



Canadian Association of Shrine Temples (CAST)

Policy & Procedure

Policy ID	Title Request for	Revision	Effective Data
CAST001/22	Support or Service	0.0	

- Title:** Temple or Shriner Request for Support or Service
- Policy:** CAST is dedicated to the service and support of the Canadian Temples and their members as outlined in the standing Association bylaws, that were sanctioned by Shriners International on October 18, 2021,
- Purpose:** By enacting this policy in recognition of the intent of the CAST Bylaws, all operations of the Association must be governed by, and take into consideration the bylaws as written, where it pertains to the operations and decision-making process by CAST, while acting in support and/or service of the Canadian Temples and their members.
- Scope:** This policy CAST001/22 applies to all CAST Temples and/or their members, as it pertains to any request for support, guidance, intervention, representation, or advocacy of any kind, for any stand-alone issue or those that represents the Canadian Temples or their members on a national level.
- Responsibility:** It is the responsibility of all Members of the CAST Board of Directors to ensure prompt attention be given to those issues presented in the scope of this policy.
- Procedure:**
- 1) Any request to a CAST member of the Board by a Canadian Temple or one of their members, regarding a request for support or service of any kind, must be brought to the attention of the Jurisprudence Officer without delay.
 - 2) It is the responsibility of the Jurisprudence Officer to notify the Executive Board Members immediately upon receiving the request for support or service and manage all subsequent communications going forward as directed.
 - 3) A member of the Executive Board must direct a letter of acknowledgement to the author of the request for support or service within 24 hours or less from receiving it.

4) The President of the Board shall designate a member of the general Board to investigate, hold discussions and/or take other actions required to address and conclude the issue(s) at hand within 14 days. Following the prescribed steps, the President shall;

- Designate a proper investigator
- Define the scope of the investigation
- Identify the key players
- Collect and preserve necessary documents
- Report the findings of the matter to the general Board forthwith

Prepared By J. Helled

Date 1/14/2022

Reviewed By D. Shumick

Date 17 January 2022

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