

BYLAWS OF ALZAFAR SHRINERS

(As approved by the Nobility September 14, 2023)



San Antonio, Texas

PREAMBLE

This Temple is governed by the articles of incorporation and bylaws of Shriners International, an Iowa Corporation, and the following bylaws not inconsistent therewith.

Article I

NAME & TITLE

Section 1. Name

The name of the order shall be Alzafar Shriners by virtue of a Charter granted July 13, 1916, by Shriners International an Iowa Corporation. Alzafar is a word of ancient Arabic origin meaning Victory. *Amended 2002*

Section 2. Location

It shall be located in the Oasis of San Antonio in the Desert of Texas.

Section 3. Allegiance

It shall be a subordinate Temple of Shriners International, a corporation duly organized and existing under and by virtue of the laws of the State of Iowa, as evidenced by its Charter issued July 13, 1916, and shall ever be subject to the Articles of Incorporation; Bylaws, Orders, and Edicts of Shriners International and/or the Imperial Potentate thereof.

Section 4. Jurisdiction

It shall exercise such territorial jurisdiction within the boundaries of the State of Texas as has been or may be hereafter granted to it by Shriners International.

Section 5. Seal

It shall adopt and have a seal, bearing its name and location, to wit: Alzafar Shriners, San Antonio, Texas; and an Impression and facsimile of same shall be deposited with the Imperial Recorder in accordance with Shrine Law. *Imperial Amended 2002*

Section 6. Flag

It shall have and display a Flag of the Order of the size, color, and wording as provided in Shrine Law.

Section 7. Ritual

The ritual of the Order shall be that promulgated by the Shriners International. No alterations or additions shall be made to the Ritual except by the Shriners International.

Section 8. Emblems

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

Section 9. Fez

- (a) The exclusive head covering of the Order shall be the red Turkish fez with a black tassel.
1. The name of the Temple, together with a facsimile of a Scimitar and that portion of the jewel of the Order consisting of the Crescent, Sphinx head, and Star, shall be embroidered on the fez with gold or silver bullion or silk.
 2. The Potentate, Past Potentates, Recorder, Treasurer, and Divan members may have their titles embroidered in small letters in gold or silver bullion or silk on one line beneath the emblem on the fez. Active members of official units or official clubs of a Temple may likewise have names of their unit on one line beneath the emblem on the fez. *Amended 2022*
 3. The embroidery on the fez may be adorned with rhinestone jewels of a size no larger than those officially recognized by Shriners International as number 12. Not more than two pins may be used to hold the tassel in place.
 4. The fez shall be worn in its proper shape without crushing, creasing, or alteration; and no device, ornament, title, wording, or adornment other than that permitted by this section may be used on the fez. The fez may be worn only at meetings and gatherings of Nobles held under the authority of the Order. It may not be worn when or where prohibited by the Imperial Potentate.

Article II OBJECT

The object of Alzafar Shriners shall be to exemplify, propagate, and disseminate Shrinedom in all its attributes throughout its jurisdiction and to instill the tenets thereof in the hearts of mankind.

Article III MEMBERSHIP

Section 1. Petitions

Members shall be elected upon petition submitted upon the form and in the manner prescribed by Shriners International.

Section 2. Prerequisite for Membership

(a) Prerequisite. A temple may not accept a petition from a candidate, unless he is in good standing as a Master Mason in a Grand Lodge which meets the recognition standards of the Grand Masters Conference in North America, Interamerican Masonic Confederation (CMI) or the World Conference of Grand Lodges. *Amend. 1988, 1990, 1996, 1997, 1998, 1999, 2000, 2013*

(b) Single Prerequisite. A temple may not add to or take from the

qualifications for membership in temples as fixed by these bylaws.

Amend. 2000

Section 3. Residence

- (a) A petitioner must be an actual resident for at least 6 months in the jurisdiction of the Chapter, provided, however, that the Chapter may receive and act upon the petition of one whose residence is not within the jurisdiction of another Chapter.
- (b) Actual residence is defined as the place where the applicant in good faith makes his home.
- (c) Any member of the Armed Forces or of the Diplomatic Service of the United States, Canada, or Mexico, stationed within the jurisdiction of this Chapter may submit his petition and upon election may be initiated and become a member of this Chapter without reference to his actual place of residence.

Section 4. Balloting

- (a) Favorable. Subsequent to a report on a candidate's petition, a motion may be made to act on the petition(s) by voice vote, or by raising of hands. Absent an appropriate motion, or after failure of a motion, paper ballots shall be distributed, marked, collected and counted in the presence of the Nobility. If a majority of the ballots are favorable, the candidate is elected to temple membership subject to initiation. If a majority of the ballots are unfavorable or if the votes are evenly divided, the candidate is rejected. The presiding officer may call for a collective ballot.

Amend. 2018

- (b) Finality. After the balloting is completed and the candidates are declared elected and notified, no objection made thereafter with respect to the candidates may be considered unless ordered by vote of the temple.
- (c) Reapplication. A rejected candidate may not apply again for 13 weeks.

Amend. 1973

Subsequent to a report on a candidate's petition, paper ballots shall be

Section 5. Initiation

The Temple shall initiate or obligate all candidates at a Stated Meeting or Ceremonial Session unless a special dispensation is obtained from the Imperial Potentate.

Section 6. Associate Membership

Any Noble may apply for membership by affiliation in a Second Temple and if accepted by the second, thereafter hold associate membership subject to the provision or Article 323.7 of the Bylaws of Shriners International.

