

Rules and Regulations
FOR
Uniformed Units and Clubs



January 5, 2018

400 Ponce De Leon Avenue NE
Atlanta, GA 30308
yaarabshrine.net

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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.

These Rules and Regulations are 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 Rules and Regulations but may adopt those which have been approved by the Potentate.

The names of these Units and Clubs are set forth in Article I of Rules and Regulations 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 Yaarab 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 Shriners International; 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 Yaarab Shrine Attorney, and adopted through the year 2001 by the 1995 Divan of Yaarab Shrine. These articles are non-expiring, and may be amended or updated by future Divans as necessary.

UPDATED: January 5, 2018

Attested:

W. Danny Huggins, Potentate
Gary Lewis, Chief Rabban
Dennis Hewatt, Assistant Rabban
Bruce Ridley, High Priest & Prophet
Dennis Davidson, Oriental Guide
Tom Holt, Treasurer
Jeff Ferguson, Recorder

ARTICLE 1 – NAMES, PURPOSES, MEETINGS:

Section 1: The Names and Purposes of Yaarab Uniformed Units

ALKUWA – To provide a novel motor powered vehicular group.

ARAB GUARD – To provide Honorary Guard and Escort for the Potentate and his Divan.

BRASS BAND – To provide good music for marching and listening pleasure.

CHANTERS – To provide uplifting choral songs and ritualistic music for ceremonials.

COMMUNICATIONS – To provide Yaarab Shrine with communications through technology.

ENTERTAINERS – To provide instrumental music for enjoyment by all.

FLYING FEZ – To provide expedited hospital transportation.

KNIGHTS OF MECCA – To provide liaison and remind all Nobles of the intimate relationship between Shrine and Masonry.

LEGION OF HONOR – To provide military escort toward the flag of our country.

MOTOR CORP – To provide motorized vehicles for parades and other needs of Yaarab Shrine.

ORIENTAL BAND – To provide oriental atmosphere through its music.

PATROL – To provide military precision marching.

POTENTATE'S ESCORT – To provide uniformed motor escort for the Potentate.

PROVOST GUARD – To provide good order and maintain dignified harmony.

RED DEVIL CLOWNS – To provide merriment and provoke laughter.

STEEL DRUMS – To provide a relaxing Caribbean atmosphere through the use of native instrumentation.

DIRECTORS STAFF: The Directors Staff is not to be considered a Unit, it is an extension of the Yaarab Shrine Staff. The Director and all officers will be appointed by the Potentate or elected under his direction. All other provisions of these Rules and Regulations shall apply to the organization and the operation of the Directors Staff. The purpose of the Directors Staff is to provide a trained staff for safely conducting candidates to Mecca and proper maintenance of Yaarab Shrine owned rolling stock.

GOLF ASSOCIATION – To ruin a decent walk by chasing a dimpled ball.

ROAD RUNNERS – To provide necessary ground transportation to accommodate patient needs.

WIDOWERS – To provide fellowship to individuals who have lost spouses.

Section 2: The Purpose and Names 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.

Rome No. 2	Echota-Vann No. 16	Smyrna No. 34
Griffin No. 3	Tucker No. 17	Henry County No. 37
Toccoa No. 4	Cherokee No. 18	Appalachian No. 38
Dalton No. 5	Lanier No. 19	Coosawattee No. 39
Kennesaw Mtn. No 6	Northeast DeKalb No. 22	Al-Pine No. 40
Cedar Valley No. 7	Cumming No. 23	Alcovy No. 41
LaGrange No. 8	Sweetwater No. 24	Paulding No. 42
Granite Center No. 9	Mountaineer No. 27	Loganville No. 43
North Georgia No. 11	Fayette No. 29	Chattooga No. 44
South Fulton No. 12	Lake Hartwell No. 30	Washington No. 45
Cartersville No. 13	West Georgia No. 31	Slate City No. 46
Newnan No. 14	Conyers No. 32	Tri-County No. 47
Bankhead No. 15	Gwinnett No. 33	

Section 3: Regular Monthly Business Meetings:

(a): UNIT MEETING NIGHTS

Alkuwa	1 st Tuesday
Arab Guard	1 st Friday
Brass Band	1 st Tuesday
Chanters	1 st Monday
Communications	1 st Thursday
Directors Staff	1 st Thursday
Entertainers	1 st Thursday
Flying Fez	1 st Thursday
Golf Association	1 st Wednesday
Knights of Mecca	1 st Friday
Legion of Honor	1 st Friday
Motor Corps	1 st Thursday
Oriental Band	1 st Monday
Patrol	1 st Friday
Potentates Escort	1 st Tuesday
Provost Guard	1 st Wednesday
Red Devil Clowns	1 st Wednesday
Steel Drums	1 st Tuesday
Widows and Widowers	4 th Wednesday

(b): CLUB MEETING NIGHTS

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

The dates listed above and the time of Unit 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 Potentate 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.

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 meeting and yearly election of officers.

Section 4: Order of Business

- a) Roll Call
- b) Reading of minutes and communications
- c) Reading of applications and voting thereon
- d) Presentation of bills and voting thereon
- e) Report of officers
- f) Unfinished business
- g) New business
- h) Good of the Order
- i) Adjournment

Section 5: Annual Meeting and Yearly Elections

The Annual meeting of each Unit and Club shall be its regular meeting in November or December.

