

SHRINERS INTERNATIONAL

(AN IOWA CORPORATION)



GENERAL ORDER No. 1
SERIES OF 2024–2025

OFFICE OF THE IMPERIAL POTENTATE
JULY 4, 2024, TAMPA, FLORIDA

*To the Representatives of Shriners International, Potentates, Elected Officers
of the Subordinate Temples and the Nobility of the Order:*

Es Selamu Aleikum

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2024–2025

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2024–2025 COMMITTEE LIST

(The list of committee appointments is not complete or final at this time. Additional appointments may be made at a later date.)

APPOINTED BY IMPERIAL POTENTATE RICHARD G. BURKE

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Timothy D. “Tim” Forbis, Korein

Matthew “Matt” Sturlaugson, El Zagal

Ron DeVoll, Zuhrah

Brad T. Koehn, Arab

David C. Hamm, Sharon

Jim Cain, Al Menah

Dale R. Vrsalovich, Afifi

Martin L. “Marty” Bartlett, Alzafar

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Jonathan “J.D.” Duley, Saladin

Timothy D. “Tim” Forbis, Korein

David Wood, Tunis

H. Mark Crawford, Moila

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Dennis K. Weaver, Omar
Assistant Chaplain

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Emeritus

William V. “Bill” King, Habibi
Chairman Emeritus

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2025–Dennis W. Hewatt, P.P., Yaarab
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2027–Jeffrey A. Geske, P.P., Moslem
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2026–John A. Massey, P.P., Egypt
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2028–Michael A. Gordon, P.P. Almas
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G. David Powell, Hasan
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 Larry Large, Jericho
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 James E. Szofer, Kosair
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 Dale Newman, Nile
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 Christopher L. Hall, Oasis
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 Johnny C. Bitzer, Jr., Osiris
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 David L. Adams, Scimitar
 Gardner D. Burton, Scimitar
 Joe P. Diederich, Scimitar
 Steven J. Sichterman, Scimitar
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 Gothard G. Friesen, Sesostris
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 Randell Farley, Sharon
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 Robert H. Smith, Syrian
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Bryan C. Ferguson, Zem Zem
 Keith A. McKnight, Zem Zem
 James R. Miller, Zem Zem
 Leroy W. Woods, Zem Zem
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IMPERIAL MARSHAL'S AIDES

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Lance R. Ward, Damascus	John D. Smelser, Jr., Suez
Luther G. Baker, Jr., Egypt	Ronald A. "Ron" Nielsen, Tehama
Frank M. Dyer, Egypt	Dennis W. Hewatt, Yaarab
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Tom E Boeckmann, El Kahir	Clifton R. "Clif" Bailey, Zuhrah
	Scott D. Hughes, Zuhrah
	Theodore M. Martz , Zuhrah

Darryl E. Metzger, Zuhrah
Steven D. Scheffert, Zuhrah

Imperial Marshal's Emeriti

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Vice Chairman Emeritus
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J. Michael "Mike" Aaron, Crescent
Lyle F. Maldoon, Damascus
James J. "Jim" Fitzpatrick, El Jebel
Richard E. "Dick" Williams, El Jebel
David B. "Dave" Edwards, El Kalah
Russell J. "Russ" Gunther, El Zaribah
R. Glenn Allen, Gizeh

David Chamberlain, Gizeh
William V. "Bill" King, Habibi
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Louis H. "Lou" Ortt, Sahib
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Gary R. Radvansky, Alzafar
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Gus Lopez, Asiya

Keven A. Kidder, Bagdad
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Charles E. Maddox, Ben Hur
Gregory P. Rye, Ben Hur
James K. Leatherman, Boumi
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Daniel Drew, El Kalah
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 Kenneth L. Skipper, Omar
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 Gregory L. Hoit, Osiris
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 Donald G. Heimbecker, Rajah
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 Jose Javier Lopez Gonzalez, Al Atfal
 Larry N. Tipton, Al Bedoo
 Dennis L. Belford, Al Menah
 Rafael M. Rodriguez Matos, Al Rai'e Saleh
 Raymond K. "Keel" Broom, Al Sihah
 Bobby B. Simmons, Al Sihah
 Jeffery P. Johnson, Alcazar

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 Michael A. Stanley, Alec
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 Michael A. Gordon, Almas
 Eric A. DeWalt, Alzafar
 Michael Long, Alzafar
 Robert M. Norman II, Alzafar
 David A. Olivares, Alzafar
 Gary R. Radvansky, Alzafar
 Larry L. Hersom, Anah
 Ryan C. Otis, Anah
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 Francisco Eric Flores Estrada, Anezeh

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REGION 2
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REGION 3
REGION 3
REGION 4
REGION 4
REGION 5
REGION 5
REGION 6
REGION 6
REGION 7
REGION 7

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Kenneth G. "Kenny" Craven, Omar

**ATTENTION IS CALLED TO THE FOLLOWING AMENDMENTS TO
THE ARTICLES OF INCORPORATION AND BYLAWS OF SHRINERS
INTERNATIONAL AS WELL AS RESOLUTIONS AND REQUESTS THAT
WERE ADOPTED OR APPROVED AT THE 2024 IMPERIAL SESSION**

ARTICLE 1
General Provisions

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

(a) – (s) No change.

(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, however, votes on final adoption of amendments to these bylaws involving the payment of monies to Shriners International shall be by written or electronic ballot. 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.

ARTICLE 1
General Provisions

§ 101.5 Amendments.

(a) through (d) – No change.

(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. Votes on final passage of proposed amendments to these bylaws involving the payment of monies to Shriners International shall be taken by either written or electronic ballot.

(f) and (g) – No change.

ARTICLE 5
Mileage and Per Diem

§ 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 business 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.

(b) **Mileage.** A Representative entitled to a mileage allowance shall be paid within 10 business 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.

(b) (1) through (3) No change.

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) No change

(b) **Titles.** The Imperial Chaplain, Trustees of Shriners Hospitals for Children, Members of a Hospital Board of Governors, Potentates, Past Potentates, 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.

(1) Titles in addition to those listed in § 231.1(b) may be submitted to the Committee on Emblems, Regalia, and Jewels, titles for use on the fez.

(2) The Committee on Emblems, Regalia, and Jewels shall evaluate and make a recommendation to the Board of Directors of Shriners International for approval by the Imperial Potentate, additional titles permitted to be placed on the fez.

(3) The Chairman of the Committee on Emblems, Regalia, and Jewels shall maintain the list of approved titles which shall be reviewed and approved annually by the Imperial Potentate.

Amend. 1984

(c) through (e) No change.

ARTICLE 30
Discipline by Temple

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

(a) to (d)(1) No change

(d) **Restoration.**

(2) If the member is expelled, he cannot be restored and is prohibited from applying again for membership until after the expiration of two years from the date of judgment and expulsion, nor during incarceration, if applicable. Any Noble expelled may petition the temple from which he was expelled for membership in the following manner: he must present a petition for membership, which shall be read at a stated meeting and laid over until the next stated meeting and notice of the petition must be sent to the members. At the next stated meeting, after the presentation of the petition, the following question must be put: "Shall the petitioner be granted membership again?" The vote shall be by paper ballot and separate from any other petition. Otherwise, the voting process shall be the same as on any other petition for membership. If two-thirds of the members present vote affirmatively for his petition, his membership becomes effective in the same manner as if he had never before been a member. If less than two-thirds vote affirmatively for his petition for membership, he remains expelled and is not permitted to petition again for a period of one year thereafter. 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

ARTICLE 34
Temple Business Affairs and Fiscal Regulations

§ 334.5 Temple Financial Transactions.

(a) No change.

(b) **Signatories.** The board of directors shall adopt a resolution or resolutions determining the members of the board of directors authorized as signatories, one of whom shall be the treasurer. The resolution or resolutions shall provide for alternate signatories in the event of the death, resignation, absence, disability, suspension, expulsion, adjudication of mental incompetence, conviction of a felony or of any criminal offense involving moral turpitude, of the principal signatories. Authorization to initiate transfers of funds between, or among, depositories of a temple by a temple officer must be in accordance with written resolutions which have been adopted by the board of directors. The manual or electronic signatures of two of the authorized signatories are required on all other such financial transactions. No rubber-stamped, facsimile or pre-signed signatures are permitted. No authorized signatory shall sign any check which is payable, in whole or in part, to himself, a member of his family or any company which the signatory has a controlling or fiduciary interest in.

(c) No change.

ARTICLE 34
Temple Business Affairs and Fiscal Regulations

§ 334.10 Temple Controlled Corporations.

(a)(1-3) no change

(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, Shriners International Education Foundation or Shriners Hospitals for Children.

(b)-(c) No Change

(d) **Procedure for New Corporations.**

(1)-(3)(i-iv) No Change

(v) in the event of a dissolution of a holding corporation, the assets and funds remaining after the payment of all debts of the corporation shall be conveyed to the temple, Shriners International Education Foundation or Shriners Hospitals for Children.

New section inserted

(vi) in the event of a dissolution of a building preservation corporation, the assets and funds remaining after the payments of all debts of the corporation shall be conveyed to Shriners International Education Foundation or Shriners Hospitals for Children.

(vii)-(viii) renumbered, no changes.

ARTICLE 99
Europe

§ 499.1 Emirat Shriners

(a) Has exclusive jurisdiction in the continent of Europe with the exception of Austria, Great Britain, and Norway.

(b) Has concurrent jurisdiction with Lubnan Shriners in the Countries of the United Arab Emirates and Saudi Arabia.

ARTICLE 104

Lebanon

§ 4104.1 Lubnan Shriners

- (a) Has exclusive jurisdiction in the country of Lebanon.
 - (b) Has concurrent jurisdiction with Emirat Shriners in the Countries of the United Arab Emirates and Saudi Arabia.
-

ARTICLE 66

Massachusetts

§ 466.1 Aleppo Shriners

Has:

- (a) No Change
- (b) Concurrent jurisdiction with Al Rai'e Saleh in the island of Hispaniola which includes the countries of the Dominican Republic and Haiti.
- (c) no change

ARTICLE 101

Puerto Rico

§ 4101.1 Al Rai'e Saleh Shriners

- (a) Has exclusive jurisdiction in the Commonwealth of Puerto Rico and the United States Virgin Islands.
 - (b) Concurrent jurisdiction with Aleppo Shriners in the island of Hispaniola which includes the countries of the Dominican Republic and Haiti.
-

REQUEST FOR DISSOLUTION OF THE PENNSYLVANIA SHRINE ASSOCIATION

At the 2024 annual Imperial Session of Shriners International, the application for dissolution of the Pennsylvania Shrine Association was granted.

REQUEST TO CHANGE TEMPLE LOCATION

At the 2024 annual Imperial Session of Shriners International, the proposal to move Moslem Shriners from 24350 Southfield Road, Southfield, Michigan 48075 to 37987 Interchange Drive, Farmington Hills, Michigan 48335, was found to be in the best interest of the Order. It was, thereupon, approved and the temple's charter was amended accordingly.

PETITION FOR PROPOSED NEW TEMPLE

At the 2024 Imperial Session of Shriners International, the petition of Nobles and Master Masons in Australia for dispensation to form and open a temple in the commonwealth of Australia, city of Gardenvale, Victoria for a period of two (2) years expiring at the opening of the Imperial Session in 2026, as it is constituted on July 4, 2024 to be designated as Acrux Shriners, U.D., was granted.

PETITION FOR PROPOSED NEW TEMPLE

At the 2024 Imperial Session of Shriners International, the petition of Nobles and Master Masons in Paraguay for dispensation to form and open a temple in the Republic of Paraguay, city of Asuncion for a period of two (2) years expiring at the opening of the Imperial Session in 2026, as it is constituted on July 4, 2024 to be designated as Nemy Shriners, U.D., was granted.

REPORT OF TIME AND PLACE COMMITTEE

June 29 – July 3	2025	Atlanta, GA
July 12 – 16	2026	Tampa, FL
June 27 - July 1	2027	Philadelphia, PA
July 9 – 13	2028	Pittsburgh, PA

SOVEREIGNTY, RIGHTS AND RESPONSIBILITIES

Pursuant to resolution of the Representatives, unanimously adopted at the annual session of Shriners International (formerly Imperial Council) on July 7, 1989, the following principles govern our Order:

- 1. The Shrine is a separate and distinct legal fraternal corporation; it must abide by its articles of incorporation and bylaws; and its officers must abide by their oath of office to “strictly conform to the requirements of Shrine law.”** The Shrine accepts that the various Grand Lodges all have different Masonic codes and bylaws that govern their organizations.
- 2. The Shrine believes in the sovereignty and integrity of each of the Grand Lodges.** The Shrine asks that the Grand Lodges accept the sovereignty and integrity of Shriners International and that of Shriners International over its temples. The Shrine believes that it has no power to interfere in the internal affairs of a Grand Lodge. The Shrine asks that the Grand Lodges accept that they have no power to interfere in the internal affairs of Shriners International and its temples.
- 3. The Shrine acknowledges that the various Grand Lodges cannot cede their sovereignty, power and authority to Shriners International and thus be controlled and operated by an independent fraternal organization.** The Shrine asks that the Grand Lodges accept that the Shrine cannot cede its sovereignty, power and authority to the Grand Lodges and thus be controlled and operated by countless independent fraternal organizations.
- 4. Each Noble of the Order is entitled to equal Shrine rights and benefits regardless of his place of domicile.** No person, organization or authority, other than the law of the land or Shriners International, can restrict or limit the Shrine rights and privileges of a Noble of the Order or those of a subordinate temple.
- 5. Neither the Imperial Potentate nor any officer of the Shrine can repeal, revise or ignore any bylaw of Shriners International.** The Shrine is informed, and therefore believes, that the various Grand Lodges have different provisions in their Masonic codes and bylaws concerning this matter.
- 6. The Shrine believes that no Shrine fraternal charges can be brought against a Shriner unless the charges specify the details of the accusation.** The Shrine hopes that the same principles apply in the various Grand Lodges.
- 7. The Shrine believes that no Shriner can be expelled from the Shrine without a fair hearing on specific charges.** The Shrine further believes that there cannot be expulsion of all members of a Shrine temple because of the conduct of a few—when the remaining members are accused of no wrongdoing.
- 8. The Shrine believes that it has no authority to usurp the gavel of authority from the hand of the presiding officer of a Grand or Subordinate Masonic Lodge.** The Shrine asks that the Grand Lodges accept that they have no authority to usurp the gavel of authority from the hand of the presiding officer of Shriners International or a subordinate temple.
- 9. The Shrine believes that the result of a secret ballot on a petition for membership in a Masonic Lodge cannot be overturned by Shriners International.** The Shrine asks that the Grand Lodges accept that the result of a secret ballot on a petition for membership in a Shrine temple cannot be overturned by a Grand Lodge.
- 10. The Shrine believes in the sanctity of the ballot box in Freemasonry.** The Shrine asks that the Grand Lodges accept the sanctity of the ballot box in Shriners International and its subordinate temples.

CORRESPONDENCE TO IMPERIAL POTENTATE

The Imperial Potentate's schedule is extremely demanding. For this reason, **correspondence by Temples and Representatives to the Imperial Potentate must be directed to the Executive Vice President, Shriners International, P. O. Box 31356, Tampa, FL 33631-3356 or officeoftheexecutive@shrinersnet.org.**

This practice will assure expeditious handling of all such correspondence.

Temples are reminded that complaints or correspondence from individual Nobles on Shriners International or temple matters must be handled in accordance with Article 38 of Shriners International bylaws.

IMPERIAL SESSIONS/ANNUAL MEETINGS

AMENDMENTS, RESOLUTIONS, MOTIONS AND REQUESTS

Proposed amendments to the Articles of Incorporation and Bylaws of Shriners International and Shriners Hospitals for Children, as well as any proposed Resolutions, Motions and Requests that are to be considered for adoption at an annual Session of Shriners International or an annual Meeting of Shriners Hospitals for Children, **MUST BE RECEIVED** in proper form by the office of Imperial Recorder of Shriners International or the Secretary of Shriners Hospitals for Children **AT LEAST 60 DAYS** before the annual Session of Shriners International or the annual Meeting of Shriners Hospitals for Children.

LEGAL DEPARTMENT NOTIFICATION— BEQUESTS OR GIFTS FROM ESTATES OR TRUSTS

It appearing that the interests of all nobles, temples, Shriners International and Shriners Hospitals for Children will be well served by the issuance and observance of the following in connection with bequests or gifts from estates or trusts that may be intended for Shriners International or Shriners Hospitals for Children or any of its hospitals or designate in some manner disabled, handicapped or burned children, or have a similar intent.

Therefore, IT IS ORDERED:

- 1. Notification.** Potentates, Treasurers and Recorders of temples are directed to immediately notify and send full particulars to the Legal Department at international headquarters in Tampa of all bequests or gifts from estates or trusts known to them following the death of a Testator or Grantor which may be intended for the benefit of Shriners International or Shriners Hospitals for Children or any of its hospitals, or designate in some manner disabled, handicapped or burned children, or have a similar charitable intent. Additionally, the aforementioned temple officers have the same notification responsibilities related to all bequests and gifts whether or not believed to be intended for the benefit of Shriners International, Shriners Hospitals for Children or for some related charitable purpose.
- 2. Clubs and Units.** Potentates of temples are further directed to inform their Shrine clubs and temple units to follow this same procedure should they be designated in some manner as a conduit for the bequest or gift from estates or trusts to Shriners International or Shriners Hospitals for Children or any of its hospitals, or designate in some manner disabled, handicapped, or burned children, or have a similar intent. Such information is necessary in order that full and complete records may be maintained and so that the Legal Department may take proper steps to protect the interests of our fraternity and philanthropy.
- 3. Authorized Agents.** All temples, Shrine clubs and temple units are hereby notified that the only persons with authority to act for Shriners International or Shriners Hospitals for Children are the corporate officers or duly authorized representatives. Any acceptance of a distribution from an estate or trust in the form of cash or securities and the signing of a court receipt by a representative of the temple, Shrine club or temple unit may prejudice the interests of our fraternal

or charitable organizations, as such signing may constitute a written release to the executor or trustee. Such court receipts, wherein our fraternity or charity is referred to in any manner, may be executed only by authorized officers or duly authorized representatives of Shriners International or Shriners Hospitals for Children.