Section 7. Termination of Membership

- (a) Membership in the Temple may be terminated by:
 - 1. Voluntary demission upon payment of all indebtedness to the Temple; or
 - 2. Suspension for nonpayment of dues; or
 - 3. Suspension for other causes; or
 - 4. Expulsion; or
 - 5. Death

Section 8. Demits and Suspensions

(a) Demits

1. A demit certifies that at the time of its issue the Noble named therein was
 - i. in good standing
 - ii. free from charges, and
 - iii. free from indebtedness, assessments, and voluntary obligations to the Temple.
2. The Temple shall not withhold a demit from a Noble applying for it if he qualifies under Subsection (a)(1).
3. The Temple may issue a duplicate demit to a Noble upon application thereof.
4. A demit may be issued by the Potentate and Recorder of the Temple between stated meetings of the Temple. A record of each demit so issued shall be made and shall be reported to the Temple at its next succeeding stated meeting.
5. A demit, when granted, is effective for all purposes as of the date of the filing of the written application thereof with the Recorder of the Temple.

(b) Suspension for Non-Payment of Dues

1. The Temple shall not carry a member on the books who is more than two years in arrears. The Temple must either suspend him or remit his dues.
2. Whenever adopted, any order of suspension shall be effective as of December 31 of the last year of the delinquency.
3. A Noble may be suspended for non-payment of dues in the following manner:
 - i. He must be notified by first mail that he is in arrears;
 - ii. He must be given an opportunity to be heard;
 - iii. He must be admitted to the Temple for this purpose even though he is in arrears; and
 - iv. A majority of members present at a stated meeting must vote to suspend him.
4. One who has been suspended for non-payment of dues may be restored in the following manner:
 - i. Written application for reinstatement must be made, accompanied by written evidence that he is in good standing in his prerequisite body.
 - ii. Without a vote of the Temple upon terms authorized by the Temple; and
 - iii. Restoration must be reported to the Temple at its next stated meeting and recorded in the minutes.

Section 9. Retention of Membership

- (a) In order to retain membership in a Temple, a Noble must maintain the requirements of Section 323.3 of Shriners International Bylaws.
- (b) If a Noble loses membership in the prerequisite body and for any cause, except as hereinafter provided, he loses his membership in his Temple until restored to good standing by the prerequisite body. Whereupon he is restored to good standing in his Temple without the vote of his Temple. He may not be charged with dues to the Temple while deprived of membership. *Imperial Amended 2000*
- (c) The acquisition of membership in another prerequisite body, subsequent to his loss of membership in his Temple, does not restore him to good standing in the Temple, but he

may be restored by ballot Pursuant to Section 323.5 of Shriners International Bylaws.

- (d) If a Noble loses his membership in a prerequisite body for any reason other than nonpayment of dues, the loss of membership in his Temple is effective when it becomes final in the prerequisite body.

Section 10. Initiation Fee

- (a) Amount. A temple may set the initiation fee at any level; and it may set more than one rate for reasons determined by the temple.
- (b) Prepayment. A candidate may not be initiated until his initiation fee is paid in full. A temple may, in its discretion, allow the initiation fee to be paid by credit card.
- (c) Rebate Prohibited. No portion of any fee may be rebated or refunded in any manner to the initiated candidate, either in money or material. Temples may provide new Nobles with a fez as part of their initiation fee. The provision of a fez to a new Noble is not considered a rebate.

Amend. 2017

- (d) Return of Fee. If a candidate does not present himself for initiation, he is entitled to the return of his initiation fee upon his request.
- (e) Change. Proposed changes to the initiation fee or fees must be presented in writing in the form of a resolution at a stated meeting. The resolution must be laid over to the next stated meeting or to a special meeting called for action thereon. The notice of such meeting must be sent to every member of the temple and it must recite the text or substance of the proposal. If the proposal is adopted by at least two-thirds of the members present and voting, it is approved.
- (f) *Amend. 1982, 1989, 1991, 1992, 2011*

Section 11. Dues

- (a) Minimum Amount. The annual dues shall not be less than \$50.00, paid in advance before January 1st by all members. A temple may, in its discretion, allow such dues to be paid by credit card.
 - (1) Candidates initiated during the year are included.
 - (2) Life members are exempt.

Amend. 1982

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

Amend. 2012

- (c) Higher Amount. A temple may provide a higher rate of dues according to the proximity of the member's residence to the location of the temple.
- (d) Remission. A temple, by affirmative vote, may remit dues of a member for good cause

shown either to the temple or a committee selected for that purpose.

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

Add. 1989

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

Add. 1992

Section 12. Hospital Levy

- (a) Amount. The annual levy in every temple for the Hospitals shall be \$5.00 for each member except an associate member.
- (b) Computation. The hospital levy shall be computed on temple membership, including life members, as of the first day of January of each year.
- (c) Remission. The hospital levy received from the membership must be remitted to the Imperial Treasurer by separate check as follows:

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

- (d) Reinstated Members. The hospital levy must also be collected from members who are reinstated throughout the year, provided the hospital levy for the then current year has not been paid, and from candidates initiated during the year from January through October, without ratable abatement. The hospital levy must be remitted to the Imperial Treasure at the end of the month in which it is received by the temple. A hospital levy will be neither collected from candidates initiated in November or December for the then current year nor remitted to the Imperial Treasurer.

Amend. 1989, 2012

- (e) Credit. A temple may take credit for and deduct from its remittance all unpaid hospital levies of the preceding year occasioned by death or suspension.
- (f) Reinstated Member Waiver. A temple is not required to remit to the Imperial Treasurer any unpaid hospital levy in the event of subsequent reinstatement of a member suspended for nonpayment of dues.
- (g) Reinstated Member Collection. A temple must collect all of the unpaid hospital levies before reinstating a member who has been suspended a second time, and remit to the Imperial Treasurer.
- (h) Trust Fund. The hospital levy is a trust fund, and every temple must segregate it in a separate account and remit it to the Imperial Treasurer as provided in this section.
- (i) Hardship. A temple, which has remitted the dues of a member because of hardship, may also remit the hospital levy of such member for the year or years that his dues have been remitted, and so advise the Imperial Treasurer.

