of Documents.** Copies of these articles of incorporation and the bylaws of the corporation, and any amendments thereto, must be filed with the Imperial Recorder.

§4.5 **Records.** This corporation shall maintain its records in accordance with the Uniform Chart of Accounts prescribed by Shriners International.

§4.6 **Review.** This corporation is required to have its financial statements reviewed, unless an audit is required pursuant to Shrine law, by a certified, chartered or licensed public accountant at the close of each year, as may be provided by the bylaws of Shriners International, and a copy of the accountant's report and accompanying financial statements must be filed with the Imperial Recorder.

§4.7 **Corporate Debt.** The private property of the members of the board of directors of this corporation and the officers thereof shall not be subject to the payment of corporate debts to any extent whatsoever.¹⁹¹

§4.8 Disposition of Assets. 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.

§4.9 Purchaser of Assets. No purchaser of any property of the corporation shall be required to see to the application of the purchase money received therefrom or to inquire into the validity, expediency or propriety of any such sale.

§4.10 Dissolution. In the event of dissolution, the assets and funds remaining after payment in full of all debts of the corporation shall be conveyed to _____ Shriners or Shriners Hospitals For Children, or both, as authorized by a vote of _____ Shriners at a stated meeting of that temple or at a special meeting which sets forth in the notice of the meeting the specific nature of the business to be transacted.

ARTICLE 5

Members

§5.1 Membership. This corporation shall have no members.

ARTICLE 6

Directors

§6.1 Management. The affairs and business of this corporation shall be managed and conducted by a board of directors consisting of eight in number, seven of whom shall be the persons who occupy the position of the official divan of _____ Shriners and one of whom shall be the immediate past potentate of such temple, and their designation as such officers in _____ Shriners shall constitute them the board of directors of this corporation.

§6.2 Powers. The board of directors has all of the powers usually vested in the directors of a nonprofit corporation without members, except as otherwise provided by Shrine law, this corporation's articles of incorporation and bylaws, and in the laws of the state of _____.

§6.3 Good Standing. The directors and managing officers shall be members in good standing in _____ Shriners.

ARTICLE 7

Officers

§7.1 Designation. The officers of this corporation shall be a president, vice president, treasurer and secretary.

§7.2 President. The president of this corporation shall be the person who occupies the position of potentate of _____ Shriners.

§7.3 Vice President. The vice president of this corporation shall be the person who occupies the position of chief rabban of _____ Shriners.

§7.4 Treasurer. The treasurer of this corporation shall be the person who occupies the position of treasurer of _____ Shriners.

§7.5 Secretary. The secretary of this corporation shall be the person who occupies the position of recorder of _____ Shriners.

ARTICLE 8

Meetings

§8.1 Annual. The annual meeting of the directors of this corporation shall be concurrently with, and at the same place as, the annual meeting of _____ Shriners.

§8.2 Regular and Special. Regular and special meetings of the directors for the transaction of such other business necessary to carry out the purposes of the corporation may be held within or without the state of _____ at such time and place as may from time to time be designated in accordance with the bylaws.¹⁹²

ARTICLE 9

Bylaws

§9.1 **Bylaws.** The board of directors shall provide such bylaws for the conduct of the corporate business, as they deem necessary.

§9.2 **Amendments.** Thereafter, the bylaws may be amended, altered or revised as provided in the bylaws.

§9.3 **Annual Meeting.** The bylaws shall provide that the notice of the annual meeting of _____ Shriners shall also constitute the notice of the annual meeting of the directors of this corporation.

ARTICLE 10

Amendments

§10.1 **Procedure.** This corporation reserves the right to amend, alter, change or repeal provisions contained in these articles of incorporation in the manner now or hereafter prescribed by statute and by the bylaws of Shriners International.

§10.2 **Approval.** No amendment of the articles of incorporation or bylaws of this corporation shall be valid unless first approved by the chairman of the Imperial Jurisprudence and Laws Committee, General Counsel and the Imperial Potentate.

§10.3 **Shrine Law Changes.** 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.

ARTICLE 11

Registered Agent and Registered Office

§11.1 **Registered Agent.** The initial registered agent of this corporation is _____.

§11.2 **Registered Office.** The registered office of this corporation is located at _____ Street, in the city of _____.

IN WITNESS WHEREOF, we, the undersigned, have hereunto set our hands and seal this _____ day of _____, 20____.

(Name) – Incorporator

(Name) – Incorporator

(Name) – Incorporator

APPLICATION

_____ Shriners hereby applies to the Imperial Potentate for permission to organize a corporation to be known as _____ Shriners Corporation.

The corporation is necessary as it is in the best interest of the temple to hold title to its property in a corporate structure.

The corporation will exist solely as a nonprofit corporation having no purpose other than _____.

The proposed articles of incorporation include the provisions required by §334.10 of the bylaws of Shriners International.

Dated this ____ day of _____, 20 ____.

—Potentate Attest: _____
—Recorder

CERTIFICATION

We have reviewed the foregoing application and the proposed articles of incorporation and find that the organization of the corporation is necessary, and that the proposed articles of incorporation include the provisions required by §334.10 of the bylaws of Shriners International. We further find that the articles of incorporation are in proper and legal form and that they will not conflict with any of the provisions of the articles of incorporation or bylaws of Shriners International. We, therefore, recommend their approval by the Imperial Potentate.

Chairman _____
Jurisprudence & Laws Committee *General Counsel*

APPROVAL

The application of _____ Shriners to organize a temple corporation was presented to the undersigned.

I have received the advice and recommendation of the Jurisprudence and Laws Committee and General Counsel, who confirm that the proposed articles of incorporation are in proper and legal form and that they will not conflict with any of the provisions of the articles of incorporation or bylaws of Shriners International, and that the organization of the corporation is necessary.

Upon review and consideration of the foregoing, I hereby grant my approval to the application, and the corporation to be known as _____ Shriners Corporation may be organized.

Dated this ____ day of _____, 20 ____.

—Imperial Potentate Attest: _____
—Imperial Recorder

ARTICLES OF INCORPORATION OF

_____ SHRINE CLUB HOLDING CORPORATION

We, the undersigned, residents of the state of _____, being of lawful age, and members of _____ Shrine Club of _____ Shriners, do hereby associate ourselves together for the purpose of forming a nonprofit corporation under the _____ Nonprofit Corporation Act.

ARTICLE 1

Name

§1.1 Name. The name of this corporation is _____ Shrine Club Holding Corporation.

ARTICLE 2

Term

§2.1 Duration. The period of duration of this nonprofit corporation shall be perpetual.

ARTICLE 3

Purpose

§3.1 Purpose. This corporation exists as a nonprofit corporation for the sole purpose of holding title to real and personal property other than cash and securities owned by the _____ Shrine Club.

§3.2 Internal Revenue Code. The corporate purpose shall, furthermore, be in accordance with the provisions of §501(c)(2) of the Internal Revenue Code, as amended from time to time. Any income received by the corporation, less expenses, shall be turned over annually to the _____ Shrine Club, which is exempt under §501(c)(10) of the Internal Revenue Code.

ARTICLE 4

General Provisions

§4.1 Potentate's Authority. The potentate of _____ Shriners, shall have the power to remove from office in the corporation any director or officer for disobedience of his orders or for violation of temple bylaws with respect to the conduct of the affairs of the corporation.

§4.2 Prohibited Activities. The corporation shall not have any capital stock and no person shall receive any profits from its operations by dividends or otherwise, and no substantial part of the activities of the corporation shall be to carry on propaganda or otherwise attempt to influence legislation.

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

§4.4 Fiscal Year. The fiscal year of this corporation shall be on a calendar year basis, and it must arrange its books of account, annual report and audit to conform to the calendar year.

§4.5 Copies of Documents. Copies of these articles of incorporation and the bylaws of the corporation, and any amendments thereto, must be filed with the Imperial Recorder.

§4.6 Records. The corporation shall maintain its records in accordance with the Uniform Chart of Accounts prescribed by Shriners International.

§4.7 Review. This corporation is required to have its financial statements reviewed, unless an audit is required pursuant to Shrine law, by a certified, chartered or licensed public accountant at the close of each year, as may be provided by the bylaws of Shriners International, and a copy of the accountant's report and accompanying financial statements must be filed with the Imperial Recorder.

§4.8 Corporate Debt. The private property of the members of the board of directors of the corporation and the officers thereof shall not be subject to the payment of corporate debts to any extent whatsoever.

§4.9 Disposition of Assets. 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 _____ Shriners at a stated meeting of that temple or at a special meeting which sets forth in the notice of the meeting the specific nature of the business to be transacted.

§4.10. Purchaser of Assets. No purchaser of any property of the corporation shall be required to see to the application of the purchase money received therefrom or to inquire into the validity, expediency or propriety of any such sale.

§4.11 Dissolution. In the event of dissolution, the assets and funds remaining after payment in full of all debts of the corporation shall be conveyed to _____ Shriners or Shriners Hospitals For Children, or both, as authorized by a vote of _____ Shriners at a stated meeting of that temple or at a special meeting which sets forth in the notice of the meeting the specific nature of the business to be transacted. No part of the assets or funds may revert to or inure to the benefit of any officer or director of the corporation.

ARTICLE 5

Members

§5.1 Members. This corporation shall have no members.

ARTICLE 6

Directors

§6.1 Management. The affairs and business of this corporation shall be managed and conducted by a board of directors consisting of four in number, being the president, vice president, treasurer and secretary of the of the _____ Shrine Club, and their designation as such officers of the _____ Shrine Club shall constitute them the board of directors of this corporation.

§6.2 Powers. The board of directors has all of the powers usually vested in the directors of a nonprofit corporation, except as otherwise provided by Shrine law, this corporation's articles of incorporation and bylaws, and in the laws of the state of _____.

§6.3 Good Standing. The directors of the corporation shall be members in good standing in the _____ Shrine Club and remain subject to the bylaws of _____ Shriners, the authorizing temple, and the control of the potentate thereof.

ARTICLE 7

Officers

§7.1 Designation. The officers of this corporation shall be a president, vice president, treasurer and secretary

§7.2 President. The president shall be the person who occupies the position of president of the Shrine Club.

§7.3 Vice President. The vice president shall be the person who occupies the position of the vice president of the Shrine Club.

§7.4 Treasurer. The treasurer shall be the person who occupies the position of treasurer of the Shrine Club.

§7.5 Secretary. The secretary shall be the person who occupies the position of secretary of the Shrine Club.

ARTICLE 8

Meetings

§8.1 Annual. The annual meeting of this corporation shall be at the time and place of the annual meeting of _____ Shrine Club.

§8.2 Regular and Special. Regular and special meetings for the transaction of such other business necessary to carry out the purpose of the corporation may be held within the state of _____ at such time and place as may from time to time be designated in accordance with the bylaws.

ARTICLE 9

Bylaws

§9.1 Bylaws. The board of directors shall provide such bylaws for the conduct of the corporate business as they deem necessary and these shall be presented to the first annual meeting of the corporation.

§9.2 Amendments. Thereafter, after due notice as provided by the bylaws, the bylaws may be amended, altered or revised by majority vote of the directors present and voting at a stated meeting or at any special meeting called for that purpose.

§9.3 Annual Meeting. The bylaws shall also provide that the notice of the annual meeting of _____ Shrine Club shall also constitute the notice of the annual meeting of the directors of this corporation.

ARTICLE 10

Amendments

§10.1 Procedure. The corporation reserves the right to amend, alter, change or repeal provisions contained in these articles of incorporation in the manner now or hereafter prescribed by statute and by the bylaws of Shriners International.

§10.2 Approval. No amendment of the articles of incorporation shall be valid unless first approved by the potentate of _____ Shriners, the chairman of the Imperial Jurisprudence and Laws Committee, General Counsel and the Imperial Potentate.

§10.3 Shrine Law Changes. 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.

ARTICLE 11

Registered Agent and Registered Office

§11.1 Registered Agent. The initial registered agent is _____, recorder of _____ Shriners, _____, _____.

§11.2 Registered Office. The registered office of this corporation is _____, _____.

In witness whereof, we, the undersigned, have hereunto set our hands and seals this _____ day of _____, 20 ____.

_____, Incorporator

_____, Incorporator

_____, Incorporator

APPLICATION

The written application of the _____ Shrine Club to organize a Shrine club holding corporation was presented to me, the potentate of the temple having jurisdiction of the Shrine club, stating the reason why such incorporation was necessary. A draft of the proposed articles of incorporation was attached to the application. I found that the incorporation was necessary and approved the application.

The corporation will exist solely as a nonprofit corporation and for the sole purpose of holding title to real and personal property, other than cash and securities owned by the club.

Upon incorporation, I will require, and assume responsibility for filing an application for, and obtaining, recognition of exemption from federal income tax (title holding company exemption ruling) from the Internal Revenue Service, and I will furnish a copy thereof to the Imperial Recorder.

Dated this ____ day of _____, 20 ____.

—Potentate
Attest: _____
—Recorder

CERTIFICATION

We have reviewed the foregoing application and the proposed articles of incorporation and find that the organization of the corporation is necessary, and that the proposed articles of incorporation include the provisions required by §337.9 of the bylaws of Shriners International. We further find that the articles of incorporation are in proper and legal form and that they will not conflict with any of the provisions of the articles of incorporation or bylaws of Shriners International. We, therefore, recommend their approval by the Imperial Potentate.

Chairman
Jurisprudence & Laws Committee

General Counsel

APPROVAL

The application of the potentate of _____ Shriners to organize a Shrine club holding corporation was presented to the undersigned.

I have received the advice and recommendation of the chairman of the Jurisprudence and Laws Committee and General Counsel, who confirm that the proposed articles of incorporation are in proper and legal form and that they will not conflict with any of the provisions of the articles of incorporation or bylaws of Shriners International, and that the organization of the corporation is necessary.

Upon review and consideration of the foregoing, I hereby grant my approval to the application, and the corporation to be known as the _____ Club Holding Corporation may be organized.

Dated this ____ day of _____, 20 ____.

—Imperial Potentate
Attest: _____
—Imperial Recorder

**APPLICATION FOR PERMISSION TO INCUR SECURED
OR LONG TERM OBLIGATION**

_____ **Shriners**

(An application, whether on behalf of the temple or any of its units or clubs, or any affiliated, appended or subsidiary entity, must be submitted by the temple potentate to the Imperial Potentate.)

_____ Shriners applies for permission to incur a secured or long term obligation, pursuant to the provisions of §334.8 of the bylaws of Shriners International, and submits this application to the Imperial Potentate for his examination and approval.

1. Temple action. Has the secured or long term obligation and the project, including terms and conditions, been authorized by a vote of the temple at a stated meeting, or at a special meeting which sets forth in the notice of the meeting the specific natures of the business to be transacted? _____ If so:

- (a) Attach a copy of the notice and a copy of the resolution adopted.
- (b) State the number of Nobles in attendance, the number of votes in the affirmative and the number of votes in the negative for the project _____ .

2. Improvement of existing property. Will this project be an improvement of existing property? _____ If so:

- (a) Describe generally the facilities to be improved or added: _____

- (b) Location: _____

- (c) Purposes of facilities: _____

- (d) What facilities serve the purposes now and reasons why additional or improved facilities are needed?

3. Acquisition of new property. Does this project contemplate the purchase of real estate?

_____ If so:

(a) Attach a copy of proposed deed or describe the real estate and structures to be purchased:

(b) State purchase price and terms of purchase: _____

(c) Will title be examined by an attorney and will there be title insurance? _____

(d) How will title to the property be taken? _____

(e) If title will be in the name of a temple holding corporation:

(1) Attach a copy of the articles of incorporation.

(2) If the corporation has not been organized, does the temple agree that the temple holding corporation must be organized in accordance with Shrine law? _____

(f) Are adequate parking facilities available? _____ If so, describe:

(g) Is the property zoned for the intended use? _____ If so, attach a copy of the zoning regulation.

(h) Is this neighborhood improving or decreasing in value? _____

(i) Describe the neighborhood: _____

(j) Does the project contemplate the renovation of buildings on the property to be purchased? _____ If so, describe:

4. Architect. Has an architect been employed? _____ If so:

(a) Name and address of architect.

(b) Architect's fee and payment schedule.

(c) Have plans and detailed drawings been prepared? _____ If so, attach copies.

(d) Has architect supplied estimates of total cost of project? _____ If so, attach a copy of his estimates of total cost with customary breakdown as to items.

5. Construction.

(a) Do you contemplate building in one construction project or a series of projects? Explain fully: _____

(b) When do you propose starting and finishing construction?

(c) Will the construction of the entire project be let to one general contractor? _____ If not, state the sections or portions of work which will be let under separate contracts:

(d) If the construction is not to be carried out under one general contract, explain the reasons therefore, the proposed construction schedules as to each part or portion, and the estimated cost of each: _____

(e) Will your proposed contract provide that all contractors and subcontractors be bonded? _____ If so, please attach a copy of the proposed contract.

(f) Who will negotiate the proposed construction contracts and who will pass upon the legal adequacy of the construction contract and documents?

