

BY-LAWS

[REV 2019]



DORCHESTER SHRINE CLUB

2150 Beech Hill Rd, Summerville, SC 29483

Dorchester Shrine Club By-Laws

Revised 2019

Article I

Name and Location

Section I This club shall be known and designated as the Dorchester Shrine Club, operating under the jurisdiction of the Omar Shrine, Shriners International, State of South Carolina.

Section II This Shrine Club shall be governed by the article of the by-laws of Omar Shrine and the following by-laws.

Article II

Purpose

Section I The Club shall be an incorporated association formed for the purpose of assisting the Shriners Hospitals for Children and the promotion of Shrinedom.

Article III

Meetings

Section I The **regular meeting** of the club shall be held on the **third (3rd)** Wednesday of each month at **7:00 P.M.**

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Section II **Special meetings** may be held at any time ordered by the President. At such meetings, nothing shall be done other than the business for which the meeting was called. Written notice and the purpose thereof will be mailed (USPS or email) to the general membership at least **seven (7) days prior** to any special meeting. After the special meeting, the results of that meeting shall be mailed (USPS or email) to the general membership, no later than seven (7) days after the special meeting.

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Section III A quorum for a regular meeting of the club shall consist of **ten (10)** members in good standing, entitled to vote therein, one of whom shall be the President, First Vice President, or Second Vice President. A quorum for a special meeting of this club shall consist of **fifteen (15)** members in good standing, entitled to vote therein, one of which shall be the President, First Vice President, Second Vice President, or a Past President.

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Article IV
Order of Business

Section I The business of the club should be conducted as follows:

1. Opening Prayer
2. Pledge of Allegiance
3. Reading and approving of the minutes of the last meeting
4. Reading and accepting of the Treasurer's report
5. Election of officers (as needed)
6. Report of Committees
7. Old Business
8. New Business
9. Good of the Order
10. Closing Prayer

Section II The order of business may be changed or temporarily dispensed with at the discretion of the presiding officer.

Article V
Elections and Appointments

Section I The officers of this club shall be: President, First Vice President, Second Vice President, Treasurer and Secretary.

Section II The **annual meeting** for the election of officers and directors for the club shall be held in **November** of each year. Only members in good standing will be admitted for the election of officers for the club and corporation.

Section III At the regular meeting in October, the President shall appoint a coordination committee of three (3) regular members of the club. This committee will assist the presiding officer in the election process at the regular November meeting. The President elect shall have served at least one (1) continuous year as an elected officer or director of Dorchester Shrine Club within the past three (3) years.

Any elected officer or director must be a member of Omar Shrine in good standing (ref. Omar Shrine by-laws), and any regular club member shall be allowed to make nominations from the floor for any office for which the election is being held. The officers elected at this meeting should be installed at an appropriate time and place. They shall take office as of **January 1st**, and their term of office shall continue until **December 31st** of the calendar year.

Section IV The **Board of Directors** shall consist of **nine (9)** members, the first five (5) of which are the elected officers as stated in Section I above, plus four (4) directors. The directors will be elected at the annual meeting in November to serve a term of two (2) years. Two (2) members will be elected each year to insure continuity of the board. The officers elected at this meeting should be installed at an appropriate time and place. The effective term of office is 01 January through 31

December regardless of the date of the public installation of officers. In the event of a vacancy occurring, it shall be filled by electing a member for the unexpired term. If a vacancy occurs after the sixth (6th) month, the vacancy may be filled by Presidential appointment until the next regular election in November.

Section V The President is to be an ex-officio member of all boards and committees, appointed or elected.

Section VI No President shall be allowed to serve more than two consecutive terms.

Section VII Every officer and director shall hold his elected office until his successor has been elected and takes office. No officer or director will be allowed to hold dual elected offices in the club.

Section VIII Any elected officer or director not performing his duties and/or missing two (2) or more meetings without just cause shall be considered remiss in the performance of his duties and will be notified in writing by the President that he may be replaced by a recall vote of the general membership, except as provided in Article V, Section IV.