Amend. 1988

Section 13. Dues Cards

Upon the payment of his annual dues, hospital levy, and assessments, if any, each member shall be issued a sticker for the current year with which he is to update his Shrine Card in accordance with the provisions of the Bylaws of Shriners International. *Amended 2022*

Section 14. Temple Assessments

- (a) No assessment may be levied except in strict accordance with Shriners International Bylaws Section 332.7.
- (b) Imperial Approval. If the Temple is contemplating an assessment, it must first submit the proposal to the Imperial Potentate requesting his approval. The Imperial Potentate shall receive the advice of the chairman of the Jurisprudence and Laws Committee and the chairman of the Finance and Audit Committee prior to the issuance of his decision.
- (c) Temple Approval. If the Temple receives the written approval of the Imperial Potentate it may levy the assessment on its members, including life members, if specifically provided, for purposes general to the membership by resolution adopted at a stated meeting of the Temple, if it is approved by 2/3rds of the members present and voting and in the following manner:
 - 1. At least one week's notice in writing shall be given to the membership stating the amount of the proposed assessment and the time and place when action will be taken.
 - 2. Upon the adoption of the resolution, there must be sent to the Imperial Recorder (i) 3 copies thereof together with a certificate of its adoption signed by the Potentate, attested by the Recorder with the seal of the Temple affixed, (ii) a copy of the notice, and (iii) a copy of the Temple's bylaws. (*When applying for Imperial approval, use Certificate at page 91, Form #14*).
 - 3. The Imperial Recorder shall send them forthwith to the Committee on Jurisprudence and Laws, If the committee reports that the assessment has been adopted in accordance with Shriners International Bylaws, the resolution is so endorsed. One copy is retained by the committee, and 2 copies are returned to the Imperial Recorder who shall retain one copy for the records of The Imperial Council and forward the other copy to the Temple.
- (d) Effective Date. Upon approval, and report of proper adoption by the Committee on Jurisprudence and Laws, the assessment is binding on all members as of the date of passage of the resolution levying the assessment and must be paid as dues are paid or as provided in the resolution. *Imperial Amended 2003*
- (e) A dues card may not be issued to a member if his annual dues, hospital levy, assessments, or any voluntary obligation, or any part thereof, are unpaid for the current year unless he is exempt from the payment thereof.

Section 15. Affiliation

Any Noble holding a valid demit from this or any other Temple of Shriners International

may affiliate with this Temple upon the presentation of such demit and a petition for affiliation upon the form prescribed by Shriners International and the payment of dues prescribed in Section 11, above, provided that he meets the requirement outlined in Section 2 and 3 and is elected as outlined in Section 4 above.

Section 16. Honorary Members

- (a) Honorary membership may be conferred by the Temple upon any Noble as a compliment by a majority vote, but this membership confers no rights or privileges.
- (b) The issuance of annual membership cards to honorary members is prohibited.

**ARTICLE IV
OFFICERS**

Section 1. Officers

- (a) The officers of the Temple are:

Potentate.....	Shayk
Chief Rabban.....	Emeer
Assistant Rabban.....	Sahib
High Priest and Prophet.....	Iman
Oriental Guide.....	Ayn
Treasurer.....	Chayzin
Recorder.....	Katib
First Ceremonial Master.....	Wakil
Second Ceremonial Master.....	Alam
Director.....	Malah
Marshal.....	Amal
Captain of the Guard.....	Rays
Outer Guard.....	Hafiz

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

Section 2. Elective Divan

The Potentate, Chief Rabban, Assistant Rabban, High Priest and Prophet, Oriental Guide, Treasurer, and Recorder shall be elected annually by ballot and shall constitute the official Divan of the Temple.

Section 3. Appointive Officers

The First Ceremonial Master, Second Ceremonial Master, Director, Marshal, Captain of the Guard, and Outer Guard shall be appointed annually by the Potentate.

Section 4. Election

- (a) The officers named in Section 2 above shall be elected at the regular stated meeting of the Temple held on the second Thursday in December. Election shall be by separate written ballot and by a majority vote of those present and voting. A blanket ballot is prohibited. Balloting shall commence not later than 9 o'clock p.m.; when that hour arrives, all other business shall cease and none other shall be transacted until the election is concluded. All

candidates for office, including the office of Imperial Representative, must be placed in nomination from the floor. *Amended 2000 & Imperial 2001*

- (b) The following shall govern the election of Imperial Representatives:
1. All candidates must be balloted for on one written ballot.
 2. Each member voting must vote only for the total number Representatives to be elected; otherwise, his ballot cannot be counted as a vote.
 3. A majority vote of members present and voting is necessary to elect each Representative.
 4. Only those candidates who receive a majority vote shall be declared elected.
 5. Successive written ballots must then be taken in the same manner on other candidates until all Representatives are elected.
 6. If more candidates receive a majority vote than the number of Representatives to be elected, then those receiving the greatest number of votes shall be declared elected.
 7. Blank ballots are not votes.
- (c) Leadership Search Committee. The Board of Directors may appoint a committee consisting of not more than five (5) Nobles to study the qualifications of possible candidates for elective office in the Temple. This committee may report their findings to the Board of Directors and/or the Temple members in the form of a nomination at a Temple election. This committee may also consult with the Chief Rabban on his appointments if so requested. *Imperial add 2001*

Section 5. Election Regulations

- (a) Electioneering. A candidate for an elected office in a Shrine temple may print, publish and circulate during the year he is seeking the elected office, a résumé consisting of his educational background, his vocational history, and his Masonic and Shrine record. Except as provided in the prior sentence, the printing, publication, circulating or distribution of resolutions, letters, telegrams, tickets, email or other devices, by a unit, club, Noble, or group of Nobles, suggesting, recommending, opposing, or containing the names of proposed candidates for office in the temple is prohibited.
- (b) Expenditures Prohibited. The expenditure of money for gifts, favors, or entertainment on behalf of a candidate for elected office is prohibited.
- (c) Violation. For any violation of (a) or (b), the Imperial Potentate may suspend any offending Noble, and he may declare the election of the officers void and order a new election.
- (d) Notice. At least one week prior to the annual meeting or any election, the temple Recorder shall mail to each member a notice thereof containing this section.
Amend. 2011

Section 6. Postponement of Election

If it should be impossible, for any cause to hold the annual election at the time and place specified above, request for special dispensation for change of date and/or place shall be submitted to the Imperial Potentate in accordance with the Bylaws of the Shriners International.

