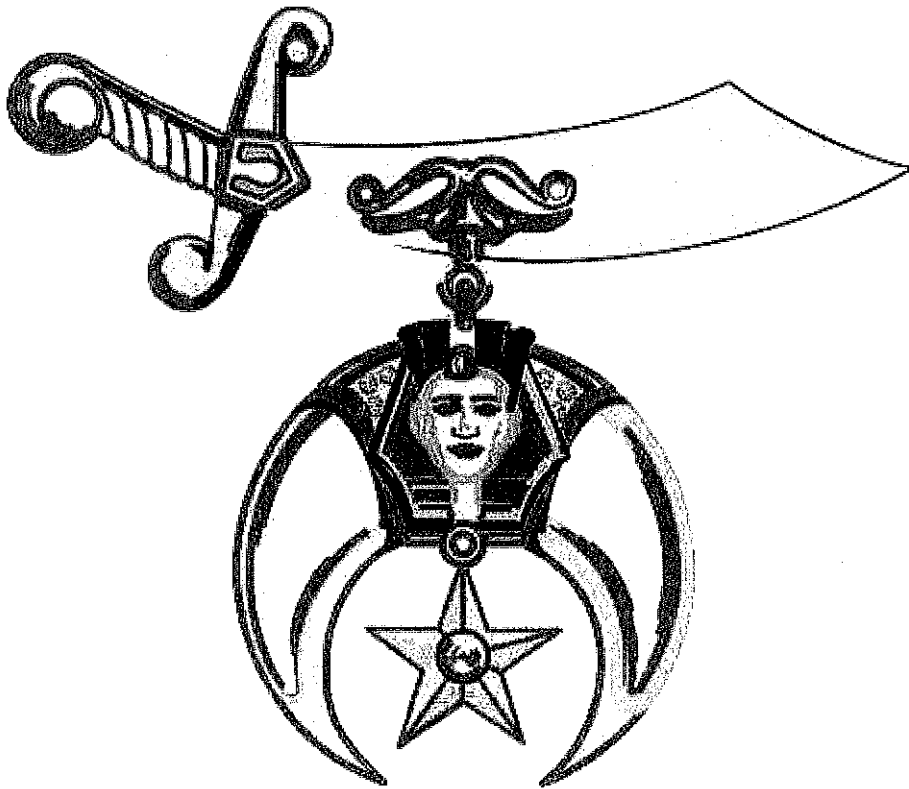


ABDALLAH SHRINERS

5300 METCALF AVE.
OVERLAND PARK, KS 66202



UNIT & COMMITTEE CODE MANUAL

UNIT & COMMITTEE CODE FOR ABDALLAH SHRINERS

The Potentate and Divan of Abdallah Shriners hereby constitutes this Code for the government of the Uniformed Parade Units, Social Units and Committees of Abdallah Shriners:

ARTICLE I

Section 1: The groups of Nobles with-in Abdallah Shriners shall be classified as follows:

GROUP CLASSIFICATIONS

Section 2: The following organizations shall be classified as a Uniformed Parade Unit, a Non-Parade Unit, or a Temple Committee.

PARADE UNITS

Antique & Classic Cars
Blue Racers
Clowns
Escorts
500's
Greeters
Jokers
MisFits
Northeast 90's
Oriental Band
Provost Guard
Tin Lizzies

Non-Parade UNITS

Abdallah Social Society
Abdallah Weekenders
Chef De Shriners
Franklin Co. Blazers
Legion of Honor

COMMITTEES

Bingo Committee
Ceremonial Committee
Concessions Committee
Derby/Rodeo Committee
Insurance Committee
Investment & Finance Committee
Membership Committee
Oasis Committee
Red Zone Committee

SECTIONS 3: No organization of Shriners using the emblem of the Order of Abdallah Shriners or having a title or titles indicating it to be an organization of Nobles of Abdallah Shriners, shall be permitted to be organized, or recognized, except as herein provide.

SECTION 4: Any group of Nobles of Abdallah Shriners having developed a plan that is calculated to add to the display of Abdallah Shriners and/or social environment may petition the Potentate and Divan to be constituted as a Unit. A minimum of six (6) Nobles in Good Standing are required on the petition.

SECTION 5: All Units must maintain an active roster of at least 5 members.