Section IX In order to vote in the November election of officers, members' dues must be paid **prior** to November 1.

Article VI Duties

Section 1 The **President** shall at all times, when present, preside at all meetings unless the courtesy is extended by him to the First Vice President, the Second Vice President, or a Past President. He shall be responsible to Omar Shrine for the governing of the club at all times, due observance of the Articles Of Incorporation, by-laws, codes, statutes, regulations and edicts of Omar Shrine and the by-laws of this club. The President shall see that accurate records and just accounts are kept and that the regular returns are made to Omar Shrine. He shall approve and countersign all vouchers of club funds, providing such expenditures have been duly authorized in an adopted budget or by direct action of the Board of Directors and shall be an ex-officio member of every committee of the club. On all questions where the vote of the club or any committee, whether appointed or elected, are equally divided, the President shall be entitled to cast another vote in addition to his vote as a member to break such a tie vote among its members. It shall also be the duty of the outgoing President to ensure that a complete audit is conducted of all club and holding corporation financial accounts and an audit report submitted to Omar Shrine by a date specified by Omar Shrine.

Section II It shall be the duties of the **First Vice President** to assist the President in the governing of the club, and in his absence to preside, unless through courtesy he shall relinquish the right of presiding to the Second Vice President or a Past President. In no case shall the club meeting be opened unless one of the other elected officers is present for the meeting. It shall also be the duty of the first Vice

President, after he is elected, to appoint the necessary members to serve on the various house committees. The committees appointed will serve with the first Vice President as chairman of the house committees, including club rentals. Any committeeman missing **two (2)** or more meetings without due cause shall be just cause for removal and/or replacement.

Section III It shall be the duty of the **Second Vice President** to assist the President and first Vice President in governing the club and in their absence, to preside, unless through courtesy he relinquishes the right of presiding to a Past President, but in no case shall the club meeting be opened unless one of the other elected officers is present for the meeting. It shall also be the duty of the second Vice President, after he has been duly elected, to appoint the necessary members to serve on the fund raising committees for Shrine and club projects. These committees will serve with the second Vice President as chairman. Any committeeman missing **two (2)** or more meetings without due cause shall be just cause for removal and/or replacement.

Section IV The **Treasurer** shall receive all monies from the Secretary and deposit same to the credit of the Dorchester Shrine Club. The Treasurer shall pay all bills on vouchers signed by the Secretary and countersigned by the President. He shall be custodian of the keys to the safe deposit box. He shall keep such records as the Board of Directors shall direct. He shall give a surety bond in such sum as the club may require, the cost of such bond to be paid by the club. He shall make a complete financial report on the state of the club funds at the January meeting and at other times as requested to do so by the President, or by a majority vote of the club members present and voting. He shall submit his books for inspection at any time he is requested to do so by the President or by a majority of the club members present and voting.

Section V The **Secretary** shall keep a record of all the business of the club, issue notices, assign numbers to each member, collect **all** monies due the club and pay the same to the Treasurer. He shall attend to all correspondence, issue certificates, and perform such other duties as the club shall direct. He shall keep the books of the club, prepare and countersign the vouchers and make written reports annually and at such times as the President and Board of Directors shall require it. The Secretary shall also issue all summons for the regular and special meetings when required by the President. A notice and purpose of the special meeting will be mailed to the general membership at least **seven (7) days** prior to any special meeting as required by Article III, Section II. No later than seven (7) days after the special meeting, the results of that meeting shall be mailed (USPS or email) to the general membership.

Section VI The **House Committee** shall be composed of the necessary members for the smooth operation of the club, with the **First Vice President** serving as **Chairman**. They will organize by appointing a Secretary, if necessary, and various subcommittees such as (1) Ways and Means, (2) Oasis Committee, (3) Food Committee, (4) Buildings and Grounds Committee, etc. They shall be responsible for the procurement of all food, drinks, and expendable supplies

necessary for the operation of the kitchen and Oasis and the routine maintenance of the club property. The house committee shall set aside one (1) night a month for a regular meeting and roll call will be taken. Committee reports, in writing, will be submitted to the house committee chairman for review by the Board of Directors. Written reports will include, as a minimum, the monies received, expenditures made, and receipts for all transactions. Any member missing **two (2)** or more meetings without an acceptable excuse or being excused by the house committee chairman will be dropped from the house committee and a new member will be appointed to replace him. All decisions by the house committee shall be made by a majority vote. All activities will be coordinated with the Board of Directors.