PUBLICATIONS AND RESOURCES RELATED TO MAKING GIFTS

Potentates and Records of temples are further directed to see that their temple attorney review for accuracy the subject matter of all articles scheduled to appear in temple publications relating to ways of making charitable gifts or transfers to Shriners Hospitals for Children or non-charitable gifts or transfers to Shriners International. The Office of Philanthropy is a valuable resource in providing guidance for making such gifts:

Shriners Children's Office of Planned Giving
Mylegacy@shrinenet.org
813-367-2241
shrinerschildrenslegacy.org

2025 IMPERIAL SESSION OF SHRINERS INTERNATIONAL SPECIAL CONVENTION NOTICE

The 2025 Imperial Session of Shriners International and Annual Meeting of Shriners Hospitals for Children will be held in the city of Atlanta, GA, the week of June 29–July 3, 2025. The Director General is Dennis Hewatt, Yaarab Shriners, 2605 Mountain Road, Milton, GA 30004. His telephone number is 850-866-4004. His email is dennishewatt@aol.com. The 2025 Imperial Session website is <https://www.imperialsession.com>.

Pursuant to §334.12 of the bylaws of Shriners International, each temple is to designate one of its official divan as the authorized agent of the temple to have full authority to make plans for attending this Imperial Session with the units of their temples, and this includes the authority for making contracts for rooms in the Atlanta, GA, area with the Housing Chairman as well as making contracts for transportation incident to this Pilgrimage, provided, however, that such plans shall have been approved by a vote of the membership of the temple in accordance with the temple's bylaws.

The Imperial Potentate desires to bring the following to the attention of all temple officers:

HOUSING—In accordance with past and present instructions, all Potentates, Records, Shrine Associations and nobles are to refrain from making housing arrangements for their units through anyone except the Convention Housing Committee in order to enable the housing committee of the Imperial Session of Shriners International in Atlanta, as well as future Imperial Sessions of Shriners International, to properly negotiate with hotel authorities of the city in which an Imperial Session of Shriners International will be held.

Contact with the convention housing committee must not be made through a travel agency, and then only after an official announcement by the Imperial Potentate naming the city in which the next Imperial Session of Shriners International will be held, with the further direction that any temple having made arrangements for housing its units in violation of this order is hereby directed to cancel the same forthwith. The following order, in compliance with the previous directive and expressly confirming the same, is now issued relating to the 2025 Imperial Session of Shriners International in Atlanta, GA.

Potentates, Records and all other nobles are reminded that an Imperial Session of Shriners International must house (1) Official Imperial Representatives and Shriners Hospitals Members; (2) uniformed units; (3) the general nobility; and (4) the general public—in that order of precedence. The official Representatives are annually paid mileage and per diem to transact the business of the Imperial Session of Shriners International; the uniformed units are present to assure the pageantry, music and color so characteristic of the Shrine. Their housing requirements are paramount. Without the

Representatives, there would be no business transacted to justify the Imperial Session of Shriners International; without the uniformed units, there would be no parade.

Hotel room assignments in Atlanta, GA, are to be obtained through the Housing Chairman. The Housing Chairman is Mike Fincel, Yaarab Shriners, 3380 Financial Center Way, Buford, GA 30519. His phone number is 770-851-3548. His email is rmfincel@gmail.com.

The Executive Vice President's office will handle the assignment of all public meeting space in the Headquarters Hotel and the Convention Center, along with the sleeping room assignments, for the Representatives and other temple officers who are not Representatives, the distinguished guests and vendors. No Potentate, temple, or noble may make a reservation in any of the Headquarters Hotels except through the office of the Executive Vice President.

The Director General is requested to report to the Imperial Potentate any violations of the above directive. It is hoped that no disciplinary action will be found necessary in the case of any Potentate, temple or noble violating either the spirit or the letter of this mandate.

ACCOMMODATIONS FOR FUTURE IMPERIAL SESSIONS OF SHRINERS INTERNATIONAL

Pursuant to resolution of the Representatives, adopted at the Imperial Session of Shriners International on July 3, 1990, and by virtue of the authority in me vested by §206.5(a)(4) of the bylaws of Shriners International, it is hereby Ordered:

WHEREAS, it is acknowledged that each convention corporation of Shriners International must make plans several years in advance of its Imperial Session of Shriners International in order to select a host city, and ensure the Nobility of the finest accommodations available for themselves and their units; and, to obtain the best competitive prices for rooms, facilities and space for the business and pageantry of an Imperial Session; and,

WHEREAS, it is acknowledged that funds essential to the financial success of the annual Imperial Session of Shriners International must also be generated for the expenses that will be incurred in the operation of an Imperial Session of Shriners International, many of which are incurred in the years preceding the actual Imperial Session; and,

WHEREAS, it is acknowledged that a fair and just non-refundable Registration Fee is the primary source for generating the revenues necessary to pay the foregoing expenses, which fee is determined by the number of rooms requested by the temples attending the Imperial Session of Shriners International; and,

WHEREAS, it is acknowledged that the Convention Corporation cannot give a commitment to the several hotels of the host city, nor to the convention bureau thereof, until it has determined an accurate count of the rooms and facilities required for the Imperial Session; and,

WHEREAS, it is further recognized that while the Registration Fee must be required in advance, the payment should not be required so far in advance as to cause an unreasonable financial burden upon the Nobles and the temples.

NOW, THEREFORE, BE IT RESOLVED, That:

1. Each Imperial Officer shall require his Director General and Housing Chairman to be responsible and accountable to make certain that each temple, its units and clubs, have an equal opportunity to obtain the lodging of their choice at the Imperial Session of Shriners International.

2. Commencing with the 1994 Imperial Session of Shriners International, and annually thereafter, each Director General and housing chairman shall establish rules for the allocation of rooms for the subject Imperial Session of Shriners International that will afford all temples an equal right of choice not less than twenty-four months prior to the affected Imperial Session of Shriners International.

3. The procedural rules for the allocation must be such that each temple or other body

is treated equally, justly and fairly, without any favoritism shown to any participant.

4. No registration fee shall be due or accepted by the convention corporation prior to the established allocation date twenty-four months before the public opening of the subject Imperial Session.

5. No lodging units shall be held, reserved or allocated for any temple or other body, except as provided herein (other than the requirements for the Imperial Potentate, the Imperial Chief Rabban and the host temple).

6. The total amount of the registration fee shall be calculated by multiplying the number of lodging units by the Registration Fee for each lodging unit requested by the temple or other body; and it shall be paid in full prior to the allocation date held during each year (24 months prior to the opening date of the Imperial Session for which the allocation is held).

7. The first night's deposit on each lodging unit shall be due and payable on February 1 of the year of the Imperial Session. Any temple or other body not paying the first night's deposit by March 1 of the year of the Imperial Session shall lose all lodging units for which the first night's deposits have not been received and shall forfeit all Registration Fees paid. The convention corporation will be free to reassign forfeited lodging units to other temples or to other bodies requesting lodging.

ANNUAL IMPERIAL SESSION PARADES

Order of Parade Formation:

1. Police escort.
2. Dignitaries other than Masonic.
3. Parade Marshal and his aides.
4. Colors, singly or massed.
5. Musical unit (if possible).
6. Invited non-Shrine bands.
7. Director General.
8. Automobiles of Imperial officers (present and past).
9. Trustees of Shriners Hospitals for Children.
10. Masonic Dignitaries
11. Shrine/Masonic-Related Dignitaries.
12. Invited guests.
13. Uniformed units of host temple. (Uniformed units of other temples in the state or Shrine association will take their places elsewhere in the parade formation according to their charter dates only.)
14. Uniformed units of Imperial Potentate's temple, followed by the other Imperial officers' temples in protocol order
15. Uniformed units of all remaining temples will form in order of their charter dates, the oldest dates going first.

ANNUAL IMPERIAL SESSION PARADE REGULATIONS

The Shrine parade regulations are to be observed, and they are supplemented by the following regulations.

1. Invitations. Invitations to participate in the Annual Imperial Session parade must be in writing and may only be issued by the Director General of the Imperial Session at the direction of the Imperial Potentate. In no event are political organizations, issue advocacy groups or candidates for political office to be invited to participate in the parade.

2. Instructional Meeting. The Potentate of each participating temple shall designate an officer of his temple, and a person from each motorized unit participating in the parade, to meet with the Parade Marshal and the Imperial Marshal prior to the parade(s). The Parade Marshal and Imperial Potentate shall provide such necessary communications to invited guest participants as may be required to facilitate their

participation. The time and place of the meeting will be announced at an appropriate time.

(a) A number of experienced Deputy Parade Marshals shall be provided with two-way radios and special transportation so that they can patrol the parade route. They shall have authority to remove from the parade any unit which is in violation of Shrine parade regulations or which cause a delay of the parade by failing to maintain proper intervals.

(b) Except with the express permission of the Imperial Potentate, no temple shall be permitted to participate in a parade unless it has at least 15 Nobles in its parade display. If it has fewer than 15 Nobles, they may parade with the association, which shall follow the temples by organization date of the association.

(c) No temple empty buses, trucks or trailers shall participate in the parade. This does not apply to temple units composed entirely of automobiles.

3. Temple Officers. No more than five temple officers, including the driver, will be permitted in a car. The temple Potentate is to remain in his vehicle.

4. Number of Motor Vehicles. The use of large numbers of cars in smaller local communities is understandable. However, the Imperial Session parades require no unnecessary vehicles. These may cause an interruption of spectacular marching features for visiting officers and Divans, add confusion and danger in the formation and spoil the pageantry from the viewpoint of the spectators.

5. Floats. All floats must have the prior approval of the Director General.

6. Courtesy. The purpose of Shrine parades is to afford an opportunity for all participating temples to publicly display the pageantry and glamour of the Shrine. To effectuate this purpose, mutual courtesy needs to be extended among all temples and parade participants. Over the years, many temples have expressed dissatisfaction over the lack of consideration by certain participating temples and their units. Splendid marching units, and temples with special display features, located by numerical precedence early in the parade on the actual line of march, have executed spectacular street drills which, in themselves, add much to the general picture, but which retard the forward movement of the parade as a whole. As a result, many of our newer units, located far back in the line of march, have had their forward movement repeatedly halted, experienced exasperating delay, been required to stand in line, finished the parade weary and disgusted and found themselves marching down deserted streets.

SHRINE PARADE REGULATIONS

1. Non-Shriners. Other than the police escort, dignitaries, distinguished guests and Shriners Hospitals for Children patients and any necessary caregiver, only Shriners are permitted in Shrine parades.

2. Cadence. Marching cadence will be 110 steps to the minute, except for specialized units which may require a different cadence.

3. Interval. Intervals of not over 80 feet between temples and 40 feet between units are to be constantly maintained.

4. Impersonations. No impersonations of ethnic groups, females, or political figures are allowed in parades.

5. Vehicle Equipment. No motorized vehicles shall engage their emergency sirens or lights.

6. Safety Laws. Motorcycles, scooters, and other motorized vehicles shall obey local laws regarding speed, prudent operation and the use of hard helmets. In states where helmets are not required, the temple Potentate may direct helmet use for safety reasons instead of fezzes.

7. Throwing Objects. No candy or other objects shall be HANDED OR THROWN from any vehicle in the parade. A Shriner may walk along the edge of a parade route and hand out Shrine information or other appropriate objects.

8. Discharge of Firearms. No explosives or discharge of firearms of any type are permitted.

9. Demeaning Displays. No demeaning displays or other items that may be

considered in poor taste are permitted.

10. Alcoholic Beverages. Members of participating units shall not drink any alcoholic beverages before or during any parade, and they shall be circumspect in the use of soft drinks in public places so as not to give the impression they are drinking alcoholic beverages.

11. Reviewing Stand.

(a) At Imperial Session parades, a reviewing stand is reserved for the exclusive use of the Imperial Potentate, Imperial officers, Past Imperial officers and such guests as invited by the Imperial Potentate.

(b) At the reviewing stand during Imperial parades, temple divans will give the hand salute and must not stop to salaam. The Imperial Potentate (or ranking Imperial officer) receives the salute. When temples from an Imperial Officer's state or province pass in review, that officer receives the salute of these temples along with the Imperial Potentate.

(c) At association of temples parades, the ranking Imperial officer along with the association President or Potentate (as appropriate) receives the salute of all temples. Other Imperial officers and association officers will follow the same procedure as above.

(d) At association of temples parades, the temple Potentates may leave their cars and accept the salutes of their units.

12. "Country" Flags. No "country" flag shall be lowered or dipped when passing the Reviewing Stand or elsewhere.

13. Enforcement. Parade marshals shall enforce all Shrine parade regulations and they shall report any violator to the Potentate of his temple. Failure on the part of a temple Potentate to cooperate with parade marshals shall be reported in writing to the Imperial Potentate.

14. Potentate Responsibility. Each Potentate is personally responsible and accountable for knowingly permitting any violation of parade regulations. Temple Potentates are required to review parade regulations with their temple marshal, the Parade Marshal, and their unit heads.

CIVIC PARADES

1. Shriners Only. Notwithstanding the provisions in §335.11, in parades of temples at annual Sessions of Shriners International, unless written dispensation is received from the Imperial Potentate for the annual Session during his term in office, or in local Shriners parades or exhibitions under the auspices of temples or Shrine associations, only Nobles shall participate.

2. Civic Parades. In civic parades, and non-Shrine public appearances, Nobles, their ladies, children, grandchildren, or other minors related to a Noble including those related by marriage and masonic related or sponsored organizations may participate, with the approval of the Potentate. Only Nobles may perform or compete in any vehicle, ride vehicles with fewer than four wheels, or operate any vehicle while parading, including participation with any of the clubs or units parading.

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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 the proper license required, and verifying 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.

3. 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 significantly and substantially distinguished from the Nobles in dress.

4. Regulations. *Shrine Parade Regulations* 4, 5, 6, 7, 8, 9, 10, 12 and 14 apply to civic parades as well.

TEMPLE GOVERNANCE

1. Potentate. The Potentate of each temple is reminded of his individual official responsibility for the operation of the temple in accordance with the law of the land, Shrine law and the temple bylaws. He is admonished to carefully review all provisions of Shrine law including all provisions of this General Order. The temple Potentate, as part of his congratulatory remarks to a newly initiated Noble, is to present him with a blank petition for initiation and membership; to encourage him to discuss the Shrine with his friends and neighbors; and, when he determines that a person is qualified and expresses an interest in the Shrine, to assist him in completing the petition and filing it with the Recorder of the temple. By personally filing a petition from a friend or neighbor, each newly initiated Noble may find his membership in the Shrine more interesting, and he may be more motivated to participate in its meetings, ceremonies and activities.

2. Board of Directors. The Chief Rabban, in conjunction with all other members of the board of directors, shall prepare and complete the proposed annual budgets of the temple for the ensuing year in time for submission at the temple meeting at which the budgets are to be adopted. The preparation of all proposed temple budgets, including an operating and capital budget, must conform to the *Uniform Chart of Accounts for Shrine Temples* located as an appendix to the international Bylaws book. Once budgets have been adopted by the temple membership, any proposed changes thereto must be presented to and approved by the temple membership at a stated meeting, or special meeting called for the purpose of amending the budgets. When the original budgets, and any amendments thereto, have been adopted by the temple membership, they are to be signed by all members of the board of directors certifying their adoption, and copies thereof shall be sent to the Director of Temple Accounting at international headquarters within 30 days of their adoption.

3. Chief Rabban. In order to eliminate problems, the Chief Rabban shall submit his plans and information on his proposed fundraising and other activities, including tours or cruises, for his administration, to the temple membership at a stated meeting. They must comply with Shrine law and proceed in accordance with the vote of the membership. He may hold meetings with prospective appointees and correspond with them as well.

4. Chaplain. As the membership of the Shrine is made up of all religions and denominations, the Chaplain is reminded that his prayers, invocations and benedictions should not single out any particular religion or denomination but be monotheistic in nature.

5. Withdrawal of Funds.

(a) Disclosure of Shrine Funds. The existence of ALL Shrine funds on deposit in banks, institutions or elsewhere must be disclosed, in writing, to the Temple Recorder to include the account number and bank or institution name and address. **Shriners International Bylaws sections 336.3 and 337.8 requires that every club and unit complete the "Report of shrine club and temple units" report. December bank statements for all active accounts are to be attached to the report, in addition to, final bank statements for any accounts closed during the year. The clubs and units are ultimately responsible for making sure that ALL shrine funds are disclosed and properly reported.** The failure to promptly disclose the existence of ALL Shrine funds to the Temple Recorder, is considered theft of Shrine funds. This disclosure requirement applies to any and ALL Shrine funds held by any Noble, Temple, Club or Unit.

(b) Temples. Temple funds on deposit in banks, institutions or elsewhere may be withdrawn to pay temple obligations, upon the manual or electronic signatures of no fewer than two authorized members of the board of directors. The authorized officers are to be consistent with §327.3, §327.4 and §334.5 of the Shriners International bylaws and are to be designated by a standing resolution adopted by the board of directors of the temple. No facsimile, rubber-stamped or pre-stamped signatures are permitted.

Imprest petty cash funds and checking accounts may be authorized and established by the board of directors of the temple. The reimbursement of imprest cash accounts are to require two or more signatures of authorized members of the board of directors.

Authorization to initiate wire transfers of temple funds between banks or

investment accounts by a temple officer, whether electronically or by signature, must be in accordance with a written standing resolution which has been adopted by the board of directors. A copy of the resolution is to be included in the minutes of the meeting.

(c) **Clubs and Units.** Shrine clubs and temple units shall follow the foregoing procedures.

(d) **Associations.** Associations of temples and associations of units shall follow the foregoing procedures insofar as practical.

6. Contracts.

(a) Shriners International and Shriners Hospitals for Children reaffirm that Shrine Temples and their affiliated entities (hereinafter "Shrine Entity" or "Shrine Entities") are self-governing organizations limited only by the law of the land and Shrine Law. It is not the intent of either SHRINERS INTERNATIONAL or SHRINERS HOSPITALS FOR CHILDREN to alter the considerable autonomy or independence granted to Shrine Entities.