Section 7. Vacancies

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

Section 8. Filling Vacancies

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

Amend. 1980

- (b) Advancement. Any vacancy that may occur by the promotion of any officer at any special election may also be filled at that election.
- (c) Appointive Office. Vacancies in appointive office shall be filled by the Potentate.
- (d) Declining. A Noble cannot be compelled to accept an election or appointment to office.
- (e) The results of any election or appointment shall be reported forthwith to the Imperial Recorder

Section 9. Oath of Office, Form of

The officers of the Temple must take the following obligation before entering upon the discharge of their respective duties:

“I (name in full) do solemnly promise and vow that I will faithfully, and to the best of my ability, discharge the duties of the office to which I have been elected/appointed, and that I will strictly conform to the requirements of Shrine Law and the Bylaws of my Temple.”

Amended 2022

Section 10. Potentate Ordinances

Previous to the enthronement of a Potentate he must assent to the following ordinances:

DO YOU SOLEMNLY VOW, UPON YOUR HONOR:

That you will exert your best endeavors to promote the true happiness of your brother Nobles of the Order?

That you will endeavor to promote the general good of the Order and observe the solemnity of the ceremonies with profound respect and reverence?

That you will not acknowledge or have intercourse with any temple which does not work

under constitutional authority as recognized by Shriners International?

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

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

Answer:

Section 11. Administration of Oath of Office

- (a) During the January Stated Meeting, the officers elected at the December Meeting shall be installed in the body of the Temple, properly guarded, in accordance with the ceremony of Installation prepared by Shriners International. Immediately thereafter they shall assume the duties of their respective offices. *Amended. 2000*
- (b) Prior to the next succeeding meeting of the Temple the officers may be publicly installed unless the Illustrious Potentate elects to dispense with the public installation.

Section 12. Potentate's Duties

- (a) The Potentate shall be responsible to Shriners International for the government of the Temple. It is his duty to:
 - 1. Require that the Temple, its officers, and members at all times observe Shrine Law and the Bylaws of the Temple.
 - 2. Appoint the Temple Officers and the Committees to be appointed.
 - 3. Require that accurate records are kept and just accounts rendered.
 - 4. Require that regular returns are made to Shriners International and that candidate fees, annual per capita taxes, hospital levies, and assessments are promptly paid.
 - 5. Require that stated meetings are held as herein provided.
- (b) A Noble may not serve as Potentate of this Temple for more than two years.

Section 13. Chief Rabban's Duties

- (a) In addition to his other duties, the Chief Rabban, in conjunction with the Board of Directors, must prepare and complete the Temple budget for the ensuing year in time for sub- mission at the Temple meeting at which the budget is approved. *Imperial Amended 2000*
- (b) After the Temple has voted to send one or more of its units to a Shriners International Session or a Shrine Association meeting to be held during the next ensuing year, the Chief Rabban shall have the authority to make contracts for transportation and lodging; provided, however, that such contracts must contain any limits or conditions required by the Temple.
- (c) If the office of Potentate becomes vacant for any reason, the Chief Rabban shall act as Potentate until a special election is held and the office is thereby filled.

Section 14. Recorder's Duties

- (a) It is the duty of the Recorder to:
 - 1. Keep accurate minutes of the proceedings of the Temple.

2. Issue notice to the members of each meeting.
3. Keep a just and true account with each member of the Temple
4. Present his books and papers to the Finance Committee and/or the auditor whenever required.
5. Keep a Register of the members of the Temple showing the name, age, occupation, date of creation, email address, phone number, and address of each member and any withdrawal, death, suspension, or expulsion, as the case may be. *Amended 2022*
6. Furnish his facsimile signature to the Imperial Recorder.
7. *Deleted 2022*
8. At the annual meeting render a complete report of the finances, investments, membership, and other matters of interest in which his office is concerned or cause the same to be done by another competent Officer of the Temple. *Amended 2022*
9. Before January 15 each year, transmit to the Imperial Recorder in the form prescribed, the annual returns for the temple. *Amend. 1972*
10. Remit to the Imperial Recorder the per capita dues in the amounts and at the times prescribed by Shrine Law.
11. Remit a Diploma fee for every initiate, immediately after the initiation, to the Imperial Recorder in the amount prescribed by Shrine Law.
12. Issue official Shrine Cards and annual stickers to members entitled to the same. *Amended 2022*
13. Affix the official seal of the Temple to and attest official documents.
14. Report and submit as required by section 332.3 (b), (d), and (i) and 332.4 & 332.5 (b) and (c) of Shriners International Bylaws.
15. Receive all funds accruing to the Temple and promptly deposit them to the credit of the Temple in an approved depository unless the Divan has hired and assigned these tasks to another competent and trustworthy person. *Amended 2022*
16. Keep the books of account and records of the Temple, unless the Divan has hired and assigned these tasks to another competent and trustworthy person. *Amended 2022*
17. Carefully preserve and file his memoranda of payment of obligations of the Temple unless the Divan has hired and assigned these tasks to another competent and trustworthy person. *Amended 2022*
18. Draw checks, vouchers, or orders for the payment of obligations of the Temple, any sums due Shriners International, or other authorized disbursements, unless the Divan has hired and assigned these tasks to another competent and trustworthy person. *Amended 2022*
19. Report the amount of all funds received and disbursements thereof as often as the Temple or the Potentate may require unless the Divan has hired and assigned these tasks to another competent and trustworthy person. *Amended 2022*
20. Submit to the members of the Temple at each annual meeting a complete report of the receipts and disbursements for the preceding fiscal year, unless the Divan has hired and assigned these tasks to another competent and