Section VII **The Shrine Center Fund Raising Committee** shall be composed of the necessary members for the smooth operation of all **fund raising and social activities** directed by Omar Shrine or the Dorchester Shrine Club with the **Second Vice President** serving as **Chairman**. They will organize by appointing a Secretary, if necessary, and various sub-committees. They shall schedule all fund raising and social activities, coordinating their activities with the Shrine Center schedule and with the President of Dorchester Shrine Club. The Second Vice President will call meetings of the committees as he feels they are necessary. Any committeeman missing **two (2)** or more meetings without an acceptable excuse will be replaced. Records and/or financial reports will be required in accordance with Section VI above.

Section VIII **The general management** of the affairs of the club shall be vested in the **Board of Directors**. The house committee chairman will collect rents and with the concurrence of the President, have the authority for repairs to club equipment not to exceed **five thousand (\$5,000.00) dollars**. They will be required to receive at least **two (2)** bids for any necessary purchases and/or repairs preferably from club members. All expenditures **in excess** of five thousand (\$5,000.00) dollars shall be voted on by the general membership. The Board of Directors **will not** incur any financial debts against the Corporation without the Corporation's approval by **two-thirds (2/3)** of the members present and voting.

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Section IX Funds will be allocated to certain committees at the beginning of each year for the efficient operation of these committees as follows: (a) Oasis committee, (b) food committee, (c) President's emergency fund, (d) building committee emergency fund, etc. Each committee advanced funds will return the same to the Secretary on or about **December 31st** of each year. The dollar amount of each committee will be determined by the Board of Directors.

Article VII **Membership**

Section I Every **candidate** for membership in the club must be a Noble of Shriners International in good standing with all dues paid to said Shrine Temple where the membership is claimed. The Temple to which the applicant claims membership must be a duly recognized Shrine Center of Shriners International.

Section II Application for **membership** must be in writing and signed by at least **two (2)** members of the club, after verification that the applicant is a **Master Mason** and a member in good standing with **Shriners International**. Verification is required by both Nobles signing the application. Application for membership must be approved by majority vote of the Board of Directors.

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Section III Newly initiated Shriners will receive free probationary membership through the following year. All other Shriners submitting an application will pay sixty (\$60.00) dollars or prorated as follows: January 1st and March 31st fifty (\$50.00) dollars; April 1st and June 30th thirty-five (\$35.00) dollars.

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Section IV New candidates offered a **Probationary Membership** shall be entitled to all social privileges of the club; however, they shall have **no voice or vote in the affairs or management of the club**. Probationary members may rent facilities offered to members at the **member rate** but are **not** entitled to free rental privileges. Probationary members may be expelled without remedy afforded full members in Article IX, Section I.

Article VIII Fees and Dues

Section I Each member of the club, except life members, shall pay annual dues of **sixty (\$60.00) dollars**. Dues are due and payable on or before **July 1st** of each year. Any member failing to pay his dues before September 1st of each year will be considered as **“not in good standing”** and **will not** be entitled to any privileges of the club. All free rental and reduced rental fee for the clubhouse or pavilion will be suspended until the following year, whereupon if dues are paid on time the following year, all privileges will be reinstated. Any member failing to pay said dues before the following **June 30th** shall be **automatically terminated**. After a member is terminated, a new petition for membership must be submitted, accompanied by the proper fee of **sixty (\$60.00) dollars**. All procedures established in Article VII, Section II for Membership will apply for applications for reinstatement including approval by majority vote of the Board of Directors.