6. Cost of project.

Cost of purchasing property \$ _____
Cost of construction. (Attach copy of estimate) _____
Other costs (attach documents) _____
Total cost of project: \$ _____

7. Financing of the project.

(a) State fully how the project will be financed.

(1) Amount of cash, or equivalent on hand for project \$ _____
(2) Loans _____
(3) Bonds _____
(4) Voluntary contributions _____
(5) Assessments _____
(6) Other _____

Total (must equal cost of project) \$ _____

(b) Name of any proposed mortgagee and attach a copy of the loan commitment.

(c) Terms of amortization of any loans. (Set forth in detail. Also the sources of revenue from which it is proposed that the installments of principal and interest will be paid). _____

(d) Will there be a bond issue? _____ If so, attach a copy of document.

(1) Who will hold the bonds and how will they be sold or placed?

(e) If voluntary contributions are anticipated, set forth the plan in full, including present accomplishments, money collected, and total amount pledged, and whether or not a loan can be secured against the pledges: _____

8. Temple financial condition.

(a) Attach copies of the temple's audited or reviewed statements, including statements of financial position, statements of activities and changes in net assets, and statements of cash flows, for the past 3 years

(b) Describe full particulars of financing program, including other temple obligations, if any, and sources from which it is proposed to meet normal temple obligations and amortization payments. _____

(c) If financing by loan or bond issue is contemplated, what provision has been made to bind future potentates to carry out the plan of amortization? _____

(d) What security, either real or personal property, will be pledged or mortgaged to secure the contemplated loan or bonds? _____

(e) Is an assessment of members or increase in dues contemplated or necessary to finance the proposed project in addition to normal temple expenses and operations? _____. If so, please explain in detail. _____

(f) If the application is on behalf of a temple's unit or club, or an affiliated, appended or subsidiary entity, attach copies of that entity's financial reports for the past 3 years, or such comparable financial statements as may be available.

9. Modifications. Do the potentate and recorder, for and on behalf of the temple, agree that no contract or contracts will be let, or obligations contracted for, which will increase the cost of the project above the amount stated herein; and if the temple does desire to incur obligations above that amount, it must have the consent of the temple, and that another application for permission will be made to the Imperial Potentate setting forth the reason or necessity for such expenditure and the plan or method proposed or adopted to liquidate such additional obligation? _____.

Dated this _____ day of _____, 20____.

—Potentate Attest: _____
—Recorder

CHARTER

TO ALL ILLUSTRIOUS NOBLES TO WHOM THESE PRESENTS SHALL COME: KNOW YE, THAT SHRINERS INTERNATIONAL of the said Illustrious Order, does hereby authorize and empower the following named temples _____ to form a Shrine association for the purpose of holding conventions for purely fraternal purposes under the title of _____ Association and comprising the above named temples. The association may adopt a constitution and bylaws as it desires, provided the constitution and bylaws are consistent with Shrine law and have been approved as provided in the bylaws of Shriners International.

Given under our hands and the seal of Shriners International this _____ day of _____, 20 ____.

—Imperial Potentate

Attest: _____
—Imperial Recorder

(SEAL)

ACCOUNTING AND FINANCIAL REPORTING REQUIREMENTS

The bylaws of Shriners International, an Iowa Corporation, contain various requirements as to accounting and financial reporting. This addendum has been prepared to supplement the bylaws requirements. Because of their numerous and diverse activities, many questions confront temples concerning accounting requirements. The American Institute of Certified Public Accountants Industry Audit and Accounting Guide “Not-for-Profit-Entities” contains comprehensive guidelines to accounting and reporting practices for fraternal organizations.

All funds under the control of the temple, charitable or otherwise, and all activities, including circuses, and all funds and activities of the units of the temples, should be included in the temples’ financial statements. When the corporation is a separate legal entity, such as a temple holding corporation, the financial statements should be presented in a combining format which shows in columnar form the separate entities and then presents a combined total.

Temple units are not permitted to maintain funds which are not under the control of their temples. In certain cases, such as where the units maintain records and do not keep them at the temple office, the independent accountant may not believe, from a practical standpoint, that he is in a position to audit/review the funds. In such cases, the temple’s financial statements should be prepared without the units’ funds. Appropriate disclosure that such funds exist and are excluded should be contained in the notes to the financial statements. Even though such funds may be excluded from the temple’s audited/reviewed financial statements, such funds must be included in the temple’s annual reports to the Internal Revenue Service.

Temple shrine clubs and units also have required financial reporting per Shriners International Bylaws.

Per bylaws Section 336.3: “Every temple unit must, at the end of each calendar year, complete the Report of Shrine Clubs and Temple Units form and file it with the temple recorder before the first day of February following the end of the calendar year.”

Per bylaws Section 337.8: “Every shrine club is required to have its annual financial report reviewed by a committee selected by the potentate at the close of each calendar year. In addition, every shrine club must, at the end of the calendar year, complete the Report of Shrine Clubs and Temple Units

form and file it with the temple recorder before the first day of February following the end of the calendar year.”

The accrual basis of accounting is required for all temples. Financial statement formats with sample notes to financial statements and examples of supplementary financial information are included on pages 222-244. These formats are required to be followed by all temples.

Per Section 334.6 of the bylaws: 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 licenses public accountant selected by the temple at the close of each year. (In no case are “Compiled” or “Internally Prepared” statements permitted.) If the temple is not located in the U.S.A., the review is limited to those procedures normally performed in the conduct of its country’s review. However:

- (1) The Imperial Potentate, may, for good cause, order a temple to have an audit instead of a review.
- (2) A temple may, by its bylaws, require an audit instead of a review.
- (3) A temple may, at a stated or special meeting, require an audit instead of a review.

An engagement letter is required to be signed with the temples’ independent accountants prior to the beginning of the examination, which establishes the responsibility of the accountants and of the temples’ board of directors as regards the audit/review of the financial statements of the temple. An example (see pages 246-247) is included that acknowledges, among other things, the requirements of the independent accountant to comply with these financial and reporting requirements. Any engagement letter entered into with an independent accountant must include the items identified in the example.

A representation letter should be furnished to the independent accountant at the completion of his examination. The actual representation letter furnished the independent accountant must, at a minimum, be signed by members of the board of directors responsible for the day to day operations of the temple and include all items identified in the example (see pages 248-250).

A uniform chart of accounts for Shrine Temples is available to assist the temples with their financial reporting. The chart may be used with some flexibility in that it is not necessary for the temple to maintain all of the detail

expense accounts that are set out in the chart. The temple may also add accounts as necessary (see pages 210-220).

NOTE: Bylaw Section 334.6 (a) requires that a certified, chartered or licensed public accountant must be selected by the temple at the close of each year.

UNIFORM CHART OF ACCOUNTS

ASSETS

Cash 1000–1199

1000	Cash in Bank—Operating
1010	Cash in Bank—Payroll
1020	Cash in Bank
1030	Cash in Bank
1040	Cash in Bank
1050	Cash on Hand
1060	Petty Cash Fund
1100	Certificate of Deposit
1150	Savings Account
1160	Savings Account
1170	Savings Account

Receivables 1200–1299

1200	Dues Receivable
1210	Accounts Receivable
1220	Advances
1290	Allowance for Doubtful Receivables

Inventories 1300–1399

1300	Inventory—Fezzes
1310	Inventory—Food and Beverage
1320	Inventory—Jewels

Prepaid Expenses 1400–1499

1400	Prepaid Insurance
1410	Prepaid Supplies

Property, Equipment and Paraphernalia 1500–1699

1500	Land
1510	Temple Building and Improvements
1519	Accumulated Depreciation—Temple
1520	Other Buildings and Improvements
1529	Accumulated Depreciation—Other Buildings.
1530	Furniture and Equipment
1539	Accumulated Depreciation—Furniture and Equipment
1540	Vehicles

1549	Accumulated Depreciation—Vehicles
1550	Paraphernalia
1559	Accumulated Depreciation—Paraphernalia
1560	Computers
1569	Accumulated Depreciation—Computers
1640	Hospital Vans
1650	Accumulated Depreciation—Hospital Vans

Other Assets 1700–1799

1700	Investments
1710	Net Change in Market Value of Investments
1720	Investment in Temple Holding Corporation
1730	Utility Deposits

LIABILITIES AND NET ASSETS

2000	Current Maturities of Long-Term Debt
2010	Notes Payable
2100	Accounts Payable—Shriners International Hospital Assessment
2110	Accounts Payable—Shriners International—Other
2120	Accounts Payable—Trade
2130	Accounts Payable—Other
2200	FICA Tax Withheld
2210	Federal Income Tax Withheld
2220	State Income Tax Withheld
2230	City Income Tax Withheld
2240	Federal Unemployment Tax Payable
2250	State Unemployment Tax Payable
2260	State Sales Tax Payable
2300	Accrued Expenses
2350	Dues Paid In Advance
2360	Initiation Fees Paid in Advance
2370	Hospital Assessments Paid in Advance
2380	Other Deferred Revenue
2400	Charitable Contributions Due Others
2500	Long-Term Debt
3000	Net Assets—Without Donor Restrictions-Operating Fund
3010	Net Assets—Without Donor Restrictions-Board Designated Fund
3250	Net Assets—With Donor Restrictions
3750	Transfers to Other Net Assets Accounts
3760	Transfers from Other Net Assets Accounts

REVENUES

Revenue 4000–4399

4000	Initiation Fees
4010	Dues (Includes Shriners International Per Capita Tax and excludes Shriners International Hospital Assessment)
4020	Temple Life Memberships
4030	Rental Income

4040	Dividend Income
4050	Interest Income
4060	Miscellaneous Income
4070	Gain (loss) from Investments
4079	Unrealized Gain (loss) from Investments
4080	Gain (loss) on Other Assets
4090	Donations—Fraternal
4100	Remission of Dues (dr)
4110	Suspended Members (dr)
4300	Donations—Restricted Fund

Fundraising Revenues—Charitable 4400–4599

Fundraising Revenues—Fraternal 4600–4799

Other Revenue 4800–4999

4800	Fez Sales
4810	Cost of Fez Sales
4820	Other Merchandise Sales
4830	Cost of Other Merchandise Sales
4840	Tours and Cruises
4850	Club and Restaurant Income
4860	Club and Restaurant Expense
4900	Advertising Income
4910	Direct Advertising Costs
4920	Circulation Income
4930	Readership Costs

Capital Donations

5000	Gifts for Capital Purposes
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EXPENSES

Shriners International 6000–6099

6000	Per Capita Tax
6010	Initiation Fees

Administrative and General 6100–6399

6100	Salary—Recorder
6105	Salary—Treasurer
6110	Salaries—Other
6120	Payroll Taxes
6125	Employee Benefits
6130	Travel and Allowances
6140	Other Taxes (except on realty)
6150	Printing and Stationery
6160	Postage
6170	Office Equipment Maintenance
6180	Insurance and Bonds (except on realty)
6190	Telephone and Internet
6200	Interest Paid (except on realty)
6210	Office Supplies

6220	Dues and Subscriptions
6230	Professional Services
6240	Depreciation (except for Temple)
6250	Bad Debt
6260	Office Equipment Rentals
6290	Miscellaneous
6350	Depreciation on Hospital Vans

Direct Fundraising Expense 6400-6499

6400-6459	Fraternal
6460-6499	Charitable

Building Operation and Maintenance 6500-6699

6500	Salaries
6510	Payroll Taxes
6520	Utilities
6530	Property Taxes
6540	Insurance (Fire—Building & Content)
6550	Supplies
6560	Repairs
6570	Interest
6580	Depreciation on Temple
6590	Building & Building Equipment Rentals

Business Sessions and Ceremonials 6700-6999

6700	Divan Meetings
6710	Temple Stated Meetings
6720	Temple Special Meetings
6730	Temple Seminars
6800	First and Second Sessions
6810	Refreshments and Entertainment
6820	Committee
6830	Publicity
6840	Repairs and Supplies
6850	Guests
6860	Transportation
6870	Rentals
6880	Parade Expense
6890	Miscellaneous

Entertainment and Social Activities 7000-7199

7000	Imperial Potentate
7010	Visiting Dignitaries
7020	Dances
7030	Banquets and Dinners
7040	Family Members' Parties
7050	Family Nights
7060	Christmas and Special Day Activities
7070	Public Installation of Officers
7090	Miscellaneous

Visitations and Pilgrimages 7200–7399

7200	Imperial Session
7210	Directors Association
7220	Shrine Associations
7230	Shrine Clubs
7240	Parades
7250	Shriners International Training Seminars
7260	Board of Governors Meetings
7290	Miscellaneous

Promotion and Publicity 7400–7459

7410	Newspaper Notices
7420	Membership Committee
7430	Membership Promotion
7440	Public Relations
7450	Awards and Gifts

Indirect Fundraising 7460 –7599

7460	Fraternal Fundraising
7480	Charitable Fundraising
7490	Miscellaneous

Unit and Club Expenses 7600–7899

Donations to Fraternal Organizations 7900–7949

7910	Other Masonic Organizations
7920	Masonic Sponsored Youth Organizations
7930	Other Non-charitable Institutions

Members' Relations 7950–7969

7950	Welfare Committee
7960	Flowers

Charitable Donations 7970–7999

7970	Shriners Hospitals/Burns Institute
7980	Shrine Hospital Patient Transportation Fund
7990	Other Charitable Institutions

EXPLANATION OF ACCOUNTS

ASSETS

ACCOUNTS 1000–1199: CASH

A separate account should be maintained for each bank account, whether checking or savings. Receipts should be deposited intact on a daily basis.

The amount of cash necessary to meet minor needs should be determined and recorded as petty cash. The fund should be operated on an imprest basis.

ACCOUNTS 1200–1299: RECEIVABLES

At the beginning of the year, the total amount receivable from members for dues, per capita tax and hospital assessment should be computed and charged to dues receivable. Accounts payable—Shriners International—Hospital assessment should be credited for its part in Account 2100. The temple dues and per capita tax portion should be credited to Account 4010—Dues Revenue.

Other receivables should be recorded in Accounts 1210 through 1280 as appropriate. From time to time, it may be necessary to advance funds to various organizations, such as uniformed units, etc. Account 1220 should be charged with the amount that has been advanced, and credited as payments are received.

Account 1290—Allowance for Doubtful Receivables is credited at year end with an estimated amount of uncollectible dues and other receivables. The contra entry for uncollectible dues is Account 4110—Suspended Members and for other receivables is Account 6250—Bad Debt.

ACCOUNTS 1300–1399: INVENTORIES

Account 1300—Inventory—Fezzes should be charged with all fezzes purchased. If fezzes are given to candidates, they should be charged to Account 6800 and this account credited.

Account 1310—Inventory—Food and Beverage should contain items which are for resale. Such items may include food, beverages, tobacco, etc.

Account 1320—Inventory—Jewels should contain the cost of jewels that are held for sale. There may, on occasion, be some Past Master's or Past Potentate's jewels. These are held in this account until disposed of.

ACCOUNTS 1400–1499: PREPAID EXPENSES

This group of accounts should be charged with payments for expenses and supplies for which the benefit, or use, will extend over into the next accounting period(s). Account 1400 should include prepaid premiums on all types of insurance.

ACCOUNTS 1500–1699: PROPERTY, EQUIPMENT AND PARAPHERNALIA

Account 1500—Land should include all land sites owned by the temple, including the land on which the temple building is situated, a country club, or any other real property. Land should be carried at cost. If acquired other than by purchase, a carrying value (market appraisal, etc.) should be determined for record purposes.

Account 1510 includes the cost of purchase, construction, or other carrying value of the temple building, and the cost of any subsequent improvements.

The cost of other buildings and improvements should be carried in Account 1520.

All items of furniture and equipment which have a useful life of more than one year should be charged to Account 1530. If any of the furniture or equipment is disposed of, the cost of the item disposed of should be removed from the account.

Account 1540—Vehicles should be charged with the original cost of vehicles purchased by the temple for fraternal purposes. If any fraternal vehicle is sold, the cost of the item disposed of should be removed from the account with gain or loss on disposal being charged or credited to operations.

Account 1550 should be charged with the original cost of uniforms, costumes, regalia, etc. Dispositions should be credited to the account when they occur.

Annual provision for depreciation should be credited to applicable Accumulated Depreciation Accounts. All items of building, equipment, vehicles and paraphernalia should be depreciated over their useful life.

Account 1640 should be charged with the original cost of the hospital van that was

purchased with Donor Restriction monies held by the Shrine Hospital Patient Transportation Fund. Should a donated van for hospital transportation purposes be received by the temple, the donated value of the van should be charged to this account with the credit to Account 4300—Donations - Restricted Fund. The cost of vans shall appear as an asset under the Shrine Hospital Patient Transportation Fund column on the Statement of Financial Position or disclosed separately in the property footnote to financial statements.

Account 1650 should be credited with the annual provision for depreciation on the hospital vans recorded in Account 1640 and the allowance for depreciation appearing below the Account 1640 asset.