- trustworthy person. *Amended 2022*
21. Keep the budget control records unless the Divan has hired and assigned these tasks to another competent and trustworthy person. *Amended 2022*

Section 15. Treasurer's Duties

- (a) It is the duty of the Treasurer to:
1. Act as custodian of all funds.
 2. The Treasurer will normally sign all checks for the withdrawal of funds, however, if he is unavailable and checks are required for Temple business, checks may be signed by two of the following officers of the board of Directors: The Potentate, Chief Rabban, Assistant Rabban or Recorder. *Amended 2001*
 3. Examine as often as necessary the financial records and books of account of the Temple.
 4. When requested at any meeting of the Finance Committee or of the Temple, give a financial report of the income and expenditures of the Temple since the last report.
 5. Prepare from books and records of the Temple and submit at its annual meeting the following information:
 - i. An annual statement of the financial condition of the Temple;
 - ii. An annual operating statement; and
 - iii. Any other or supplementary report or statement necessary to disclose the true financial condition, the nature and current value of the assets, the operating results, the income and sources thereof of the Temple and any affiliated subsidiary or appendant corporation or fund.
 6. Present his books and papers to the auditor whenever required.
 7. Invest funds in his custody as directed by the finance committee. *Amended 2022*

Section 16. Other Officers' Duties

The remaining officers shall perform the duties appropriate to their several stations and those assigned to them by the Potentate, the Temple, or these Bylaws.

Section 17. Delivery of Temple Records

Each officer shall deliver all books, papers, and other property of the Temple in his hands to his successor in office or to such person and at such time as the Temple may direct.

Section 18. Board of Directors *Imperial Amended 2000*

- (a) The Board of Directors shall consist of the Elected Divan of Alzafar Temple as listed in Article IV, Section 2. The Board of Directors will also serve as the Trustees for Alzafar Temple.
- (b) Three directors constitute a quorum of the board
- (c) The Board of Directors shall meet at the call of the potentate, who shall be its chairman. He must call the meeting when requested by three directors. Meetings may be conducted in person or by telephone or by others means of communications by which all parties may be connected and all comments and conclusions as well as the vote on any resolution may be heard and observed by all members present.

- (d) The Recorder shall give not less than three days written notice to each director of the time and place of the meeting. Notice may be waived in writing prior to or subsequent to such meeting.
- (e) The Chief Rabban, in conjunction with the Board of Directors, shall prepare and complete the proposed Temple budget for the ensuing year. The Board of Directors shall:
 - 1. Report or cause to be reported to the appropriate stated meeting of the Temple any proposals for Amendments to or departures from the budgets and the reasons therefore, and
 - 2. Cause copies of the complete budget for the succeeding year to be made available upon request to each member at least seven days prior to the meeting at which it is to be considered. The proposed budget shall be in detail and in accordance with the Uniform Chart of Accounts prescribed by Shriners International together with the amount budgeted for the preceding year.
- (f) The legal title to all of the property, real and personal, belonging to the Temple shall be vested in the Board of Directors, to be held in Trust, managed and controlled by them, for the use and benefit of the Temple.
- (g) Sale of Temple Assets. Any temple, or any of its affiliates, contemplating the sale, lease, exchange, mortgage, pledge or other disposition of all or substantially all of its property and assets, may only do so upon such terms and conditions and for such consideration as shall be first authorized by a vote of the temple at a stated or special meeting which sets forth in the notice of the meeting the specific nature of the business to be transacted. The notice of the meeting must be sent to every member of the temple at least 20 days prior to the meeting.
Amend. 1986, 2011
- (h) Any conveyance and/or mortgage papers shall be executed by each member of the Board of Directors and shall be attested by the recorder of the Temple, under the seal of the Temple.
- (i) Except as herein provided, said Board of Directors/Trustees shall have and possess all of the powers and duties granted and imposed on Trustees by the Texas Trust Act and Amendments thereto, as set forth in the Revised Statutes of the State of Texas.
- (j) Unauthorized Acts: Except as specifically provided by the bylaws of Shriners International, or the Temple, or resolution of the Board of Directors ratified by the Temple, no Unit, Shrine Club, group of persons, or person has the authority, express or implied, to act as the agent of, to act on behalf of, or by its acts or omissions to obligate or bind the Temple
- (k) A majority of The Board of Directors shall hire and terminate employees or independent contractors for the Temple. Additionally, the Board may delegate all or part of this responsibility to a competent and trustworthy employee hired to serve in a management role for the Temple. *Added 2022.*

ARTICLE V MEETINGS

Section 1. Stated Meetings *Amended 2022*

- (a) Stated Meetings, their frequency, the Annual Meeting Date and Location, and Other Stated Meetings shall be governed by *Section §324.1 Stated Meetings.* of the Imperial Bylaws.
- (b) Pursuant to *Section §325.4 When Elected.* of the Imperial Bylaws, the election of officers shall be held at the December Stated Meeting.

Section 2. Ceremonial Sessions

Ceremonial sessions may be called by the Potentate at any time.

Section 3. Special Meetings

Special Meetings may be called by the Potentate at any time after reasonable notice is given to each member stating the business to be considered, and no other business than that specified in the call may be transacted.

Section 4. Sunday Meeting Prohibited

The Temple may not hold either a Special Meeting or a Ceremonial Session on Sunday.

Section 5. Notice of Meetings

Not less than one week's notice shall be given of the time and place of all meetings and ceremonial sessions.