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Section II **Life memberships** are available for a fee of **one thousand (\$1,000.00) dollars**, as approved by the Board of Directors. Once a member reaches the age of 65, the cost of a lifetime membership is reduced to five hundred (\$500.00).

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Section III **Honorary membership** may be conferred by a unanimous vote of the general membership present and voting. Honorary members shall be entitled to all social privileges of the club. However, they shall have **no voice or vote in the affairs or management of the club** and must become a paying member to receive reduced or free use of facilities.

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Section IV A **courtesy card** will be issued to all members of the Dorchester Shrine Club for their **lady** and to widows of deceased members of Dorchester Shrine Club that

were in good standing at the time of their death. Courtesy cards are for identification while on Dorchester Shrine Club property. Any widow holding a courtesy card may obtain a gate key by request to the Board of Directors of the Dorchester Shrine Club. Only Nobles and ladies with proper identification are authorized to have a Dorchester Shrine Club gate key. The key will be confiscated from those not having proper identification.

Section V Units affiliated with Dorchester Shrine Club may reserve a rental date (subject to availability) of the clubhouse for unit fund raising activities. The cost of the facility reservation will be prorated based on the membership rate of the unit in Dorchester Shrine Club. For example, a unit with 100% membership in Dorchester Shrine Club is entitled to a rental date without charge for the facility; a unit with 90% membership in Dorchester Shrine Club is entitled to a rental date at 10% (90% discount) of the member rental rate. All units and public rentals will pay the cost of cleaning the clubhouse (current rate of \$300.00 is subject to change.

Article IX Discipline

Section I This club, as represented by the ranking officer or committeeman present, shall have the right to expel any of its members or visitors for conduct unbecoming a gentleman and Noble of Shriners International. Charges must be submitted in writing to the Board of Directors for investigation and, if found to be appropriate, the offender will be given notice in writing within thirty (30) days. He will have thirty (30) days in which to reply to the Board of Directors in writing, and if charges are found valid, they will be forwarded to the Potentate of Omar Shrine, in accordance with Shrine Laws, for final action.

Article X Rules of the Club

Section I When the presiding officer takes his place and raps for order, every officer and member shall immediately take his place and observe order and decorum.

Section II No member shall speak until he first rises and respectfully addresses the presiding officers, nor shall he speak more than twice on any subject unless to explain or with permission of the chair.

Section III No motion shall be entertained until seconded and no debate thereon until stated by the chair, except motions not requiring a second or debate per **Robert's Rules of Order**.

Section IV All questions of parliamentary law or practice not herein provided for shall be determined in accordance with **Robert's Rules of Order** and/or with final decision being made by the chair.

Section V Any member may invite guests to any social function of the club and shall be responsible for each guest. Members may not invite guests to **special called meetings or membership only meetings.**

Section VII **Rules and Regulations** for the use of the Dorchester Shrine Club property are a part of the by-laws and are as follows: A copy of these rules and regulations will be given to each new member, along with his dues card and a key to the main gate. All members will be furnished a copy annually.

- (1) All members are responsible for the conduct of their guests and all guests will be sponsored by a member **present at all times** while on Dorchester Shrine Club property.
- (2) All members with guests are required to sign the guest register when entering the “clubhouse.” **This requirement is a condition of the alcoholic beverage license issued by the South Carolina Department of Revenue.**
- (3) No one under the age of 21 years of age will be allowed to sit at the bar.
- (4) The clubhouse at Dorchester Shrine Club is a **NON-SMOKING/NON-VAPING** facility. Smoking at the clubhouse is permitted only on the back deck or car port area.
- (5) The front gate **will be locked at all times**, unless a club function is taking place. **Each member is responsible for ensuring the gate is locked after passing through.**
- (6) The operator of any motorized vehicle, gas or electric powered, must have a valid driver’s license.
- (7) Firearms are not to be used on club property except for killing snakes and then only with scatter shot. No target practice or shooting across or into the lake is permitted.
- (8) No dogs or other animals will be allowed to run loose on the property. Animals must be on a leash at all times and no animals, other than service animals, are permitted in the clubhouse.
- (9) **Feeding alligators** is strictly forbidden at any time.
- (10) **No swimming** is permitted in the lake at any time.
- (11) All personnel will police the area after use, placing all trash in the dumpster provided at the club. There will be no burning of trash in the barrels.
- (12) The only names that are permitted to be engraved on the monument at Dorchester Shrine Club are those of members who were on the active list as of June 30 of the year of passing. The only name of a Lady that is permitted to be