However, both SHRINERS INTERNATIONAL and SHRINERS HOSPITALS FOR CHILDREN recognize that there are instances where contractual relationships formed by Shrine Entities may be construed by others as originating from or as having been authorized by either SHRINERS INTERNATIONAL, SHRINERS HOSPITALS FOR CHILDREN or both.

It is hereby affirmed that SHRINERS INTERNATIONAL and SHRINERS HOSPITALS FOR CHILDREN each expressly reject and deny all responsibility for any such contract entered into by any Shrine Entity unless SHRINERS INTERNATIONAL or SHRINERS HOSPITALS FOR CHILDREN is expressly included as a party to the contract and the contract is signed by authorized officials thereof as defined and required by Shrine Law.

Every contract executed by any Shrine Entity shall include the following paragraphs:

The parties to this contract recognize and acknowledge that SHRINERS INTERNATIONAL and SHRINERS HOSPITALS FOR CHILDREN are not parties hereto and are not bound by the terms of this contract. [Shrine Entity] is not authorized to act as the agent for SHRINERS INTERNATIONAL nor SHRINERS HOSPITALS FOR CHILDREN herein. Notwithstanding the foregoing, nothing stated herein shall act to defeat or negate any rights that either SHRINERS INTERNATIONAL or SHRINERS HOSPITALS FOR CHILDREN may have as third-party beneficiaries to this contract.

[Shrine Entity] hereby agrees to indemnify, defend, and hold harmless both SHRINERS INTERNATIONAL and SHRINERS HOSPITALS FOR CHILDREN for any claims, causes of action, or lawsuits that may be asserted against SHRINERS INTERNATIONAL and SHRINERS HOSPITALS FOR CHILDREN arising from the terms of this contract.

(b) Any proposed contract, including any telemarketing agreement, must, prior to execution:

1. Be reviewed by the temple attorney, who must render his written opinion and advice thereon.

2. Thereafter, if reasonably practical, it shall be submitted, with the written opinion of the temple attorney, to the Divan at a stated meeting or at a special meeting which specifically states the purpose thereof, for approval by the temple. However, if the contract will have a cost to the temple not previously provided for in the budget adopted by the temple, or will, by its term, last longer than 12 months, it must be submitted to the temple for approval.

3. If a contract or agreement involves the collection or receipt of moneys, such moneys must remain under the exclusive or joint control and custody of the temple until disbursed in accordance with the provisions of the contract.

4. If a contract or agreement is for more than one year, it must be executed by all temple officers who are scheduled to be temple Potentates during any

year that the contract is in effect.

5. If a contract or agreement relates to telemarketing for charitable purposes, prior written permission to enter into said contract must be obtained as provided in paragraph 7 of FUNDRAISING ACTIVITIES in this General Order.

7. Whistleblower Policy. This policy shall govern each temple, its officers, members, employees and volunteers. It is intended to prevent improper activities, encourage persons to report what they believe in good faith are improper actions including, but not limited to, questionable accounting practices, and to protect individuals from retaliation for reporting such improper or questionable activities and practices.

(a) **Reporting.** All of the above persons are required to report what they believe in good faith are illegal, improper or questionable activities.

(b) **No Retaliation.** No person who, in good faith, makes such a report shall be harassed, threatened, discriminated against, discharged or subjected to other forms of retaliation. Any person who retaliates is subject to discipline under Shrine law.

(c) **Reporting Violations.** Persons are encouraged to share their questions and concerns with the Potentate or, if he is the subject of the complaint, to any other officer of the temple. If a person believes his or her concern is not being addressed by the temple, he or she may communicate with the Executive Vice President of Shriners International.

(d) **Handling Reports.** Each whistleblower complaint shall be in writing and presented to the Potentate, or if he is the subject of the complaint, to any other officer of the temple. Such officer shall make certain that the complaint is promptly and thoroughly investigated and that a report thereon, with appropriate recommendations, is made to the temple board of directors for corrective action within thirty (30) days of the complaint, unless otherwise extended by the Potentate, or any other officer of the temple, for good cause shown.

(e) **Acting in Good Faith.** Any allegations that prove not to be substantiated, and which prove to have been made maliciously or knowingly to be false, are to be viewed as a serious offense subject to disciplinary action.

(f) **Confidentiality.** Complaints may be submitted on a confidential basis or may be submitted anonymously. They shall be kept confidential to the extent possible, consistent with the need to conduct an adequate and thorough investigation.

8. WebFez Membership Management Platform. WebFez/WebFez MDS is the officially designated membership management platform for Shriners International and all Shrine Temples. All Temples (US and International based) must actively maintain records within WebFez which includes financial transactions, member/prospect follow up and status, and all other relevant member detail. Active maintenance includes seeking support and guidance from Shriners International using platforms and services available.

9. Shriners International Education Foundation Training. Shriners International Education Foundation ("SIEF") exists to support education and training empowering Temples to better equip Shrine leaders and members to have a productive and positive Shrine experience. All Recorders, Treasurers, Temple office staff, Club and Unit leaders, leaders of Temple Membership and Marketing teams and Temple Divan members are strongly encouraged to complete the relevant education sessions offered through SIEF tracks. This is an opportunity to gain the knowledge and skills needed to excel with regard to Temple responsibilities and contribute effectively to each Temple's success.

ARTICLE 30

Discipline by Temple

The Bylaws of Shriners International provide a procedure for discipline within a temple if Shrine law is violated by a Noble. The procedure 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 those concepts are understood and practiced in North America.

Abuse of the Article 30 process, including the filing of multiple, frivolous or unwarranted charges, UNREASONABLE REQUESTS FOR DOCUMENTS, counterclaims, responses to charges, or otherwise abusing the process may be considered to be conduct unbecoming a Noble of the Order, under §206.5(11) of the bylaws of Shriners International.

Decisions on Appeals

Decisions by the Grievances and Appeals Committee are rendered only after all the evidence submitted to the Committee has been thoroughly reviewed and the Committee has had an opportunity to deliberate on the issues presented. Although not every appeal presents extensive exhibits, lengthy transcripts and complicated facts, every appeal is given the time necessary by the Committee to ensure that the decision rendered meets the standard of Fair Play and Substantial Justice as explain in §330.2 of the bylaws of Shriners International.

Although the provisions in §330.4(c) of ARTICLE 30 provide deadlines for making an appeal and providing required information to the Committee, there is no deadline for the Committee to render its decision on the appeal. As noted above, the Committee will take whatever time it deems necessary to thoroughly review the materials submitted and deliberate on its decision.

Decisions rendered by the Committee since the end of the immediately preceding Imperial Session of Shriners International are presented for final decision to Shriners International no later than the third day of the Imperial Session of Shriners International.

With that deadline in mind, ALL NOTICES OF APPEALS AND THE COMPLETE TRANSCRIPT OF THE EVIDENCE SHOULD BE SUBMITTED TO THE OFFICE OF IMPERIAL RECORDER AT LEAST 60 DAYS BEFORE THE OPENING OF THE IMPERIAL SESSION. Any decision on appeals that have Notices of Appeals or complete transcripts of the evidence submitted less than 60 days before the opening of the Imperial Session of Shriners International will only be rendered by the Committee if the Committee is of the opinion it has had sufficient time to thoroughly consider the matter on appeal.

IMPERIAL POTENTATE VISITATIONS

It is the desire of your Imperial Potentate to make as many official visitations as are possible. It is also his desire to fully cooperate with all temples requesting visitations. The temples will understand that it is physically impossible to make every official visitation on the requested date, but every effort will be made to accommodate.

The Imperial Potentate wants you to use his official visit for the best interests of your temple and Shrinedom.

In preparing a program for the official visit of the Imperial Potentate, it is requested that a complete resumé of your temple program and what you desire the Imperial Potentate to do be sent to him (copy to the Executive Vice President) as far in advance as possible. He should be informed at what function you want him to speak and the type of audience he will have: that is, whether Shriners only; Shriners and their ladies; Shriners and Masons and their ladies; or to the public. This will acquaint him with your plans and also give him the opportunity to advise you on your program.

REQUESTS FOR DISPENSATIONS

In requesting dispensation for change in date of stated meetings, locations of annual meetings, participation in stated, special or annual meetings electronically, the holding of a ceremonial in concurrent jurisdiction, holding a meeting or ceremonial on a Sunday, hold a ceremonial session in states, territories or countries where no temple exists, your letter should be addressed to the Imperial Potentate, with copy to the Executive Vice President, and both original letter and copy with any waivers involved should be sent in care of the Executive Vice President.

SHRINE PROTOCOL

1. Shriners International Directory. All temples are urged to utilize the provisions of Shrine Protocol found in the forward pages of your Shriners International Directory. This is a guide that should be used at all times. It will bring order out of chaos in setting up any shrine activity—be it parade, meeting, banquet, seating arrangement or program of any kind. It explains the rank and proper position of officers, organizations, dignitaries, visitors, etc. If you study, understand and use this system of protocol adopted by Shriners International, you will eliminate confusion, embarrassment and hesitation. If you have any questions, please contact the Executive Vice President at Shriners International Headquarters, Tampa, Florida. At Shrine activities, masonic dignitaries are guests. Therefore, protocol requires that the highest ranking Shrine officer speak last.

2. Attention to Flag Bearers. No national flag is to be dipped at the reviewing stand. Please inform your flag bearers so this disrespect to national flags will be eliminated. All flags, other than national flags, may be dipped.

3. Flag Prohibitions. Shriners International, as its name states, is an international fraternal organization. As such, Shriners International simply is not knowledgeable of all historic or current controversies or debates in each member country regarding the proper display of flags or images that reasonably can be construed as a reference to a flag. As a result and to maintain the Principles of the Order and Ethics as stated in the bylaws of Shriners International, it is believed that it is in the best interests of the Order and the Nobility that only the following flags be displayed by a Noble (in his capacity as a member of Shriners International) or by a club, unit, organization of Nobles or affiliated or appendant organizations of Shriners International: a national or state flag as a “state” is defined in §101.3(q) of the bylaws of Shriners International, a temple flag as defined in Article 21 of the bylaws of Shriners International or the Imperial Potentate’s flag.

The display of any other flag or image that reasonably can be construed as a reference to any other flag by a Noble (in his capacity as a member of Shriners International) or by a club, unit, organization of Nobles or affiliated or appendant organizations of Shriners International is prohibited without the written permission of the Imperial Potentate.

LATEX BALLOONS

Shriners Hospitals For Children are renowned for their compassionate care of children. Every reasonable effort is made to ensure that the health of the children is not compromised. In recent years, the use of latex products has come under scrutiny by the healthcare community, federal government and state legislatures. It appears that life threatening reactions to latex products can occur, such as serious allergic reactions and anaphylaxis. It is for the foregoing reasons that latex toy balloons are not to be brought into our hospitals, and extreme caution and common sense should be used by Shrine Clowns and all Shriners when presenting entertainment involving toy balloons.

CEREMONIALS

1. Parades and Outdoor Appearances. It is ordered that candidates who appear in ceremonial parades or in front of the general public must do so in normal street dress. No ropes or demeaning clothing of any type will be allowed.

2. Anti-Hazing. §335.1 of the bylaws of Shriners International states that Shriners shall not “promote or take part in any engagement or enterprise prohibited by the law of the land.” A number of states and provinces have laws commonly referred to as “anti-hazing” laws. In order to comply with the law, and the best interest of the Order, no temple shall use electricity, nor condone any activity or conduct that may cause a candidate embarrassment, distress or injury.

Therefore, it is hereby ordered that all temples, officers, and Nobles are to scrupulously abide by the laws of their respective jurisdictions and the proscriptions enumerated in the previous paragraph. It is possible that this may require some modification of the “Second Section” of your ceremonial of initiation and, if so, these modifications are to be implemented forthwith.

Further, if any temple, officer or Noble has any concern or question concerning the applicability of this Order, the Potentate or temple attorney is to immediately communicate with the General Counsel of Shriners International.

SHRINE CIRCUSES

In order to assure compliance with the bylaws of Shriners International, and to serve the best interests of the Order and Nobility, IT IS HEREBY ORDERED that any temple which sponsors or becomes associated with a circus must comply with the following:

1. Model Agreements. The temple officers and temple attorney are to review the model Circus Agreement and Telemarketing Agreement prepared by General Counsel prior to executing any agreements with circus producers or telemarketers. The temples are encouraged to use as many of the provisions of the model agreements as may be appropriate.

2. Required Provisions. Each circus contract with producers, telemarketers or others must contain:

(a) A hold harmless agreement whereby the circus, telemarketers or other entity involved agrees to indemnify and hold harmless the temple, Shriners International, and Shriners Hospitals for Children from any and all liability, claims and causes of actions as a result of the circus or telemarketing.

(b) The Circus must procure, at its sole expense, comprehensive general liability and property damage insurance. The minimum limits cannot be less than \$1,000,000.00 per occurrence, and it must include at least minimum limits for voluntary medical payments for injury to members and guests as well as fire and explosion and legal liability for any leased premises and for any animal acts included in the circus.

(c) The following shall be included as Additional Insureds, with respect to the operations and activities covered under its policy: “_____ Shriners, Shriners International, an Iowa corporation, and Shriners Hospitals For Children, a Colorado Corporation, and their appendant and affiliated entities and the venue location of the circus.”

(d) A final paragraph which states that the contract has been prepared and it is in accordance with Shriners International General Order No. 1.

3. Long-Term Agreements. The circus contract, and any telemarketing contract, may not exceed one year unless specifically authorized by the temple at a stated meeting or at a special meeting which specifically states the purpose thereof. If the contract is for more than one year, it must be executed by all temple officers who are scheduled to be temple Potentates during any year that the contract is in effect.

4. Prior Approvals. The proposed circus contract and any proposed telemarketing contract, prior to execution, must:

(a) Be reviewed by the temple attorney and he must render his written opinion and advice thereon.

(b) Thereafter, be submitted, with the written opinion of the temple attorney, to the temple at a stated meeting or at a special meeting which specifically states the purpose thereof, for approval by the temple.

5. Circus Daddy Program. If a temple receives contributions for tickets under this program, and the tickets are not requested by the contributor, consideration should be given to distributing the tickets, free of charge, to worthy children in the area.

6. No Excess Tickets. Tickets may not be sold in excess of available space for each performance.

7. Insurance. Comprehensive general liability and property damage insurance must be in effect. Shriners International and Shriners Hospitals for Children must be additional insureds on the policies, and there must be compliance with the Insurance provision of the existing General Order.

8. Law of the Land. The circus must be operated in compliance with the law of the land including, but not limited to, The Revenue Act of 1987, as amended, if it is a U.S. temple.

9. Fundraising. The circus must be operated in compliance with the Fundraising Activities provision of any General Order.

TOURS AND CRUISES

1. The Potentate of any temple which intends to sponsor a tour or cruise must:

(a) Give notice in writing to the Executive Vice President, Shriners International, of such intent with the itinerary thereof and the proposed dates. This provision shall not apply to those pilgrimages which are limited to Shrine association meetings and Imperial Sessions.

(b) Schedule the tour for dates which will not conflict with either the Imperial Session of Shriners International or the Imperial Potentate's tours and cruises.

2. All tours and cruises, as well as pilgrimages, when sponsored by a Potentate or by a temple or otherwise identified with the Order, are "public appearances." Such public appearances are not permitted in any place until notice of such appearance has been given to the Potentate of the temple having jurisdiction of the territory where such public appearance is to be made. The notice hereby required shall be given at least ten (10) days in advance of each public appearance. If the activity is to occur in the jurisdiction of another temple, prior written consent from the other temple must be obtained.

3. No tour or cruise may be sponsored by any temple unless the proposal therefor has first been approved by the members of the temple at a stated meeting after a full and fair disclosure of all terms of the proposal, including the nature and amount of any personal profit or gain to be realized or enjoyed by any member of the temple, or any other person or entity. The temple Potentate is required to obtain a legal opinion from the temple attorney that the tour or cruise is in compliance with the law of the land. For the purposes of this paragraph, complimentary or reduced fares, hotel accommodations, or other benefits for himself or any member of his family shall be considered to be profit or gain. Further, inasmuch as complimentary or reduced fares, hotel accommodations, or other such benefits may constitute taxable income to recipients thereof, such persons should consult their personal tax advisors thereon.

4. The Potentate of any temple which intends to sponsor a tour or cruise has the personal responsibility:

(a) To see that the attorney for the temple is consulted as to the legality and sufficiency of all contracts and other documents required to be executed with respect to such tour or cruise.

(b) To ascertain the fiscal integrity of the tour agent handling the tour or cruise. He may satisfy this requirement by either (1) requiring a performance bond of the tour agent if such agent has exclusive control over withdrawals of the tour account or of tour receipts entrusted to his exclusive care, or (2) making provision that all moneys collected must remain under the exclusive or joint control and custody of the temple until disbursed in accordance with the provisions of the contract.

(c) To see that a full and fair accounting of all receipts, disbursements, and profits or losses realized from such tour or cruise be made to his temple no later than his second stated meeting next following the conclusion of the tour or cruise. A copy of such accounting must be furnished at the same time to the Executive Vice President.

(d) To see that it is made in strict compliance with all public laws and governmental regulations.

(e) To be responsible for seeing that the promotional material clearly states the limits of liability of the carrier and/or its insurer for injury to and loss of life of each passenger, the total for each occurrence, and for damage to or loss of personal property, if the itinerary includes any point outside the continental United States. It is recommended that any disclaimers of liability by travel agent and/or carrier in the promotional material provided the public also include (in close proximity) name of the temple, Shrine club or unit, if applicable.

5. Tours and cruises sponsored by Shrine clubs, units, or other organizations affiliated with or appendant to any temple shall be considered as having been sponsored by such temple and shall be subject to all of the terms and provisions of this General Order.

6. Tours and cruises sponsored by associations of temples, national or international associations of units, and other organizations not affiliated with or appendant to any temple shall be subject to all of the terms and provisions of this General Order in the same manner as if they themselves were temples; and the president or other chief executive officer of any such group which intends to sponsor a tour or cruise shall have the same responsibility as those of the Potentate of a temple which intends to sponsor a tour or cruise.

