



**CONSTITUTION
and
BY-LAWS**

**UNIFORMED UNITS
and
SHRINE CLUBS**

Yaarab Shrine

400 Ponce de Leon Avenue
Atlanta, Georgia 30308
www.yaarabshrine.org

PREAMBLE:

Acknowledging the most valuable asset of Yaarab Shrine is its Uniformed Units and Shrine Clubs. Through their efforts and by reason of their support, our Shrine is among the largest in Shrinedom.

This Constitution and By-Laws is designed to simplify the organization and operation of the Units and Clubs. It is the intent of these articles to define uniform procedures and to supply simple, necessary, administrative regulations to adequately meet the needs and requirements of the Uniformed Units and Clubs of Yaarab Shrine. No Unit or Club shall have any additional By-Laws, but may adopt rules and regulations which have been approved by the Potentate.

The names of these Units and Clubs are set forth in Article I and said names are to be used only in connection with the members of these Units and Clubs while functioning or performing as an organized Unit or Club of Yarrab Shrine. **No Unit or Club or any member thereof shall engage in any activity or make a public appearance purported to represent a Unit, a Club, Yaarab Shrine or the A.A.O.N.M.S.: except upon written approval by the Potentate.**

These articles were originally written by P.P. Charles A. Wofford, with the assistance of Lowell Hopkins and Charles R. Smith, then Temple Atty., and adopted through the year 2001 by the 1995 Divan of Yaarab Shrine. These articles were amended by the 2008 Divan, are non-expiring, and may be amended by future Divans as necessary.

DATE: February 4, 2008

Attested:

**Lou Gaylor, Potentate
Gary Petty, Chief Rabban
Mike Autry, Assistant Rabban
Ray Skiles, High Priest & Prophet
Chuck Rager, Oriental Guide
Chuck Pittman, Treasurer
Richard Burke, Recorder**

ARTICLE 1 – NAMES, PURPOSES, MEETINGS:

Section 1: The Names and Purposes of Yaarab Uniformed Units:

- (a) ALKUWA – To provide a novel motor powered vehicular group.
- (b) ARAB GUARD – To provide Honorary Guard and Escort for the Potentate and his Divan.
- (c) BRASS BAND – To provide good music for marching and listings pleasure.
- (d) CHANTERS – To provide uplifting Choral songs and Ritualistic Music for Ceremonials.
- (e) COMMUNICATIONS – To provide the Temple with communications at Temple functions.
- (f) ENTERTAINERS – To provide instrumental music for enjoyment of all.
- (g) FLYING FEZZES – To provide expedited Hospital Transportation.
- (h) KNIGHTS OF MECCA – To provide liaison and remind all Nobles of the intimate relationship between Shrine and Masonry.
- (i) LEGION OF HONOR – To provide a Military Escort toward the Flag of our Country.
- (j) MOTOR CORPS – To provide motorized vehicles for parades and other needs of the Shrine.
- (k) ORIENTAL BAND – To provide Oriental atmosphere through it music.
- (l) PATROL – To provide military precision marching.
- (m) POTENTATE’S ESCORT – To provide uniformed escort for Potentate.
- (n) PROVOST GUARD – To provide good order and maintain dignified harmony.
- (o) RED DEVIL CLOWNS – To provide merriment and provoke laughter.
- (p) SALAMALA – To provide and old fashioned Masonic and Shrine Greeting to all comers.

DIRECTORS STAFF: Is not a Unit; it is an extension of the Shrine Staff. The Director and all officers will be appointed by the Potentate or elected under his direction. All other provisions of this Constitution and By-Laws shall apply to the organization and the operation of the Staff. The purpose of the Director’s Staff is to provide a trained staff for safely conducting candidates to Mecca and proper maintenance of Shrine owned rolling stock.

Section 2: The Names and Purpose of Yaarab Shrine Clubs

To provide an echelon of strength to the outer perimeter of Yaarab Shrine’s assigned jurisdiction and to provide desired contact with all Masonic Bodies To maintain that specific acknowledgement of Blue Lodge Supremacy.