engraved on the monument is one that the Noble claimed as his Lady before his passing. No Lady's name may be entered on the monument if she remarries unless she marries a member of the Club as she then becomes the Lady of that member.

(13) When the entire property or any entity is leased, all persons will honor the contract. Therefore, the leased property will be **OFF LIMITS** to all except those persons covered by the contract and their guests.

(14) Leasing of the Dorchester Shrine Club clubhouse at the reduced member rate will be coordinated with the rental chairman who will ensure that proper fees are collected and the lease agreement is signed at least **thirty (30) days** in advance of the event. This privilege is for members and their **immediate families only** and should be used with discretion and not abused. The member **must** be present at all times, including set-up and clean-up.

(15) Use of the Dorchester Shrine Club pavilion on the point for the purpose of large picnics or parties will coordinate at least **thirty (30) days** in advance with the rental chairman so that the use may be scheduled on the club calendar. This is by no means meant to discourage the use of the facilities, only to ensure that there will be no interference with groups showing up to use the point at the same time. Use of Dorchester Shrine Club Pavilion, Point and Campgrounds will not be for personal gains or commercial gains. Use of the Pavilion, Point and Campgrounds for Fund Raising must be submitted to the Board of Directors in writing **thirty (30) days** before the event for approval by the Board.

(16) Except on certain occasions, when approved by the Board of Directors, boats shall never be operated on the lake with gasoline powered motors, only electric motors may be used in the lake. Boats with motors that leak either gas or oil shall not be allowed on the lake.

(17) All persons going on the lake will have U.S. Coast Guard approved life preservers for each person in the boat. Furthermore, **any person under the age of sixteen (16)** must be wearing their life preserver at all times in accordance with South Carolina Department of Natural Resources (SCDNR).

(18) Trotlines may be used within the guidelines set forth by the SCDNR. They will not be left in the lake when not in use or not attended. Fishing with jugs has the following constraints: (a) as specified, only two (2) jugs per member are allowed. Member is defined as a card holding member in good standing of Dorchester Shrine Club and not as each member of the family; (b) trotlines and jugs will be identified with member's last name and his Dorchester Shrine Club card number. Gill nets and fish traps are not allowed at any time.

(19) Fishing with jugs has the following constraints: (a) as specified, only 2 jugs per member are allowed. Member is identified as a card holding member in good standing of Dorchester Shrine Club and not as each member of the family; and (b) jugs will be identified with members last name and his Dorchester Shrine Club card number of the jug.

(20) Gill nets and fish traps are not allowed.

(21) The daily bag limit of fish will be **in accordance with the current SCDNR regulations**. Remember, any member has the right to inspect your daily limit bag.

(22) Fish cannot be harvested for personal or commercial gains.

(23) Bow fishing or gigging of fish is prohibited.

(24) The placement of devices to attract the bedding or gathering of fish is permitted with the approval of the Board of Directors. The placement of these “artificial reefs” will be noted on a map and shared with the membership of the club and become the property of the club for the use of the entire membership. Junk, i.e. used appliances, old cars, etc. is not permitted for these attractions.

(23) Failure to comply with these rules and regulations or any state or federal laws may result in suspension from the use of these facilities and possible expulsion from membership.

Section VIII Campground Rules and Regulations. Camping rates are **twenty-five (\$25.00) dollars** per night for all non-club members and **fifteen (\$15.00) dollars** for members in good standing with Dorchester Shrine Club. **Fees shall be paid on arrival or at the earliest convenience to a Dorchester Shrine Club Officer or camping chairman. At any time that the daily rate does not cover the expense of operating the campground, the rates may be changed without notice.**

(1) Camping will be allowed for 30 consecutive days. Campers/RVs **MUST** be removed from Dorchester Shrine Club property by 4 P.M. on the last day of camping – **NO EXCEPTIONS**. The Board of Directors has the right to refuse access in the event of Special Events, rentals, or disorderly conduct.