INSURANCE

In order to assure compliance with the bylaws of Shriners International, and in order to serve the best interests of the Order and Nobility, IT IS HEREBY ORDERED:

1. Insurance Advisory Committee:

In compliance with §334.2(b)(1) of the bylaws of Shriners International, 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. The Insurance Advisory Committee shall have the following duties and responsibilities.

- (1) Review all temple, Shrine club and unit operations and activities, including fundraising events.
- (2) Review, analyze and, when appropriate, appraise all property, real or personal, of the temple, Shrine clubs, units, holding corporations and appendant and affiliated entities.
- (3) Review and analyze the current temple insurance program and all insurance policies of the temple, Shrine clubs, units, holding corporations and appendant and affiliated entities, in order to determine the adequacy of the coverage and limits, specifically to be sure that Temple assets are not underinsured.
- (4) Review and consider whether the temple, Shrine clubs, units, holding corporations and appendant and affiliated entities engage in activities or own property for which there should be:
 - (a) Liquor law liability and host liquor liability insurance covering potential liability related to the sale, consumption, use or dispensing of alcoholic beverages.
 - (b) Products liability and/or completed operations coverage.
 - (c) Blanket contractual liability for all written agreements and, if available, for oral agreements.
 - (d) Parade and/or spectators liability.
 - (e) Carnival, circus or athletic event liability.
 - (f) Owned and non-owned aircraft and watercraft liability insurance and physical damage on owned items.
 - (g) Property insurance.
 - (h) Boiler or machinery coverage for physical damage should be obtained if any exposure exists.
 - (i) Any other insurance coverages warranted by the operations and activities of the temple, Shrine clubs, units, holding corporations and appendant and affiliated entities, including, but not limited to, medical expense reimbursement insurance.
- (5) Annually prepare a written report to the Potentate and official divan of the temple setting forth their findings with regard to the sufficiency of limits and adequacy of coverage. The report should also include recommendations in order to comply with this General Order to adequately protect the temple, Shrine clubs, units, holding corporations and appendant and affiliated entities, and include an estimate as to the cost thereof.
 - (a) This annual report of the Insurance Advisory Committee shall be completed and submitted to the Potentate and official divan of the temple in sufficient time for it to be used by the temple board of directors in preparation of the proposed temple budget for the following year.
 - (b) Supplements to this report shall be made in writing during the year as

events, activities and exposures change.

It shall be the responsibility of the Potentate and Recorder to send a copy of this annual Insurance Advisory Committee report and any supplements thereto to the Corporate Risk Manager, Shriners International Headquarters, Tampa, Florida, by the first day of May of each year.

2. Mandatory Insurance:

In compliance with §334.2(b)(3) of the bylaws of Shriners International, and, if appropriate, state law, every temple must procure for itself, its Shrine clubs, units, holding corporations and appendant and affiliated entities:

- (1) Commercial general liability insurance. The minimum limits (including umbrella coverages) shall be not less than \$1,000,000 per occurrence, and it shall include at least minimum limits for voluntary medical payments for injury to members and guests as well as fire and explosion legal liability for any leased premises.
- (2) Commercial motor vehicle liability insurance. The minimum limits (including umbrella coverages) shall be not less than \$1,000,000 per occurrence. It is required that where temple units and Shrine clubs include member-owned vehicles (including any parade vehicles – whether licensed or unlicensed) used in temple activities, that certificates of the owners' current liability insurance coverage be permanently on file at the temple. The decision regarding the minimum amounts of insurance protection required for these member-owned vehicles rests with the Potentate and temple. However, it is recommended that the highest feasible limits, up to the temple's non-owned insurance limit, be procured.
- (3) Fire and extended coverage or all peril insurance for real and personal property, whether owned or leased shall be insured at minimum of 80% co-insurance of Replacement Cost.
- (4) Workers compensation insurance. As required by state law, including coverage for both paid employees and "volunteer" workers.
- (5) Crime: Every temple, at its own expense, must procure a corporate fidelity bond or employee theft coverage indemnifying it against losses resulting from theft, fraud, embezzlement, or forgery by its officers, employees or nobles, of its funds or property.
- (6) Aircraft. On any owned, non-owned or chartered aircraft, excluding commercial passenger aircraft, involved in hospital patient transportation:
 - (a) The aircraft must have liability insurance of at least \$1,000,000.00 per occurrence if propeller driven and at least \$10,000,000.00 per occurrence if jet powered.
 - (b) The aircraft liability policy must have an amendment or certificate stating that the following are included as additional insureds, with respect to the operations and activities covered under the policy: "Shriners International, an Iowa corporation, and Shriners Hospitals For Children, a Colorado corporation, and all their affiliated corporations."
 - (c) The pilot must be lawfully certificated and current, and (i) if a single engine airplane, have at least 500 total flight hours, of which 100 hours must be in the make and type flown; (ii) if a multi-engine propeller-driven airplane, have at least 1,500 total flight hours, of which 300 hours must be in multi-engine propeller-driven airplanes and 50 hours in the make and type flown; and (iii) if a turbine-powered airplane, have at least 1,500 total flight hours, of which 300 must be in turbine-powered airplanes and 50 hours in the make and type flown.

3. Additional Insureds:

In further compliance with §334.2 of the bylaws of Shriners International:

- (1) In all liability insurance policies written for the temple, its Shrine clubs, units, holding corporations and appendant and affiliated entities, the following shall be included as additional insureds, with respect to the operations and activities covered under its policies: "Shriners International, an Iowa corporation, and Shriners Hospitals for Children, a Colorado corporation, and all their affiliated corporations, entities and associations."

- (2) The Potentate and Recorder of each temple shall be responsible that appropriate certificates of insurance on all workers compensation and liability policies showing compliance with subsections (1)-(6) under Mandatory Insurance above shall be filed with the Corporate Risk Manager, Shriners International Headquarters, Tampa, Florida, 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.
- (3) The certificate of insurance issued by the insurance company shall be "irrevocable" so that no coverage may be canceled or materially altered until notice is provided by the insurance company to the Corporate Risk Manager, Shriners International Headquarters, Tampa, Florida, at least 30 days prior to such action.

4. Miscellaneous:

- (1) A voluntary mass-marketed property and casualty insurance program is now available to each temple and association. The broad liability coverages (similar to umbrella coverages) are specifically designed for fraternities such as ours. The requirements of Shriners International, are automatically included and, in most cases, the premiums are lower because of the bulk discounts for liability and property insurance that are applied. Contact the Corporate Risk Manager, Shriners International Headquarters, Tampa, Florida, or the chairman of the Imperial Insurance Committee for further details.
- (2) Liability limits in excess of the suggested minimum are recommended in most instances and, wherever feasible, consideration should be given to the purchase of "umbrella" or similar coverages for general and automobile liability coverage.
- (3) Directors and Officers Coverage, types A, B, and C, with a limit not less than \$1,000,000 per occurrence is strongly recommended.
- (4) Any temple sponsoring a fundraising event for fraternal purposes, including, but not limited to, circuses, sporting events and other activities, should consider any potential exposure to the athletes, participants and public. Proper liability, including adequate medical and accident coverage for participants, should be purchased.
- (5) Any fundraising event which is for charitable purposes must have prior written permission therefor from the chairmen of the boards of directors and trustees. The temple Potentate, by virtue of his written request to engage in the event, is certifying that his temple has liability, medical, participant's and other appropriate insurance in effect providing good and adequate coverage and limits for the event and that Shriners International, an Iowa corporation, and Shriners Hospitals for Children, a Colorado corporation, and all its affiliated corporations, are included as additional insureds thereon.
- (6) "Named peril" (fire, E.C.E., theft), or "all risk" property insurance should be purchased on a "replacement cost" basis to protect the physical assets (buildings, contents, uniforms, and the like) of the temple, Shrine clubs, units, holding corporations and appended and affiliated entities.

5. Chairmen of Insurance Advisory Committees:

On or before the first day of February of each year, each temple Recorder shall notify the Corporate Risk Manager, Shriners International Headquarters, P. O. Box 31356, Tampa, Florida 33631-3356, of the name of the chairman of the temple Insurance Advisory Committee, together with his address, email address, telephone number, mobile phone number and telecopier number.

HIPAA COMPLIANCE

The Congress of the United States has enacted the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the Department of Health and Human Services has promulgated regulations to implement HIPAA. HIPAA and the regulations are designed to ensure the privacy and security of the protected health information (“PHI”) of patients. Generally, under HIPAA regulations, PHI is defined to include (among other things) an individual’s health information created or received by a health care provider, such as Shriners Hospitals for Children®, that either identifies the individual or can be used to identify the individual.

In the course of their volunteer service, Nobles may learn information regarding patients at Shriners Hospitals for Children. For example, a Noble might receive a patient’s PHI from Shriners Hospitals for Children when providing transportation to and from the hospitals for patients and their families; providing volunteer services within the hospitals; and visiting patients and their families in the hospital to provide cheer and comfort.

In order to help ensure that all Nobles protect the privacy and security of the PHI of Shriners Hospitals for Children patients,

IT IS HEREBY ORDERED as follows, as originally effective as of April 14, 2003 and reaffirmed herein:

1. HIPAA Privacy and Security Principles. The Nobility is to follow these general principles:

- (a) **Protected Health Information.** The more details that are included in a communication concerning a patient, the more likely it is that the information contains PHI and therefore cannot be disclosed without the proper safeguards, such as HIPAA-compliant authorizations, in place. For example, “Our Shrine Club sponsored a child with spina bifida at Shriners Hospitals for Children” is a statement that does not identify a patient and could be published. On the other hand, “Our Shrine Club sponsored Tommy Jones from Smalltown for spina bifida treatment at the Northern California Shriners Hospital” is a statement that does contain PHI and may not be made without the proper safeguards, which may include a signed authorization from the patient or legal guardians, in place.
- (b) **Need to Know.** Information regarding a patient’s PHI should be shared only with those who need to know the information for certain, appropriate purposes directly related to the authorized services being provided. For instance, a Noble who transports children to a Hospital may need to know each child’s name, address and phone number and whether special transportation considerations apply. He does not need to know the child’s diagnosis or prognosis. Shriners Hospitals for Children will share the appropriate information with a Noble who transports a child only after Shriners Hospitals for Children has obtained the requisite authorization for the child (typically from the child’s parents) to have the information shared with the Noble.
- (c) **Minimum Necessary.** In keeping with the “need to know” principle discussed above, the Hospital is allowed to give the Nobility only the minimum information necessary for them to perform their charitable functions. Likewise, the Nobility should not post any information regarding a patient in an area visible by any person (Noble or not) who does not need to know the information.
- (d) **No Further Dissemination.** Information received by any Noble regarding a patient must not be disclosed to third parties unless this disclosure has been specifically authorized by the patient and/or his family.
- (e) **Security of Information.** All PHI must be physically secured at the Temple or the Club or Unit which uses the information in its volunteer activities. In other words, information such as Transportation Reports and any other documents that contain Shriners Hospitals for Children patient PHI must be kept in locked cabinets and/or locked rooms. The Temple must also have in place a written policy that only those who need to know this information are allowed to access the locked cabinet or room.

2. Education. In conjunction with Shriners Hospitals for Children, the Executive Vice President will coordinate the production of HIPAA educational materials for the benefit of the Nobility. All Temples and all Nobles who have any access to patient information must familiarize themselves with these materials. In addition, any Noble, who serves as a volunteer at Shriners Hospitals for Children in any capacity (such as board members or tour guides), must complete Shriners Hospitals for Children's HIPAA Training.

DE MINIMIS DONATIONS OF FRATERNAL FUNDS

It is permissible for a Temple or Club, with the approval of the Potentate, to make a de minimis donation of fraternal funds to a charity or community organization other than Shriners Hospitals for Children or Shriners International Education Foundation. A donation is "de minimis" if it and all other such donations from that Temple or Club do not annually exceed \$1,000.00. (U.S.D.)

FUNDRAISING ACTIVITIES

Strict attention must be given to all fundraising activities, including but not limited to circuses, gaming, bingo and raffles, to make certain that such activities are authorized and comply with the law of the land. In addition, because it is natural to associate the fez with Shriners Hospitals for Children it is essential that a contributor is not led to believe that his money will be used for the Hospitals when all or a portion thereof will be used otherwise. Advertising for all fundraisers must clearly indicate the entity for whom the funds are being raised. The integrity of our charity and of our fraternity must remain above reproach.

Your specific attention is called to the following fraternal and charitable bylaws:

§335.3 Use of Name "Shriners Hospitals For Children." The use of the name "Shriners Hospitals for Children" or reference to the Hospitals in connection with any fundraising 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.

§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.

Now, therefore, IT IS HEREBY ORDERED:

1. Fundraising for Fraternal Purposes:

- (a) No Noble (in his capacity as a Shriner), club, unit, organization of Nobles or affiliated or appendant corporations, shall engage in any fundraising activity without the express written consent of the Potentate of the temple having jurisdiction thereof.
- (b) There can be no representation, express or implied, that the proceeds will be for the benefit of Shriners Hospitals for Children.
- (c) The temple Potentate shall carefully examine all phases of the advertising, promotion and solicitation to determine that it complies with §335.3 and §503.11 of the fraternal and charitable bylaws and that there is no representation, expressed or implied, that would lead a reasonably prudent person to believe that the proceeds will be for the benefit of Shriners Hospitals for Children. If the Potentate is in doubt, he must receive the opinion of the Imperial Potentate who, after consultation with the Director of Temple Accounting, shall make the final determination.
- (d) The temple Potentate must approve the terms and provisions of any contract for a fundraising activity after receiving the advice of the temple attorney, and, additionally, as may be required by the temple bylaws.
- (e) A copy of the temple Potentate's written consent shall be emailed to the Executive Vice President, Shriners International at officeoftheexecutive@shrinenet.org. Further, such written material pertaining to the fundraising

activity, as requested by the Executive Vice President, Shriners International, shall be promptly mailed to him.

2. Fundraising for Charitable Purposes:

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- (a) No Noble (in his capacity as a Shriner), club, unit, organization of Nobles or affiliated or appendant corporations shall engage in any charitable fundraising activity other than for Shriners Hospitals for Children. A request to fundraise for Shriners Hospitals for Children is now initiated through a module in WebFez. The temple recorder and/or designated staff are required to take online training to gain access to the module. See updated Charitable Fundraising – Approval and Reporting on page 44 of this publication. Permission therefor must be first obtained in writing or via electronic authorization from the temple Potentate. The temple Potentate must then obtain written permission from the chairmen of the boards of directors and trustees. This request for written permission shall be sent to events@shrinenet.org. *No charitable fundraising activity shall be held in the jurisdiction of another temple without the written permission of the Potentate of that temple.*
- (i) A joint charitable fundraising activity with another 501(c)(3) charity may be authorized, provided that a minimum of 50% of the net proceeds are for the benefit of Shriners Hospitals for Children, and the chairmen of the boards of directors and trustees determine, on a case by case basis, that it is in the best interest of Shriners Hospitals for Children and they grant their written permission for the activity.
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- (ii) A charitable fundraising activity conducted by a temple located outside of the U.S.A. and Canada may be authorized for other charities, provided that the chairmen of the boards of directors and trustees determine, on a case by case basis, that it is in the best interest of Shriners Hospitals for Children and they grant their written permission for the activity.
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- (iii) No charitable funds from a charitable fundraising event may be distributed to charities other than Shriners Hospitals for Children if the written fundraising request and written permission do not specifically include that other charity.
- (b) All Shrine temples and their units, Shrine clubs, Shrine Associations and their units and Imperial Sessions of Shriners International are prohibited from engaging telemarketing firms and direct mail firms to assist with fundraising for Shriners Hospitals for Children. No new contracts are permitted without first obtaining written permission from the chairmen of the boards of directors and trustees.
- (c) 100% of net proceeds (as defined in the Charitable Fundraising—Approval And Reporting provisions of this General Order) from charitable fundraising must be given to Shriners Hospitals for Children except for such portion thereof as may be permitted to be retained for the temple Shrine Hospital Patient Transportation Fund, pursuant to the Special Purpose Funds provisions of any General Order. Provided, however, if the chairmen of the boards of directors and trustees determine for good cause shown, that the law of the land requires that a portion of the net proceeds must be distributed locally, then they may, if they determine it to be in the best interest of Shriners Hospitals for Children, grant their written permission for such distribution. The remaining net proceeds from charitable fundraising must be given to Shriners Hospitals for Children and may not be designated or restricted in any way other than for research at one or all of our hospitals.
- (d) The temple shall report the result of each charitable fundraising activity within sixty days of the activity, pursuant to the *Charitable Fundraising—Approval And Reporting* provisions of any General Order.
- (e) This section shall not apply to activities exempt under §335.4(b) of the bylaws of Shriners International.

- (f) Each independent corporation or entity that receives the permission of the chairmen of the boards of directors and trustees to raise moneys for Shriners Hospitals for Children, and which does not have its financial statements reviewed pursuant to §§334.6 & 337.8 of the bylaws of Shriners International, shall have its financial statements audited by a certified, chartered or licensed public accountant and shall submit such audit report to Shriners International within 120 days of the activity.

3. Statement of Purpose and Disclosure:

- (a) Every fundraising activity must contain factual information on its solicitation material, tickets, programs and documents, including all electronically transmitted material, regarding the use of the proceeds.

Examples: "Proceeds are for the benefit of (Shriners) (Shrine club) activities."
"Proceeds are for the benefit of Shriners Hospitals for Children."

- (b) Every fundraising activity which is not entirely for the benefit of Shriners Hospitals for Children shall prominently state on all solicitation material, including tickets, programs, documents and electronically transmitted material, that "payments are not deductible as charitable contributions."

- (c) There must be compliance with the *Revenue Act of 1987* provision of any general order by U.S. temples.

4. Compliance with Applicable Laws: It is the responsibility of the temple Potentate, after receiving the advice of the temple attorney, to determine that there is compliance with all applicable laws in its jurisdiction for the temple's fundraising activities.