The Annual election of Unit and Club Officers shall be held at the Annual 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 2 – OFFICERS – THEIR DUTIES - HOW ELECTED

Section 1: Unit Officers

Arab Guard - President, Vice-President, Captain, Treasurer and Secretary
Alkuwa - President, Vice-President, Director, Treasurer and Secretary
Brass Band - President, Vice-President, Director, Treasurer and Secretary
Entertainers - President, Vice-President, Director, Treasurer and Secretary
Chanters - President, Vice-President, Director, Treasurer and Secretary
Flying Fez - Commander, 1st Vice-Commander, 2nd Vice-Commander, Treasurer and Secretary
Knights of Mecca - President, 1st Vice-President, 2nd Vice-President, Treasurer and Secretary
Legion of Honor - Commander, 1st Lieutenant Commander, 2nd Lieutenant Commander, 3rd Lieutenant Commander, Finance Officer and Adjutant
Motor Corp - President, 1st Vice President, 2nd Vice-President, Treasurer and Secretary
Oriental Band - President, Vice-President, Director of Work, Treasurer and Secretary
Patrol - Captain, 1st Lieutenant, 2nd Lieutenant, Treasurer and Secretary
Potentate's Escort - Captain, 1st Lieutenant, 2nd Lieutenant, Treasurer and Secretary
Provost Guard - Major, Captain, 1st Lieutenant, 2nd Lieutenant, Treasurer and Secretary
Red Devils - President, Vice-President, Director of Works, Treasurer and Secretary
Communications - President, Vice-President, Treasurer and Secretary

Executive Committee is composed of elected officers of the Unit, plus two (2) additional members elected for one (1) term and Divan Liaison Officer.

Directors Staff - Director, Deputy Director, Assistant Director, Secretary and Treasurer
Golf Association - President, 1st Vice President, 2nd Vice-President, Secretary and Treasurer
Widows and Widowers - President, 1st Vice President, 2nd Vice-President, Secretary and Treasurer

Section 2: Club Officers

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

Section 3: Unit and Club Officers' Duties:

- a) Presidents, Commanders, Captains, Majors and Director of Directors Staff shall be the executive head of his Unit or Club. He shall exercise general supervision over the Unit or 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-Presidents, 1st Vice-Presidents, 1st Vice-Commanders, 1st Lieutenants and Deputy Directors are second in command: and in the absence of the Unit or Club head shall become the operating head.
- c) 2nd Vice-Presidents, Directors, Directors of Works, Captain (Arab Guard), 2nd Vice Commanders, 2nd Lieutenants, Secretary (Communications) and Assistant Directors are third in command and in the absences of the Unit or Club 1st or 2nd in command, shall become operating head.
- d) Unit and Club members elected as Secretaries 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 entrusted to the care of his Unit or Club and, at the yearly election of the Unit or Club turn all records over to his successor.
- e) Unit or Club members elected as Treasurers shall receive all monies from the Secretary. 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 the 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) The Executive Committee shall manage and direct the affairs of their Unit or Club. It shall be responsible for a correct accounting of monies received and disbursed, the correct inventories of Shrine property in Unit or Club custody; and the appointment of auditors required by Article 5, Section 2. It shall establish and publish the duties and functions 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 Annual election (Article 1, Section 6); or appointed by the Potentate. All other officers (Article 2 Sections 1 and 2) shall be elected by secret ballot of a majority of the members present and voting at the Annual election.
- b) Unit or Club officers shall serve for the ensuing year. In the event of a 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 appointment of the Potentate.
- 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 resigning officer must do so in writing.

Article 3 – UNIT AND CLUB MEMBERSHIP

Section 1: Regular Members

- a) Regular members shall consist of Yaarab Nobles who have been elected to this status by a majority vote of those present and voting.
- b) Regular members constitute the voting authority of each Unit or Club and are subject to dues payment requirements contained in these Rule and Regulations. All Unit or Club officers shall be elected by secret ballot from this classification.

Section 2: Joint Membership

- a) 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.
- b) All credits for monies raised and Crown of Honor points earned by joint members shall be divided between his Unit or 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 have 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 Annual election.
- c) Emeritus members shall have the right to be a regular member and vote by paying Unit or Club dues.

Section 4: Honorary Members

- a) 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

- a) Shall be on a form, approved by the Potentate and shall set forth the name, age, address, email, phone number 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 Membership

- a) Membership continues as 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.
- b) Unit or Club membership cards shall not be issued to members who do not possess a Yaarab Shrine membership card for the same year.
- c) A resignation is automatically effective when delivered in writing to any Unit or Club officer, Divan Member, or the Potentate.

Section 7: Dues

- a) A Yaarab Shrine membership card must be presented at Annual 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 the 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 31st.

ARTICLE 4 – DISCIPLINE

Section 1: How Instigated

- a) The head of the Unit or Club is empowered and obligated to temporarily suspend from the Unit or Club, any member who, in his judgement, 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 Divan.
- b) Any member may file charges against another Unit or Club member, if, in his judgement, there are grounds for such charges and if the Unit or Club Head refuses to take action. The charges must be filed in writing with the Executive committee with copies to the Potentate and Divan.

Section 2: Procedure

- a) Upon receipt of such charges, the Unit or Club Executive Committee shall thoroughly investigate them. If it is the judgement 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. If, as part of the investigation of the complaint by the grievance committee, the grievance committee finds by a majority vote that there is no probable cause for believing an offense has been committed by the accused Noble and further finds by majority vote that the complaint was filed in bad faith or for a frivolous reason, the grievance committee can fix the punishment of the complaining Noble for filing the complaint in bad faith or for a frivolous reason, which may be either reprimand, expulsion, suspension for an indefinite period or suspension for a definite period. 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.
- b) 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.
- c) 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.
- d) 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

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

Section 4: Restoration

- a) 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 Noble 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 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 – AUDITS-AMENDMENTS

Section 1: Audits

- a) 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 their 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 2: Amendments

- a) 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

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

Any Club or Unit 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 to the Potentate. Fund raising projects must comply with Shriners International guidelines. Contracts, sample tickets and advertising copy must be submitted to the Potentate for approval prior to the execution of such activity.