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(2) There will be **NO** storage of campers/RVs on Dorchester Shrine Club property. **If a camper/RV is removed from a designated campsite, but left elsewhere on Dorchester Shrine Club property, the owner will be charged the regular daily camping fee.**

(3) Campers shall be responsible for policing their campsite. Refuse **must be** placed in the dumpster provided at the club upon departure after camping.

(4) **NO** permanent structures such as storage buildings, patio platforms, porches, etc. are to be erected on the site that would change the natural landscape.

(5) Dumping of solid waste and grey water is allowed **only** in the **approved holding tank** near the boat ramp.

(6) No more than **six (6) people** and/or **two (2) vehicles** are permitted on any one campsite.

(7) Failure to abide by these camping rules and regulations will result in the member being asked to leave with no refund or recourse.

Article XI
Amendments

Section I

These by-laws of the Dorchester Shrine Club may be amended or new by-laws made by a two-thirds vote of the members present at any stated or special meeting. Proposed by-laws or amendments must be presented in writing in the form of a resolution at a stated meeting. The resolution must be laid over to the next stated meeting called for action thereon. In accordance with the requirements of **Article III, Section II**, every member of the club must be sent the notice of the meeting and the text or substance of the proposed by-laws or amendments. They must then be approved by the Potentate of Omar Shrine.

By-Laws of the Board of Directors Dorchester Shrine Club Holding Corporation

Article I

Powers

This organization shall have the powers granted to corporations organized as an Eleemosynary Corporation for the State of South Carolina provided that the corporation shall not have or exercise any powers inconsistent with the purpose for which said corporation is formed as set forth in the Certificate of Incorporation.

Article II

Members

The members of the corporation shall be the incorporates and all the persons whose names are included on the list of members in good standing of the Dorchester Shrine Club. The membership of the corporation shall be determined at all times by the current list of members in good standing of the Dorchester Shrine Club.

Article III

Board of Directors

Section I The general management of the affairs of this corporation shall be vested in a Board of Directors **of nine (9)** members in good standing consisting of **five (5)** elected officers of Dorchester Shrine Club and **four (4)** additional members who shall be elected by the members of the corporation. **The President** of Dorchester Shrine Club shall serve as President of the Corporation. The President **shall be Chairman** of the Board of Directors. **The Treasurer** of Dorchester Shrine Club shall be the **Treasurer** of the Corporation. **The Secretary** of Dorchester Shrine Club shall be the **Secretary** of the Corporation. The Board of Directors shall meet subject to the call of the Chairman. The Board of Directors may make rules for its own guidance, **NOT** in conflict with these by-laws, and may transact such business as may be found necessary in the interim of the sessions of the Corporation. **Seven (7)** voting members constitute a quorum.

Section II The Board of Directors shall consist **of nine (9)** members, the first **five (5)** being the elected officers of Dorchester Shrine Club and **four (4)** directors. Two (2) of the directors shall be elected at the annual meeting in November to serve a term of two (2) years. In the event of a vacancy occurring, it shall be filled by electing a member for the unexpired term. If the vacancy occurs after the sixth (6th) month, the vacancy may be filled by Presidential appointment until the next regular meeting in November.

Section III The Board of Directors shall designate the bank or banks in which the funds of the Corporation shall be deposited. They shall from time to time direct the Treasurer to invest such funds and monies of the Corporation as are not needed to meet its current obligations, but such investments shall be limited to such securities as are authorized to be made by fiduciaries of the Statutes of South Carolina. They shall deposit all securities or cause the same to be deposited in a safety deposit box or boxes designated by the Board of Directors which they shall leave in the name of the Corporation. In case of death or continued disability of the Treasurer or Secretary or any one of them to sign checks drawn against the funds of the Corporation as herein provided, the President shall appoint a qualified member to act in his or their place. They shall, at each annual session of the Corporation, make a report as to the condition of the funds and property in their hands and from time to time make such additional reports as may deem advisable or as the Corporation may require.