5. Financial Records:

- (a) The temple shall maintain detailed financial records pertaining to all fundraising activities involving Nobles, clubs, units, organizations of Nobles and affiliated and appendant corporations. Details of all revenues and expenditures shall be maintained in such financial records.
- (b) The temple must retain such detailed financial records for a period of seven (7) years.
- (c) There must be compliance with *Financial Reporting on Charitable Funds* and Activities provision of any General Order.

6. Notification to Nobility: A copy of the *Fundraising Activities* provisions of this General Order shall be printed in the temple publication at least once every calendar year. If there is no temple publication, then a copy shall be sent to each Noble in the temple not later than the last day in March of each calendar year.

7. Prior Permission: Every Noble (in his capacity as a Shriner), club, unit, temple, organization of Nobles or affiliated or appendant corporations is prohibited from entering into any telemarketing agreement or contract to raise money for the benefit of Shriners Hospitals for Children without first obtaining written permission from the chairmen of the boards of directors and trustees. This request for written permission shall be sent to the Chief Philanthropy Officer, Shriners Hospitals for Children, at events@shrinenet.org.

8. Discipline: Any officer, Noble or temple which violates a provision of *Fundraising Activities* is subject to discipline pursuant to the bylaws of Shriners International.

9. Shriners International Education Foundation: Notwithstanding the previous provisions of FUNDRAISING ACTIVITIES stated above, Nobles may contribute, encourage other Nobles to contribute and engage in charitable fundraising activities directly to Nobles and their families for the benefit of the Shriners International Education Foundation.

SPECIAL PURPOSE FUNDS

Inasmuch as Shriners Hospitals for Children are the primary charitable concern of the Order, it is necessary that Shriners International exert every effort to ensure that Shriners Hospitals for Children are financially stable and have adequate funding for operational needs. The reports of the Special Purpose Funds Committee have indicated to the

Imperial Potentate and the board of directors that some temples, either directly or through Special Purpose Funds, have accumulated charitable funds and assets that are in excess of amounts reasonably needed for transportation of patients and could be better utilized for our orthopaedic and burns hospitals if they were administered together with other endowment funds and accounts of Shriners Hospitals for Children.

Now, therefore, by virtue of the authority in me vested by §206.5(a)(4) of the bylaws of Shriners International, IT IS HEREBY ORDERED:

1. Sole Charity. Neither the temples and their Shrine clubs, their units, nor their membership shall solicit charitable gifts or bequests for any purpose, organizations, or charities other than Shriners Hospitals for Children, except as may be allowed by §335.4(b) of the bylaws of Shriners International and the provisions of paragraphs 2(a)(1) and 9 of FUNDRAISING ACTIVITIES herein.

2. Restricted Fund. A temple shall maintain a separate bank account or accounts, designated Shrine Hospital Patient Transportation Fund for disbursements and expenses, in accordance with the provisions of Shrine Hospital Patient Transportation Fund herein.

- (a) All receipts and disbursements related to charitable activities shall be clearly designated and classified as such in the books of all temples, temple affiliated corporations, Shrine clubs, committees, boards, or other entities subject to the supervision or control of any temple; and such books of accounts shall be reviewed annually in a manner consistent with the requirements of §334.6 of the bylaws of Shriners International.
- (b) The custody and administration of all charitable funds and assets under the control of any temple, including those of temple affiliated corporations, Shrine clubs, committees, boards, and other entities subject to the supervision or control of any temple, shall be the responsibility of the board of directors who are charged with the custody and administration of the general funds of the temple. The temple shall maintain a separate bank account or accounts designated *Shrine Hospital Patient Transportation Fund*, to make deposits and disbursements for the purposes herein authorized. Interest earned on the restricted fund balance must be credited to the hospital patient fund account.
- (c) Any temple may be required by the Imperial Potentate to show cause why any part of its charitable funds or assets not reasonably needed for purposes permitted under paragraph 1 hereof should not be transferred to Shriners Hospitals for Children; and the board of directors of the Iowa Corporation shall have the power to require the transfer to Shriners Hospitals for Children of any such charitable funds or assets not reasonably needed for the purposes permitted under this paragraph after the temple has been given a reasonable opportunity to be heard by the board of directors or by a committee thereof with respect to the matter.
- (d) After a fundraising event for the benefit of Shriners Hospitals for Children has been held, and upon written request to, and written authorization by, the chairmen of the boards of directors and trustees of Shriners Hospitals for Children, up to one-half of the net proceeds of a designated fundraising activity may be held by a temple to be used exclusively for disbursements and expenses in accordance with the provisions of *Shrine Hospital Patient Transportation Fund* herein. Such retained funds, including interest earned on the funds, shall be maintained pursuant to the *Uniform Chart of Accounts for Shrine Temples*, in a separate account designated as the "Shrine Hospital Patient Transportation Fund." The balance in the fund shall not exceed twice the amount of the expenditures made from such fund during the preceding year, unless the chairmen of the boards of directors and trustees so authorize. Any sums in excess of that shall be turned over to Shriners Hospitals for Children. If for any reason this fund should terminate, the entire balance in the fund shall revert to Shriners Hospitals for Children.
- (e) In the event a temple is experiencing an undue hardship in meeting the expenses enumerated in subparagraph (g), its written request should so specify. When

such a request is received through the events@shrinenet.org email, it shall be collected for review by Shriners Hospitals for Children staff designated by the chairmen of the boards of trustees and directors who shall issue a recommendation thereon. Thereafter, if the chairmen of the boards of directors and trustees, after a review of all of the circumstances, make a finding of undue hardship, they may authorize the temple to retain a percentage in excess of 50% of the net proceeds of the designated fundraising activity, solely for the uses enumerated in subparagraph (g). This authorization shall apply only to a specific fundraising event or activity, and that event or activity shall not have a duration of longer than one year.

- (f) Prior to the granting of authorization to retain a fund balance in excess of twice the amount of expenditures made from the fund during the preceding year, or to retain funds from fundraising events, as outlined under subparagraphs (g) and (h) hereof, the temple must submit its request in writing and must have on file with Shriners International or attach to the request:
 - (i) Reviewed statements of its transportation fund for the past three years, such statements to include a statement of receipts and disbursements and balance sheet as of the date of the last review.
 - (ii) A summary of the total receipts and disbursements for each month since the last reviewed statement and a current month end balance sheet.
- (g) In the event a temple has insufficient independent funds and ability to purchase a hospital van and it desires to use moneys from a charitable fundraising activity or from its Shrine Hospital Patient Transportation Fund, or both, it shall make a request pursuant to the *Shrine Hospital Patient Transportation Fund* provisions in any General Order.
- (h) A temple with the approval of its board of directors, may make disbursements from its temple hospital transportation fund to Shriners Hospitals for Children and to the Headquarters Emergency Transportation Fund.
- (i) No permission will be given for any fundraising event or the use of the name Shriners Hospitals for Children or for the retention of funds if any Shrine Charity Activity (CAF) form for a previous fundraising event authorized to be held by the temple or any of its Shrine clubs or units is remaining outstanding for more than 120 days after the event was held at the time the request is made.

3. Compliance with Law. All fundraising activities must comply with the law of the land and Shrine law, including the *Fundraising Activities* provisions of any General Order.

SPECIAL PURPOSE FUNDS FOR RESEARCH

Now, therefore, by virtue of the authority vested in me by §206.5(a)(4), the temples, their shrine clubs, their units and their membership (in addition to their current authority to solicit unrestricted donations for SHC) are permitted to solicit charitable gifts or bequests with the restriction that the donation be used only for research at one, or all, of our hospitals, provided any such solicitations comply with all other portions of this General Order, including but not limited to the portions captioned FUNDRAISING ACTIVITIES and CHARITABLE FUNDRAISING – APPROVAL AND REPORTING and further provided that any such restricted donation clearly designate by accompanying correspondence or on the face of the donation the restrictions placed on the donation and, further provided, the donation and accompanying correspondence be delivered directly to the hospitals for processing and acceptance of the restriction. No other type of restricted gifts may be solicited. No other designation or restriction may be placed on any funds raised by Shrine temples and their units, Shrine clubs, Shrine Associations and their units and Imperial Sessions of Shriners International in the name of Shriners Hospitals for Children.

CHARITABLE FUNDRAISING—APPROVAL AND REPORTING

(Now completed online via WebFez module)

1. Approval. A request to fundraise for Shriners Hospitals for Children is now initiated through a module in WebFez. The temple recorder and/or designated staff are required to take online training to gain access to the module. A Shrine Club or Temple Unit, requesting to fundraise, should contact the temple recorder to obtain the required permission request form to complete and when completed, notify the temple recorder to obtain the temple potentate's approval in writing or via electronic authorization. All temple, Shrine Club and Temple Unit permission to engage in a charitable fundraising activity must be given by the temple Potentate in writing or via electronic authorization. Temple staff enter the Charity Activity request in WebFez and the request is pended at that time for review by the Office of Philanthropy. The temple Potentate must then obtain written permission from the chairmen of the boards of directors and trustees of the Hospitals. This request for written permission shall be sent to events@shrinenet.org. If permission is granted, a Charity Activity Form will be issued in WebFez for the temple to complete online at the conclusion of the event.

2. Reporting. The temple shall report the results of the charitable fundraising activity via the online Charity Activity Form in WebFez within sixty (60) days of the activity. The net proceeds from the charitable fundraising activity must be remitted to the Office of Philanthropy, Gift Processing, 2900 N. Rocky Point Dr. Tampa, FL 33607 with the Charity Activity Form number referenced on the check, or proof of distribution to the previously authorized hospital, must be provided to the events@shrinenet.org. Provided, however, if the chairmen of the boards of directors and trustees determine, for good cause shown, that the law of the land requires that a portion of the net proceeds must be distributed locally, then they may, if they determine it to be in the best interest of Shriners Hospitals for Children, grant their written permission for such distribution. The remaining net proceeds from charitable fundraising must be given to Shriners Hospitals for Children and may not be designated or restricted in any way other than for research at one or all of our locations. Also, gross receipts of \$200,000 or more must be audited by an independent public accountant.

3. Net Proceeds. The temple, in order to determine net proceeds, is allowed to deduct the ordinary, necessary and reasonable cost of the fundraising activity (direct and indirect expenses) from the gross receipts of the fundraising activity.

Checks collected during a charitable fundraiser made payable to Shriners Hospitals for Children must be forwarded directly to the Shriners Hospitals for Children and cannot be used by the temple to reimburse their expenses without prior approval of the chairmen of the boards of directors and trustees.

4. Interest. A temple which fails to remit the net proceeds from a charitable fundraising activity within sixty (60) days of the activity, without having been granted a written extension by the chairmen of the boards of directors and trustees, for good cause shown, shall be assessed interest at the legal rate allowable in the jurisdiction of the activity, or the amount earned on the net proceeds, whichever is higher, retroactive to the date of the activity.

5. Limitation of Action. The completion of an online Charity Activity Form in WebFez and the acceptance of the net proceeds is not presumptive evidence as to the accuracy of the financial reporting of the activity. The activity may be reviewed or audited by Shriners International at any future date, and the temple is responsible for the amount of the net proceeds, as finally determined by the review or audit, as well as any interest thereon, assessed at the legal rate allowable in the jurisdiction of the activity, or the amount earned on the net proceeds, whichever is higher, retroactive to the date of the activity.

SHRINE HOSPITAL PATIENT TRANSPORTATION FUND

1. Authorization. A temple shall maintain a separate bank account or accounts designated Shrine Hospital Patient Transportation Fund.

2. Purpose. It is a restricted account and it is owned by Shriners Hospitals for Children, and is designated for the following deposits and disbursements.

(a) Deposits. Charitable contributions for a temple's Shrine Hospital Patient

Transportation Fund, interest earned on these charitable contributions, and the authorized retained net proceeds from charitable fundraisers, are to be deposited in this fund and reported as revenues to the temple's Shrine Hospital Patient Transportation Fund.

(b) Expenditures. Expenditures from a temple's Shrine Hospital Patient Transportation Fund are limited to the payment of the following direct, ordinary, necessary and reasonable expenses:

(i) **Temple Hospital Van.** Fuel, oil, tolls, maintenance, signage, improvements, repairs, insurance, taxes and tags.

(ii) **Air travel.** Commercial air travel for patient, parent or guardian.

(iii) **Alternative transportation.** Bus, train and taxi fare, and rental of a van, if necessary and in excess of \$1,000 (after receiving the prior written consent of the chairmen of the boards of directors and trustees, which consent shall not be given without the prior review and advice of the Director of Temple Accounting).

(iv) **Garage:** Actual costs to house hospital transportation vans, i.e., utilities, normal maintenance, property insurance, taxes and rent to outside owners. (This does not include building purchase, construction costs or depreciation).

(v) **Trip supplies** for driver, parent, guardian and patient.

(vi) **Lodging and meals** for driver, parent, guardian and patient.

(vii) **Visa and Passport** fees for driver, parent, guardian and patient, which are directly related to patient travel and which are necessary in order to facilitate access to healthcare services provided by Shriners Hospitals for Children.

(viii) **Mileage reimbursement.** Any mileage expense for the transportation of patients must be substantiated by the use of an online map program showing the beginning and ending locations, using the shortest feasible route and the IRS mileage rate for medical travel.

(ix) **Communication.** Postage, long-distance and mobile phone charges that are exclusively for hospital transportation use. Any allocations of telephone and internet charges sought by the Temple must be based on a percentage of use study that has been reviewed and approved by the temple's board of directors. It is the responsibility of the Temple to implement and document the approved percentage of use study. Any allocation must be substantiated by written documentation of how the percentages were determined and be reviewed and approved by the temple's board of directors. The percentage of use studies, the process of review and updating the percentages and the approval process of the expense by temple leadership must be documented in writing and maintained at the temple.

(x) **Clerical assistance.** The scheduling of hospital patient transportation is considered an ordinary, necessary and reasonable activity of the board of directors of a temple and, therefore, is not considered as an expense to be paid from a temple's Shrine Hospital Patient Transportation Fund. If the occasion arises when none of the members of the board of directors is available to discharge such activity, it is recommended that the board of directors maintain a list of Nobles who will voluntarily provide such assistance.

Any other expenses that are sought to be allocated to clerical assistance must be substantiated by one of the methods acceptable under generally accepted accounting principles, such as timesheets, time studies or employee attestation statements. It is the responsibility of the temple to determine which of the authorized allocation methods are chosen to be implemented and documented. The allocations must be substantiated by contemporaneously created records and be reviewed and approved by the temple's board of directors. The chosen method of allocation, the process of review and updating the allocations and the approval process of the expense by temple leadership must be documented in writing and maintained at the temple.

(xi) **Office supplies.** Must be exclusively for hospital patient transportation

purposes and based on usage.

(xii) **Off-premises and telemedicine clinics.**

(xiii) **Shriners Hospitals for Children.**

(xiv) **Transfers to other funds.** Transfers to the hospital patient transportation fund of another temple must be in accordance with the standing resolutions adopted by the boards of directors and trustees, including the standing resolution adopted on January 13, 1999 that is located on page 5 of Section 7 of the *Temple Financial Manual*.

(c) **Hospital Van.** In the event a temple has insufficient independent funds and ability to purchase a hospital van and it desires to use moneys from a charitable fundraising activity or from its temple *Shrine Hospital Patient Transportation Fund*, or both, it shall make a written request to the chairmen of the boards of directors and trustees of Shriners Hospitals for Children. The written request shall be reviewed by the Executive Vice President and The Director of Temple Accounting, and they shall issue their recommendations thereon. Thereafter, if the chairmen of the boards of directors and trustees, after a review of all of the circumstances, make a finding of need, they may authorize the temple to use all or a portion of a designated fundraising activity or moneys from the temple's *Shrine Hospital Patient Transportation Fund*, or both, for the purchase of a hospital van. This hospital van shall be wrapped or painted in conformity with a design and format deemed acceptable by the Chief Marketing Officer, as consistent with the signage and lettering approved by the Boards of Directors and Trustees for such future vehicles approved for purchase. A hospital van must be designated and used in accordance with the standing resolution adopted by the boards of directors and trustees on November 11, 2022, that is located on page 4 of Section 7 of the Temple Financial Manual or any subsequent Resolution adopted to replace it.

(d) **Other Expenditures.** A temple may not incur or pay any other expenses or expenditures from the temple's *Shrine Hospital Patient Transportation Fund* without receiving the prior written consent of the chairmen of the boards of directors and trustees, which consent shall not be given without the prior review and advice of the Director of Temple Accounting. There must be unique and compelling reasons advanced by the temple making the request and the temple must provide convincing evidence that it cannot reasonably carry on its intended activity without such consent. These expenses or expenditures must be substantiated with contemporaneous written documents.

3. Investment. The moneys in the temple's *Shrine Hospital Patient Transportation Fund* may be invested only in accounts which are insured by the FDIC, or are the obligation of the United States of America or the Canadian Federal Government. Stated maturities at the time of purchase may not exceed five years.

4. Temple Auditor's Report. The annual auditor's financial report for the temple shall include a separate column for the temple's *Shrine Hospital Patient Transportation Fund* activity on the temple's Statement of Financial Position, Statement of Activities and Changes in Net Assets and Statement of Cash Flows for the current year, or include the recommended Schedule 2, "Detailed Statement of Activities and Changes in Net Assets with Donor Restrictions" and present a combined Statement of Financial Position and Statement of Cash Flows. (For a sample copy of these statements see Form #21 in the Forms section of the Bylaws of Shriners International, or *Temple Financial Manual*, Section 2, pages 14-26.)

5. Temple's Report. A temple must complete the annual accounting form that it receives from the Director of Temple Accounting by the last day of January of each year showing, in detail and using the uniform chart of accounts for Shrine Hospital Patient Transportation Fund, all deposits into, and expenditures from, the temple's Shrine Hospital Patient Transportation Fund.

6. Shrine Clubs. In the event that a temple determines that a Shrine club should be allowed to expend money from the temple's *Shrine Hospital Patient Transportation*

Fund because of the distance of the Shrine club from the temple, the temple board of directors must establish an imprest checking account for the Shrine club. The procedures for establishing such an imprest checking account may be obtained from the Director of Temple Accounting at international headquarters.