- (a) Athens No. 1
- (b) Rome No. 2
- (c) Griffin No. 3
- (d) Toccoa No. 4
- (e) Dalton No. 5
- (f) Kennesaw Mtn. No. 6
- (g) Cedar Valley No. 7
- (h) LaGrange No. 8
- (i) Granite Center No. 9
- (j) North Georgia No. 11
- (k) South Fulton No. 12
- (l) Cartersville No. 13
- (m)Newnan No. 14
- (n) Bankhead No. 15
- (o) Echota-Vann No. 16
- (p) Tucker No. 17
- (q) Cherokee No. 18
- (r) Lanier No. 19
- (s) Northeast DeKalb No. 22
- (t) Cumming No. 23
- (u) Sweetwater No. 24
- (v) Mountaineer No. 27
- (w)Fayette No. 29
- (x) Lake Hartwell No. 30
- (y) West Georgia No. 31
- (z) Conyers No. 32
- (aa) Gwinnett No. 33
- (bb) Smyrna No. 34
- (cc) Henry County No. 37
- (dd) Appalachian No. 38
- (ee) Coosawattee No. 39
- (ff) Al-Pine No. 40
- (gg) Alcovy No. 41
- (hh) Paulding No. 42
- (ii) Loganville No. 43
- (jj) Chattooga No. 44
- (kk) Washington No. 45

Section 3: Regualr Monthly Business Meetings:

A - UNIT MEETING NIGHTS

| | |
|-------------------------|---|
| Alkuwa..... | 2 nd Monday |
| Arab Guard..... | 3 rd Friday |
| Brass Band..... | Tuesdays |
| Chanters..... | Mondays |
| Communications..... | 4 th Wednesday |
| Directors Staff..... | 2 nd Monday |
| Entertainers..... | 1 st & 3 rd Thursdays |
| Flying Fezzes..... | 4 th Thursday |
| Knights of Mecca..... | 4 th Friday |
| Legion of Honor..... | 2 nd Friday |
| Motor Corps..... | 1 st Thursday |
| Oriental Band..... | 1 st Monday |
| Patrol..... | Last Friday |
| Potentate's Escort..... | 1 st Tuesday |
| Provost Guard..... | 1 st Wednesday |
| Red Devil Clowns..... | 1 st Wednesday |
| Golf Association..... | 1 st Wednesday |

CLUB METTING NIGHTS

| | |
|------------------------|---------------------------|
| Alcovy..... | 1 st Friday |
| Al-Pine..... | 1 st Thursday |
| Appalachian..... | 2 nd Thursday |
| Athens..... | 3 rd Monday |
| Bankhead..... | 4 th Tuesday |
| Carrollton..... | 2 nd Thursday |
| Cartersville..... | 4 th Monday |
| Cedar Valley..... | 4 th Thursday |
| Chattooga..... | 3 rd Tuesday |
| Cherokee..... | 1 st Thursday |
| Conyers..... | 1 st Monday |
| Coosawattee..... | 3 rd Monday |
| Cumming..... | 2 nd Wednesday |
| Dalton..... | 2 nd Tuesday |
| Echota Vann..... | 4 th Monday |
| Fayette..... | 3 rd Monday |
| Granite Center..... | 3 rd Monday |
| Griffin..... | 3 rd Monday |
| Gwinnett..... | 3 rd Monday |
| Henry County..... | 3 rd Wednesday |
| Kennesaw Mountain..... | 2 nd Monday |
| LaGrange..... | 2 nd Tuesday |
| Lake Hartwell..... | 3 rd Tuesday |
| Lanier..... | 4 th Tuesday |
| Loganville..... | 3 rd Tuesday |
| Mountaineer..... | 3 rd Thursday |
| Newnan..... | 3 rd Monday |
| North Georgia..... | 2 nd Thursday |
| Northeast-DeKalb..... | 2 nd Tuesday |
| Paulding County..... | 1 st Thursday |
| Rome..... | 4 th Thursday |
| Smyrna..... | 2 nd Monday |
| South Clayton..... | 3 rd Thursday |
| South Fulton..... | 4 th Wednesday |
| Sweetwater..... | 2 nd Tuesday |
| Toccoa..... | 3 rd Monday |
| Tucker..... | 3 rd Wednesday |
| Washington..... | 3 rd Thursday |

Above dates and established time of Units and Club meetings can only be changed by a majority vote of membership at annual meetings and with permission of the Divan, except when the Divan calls a special meeting of Yaarab Shrine, in which event all Unit and Club meetings conflicting therewith shall be rescheduled and the Unit and Club officers shall attend the called meeting of the Divan.

Notices of Special Meetings must give the date, time, place and purpose of the meeting. No business other than that for which special meetings are called shall be transacted. Written notices shall not be required for regular meetings or the Annual Business Meeting, and Yearly Election of Officers.

