

Ararat Shriners, Shriners International – Kansas City, Missouri

Shrine Club Code

Adopted by Divan on December 28, 2020

Preamble

The Potentate and Divan of Ararat Shriners hereby constitute this Code for the governance of Shrine Clubs, and other non-Unit organizations of Shriners, in order to coordinate Shrine activities within the jurisdiction of Ararat Shriners.

Article I

Organization and Name

Section 1. The following are the duly recognized Districts and Shrine Clubs of Ararat Shriners:

District I Shrine Clubs

Amateur Radio, Antique Auto, Corvettes, Cycles, Kings, Provost and Transportation.

District II Shrine Clubs

Blue Springs, DeMolay Knights, Sandblasters and Transporters.

District III Shrine Clubs

Banjo Band, Country Classics and Drifters

District IV Shrine Clubs

Cass County, Cooking Team, and Jackson County.

District V Shrine Clubs

Rakla and Richmond.

District VI Shrine Clubs

Bates County, Golden Valley, Sedalia and Warsaw.

District VII Shrine Clubs

Boonslick, Carroll County, Houn Dawg and Saline County.

District VIII Shrine Clubs

Coon Creek, Macon County and Tri-County

Section 2. Jurisdictional lines will be determined by the Potentate and the Divan of Ararat Shriners as needed. No other jurisdictional lines will be recognized or permitted.

Section 3. The name of the Shrine organization must end with the word “Club”.

- Section 4. Other than those mentioned in Section 1 above, no organization of Shriners, using any of the emblems of the Order or having a title or titles indicating it to be an organization of Shriners, shall be permitted to be organized, or recognized, except as provided herein.
- Section 5. Any five (5) or more Shriners desiring to organize a Shrine Club shall petition the Illustrious Potentate of Ararat Shriners for permission to so organize, and the same shall receive the attention of the Potentate, subject to the By-Laws of Ararat Shriners and the Code of the Imperial Council.
- Section 6. All Shrine Clubs shall be under the control and authority of the Illustrious Potentate of Ararat Shriners.

Article II

Officers

- Section 1. Shrine Club officers shall be elected at their November meeting each year according to Shrine By-Laws (30 day written notice to all members) and take office at the January meeting. A list of new officers must be submitted to the Recorder by December 1. This list is to contain the name of the Chairman of the Membership Committee and Chairman of the Hospital Committee. To ensure members have not demitted to other Shrines, a complete roster of Shrine Club members must be furnished to the Recorder at this time and shall include all revisions.
- Section 2. Officers of Shrine Clubs must be members of Ararat Shriners, and cannot hold the same office in more than one Shrine Club.
- Section 3. It shall be the duty of any officer, so elected, to see that the provisions of this Code are complied with in every respect and to work with the Illustrious Potentate with regard to all activities of the Club or Shrine Center.
- Section 4. It shall be the duty of the officers, so elected, to see that each Shrine Club, Shrine Club holding company, and all appendant and affiliated organizations of the Shrine Clubs maintain detailed accounting records of all financial transactions, for the purpose of filing tax returns or informational returns when requested by the Potentate, a member of the Divan or required by law.

Article III

Dues, Fees, and By-Laws

- Section 1. Shrine Clubs may provide for membership dues and fees, subject to the approval of the Illustrious Potentate.
- Section 2. By-Laws and amendments, thereto, must be submitted in writing to the Illustrious Potentate for approval.
- Section 3. Shrine Clubs are not permitted to incorporate. A Shrine Club holding company may be organized if considered necessary in compliance with Section 337.9 of the Imperial Council By-Laws.

Article IV

Fund Raising Activities

- Section 1. All fund raising activities must be approved by the Illustrious Potentate and shall not conflict with any activities of the Ararat Shriners. All funds collected shall be used only for Shrine activities in compliance with the Imperial Council By-Laws.
- Section 2. General solicitation of the public or Nobility for purchase of tickets, etc., shall not be permitted at any time, by any Shrine Club at or in connection with any Shrine Ceremonial, Pilgrimage, meeting or activity.
- Section 3. Clubs will receive a commission on funds turned in on behalf of the Club to the Shrine office for the circus as specified in the Circus Incentive Program prepared and approved by the Chief Rabban. The Incentive Program will be published annually by the Chief Rabban during the 30 days following the installation of Shrine Officers.
- Section 4. Any expenditure exceeding \$2500 (except for expenditures involving normal overhead expenses) and any transactions transferring money or property to a Club's holding company must receive prior approval in writing from the Illustrious Potentate before the funds are disbursed. Any multiple expenditures to one payee exceeding \$2500 (except for expenditures involving normal overhead expenses) in any calendar year must also receive prior approval in writing from the Illustrious Potentate, before the funds are disbursed.