USE OF INTELLECTUAL PROPERTY

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 at an Annual Imperial Session of Shriners International or by the Board of Directors of Shriners International per the provisions of §335.2 of the bylaws of Shriners International.

Use of Shriners International’s intellectual property or protected marks, such as its trademarks, copyrights, and educational materials as located in and related to digital/printed publications, fraternal services, fraternal membership, and apparel is strictly prohibited unless the temple receives written authorization from the Chief Marketing and Communications Officer for singular-use activities in accordance with stated terms and conditions. The words “Shriners International”, the image of the scimitar, and non-abstract images of the Fez, remain available for usage by Shriners subject to the provisions of §335.2 of the bylaws of Shriners International.

Temples may be granted access to Shriners International Protected Marks for purposes including, but not limited to, newsletters, websites, and social media. Permission must be obtained in writing prior to use. To request use of these marks, please email marketing@shrinenet.org. Requests for permission to use on promotional items such as hats or shirts will not be considered.

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GUIDELINES FOR THE USE OF SOCIAL MEDIA

The following guidelines apply to the use of social media by all Nobles in their capacity as a Shriner, or in which one identifies himself as a Shriner through images or words on personal or public social media platforms and websites, as well as on behalf of all Shrine Associations, Temples, Units and Shrine Clubs. Nobles should always be aware that all electronic communications are permanent and may be made public, even if deleted.

Nothing in this section imposes any limitation on purely independent speech or expression which is unrelated to the Shrine. Each member must determine for himself whether his personal communications or conduct, online or in person, meet the extremely high standards expected of a Shriner.

All internet and cellular phone based electronic communications must:

1. Be in compliance with and conform to the Code of Ethics of Shriners International (Bylaws §210.7).
2. Reflect positively on Shriners International and Shriners Hospitals for Children.
3. Not contain content or commentary that is antagonistic, bullying, confidential, defamatory, harassing, offensive, political, pornographic, profane, racially motivated or religious.
4. Not contain a third party’s copyrighted material, trademarks, service marks or other protected material.
5. Not post private temple and fraternal matters on public facing social media. These matters include, but are not limited to:
 - a. Legal, disciplinary, and personnel issues;
 - b. A pending petition for membership of a particular candidate;
 - c. Financial matters related to the fraternity or charity; and
 - d. Fraternal or charitable legislative proposals, such as “the Call” for Imperial Sessions.
6. Be factually accurate and based on credible information. Acknowledge and correct mistakes promptly.
7. Adhere to the branding and stylistic guidelines contained in the Shriners

International Fraternal Style Guide and the Shriners Hospitals for Children Identity Standards and Guidelines. These guidelines can currently be found on the Shriners International website in the members section.

In addition, all official Association, Temple, Unit and Shrine Club social media profiles, websites, and accounts must be accessible to and controlled by more than one administrator. Violation of these guidelines may be considered in determining whether such posts constitute conduct unbecoming a Noble.

ASSOCIATION, TEMPLE, UNIT AND SHRINE CLUB REPORTS

All reports submitted to Shriners International by Associations, Temples, Units and Shrine Clubs must be printed in English.

UNIT AND SHRINE CLUB LEADER INFORMATION

(a) **Election of Officers:** The election of Club/Unit officers shall be held on or before October 31st each year.

(b) **Duty of Club/Unit Secretary:** It is the duty of the Club/Unit Secretary (or the person performing those duties regardless of title) to:

1. On or before November 30th of each year, provide to the Temple Recorder or update within the WebFez membership tracking system the presently elected Club/Unit officers for the ensuing Shrine year including verified name, address, telephone number(s), e-mail addresses and other relevant information.
2. On or before December 31st of each year, provide to the Temple Recorder or update within the WebFez membership tracking system the list of Club/Unit members for the ensuing Shrine year including verified name, address, telephone number(s), e-mail addresses and other relevant information.
3. Should the Club/Unit Secretary (or the person performing those duties regardless of title) update the information above directly into the WebFez membership tracking system, they must then notify the Temple Recorder on or before the respective dates that the information has been verified and that the directives listed above have been completed.

(c) **Duty of Temple Recorder:**

1. Ensure that all Clubs/Units of the Temple have been created within the WebFez membership tracking system and populated with the current officers and members.
2. At the discretion of the Temple, provide appropriate access for Club/Unit officers to the WebFez membership tracking system. If the Temple chooses not to provide this access, the Temple Recorder will be responsible for annually updating all pertinent Club/Unit information within the WebFez membership tracking system including officers and membership.
3. Follow-up and confirm with all of the Temple Club/Unit Secretaries (or the person performing those duties regardless of title) that the duties of the Club/Unit Secretary have been completed and fulfilled as listed in the directives and by the dates above.
4. On or before December 31st of each year, update or ensure that the WebFez membership tracking system has been updated with the presently elected Club/Unit officers for the ensuing Shrine year including verified name, address, telephone number(s), e-mail addresses and other relevant information.

THE REVENUE ACT OF 1987

The Revenue Act is the law of the land in the U.S.A. One of its provisions became effective for fundraising solicitations of any sort occurring after January 31, 1988. Another provision was effective as to I.R.S. information returns (Form 990) filed after December 31, 1987. This will call your attention to the Act. It is the obligation of all

temples operating under U.S. law to comply with it and to obtain guidance thereon from your temple attorney and accountant. Temples operating under laws other than U.S. law must follow the requirements set forth in "COMPLIANCE WITH INTERNATIONAL REPORTING REQUIREMENTS" in this General Order.

1. LABELING OF NONDEDUCTIBLE FUNDRAISING SOLICITATIONS.

(a) On and after February 1, 1988 every fraternal organization, having annual gross receipts in excess of \$100,000 per year, must label each fundraising solicitation that contributions to the fraternal organization are not deductible as charitable contributions for federal income tax purposes. A fundraising solicitation by a fraternal organization will not be subject to the nondeductible labeling rule if the entire net proceeds of a particular solicitation are to be used exclusively for charitable purposes. If the entire net proceeds are not to be used for exclusively charitable purposes, then the label must be applied to each format for each solicitation.

(b) The disclosure of nondeductibility of contributions applies to any solicitation of contributions that is made in written or printed form, by television or radio, or by telephone. It does not apply to oral solicitations for contributions. The nondeductibility disclosure label applies to a fundraising solicitation whether the organization labels the requested support as contributions, donations, gifts, membership dues or fees, voluntary assessments, support or any other term and whether or not the solicitation is for cash, property or even for volunteer services. The disclosure requirement applies even if the solicitation for a contribution is directed to the organization's existing members.

(c) The disclosure label or billing requires the following statement: "Contributions, (or donations) (or gifts) (or membership dues) to (name of organization) are not tax deductible as charitable contributions."

(d) The nondeductibility label must be set forth in a conspicuous and easily recognized format. Thus, for example, it would have to be on the face of any tickets for a rate or ball game, or in any newspaper ad, and in a form which cannot be obscured by placement, color, shading or other means. A nondeductibility statement cannot be "buried" in any part of the solicitation material where it would not ordinarily be read by the person being solicited.

(e) The labeling rule applies to every fundraising event so that fundraising dinners, fundraising rallies, fundraising football games, fundraising membership drives, etc., must all contain nondeductibility language, unless the entire net proceeds are going to be used for exclusively charitable purposes.

(f) This disclosure requirement is enforced by a penalty provision which authorizes the Internal Revenue Service to assert a \$1,000 a day penalty for each day on which a failure to disclose nondeductibility occurs. The maximum amount which can be imposed on an organization is \$10,000. No penalty will apply with respect to any failure to label if the organization shows that the failure was due to reasonable cause. Ignorance of the law, according to Congress, is not reasonable cause for failure to label.

(g) The \$10,000 limitation does not apply if the organization intentionally disregarded the disclosure label. If there is an intentional disregard of the law, then the failure to comply, for the solicitation day involved, is a more severe penalty based on up to 50 percent of the aggregate cost of all fundraising solicitations that occurred on that day and did not contain the required disclosure statement.

(h) The penalty is imposed only on the organization. There is no personal liability on the fraternal organization's managers or administrators.

2. DISCLOSURE OF EXEMPTION APPLICATION AND FORM 990

(a) **Form 990 (Return of Organization Exempt from Income Tax).** An organization that normally has more than \$50,000 in gross receipts and that is required to file an exempt organization information form must either file Form 990 Return of Organization Exempt from Income Tax, or Form 990-EZ, Short Form Return of Organization Exempt from Income Tax. Small organizations -- those whose annual gross receipts are normally \$50,000 or less -- are not required to file an annual return, but may be required to file an annual electronic notice -- e-Postcard. These monetary thresholds change from time

to time so advice must be sought by the organization's tax counselor prior to filing an annual return. A copy of the form filed is to be sent to the Director of Temple Accounting, Shriners International. Failure to file a timely or complete return with the IRS makes the organization liable for penalties. However, all temple returns must be filed on IRS Form 990 regardless of whether they have \$50,000 in gross receipts or not (see **COMPLIANCE WITH INTERNAL REVENUE CODE** herein.)

(b) Effective for returns to be filed for calendar 2011, or for fiscal years ending January 31, 2012 or later, all fraternal organizations required to file Form 990 (i.e., gross receipts over \$50,000) must make available for inspection, at their principal place of business, during regular business hours, a copy of each annual information return filed by the organization for a period of three years from the date it is required to be filed (including extensions). This means that if a fraternal organization files its Form 990 on a calendar year basis (and assuming no extension is granted by the IRS) then as of May 15, 2012, it must have a copy of the entire 2011 return available for inspection by any individual who asks to see it.

(c) If the fraternal organization regularly maintains one or more district or regional offices which have three or more employees, a copy of the annual information return must be made available at each such district or regional office as well as the principal office.

(d) The fraternal organization must make available a copy of any papers it submitted in connection with its original exemption application. This applies to any organization filing a new application (IRS Form 1024) after July 15, 1987 and to all organizations which in fact have copies of their original exemption application. If an organization filed its application before July 15, 1987, it is required to make available a copy of its application only if it had a copy of the application on July 15, 1987. Subordinate organizations that did not file their own application for exemption must acquire a copy of the documents that were submitted to the IRS from the parent organization and make them available to anyone requesting such.

(e) A fraternal organization which is under duty to comply with the requirements of the legislation on public inspection of its annual return, or of its exemption application which fails to comply with the rules, is liable for a \$20 a day penalty for each day in which the failure continues. The maximum penalty payable by the organization for failure to disclose its return or exemption application is \$10,000 per year.

(f) If the IRS makes a written demand on the fraternal organization that it has failed to make available to the public its Form 990 or exemption application, the individual manager or managers responsible for the failure (IRS selects responsible person) is personally liable for a \$20 a day penalty for each day in which failure to disclose continues. The maximum penalty is \$10,000 on all persons for failure to comply, with respect to any one return. Organizations with gross receipts exceeding \$1 million will be assessed a penalty of \$100 for each day, not to exceed \$50,000 for each return.

(g) No penalty is imposed with respect to a failure if it is shown that the failure is due to reasonable cause. Ignorance of the law is not reasonable cause.

(h) In addition, the Internal Revenue Service is authorized to assess a penalty of \$5,000 on any person who willfully fails to disclose the information return or the exemption application.

(i) A person who willfully refuses to disclose the return or exemption application (or discloses false information) may also be prosecuted for his or her failure under Section 7207 as a misdemeanor (dealing with the prosecution of individuals for furnishing fraudulent information to the Internal Revenue Service).

3. GUIDANCE

§10701 of the Omnibus Budget Reconciliation Act of 1987 added new sections, §6113 and §6710 to the Internal Revenue Code, Section 6113 requires certain tax exempt organizations (such as our temples, units and clubs) that are ineligible to receive tax deductible charitable contributions to disclose in "an express statement (in a conspicuous and easily recognizable format)," the non-deductibility of contributions during

fundraising solicitations. Section 6710 provides penalties for failure to comply with §6113.

(a) FORMAT OF DISCLOSURE STATEMENT—SAFE HARBOR. For purposes of §6113, a fundraising solicitation will be considered to include “an express statement (in a conspicuous and easily recognizable format) that contributions of gifts to such organizations are not deductible as charitable contributions for federal income tax purposes” if it satisfied the following requirements:

- (1) PRINT MEDIUM.** In the case of solicitation by mail, leaflet, or advertisement in a newspaper, magazine or other print medium, the following four requirements are met:
 - (i) The solicitation includes whichever of the following statements the organization deems appropriate: “Contributions or gifts to (name of organization) are not deductible as charitable contributions for federal income tax purposes,” “Contributions or gifts to (name of organization) are not tax deductible,” or “Contributions or gifts to (name of organization) are not tax deductible as charitable contributions,”
 - (ii) The statement is in at least the same size type as the primary message stated in the body of the letter, leaflet or ad;
 - (iii) The statement is included on the message side of any card or tear off section that the contributor returns with the contribution; and
 - (iv) The statement is either the first sentence in a paragraph or itself constitutes a paragraph.
- (2) TELEPHONE.** In the case of a solicitation by telephone the following three requirements are met:
 - (i) The solicitation includes whichever of the following statements the organization deems appropriate: “Contributions or gifts to (name of organization) are not deductible as charitable contributions for federal income tax purposes,” “Contributions or gifts to (name of organization) are not tax deductible,” or “Contributions or gifts to (name of organization) are not tax deductible as charitable contributions,”
 - (ii) The statement is made in close proximity to the request for contributions, during the same telephone call, by the telephone solicitor, and
 - (iii) Any written confirmation or billing sent to a person pledging to contribute during the telephone solicitation complies with the requirements under section (1) (Print Medium). Thus, for instance, any billing made to a contributor for advertising in a circus publication or for circus tickets must contain a statement on the invoice that:
 - (iv) “Contributions to (name of organization) are not tax deductible as charitable contributions.”
- (3) TELEVISION.** In the case of a solicitation by television the following two requirements are met:
 - (i) The solicitation includes whichever of the following statements the organization deems appropriate: “Contributions or gifts to (name of organization) are not deductible as charitable contributions for federal income tax purposes,” “Contributions or gifts to (name of organization) are not tax deductible,” or “Contributions or gifts to (name of organization) are not tax deductible as charitable contributions,”
 - (ii) If the statement is spoken, it is in close proximity to the request for contributions; if the statement appears on the television screen, it is in large easily readable type appearing on the screen for at least five seconds.
- (4) RADIO.** In the case of a solicitation by radio the following two requirements are met:
 - (i) The solicitation includes whichever of the following statements the organization deems appropriate: “Contributions or gifts to (name of organization) are not deductible as charitable contributions for federal income tax purposes,” “Contributions or gifts to (name of organization)

- are not tax deductible,” or “Contributions or gifts to (name of organization) are not tax deductible as charitable contributions,”
- (ii) The statement is made in close proximity to the request for contributions during the same radio solicitation announcement.

COMPLIANCE WITH INTERNAL REVENUE CODE

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Inasmuch as U.S. temples are required annually to file 990 informational forms, one for the temple and its units (XYZ Shriners), one which consolidates the financial activities of its Shrine clubs with gross receipts greater than \$50,000 (XYZ Shriners Group Return), or, 990N e-postcards for Shrine Clubs with gross receipts of \$50,000 or less, and, if applicable, one for the temple holding corporation and Shrine club holding corporations; inasmuch as some U.S. temples and Shrine clubs may be required to file a form 990-T if they have unrelated business income; and inasmuch as penalties may be assessed by the government against the person or persons in the temple or Shrine club who may be responsible for failure to file a return;

Now, therefore, by virtue of the authority in me vested by §206.5(a)(4) of the bylaws of Shriners International, IT IS HEREBY ORDERED:

1. FORM 990. By reason of the Treasury Department letter ruling dated October 12, 1973, which modified a group letter ruling to Shriners International (f/k/a Imperial Council, A.A.O.N.M.S.) dated April 29, 1971 (copies of which have been previously furnished to U.S. Shrine temples), informational tax returns (990 forms) are required from each U.S. Shrine temple.

a) The first 990 form required to be filed by each U.S. Shrine temple covers the financial transactions of the temple and all of its units and is filed under the name of XYZ Shriners.

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b) The second 990 form required to be filed by each U.S. Shrine temple consolidates the financial transactions of the temple's Shrine clubs with gross receipts greater than \$50,000 (inasmuch as, for informational tax return purposes, each temple also constitutes a “central organization” for purposes of §6033 of the Internal Revenue Code) and is filed under the name XYZ Shriners Group Return. Each U.S. temple is to file this second 990 form as described in Treasury Regulation §1.6033-2(d), consolidating in columnar form the financial transactions of the temple's Shrine clubs. For Shrine Clubs with gross receipts of \$50,000 or less a 990N e-postcard may be filed.

2. FORM 990-T

a) By reason of the said Treasury Department group letter ruling dated April 29, 1971 to Shriners International (f/k/a Imperial Council, A.A.O.N.M.S.), if any U.S. Shrine temple or any of its units has the requisite amount of “unrelated business income” under §511 of the Internal Revenue Code, the temple must file a form 990-T.

b) Treasury Regulation §1.6012-2(e) requires that each Shrine club, if it has the requisite amount of “unrelated business income” under §511 of the Internal Revenue Code, must file its own Form 990-T. There is no provision under the U.S. tax laws which would permit a Shrine temple to file a “group” Form 990-T for the “unrelated business income,” of its Shrine club(s).

3. ACCOUNTING RECORDS. All temples, units, Shrine clubs, temple holding corporations, Shrine club holding corporations, and appendant and affiliated corporations, shall maintain adequate and timely accounting records of all financial transactions.

4. TIMELY FILING. All temples, temple holding corporations, Shrine club holding corporations and all appendant and affiliated corporations, which are required by law to file tax or informational returns, are to do so in a timely manner and with the advice and assistance of the temple attorney and the independent auditor who prepares the temple's tax and informational returns.

5. DEDUCTIBLE CONTRIBUTIONS. Each U.S. Shrine temple shall keep and maintain a separate set of financial records and a separate bank account in the name of the temple for the receipt and disbursement of all contributions to the temple which qualify as deductible contributions under §170(c)(4), §2055(a)(3) or §2522(a)(3) of the Internal Revenue Code.