Section 4: Order of Business

1. Roll Call
2. Reading of minutes and communications
3. Reading of applications and voting thereon
4. Presentation of bills and voting thereon
5. Report of officers
6. Unfinished business
7. New business
8. Good of Order
9. Adjournment

Section 5: Annual Meetings

The annual business meeting of each Unit and Club shall be its regular meeting in December. If weekly meetings are held then the first meeting held in December shall constitute the annual meeting.

Section 6: Yearly Elections

The yearly election of Unit and Club Officers shall be held at annual business meeting. All officers approved by the Potentate shall be installed at a time and place designated by him, and shall take office on the first day of January of the ensuing year. All ballots cast shall be held in safekeeping by the installing Officer for 30 days from election and shall be available for inspection upon request from a member of the Unit or Club.

ARTICLE II – OFFICERS – THEIR DUTIES - HOW ELECTED

Section 1: Unit Officers

- (a) Arab Guard – President, Vice-President, Captain, Secretary and Treasurer.
- (b) Alkuwa – President, 1st Vice-President, Director, Secretary and Treasurer.
- (c) Band – President, Vice-President, Director, Secretary and Treasurer.
- (d) Entertainers – President, Vice-President, Director, Secretary and Treasurer.
- (e) Chanters – President, Vice-President, Director, Secretary and Treasurer.
- (f) Flying Fezes – Commander, 1st Vice-Commander, 2nd Vice-Commander, Secretary and Treasurer.
- (g) Knights of Mecca – President, 1st Vice-President, 2nd Vice-President, Secretary and Treasurer.
- (h) Legion of Honor – Commander, Captain, 1st Lieutenant, 2nd Lieutenant and Finance Officer.
- (i) Motor Corps – President, 1st Vice-President, 2nd Vice-President, Secretary and Treasurer.

- (j) Oriental Band – President, Vice-President, Director, Secretary and Treasurer.
- (k) Patrol – Captain, 1st Lieutenant, 2nd Lieutenant, Secretary and Treasurer.
- (l) Potentate's Escort – Captain, 1st Lieutenant, 2nd Lieutenant, Secretary and Treasurer.
- (m) Provost Guard – Major, Captain, 1st Lieutenant, Secretary and Treasurer.
- (n) Red Devils – President, Vice-President, Director, Secretary and Treasurer.
- (o) Salamala – President, 1st Vice-President, 2nd Vice-President, Secretary and Treasurer.
- (p) Communications – President, Vice-President, Secretary and Treasurer.
- (q) Executive Committee is composed of elected officers of the Unit, plus two additional members elected for 1 term.

DIRECTOR'S STAFF – Director, Deputy Director, Assistant Director, Secretary and Treasurer.

Section 2: Club Officers

- (a) All Clubs shall have: President, 1st Vice-President, 2nd Vice-President, Secretary and Treasurer.
- (b) Executive Committee is composed of the elected officers of the Club plus two additional members elected for 1 term.

Section 3: Unit and Club Officers' Duties:

- (a) Presidents, Director of Director's Staff, Commanders of Legion of Honor and Flying Fezzes. Patrol, Potentate's Escort and Major Provost Guard shall be the Executive head of his Unit or Club. He shall exercise general supervision over the Unit/Club and shall preside at all meetings. He shall be Chairman of the Executive Committee. He shall supervise the activities of his Unit or Club Officers. He shall appoint any other officers or committees necessary to fulfill the purposes and functions of his Unit or Club. He shall be directly responsible to the Potentate.
- (b) Vice-President, Deputy of Director's Staff, 1st Vice-Commander Flying Fezzes, Captain Legion of Honor, 1st Vice-President Motor Corps and Clubs, 1st Lieutenants of the Patrol, Potentate's Escort and Captain Provost Guard are second in command; and in the absence of Unit or Club head shall become operating head.
- (c) Captain Arab Guard, Directors of the Band, Entertainers, Chanters, 2nd Vice-Commander Flying Fezzes, Oriental Band and Red Devils, Assistant Director of Director's Staff, 1st Lieutenant Legion of Honor, 2nd Vice-Presidents Motor Corps and Clubs, Patrol, and Potentate's Escort, 1st Lieutenant Provost Guard are third in command, and in the absences of the Unit or Club President and the second in command, shall become operating head.