Article V

Charter

- Section 1. A Charter will be issued to all Shrine Clubs when recognized as such.
- Section 2. If the membership of such Club shall drop below the 15 members, and so remain for a period of sixty days, the Potentate may revoke its charter. Within 30 days of receiving notification from Ararat Shriners or Potentate that its Charter has been revoked, the Club shall surrender its Charter and assets to Ararat Shrine.

Article VI

Director of Shrine Clubs and Official Visitations

- Section 1. The Illustrious Potentate may appoint a Director of Shrine Clubs who, with his Assistants and Ambassadors, will act as advisory officers between Ararat Shriners, Potentate, and Divan. And must request a leave of absence from all clubs they are members.
- Section 2. One activity each year of each Shrine Club shall be for an official visitation of the Potentate or his representative. Each Club must check with the Recorder before this date is set so there is no conflict with other Ararat Shrine activities such as ceremonials and any other call out as determined by the Illustrious Potentate.

Article VII

Shrine Club Units

- Section 1. A Shrine Club parade unit is a unit appendant to the Shrine Club and is not a stand-alone unit. It will abide by the by-laws of the Shrine Club with which it is associated. It will not have an independent treasury, officers, nor separate by-laws. A parade group coordinator will be appointed by the Shrine Club president or elected by the Shrine Club Parade Unit as prescribed by the Shrine Club by-laws.
- Section 2. Shrine Club By-laws must include disposition of the vehicles used by the parade unit. This must include, but is not limited to ownership of the vehicles and disposition of the vehicles between Shriners and Non-Shriners. If a vehicle is sold to a Non-Shriner, all Shrine reference must be removed from the vehicle prior to sale.
- Section 3. All Shrine Club units participating in a parade will be under the direction and control of the Director of Uniformed Units and will comply with all rules and regulations of the Ararat Shrine Unit Code, and will display Ararat Shrine identification on each vehicle and uniform of participating members.
- Section 4. Parades are classified as “Call Outs” or “Voluntary”. A “Call Out” Parade Order requires the participation of all active members of the Parade Group in the specified parade. Only the Parade Group Coordinator may excuse a member from participation in a Call Out Parade.
- In the case of a “Voluntary” Parade, the Coordinator will determine whether or not his Parade Group will participate unless a specific request is made by the Director of Uniformed Units for his Group to participate.
- Section 5. Each Shrine Club unit, before participating in any parade, will have on file with the Recorder Certificates of insurance in the amount required by the Imperial Council of Shriners International.
- Section 6. Each Shrine Club unit must receive permission from the Potentate to perform in any activities. No requests for local parades may conflict with Call Out parades designated by the Potentate. It is expected that Shrine Club Parade units will participate with Ararat Temple in all scheduled Call-Out Parades. Shrine Clubs will provide a list of approved parades, other than designated by the Potentate to the Potentate and Divan Liaison Officer for their information.
- Section 7. Each Shrine Club and parade group leader will familiarize himself with the location of the reviewing stand. All Clubs are requested to fall into an “official presentation” formation, approximately 100 feet before reaching the reviewing stand. This “official presentation” should have the Director or Drill Master out in front where he, alone, can salute the Potentate, representing his entire group. The parading group should be in company front or best suitable formation for official presentation.
- Section 8. Under no circumstances will a parade group be allowed to perform any maneuvers in front of the reviewing stand without special permission from the Director of Uniformed Units.
- Section 9. Intervals of not over forty feet between Units and Clubs are to be constantly maintained. In specific parades, “forward marching movements” orders must be strictly adhered to.

Section 10. In any parade, the acting Parade Marshal, Usually the Director of Uniformed Units, shall remove any group for no –compliance of the above rules.