Section IV Any member of the Board of Directors may be removed from office as a director by a resolution to that effect duly adopted by a two-thirds (2/3) affirmative vote of the members of the Corporation present and voting in a duly constituted meeting of the Corporation called for that purpose.

Section V Any member of the Board of Directors may withdraw or resign from the Corporation at a meeting of the Corporation or by a notice in writing to the President or Secretary of the Corporation.

Section VI In addition to the **five (5)** elected officers of Dorchester Shrine Club serving on the Board of Directors, the **four (4)** additional members shall be elected at large with two (2) being elected each year to insure continuity.

Article IV Meetings

Section I The Corporation shall hold at least two (2) regular stated meetings annually at the Dorchester Shrine Club. The **annual meetings** shall be held in **January** and **December** of each year.

Section II Special sessions of the Corporation may be called by the President at any time, due written notice and the purpose thereof will be mailed (USPS or email) to each member at least **seven (7) days prior** to any special meeting, stating the business to be considered and no other business shall be transacted, other than that specified in the call or summons, the time and place of each such meeting to be fixed by the President. Special sessions **MUST** be called by the President upon the presentation of a written request of **twenty-five (25)** members in good standing.

Section III A quorum of the Corporation shall consist of **twenty (20)** members in good standing, entitled to vote therein, one of whom shall be the President of the Corporation.

Section IV All questions of parliamentary law or practice not herein provided shall be determined in accordance with **Robert's Rules of Order**.

Section V The fiscal year of this Corporation shall terminate on the last day of December of each year.

Article V
Budget and Finance

Section I It shall be the responsibility of the Board of Directors to prepare a budget for the operation of said Corporation during the fiscal year and the said budget with the Board of Directors recommendation shall be presented to the members of the Corporation at the annual meeting in January.

Section II The Board of Directors shall be responsible for any repairs to the holding corporation property **not to exceed five (\$5,000.00) dollars**. They will be expected to receive at least **two (2)** bids for any necessary expenditure, preferably from Corporation members. All expenditures **in excess** of five thousand (\$5,000.00) dollars shall be voted on by the **general membership**. The Board of Directors **will not** incur any financial debts against the Corporation without the Corporation's approval by **two-thirds (2/3)** of the members present and voting.

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Article VI
Election and Appointment

Section I The officers of this Corporation shall be a President, who shall be the person occupying the position of President of Dorchester Shrine Club, a First Vice President, who shall be the person occupying the position of First Vice President of Dorchester Shrine Club, a Treasurer, who shall be the person occupying the position of Treasurer of Dorchester Shrine Club, a Secretary, who shall be the person occupying the position of Secretary of Dorchester Shrine Club, and all of who shall serve for one (1) year or until their successors are duly qualified.

Section II The President shall be the Chairman of the Board of Directors and shall preside at all meetings of the members and of the board of the Corporation and have general supervision of all business of the Corporation and shall also have such other powers and duties as may properly belong to his office or as shall be prescribed by the members of the Corporation.

Section III The First Vice President shall, in the absence or disability of the President, perform the duties of the President and shall also have such other powers and duties as prescribed by the members of the Corporation.

Section IV The **Treasurer** shall receive all monies from the Secretary and deposit same to the credit of the Dorchester Shrine Club. The Treasurer shall pay all bills on vouchers signed by the Secretary and countersigned by the President. He shall be custodian of the keys to the safe deposit box. He shall keep such records as the Board of Directors shall direct. He shall give a surety bond in such sum as the

club may require, the cost of such bond to be paid by the club. He shall make a complete financial report on the state of the club funds at the January meeting and at other times as requested to do so by the President, or by a majority vote of the club members present and voting. He shall submit his books for inspection at any time he is requested to do so by the President or by a majority of the club members present and voting.