ACCOUNTS 1700–1799: OTHER ASSETS

Investments in stocks and bonds, except in the case where the temple has corporate ownership in a temple, with Scottish Rite or other Masonic organizations should be carried in Account 1700. This account should be charged with the cost of all securities purchased and credited with the cost of securities sold or otherwise disposed of. At year end the difference between market or realizable value and cost basis of investments should be credited to Account 1710.

Investment in and advances to temple holding corporations should be carried in Account 1720. Utility deposits made by the temple should be carried in Account 1730.

LIABILITIES

ACCOUNT 2000: CURRENT MATURITIES OF LONG-TERM DEBT

Record the principal portion of temple's long-term debt that matures within 12 months. This would be a reclass entry from Account 2500 Long-Term Debt.

ACCOUNT 2010: NOTES PAYABLE

Debt which is to be repaid within 12 months should be recorded in this account.

ACCOUNT 2100: ACCOUNTS PAYABLE—SHRINERS INTERNATIONAL HOSPITAL ASSESSMENT

Shriners International will bill the temples a \$5.00 hospital assessment for each Noble on the membership roll as of January 1 who are not permanent contributing members of the hospital. The total amount billed is credited to this account with the contra entry to Account 1200—Dues Receivable. Account 2100 will be charged at the time payment is made to Shriners International. As new members are created and assessed the hospital levy, a charge to dues receivable and a credit to this account is recorded. Bylaw section 332.3(h) states that the hospital levy is a trust fund and the temple must segregate it in a separate account and remit it to Shriners International. If a member purchases a P.C.M., no credit is set up for the hospital levy.

ACCOUNT 2110: ACCOUNTS PAYABLE—SHRINERS INTERNATIONAL—OTHER

Shriners International will bill the temples a \$30.00 per capita tax for each Noble on the membership roll as of January 1. The total amount billed is credited to this account with the contra entry to Account 6000—Per Capita Tax expense. All other amounts due Shriners International are to be recorded in this account. This account is charged at the time payment is made to Shriners International.

ACCOUNT 2120: ACCOUNTS PAYABLE—TRADE

ACCOUNT 2130: ACCOUNTS PAYABLE—OTHER

Temples on the accrual basis of accounting should record significant expenses owed at the end of reporting periods in one of these accounts.

ACCOUNTS 2200–2260: TAXES PAYABLE

Payroll taxes withheld should be recorded as liabilities. All other taxes owed should be recorded in the appropriate account where the temple reports on the accrual basis of accounting.

ACCOUNT 2300: ACCRUED EXPENSES

This account should be credited for expenses incurred that cannot be identified with other designated expense liability accounts.

ACCOUNT 2350: DUES PAID IN ADVANCE

During the year this account should be credited for all membership dues and per capita tax paid in advance. Since the hospital levy is a trust fund, hospital assessments received in advance must be segregate and should be credited to Account 2370. Dues should not be recorded as income until January 1. Effective January 1, this account should be reversed by crediting Account 1200—Dues Receivable.

ACCOUNT 2360: INITIATION FEES PAID IN ADVANCE

This account should be credited for initiation fees received prior to January 1 from candidates who are initiated in the following year. Initiation fees should not be recorded as income until new members are created.

ACCOUNT 2370: HOSPITAL ASSESSMENTS PAID IN ADVANCE

During the year this account should be credited for all hospital assessments paid in advance. Since the hospital levy is a trust fund, amounts received must be recorded in a separate account. The \$5.00 hospital assessment is not a temple liability until January 1 of the following year. Then on January 1, this account should be reversed by crediting Account 1200-Dues Receivable. Also credit this account for hospital assessments without ratable abatement received prior to January 1 from candidates who are initiated in the following year. The hospital assessment is not due to Shriners International until new member are created.

ACCOUNT 2380: OTHER DEFERRED REVENUE

This account should include contributions to the temple for designated expenditures. Contributions should not be recognized until expended for the intended purpose.

ACCOUNT 2400: CHARITABLE CONTRIBUTIONS DUE OTHERS

Contributions received by the temple for the benefit of Shriners Hospitals or other charities should be credited to this account pending remittance to the appropriate charity.

ACCOUNT 2500: LONG-TERM DEBT

Debt which will not be repaid in 12 months should be recorded in this account. Current maturities of this debt (principle due within 12 months) should be carried in Account 2000.

NET ASSETS

**ACCOUNT 3000: NET ASSETS – WITHOUT DONOR RESTRICTIONS
OPERATING FUND**

This account represents the net worth of the temple and is the difference between the assets and liabilities except for designated equity or restricted fund balances.

**ACCOUNT 3010: NET ASSETS – WITHOUT DONOR RESTRICTIONS – BOARD
DESIGNATED FUNDS**

This account represents the net assets designated for specific purposes by the temple, such as building improvements, trustees fund, etc.

ACCOUNT 3250: NET ASSETS—WITH DONOR RESTRICTIONS

Net assets with donor restrictions represent the equity in funds restricted by outside sources, such as Shrine Hospital Patient Transportation Fund, charitable fundraising reserves, temple life membership, etc. In addition, they may consist of contributions that are subject to donor imposed stipulations that they be maintained permanently by the temple. Generally, the donors of these assets permit the temple to use all or part of the income earned on related investments for general or specific purposes.

ACCOUNTS 3750 & 3760: TRANSFERS TO/FROM OTHER EQUITY ACCOUNTS

Account 3750 is used to record properly authorized transfers to other equity fund accounts. Account 3760 is used to record properly authorized transfers from other equity fund accounts. Care should be taken to ensure that all transfers are in accordance with authorizations and legal restrictions and the total transfers To/From between funds should net to zero.

REVENUES

ACCOUNT 4000: INITIATION FEES

The amount of initiation fees should be credited to this account.

ACCOUNT 4010: DUES

Dues should be credited to this account and include Shriners International per capita tax and exclude Shriners International hospital assessment.

ACCOUNT 4020: TEMPLE LIFE MEMBERSHIPS

Life membership dues received should be credited to this account. Dues collected should be invested in a separate trust fund and reported as a restricted fund in the set of financial statements. Only the interest income from the trust fund shall be withdrawn and recorded as a transfer from the Life Membership Fund to the General Fund. The principle invested portion of the fund is to be included in Net Assets – With Donor Restrictions, Account 3250.

ACCOUNT 4030: RENTAL INCOME

This account is credited for income received from the rent of temple property.

ACCOUNTS 4040 and 4050: INVESTMENT INCOME

These accounts are credited with interest and dividends received on investments. Portion of investment income on restricted funds must be credited to appropriate fund and not to the Without Donor Restrictions Operating Fund or Board Designated Funds.

ACCOUNT 4060: MISCELLANEOUS INCOME

This account includes all revenue which cannot be classified in one of the other revenue accounts.

ACCOUNT 4070: GAIN(LOSS) FROM INVESTMENTS

Include realized gain(loss) from the sale of investments.

ACCOUNT 4079: UNREALIZED GAIN(LOSS) FROM INVESTMENTS

Include unrealized gain(loss) from the change in fair market value of the investments.

ACCOUNT 4080: GAIN(LOSS) ON OTHER ASSETS

Include the gain(loss) from the sale of other assets, such as, property and equipment.

ACCOUNT 4090: DONATIONS—FRATERNAL

This account should be credited with all donations, gifts, and contributions for the benefit of the temple.

ACCOUNT 4100: REMISSION OF DUES

This account should be charged when a temple elects to remit dues of a member because of hardship or for good cause shown either to the temple or a committee selected for that purpose.

ACCOUNT 4110: SUSPENDED MEMBERS

This account should be charged for uncollectible dues.

ACCOUNT 4300: DONATIONS-WITH DONOR RESTRICTIONS FUND

This account should be credited with the fair market value of donated gifts to the restricted Shrine Hospital Patient Transportation Fund and reported as revenue to the Shrine Hospital Patient Transportation Fund.

ACCOUNTS 4400-4599: CHARITABLE FUNDRAISING RECEIPTS

These accounts should be credited with all the receipts from charitable fundraising events. Direct fundraising costs are to be charged to Accounts 6460-6499 and indirect charitable fundraising expenses are to be charged to Account 7480.

ACCOUNTS 4600-4799: FRATERNAL FUNDRAISING RECEIPTS

These accounts should be credited with all the receipts from fraternal fundraising events. Direct fundraising costs are to be charged to Accounts 6400-6459 and indirect fraternal

fundraising expenses are to be charged to Account 7460. Because of the manner in which some temples handle their circus, it may be necessary to maintain a subsidiary ledger which will show all the activities. These accounts should show only the totals for the activity.

ACCOUNTS 4800 and 4810: FEZ SALES AND COST OF SALES

All receipts from the sale of fezzes should be credited to Account 4800 and the cost of the fezzes should be charged to Account 4810.

ACCOUNTS 4820 and 4830: OTHER MERCHANDISE SALES AND COST OF SALES

All receipts from sales of merchandise not recorded elsewhere should be credited to Account 4820 and the cost of the merchandise should be charged to Account 4830.

ACCOUNT 4840: TOURS AND CRUISES

Income inuring to the temple from tours and cruises should be credited to this account.

ACCOUNTS 4850 and 4860: CLUB AND RESTAURANT

If a temple operates a club, restaurant or a golf course, Account 4850 should be credited with all receipts and Account 4860 charged with all expenses incurred in connection with the enterprise. Where necessary a subsidiary ledger should be maintained for this type of operation.

ACCOUNTS 4900 and 4910: ADVERTISING INCOME and DIRECT ADVERTISING COSTS

All receipts derived from advertising activities should be credited to Account 4900.

Account 4910 should be charged with all the ordinary and necessary expenses that are directly connected with the sale and publication of the advertising. Types of selling and publication expenses include sales commissions, travel, office salaries, depreciation, promotion, research, art work, copy preparation, telephone, postage and other expenses. In addition, mechanical and distribution costs attributable to advertising lineage are deductible; such as composition, presswork, binding, mailing and postage. Further allocable general and administrative costs can be deducted from advertising income.

ACCOUNTS 4920 and 4930: CIRCULATION INCOME and READERSHIP COSTS

All circulation income (other than advertising income) generated by the production, distribution, and circulation of the Shrine publication should be credited to Account 4920.

Account 4930 should be charged with the readership costs which are directly connected with the production and distribution of the readership content of the periodical; such as maintenance of subscription lists, handling new subscriptions, promotional mailings and depreciation.

CAPITAL DONATIONS

ACCOUNT 5000: GIFTS FOR CAPITAL PURPOSES

Gifts for the benefit of the temple should be credited to Account 5000. Capital receipts are defined as nonexpendable gifts and bequests, including gifts for property and equipment purchases. Capital donations include gains on investments held in restricted capital funds.

EXPENSE

ACCOUNT 6000: PER CAPITA TAX

Into this account should be charged the per capita tax paid to Shriners International.

ACCOUNT 6010: INITIATION FEES

Amounts paid to Shriners International in connection with initiation fees should be charged to this account.

ACCOUNTS 6100–6399: ADMINISTRATIVE AND GENERAL

These accounts should be charged with all the administration expenses of the Temple, including depreciation of office furniture and equipment and fraternal vehicles. Annual provision for depreciation on hospital vans should be charged to account 6350 and included with the hospital transportation fund expenditures.

ACCOUNTS 6400–6499: DIRECT FUNDRAISING EXPENSES

These accounts should be charged with direct fraternal and charitable fundraising expenses. Actual cost of product or services rendered whereby the participant or donor receives an economic benefit is considered a direct expense.

ACCOUNTS 6500–6699: BUILDING OPERATION AND MAINTENANCE

These accounts should be charged with all expenses in maintaining buildings, including depreciation. If facilities for temple operations are leased, all payments to lease building and any building equipment should be charged to Account 6590.

ACCOUNTS 6700–6999: BUSINESS SESSIONS and CEREMONIALS

The expense of business sessions and ceremonials should be charged to these accounts. If there are any receipts for entertainment or refreshments, or other sources, the accounts should be credited with these receipts.

ACCOUNTS 7000–7199: ENTERTAINMENT AND SOCIAL ACTIVITIES

These accounts should be charged for all items of entertainment and social activities. Any receipts should be credited to these accounts.

ACCOUNTS 7200–7399: VISITATIONS AND PILGRIMAGES

These accounts should be charged with all costs of visitations and pilgrimages, and in cases where there are receipts, they should be credited to these accounts.

ACCOUNTS 7400–7459: PROMOTION AND PUBLICITY

These accounts should be charged with membership, editorial, art work, mailing, notices to newspapers, etc. Does not include temple publication costs.

ACCOUNTS 7460 and 7480: INDIRECT FUNDRAISING

These accounts should be charged with the cost of promotional activities and publicity of fraternal and charitable fundraising events.

ACCOUNTS 7600–7899: UNIT AND CLUB EXPENSES

These accounts should be charged for any expenses pertaining to temple units and shrine clubs. The expense of all the units, including Patrol, Band, etc., should be charged to these accounts. Any receipts should be credited to these accounts for temple and shrine clubs.

ACCOUNTS 7900–7949: DONATIONS TO FRATERNAL ORGANIZATIONS

Donations to organizations other than Shriners Hospitals charity, such as other Masonic organizations, DeMolay, Rainbow and Jobs Daughters, should be charged to these accounts.

ACCOUNTS 7950–7969: MEMBERS' RELATIONS

Donations authorized by the welfare committee and gifts to Nobles such as flowers should be charged to these accounts.

ACCOUNTS 7970–7999: DONATION TO CHARITIES

Contributions paid by the temple from charitable fundraising activities net proceeds must be charged to one or both of these two accounts as follows: Account 7970 for the benefit of Shriners Hospitals for Children and/or Account 7980 for use in the Shrine Hospital Patient Transportation Fund.

Contributions of unrestricted fraternal moneys may be expended or disbursed as authorized by the temple, such as, Account 7970 for the benefit of Shriners Hospitals for Children; Account 7980 for use in the Shrine Hospital Patient Transportation Fund or Account 7990 for the benefit of other charitable institutions, such as community fund drives and institutions.

Form #20

ABC SHRINERS

TEMPLE ANNUAL BUDGET AND COMPARISON REPORT

ANNUAL OPERATING BUDGET		<i>Year Ended</i>		<i>Year Ended</i>
<i>Account</i>		<i>12/31/____</i>		<i>12/31/____</i>
<u>Number</u>	<u>Revenues</u>	<u>Budget</u>	<u>Actual*</u>	<u>Budget</u>
4000	Initiation fees	_____	_____	_____
4010	Membership dues & PCT	_____	_____	_____
4100 & 4110	Less: Dues Writeoffs	(____)	(____)	(____)
4030	Rental income	_____	_____	_____
4040-4050	Investment income	_____	_____	_____
4070	Realized gains/losses	_____	_____	_____
4060-4080	Miscellaneous income	_____	_____	_____
4090	Donations	_____	_____	_____
4400-4599	Charitable fundraising—net proceeds	_____	_____	_____
7970	Less: Distribution to SHC	(____)	(____)	(____)
7980	Retained for Hospital Patient Transportation Fund	(____)	(____)	(____)
4600-4799	Fraternal fundraising—gross revenues	_____	_____	_____
6400-6459	Less: Direct fundraising costs	(____)	(____)	(____)
	Fraternal fundraising revenues	_____	_____	_____
4800-4999	Other revenues—net	_____	_____	_____
	TOTAL REVENUES	_____	_____	_____
	<u>Expenses</u>			
6000-6099	Shriners International (\$30 per capita and \$2.50 diploma fee) (Do not include Noble Hosp. Assessment)	_____	_____	_____
6100-6399	Administrative	_____	_____	_____
6500-6699	Building operations	_____	_____	_____
6700-6999	Business sessions/Ceremonials	_____	_____	_____
7000-7199	Social activities/Entertainment	_____	_____	_____
7200-7399	Visitations & Pilgrimages	_____	_____	_____
7400-7599	Promotion & Publicity	_____	_____	_____
7600-7899	Unit & Club expenses	_____	_____	_____
7900-7949	Donations to fraternal groups	_____	_____	_____
7950-7969	Members' relations	_____	_____	_____
7970-7999	Donations to charities	_____	_____	_____
	TOTAL EXPENSES	_____	_____	_____
	NET SURPLUS (DEFICIT)	_____	_____	_____
3750-3760	Transfers In/(To) Designated Funds	_____	_____	_____
	OPERATING SURPLUS/(DEFICIT)	_____	_____	_____
4079	Unrealized gain (loss) from investments—net	_____	_____	_____
	CHANGE IN EQUITY	_____	_____	_____
CAPITAL BUDGET				
1500-1590	Fixed asset additions	_____	_____	_____

I hereby certify that the 20__ Temple Budgets were adopted on _____

Potentate

Chief Rabban

Assistant Rabban

Treasurer

High Priest & Prophet

Recorder

Oriental Guide

ABC SHRINERS
SAMPLE FINANCIAL STATEMENTS
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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

[Appropriate Salutation]

I (We) have reviewed the accompanying statement of financial position of ABC Shriners as of December 31, 20XX, the related statements of activities and changes in net assets and cash flows for the year then ended, and the related notes to the financial statements (collectively, the financial statements). A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and the maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement.