- (d) Unit and Club Secretaries and 2nd Lieutenant Legion of Honor shall faithfully record the proceedings of all meetings. He shall collect all monies turning them over to the Treasurer or Finance Officer. He shall keep, on prescribed form, the attendance of each member of his Unit or Club. He shall maintain a current inventory of all Unit or Club property and all Shrine property entrusted to the care of his Unit or Club. Inventory of Shrine property shall be on standard form furnished by the Commandant and in compliance with his instructions. He shall, at the yearly election of the Unit or Club officers, turn all records over to his successor.
- (e) Unit or Club Treasurers and Finance Officer, Legion of Honor, Shall receive all monies from the Secretary or 2nd Lieutenant. He shall keep a true account, listing all receipts and disbursements. He shall disburse such funds upon presentation of proper voucher for approval of, and after majority vote of membership present and voting. He shall, at the yearly election of Unit or Club officers, turn all records over to his successor.
- (f) Executive Committees shall manage and direct the affairs of their Unit or Club. It shall be responsible for a correct accounting of monies received and disburse; the correct inventories of Shrine property in Unit or Club custody; and the appointment of Auditors required by Article V, Section 2. It shall establish and publish at the annual meeting the status of each member for the ensuing year. It shall prescribe the duties and function of any officer or committee appointed by the Head of the Unit or Club. The Divan Liaison Officer **shall** be a member of this committee.

Section 4: Officers, How Elected; Term of Office

- (a) The Head of each Unit or Club shall be elected by secret ballot of a majority of the members of the Unit or Club present and voting at the yearly election (Article I, Section 6); or appointed by the Potentate. All other Constitutional Officers (Article II, Section 1 and 2) shall be elected by secret ballot of a majority of the members present and voting at the yearly election.
- (b) Unit or Club officers shall serve for the ensuing year. In the event of vacancy in any office, it shall be filled at the next regular meeting by secret ballot of a majority vote of the members present and voting, or by Potentate appointment.
- (c) All Unit or Club officers shall be installed at a time and place determined by the Potentate. Each retiring officer shall immediately pass on to his successor all records and/or equipment of the Unit or Club in his care and/or custody.
- (d) Any officer resigning must do so in writing.

ARTICLE III – UNIT AND CLUB MEMBERSHIP

Section 1: Regular Members

Regular Members shall consist of Yaarab Nobles who have been elected to this status by a majority vote of those present and voting.

Regular members constitute the voting authority of each Unit or Club and are subject to dues payment requirements contained in this Constitution and By-Laws. All Unit or Club Officers shall be elected by secret ballot from this classification.

Section 2: Joint Membership

A Noble who is a member of Yaarab Shrine may be a member of any number of Units and Clubs of Yaarab Shrine at the same time by qualifying with and paying dues to all those Units and Clubs of which he is a member, or by being a Life or Emeritus member of one and a regular dues paying member of the others.

All credits for monies raised and Crown of Honor Points earned by joint members shall be divided between his Units and Clubs as the member designates.

Section 3: Life and Emeritus Members

- (a) Life members shall consist of those Nobles who have served as Potentate of Yaarab Shrine. Life members shall have all the rights of a regular member.
- (b) Emeritus members shall consist of Yaarab Nobles who have attained twenty years of Unit or Club service, or who has served as Head of his Unit or Club, and has attained fifteen years of Unit or Club service. Emeritus members are relieved from paying dues, they have all the rights and privileges of a regular member, except voting on Officers at the yearly election.
- (c) Emeritus member shall have the right to be a regular member and vote by paying Unit or Club dues.

Section 4: Honorary Members

Honorary Members are those Nobles who have been elected to this status by the Unit or Club Executive Committee. Such membership confers no rights or privileges, and expires at the end of the year issued.

Section 5: Application for Unit or Club Membership

Shall be on a form, approved by the Potentate and shall set forth the name, age, address, and special abilities which would qualify him for the particular Unit or Club of his choice. A majority vote by Regular Members present and voting shall elect or reject the applicant.

Section 6: Continuation of Unit or Club Memberships

Membership continues so long as a Noble is a member of Yaarab Shrine, timely pays unit and Club dues when required, has not been suspended or dismissed for conduct unbecoming a Shriner or Mason, and has not resigned.

Unit or Club membership cards shall not be issued to members who do not possess a Yaarab Shrine membership card for the same year.

A resignation is automatically effective when delivered in writing to any Unit/Club officer, Divan Member, or the Potentate.

Section 7: Dues

A Yaarab Shrine current year membership card must be presented at Yearly Election as a condition precedent to voting. Dues in amount voted by each Unit or Club must be paid on or before February 15th for calendar year or automatic suspension results. Provided, any member so suspended shall automatically be reinstated if Unit or Club dues are paid on or before March 31th.