Section 6. Quorum

- (a) A quorum shall consist of 7 members of the Temple entitled to vote one of whom must be the Potentate, the Chief Rabban, the Assistant Rabban or a Past Potentate of the Temple.
 - 1. The Potentate shall open and preside at all meetings and sessions of the Temple.
 - 2. The Chief Rabban shall preside in the absence of the Potentate.
 - 3. In the absence of both the Potentate and the Chief Rabban, the Assistant Rabban shall preside.
 - 4. In the absence of all 3 of these officers, a Past Potentate of the Temple shall preside.
- (b) All powers not delegated to officers or committees by these Bylaws or by Imperial Law are reserved for action of the membership at any stated meeting or a meeting duly called for the purpose.

Section 7. Admission

A Noble may not be admitted to the Temple unless he exhibits an official Shrine card for the current year, except as provided by Shrine Law, and gives the proper words.

ARTICLE VI FINANCE

Section 1. Fiscal Year

The Temple shall arrange its books of account, annual report, and audit to conform to the calendar year.

Section 2. Bonds and Insurance

- (a) The Temple, at its expense, shall procure a corporate surety bond indemnifying It against loss resulting from infidelity, defalcation, or misappropriation by its officers, employees, or Nobles of its funds, assets, or property.
- (b) The Potentate shall appoint an insurance advisory committee, which shall consist of at least four members, (not members of the Divan) three of whom shall be skilled and knowledgeable in property and casualty insurance matters, and the fourth member shall be the Temple attorney.
- (c) The insurance advisory committee shall have such duties and responsibilities as assigned to it by the Temple and the Imperial Potentate.

Section 3. Endowment Fund

Alzafar Temple shall establish an Endowment Fund in the original principal sum of \$1,700,000 such funds to be set aside and allocated for such Endowment Fund from the general funds of the Temple. The principal in the Endowment Fund shall be expended only for some special or urgent need and such need shall be determined by a two-thirds majority of the Temple present and voting by secret ballot at a Stated Meeting of the Temple, only after the Nobility of the Temple shall have been mailed a notice of such Stated Meeting and its purpose at least 14 days prior to said Stated Meeting. The interest in the Endowment Fund shall be expended only for such expenditures that shall be determined by a simple majority of the Temple present and voting by secret ballot at a Stated Meeting of the Temple. Notwithstanding the provisions of the article to the contrary, the Temple, subject to Article VI, section 6 of the Bylaws of Alzafar Temple may expend interest in a sum not to exceed \$12,000 in any fiscal calendar year. *Amended 2022*

Section 4. Budget

- (a) The Temple shall adopt an annual budget, which must be prepared in accordance with the Uniform Chart of Accounts prescribed by Shriners International.
- (b) The Budget shall be adopted at the annual meeting or at a meeting called for that purpose or a stated meeting held no earlier than December 1st, preceding, and no later than March 1st, following the annual meeting.
- (c) Procedure for presenting budget:
 - 1. The Chief Rabban, in conjunction with the Board of Directors, shall be responsible for the preparation and presentation of the proposed annual budget of the Temple for the ensuing year. *Imperial Amended 2000*

2. Copies of a summary of the proposed budget shall be available in the office of the Recorder of the Temple at least ten days prior to the meeting at which it is to be considered.
 3. The complete budget shall be available to all members for inspection before the meeting at which it is to be adopted.
- (d) The adoption of the budget constitutes the appropriation of funds for the purposes indicated in the budget.
- (e) The budget may be Amended at a Stated Meeting of the Temple. *Amended 2022*
- (f) At each meeting the Treasurer or, in his absence, a member of the Finance Committee, shall give a summary of the expenditures or such details as may be requested, relating them to the budget.
- (g) A copy of the budget shall be filed with the Imperial Recorder within 30 days after its adoption, if required by Imperial Law or Orders.

Section 5. Fiscal Reports Available at Budget Meeting

- (a) The Temple officers shall make available to the members at the budget meeting the following documents:
1. A copy of the audit of the Temple accounts;
 2. An operating statement for the previous year showing in parallel columns the budget items and the actual expenditures related thereto.
 3. A balance sheet showing the financial condition of the Temple at the end of the previous year.

Section 6. Finance Committee

- (a) There shall be a Finance Committee which shall consist of:
1. The Potentate, Chief Rabban, Assistant Rabban; and
 2. Four other Alzafar Temple Nobles, elected by ballot, each to serve for a period of four years. *Amended. 1997*
- (b) The Potentate shall be Chairman of the Finance Committee. The Recorder shall serve as Secretary thereof but shall have no vote. The Treasurer, Oriental Guide and High Priest and Prophet shall be advisory members of the Finance Committee but shall have no vote.
- (c) It shall be the duty of the Finance Committee to act in an advisory capacity to the Board of Directors as follows: *Imperial Amended 2000*
1. Review the maintenance of the bookkeeping system for the Temple; *Imperial Amended 2000*
 2. Review all accounts, claims, or demands of whatever character presented against the Temple or by the Temple against any member thereof or other persons; *Imperial Amended 2000*
 3. Annually, or as often as required by the Temple, the Board of Directors will cause to be examined by expert accountants or auditors, the books, reports, accounts, voucher checks, and papers of the Treasurer and Recorder, as well as all other records of the Temple. Upon conclusion of the audit, the Finance Committee will review the report; *Imperial Amended 2000*

4. Report the result of its examinations of the audit to the Board of Directors and/or the Temple with appropriate recommendations. *Imperial Amended 2000*
5. Advise the Board of Directors on the management and investment of Temple Funds. *Imperial Amended 2000*
6. This committee shall advise the Board of Directors, subject to review by the Nobility, of all expenditures to be made for or on account of the Temple, and no liabilities of any kind shall be incurred against the Temple without authority of the Board of Directors. All bills and accounts shall be paid by check only and proper receipts therefore taken and filed. No Facsimile, rubber – stamped or pre-signed signatures are permitted. Checks to be signed by no fewer than two authorized Temple officers who shall be the Potentate, Chief Rabban, Assistant Rabban, Treasurer or Recorder. The signing of checks by authorized Temple officers is to be consistent with the provisions of Article IV, Section 15(b) of these bylaws. *Amended 2001 and Imperial Amended 2000*
7. Regular meetings of the Finance Committee shall be held prior to each stated meeting of the Temple, and meetings of the Committee may also be called at other times by the Potentate or in his absence the Chief Rabban or Assistant Rabban (as the case may be), and such meetings shall be called upon the written request of any three members of the Committee.