Accountant's Responsibility

My (Our) responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. Those standards require me (us) to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. I (We) believe that the result of my (our) procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on my (our) review, I am (we are) not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

Supplemental Information

The accompanying supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the financial statements. The supplementary information has been subjected to the review procedures applied in our review of the basic financial statements. We are not aware of any material modifications that should be made to the supplementary information. We have not audited the supplementary information and do not express an opinion on such information.

Signature of accounting firm or accountant, as appropriate]

(Date)

Page 2

SAMPLE FINANCIAL STATEMENTS

ABC SHRINERS

STATEMENT OF FINANCIAL POSITION

December 31, 20_____
(with comparative amounts for December 31, 20_____)

ASSETS		Without Donor	With Donor	20____	20____
		<i>Restriction</i>	<i>Restriction</i>	<u>Total</u>	<u>Total</u>
<u>Current Assets:</u>					
Cash and cash equivalents					
Dues and accounts receivable					
Less allowance for doubtful accounts					
Inventories and prepaid expenses					
Short-term investments					
Other assets					
Total curretn assets (Footnote A)		\$	\$	\$	\$
<u>Noncurrent Assets:</u>					
Property, equipment and paraphernalia, less accum. depr of \$_____ and \$_____					
Long-term investments		\$	\$	\$	\$
TOTAL ASSETS		\$	\$	\$	\$
 LIABILITIES AND NET ASSETS					
		Without Donor	With Donor	20____	20____
		<i>Resrciption</i>	<i>Restriction</i>	<u>Total</u>	<u>Total</u>
<u>Current Liabilities:</u>					
Accounts payable					
Accrued expenses					
Deferred revenues					
Notes payable					
Other Liabilities					
Total Current Liabilities		\$	\$	\$	\$
<u>Noncurrent Liabilities:</u>					
Long-term debt					
Notes payable					
Total noncurrent liabilities		\$	\$	\$	\$
TOTAL LIABILITIES		\$	\$	\$	\$

The accompanying notes are an integral part of these financial statements.

SAMPLE FINANCIAL STATEMENTS

ABC SHRINERS

STATEMENT OF FINANCIAL POSITION

(continued)

December 31, 20_____
 (with comparative amounts for December 31, 20_____)

	Without Donor <i>Restriction</i>	With Donor <i>Restriction</i>	<i>20</i> <i>Total</i>	<i>20</i> <i>Total</i>
<u>Net Assets:</u>				
Without donor restrictions:				
Undesignated				
Circus				
Board Designated (Footnote B)				
Property & Equipment				
Quasi-endowment				
With donor restrictions (Footnote C)				
Hospital Patient Transportation Fund				
Building fund				
Life membership				
Total net asset	\$	\$	\$	\$
TOTAL LIABILITIES AND NET ASSESTS	\$	\$	\$	\$

The accompanying notes are an integral part of these financial statements.

Footnote A:

Financial assets available within one year of the balance sheet date for general expenditure are as follows:

Cash and cash equivalents	\$
Dues and accounts receivable	\$
Short-term investments	\$
	\$

FOLLOWING IS A SAMPLE ONLY

As part of liquidity management, it is policy to structure financial assets to be available as general expenditures, liabilities, and other obligations come due. To help manage unanticipated liquidity needs, lines of credit have been established in the amount of \$_____. In addition, there is a quasi-endowment of \$_____. Although there is no intention of spending from the quasi-endowment other than amounts appropriated for general expenditures as part of its annual budget approval and appropriation process, amounts from the quasi-endowment could be made available if necessary.

Footnote B:

Board-designated net assets

The governing board has designated net assets without donor restrictions for the following purposes:

Quasi-endowment	\$
Property & equipment	\$

TOTAL BOARD DESIGNATED	\$

Footnote C:

Net assets with donor restrictions are restricted for the following purposes and/or periods:

Donor restricted endowments subject to certain provisions	\$
Perpetual trusts, distribution to support the following purpose	
Life membership	\$
Subject to expenditure for specified purpose	
Patient transportation	\$
Building maintenance	\$
Subject to passage of time	
Life membership	\$

TOTAL DONOR RESTRICTIONS	\$

ABC SHRINERS
STATEMENT OF ACTIVITIES AND CHANGES
IN NET ASSETS
December 31, 20_____
(with comparative amounts for December 31, 20_____)

<u>Revenues, gains and other support:</u>	Without Donor	With Donor	20__	20__
	<i><u>Restrictions</u></i>	<i><u>Restrictions</u></i>	<i><u>Total</u></i>	<i><u>Total</u></i>
Initiation fees				
Membership dues and PCT				
Less Dues Write Offs				
Rental income				
Investment return, net				
Miscellaneous income				
Gain on disposition of Assets				
Donations				
Fundraising Fundraising - Gross				
Charitable Fundraising - Gross				
Net assets released from restrictions:				
Satisfaction of program restrictions				
Satisfaction of equipment acquisitions restrictions				
Expiration of time restrictions				
Satisfaction of any related donor restrictions				
	_____	_____	_____	_____
TOTAL REVENUES, GAINS AND OTHER SUPPORT	\$	\$	\$	\$
<u>Expenses and losses:</u>	Without Donor	With Donor	20__	20__
	<i><u>Restrictions</u></i>	<i><u>Restrictions</u></i>	<i><u>Total</u></i>	<i><u>Total</u></i>
Shriners International and PCT				
Administrative				
Fundraising total direct costs				
Building operations				
Business sessions and ceremonials				
Social activities /Entertainment				
Visitations and pilgrimages				
Promotions and publicity				
Unit and club expenses				
Donations to fraternal groups				
Members' relations				
Donations to charities				
Hospital patient transportation				
	_____	_____	_____	_____
TOTAL EXPENSES AND LOSSES (NOTE D)	\$	\$	\$	\$
Change in net assets				
Transfer of net assets				
Net assets at beginning of year	_____	_____	_____	_____
NET ASSETS AT END OF YEAR	\$	\$	\$	\$

The accompanying notes are an integral part of these financial statements.

Footnote D:

	<u>Program Activities</u>	<u>Supporting Activities</u>		
		Management & General	Fundraising	Total Expenses
	\$	\$	\$	\$
Shriners International & PCT				
Administrative				
Fundraising total direct costs				
Building operations				
Business sessions and ceremonials				
Social activities/ Entertainment				
Visitations and pilgrimages				
Promotions and publicity				
Unit and club expenses				
Donations to fraternal groups				
Members' relations				
Donations to charities				
Hospital Patient Transportation				
TOTALS	\$ _____	\$ _____	\$ _____	\$ _____

ABC SHRINERS

STATEMENT OF CASH FLOWS

Year Ended December 31, 20____
(with comparative amounts for December 31, 20____)

	20____ <u>Total</u>	20____ <u>Total</u>
Cash flows from operating activities:		
Change in Net Assets	\$	\$
Adjustments to reconcile change in Net Assets to net cash provided by operating activities:		
Depreciation		
Decrease (increase) in accounts receivable		
Decrease (increase) in prepaid expenses		
Increase (decrease) in accounts payable		
Increase (decrease) in accrued expenses		
Increase (decrease) in deferred revenues	_____	_____
Net cash provided by operating activities	_____	_____
 Cash flows from investing activities:		
Additions to property & equipment	\$	\$
Investment purchases		
Proceeds from sales and maturities of investments	_____	_____
Net cash used in investing activities	_____	_____
 Cash flows from financing activities:		
Borrowings from notes payable and mortgages	\$	\$
Principal payments on notes and mortgages payable	_____	_____
Net cash provided by financing activities:	_____	_____
Net increase (decrease) in cash and cash equivalents		
Cash and cash equivalents at beginning of year	_____	_____
Cash and cash equivalents at end of year	_____	_____

The accompanying notes are an integral part of these financial statements.

ABC SHRINERS

NOTES TO FINANCIAL STATEMENTS

December 31, 20____ and 20____

1—Summary of Significant Accounting Policies

- (a) **Organization**—ABC Shriners is an unincorporated association and a subordinate temple of Shriners International.

The Temple remits certain fees and charges to Shriners International for granting dispensations, charters, certificates and diplomas and for Shriners Hospital for Children and other charitable purposes. Such fees, charges and hospital levy paid to Shriners International were \$ _____ and \$ _____ for 20____ and 20____ respectively.

Various units and clubs are sponsored by the Temple. Certain of these units and clubs maintain funds outside the control of the temple governing body.

- (b) **Basis of presentation**—The financial statements of the ABC Shriners include the accounts of the following entities under the control of the Temple:

ABC Shriners

(The financial statements should also list all other incorporated entities, such as Temple Holding Corporation, included in the financial statements.)

The accompanying statements have been prepared on the accrual basis of accounting. All financial transactions have been recorded and reported as either net assets with or without donor restrictions based on the existence or absence of donor imposed restrictions.

- Without Donor Restriction net assets consist of investments, board designated funds and any otherwise unrestricted amounts that are available for use in carrying out the activities of the Temple.
- With Donor Restriction net assets consist of contributions received for the Shrine Hospital Patient Transportation Fund, any donor imposed contributions, life membership dues and plant additions or improvements, if applicable.

- (c) **Cash equivalents**—For purposes of the statement of cash flows, the Temple considers all highly liquid investments with original maturities of three months or less, to be cash equivalents. As of December 31, 20____ total cash and cash equivalents of \$ _____ included restricted amounts as follows:

With Donor Restriction:

Shrine Hospital Patient Transportation	\$ _____
Life membership dues	_____
Building improvements	_____
Total	\$ _____

- (d) **Dues and assessments**—Dues, per capita tax, and hospital assessments are accrued for all members at the beginning of the fiscal year, but are reduced at the end of the year for members demitted and for members suspended for nonpayment of dues.
- (e) **Inventories**—Inventories are stated at the lower of cost using first in, first out (FIFO) or market.
- (f) **Investments**—Investments in stocks and bonds are stated at fair market value. The net realized and unrealized gains and losses on investments are reflected in the statement of activities under “Investment return, net.”
- (g) **Property, equipment and paraphernalia**—Property, equipment and paraphernalia are stated at cost. Maintenance and repairs are charged to operations as incurred. At the time items are retired or disposed of, the applicable cost and accumulated depreciation are cleared from the accounts and the difference, net of proceeds, is charged or credited to operations.
- (h) **Income taxes**—Shriners International has obtained exemption from income taxes under Section 501 (c)(10) of the Internal Revenue Code. This exemption includes all subordinate Shrine temples. However, certain other revenues such as advertising may be subject to taxation.
- (i) **Use of estimates**—Management of the temple has made a number of estimates and assumptions that affect certain reported amounts and disclosures in these financial statements in conformity with generally accepted accounting principles. Actual results could differ from those estimates.
- (j) **Contributed services**—No amounts have been reflected in the financial statements for donated services. The Temple pays for most services requiring specific expertise.
(Note: You are required by FASB 116 to disclose only contributions of services that (a) create or enhance nonfinancial assets or (b) require specialized skills that would typically need to be purchased if not provided by donation.)
- (k) **Asset and liability liquidity**—On the Statement of Financial Position, the assets have been presented in current and non-current asset and liability format.
- (l) **Life membership**—Money received from Nobles purchasing life memberships shall be placed in a perpetual fund. Only income from the fund may be withdrawn and used for the operating expenses of the temple, unless temple bylaws provide for the release of dues upon the death of the life member.

2—Adoption of New Accounting Pronouncement

FASB Accounting Standards Codification became effective for interim and annual periods after September 15, 2009.

In February 2016, the FASB issued ASU 2016-02, Leases (Topic 842). The guidance in the ASU supersedes the leasing guidance in Topic 840, Leases. Under the new guidance, lessees are required to recognize lease assets and lease liabilities on the statement of financial position for all leases with terms longer than 12 months. Leases will be classified as either finance or operating with classification affecting the pattern of expense recognition in the statement of activities. The new standard is effective for fiscal years beginning after December 15, 2019, including interim periods within those fiscal years.

In August 2016, FASB issued ASU No. 2016-14, Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities, which changes presentation and disclosure requirements for not-for-profit entities to provide more relevant information about their resources (and the changes in those resources) to donors, grantors, creditors, and other users. These include qualitative and quantitative requirements in the following areas: net asset classes, investment return, expenses and liquidity and availability of resources. The standard is effective for not-for-profit organizations for periods beginning after December 15, 2017.

3—Fundraising Activities

The activities of the Temple and its affiliated entities are supported principally through dues from members and fundraising activities consisting of circuses, food sales, golf tournaments, raffles and other miscellaneous activities. Additionally, fundraising events consisting of paper crusades, football games, golf tournaments and other miscellaneous events, are also held for the benefit of Shriners Hospitals for Children. In the case of activities held for the benefit of Shriners Hospitals, events can only be held after receiving the written approval of Shriners International and Shriners Hospitals for Children. All of the net proceeds from such activities are remitted to Shriners Hospitals for Children or, with written permission; a portion may be retained by the Temple's Shrine Hospital Patient Transportation Fund.

4—Investments

Investments of the temple consisted of:

<u>WITHOUT DONOR RESTRICTION</u>	20__		20__	
	<u>Cost</u>	<u>Market</u>	<u>Cost</u>	<u>Market</u>
Undesignated	\$	\$	\$	\$
Designated by the Board:	\$	\$	\$	\$
Property & Equipment	\$	\$	\$	\$
Life Membership	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Total	\$	\$	\$	\$
<hr/>				
<u>WITH DONOR RESTRICTION</u>	20__		20__	
	<u>Cost</u>	<u>Market</u>	<u>Cost</u>	<u>Market</u>
Patient Transportation:	\$	\$	\$	\$
Life Membership:	\$	\$	\$	\$
Building Fund:	\$	\$	\$	\$
Total	\$	\$	\$	\$
<hr/>				

UNDERWATER ENDOWMENTS

Disclose policy on appropriations from underwater endowments and any related actions taken during the period, if applicable.

NOTES TO FINANCIAL STATEMENTS—(Continued)

FAIR VALUE MEASUREMENTS

FASB ASC Topic 820, Fair Value Measurements and Disclosures, defines fair value as “The price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date”. FASB ASC Topic 820 establishes a fair value hierarchy based on certain criteria into three broad levels:

Level 1: Fair value is determined by using quoted prices (unadjusted) for identical assets or liabilities in active markets.

Level 2: Fair value is determined by using other than quoted prices included within Level 1 that are observable for the asset or liability (e.g., quoted prices for identical assets or liabilities in markets that are not active, quoted prices for similar assets or liabilities in active markets, observable inputs other than quoted prices, and inputs derived principally from or corroborated by observable market data by correlation or other means).

Level 3: Fair value is determined by using inputs based on management assumptions that are not directly observable. These types of assets and liabilities require significant management judgment or estimation.

Note: If you do not currently have any financial instruments that should be categorized under one or more of the above levels, please indicate such in the footnotes. In addition, if only the temple’s investments are measured at fair value on a recurring basis, please include in the footnote that no other assets and liabilities are measured at fair value on a recurring or nonrecurring basis.

SAMPLE REPORTING TABLE BY LEVEL

December 31, 20____	<i>Fair value measurements at reporting date using:</i>		
\$	Level 1	Level 2	Level 3
	\$	\$	\$

List each asset or liability on a separate line and indicate which level of valuation the asset or liability falls under. The total of all three levels should agree to the investment totals reported by fund on the Statement of Financial Position.

NOTES TO FINANCIAL STATEMENTS—(Continued)

5—Property, Equipment and Paraphernalia

Property, equipment and paraphernalia, together with annual depreciation consist of:

	Without Donor Restriction	With Donor Restriction	20__ TOTAL	20__ TOTAL
Land				
Building and Improvements				
Furniture & Equipment				
Temple Vehicles				
Hospital Vans				
Paraphernalia				
Less:				
Accumulated Hospital Van Depreciation				
Accumulated Other Depreciation				
Net Book Value	\$	\$	\$	\$

Depreciation charged to operations was \$ _____ and \$ _____ during 20__ and 20__.

6—Long-Term Debt

Long-term debt consists of:

	<u>20__</u>	<u>20__</u>
_____% mortgage note payable, collateralized by property; due in monthly installments of \$ _____ including principal and interest, through _____, 20__	\$	\$
Less current maturities	_____	_____
	\$	\$

Maturities of long-term debt for the five years subsequent to December 31, 20__ are as follows:

December 31, 20__	\$
20__	
20__	
20__	
20__	

NOTES TO FINANCIAL STATEMENTS—(Continued)

7—Related Party Transactions

(All transactions with related parties (board members, family members, etc.) should be disclosed including the name of the related party, the description of the transaction(s), the dollar amount of the transaction(s) and any amounts owed to or from the related party at year-end.)

8—Pension Plan

(Disclosures required by Statements of Financial Accounting Standards are required if the temple has a pension or any other similar type of benefit plan including deferred compensation arrangements.)