ARTICLE II

DIRECTOR AND MEMBERSHIP

SECTION 1: The head of each Unit shall be a Director appointed by the Potentate. Each Unit in October shall name by secret ballot their choice for director and submit his name to the Chief Rabban as their nominee for this position. The Ballot is to be placed in a sealed envelope and sent to the Chief Rabban via the Recorder's office for count. The Potentate shall appoint a director for each Unit. The Director is responsible to the Potentate only. Committees will not normally have a director unless the Potentate assigns one.

The Director will have complete charge of the Unit for all parades, public appearances and activities requested by the Potentate. The Director shall execute and enforce all orders of the Potentate regarding any member or the activities of the Unit.

SECTION 2: Only a member of Abdallah Shriners in good standing may be a member of and participate in any activities as a member of any Parade Unit. This requires a current dues card from Abdallah Shriners. All members of Social/Non-Parade Units must be a member in good standing of Shriners International.

SECTION 5: The Units shall have the right, subject to the approval of the Potentate and Divan, to fix their own, honorary, or veteran maximum membership. The requirements and process must stated in the Unit by-laws.

ARTICLE III

UNIFORMS AND EQUIPMENT

SECTION 1: Any member of a Parade Unit shall not be permitted in parades, Ceremonial Sessions, or other activities unless the Fez and uniform conform to the standard for such Unit.

SECTION 2: It is the recognized obligation of the members of Units and officers of Abdallah Shriners to pattern all uniforms, fezzes, and equipment as approved by the Potentate and Divan.

SECTION 3: Each Unit shall select one of its members as a quartermaster who shall keep and maintain a record of all uniforms and equipment owned.

ARTICLE IV

DUES, FEES AND BYLAWS

SECTION 1: Units may provide for membership dues, fees, and assessments, subject to the approval of the Potentate and Divan.

SECTION 2: Bylaws must be adopted by all Units, to be approved by the Potentate and Divan. Additions and changes must follow the requirements in the current version of Robert's Rules of Order New Edition and be approved by Potentate and Divan. Abdallah Committees will not have by-laws, however they will have a statement of purpose prepared by the Potentate with approval of the Divan.

SECTION 3; Fund-raising activities must be approved in advance by the Potentate and Divan with necessary insurance coverage when required. Request is made using the Abdallah Shriners Event/Fundraising Approval Form. All fundraising activities must comply with the current Fundraising Policies and Procedures of Shriners International.

ARTICLE V

CONTRACTS

Only the Potentate of Abdallah Shriners has authority to sign contracts on behalf of Abdallah Shriners for any and all shrine parties, events, and fund-raising activities, including parties, events and fund-raising activities of any Unit or Committee.

- A. Only the Potentate has the authority to sign contracts on behalf of Abdallah Shriners for the purchase of equipment, repair, and maintenance of the Shrine as paid from the operating fund of Abdallah Shriners or as authorized by the Abdallah Temple Building Association of Abdallah Shriners.
- B. Shrine Units may sign contracts for Unit/Club activities, parties, and events not to exceed five hundred dollars (\$500.00), but only after such activities, parties, and events have been approved by the Potentate and Divan and placed on the Abdallah Shriners Calendar.
- C. The Potentate may designate in writing the authority for other Nobles to sign contracts above the limit of five hundred dollars (\$500.00) for Abdallah Shriners, Unit, and Committee parties, events, or money-raising activities, after such parties, events, and activities are reviewed and approved by the Potentate and Divan. In addition, the Potentate may designate in writing the authority for other Nobles to sign contracts on behalf of Abdallah Shriners for the purchase of equipment, repair, and maintenance of the Shrine as paid from the operating fund of Abdallah Shriners or as authorized by the Abdallah Temple Building Association of Abdallah Shriners.

ARTICLE VI

DIVAN REPRESENTATIVE

SECTION 1: The Potentate shall appoint a member of the Divan as a representative for each Parade Unit.

SECTION 2: Any grievance or suggestion shall be discussed with the Divan Representative, and he will bring it to the attention of the Potentate and Divan.

SECTION 3: The Divan Representative shall have kept for him accurate records of all members of the assigned Units, data required for Abdallah Samsar Jewel of Honor, and other data required by the Potentate. As often as required, such information shall be given to the Potentate, Recorder and the Divan Representative requiring the material.

SECTION 4: No public appearance of a Unit shall be made without official sanction of the Potentate upon receipt of written request through the Divan Representative.

SECTION 5. The Divan Representative shall be given a copy of the current Unit bylaws at the first meeting of the new year.