Section V The **Secretary** shall keep a record of all the business of the club, issue notices, assign numbers to each member, collect **all monies** due the club and pay the same to the Treasurer. He shall attend to all correspondence, issue certificates, and perform such other duties as the club shall direct. He shall keep the books of the club, prepare and countersign the vouchers and make written reports annually and at such times as the President and Board of Directors shall require it. The Secretary shall also issue all summons for the regular and special meetings when required by the President. Written notice and the purpose thereof will be mailed (USPS or email) to the general membership at least **seven (7) days prior** to any special meeting as required by Article III, Section II of the Dorchester Shrine Club by-laws. No later than seven (7) days after the special meeting, the results of that meeting shall be mailed (USPS or email) to the general membership.

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Article VII

Property

Section I All deeds, bills of sale, deeds of trust, chattel mortgages and other instruments of conveyance of Dorchester Shrine Club Holding Corporation shall be duly executed in the name of the Board of Directors of Dorchester Shrine Club Holding Corporation and shall be signed in the name of said Corporation by the President and shall be attested by the Secretary of this Corporation. Before taking affect, all transactions must be approved by the Potentate of Omar Shrine.

Section II No real property may be purchased or title to real property received by the Board of Directors of Dorchester Shrine Club Holding Corporation nor may the same be conveyed, transferred or sold nor any instrument of conveyance be executed in its name without first being approved by a majority of the members of the Dorchester Shrine Club Holding Corporation, who are in good standing and are present and voting at a session of the Corporation and which session is being called by the President for the purpose of considering and passing upon the question as to whether or not said property may be purchased or conveyed by the Board of Directors of Dorchester Shrine Club Holding Corporation. All transactions must be approved by the Potentate of Omar Shrine.

Section III The Board of Directors will approve any major alterations to Corporation property to include buildings, grounds and lakes. Since, for the purpose of these by-laws the term “**major**” cannot be defined, each proposal, other than ordinary maintenance, repairs and renovations, shall be brought before the Board of Directors for consideration. Consideration for approval will be based on cost, equipment availability and man-hours to be expended in terms of individual project needs.

Article VIII
Amendments and Alterations

- Section I** These by-laws of the Board of Directors of the Dorchester Shrine Club Holding Corporation may be amended or new by-laws made by a two-thirds (2/3) vote of the members present at any stated or special meeting. Proposed by-laws or amendments must be presented in writing in the form of a resolution at a stated meeting. The resolution must be laid over to the next stated meeting called for action thereon. In accordance with the requirements of Article IV, Section II, every member of the Corporation must be sent the notice of the meeting and the text or substance of the proposed by-laws or amendments. They must then be approved by the Potentate of Omar Shrine.
- Section II** These by-laws of the Board of Directors of the Dorchester Shrine Club Holding Corporation and any amendments or provisions made thereto shall become effective immediately upon approval by the members of the Corporation and the Potentate of Omar Shrine.

Dorchester Shrine Club By-Laws – Revised 2019

(Attached 11 pages)

and

By-Laws of the Board of Directors of Dorchester Shrine Club Holding Corporation – Revised 2019

(Attached 5 pages)

APPROVED *Mark W. Murray* Date 6-5-2019
(Potentate of Omar Shrine)

In Agreement with:

Dorchester Shrine Club President

Robert Warder *Robert Warder*

Dorchester Shrine Club 1st Vice President

Tony Bunch *Tony Bunch*

Dorchester Shrine Club 2nd Vice President

Ben Waring *Ben Waring*

Dorchester Shrine Club Treasurer

Jimmy Droze *Jimmy Droze*

Dorchester Shrine Club Secretary

Dan Lehman *Dan Lehman*

Dorchester Shrine Club Director

Chris Hollowell *Chris Hollowell*

Dorchester Shrine Club Director

John Kilcoyne *John Kilcoyne*

Dorchester Shrine Club Director

Eugene Phillips *Eugene Phillips*

Dorchester Shrine Club Director

Tim Weaver *Tim Weaver*