ABC SHRINERS

DETAILED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS

For the Year Ended December 31, 20____

	<u>Undesignated</u>	(1)Life <u>Membership</u>	Board Designated <u>Quasi-Endow.</u>	Property & <u>Equip.</u>	<u>Total</u>
Revenues, gains and other support:					
Initiation fees	\$	\$	\$	\$	\$
Membership dues and PCT.....					
Less Dues Write Offs.....					
Rental income					
Investment return, net					
Gain on disposal of assets.....					
Donations					
Fraternal Fundraising - Gross.....					
Net assets released from restrictions:					
Satisfaction of program restrictions					
Satisfaction of equipment acquisition restrictions					
Expiration of time restrictions					
Satisfaction of any related donor restrictions					
TOTAL REVENUES, GAINS AND OTHER SUPPORT	\$	\$	\$	\$	\$

Expenses and losses:

Shriners International and PCT					
Administrative					
Fundraising total direct costs					
Building operations					
Business sessions and ceremonials					
Social activities/Entertainment.....					
Visitations and pilgrimages					
Promotions and publicity.....					
Unit and club expenses					
Donations to fraternal groups.....					
Members' relations.....					
Donations to charities					
Hospital Patient Transportation					

DETAILED STATEMENT OF ACTIVITIES AND CHANGES (continued)

TOTAL EXPENSES AND LOSSES	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Change in net assets.....					
Transfer of net assets					
Net assets at beginning of year:.....					
Net assets at end of year.....					
Depreciation on temple					
	_____	_____	_____	_____	_____
Net Assets at End of Year	\$	\$	\$	\$	\$
	_____	_____	_____	_____	_____

(1) Include funding for meritorious service and longevity life memberships according to temple bylaws.

ABC SHRINERS

DETAILED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS WITH DONOR RESTRICTIONS

For the Year Ended December 31, 20____

	<u>Donor Designated</u>				<u>Total</u>
	<u>Hospital Patient Transportaion</u>	<u>Paper Crusade</u>	<u>Building Fund</u>	<u>(1)Life Membership</u>	
Revnues, gains and other support:					
Investment Return, net	\$	\$	\$	\$	\$
Gain on disposal of assets					
Donations					
Life membership dues					
Charitable Fundraising - Gross					
Net assets released from restrictions:					
Donations to Shriners Hospitals	\$	\$	\$	\$	\$
Hospital Transportation					
Depreciation on hospital van					
Other (describe)					
	_____	_____	_____	_____	_____
	\$	\$	\$	\$	\$
Change in net assets.....					
Transfer of net assets					
Net assets at beginning of year.....					
Net assets at end of year.....	_____	_____	_____	_____	_____
	\$	\$	\$	\$	\$
	=====	=====	=====	=====	=====

(1) Include funding for life memberships place in a perpetual fund whereby temple bylaws provide that upon the death of a life member, an amount equal to the sum paid by him maybe transferred to the operating fund of the temple, or whereby temple bylaws prove that only the income from this fund may be withdrawn and used for the operating fund of the temple.

Schedule 3

ABC SHRINERS

DETAILED STATEMENT OF REVENUES AND EXPENSES
OF FUNDRAISING ACTIVITIES

For the Year Ended December 31, 20_____

	<i>Fraternal</i>		<i>Charitable Purposes</i>			<i>Total</i>
	<i>Purposes</i>		<i>Paper Crusade</i>	<i>Fish Fries</i>	<i>Other</i>	
	<i>Circus</i>	<i>Golf</i>				
REVENUES:	\$	\$	\$	\$	\$	\$
Tickets						
* Telemarketing gross receipts		(A)				
Advertising sales						
Program sales						
Novelty sales						
Concession sales						
Donations						
Interest return, net						
Total Revenues	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Donations to SHC/HPTF						
EXPENSES	\$	\$	\$	\$	\$	\$
Prizes						
Circus production						
Facility rental/Security fees						
* Telemarketing costs		(B)				
Advertising/Promotion fees						
Cost of printing programs/supplies						
Cost of novelties sold						
Cost of food sold						
General office overhead (Other)						
Commissions paid to units/clubs						
Total Expenses	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Excess of revenues over expenses & Donations to SHC/HTF**	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

* You are requested to show total receipts from telemarketing sales. Should you receive a net amount from the telemarketing firm, just divide the amount received by the temple's percentage agreed upon in your contract. This will compute 100% revenue [A]. Calculated revenue less amount received equals telemarketing fees [B].

FINANCIAL ACCOUNTING STANDARDS BOARD STATEMENTS FOR TEMPLE REPORTS

In June 1993, the Financial Accounting Standards Board issued Statements of Financial Accounting Standards (SFAS) No. 116, *Accounting for Contributions Received and Contributions Made*, and SFAS No. 117, *Financial Statements of Not-for-Profit Organizations*. In November 1995, SFAS No. 124, *Accounting for Certain Investments Held by Not-for-Profit Organizations* was issued. All three standards were **effective** for year ending **December 31, 1996**. FASB ASC Topic 820, *Fair Value Measurements and Disclosures* was issued in 2006 for fiscal years beginning after November 15, 2007.

SFAS No. 116 established accounting standards for contributions received. Generally, No. 116 prescribes that all contributions received, including unconditional promises to give, are recognized as revenue in the period received at their fair values. It also requires that contributions received be distinguished between those that increase unrestricted, temporarily restricted, and permanently restricted net assets.

Accounting standards prior to SFAS No. 116 permitted certain restricted contributions received to be deferred and recognized as revenue as the resources were used or the purpose specified by the donor.

SFAS No. 117 prescribes standards for general purpose external financial statements for all not-for-profit organizations that changes the way the Temple's financial statements are presented. No. 117 requires the classification of the Temple's net assets, its revenue and expenses, and gains and losses based on the existence or absence of donor-imposed restrictions. Amounts for each of three classes of net assets (unrestricted, temporarily restricted and permanently restricted) are required to be displayed in a statement of financial position. The amounts of the change in each of the three classes of net assets must be displayed in a statement of activities. These three classes of net assets were reduced to two classes (with and without donor restrictions) with the implementation of FASB ASU 2016-14 for reporting year 2018.

Also SFAS No. 117 requires reporting of gross amounts of revenues and expenses. We **recommend** that special events fundraisers be fully disclosed on Schedule 3, "Detailed Statement of Revenues and Expenses of Fundraising Activities", with the total net proceeds from fraternal and charitable fundraisers being disclosed on the

Statement of Activity under the appropriate net asset column. Should you choose to present gross revenues on the Statement of Activity, then you shall provide separate lines on the Statement of Activity for total fundraising expenses: Fraternal fundraising and Charitable fundraising. We need to be able to identify the net proceeds from each type of Shrine fundraisers; as charitable net proceeds are restricted monies.

We also **recommend** that the revenue and expense classifications disclosed on the Statement of Activities follow Shriners International major account categories. This traditional presentation will be compatible with the annual budget comparison report and prior years' statements. The presentation of expenses by function are to be disclosed in a footnote to the financial statements. This standard also requires the Temple to provide information about how its cash was obtained and then spent; its borrowing and repayment of any borrowing; and other factors that may affect its liquidity. Realized and unrealized gains and losses on investments, dividends, interest, and other investment income shall be reported on the Statement of Activities under "Investment return, net". Interest on Shrine Hospital Patient Transportation Fund and Life Membership would be reported as increases to Net Assets With Donor Restrictions.

SFAS No. 124 requires that investments in equity securities with readily determinable fair values and all investments in debt securities be reported at fair value. Gains and losses resulting from a change in the fair value while holding a security are recognized as changes in net assets in the period in which they occur, while investment income is recognized as revenue in the period earned.

The footnote disclosure shall include for each period for which the Statement of Activities is presented the following: (a) the composition of investment return including, at a minimum, investment income, net realized gains or losses on investments report at other than fair value, and net gains or losses on investments reported at fair value; (b) the aggregate carrying amount of investment by major types, i.e. equity securities, U.S. Treasury securities, corporate debt securities, mortgage-backed securities, oil and gas properties, and real estate and (c) if applicable, the basis for determining the carrying amount of investments other than equity securities with readily determinable fair values and all debt securities.

For the most recent period covered on the Statement of Activities, the Temple shall disclose the nature of and carrying amount of each individual investment or group of

investments that represents a significant concentration of market risk.

FASB ASC TOPIC 820 defines fair value as “The price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date”. FASB ASC Topic 820 establishes a fair value hierarchy based on certain criteria into three broad levels:

Level 1: Fair value is determined by using quoted prices (unadjusted) for identical assets or liabilities in active markets.

Level 2: Fair value is determined by using other than quoted prices included within Level 1 that are observable for the asset or liability (e.g., quoted prices for identical assets or liabilities in markets that are not active, quoted prices for similar assets or liabilities in active markets, observable inputs other than quoted prices, and inputs derived principally from or corroborated by observable market data by correlation or other means).

Level 3: Fair value is determined by using inputs based on management assumptions that are not directly observable. These types of assets and liabilities require significant management judgment or estimation.

NOTE: The above is meant to be an overview of the applicable standards. Detailed interpretation and application of these standards remains the responsibility of the temple in conjunction with their independent accountant.

FINANCIAL REPORTING CHECKLIST

Note: This checklist is intended only to supplement other reporting checklists with considerations specifically related to Shrine temples. It is not intended to be an all-inclusive reporting checklist for Shrine temples.

	<u>YES</u>	<u>NO</u>
1. Are financial statements comparative between years?	_____	_____
2. Do financial statements present combined activities of the temple and all affiliated entities under their control?	_____	_____
3. Have funds for separate charitable activities been kept separate?	_____	_____
4. Has the following supplementary financial information been disclosed:	_____	_____
(a) Detailed schedule of activity within each unrestricted fund? Schedule 1	_____	_____
(b) Detailed schedule of activity within each temporarily restricted fund? Schedule 2	_____	_____
(c) Detailed schedule of permanently restricted fund? Schedule 3	_____	_____
(d) Detailed schedule of each fundraising activity? Schedule 4	_____	_____
5. Have all bequests and donations for the benefit of Shriners Hospitals been forwarded to Shriners International Headquarters in Tampa?	_____	_____
6. Have all transactions with related parties, including payments to members of the Divan, commissions to Shrine clubs and units and checks drawn to the temple from restricted funds, been disclosed?	_____	_____
7. On the statement of activities and changes in net assets, does:	_____	_____
(a) Net assets at beginning of year agree with the net assets balance at the end of the prior year?	_____	_____
(b) If not, is an adjustment line provided which explains the difference?	_____	_____
(c) The total of all transfers between funds net to zero?	_____	_____
8. Is the specific nature of unrestricted, temporarily restricted and permanently restricted funds described in the footnotes?	_____	_____
9. Is interest being earned on charitable funds? If so, interest income must be disclosed separately in the supplemental schedules.	_____	_____
10. Has the auditor's prior year's constructive service letter comments been cured?	_____	_____
11. Did the auditor issue a constructive service letter? If so, a copy is to be sent to the Director of Temple Accounting.	_____	_____

Form #22

ABC SHRINERS

SAMPLE ENGAGEMENT RELATED INFORMATION

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SAMPLE REVIEW ENGAGEMENT LETTER

(Date) _____

ABC Shriners _____

(Address) _____

Dear ABC Shriners:

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will perform the following services:

We will review the financial statements of ABC Shriners as of and for the year ended December 31, 20____, and issue an accountant's report thereon in accordance with Statements on Standards for Accounting and Review Services (SSARSs) issued by the American Institute of Certified Public Accountants (AICPA).

The objective of a review is to obtain limited assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with *accounting principles generally accepted in the United States of America*.

You are responsible for:

- a. the preparation and fair presentation of the financial statements in accordance with the *accounting principles generally accepted in the United States of America*.
- b. designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.
- c. preventing and detecting fraud.
- d. identifying and ensuring that the entity complies with the laws and regulations applicable to its activities.
- e. making all financial records and related information available to us.
- f. providing us, at the conclusion of the engagement, with a letter that confirms certain representations made during the review.

We are responsible for conducting the engagement in accordance with SSARSs issued by the AICPA.

A review includes primarily applying analytical procedures to your financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. A review does not contemplate obtaining an understanding of the entity's internal control; assessing fraud risk; testing accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, or the examination of source documents (for example, cancelled checks or bank images); or other procedures ordinarily performed in an audit. Accordingly, we will not express an opinion regarding the financial statements as a whole.

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts. However, we will inform the appropriate level of management of any material errors and of any evidence or information that comes to our attention during the performance of our review procedures that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our review procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential.

If, for any reason, we are unable to complete the review of your financial statements, we will not issue a report on such statements as a result of this engagement.

(Optional) As part of our engagement, we will prepare the federal tax return Form 990 (and 990-T, if required) of the Organization for the year ended 20___. We will not prepare any other tax returns unless specifically requested to do so.

We will be pleased to discuss this letter with you at any time. If the foregoing is in accordance with your understanding, please sign the *copy* of this letter in the space provided and return it to us.

Sincerely yours,

(Signature of accountant)

ABC SHRINERS

POTENTATE

DATE

SAMPLE LETTER OF REPRESENTATION FROM MANAGEMENT

(Date of Auditor's Report)

CPA Firm _____

(Address) _____

Gentlemen:

We are providing this letter in connection with your review of the Statement of Financial Position of ABC Shriners as of December 31, 20__ and December 31, 20__, and the related Statements of Activities and Changes in Net Assets and of Cash Flows for the years then ended for the purpose of obtaining limited assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with *accounting principles generally accepted in the United States of America*. We confirm that we are responsible for the fair presentation of the financial statements in accordance with *accounting principles generally accepted in the United States of America* and the selection and application of the accounting policies.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person using the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, (as of [*the date of the accountant's review report*]) the following representations made to you during your review:

1. The financial statements referred to previously are fairly presented in accordance with *accounting principles generally accepted in the United States of America*.
2. We have made the following available to you:
 - a. Financial records and related data.
 - b. Minutes of the meetings of the Divan, copies of which have been supplied to you, are complete and authentic records of proceedings at all such meetings held between January 1, 20__ and (date of letter).
3. No material transactions exist that have not been properly recorded in the accounting records underlying the financial statements.
4. We acknowledge our responsibility for the preparation and fair presentation of the financial statements in accordance with *accounting principles generally accepted in the United States of America*.
5. We acknowledge our responsibility for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.
6. We acknowledge our responsibility to prevent and detect fraud.

7. We have no knowledge of any fraud or suspected fraud affecting the entity involving management or others where the fraud could have a material effect on the financial statements, including any communications received from employees, former employees, or others.
8. We have no plans or intentions that may materially affect the carrying amounts or classification of assets and liabilities.
9. No material losses exist (such as from obsolete inventory or purchase or sales commitments) that have not been properly accrued or disclosed in the financial statements.
10. None of the following exist:
 - a. Violations or possible violations of laws or regulations, whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency.
 - b. Unasserted claims or assessments that our lawyer has advised us are probable of assertion that must be disclosed in accordance with Financial Accounting Standards Board (FASB) *Accounting Standards Codification (ASC) 450, Contingencies*.
 - c. Other material liabilities or gain or loss contingencies that are required to be accrued or disclosed by FASB ASC 450.
11. The organization has satisfactory title to all owned assets, and no liens or encumbrances on such assets exist, nor has any asset been pledged as collateral, except as disclosed to you and reported in the financial statements.
12. We have complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
13. The following have been properly recorded or disclosed in the financial statements:
 - a. Related party transactions, including sales, purchases, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
 - b. Guarantees, whether written or oral, under which the organization is contingently liable.
 - c. Significant estimates and material concentrations known to management that are required to be disclosed in accordance with FASB ASC 275, *Risks and Uncertainties*.
14. We have complied with Shriners International bylaws and General Order No. 1, including §335.3 of the bylaws of Shriners International regarding fundraising activities. In regards to all fundraising activities that benefited Shriners Hospitals for Children:
 - a. Permission was received from Shriners International and Shriners Hospitals for Children to hold the fundraising activity.
 - b. 100% of the net proceeds from the fundraising event were distributed to Shriners Hospitals for Children, or with written permission, up to 50% to the Shrine Hospital Patient Transportation Fund with the balance to Shriners Hospitals for Children.
 - c. All related charitable activity forms have been completed and submitted to Shriners International.

- d. Only permissible expenses have been charged to the activities and no transfers to other funds occurred except for the Shrine Hospital Patient Transportation Fund.
- e. No interest earned on charitable funds was transferred to the temple for non charitable purposes.

In regards to all fraternal fundraising activities, a statement has appeared on all promotional literature that 100% of the proceeds from the activity will benefit the temple and payment is not deductible as a charitable contribution for income tax purposes.

- 15. We have properly forwarded to Shriners Hospitals for Children all bequests and donations for the benefit of the Hospitals. Any bequests and donations which have been received by the temple that could be possibly construed as being for charitable purposes have been communicated to General Counsel.
- 16. We are in agreement with the adjusting journal entries you have recommended, and they have been posted to the organization's accounts (if applicable).
- 17. To the best of our knowledge and belief, no events have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to our disclosure in the aforementioned financial statements.
- 18. We have responded fully and truthfully to all inquiries made to us by you during your review.