Section 7. Life Membership Fees

- (a) All life memberships paid pursuant to section 332.6 of the Bylaws of Shriners International shall be paid into the “Life Membership Fund” and shall remain in said fund in perpetuity.
- (b) All interest earned by the Life Membership Fund shall be withdrawn from said fund annually during the month of December and paid over to the General Fund. *Added 1986*

ARTICLE VII PROHIBITED PRACTICES

Section 1. Unlawful Enterprises

It is unlawful for the Temple, or any unit or club under its control, or any group of its members, or any member acting for or on behalf of the Temple to promote or take part in any engagement or enterprise prohibited by the law of the land.

Section 2. Use of “Noble” or “Shriner”

- (a) The use of the word “Noble,” “Shriner,” or any variation thereof, or any term, sign or symbol of the Order for commercial or other business enterprises is prohibited.
- (b) This section does not apply to those who are regularly engaged in dealing in standard Shrine supplies, uniforms, regalia, and emblems.

Section 3. Use of Name “Shriners Hospitals for Children.” The use of the name “Shriners Hospitals for Children”, the use of the Shriners Hospitals for Children logo or reference to the Hospitals in connection with any fund raising activity by a temple or Noble without the written consent of the Imperial Potentate and the chairman of the board of trustees of the Hospitals is prohibited.

Amend. 1976, 1996; 2021

Section 4. Solicitation of Funds

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

Section 5. Immoral or Vulgar Practices

- (a) All immoral and vulgar practices in the initiation of candidates or otherwise and all allusions thereto in any printed notice issued by the Temple or by any unit or club are prohibited.
- (b) The Potentate or any officer presiding at the time shall be personally responsible for failure to immediately arrest any act of vulgarity or obscenity.

Section 6. Furnishing Names of Members

- (a) The Temple or a Noble must comply with all the provisions of Shriners International Bylaws Section 335.6 and:
 - 1. May furnish a list of members to national Shrine magazines for the sole purpose of soliciting subscriptions.
 - 2. May furnish a list of members to others solely for fraternal purposes for the benefit of the Temple and then only upon such terms and conditions as directed by a duly adopted resolution.
 - 3. Shall, as part of the temple monthly report, provide to the Imperial Recorder a complete copy of the temple membership database, including any and all information contained therein. Thereafter, updates to the database shall be submitted with each subsequent monthly report. Information contained in the database is for the use of the membership committee of Shriners International in developing statistics and trends for membership development. *Amend. 2002, 2009*
 - 4. 97May not furnish a list of members of the Temple to anyone to be used to circularize or solicit the members for business purposes except as herein mentioned.

Section 7. Appeals for Aid

The Temple may not appeal to Nobles not members of the Temple for aid unless the appeal bears the endorsement of the Imperial Potentate.

Section 8. Paid Advertising

The Temple may not issue with or as a part of any official notice or announcement any paid business advertisement except such notices as are inserted in the official monthly Temple

publication or in periodic emails sent to the membership. *Amended 2022*

Section 9. Prohibition Regarding Fees or Dues

The Temple may not set aside any part of the fees collected for initiation, affiliation, annual dues, or assessments for the exclusive use of any unit or any subordinate club or organization in the Temple.

Section 10. Female Organizations Prohibited

Neither the Temple nor any subordinate unit or club thereof may organize in any way any body of women, or men and women, purporting to be an organization connected with the Order.

Section 11. Females and Female Impersonators Excluded From Shrine Parades

All females and impersonators of females are prohibited from participation in any public function of the Temple. Appropriate participation by females is permitted in public functions exclusively devoted to the Hospitals.

Section 12. Ritual

The Temple may not deviate from the ritual as promulgated by Shriners International

Section 13. Shrine Law

Neither the Temple nor any Noble may violate Shrine Law.

Section 14. Public Exhibitions

The appearance in public of candidates or Nobles in costume or attire or publicly engaging in activities, which bring reproach upon the Order, is prohibited.

Section 15. Intoxicating Liquor

The intemperate use of intoxicating liquor, gambling and profane swearing are prohibited within the confines of this Temple or at any meeting or function sponsored by any unit or club thereof.

ARTICLE VIII TEMPLE UNITS

Section 1. Defined

The Units are a part of the working corps of the Temple, are under the control of the Potentate, and shall be composed wholly of Nobles in good standing in the Temple.

Section 2. Parades and Public Appearances

- (a) In parades under the auspices of the Temple or of a Shrine Club only Nobles in good standing shall participate. *Amended 2022*
- (b) No Temple unit is permitted to participate in a parade or public exhibition without the

express approval of the Potentate.

- (c) Public appearances by units are under the auspices of the Temple and are not permitted outside the Temple's jurisdiction except with the consent of the Potentate having jurisdiction.
- (d) Members of units are prohibited from accepting any reward or compensation for participating in parades and exhibitions.

Section 3. Bylaws

Each unit shall adopt Bylaws and shall conform thereto at all times. Unit Bylaws and all Amendments thereto are to be submitted to the Potentate and approved by him before the same become effective.

ARTICLE IX SHRINE CLUBS

Section 1. Organizational Requirements

No organization of Shriners meeting as such using any of the emblems of the Order or having a title indicating it to be an organization of Shriners may be organized within the jurisdiction of this Temple without the authorization of the Potentate.