6. SHRINE CLUB CHANGES. Each U.S. Shrine temple, as a “central organization,” is required annually to report any changes of Shrine clubs in its group to the Executive Vice President, Shriners International, P.O. Box 31356, Tampa, Florida 33631-3356.

7. COPIES TO DIRECTOR OF TEMPLE ACCOUNTING. Copies of all returns and tax Form 8868, Application for Extension of Time to File, if applicable, referred to in paragraphs 1 and 2, and returns of all temple related organizations, shall be sent to the Director of Temple Accounting, Shriners International, at the same time that they are filed with the Internal Revenue Service.

8. TEMPLE ACTION. The Potentate and Recorder of each U.S. temple shall immediately:

- (a) Furnish the independent temple auditor and the temple attorney with a copy of this Order.
- (b) Inform each of its Shrine clubs that Treasury Regulation §1.6012-2(e) requires each Shrine club, if it has the requisite amount of “unrelated business income” under §511 of the Internal Revenue Code, to file its own form 990-T.

9. PUBLIC INSPECTION. Temples must provide copies of the three most recent annual informational returns Form 990 for the temples and Group, and the exemption application (only if it had a copy of the application on July 15, 1987), upon request, or within 30 days of any written request, without charge, other than a reasonable fee for reproduction and mailing costs. Pages provided include schedules, attachments and supporting documents, except for the name and address of any contributor to the Shrine. Public inspection of Form 990-T is required for all 990-T forms filed after August 17, 2006. Pages provided include schedules, attachments and supporting documents that relate to the imposition of tax on the unrelated business income. The penalty for failure to provide copies of informational returns is \$20 per day, with a maximum penalty of \$10,000 per return.

10. RESPONSIBILITIES. The Potentate, Treasurer and Recorder of each U.S. temple are charged with the duty and responsibility of personally determining that there is compliance with this General Order No. 1.

COMPLIANCE WITH INTERNATIONAL REPORTING REQUIREMENTS

1. FINANCIAL REPORTING. All international temples are required to comply with any and all country, state and local tax and financial reporting requirements.

2. ACCOUNTING RECORDS. All temples, units, shrine clubs and appendant and affiliated corporations, shall maintain adequate and timely accounting records of all financial transactions.

3. TIMELY FILING OF RETURNS. All temples, shrine clubs and appendant and affiliated corporations, which are required by their local country laws to file tax or informational returns, are to do so in a timely manner and with the advice and assistance of the temple attorney and the independent auditor who prepares the temple’s tax and informational returns.

4. CHARITABLE CONTRIBUTIONS. Each temple shall keep and maintain separate financial records and separate bank accounts keeping fraternal and charitable funds separate.

5. COPIES TO DIRECTOR OF TEMPLE ACCOUNTING. Copies of all tax returns, informational returns and financial statements as required under §334.6 of Shriners International Bylaws shall be sent to the Director of Temple Accounting, Shriners International, at the same time they are filed with the applicable country, state or local taxing authority.

6. PUBLIC INSPECTION. The temple is to comply with the country, state or local taxing authority as to the public inspection of any required financial reporting.

7. RESPONSIBILITIES. The Potentate, Treasurer and Recorder are charged with the duty and responsibility of personally determining that there is compliance with this General Order No. 1.

SUMMARY GENERAL ORDER NO. 1

To the Representatives of Shriners International, Potentates, Elected Officers of the Subordinate Temples and the Nobility of the Order. General Order No. 1 contains a list of the newly elected Imperial Divan officers; committee appointments made to date; amendments to bylaws and resolutions adopted; actions taken at the 2024 Imperial Session of Shriners International in Reno, Nevada; suggestions regarding the Imperial Potentate's visitations; Orders of the Imperial Potentate relating to fundraising and other activities; miscellaneous instructions; and other information of value to temple officers and Nobles.

This summary is to be read to the Nobility of each temple at the first stated meeting following its receipt. The entire General Order shall be filed in the Recorder's office, and it must be made available to any Noble for review upon request.

Given under our hands and the seal of Shriners International, this 4th day of July, 2024.



A handwritten signature in black ink, appearing to read "Richard G. Burke".

RICHARD G. BURKE
Imperial Potentate

A handwritten signature in black ink, appearing to read "Jim Cain".

ATTEST: JIM CAIN
Imperial Recorder

SHRINERS HOSPITALS FOR CHILDREN

(A COLORADO CORPORATION)



BOARD OF DIRECTORS AND OFFICERS

2024–2025

RICHARD G. BURKE.....	Chairman of the Board
LESLIE D. STEWART, M.D.....	President
KEVIN R. COSTELLO	1st Vice President
LAWRENCE J. “LARRY” LEIB.....	2nd Vice President
BRAD T. KOEHN.....	Treasurer
MARK E. HARTZ.....	Secretary
MATTHEW “MATT” STURLAUGSON.....	Assistant Secretary
JIM CAIN.....	Member
MARTIN L. “MARTY” BARTLETT	Member
TIMOTHY D. “TIM” FORBIS	Member
RON DeVOLL.....	Member
DAVID C. HAMM.....	Member
DALE R. VRSALOVICH.....	Member
JAMES E. “ED” STOLZE, JR.	Member

BOARD OF TRUSTEES AND OFFICERS

2024–2025

- LESLIE D. STEWART, M.D., Chairman** (2025) (Megan) Omar Shriners
Cell: 813-399-3808 • Res: 731-664-4656 • Ofc: 731-422-0304
4739 Mallard Lake Cove, Collierville, TN 38017
Email: ldstewart@shrinenet.org
- KEVIN R. COSTELLO, Vice Chairman** (Jill) Cyprus Shriners
Cell: 845-234-0923
Res: P. O. Box 152, Tillson, NY 12486-0152
Overnight: Alert Security, 130 North Front Street, Suite 2, Kingston, NY 12401
Email: kcostello@shrinenet.org
- CHUCK PITTMAN, Trustee** (2025) (Gail) Yaarab Shriners
Ofc: 706-896-7689 • Cell: 706-835-7388 • Fax: 706-896-1962
202 Silver Maple Court, Peachtree City, GA 30269
Email: cdpittman@shrinenet.org
- RICAURTE A. “RICKY” ARROCHA, Trustee** (2026) (Gloria) Abou Saad Shriners
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1 Aeropost Way PTY-1496, Miami, FL 33206
Email: ricky.arrocha@shrinenet.org
- WILLIAM B. “BILL” RASNER, Trustee** (2025) Murat Shriners
Cell: 727-426-8152
1315 S. Miller Street, Shelbyville, IN 46176
Email: wrasner@shrinenet.org
- TIM L. LUDWIG, Trustee** (2026) (Barbara) Sudan Shriners
Cell: 813-526-1529
4710 Edgewood Drive, New Bern, NC 28562
Email: tiludwig@shrinenet.org
- KENNETH G. “KENNY” CRAVEN, Trustee** (2027) (Jennifer) Omar Shriners
Cell: 843-296-5500
P. O. Box 1148, Summerville, SC 29484
Email: kcraven@shrinenet.org
- RONALD L. “RON” CAPPS, Trustee** (2026) (Bonnie) Midian Shriners
Cell: 813-624-9717
1710 W. Driftwood, Wichita, KS 67204-2396
Email: ronald.capps@shrinenet.org
- RICHARD G. BURKE** (Judy) Imperial Potentate
Cell: 404-234-1004 • Res: 770-945-0369 Yaarab Shriners
2505 Ginger Drive, Buford, GA 30519
Email: rburke@shrinenet.org
- LAWRENCE J. “LARRY” LEIB** Imperial Assistant Rabban
Cell: 248-895-5342 Moslem Shriners
30445 Northwestern Highway, Suite 230, Farmington Hills, MI 48334
Email: lleib@shrinenet.org
- BRAD T. KOEHN** (Cheryl) Imperial Treasurer
Cell: 785-230-0853 Arab Shriners
2324 S.W. Mayfair Place, Topeka, KS 66611
Email: bkoehn@shrinenet.org
- JAMES E. “ED” STOLZE, JR.** Junior Past Imperial Potentate
Cell: 623-810-9990 El Zaribah Shriners
9213 W. Camino De Oro, Peoria, AZ 85383-1119
Email: jstolze@shrinenet.org

- RALPH W. SEMB, Chairman Emeritus (Pat)**..... Melha Shriners
 Ofc: 413-423-3047 • Res: 413-423-3072 • Cell: 413-221-7535 • Fax: 413-423-3121
 P. O. Box 99, Erving, MA 01344-0099
 Overnight: 55 French King Highway, Erving, MA 01344-0099
 Email: ralph@bowling4fun.com
- JERRY G. GANTT, Chariman Emeritus (Lisa)** Arabia Shriners
 Cell: 713-824-7040
 2463 Gateway Lane, Lincolnton, NC 28092
 Email: jgantt@shrinenet.org
- MAHLON W. HESSEY, Trustee Emeritus** Boumi Shriners
 Cell: 410-591-5554 • Ofc: 410-342-9800 • Res: 410-252-3025 • Fax: 410-342-7401
 3500 Boston Street, Suite 400, MS76, Baltimore, MD 21224-5701
 Email: mahlonhessey@verizon.net
- JAMES W. HENDRIX, Trustee Emeritus (Delma)** Hella Shriners
 Res: 972-248-9527 • Cell: 972-741-0569 • Fax: 972-818-1956
 5016 Briar Tree Lane, Dallas, TX 75248
 Email: jwalthen@att.net
- MERVIN D. HENNING, Trustee Emeritus** Bahia Shriners
 Cell: 407-538-2870
 1100 South Orlando Avenue, #778, Maitland, FL 32751
 Email: mdhgator@gmail.com
- TERRY L. DEVASSIE, Trustee Emeritus (Faye)** Aladdin Shriners
 Res: 614-882-3067 • Cell: 614-581-3004 • Fax: 614-882-3067
 6330 Grassmere Drive, Westerville, OH 43082-8972
 Email: tdevassie@gmail.com
- JOHN C. NOBLES, Trustee Emeritus (Charlotte)** El Maida Shriners
 Res: 915-584-7700 • Cell: 915-494-0740
 1575 Belvidere Street, Apt. #149, El Paso, TX 79912
 Email: nobles.j@sbcglobal.net
- FRANK J. ROTH, Trustee Emeritus (Joyce)** Medinah Shriners
 Ofc: 847-654-3025 • Cell: 847-997-3025 • Fax: 847-654-3029
 1739 N. 78th Court, Elmwood Park, IL 60707
 Email: frankjroth@aol.com
- CHARLES A. CLAYPOOL, Trustee Emeritus (Kay)** Antioch Shriners
 Ofc: 937-224-1427 • Res: 937-885-3649 • Fax: 937-228-5134
 9576 Country Path Trail, Miamisburg, OH 45342-7405
 Email: tadclaypool@aol.com
- GARY W. DUNWOODY, Trustee Emeritus (Wanda)**.....Scimitar Shriners
 Ofc: 501-565-5288 • Res: 501-771-5058 • Cell: 813-334-2153 • Fax: 501-565-5289
 3803 North Hills Boulevard, North Little Rock, AR 72116
 Email: gwunwoody@gmail.com
- RAOUL L. FREVEL, SR., Trustee Emeritus (Rosie)** Boumi Shriners
 Ofc: 410-254-6662 • Res: 410-679-1422 • Cell: 813-393-9645
 1408 Emily Court W., Abingdon, MD 21009
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- W. BRANDT BEDE, M.D., Trustee Emeritus (Leslie)**..... Afifi Shriners
 Cell: 253-973-1552 • Res: 253-752-2601 • Fax: 253-582-1617
 Res: 4141 N. Madrona Way, Tacoma, WA 98407
 Email: wbrandtbede@outlook.com
- PETER P. DIAZ, M.D., Trustee Emeritus (Victoria)**..... Bahia Shriners
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 Email: awest@shrinenet.org

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EXECUTIVE VICE PRESIDENT CHIEF OPERATING OFFICER

John P. McCabe, Egypt
 P. O. Box 31356
 Tampa, FL 33631-3356
 Phone: 813-281-0300
 Fax: 813-281-8174

**ATTENTION IS CALLED TO THE FOLLOWING AMENDMENTS TO THE
BYLAWS OF SHRINERS HOSPITALS FOR CHILDREN, AS WELL AS
RESOLUTIONS AND REQUESTS ADOPTED AT THE 2024 ANNUAL MEETING
OF SHRINERS HOSPITALS FOR CHILDREN**

ARTICLE 1
General Provisions

§ 501.1 Definitions. Whenever used in these bylaws, unless otherwise specifically mentioned, the following words, terms and phrases mean:

(a) – (g) No change.

(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, however, votes on final adoption of amendments to these bylaws involving the payment of monies to Shriners Hospitals for Children shall be by written or electronic ballot. 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.

ARTICLE 1
General Provisions

§ 501.2 Amendments.

(a) through (d) No change.

(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. Votes on final passage of proposed amendments to these bylaws involving the payment of monies to Shriners Hospitals for Children shall be taken by either written or electronic ballot.

(f) and (g) No change.

ARTICLE 8
Board of Trustees

§ 508.2 Qualifications, Election and Term.

(a) - (e) No changes.

(f) All electioneering regulations that apply to candidates for Imperial Officers shall also apply to candidates for the Board of Trustees, including §206.3.

RESOLUTION

WHEREAS, it is in the best interest of Shriners Hospitals for Children that an independent and unbiased committee, generally referred to as the “Oversight Committee”, be appointed to investigate and report on activities conducted for the presumed benefit of Shriners Hospitals for Children that have incurred or that may incur an appreciable loss.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Directors of Shriners Hospitals for Children for 2024-2025 shall appoint a chairman and three additional members to the “Oversight Committee”, none of whom shall be members or officers of the Board of Directors or Board of Trustees of Shriners Hospitals for Children. The Imperial Treasurer shall be an Ex Officio member of the committee. The “Oversight Committee” shall report its findings on Monday morning of the 2025 Imperial Session.

2024–2025 COMMITTEE LIST

(THE LIST OF COMMITTEE APPOINTMENTS IS NOT COMPLETE OR FINAL AT THIS TIME. ADDITIONAL APPOINTMENTS MAY BE MADE AT A LATER DATE.)

APPOINTED BY IMPERIAL POTENTATE RICHARD G. BURKE CHAIRMAN OF THE BOARD OF DIRECTORS

FINANCE AND AUDIT

Scott A. Schuster, Murat, Chairman
7750 Lakewood Drive, Unionville, IN 47468-9574

Robert C. Gorsuch, Zor, Vice Chairman
3016 Woods Edge Way, Fitchburg, WI 53711-5153

Paul Honaker, Arab
Robert L. Anderson, II, Damascus
Charles W. Schulze, Hejaz
Richard W. “Rit” Christian, Khiva
Craig C. Stimpert, Medinah

Emeriti
James L. “Jim” McConnell, Kem
Chairman Emeritus
Mervin D. Henning, Bahia
D. R. “Doug” Osborne, Wa Wa
Brad T. Koehn, Arab
J. Brooks Gaudry, III, Alee
Drew A. Likness, El Zagal
Robert C. Gorsuch, Zor
Robert L. Anderson, II, Damascus
Scott A. Schuster, Murat

INVESTMENT

Drew A. Likness, El Zagal, Chairman
4173 Clubhouse Drive S., Fargo, ND 58104

Kevin R. Costello, Cyprus, Vice Chairman
P. O. Box 152, Tillson, New York 12486-0152

Lawrence J. “Larry” Leib, Moslem
Mark E. Hartz, Boumi
Brad T. Koehn, Arab
William B. Rasner, Murat
John K. Stibbe, El Zagal
John R. Krimmel, Medinah
Jeff Breault, Midian
Martin D. Adams, Ansar

Emeriti
John C. Nobles, El Maida
Chairman Emeritus
Jay R. Wilson, Medinah,
Chairman Emeritus
Frank J. Roth, Medinah,
Chairman Emeritus
Robert N. Turnipseed, Calam
William “Bill” Eastwood, CFA, Sesostris
Malcolm E. Steigerwald, Boumi
John T. Stafford, Sahib
James W. Hendrix, Hella
Drew A. Likness, El Zagal

Subcommittees:

Manager Performance Evaluation

John R. Krimmel, Medinah, Chairman
2900 Delk Road, Suite 700 - #218, Marietta, GA 30067

Frank J. Roth, Medinah
Malcolm E. Steigerwald, Boumi

Jeff Breault, Midian
Martin D. Adams, Ansar

Real Estate and Natural Resources

John K. Stibbe, El Zagal, Chairman
363 7th Avenue S., Fargo, ND 58103

Lawrence J. "Larry" Leib, Moslem
Brad T. Koehn, Arab

William B. "Bill" Rasner, Murat
Jay R. Wilson, Medinah

Special Administrative

Drew A. Likness, El Zagal, Chairman
4173 Clubhouse Drive S., Fargo, ND 58104

John K. Stibbe, El Zagal
John R. Krimmel, Medinah

John P. McCabe, EVP, Egypt, *Ex Officio*
Laurie A. Spieler, Legal Counsel, *Ex Officio*

JURISPRUDENCE AND LAWS

Tony R. Krall, Zuhrah, Chairman
673 Hillside Drive, Eagan, MN 55121-2354

David B. Schneidewind, Ainad
Byron W. Nelson, Al Azhar
Michael Spisak, Al Koran
Christopher Johnson, Osman
Robert "Rob" Kinsey, Jr., Sesostris
Jerry L. Pigsley, Sesostris

Emeriti
Jon A. Hanson, Zuhrah
Chairman Emeritus
Christopher T. Corsones, Cairo
Lawrence A. Winkle, Hella
David A. Dunn, El Mina
Robert "Rob" Kinsey, Jr., Sesostris
Alexander L. "Alex" Rogers, Murat
Tony R. Krall, Zuhrah
Byron W. Nelson, Al Azhar