Very truly yours,

ABC Shriners

By _____
Potentate

By _____
Chief Rabban

By _____
Treasurer

By _____
Recorder

BYLAWS (IOWA)

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ARTICLES OF INCORPORATION (COLORADO)

**Articles of Incorporation
and
Bylaws of
Shriners Hospitals
For Children**

A COLORADO CORPORATION



July 7, 2022

ARTICLES OF INCORPORATION (COLORADO)

**ARTICLES OF INCORPORATION OF
SHRINERS HOSPITALS FOR CHILDREN**

(As Amended and Restated)

(Formerly known as Shriners Hospitals for Crippled Children,
and previously known as The Imperial Council of the Ancient Arabic
Order of the Nobles of the Mystic Shrine for North America)

Colorado Corporation

ARTICLE 1

Name

§1.1 Name. The name of this corporation is Shriners
Hospitals For Children.

ARTICLE 2

Purposes

§2.1 Purposes. The objects for which this corporation is
formed and incorporated are to do any and all of the things herein set forth.

(1) To maintain, control, conduct and superintend any
and all charities, benevolences and Shriners Hospitals for Children
established, maintained, owned and controlled by this corporation prior
to its change of name from *The Imperial Council of the Ancient Arabic
Order of the Nobles of the Mystic Shrine for North America* to *Shriners
Hospitals for Crippled Children*, and then to *Shriners Hospitals for
Children*, or which may now or hereafter be established by this corpora-
tion or any subsidiary or affiliated corporation thereof.

(2) To purchase, or otherwise acquire, to have, hold,
lease, mortgage, or otherwise create liens on, to sell, convey, exchange,
transfer, assign or let on lease, or in any other manner whatsoever to
acquire and dispose of, real and personal property necessary or conven-
ient in carrying out any of the purposes of this corporation, without
restriction as to place, state or country. To erect thereon, to construct,
maintain, and operate, hospitals and other eleemosynary institutions for
the treatment of children, without regard to race, color, creed, sex or sect,
national origin, disability or availability of any third-party reimbursement
for care provided and other purposes, under such regulations and such
restrictions as may from time to time be adopted by the corporation, and
to purchase, erect, construct, maintain and operate, such hospitals or sim-
ilar institutions, in any state of the United States of America, the District
of Columbia, Canada, Republic of Mexico and the Republic of Panama.

Amend. 2021

ARTICLES OF INCORPORATION (COLORADO)

(3) To create and maintain a charitable and educational fund, a fund for the purchase, erection, operation and maintenance of Shriners Hospitals for Children, and other benevolences, and any other fund or trust necessary or convenient in carrying out any of the purposes, benevolences and charities now established, or which may be hereafter authorized by the corporation.

(4) To accept and receive gifts, devises, bequests, donations, annuities and endowments, of real and personal property, and to use, hold and enjoy the same, both as to principal and income, and invest and reinvest the same, or any part thereof, for the furtherance of any of the objects, interests or purposes of the corporation, as hereinbefore stated, or such as may hereafter be authorized.

(5) This is a non-stock, non-profit corporation.

(6) No member of the corporation shall receive any profits from its operations.

(7) The property, subject to the provisions herein contained, is irrevocably dedicated to religious, charitable, scientific or hospital purposes, and upon the liquidation, dissolution or abandonment of the owner, no part of the property will inure to the benefit of any private person except a fund, foundation or corporation organized and operated for religious, charitable, scientific or hospital purposes.

(8) To use and exercise all the powers, rights and privileges incidental to charitable and benevolent corporations organized for purposes other than pecuniary profit, and which are usually exercised by charitable and benevolent corporations.

(9) Payments for their care may be accepted from insurance companies, government agencies, or others required by contract or by law to pay for care for patients. Payment for their care shall not be accepted from patients, their parents or their guardians, except for coinsurance, deductible amounts, or other obligations applicable to such private insurance coverage or government payment programs, which amounts may be accepted.

(10) The powers specified and clauses contained in the foregoing paragraphs shall in no wise limit or restrict, by reference to or inference from, the terms of any clause of any other paragraph in these Articles, but the powers specified in each of the several clauses of the paragraphs shall be regarded as independent powers and purposes.

ARTICLES OF INCORPORATION (COLORADO)

ARTICLE 3

Board of Directors

§3.1 Board of Directors. The board of directors of the corporation shall consist of Alfred G. Arvold, Wm. H. Woodfield, Jr., George H. Rowe, Karl Rex Hammers, Galloway Calhoun, Leonard P. Steuart, Everett W. Jacobs, William Helm, Harold Lloyd, Hubert M. Poteat, Roland D. Baldwin, Robert Gardiner Wilson, Jr., Harvey A. Beffa, Morley E. MacKenzie, W. Freeland Kendrick, and their successors, or other members elected at the annual meetings of the corporation, as provided by the bylaws; and the board of directors shall have control, authority and management of all of the business affairs of the corporation, except only as conferred and delegated, as provided by the bylaws.

§3.2 Power. The corporation shall have power to, and may elect, such executive committee or committees, and trustees as may be necessary, for the operation of any of its benevolences, having and exercising the powers and duties of the corporation only with respect to the operation and maintenance of Shriners Hospitals for Children between the annual meetings of the corporation, and as provided by the bylaws of the corporation.

ARTICLE 4

Bylaws

§4.1 Bylaws. The members of the corporation shall have power, from time to time, to make such prudential bylaws as they shall deem proper for the management of the affairs of the corporation, not in conflict, however, with the laws of the United States of America or the state of Colorado.

ARTICLE 5

Principal Place of Business and Place of Meeting

§5.1 Principal Office. The principal office or place of business of this corporation may be such place in the United States of America as the members of the corporation may designate.

§5.2 Principal City. The principal place of business shall be in the city of Tampa, State of Florida, and its office therein shall be at 2900 Rocky Point Drive in said city; and The Corporation Company, 7700 East Arapahoe Road, Suite 220, Centennial, Colorado 80112-1268, is hereby designated as the resident agent upon whom service of process may be made.

Amend. 2017

ARTICLES OF INCORPORATION (COLORADO)

§5.3 Meetings. The corporation, or any board of the corporation, may hold meetings within or without the state of Colorado.

ARTICLE 6

Officers

§6.1 Officers. The officers of the corporation shall be chairman of the board of directors, president, first vice president, second vice president, treasurer and secretary, and such other officers as may be provided by the bylaws. The officers are to be elected at each annual meeting of the corporation.

ARTICLE 7

Members

§7.1 Members. The members of the corporation are its present members, its officers, all current Representatives of Shriners International, an Iowa corporation, and such other persons as are elected as such, as provided by its bylaws.

Amend. 2021

ARTICLE 8

Annual Meeting

§8.1 Annual Meeting. The corporation shall hold an annual meeting at such time and place, either within or without the state of Colorado, as may be designated by the corporation, for the election of members, directors and officers and the transaction of such other business as shall be necessary for the carrying out of the purposes of the corporation.

BYLAWS (COLORADO)

BYLAWS
of
SHRINERS HOSPITALS FOR CHILDREN,
A COLORADO CORPORATION

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ARTICLE 1
General Provisions

§ **501.1 Definitions.** Whenever used in these bylaws, unless otherwise specifically mentioned, the following words, terms and phrases mean:

(a) “Corporation” means this corporation and includes all affiliated or appendant corporations existing or operated as a part of the charitable enterprises of this corporation.

(b) “Election” when conducted in accordance with any provision of these bylaws shall be by raised hand, written ballot or electronic voting at the discretion of the presiding chair. When by electronic voting, all information that could be used to identify the voter or how they voted, will be anonymized in all distributions of voting results to all individuals. Any system, even vendor provided, used for electronic voting will be required to anonymize a voter’s information without the need for intervention.

Add. 2018; Amend. 2019

(c) “Hospitals” means Shriners Hospitals for the treatment and care of children afflicted with any physical or developmental condition or physical or developmental disability, including, but not limited to, injuries, diseases, deformities, or dangerously acute burns, and the research facilities and training programs related thereto, operated by this corporation; and it shall include Shriners patient care facilities within affiliated hospitals, as well as ambulatory care facilities used for day surgery and/or out-patient care.

Amend. 2021

(d) “Imperial” when used as a part of the title of an officer means the officers of Shriners International.

(e) “Noble” means any member in good standing of any Temple.

(f) “Singular” includes the plural and plural includes the singular as the context requires or permits.

(g) “Temple” means any group of Nobles (Shriners) chartered by or under dispensation of Shriners International.

Amend. 2009

(h) “Vote” when conducted in accordance with any provision of these bylaws shall be by raised hand, written ballot or electronic voting at the discretion of the presiding chair. When by electronic voting, all information that could be used to identify the voter or how they voted, will be anonymized in all distributions of voting results to all individuals. Any system, even vendor provided, used for electronic voting will be required to anonymize a voter’s information without the need for intervention.

Add. 2018; Amend. 2019

§ **501.2 Amendments.**

(a) **Time of Presentation.** A proposed amendment to these bylaws may not be adopted by this corporation unless it first has been sent by

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the member to the Secretary, in writing, or by email or facsimile, and in the form proposed, at least 60 days before the meeting of the corporation at which it is to be submitted; and every proposed amendment shall be included in the notice of the meeting. The chairman of the board of directors or of the Jurisprudence and Laws Committee may submit proposed amendments for adoption at any time during a meeting, but, if time permits, each member shall have furnished to him a printed copy of such amendments at the beginning of each meeting in which they are to be introduced.

Amend. 2009

(b) **Form of Amendment.** Notice concerning a proposed amendment must be given in such form as to show the entire section, subsection, or paragraph, as the case may be, as it will read if the proposed amendment is adopted, with any change in the language italicized if new or bracketed if deleted.

(c) **Reference to Jurisprudence and Laws Committee.** Every proposed amendment shall be referred to the Jurisprudence and Laws Committee, which shall consider it and report thereon to the meeting.

(d) **Modification.** A proposed amendment may be modified at the meeting while it is under consideration, but the modification must be germane to the subject matter of the proposed amendment and it may not go beyond the scope of the proposal submitted under §501.2(a).

Amend. 1978

(e) **Adoption.** A proposed amendment to these bylaws may be adopted only upon the affirmative vote of no fewer than two-thirds of those present and voting, and no fewer than 300 of the members registered at the meeting.

Amend. 1976, 2022

(f) No motion, which, if adopted, would have the effect of stopping debate upon a motion to amend these bylaws, shall be in order until at least 2 proponents and 2 opponents, if there be that many, have had at least 5 minutes, if they desire that much time, to speak in favor of, or in opposition to, the motion to amend these bylaws.

Amend. 1986.

(g) **Emergency.** In an emergency, as determined by the chairman of the board of directors and two-thirds of the board of directors, a proposed amendment to these bylaws may be adopted without convening a special meeting of this corporation by the following procedure.

(1) The proposal is sent to each Member, in writing, and in the form proposed.

(2) The proposal must have attached thereto, an explanation of the emergency and an explanation of the details and effect of the proposal.

(3) The proposal may be transmitted to the Members by regular mail or electronically if any Member has provided his electronic address

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to the Secretary of this corporation.

(4) The ballot of each Member must be returned to the Secretary of this corporation within 30 days after it has been transmitted to the Members, and it may be done by regular mail or electronically to the address of the Secretary.

(5) The proposal is adopted upon the affirmative vote of two-thirds of the Members who returned their ballots to the Secretary.

Add. 2013

§ **501.3 Revision.** Within 30 days after each annual meeting the General Counsel shall prepare a revision of the articles or sections amended, deleted or included, and appropriate annotations. He shall submit them to the chairman of the Committee on Jurisprudence and Laws and the chairman of the board of directors, who shall approve or disapprove the form of the revision and annotations within 10 days thereafter. The Secretary shall print the revision and annotations so they may be inserted in copies of these bylaws and distribute them as directed by the board of directors.

§ **501.4 Rules of Order.** Unless otherwise provided by resolution or bylaws, parliamentary procedure shall be governed by the current edition of *Robert's Rules of Order Newly Revised*.

Amend. 2017

ARTICLE 2

Name, Jurisdiction and Seal

§ **502.1 Name.** The name of this corporation shall be “SHRINERS HOSPITALS FOR CHILDREN.”

Amend. 1996

§ **502.2 Jurisdiction.** The jurisdiction of this corporation shall be that set forth in the articles of incorporation as amended from time to time.

§ **502.3 Seal.** The seal of this corporation consists of 2 concentric circles between the circumferences of which are the words “Shriners Hospitals for Children.” Within the innermost circle is a panther-bodied female sphinx superimposed upon a pyramid, and the words “State of Colorado.” Rays extend outward from all sides of the pyramid. The date “June 6, 1876” is beneath the pyramid.

Amend. 1996, 2010

ARTICLE 3

Powers. Responsibilities. Prohibited Practices

§ **503.1 Powers in Articles of Incorporation.** The powers, objects and purposes of this corporation are those set forth in the articles of incorporation, as amended from time to time.

§ **503.2 Acquisitions, Construction, Closing or Relocating of Hospitals**

(a) **Additional hospitals.** Additional hospitals may be acquired or constructed, only after express authority has been given by the affirmative vote by written ballot or electronic voting at the discretion of the presiding chair, of not fewer than two-thirds of those present and voting, and no fewer than 400 of the members registered at an annual meeting of this corporation or the two-thirds vote of the combined bodies consisting of the board of directors, the board of trustees and the board of governors of the affected hospital or hospitals. When by electronic voting, all information that could be used to identify the voter or how they voted, will be anonymized in all distributions of voting results to all individuals. Any system, even vendor provided, used for electronic voting will be required to anonymize a voter's information without the need for intervention.

Amend. 2018, 2019

(b) **Closing or Relocating Hospitals.** Hospitals in existence, or hereafter acquired or constructed, may be closed or relocated only by the affirmative vote by written ballot or electronic voting at the discretion of the presiding chair, of not fewer than two-thirds of those present and voting, and no fewer than 400 of the members registered at an annual meeting of this corporation or the two-thirds vote of the combined bodies consisting of the board of directors, the board of trustees and the board of governors of the affected hospital or hospitals. When by electronic voting, all information that could be used to identify the voter or how they voted, will be anonymized in all distributions of voting results to all individuals. Any system, even vendor provided, used for electronic voting will be required to anonymize a voter's information without the need for intervention.

Amend. 2018, 2019

(c) **Notice.** Notice of proposed acquisition or construction of additional hospitals or the closing of hospitals in existence, or hereafter constructed or acquired, shall be included in the notice of the annual meeting of this corporation.

(d) **Suspension of hospital operations.**

(1) Should the operational ability of any hospital operated by Shriners Hospitals for Children be substantially impaired by Acts of God, weather, or other occurrences, or should any condition exist that threatens the health or safety of patients, employees, contractors, volunteers or others present in the hospital, the boards of directors and trustees may temporarily suspend that hospital's operations during a reasonable period of time required for the expeditious and timely repair, refurbishment or rebuilding of the hospital and replacement of required equipment. After the successful completion of such repair, refurbishment, rebuilding or replacement efforts, said hospital shall commence operations as expeditiously as possible.

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(2) If after review of all available information and consultation with appropriate professionals, the boards of directors and trustees conclude that the damage to the hospital or equipment loss is so severe that the hospital cannot be economically re-equipped, repaired, refurbished or rebuilt and returned to substantially normal operations, the boards of directors and trustees may temporarily extend the suspension of operations and must thereafter bring the matter before the members of this corporation at their next annual meeting and provide them advance notice thereof in the Call, as in §503.2(c), that a report on the situation will be made. After the report at the annual meeting, the members will vote as to the future closure or operation of the hospital. Any decision to close must be consistent with §503.2(b).

(3) Except as specifically authorized herein, the boards of directors and trustees are specifically prohibited from taking actions tantamount to the closure of a hospital under the rubric of “suspension” or any other term, unless such action has been approved in accordance with §503.2(b).

(e) **Limiting Use.** Limiting the use of a Shriners Hospital, such as for day surgery and/or outpatient care, is a function of the board of trustees under §508.7; but it must have the approval of the board of directors, after consultation with the boards of governors of the affected hospitals, and the facility must be clearly identifiable to the public as a Shriners Hospital for Children.

Amend. 1977, 1997, 2009

§ **503.3 Hospital Regulations.** The regulations for the construction, acquisition, maintenance, control and operation of its hospitals shall be promulgated by the board of trustees and shall provide for each hospital a local board of governors and a Chief of Staff who is a qualified surgeon.

Amend. 1967

§ **503.4 Employment of Agents, Employees or Independent Contractors.** The boards of directors and trustees respectively shall employ such agents, employees or independent contractors as may be necessary to conduct the business and affairs of this corporation under their respective control, except as otherwise provided in these bylaws.