Section 2. Authority

All Nobles who are members of a Shrine club of this Temple are amenable to the Bylaws and regulations of the Temple, whether they are members of this Temple or of another Temple.

Section 3. Potentate's Authority

Each Shrine Club is under the control of the Potentate and he must approve any Bylaws or Amendments thereto adopted by the club before they can become effective.

Section 4. Incorporation

- (a) The Incorporation of a Shrine Club is prohibited. A Shrine Club holding company may be organized if considered necessary by compliance with the following procedure:
 - 1. A written application shall be presented to the Potentate, stating the reason such Incorporation is necessary.
 - 2. A draft of the proposed Articles of Incorporation or Association shall be attached to the application.
 - 3. The Articles of Incorporation or Association must include the following provisions:
 - i. It must be a non-profit corporation or association and for the sole purpose of holding title to real or personal property other than cash and securities owned by the Club.
 - ii. The trustees and managing officers of the corporation or association shall

be members in good standing in the club and remain subject to the Bylaws of the Temple and the control of the Potentate.

- iii. The Potentate shall have power to remove from office in the corporation or association any trustee or managing officer for Disobedience of his orders or for any violation of these Bylaws with respect to the conduct of the affairs of the corporation or association.
- iv. In the event of dissolution, the assets and funds remaining after payment in full of all debts of the corporation or association shall be conveyed to the temple or Shriners Hospitals for Children. No part of the assets or funds may inure to the benefit of any member of the corporation or association, nor revert to any officer or trustee thereof.

Amend. 1969, 1986, 1996

- 4. The Potentate shall approve or reject the application.
- 5. If the Potentate approves the application, the proposed Articles of Incorporation or Association, and a certificate of the Potentate's approval shall be sent to the Imperial Recorder.
- 6. If the application is approved in accordance with Imperial Law, the Corporation or association may be organized.

ARTICLE X DISCIPLINE

A Noble is subject to the discipline of this Temple if he is a member thereof or if he resides within the jurisdiction of this Temple. Discipline shall be conducted according to the rules of procedure as outlined in the Bylaws of Shriners International.

ARTICLE XI COMMITTEES

Section 1. General Committees

The Potentate shall appoint and prescribe the duties of such committees, except the Finance Committee, as he may consider necessary for the conduct of the affairs of the Temple.

Section 2. Standing Committee For Building and Grounds

- (a) At the January meeting, when the incoming Potentate announces his appointed officers, he shall also name a committee of not more than 7 members to serve the Temple in matters pertaining to the care, maintenance, additions, and renovation of the buildings, grounds, and equipment of Alzar Temple. This committee to include, if possible, members from the following professions or occupations, banker, realtor, architect, contractor, engineer, accountant, and business administrator.
- (b) No member may serve more than 3 consecutive years.

ARTICLE XII RULES OF ORDER

The Articles of Incorporation, Bylaws, Codes, Edicts, and Orders of Shriners International and of the Imperial Potentate shall govern this Temple. In the absence of a governing provision thereof or of these Bylaws, Robert's Rules of Order, Newly Revised, shall govern parliamentary procedure. *Amended 2022*

ARTICLE XIII AMENDMENT, MODIFICATION, OR REPEAL

Section 1. Amendment Process

- (a) These Bylaws may be Amended, modified, or repealed in the following manner:
 - 1. Amendments must be presented in writing in the form of a resolution at a stated meeting.
 - 2. The resolution must be laid over to the next stated meeting or to a special meeting called for action thereon. The notice of the meeting must be sent to every member of the Temple at least seven (7) days prior to such meeting and must recite the text or substance of the proposed Amendments.
 - 3. The Temple then may adopt the proposed amendments upon affirmative vote of 2/3 of the members present and voting.
 - 4. Upon the adoption of amendments, the same shall be reported to the Imperial Recorder together with accompanying documents as required by Shrine Law.
 - 5. The same shall become effective if and when approved in accordance with Shrine Law.

Section 2. Automatic Amendments

- (a) When a change is made by Shriners International affecting Shrine law, and said change affects the Bylaws of the Temple, the Bylaws of the Temple are changed, ipso facto, to conform with those of Shriners International.
- (b) It is the duty of the Temple to make this change in its Bylaws immediately upon receiving the printed copy of the proceedings of Shriners International from the Imperial Recorder.

ARTICLE XIV Definitions

The following words, terms, and phrases mean:

- (a) "Shriners International" means the Shriners International, an Iowa Corporation.
- (b) "Temple" means any group of Nobles (Shriners) chartered by or under dispensation of Shriners International, as the context requires or permits.
- (c) "Noble" means any member in good standing of any Temple.
- (d) "Imperial". The use of the word "Imperial" as a part of the title of an officer refers to officers, past or present of Shriners International.
- (e) "Order" means the fraternal society of Nobles operated by Shriners International, including Shriners International, temple and all organizations of temples or Nobles.
- (f) "Session" means a meeting of the Temple for ceremonial purposes.
- (g) "Meeting" means a meeting of the Temple for business purposes.
- (h) "Member" means a member of this Temple or of any organization of this Temple.
- (i) "Shrine Law" means the articles of incorporation of Shriners International, these bylaws and any general or special orders at the time in effect, but it does not include the law of the land.
- (j) "Suspension" means deprivation of all rights of membership.
- (k) "Expulsion" means involuntary termination of membership.
- (l) "Restoration" means the return of all rights of membership.
- (m) "Hospitals" means Shriners Hospitals for Children, a Colorado Corporation.
- (n) Singular includes the plural and plural includes the singular as the context requires or permits.

**Updated September 14, 2023, in accordance with
Article XIII Section 1 of these Bylaws.**

Approved by:

Attest



Richard Reyes III
Potentate

Attest



Michael Barnes
Recorder