ARTICLE VII

ADMINISTRATION

SECTION 1: All Units shall send to the Potentate and Recorder a copy of all notices of meetings and literature which is sent under the auspices of the Unit marked "official copy" and a transcript of the minutes of all meetings which will include the current financial report.

SECTION 2: The Fiscal Year for all Units and Committees is the calendar year, January 1st to December 31st. A year-end financial report must be completed within the guidelines of Abdallah Shriners and the Shriners International Temple Finance Manual. The Temple Treasure will issue the necessary forms and instructions to the Unit in December of each year. The report MUST be completed and turned in to the Abdallah Shriners office to be filed with the temple recorder before the first day of February following the end of the calendar year. (Shriners International Bylaw 337.8)

SECTION 3: The election of Unit officers shall be held before November 30th each year. The election results must be in the Abdallah Shrine office on or before November 30th of each year. The results of the newly elected Unit officers for the ensuing Shrine year must include the verified name, address, telephone number(s), e-mail addresses and membership number. Committees will have a Chairman appointed by the Potentate. The following must be followed:

- A) Candidates for office must be members in good standing of their Unit and Abdallah Shriners.
- B) Election of officers shall be by separate written ballot and by a majority vote of those present and voting in accordance with their respective bylaws. A blanket ballot is prohibited.
- C) Candidates for office must be placed in nomination from the floor. Nominating committees are prohibited.
- D) At least seven days before the election each member shall have a notice of election shall have a notice of election by the Unit secretary. Notification can be made via an article in the Playground Magazine of Abdallah Shriners as long as it is at least 7 days and no more than 45 days prior to the meeting date of the elections.

- E) The result of any election shall be reported to the shrine office By November 30th of the same year.
- F) Officers will be installed in December or the first meeting of the new year.
- G) All Units must have an appointed representative who attends the Membership Committee and the Red Zone Committee meetings. The appointed Representative will be listed on the Annual Election report form.
- H) The Unit Secretary will have permission to and must maintain the current roster of it's Unit in the Shriners International Membership software, WebFez.

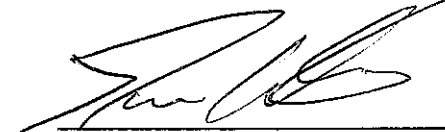
ARTICLE VIII

AMENDMENTS

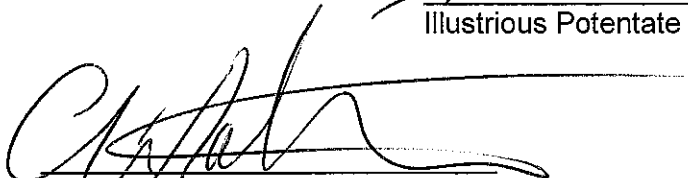
SECTION 1: All the Unit Code Articles are in accordance with Shriners International by-laws, Code Rules and Regulations and Abdallah Shriners' bylaws, and from time to time may be revised by General orders from the current Imperial Potentate.

SECTION 2: This Code is subject to change or amendment at any time, with or without prior consent, by action of the Elected Divan of Abdallah Shriners.

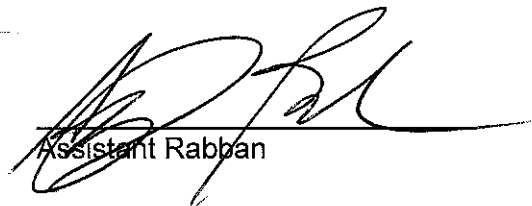
This revised Unit Code adopted this 20 day of January 2024.



Illustrious Potentate



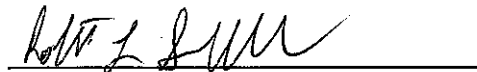
Chief Rabban




Assistant Rabban



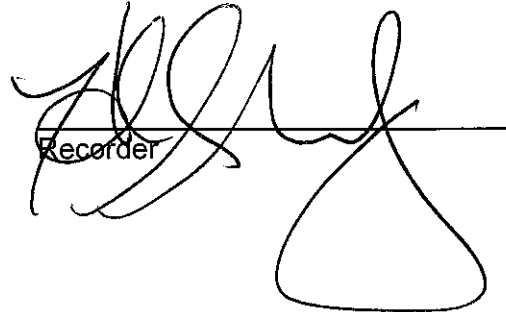
High Priest & Prophet



Oriental Guide



Treasurer



Recorder