§ **503.5 Unauthorized Acts.** Except as specifically provided by the articles of incorporation, bylaws or regulations of this corporation, or resolution of the board of directors or board of trustees, no hospital, group of persons or person:

(a) Has the authority, express or implied, to act as the agent of, to act on behalf of, or to bind Shriners Hospitals for Children.

Amend. 1996

(b) Can by its act or omission obligate or bind Shriners Hospitals for Children.

Add. 1988; Amend. 1996

§ **503.6 Memorializing of Individuals.**

The use of the individual name of any person living or dead on or about any building owned by this corporation or any of its affiliated corporations for the purpose of memorializing such individual, or his connection or assistance with the construction, establishment or operation of any such building may be allowed in an interior section of such building as provided in the Hospital Regulations.

Amend. 1979, 1985

§ **503.7 Conflict of Interest.** Directors and trustees must, at all times, avoid conflicts of interest while acting as such, and they shall comply with the following:

(a) **Disclosure.** Any duality of financial interest or possible direct or indirect conflict of interest on the part of a director or trustee shall be disclosed to all other directors and trustees and made a matter of record through a periodic procedure established by the board of directors, and again when the interest becomes a matter of board action.

(b) **Abstention.** Any director or trustee having a duality of interest or possible conflict of interest on any matter shall not vote or use his personal influence on the matter, and shall not be counted in determining the quorum for the meeting. The minutes of the meeting shall reflect that a disclosure was made, by whom, the abstention from voting, and the quorum situation.

(c) **Statement.** A director or trustee having a duality of interest or possible conflict of interest on a matter may briefly state his position in the matter and answer pertinent questions of other directors and trustees since his knowledge may be of assistance.

Add. 1988

§ **503.8 No Compensation.** Directors and trustees shall perform their duties and responsibilities as directors and trustees without compensation, but they shall be reimbursed for any expenses reasonably incurred as members of their respective boards in accordance with the policies and procedures established by the board of directors, or the board of trustees.

Add. 1988

§ **503.9 Code of Ethics.** Officers, directors, trustees and employees of Shriners Hospitals For Children, a Colorado corporation, and all who have been elected or appointed to positions of authority, in order to discharge the responsibility assigned to them by it or its governing boards, and to maintain the integrity of the corporation, shall abide by this Code of Ethics.

(a) Obey the law of the land and the articles of incorporation and bylaws of the corporation, adhering to the spirit as well as the letter thereof.

(b) Demonstrate the highest standards of personal integrity, truthfulness and honesty in all their corporation activities; administer the corporation's affairs with impartiality, efficiency and effectiveness and in a manner that

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enhances its good name and mission.

(c) Be certain that their information is accurate when speaking on behalf of the corporation; disclose when they are stating their personal opinions; and be scrupulous in the representation of their authority and avoid misleading those with whom they deal.

(d) Approach their organizational and operational duties with a positive attitude and constructively support open communication, creativity, dedication and compassion; bring credit to the corporation by their public demeanor; accept as a personal duty the responsibility to remain informed on important and critical issues affecting the corporation; and avoid accepting an assignment if they cannot effectively, competently and timely discharge the responsibilities of the assignment.

(e) Exercise their independent judgment in the best interest of the corporation, and free of compromising influences and loyalties; and act responsibly and in good faith, and in a manner not designed or intended to bring them personal gain from the discharge of their corporation duties.

(f) Give notice, in a manner consistent with the corporation's bylaws, of any duality of interest or possible conflict of interest and make it a matter of record; give notice of any direct or indirect interest in an individual or organization which is proposing or is involved in a transaction with the corporation; and, thereafter, refrain from voting on the matter or transaction or otherwise attempting to exert influence over the matter or transaction.

(g) Refrain from:

(1) Using funds or assets of the corporation for personal gain;

(2) Soliciting or receiving, directly or indirectly, anything of value without full and adequate consideration being paid therefore (other than *de minimus* value in an amount not exceeding \$250.00 per person per calendar year) from (i) any purveyors or vendors of goods or services to the corporation, or (ii) any person or entity for influencing their actions; and

(3) Granting or accepting favors for personal gain.

(h) Report the unethical or inappropriate behavior of directors, trustees or officers to the board of directors or trustees, when informal resolution is not effective.

(i) Refrain from using their official positions or influence either for or against any candidate for public office.

(j) Serve with respect, concern, courtesy and responsiveness, recognizing that service to Shriners Hospitals For Children, is beyond service to themselves

Add. 1997; Amend. 2008

§ 503.10 Debarment from Doing Business with Corporation.

(a) **Debarment.** Any person or entity transferring or providing anything of value, without full and adequate consideration being paid therefore, in violation of §503.9, shall be debarred from doing business,

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directly or indirectly, with this corporation and its affiliated hospital corporations for a period of ten years from the last occurrence of an event constituting a violation. The term “entity” includes its subsidiary, appendant, or affiliated entities and its significant subcontractors.

(b) **Duty of Inquiry.** Diligent inquiry shall be made, or caused to be made, by the proper officers of this corporation as to the relationship of any person or entity which is to perform any substantial part of the contract and its or their relationship with the actual contracting party.

(c) **Lifting or Waiver.** Debarment, in exigent circumstances, may be lifted or waived by a two-thirds vote of both the board of directors and board of trustees, voting separately. Any such lifting or waiver, and the reasons therefore, shall be reported to the members of this corporation as expeditiously as possible in normal extant communication channels with the members, and at the next annual meeting of this corporation.

(d) **Debarment Officer.** The Imperial Auditor, or his designee, shall make the debarment determination.

(e) **Notice and Contractual Provisions.** The proper officers of this corporation shall cause notice of this section to be given to purveyors or vendors of goods or services to this corporation and shall insert such certifications of compliance and contractual guarantees in the contracts as may be appropriate.

Add. 2008

§ **503.11 Commercial Use of Name.** The use of the name “Shriners Hospitals for Children” or reference to the Hospitals in connection with any commercial product or business enterprise is prohibited unless the written consent of the boards of directors and trustees has been first obtained.

Amend. 1976, 1996

ARTICLE 4

Membership

§ **504.1 Election of Members.**

(a) The members of this corporation are its present members, its officers, all current Representatives of Shriners International, an Iowa corporation, and other Nobles elected to membership at the annual meeting of this corporation.

Amend. 2021

(b) For the purpose of providing its committees with members possessing particular talents or knowledge in any field of endeavor, and at the request of the chairmen of the boards of directors and trustees, the board of directors may elect any Noble a member of this corporation.

(c) For the duration of their terms in office, the chairmen and vice chairmen of the boards of governors of the Hospitals shall be members of this

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corporation and may attend meetings thereof but shall receive no remuneration or expense reimbursement from this corporation for such attendance with the exception that the cost of transportation and lodging for their attendance at the annual meeting of this corporation will be reimbursed by their respective hospitals. Reimbursement will follow the guidelines established in Shriners Hospitals for Children Policies and Procedures for Expense Reimbursements as may be amended from time to time.

Amend. 1998, 2014

§ **504.2 Termination of Membership.** Membership of any Noble in this corporation may be terminated for failure to attend the annual meetings, by majority vote of the members at the annual meeting of this corporation.

Amend. 1989

§ **504.3 Emeriti Members.** Any member of this corporation who attends ten (10) annual meetings of this corporation as a registered member shall become an Emeritus member immediately upon his registration as a member for the eleventh year. An Emeritus member enjoys all rights and privileges of membership, including the right to vote, to debate and the right to hold elective or appointive office in the corporation. The termination of membership provision of § 504.2 shall not apply to Emeriti members.

Add. 1989; Amend. 2013

§ **504.4 National Emergency or Declared Disaster.** In the event that an annual meeting of this corporation is not held because of a National Emergency or Declared Disaster, the members of this corporation are its present members, its officers, and other nobles elected to membership by Resolution of the board of directors.

Add. 2020; Amend. 2021

ARTICLE 5

Meetings

§ **505.1 Annual Meetings.** This corporation shall meet annually at the time and place determined by a majority of the members in attendance at the previous meeting.

§ **505.2 Special Meetings.**

(a) In an emergency the chairman of the board of directors may call a special meeting of this corporation. He shall do so when requested by a majority of the board of directors or by 100 members.

(b) If the board of directors approves, a special meeting of Shriners Hospitals for Children may be held electronically and any or all of the members may participate in the special meeting by, or the special meeting may be conducted through the use of, any means of communication by which all persons participating in the meeting may hear each other during the meeting. A member participating in a special meeting by this means is

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deemed to be present in person at the meeting.

Add. 2020

§ **505.3 Notice of Meetings.** Notice of all meetings of this corporation shall be given by the Secretary, stating the time, place, general purpose, and every proposed amendment to these bylaws, by mailing or electronically transmitting a copy thereof to the Potentate of each temple and to any member who furnishes his address for such purpose, and by publication of a notice not more than 30 days nor less than 10 days before the meeting, stating only the time, place and general purpose in a newspaper in general circulation in Denver, Colorado.

Amend. 2020

§ **505.4 Record of Attendance at Meetings.** The Secretary shall provide for registration of members in attendance at all meetings and shall keep the record thereof.

§ **505.5 Joint Meetings with Other Organizations.** If convenient, meetings of this corporation may be held jointly with meetings of any other organization.

§ **505.6 Required Vote for Transaction of Business.** All questions shall be determined by majority vote, except as otherwise provided in these bylaws. The presiding officer shall not be entitled to vote except in cases of equal division, when he shall have the deciding vote.

§ **505.7 Quorum.** A quorum consists of 150 members, 85 of whom must be from different temples.

§ **505.8 Elections and Reports.**

(a) **Order and Time of Elections.** The elections of trustees, officers and directors shall be held in that order and before the last day of the annual meeting.

Amend. 1998

(b) **Time of Presentation of Reports.** Reports required by the bylaws of trustees, officers and directors shall be presented prior to the election of trustees, officers, and directors except if the annual meeting of this corporation is not held because of a National Emergency or Declared Disaster. If an annual meeting is not held because of a National Emergency or Declared Disaster, the reports required by the bylaws will be presented at the next annual meeting.

Add. 1998; Amend. 2020, 2021

(c) **National Emergency or Declared Disaster.** If the annual meeting of this corporation is not held because of a National Emergency or Declared Disaster and only one Member is a candidate for a trustee, officer or director position, the board of directors may then elect that Member to the position for which he is a candidate. However, if more than one Member is a candidate for a trustee, officer or director position, the board of directors shall establish a procedure in accordance with The Colorado

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Revised Nonprofit Act §§7-127-108 or 7-127-109 for the trustee, officer or director positions to be filled for the ensuing year by election of the Members. Any required notices may be by mail or electronic format.

Add. 2020; Amend. 2021

§ 505.9 Oath of Office and Installation.

(a) **Oath of Office.** Prior to his installation, each officer, director and trustee shall assume this obligation:

“I, (name in full), do solemnly promise and vow that I will abide by the articles of incorporation and bylaws of Shriners Hospitals for Children and that I will faithfully and to the best of my ability discharge the duties of the office to which I have been elected.”

(b) **Installation.** The officers, directors and trustees shall be installed at the annual meeting of this corporation and, thereafter, assume the duties of their respective offices.

Add. 1990; Amend. 1996

ARTICLE 6

Board of Directors

§ 506.1 **Number.** The board of directors consists of 14 members of this corporation.

Amend. 2016

§ 506.2 **Election and Term.** Directors shall be elected at the annual meeting of this corporation and shall serve until their successors are elected and have accepted.

§ 506.3 **Qualifications.** The Imperial officers, the Junior Past Imperial Potentate and the President of this corporation shall be elected directors unless other members are duly nominated and elected at the annual meeting of this corporation.

§ 506.4 **Vacancies.** Vacancies in the board of directors resulting from death, resignation or otherwise, do not affect its powers but shall be filled by election at the next meeting of this corporation.

§ 506.5 **Quorum.** A quorum consists of a majority of the directors.

§ 506.6 **Meetings; Notice and Waiver.**

(a) The board of directors shall meet on call of its chairman. He shall call a meeting when requested by a majority of the directors.

(b) The Secretary shall give not less than 3 days' written or electronic notice to each director of the time and place of any meeting. Notice may be waived in writing.

§ 506.7 **Powers and Duties.**

(a) The board of directors has control, authority and management of all business affairs of this corporation, unless delegated to others in these bylaws.

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(b) The board of directors or board of trustees, or both, shall prepare and submit the budget to the annual meeting of this corporation for approval.

Add. 1989

(c) In the event that an annual meeting of this corporation is not held because of a national emergency or declared disaster, the board of directors may adopt, approve or amend all necessary budgets to carry on the corporation business and affairs without interruption.

Amend. 2021

§ 506.8 Joint Meetings with Board of Trustees; Presiding Officer.

The board of directors may meet jointly with the board of trustees. On request of any director or trustee the vote on any matter coming before the joint meeting shall be separately taken and recorded with respect to the separate action of the respective boards. At joint meetings the presiding officer shall be either the chairman of the board of directors or chairman of the board of trustees, depending upon the subject matter under consideration. In the event of disagreement regarding jurisdiction of the subject matter under consideration, another member of either board may be selected to preside by a majority in number of the members of the boards who are present.

§ 506.9 Minutes.

The board of directors shall see that complete and accurate minutes of all of its meetings are promptly taken, recorded and disseminated in accordance with § 507.4(e).

Add. 1998

ARTICLE 7

Officers

§ 507.1 **Titles and Qualifications.** The officers of this corporation are:

- (a) Chairman of the board of directors
- (b) President
- (c) First Vice President
- (d) Second Vice President
- (e) Treasurer
- (f) Secretary
- (g) Assistant Secretary.

Amend. 1976

§ 507.2 **Election.** The Imperial Potentate shall be chairman of the board of directors, the Chief Rabban shall be First Vice President, and all other officers shall be elected at each annual meeting of this corporation.

Amend. 1976, 2016

§ 507.3 **Vacancies.** The First Vice President shall succeed to any vacancy in the office of President resulting from death, resignation, or oth-

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erwise. Any vacancy in any other office resulting from death, resignation, or otherwise, shall be filled for the balance of the term by appointment by the then highest ranking officer in office with the consent of a majority of the board of directors.

Amend. 1977

§ 507.4 **Duties of Officers.**

(a) **Chairman of the Board of Directors.** The chairman of the board of directors has the following duties:

(1) He presides at all meetings of the members and board of directors.

(2) He appoints a General Counsel and an Auditor with the consent of a majority of the board of directors.

(3) He appoints committees as provided in §510.1.

(4) He is the chief executive officer, acting for the board of directors, in all matters under control of the Board.

(b) **President.** The President has the following duties:

(1) He is chairman of the board of trustees and presides at all meetings of the board of trustees.

(2) He is the chief executive officer, acting for the board of trustees, in all matters under control of the Board.

(3) He prepares and presents at all annual meetings of this corporation a report of matters pertaining to the operations and transactions of the Hospitals.

(4) He supervises the staff, operations and building or rehabilitation programs of the Hospitals.

(5) He appoints committees as provided in §510.1.

(6) He performs such other duties as are delegated or assigned to him by the board of directors.

(7) He shall perform his duties and responsibilities as president and as chairman of the board of trustees without salary.

Amend. 1984

(c) **Vice Presidents.** The Vice Presidents, in the order of their rank, perform the duties of chairman of the board of directors in his absence or during disability if a majority of the board of directors determines that the chairman is disabled, and such other duties as are assigned to each by the board of directors.

(d) **Treasurer.** The Treasurer has the following duties:

(1) To arrange at the General Offices of this corporation for the receipt of all monies, property and assets of the corporation and the deposit thereof in such depositories as the board of directors may from time to time approve.

Amend. 1976

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(2) To arrange for the payment of all obligations of this corporation out of authorized appropriations in a manner consistent with these bylaws.

Amend. 1979, 1999

(3) To arrange at the General Offices of this corporation for the transfer, liquidation, sale or deposit of the assets and property of this corporation as the board of directors shall direct.

(4) To arrange at the General Offices of this corporation for the maintenance of adequate and complete records and books of account of this corporation showing the details of:

(i) Its financial transactions, receipts and disbursements, inventories of property and other assets, both real and personal, and depreciation;

(ii) Its true financial condition, investments, trusts and endowment funds, and the income therefrom; and

(iii) Its operating results, its income and sources thereof, and its salaries and expenses.

(5) To keep and maintain all budget control records.

(6) To supervise, direct and control the maintenance of all books of account and financial records and transactions at the General Offices of this corporation, and all personnel engaged in such work, unless such supervision, direction and control, or any part thereof, is otherwise assigned by action of the board of directors and approved by a majority of the members at any meeting of this corporation.

(7) To arrange, with the approval of the Investment Committee, for the prudent investment of all idle current funds of the corporation not needed for immediate payment of obligations.