Article VIII

Miscellaneous Provisions

Section 1. The Potentate and Officers of Ararat Shriners may assist in arranging the program at the official visitation.

Section 2. Sunday meetings are prohibited by Shrine Law. This does not exclude social events or practices.

Section 3. All members of the Clubs must, in every respect, abide by the code, laws, rules, regulations, and orders of Ararat Shriners, Imperial Council, and Illustrious Potentate. Each Club shall obtain a copy of “Shrine Protocol” from the Recorder and follow same.

Section 4. It shall be unlawful to present, engage in, consider, pass, or publish any resolution of any Shrine Club in connection with any controversial subject pending before or to be presented to Ararat Shriners at any of its meetings, or in connection with any Ararat Shriners election.

Section 5. The Officers of the Shrine Clubs shall be under duty to mail or email to the Illustrious Potentate, Recorder, their Liaison Officer, Director of Shrine Clubs, and their Ambassador, an official copy of all notices of meeting and literature, which is sent under the auspices of the Clubs. Each notice shall specify if a Fez is to be worn, if it is a dinner meeting, if any cost is involved, if ladies are to be included, and the appropriate dress.

Section 6. Each Shrine Club shall make certain that all members have current Shrine dues cards.

Section 7. The President shall appoint a Membership Chairman, Hospital Chairman, a Circus Chairman and an Audit Chairman.

Section 8. Shrine Protocol. At Club meetings or social affairs attended by officers of Ararat Shrine, the following procedure should be followed: All introductions and comments of the Club officers should be made first. Next in order are the Ambassadors, Assistant Shrine Club Directors, Director of Shrine Clubs, Past Potentates, and the Divan starting with the Chaplain. The highest ranking officer of Ararat Shrine in attendance should be the last introduced and, after his comments, the meeting should be adjourned.

Section 9. Each check issued by a club must be signed by two Officers of the club. Both Nobles signing these checks must be authorized to do so by virtue of action taken by the club membership or as provided in their respective by-laws. Signatures of the Nobles signing checks must be on file with the bank on which the check(s) are drawn. By signing the check(s) the signing Nobles are indicating they have reviewed the documentation that supports the amount being paid by each check they have signed. Any exceptions to this check signing requirement must be approved in writing by the Potentate.

- Section 10. A Shrine Club may not sell, transfer, purchase or otherwise acquire or dispose of real property and shall not transfer moneys, stocks, bonds, CDs, deeds, or other assets without first obtaining the permission of the Potentate.
- Section 11. Shrine Clubs must submit a properly completed Annual Financial Report with attachments, to the Recorder's office as required by the Imperial Council and within the time established by the Divan of Ararat Shriners. If they are hosting a State Regulated Bingo Game they will submit to the office of the Recorder of Ararat Shriners copies of all Bingo Reports, Quarterly and Annually as required.
- Section 12. Shrine Clubs will send the original, or a notarized copy, of all critical documents, including stock certificates, bonds, certificates of deposit, property titles, etc., to the Ararat Shrine Business Office for safekeeping.
- Section 13. All Shrine Clubs and holding companies must appear annually with an outside audit listing all checks, transfers, stocks, certificates of deposit, bonds, savings, property titles and deeds.

Article IX

Shrine Hospital Patient Transportation

- Section 1. Club participation is encouraged in the Shrine Hospital Patient Transportation Program, sponsored by Ararat Shriners.
- Section 2. Clubs are asked to sponsor children to the Shriners Hospitals and to involve their members in the program, both for new patients and transportation of patients.
- Section 3. All sponsored children will be approved through the Shrine Hospital Chairman. All transportation by Ararat Shriners equipment or other means will be coordinated through the Shrine Hospital Chairman and the Hospital Transportation Committee.
- Section 4. The Shrine Hospital Patient Transportation Fund will provide payment for the costs of transporting children to the hospitals. All costs, including Ararat Shriners equipment land or air, air ambulance service, commercial flights, special equipment, food, lodging, or other related costs for patients and parent or parents, will be provided by the Shrine Hospital Patient Transportation Committee.
- Section 5. Clubs are encouraged to provide financial support for the Shrine Hospital Patient Transportation Programs.

Article X

Amendments and Changes

- Section 1. This code is subject to change or amendment at any time, with or without prior notice, by action of the Divan of Ararat Shriners.