ARTICLE IV – DISCIPLINE

Section 1: How Instigated

The head of the Unit or Club is empowered and obligated to temporarily suspend, from the Unit or Club, any member who in his judgment is guilty of conduct unbecoming a Noble. He shall, within 10 days, file written charges with the Executive Committee, with copies to the Potentate and his Divan.

Any member may file charges against another Unit or Club member, if, in his judgment, there are grounds for such charges and if the Unit/Club Head refuses to take action. The charges must be filed in writing with the Executive Committee, with copies to the Potentate and his Divan.

Section 2: Procedure

Upon receipt of such charges, the Unit or Club Executive Committee shall thoroughly investigate them. If it is the judgment of the Committee that an offense has been committed it shall order a trial to be held before the Unit or Club membership in not less than fifteen (15) days nor more than thirty (30) days. A formal notice to appear shall

be immediately forwarded to the last known address of the charged Noble by registered or certified mail, or delivered in person by a member of the Executive Committee.

The Unit or Club and/or the defendant may have the assistance of counsel for the trial; provided such counsel shall be a Noble in good standing. Trial before the Unit or Club membership may be waived by the defendant in writing.

After hearing the evidence and arguments of both sides, the Unit or Club membership shall vote by secret ballot on the innocence or guilt of the charged Noble. If the charged Noble is found guilty by majority vote, the Executive Committee shall fix the punishment, which may be expulsion or suspension from the Club or Unit, or reprimand.

Suspension may be for a definite or indefinite period of time. If suspended, reinstatement is automatic at the end of the term of sentence and upon fulfillment of any other conditions of the verdict. The Potentate and his Divan shall be immediately notified in writing of the results of any trial and the punishment prescribed.

Section 3: Appeal

An appeal of any disciplinary action can be made only to the Potentate and his Divan. Such appeal must be in writing and it must be made by or on behalf of the Noble tried. There can be no appeal by a Unit or Club as a result of a disciplinary trial.

Section 4: Restoration

Upon termination of membership regardless of the reason, the Noble desiring to re-affiliate with his Unit or Club shall apply and shall comply with the provisions of Article III, as if he had never belonged to a Unit or Club.

Section 5: Offenses and Penalties

- (a) A member who is guilty of conduct unbecoming a Shriner or who is guilty of conduct unbecoming a Mason, shall be subject to reprimand, suspension or dismissal.
- (b) Any member indulging in the use of intoxicating alcoholic beverages, during any parade, ceremonial, or public event, shall be subject to reprimand, suspension or dismissal.
- (c) Any member who attends any business meeting of Yaarab Shrine, his Unit or Club while under the influence of intoxicating beverages is subject to reprimand, suspension or dismissal

ARTICLE V – AWARDS-AUDITS-AMENDMENTS

Section 1: Awards

A Unit or Club service medal shall be issued for ten (10) years accumulative active service, and a bar shall be issued for each additional five (5) years accumulative active service.

Anniversary date of membership shall be the date recorded on the records maintained in the Recorders office.

A Unit or Club member serving on the Elective Divan, the Appointed Divan, Potentate's Aide, Commandant or Units, or as Parade Director shall be credited with such time on his service record in the Unit or Club of which he is a member.

Section 2: Audits

An audit of books, records and accounts of the Treasurer or Finance Officer and Secretary of each Unit or Club shall be made each year and report shall be made at the Annual Meeting. The Executive Committee shall, prior to these meetings, designate an auditing firm or an auditing committee of three (3) members to perform the examination and audit of these books, records, and accounts. A copy of this audit report shall be furnished to the Potentate and his Divan no later than January 31st of the ensuing year.

Section 3: Amendments

This Constitution and By-Laws cannot be amended except by the authority of the Divan provided, however, nothing herein contained shall abridge or limit in anyway, the authority of the Potentate.

ARTICLE VI – PLACE OF MEETINGS

Section 1:

Any Club having a room allocated to them at Yaarab Shrine must hold all its regular scheduled meetings at Yaarab Shrine unless excused by the Potentate.

Any Club failing to hold all of its regular scheduled meetings, unless excused, shall lose the use of its room at Yaarab Shrine and the room will be reassigned to a Unit or Club complying with this section.

ARTICLE VII – FUND RAISING PROJECTS

No Unit or Club shall conduct a fund raising project until prior written approval has been given by the Potentate. Fund raising projects must comply with Imperial Guidelines. Contracts, sample tickets and advertising copy must be submitted to the Potentate for approval prior the execution.