Amend. 1999

(8) As soon as practicable after the end of each calendar year, and more often if requested by the board of directors or the board of trustees, he shall arrange for and submit:

(i) An annual statement of the financial condition of this corporation, its assets, trust and endowment funds, and reserves and sources thereof, and its liabilities and net worth;

(ii) An annual operating statement; and

(iii) Any other or supplementary report or statement necessary to disclose its true financial condition, the nature and current estimated value of its assets, and its operating results, its income and the sources thereof, the status of its trust and endowment funds and the investment thereof, and the results of its investment operations.

(9) He may make recommendations to the boards of directors and trustees with respect to improvement of methods in keeping records or additional records which should be maintained.

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(10) He shall receive notice of, and may attend, all meetings of the Finance and Audit Committee and he shall receive copies of all records thereof.

Add. 1999

(11) He shall perform any other duties assigned to him by these bylaws or the board of directors.

Amend. 1968, 1999

(e) **Secretary.** The Secretary has the following duties:

(1) To arrange for the prompt taking, recordation, and dissemination in electronic format of complete and accurate minutes of all meetings of (i) members, (ii) directors, (iii) trustees, (iv) committees of the board of directors or board of trustees when exercising the power(s) of either the board of directors or the board of trustees, and (v) the Investment Committee. Minutes of the meetings of the members of this corporation shall be included with the proceedings of any other meetings with which they are jointly held, and distributed to the members of the board of directors of Shriners International, the members of the board of directors of Shriners Hospitals for Children, the members of the board of trustees of Shriners Hospitals for Children, the General Counsel for Shriners Hospitals for Children, the Chairmen of the Standing Committees of Shriners Hospitals for Children, the Recorder of each temple of Shriners International and the Chairmen of the Board of Governors of each Shriners Hospital for Children. Minutes of meetings of directors shall be promptly distributed to all directors and trustees. Minutes of meetings of trustees shall be promptly distributed to all directors and trustees. Minutes of committee meetings required to be kept under this subsection shall be promptly distributed to all directors, all trustees and to all members of the applicable committees. Minutes of all meetings shall be made available to all Colorado members through a secure site at WebFez.

Amend. 1998, 2017, 2019, 2022

(2) Notwithstanding the provisions of (1), above, any member who requests to the Secretary in writing or electronic format within 90 days following the close of a meeting of the members of this corporation shall receive in electronic format the minutes of the meeting requested.

Amend. 2019

(3) Within six months following a meeting of the members of this corporation, the board of directors shall review and verify as accurate all amendments to the Articles of Incorporation and bylaws of this corporation or any Resolutions or Requests adopted or approved at said meeting and direct distribution of the minutes as provide for in (1) and (2) above.

Amend. 2019

(4) He shall perform such other duties as are delegated or assigned

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to him by the board of directors.

Amend. 1967

(f) **Assistant Secretary.** The Assistant Secretary assists the Secretary, and shall perform all other duties assigned to him by the board of directors.

ARTICLE 8

Board of Trustees

§ **508.1 Number.** The board of trustees consists of 12 members of this corporation.

§ **508.2 Qualifications, Election and Term.**

(a) The Imperial Potentate, Imperial Chief Rabban, Imperial Assistant Rabban and Imperial Treasurer shall be members of the board of trustees, and shall serve for a term of one year.

Amend. 2016

(b) The Junior Past Imperial Potentate shall be a member of the board of trustees and shall serve for a term of one year, unless another member is duly nominated and elected at the annual meeting of this corporation.

(c) The other 7 members shall be elected for terms of three years; 3 shall be elected every third year and 2 shall be elected in each of the intervening years. All such candidates must be balloted for on one written ballot. Each member voting must vote only for the total number to be elected, otherwise his ballot cannot be counted as a vote. No ballot is necessary if the number of candidates is equal to the number of positions to be filled.

Amend. 2022

(d) All trustees to be elected as provided in (b) above shall be elected at annual meetings.

(e) The Imperial Recorder, General Counsel and Chairman of the Board of Governors of any hospital unit are not eligible to serve as members of the board of trustees.

Amend. 1976, 1982, 2013

§ **508.3 Vacancies.** Vacancies in the board of trustees, resulting from death, resignation, or otherwise, shall be filled until the next annual meeting of this corporation by appointment by the then highest ranking officer in office in the order set forth in § 507.1 with the approval of the board of directors. At the annual meeting the vacancy shall be filled by election for the unexpired term.

§ **508.4 Vice Chairman.** The board of trustees may elect a Vice Chairman to preside in the absence of its Chairman.

§ **508.5 Quorum.** A quorum consists of a majority of the trustees.

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§ 508.6 Meetings; Notice and Waiver.

(a) The board of trustees shall meet on call of its Chairman or on call of the Chairman of the board of directors. The Chairman of the board of trustees shall call a meeting when requested by a majority of the trustees.

(b) The Secretary shall give not less than 3 days' written or electronic notice to each trustee of the time and place of any meeting. Notice may be waived in writing.

§ 508.7 Powers and Duties. The board of trustees shall manage and operate all Hospitals now established, or that are hereafter established, and shall allocate and provide for the disbursement of funds necessary for the construction, acquisition, maintenance, control and operation of the Hospitals. The board of trustees shall make no commitments which cause a total annual outlay greater than the adopted budget unless approved by the board of directors. The board of trustees shall consult and advise with qualified surgeons of skill, ability and character, as to the maintenance and operation of the Hospitals.

§ 508.8 Trustee Emeritus. A trustee who has served as an elected trustee for three consecutive 3-year terms shall be thereupon ineligible for re-election or appointment to the board of trustees. Upon the expiration of his third full 3-year term and if he so requests, he shall become a trustee emeritus. A trustee emeritus receives all notices of meetings and may participate in discussions, but he may not vote.

Amend. 1976, 1977, 2021, 2022

§ 508.9 Joint Meetings with Board of Directors. Joint meetings of the boards of trustees and directors may be held pursuant to the provisions of § 506.8.

§ 508.10 Minutes. The board of trustees shall see that complete and accurate minutes of all its meetings are promptly taken, recorded and disseminated in accordance with § 507.4(e).

Add. 1998.

ARTICLE 9

Acceptance to Hospitals

§ 509.1 Eligibility.

(a) **Payments.** Payments for the care of patients may be accepted from insurance companies, government agencies, or others required by contract or by law to pay for care of patients. Payment for the care of patients shall not be accepted from patients, their parents or their guardians, except for coinsurance, deductible amounts or other obligations applicable to such private insurance coverage or government payment programs, which amounts may be accepted.

Amend. 2011

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(b) **Acceptance Determination.** Acceptance to any hospital shall be determined without regard to race, color, creed, sect, sex, national origin, disability or availability of any third party reimbursement.

Amend. 2009, 2011

§ **509.2 Acceptance for Care.** The acceptance of all patients considered for care in Shriners Hospitals for Children shall be based on the individual merits of their medical conditions, as provided in the Hospital Regulations.

Amend. 2012

§ **509.3 Sponsors.** Any Noble may sponsor a patient.

Amend. 2012

ARTICLE 10

Standing and Special Committees

§ **510.1 Standing Committees.** At the close of each annual meeting, the following standing committees shall be appointed:

(a) By the chairman of the Board of Directors who shall designate the chairman of each:

(1) **The Committee on Jurisprudence and Laws** shall consist of not more than 7 members of this corporation who are learned and experienced in the law. To this Committee shall be referred all propositions to revise, alter or amend the articles of incorporation or bylaws, and all other resolutions offered at any meeting of this corporation, and it shall report thereon in writing to the meeting.

(2) **The Committee on Finance and Audit** shall consist of not more than 7 qualified members of this corporation.

(i) It shall:

(A) Monitor and report to the corporation concerning budgets of revenue and expenses for the current and succeeding year; and it shall report to the next annual meeting any departures from the budget and the reasons therefor.

(B) Recommend to the board of directors an auditing firm or firms to be engaged by the board of directors for the corporation; review the annual audit plan with the Imperial Auditor and the auditing firm; and review the annual report of the independent auditors and interim financial information.

(C) Perform such other duties and responsibilities as may be assigned to it by the board of directors.

(ii) Its chairman shall be the Imperial Auditor and its remaining members shall be knowledgeable in financial and budgeting matters.

Amend. 1989, 1999

(3) **The Committee on Investments** shall consist of 10 qualified

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Nobles, among whom shall be included the First Vice President, Second Vice President, Treasurer, Secretary, and at least one other to be chosen from among the directors and trustees. All of them shall be knowledgeable and experienced in investments.

The term of office of all members of this committee shall be for one year. Any appointment to fill a vacancy shall be for the unexpired term. Appointments of members of this committee shall be subject to the consent of the majority of the board of directors.

The duties of this committee are:

(i) To consider and approve depositories for trust and endowment funds;

(ii) To review and report to the boards of directors and trustees on all assets, at least once a year, including comparative investment returns of the investment institutions and to report thirty days prior to the annual meeting in writing to the members of the corporation on the investment returns, including comparative investment returns of the investment institutions used by the corporation, and investment returns earned by appropriate benchmarks to that of the corporation's endowment. Further, the current investment policy shall be published each year in the minutes of the annual proceedings of this corporation.

(iii) To arrange for the investment of available funds, and determine the investment policies to be pursued with regard to all property and assets; and

(iv) To form the following subcommittees, the members to be appointed by the investment committee chairman:

(A) **Manager Performance Evaluation** shall consist of five members of the investment committee with our professional investment consultant to investigate and recommend entities exercising skill and expertise from which the investment committee shall select managers for the prudent investment of the funds of this corporation and to evaluate the returns of the investment managers employed by the corporation and report to the committee.

Amend. 2019

(B) **Real Estate and Natural Resources** shall consist of five members of the committee to monitor and evaluate all real properties, mineral interests and water rights held by the corporation, to accept donations of properties or to sell properties with a value of less than \$350,000 subject to the ratification of the investment committee.

(C) **Special Administrative Committee** shall consist of three members of the committee, plus the executive vice president and the vice president of legal affairs, to approve asset transactions

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other than real estate and natural resources with a value of less than \$350,000 subject to the ratification of the investment committee.

(v) Emeriti members of the investment committee are eligible for appointment to the subcommittees.

Amend. 2004, 2008, 2013

(4) **The Committee on Salaries, Personnel, and Retirement** shall consist of 3 directors and 2 trustees who make recommendations to the boards of directors and trustees with respect to salaries, personnel and retirements. Neither the chairman of the board of directors, nor the President, nor the Treasurer of this corporation shall be appointed to this committee. One of the directors shall be appointed chairman of this committee.

Amend. 1972, 1973, 1984

(b) By the chairman of the board of directors who shall appoint 3 members and by the chairman of the board of trustees who shall appoint 4 members:

(1) **The Committee on Buildings and Equipment** shall consist of 7 members who investigate and make recommendations to the boards of directors and trustees with respect to buildings, improvements and equipment. It is charged with the duty of, and responsibility for, supervising all building and equipment projects.

(2) The chairman of this committee shall be designated by the chairman of the board of trustees.

(c) By the chairman of the board of trustees who shall designate the chairman of each:

(1) **The Committee on Hospital Regulations** shall consist of 5 trustees who make recommendations to the board of trustees with respect to regulations for the operation of the Hospitals, the control and supervision of the staffs thereof, and standards to be observed.

Amend. 2019

§ **510.2 Standing Committees—Emeriti Members.** Any member who has served on a standing committee for 10 years shall thereupon become an emeritus member of such committee. An emeritus member, who is also a member of this corporation, receives all notices and may participate in discussions, but he may not vote. The chairman of the board of directors or trustees shall not be precluded from appointing an emeritus member as a voting member or chairman of a standing committee; but such appointment shall be one of the total membership authorized for each committee.

Amend. 1989

§ **510.3 Special Committees.** The chairman of the board of directors or the chairman of the board of trustees, as the situation may require, may appoint any special committees advisable for the orderly conduct

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of the business and affairs of this corporation under the control of their respective boards.

ARTICLE 11

Fiscal and Legal

§ **511.1 Bonds.** At the expense of this corporation, fidelity bonds shall be obtained, from a surety company and in a form and amount approved by the chairman of the board of directors and the General Counsel, indemnifying this corporation against losses resulting from infidelity, defalcation, and misappropriation by officers, employees and agents, of funds, property and securities owned by or under the control of this corporation.

§ **511.2 Accounts, Checks and Payment or Transfer of Funds.** Transfers of funds and payment of obligations of this corporation shall be made into and from depositories approved by the board of directors, pursuant to procedures adopted by the board of directors. These may include:

- (a) Wire and other electronic receipt and transfer of funds between, or among, depositories of this corporation; or
- (b) Wire and other electronic transfer of remittances for payment of obligations of this corporation; or
- (c) Voucher, imprest or payroll check disbursement signatories for payment of obligations of this corporation.

Amend. 1979, 1996, 1999

§ **511.3 Imperial Auditor, Auditing Firm and Audit Reports.**

(a) **Imperial Auditor.**

(1) The Imperial Auditor shall be a Noble and a certified public or chartered accountant.

(2) As requested by the board of directors or board of trustees, he shall advise and consult with the officers and agents of this corporation concerning accounting, auditing and related matters, perform special and internal audits, render independent financial advice, and perform other appropriate duties.

(3) He shall be the chairman of the Finance and Audit Committee of this corporation.

Amend. 1999

(4) He shall act as liaison between the auditing firm, the Finance and Audit Committee and the board of directors and the board of trustees.

(b) **Auditing Firm, Audits and Reports.** The board of directors, after receiving the recommendations of the Finance and Audit Committee, shall select a firm or firms of certified or chartered public accountants to conduct designated audits of this corporation and such appendant and affiliated corporations as authorized by the board of directors.

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(1) Before the first day of May or other agreed upon date of each year the selected auditing firm shall complete an audit of the financial statements of this corporation, and:

(i) The auditing firm shall submit a written report of its audit with accompanying financial statements. It shall submit a separate written report stating its findings and recommendations concerning external and internal controls or a statement that it has no such recommendations. Such annual audit shall be conducted in accordance with generally accepted auditing standards. The auditing firm's report with the accompanying financial statements shall be printed and a copy sent at least 30 days before the annual meeting, along with the notice of the annual meeting, to the potentate of each temple. Other copies shall be made available at or before the annual meeting to any individual member requesting the same in writing. Upon request, the details of all transactions for the audited year shall be made available to any member.

(ii) The auditing firm, if so requested by the board of directors, shall provide a separate, written report regarding its recommendations for external and internal controls relating to depositories, as recited in this section of these bylaws, so as to ensure proper safeguards, or a written statement that it has no such recommendations. A copy of this separate report shall be presented to the Committee on Finance and Audit and Treasurer along with a copy of the report and accompanying financial statements required by this section of these bylaws.

(2) By the agreed upon date, the selected auditing firm shall conduct an audit of such appendant and affiliated corporations as authorized by the board of directors and submit a written report of its audit with accompanying financial statements. It shall submit a separate written report stating its findings and recommendations concerning external and internal controls or a statement that it has no such recommendations. Such audit shall be conducted in accordance with generally accepted auditing standards.

Amend. 1989, 1999, 2009

§ **511.4 General Counsel.** The General Counsel shall be a Noble and a member of the Bar who is learned and experienced in the law. He shall advise and consult with the officers, directors and trustees of this corporation, render legal advice and assistance as required to properly transact its business, and perform other duties delegated to him. He has the right to the floor at any meeting of this corporation for explanatory purposes. He has charge and control of and is responsible to the board of directors for the conduct and handling of all legal matters coming to his attention.

All of the files, records and documents belong to the corporation, but shall be maintained under his control in the space and location provided and ordered by the board of directors.

Amend. 1967

§ 511.5 **Indemnification.**

(a) Each director, trustee, trustee emeritus, officer and committee member shall be indemnified by the corporation against any claim of liability to which he is subject by reason of his service in such capacity or by reason of any action or omission in such capacity. The corporation shall pay all expenses reasonably incurred by him, as incurred, in connection with any such claim if he furnishes to the corporation, in writing, his statement that he conducted himself in good faith and his agreement to repay the corporation for any such expenses if it be thereafter determined by a final non-appealable judgment of a court of competent jurisdiction that his act or omission was not in good faith. In no event, however, shall he be indemnified:

- (1) Against any liability arising out of his own willful misconduct or the derivation of any improper benefit from such act or omission;
- (2) In connection with any proceeding by or in the right of the corporation in which he was adjudged liable to the corporation; or
- (3) In connection with any proceeding, whether or not involving action in his official capacity, in which he was adjudged liable on the basis that personal benefit was improperly received by him.

(a) Prior to any indemnification, a determination must be made, as provided by Colorado law, that indemnification is permissible in the circumstances because the individual has met the standard of conduct required herein.

(b) The amount paid on behalf of any director, trustee, trustee emeritus, officer or committee member under subsection (a) shall not exceed his actual reasonable and necessary expenses.

(c) The right of indemnification provided by subsection (a) shall not be exclusive; and he shall receive any other benefits to which he is otherwise entitled by law.

(d) Any director, trustee, trustee emeritus, officer or committee member subjected to or threatened with litigation for which he may have indemnification under subsection (a) shall immediately notify General Counsel of such litigation or threatened litigation.

Add. 1992

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