MARKETING AND COMMUNICATIONS

Kevin R. Costello, Cyprus, Chairman
P. O. Box 152, Tillson, New York 12486-0152

Lawrence J. "Larry" Leib, Moslem, Vice Chairman
30445 Northwestern Highway, Suite 230, Farmington Hills, MI 48334

Executive Committee Members

Mark E. Hartz, Boumi
Matthew "Matt" Sturlaugson, El Zagal
Martin L. "Marty" Bartlett, Alzafar

Kenneth G. "Kenny" Craven, Omar
Ronald L. Capps, Midian

Roger B. Nelson, El Katif
Mark P. Leo, Aloha
Russell W. Petty, Ansar
Gary L. Fehl, Beja
Jason Bradley "JB" Cloud, Suez
Casey N. Flinn, Isis
Michael B. "Mike" Odom, Shaddai
Dennis K. Weaver, Omar
Michael White, Melha
Gary E. Courtney, Zem Zem
Domnic Falcone, Mecca
John R. Law, Yaarab
Mitch Lokken, Bahia

REGION 1 PNSA
REGION 2 Western
REGION 3 Great Lakes
REGION 4 Midwest
REGION 5 Texas
REGION 6 Central
REGION 7 Dixie
REGION 8 South Atlantic
REGION 9 Northeast
REGION 10 Mid Atlantic
REGION 11 NYOSA
REGION 12 Southeast
REGION 13 Florida

Marketing and Communications Continued

Steven J. Sichterman, Scimitar
David A. Gamboa Garcia, Anezeh

REGION 14 South Central
REGION 15 International

Emeriti

Louis D. Gross, Al Malaikah
Bruce W. Hogle, Al Shamal
John W. Baylor, Bahia
James E. Bredenkamp, Hejaz

J. R. Latta, Moolah
W. Calvin Gaddy, Oasis
William F. Bryant, Sesostris

OVERSIGHT

Kirk E. Carter, Kosair, Chairman
9203 Woodreed Court, Crestwood, KY 40014-8911

James A. Doel, Tunis
Donald L. Thomson, Khartum

Sean Mantucca, El Bekal
Brad T. Koehn, Arab, *Ex-Officio*

PHILANTHROPY

Kevin R. Costello, Cyprus, Chairman
P. O. Box 152, Tillson, New York 12486-0152
Lawrence J. "Larry" Leib, Moslem, Vice Chairman
30445 Northwestern Highway, Suite 230, Farmington Hills, MI 48334

Executive Committee Members

Mark E. Hartz, Boumi
Matthew "Matt" Sturlaugson, El Zagal
Martin L. "Marty" Bartlett, Alzafar

Kenneth G. "Kenny" Craven, Omar
Ronald L. Capps, Midian

RISK MANAGEMENT

Lawrence J. "Larry" Leib, Moslem, Chairman
30445 Northwestern Highway, Suite 230, Farmington Hills, MI 48334

Jim Cain, Al Menah
Ron DeVoll, Zuhrah

Nicholas D. "Nick" Wladyczak, Tadmor
Dennis W. Hewatt, Yaarab

SALARIES, PERSONNEL AND RETIREMENT

Lawrence J. "Larry" Leib, Moslem, Chairman
30445 Northwestern Highway, Suite 230, Farmington Hills, MI 48334

Matthew "Matt" Sturlaugson, El Zagal, Vice Chairman
2900 N. Rocky Point Drive, Tampa, FL 33607

Martin L. "Marty" Bartlett, Alzafar
Ricaurte A. "Ricky" Arrocha, Abou Saad
Tim L. Ludwig, Sudan

Emeriti
Charles A. Claypool, Antioch
John C. Nobles, El Maida
Gary W. Dunwoody, Scimitar

SPECIAL PURPOSE FUNDS/FUNDRAISING EVALUATION

David C. Hamm, Sharon, Chairman
11707 County Road 345, Winona, TX 75792

Brad T. Koehn, Arab
Jim Cain, Al Menah

Timothy D. "Tim" Forbis, Korein
Dale R. Vrsalovich, Afifi

EAST-WEST SHRINE BOWL

Matthew "Matt" Sturlaugson, El Zagal, Chairman
2900 N. Rocky Point Drive, Tampa, FL 33607

Kenneth G. "Kenny" Craven, Omar, Vice Chairman
P. O. Box 1148, Summerville, SC 29484

Timothy D. "Tim" Forbis, Korein
Ryan Otis, Anah
Jeff Haven, Hella

Jerry Henderson, Moslah
Dennis K. Weaver, Omar

MOTORSPORTS

Martin L. "Marty" Bartlett, Alzafar, Chairman
2900 N. Rocky Point Drive, Tampa, FL 33607

William B. "Bill" Rasner, Murat, Vice Chairman
1315 S. Miller Street, Shelbyville, IN 46176

Jim Cain, Al Menah
Zack Morgan, Abou Ben Adhem
Richard D. "Rick" Horn, Mirza

Jesse H. Little, Oasis
David L. Ragan, Oasis

SHRINERS CHILDREN'S COLLEGE SHOWDOWN

David C. Hamm, Sharon, Chairman
11707 County Road 345, Winona, TX 75792

Tim L. Ludwig, Sudan, Vice Chairman
4710 Edgewood Drive, New Bern, NC 28562

Ron DeVoll, Zuhrah
Bruce D. Richards, Hella

Greg L. "Snake" McEwen, Karem
Moe Rahmeh, Moslah

SHRINERS CHILDREN'S OPEN

Brad T. Koehn, Arab, Chairman
2324 S.W. Mayfair Place, Topeka, KS 66611

Mark E. Hartz, Boumi, Vice Chairman
2900 N. Rocky Point Drive, Tampa, FL 33607

Dale R. Vrsalovich, Afifi
Greg L. "Snake" McEwen, Karem

Dennis W. Hewatt, Yaarab
John S. Pennington, Zelzah

SPORTS COMMITTEE AND SEMINAR

Lawrence J. "Larry" Leib, Moslem, Chairman
30445 Northwestern Highway, Suite 230, Farmington Hills, MI 48334

Kenneth G. "Kenny" Craven, Omar, Vice Chairman
P. O. Box 1148, Summerville, SC 29484

Executive Committee Members

Matthew "Matt" Sturlaugson, El Zagal
Brad T. Koehn, Arab

Martin L. "Marty" Bartlett, Alzafar
David C. Hamm, Sharon

TEMPLE SPORTS

John Harville, Acca
Jack Clouse, Al Aska
Peter A. Simmons, Aleppo
Joe Dunn, Kem
Dustin T. Johnson, Karem
Mike Zelmanski, Moslem
Jeff Hartwick, Bagdad
Ken L. Ward, El Riad
Mike L. Clemenhagen, Afifi
Eric Tjarks, Mohammed
Michael Hensing, Za-Ga-Zig
Steve Aemisegger, Mirza
John E. "Jack" Thomas, Zor
Laird B. Stone, El Korah
Ryan Otis, Anah
Wayne J. Shepard, Cairo
Yoshi Fukasawa, Maskat
Michael B. Keys, Karnak
Dave MacDonald, Tangier
Bryan Braun, Al Kader
Terry Riley, Khedive
Jay D. Thomas, Alzafar
Kraig W. Leiby, Rajah
J.J. Cruz, Omar
Allen R. "Buddy" Brown, Jr., Sudan
Tony Edwards, Sudan
Donald Holben, Ismailia
James McKinney, Rameses
Dennis W. Hewatt, Yaarab
James G. Firmstone, Irem
Craig Warner, Korein

Sports Committee Emeriti

Barry Richardson, Kora
Nicholas Thomas, Al Malaikah
Stuart A. Wright, Al Malaikah
William R. "Billy" Benfield, Hejaz
Robert M. Phillips, Medinah

Acca Shriners High School All Star Game
Al Aska Shrine North-South Football Game
Aleppo Shriners Football & Hockey Classic
Bemidji State University Shrine Football Game
College Classic Youth Experience (Baylor)
Detroit Shriners Sportsman's Raffle
East-West Montana Shrine Football Game
El Riad Shrine Game
Freedom Bowl Classic
Illinois High School Shrine Game
Iowa Shrine All Star Football Game
Kansas Shrine Bowl
Little East-West Football Game
Magic Valley Shrine N-S Football Game
Maine Shrine Lobster Bowl Classic
Maple Sugar Bowl
Maskat Shrine Oil Bowl Football Classic
Montreal Shrine Bowl
Nebraska Shrine Bowl
Oregon East-West All Star Football Game
Oyster Bowl Football Game
Pulling for Kids Charity Clay Shoot
Rajah Shrine Pretzel Bowl
Shrine Bowl of the Carolinas
Shrine Bowl of the Carolinas
Shrine Bowl of the Carolinas
Shriners 24-Hour Charity Hockey Cup
Shriners 24-Hour Charity Hockey Cup
Shriners Charity Golf Classic
Wayne-Pike Shrine All-Star Bowl
Wyoming Shrine Bowl

David Monell, Khedive
Dale W. Stauss, Kem
Dale Duchscherer, Kem
Tom Reeves, Hillah
N.H. "Bud" James, Al Kader

**APPOINTED BY CHAIRMAN OF THE BOARD OF DIRECTORS
RICHARD G. BURKE
AND CHAIRMAN OF THE BOARD OF TRUSTEES LESLIE D. STEWART, M.D.**

BOARD OF GOVERNOR NOMINATING

Tim L. Ludwig, Sudan, Chairman
4710 Edgewood Drive, New Bern, NC 28562

Lawrence J. "Larry" Leib, Moslem, Vice Chairman
30445 Northwestern Highway, Suite 230, Farmington Hills, MI 48334

Mark E. Hartz, Boumi

Ronald L. "Ron" Capps, Midian

Kenneth G. "Kenny" Craven, Omar

BUDGET

Brad T. Koehn, Arab, Chairman
2324 S.W. Mayfair Place, Topeka, KS 66611

Ronald L. "Ron" Capps, Midian, Vice Chairman
1710 W. Driftwood, Wichita, KS 67204-2396

Mark E. Hartz, Boumi

Emeriti

David C. Hamm, Sharon

Mervin D. Henning, Bahia

Ricaurte A. "Ricky" Arrocha, Abou Saad

Raoul L. Frevel, Sr., Boumi

Tim L. Ludwig, Sudan

Charles A. Claypool, Antioch

Kenneth G. "Kenny" Craven, Omar

BUILDINGS AND EQUIPMENT

William B. "Bill" Rasner, Murat, Chairman
1315 S. Miller Street, Shelbyville, IN 46176

Anthony M. West, Zamora, Vice Chairman
12289 Lakeview Manor Drive, Northport, AL 35475

Brad T. Koehn, Arab

Emeriti

Martin L. "Marty" Bartlett, Alzafar

Raoul L. Frevel, Sr., Boumi

Ricaurte A. "Ricky" Arrocha, Abou Saad

Chairman Emeritus

Chris L. Smith, Wahabi

John C. Nobles, El Maida

James A. Doel, Tunis

Gary W. Dunwoody, Scimitar

Bernard J. Lemieux, M.D., Zenobia

Douglas E. Maxwell, Moolah

Charles A. Claypool, Antioch

Dale W. Stauss, Kem

Jerry G. Gantt, Arabia

Chris L. Smith, Wahabi

Anthony M. West, Zamora

CLINICAL AND BASIC RESEARCH

Ricaurte A. "Ricky" Arrocha, Abou Saad, Chairman
1 Aeropost Way PTY - 1496, Miami, FL 32206

Matthew "Matt" Sturlaugson, El Zagal, Vice Chairman
2900 N. Rocky Point Drive, Tampa, FL 33607

Lawrence J. "Larry" Leib, Moslem
Kenneth G. "Kenny" Craven, Omar
Ronald L. "Ron" Capps, Midian

Emeriti
Bernard J. Lemieux, M.D., Zenobia
Chairman Emeritus
Ralph W. Semb, Melha
Chairman Emeritus
W. Brandt Bede, M.D., Afifi

CONGRESSIONAL LIAISON

Richard G. Burke, Yaarab, Co-Chairman
2505 Ginger Drive, Buford, GA 30519

Leslie D. Stewart, M.D., Omar, Co-Chairman
4739 Mallard Lake Cove, Collierville, TN 38017

APPOINTED BY LESLIE D. STEWART, M.D., PRESIDENT OF THE COLORADO CORPORATION

AFFILIATION EVALUATION

Kenneth G. "Kenny" Craven, Omar, Chairman
P. O. Box 1148, Summerville, SC 29484

Tim L. Ludwig, Sudan, Vice Chairman
4710 Edgewood Drive, New Bern, NC 28562

James E. "Ed" Stolze, Jr., El Zaribah

Emeritus

Ricaurte A. "Ricky" Arrocha, Abou Saad

James W. Hendrix, Hella

Ronald L. "Ron" Capps, Midian

CORPORATE COMPLIANCE AND ETHICS

Mark E. Hartz, Boumi, Chairman
2900 N. Rocky Point Drive, Tampa, FL 33607

Ricaurte A. "Ricky" Arrocha, Abou Saad, Vice Chairman
1 Aeropost Way PTY - 1496, Miami, FL 32206

Brad T. Koehn, Arab
Tim L. Ludwig, Sudan

Kenneth G. "Kenny" Craven, Omar

HOSPITAL OPERATIONS

(IS, SC, O&P, and Follow-Up Clinics & Telehealth)

Ricaurte A. "Ricky" Arrocha, Abou Saad, Chairman
1 Aeropost Way PTY - 1496, Miami, FL 32206

William B. "Bill" Rasner, Murat, Vice Chairman
1315 S. Miller Street, Shelbyville, IN 46176

Mark E. Hartz, Boumi
Martin L. "Marty" Bartlett, Alzafar

Ronald L. "Ron" Capps, Midian

HOSPITAL REGULATIONS

Tim L. Ludwig, Sudan, Chairman

4710 Edgewood Drive, New Bern, NC 28562

Lawrence J. "Larry" Leib, Moslem, Vice Chairman

30445 Northwestern Highway, Suite 230, Farmington Hills, MI 48334

Ricaurte A. "Ricky" Arrocha, Abou Saad

Emeritus

Kenneth G. "Kenny" Craven, Omar

W. Brandt Bede, M.D., Afifi

Ronald L. "Ron" Capps, Midian

LEGAL AFFAIRS

Lawrence J. "Larry" Leib, Moslem, Chairman

30445 Northwestern Highway, Suite 230, Farmington Hills, MI 48334

Martin L. "Marty" Bartlett, Alzafar

William B. "Bill" Rasner, Murat

James E. "Ed" Stolze, Jr., El Zaribah

Ronald L. "Ron" Capps, Midian

MEDICAL AFFAIRS

Tim L. Ludwig, Sudan, Chairman

4710 Edgewood Drive, New Bern, NC 28562

Kenneth G. "Kenny" Craven, Omar, Vice Chairman

P. O. Box 1148, Summerville, SC 29484

Kevin R. Costello, Cyprus

Ronald L. "Ron" Capps, Midian

David C. Hamm, Sharon

PLANNING/STRATEGIC PLANNING

Matthew "Matt" Sturlaugson, El Zagal, Chairman

2900 N. Rocky Point Drive, Tampa, FL 33607

Lawrence J. "Larry" Leib, Moslem, Vice Chairman

30445 Northwestern Highway, Suite 230, Farmington Hills, MI 48334

Kevin R. Costello, Cyprus

Chuck Pittman, Yaarab

Mark E. Hartz, Boumi

Ricaurte A. "Ricky" Arrocha, Abou Saad

Brad T. Koehn, Arab

William B. "Bill" Rasner, Murat

Jim Cain, Al Menah

Tim L. Ludwig, Sudan

Martin L. "Marty" Bartlett, Alzafar

Kenneth G. "Kenny" Craven, Omar

Timothy D. "Tim" Forbis, Korein

Ronald L. "Ron" Capps, Midian

Ron DeVoll, Zuhrah

James E. "Ed" Stolze, Jr., El Zaribah

David C. Hamm, Sharon

Emeritus

Dale R. Vrsalovich, Afifi

Ralph W. Semb, Melha

LIAISON COMMITTEES
2024-2025

BOSTON

Lawrence J. "Larry" Leib, Moslem

CANADA

Tim L. Ludwig, Sudan

CHICAGO

Martin L. "Marty" Bartlett, Alzafar

ERIE

Kenneth G. "Kenny" Craven, Omar

FLORIDA

Jim Cain, Al Menah

GREENVILLE

William B. "Bill" Rasner, Murat

HAWAII

Kenneth G. "Kenny" Craven, Omar

LEXINGTON

Dale R. Vrsalovich, Afifi

MEXICO CITY

Ricaurte A. "Ricky" Arrocha, Abou Saad

NEW ENGLAND

Timothy D. "Tim" Forbis, Korein

NORTHERN CALIFORNIA

Brad T. Koehn, Arab

OHIO

Ronald L. "Ron" Capps, Midian

PHILADELPHIA

Lawrence J. "Larry" Leib, Moslem

PORTLAND

Mark E. Hartz, Boumi

SALT LAKE CITY

James E. "Ed" Stolze, Jr., El Zaribah

SHREVEPORT

Ron DeVoll, Zuhrah

SOUTHERN CALIFORNIA

Mark E. Hartz, Boumi

SPOKANE

Matthew "Matt" Sturlaugson, El Zagal

ST. LOUIS

Kevin R. Costello, Cyprus

TEXAS

Chuck Pittman, Yaarab

TWIN CITIES

David C. Hamm, Sharon

SUMMARY OF NOTICE

The foregoing notice contains a list of the newly elected officers, directors and trustees, committee appointments made to date, any amendments to bylaws and resolutions adopted and actions taken at the annual meeting, and other important information.

This summary is to be read to the Nobility of each temple at the first stated meeting following its receipt. The entire notice shall be filed in the Recorder's office, and it must be made available to any Noble for review upon request.

Given under our hands and the seal of Shriners Hospitals for Children this 4th day of July, 2024.



A handwritten signature in black ink, appearing to read "Richard G. Burke".

RICHARD G. BURKE
Chairman, Board of Directors

A handwritten signature in black ink, appearing to read "Mark E. Hartz".

ATTEST: MARK E. HARTZ
Secretary