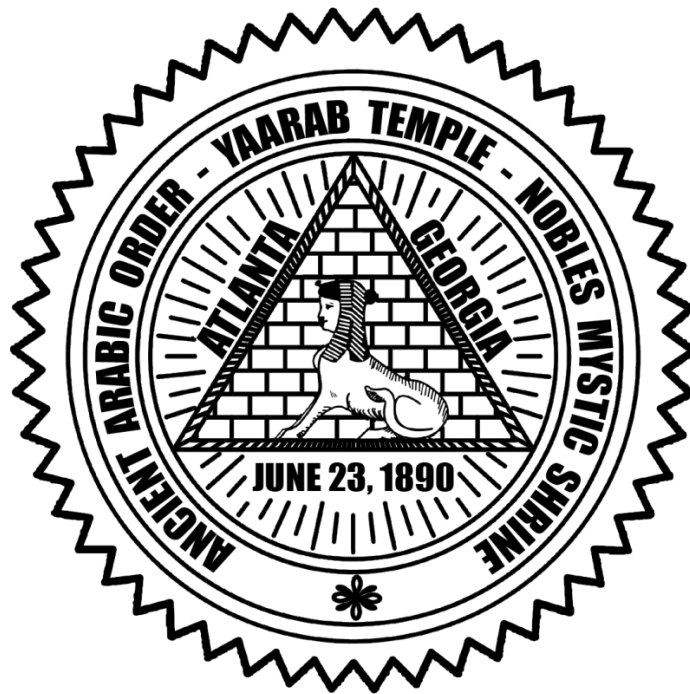


Yaarab Shriners Bylaws



January 15, 2018

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BYLAWS OF YAARAB SHRINE

Revised January 15, 2018

PREAMBLE

Yaarab Shrine shall be governed by the Articles of Incorporation, the Bylaws, and any general or special Orders from time to time in effect, of Shriners International and by the following Bylaws.

ARTICLE 1 Yaarab Shrine Name and Seal

Section 1.1 Name: This Temple shall be known as Yaarab Shrine, Oasis of Atlanta, State of Georgia, by virtue of a charter granted June 24, 1890, by the Imperial Council of the Ancient Arabic Order, Nobles of the Mystic Shrine of North America.

Section 1.2 Seal: The seal of Yaarab Shrine shall consist of two (2) concentric circles between the circumferences of which are the words "Ancient Arabic Order - Yaarab Temple - Nobles Mystic Shrine." Within the innermost circle is a panther-bodied female sphinx superimposed upon a pyramid. Rays extend outward from all sides of the pyramid. The words "Atlanta, Georgia" are along its two (2) upper sides, and the date "June 23, 1890" is beneath it. An impression and facsimile of the seal shall be deposited with the Imperial Recorder, in accordance with Imperial Bylaws.

ARTICLE 2 Membership

Section 2.1 Temple How Constituted: Yaarab Shrine consists of its officers and as many members as it admits.

Section 2.2 Petition, Form: The form of the petition for membership shall be prescribed by Shriners International.

Section 2.3 Prerequisite for Membership: Yaarab Shrine 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 or the World Conference of Grand Lodges.

Section 2.4 Residence:

- a) **Actual Residence.** A petitioner must be an actual resident for at least 6 months in the jurisdiction of Yaarab Shrine; or must have a waiver.
- b) **Definition.** Actual residence is defined as the place where the applicant in good faith makes his home.
- c) **Open Residence.** Any temple may receive and act upon the petition of one whose residence is not within the jurisdiction of another temple, or who meets the requirements of §328.6 Shriners International.
- d) **Armed Forces and Diplomatic Corps.** Any member of the armed forces or diplomatic service may petition Yaarab Shrine within the jurisdiction of which he may at the time be stationed without reference to his actual place of residence, and thereupon, after election as provided in Section 2.5 may be initiated by and become a member of Yaarab Shrine.

Section 2.5 Balloting:

- a) **Favorable.** Subsequent to a report on a candidate's petition, 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.
- b) **Written Objection.** A written objection, signed by at least 3 members of the temple in good standing, presented to the Potentate or the Recorder prior to the time balloting is commenced, has the same effect as an adverse ballot.

- c) **Written Objection Deadline.** In temples where written notice of all candidates' petitions has been mailed to the members not less than one week before the date set for the balloting, any written objection provided for in subsection (b) must be received by the Potentate or Recorder at least 48 hours before the time specified in the notice for balloting.
- d) **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.
- e) **Reapplication.** A rejected candidate may not apply again for 13 weeks.

Section 2.6 Candidate; When Initiated: Candidates shall be initiated and obligated at a stated meeting or ceremonial session, unless a special dispensation is granted by the Imperial Potentate in accordance with the Bylaws of Shriners International.

Section 2.7 Associate Membership:

- a) Any Noble may apply for membership by affiliation in a second Shrine and, if accepted by the second, thereafter hold associate membership subject to the provisions of this section.
- b) Application for associate membership shall be subject to the same requirements as those relating to affiliation by demit, except jurisdiction, and except that the applicant need not hold a demit to make an application for associate membership. An application for associate membership must be accompanied by written evidence that the applicant is in good standing and eligible for a demit.
- c) Upon election of an applicant for associate membership, the second Shrine shall notify the other of which the Noble is a member that he has associate membership; and thereafter shall be considered an active member of both Shrines.
- d) Suspension of a Noble holding associate membership for nonpayment of dues to the second Shrine shall not affect his membership in Yaarab Shrine to which he first belonged; but his suspension for nonpayment of dues to the first Shrine shall, ipso facto, affect his suspension in the second. His suspension for any other cause or his expulsion from either Shrine shall, ipso facto, affect his suspension or expulsion, as the case may be, from the other. Immediate notice of his suspension or expulsion by either Shrine shall be given to the other Shrine and to the Recorder.
- e) Election of an associate member of life membership in one Shrine does not constitute his election to life membership in the other.
- f) An associate member shall have all the rights and privileges of membership in both Shrines, except that he may not hold elective office in the second.
- g) Associate Membership is terminated by:
 - 1) Voluntary resignation upon payment of all indebtedness, assessments, and voluntary obligations to Yaarab Shrine by an associate member who is in good standing and free from charges:
 - 2) Expulsion; or
 - 3) Death

Section 2.8 Retention of Membership:

- a) In order to retain membership in Yaarab Shrine, a Noble must maintain the requirements of Section 2.3, unless otherwise exempted by Shriners International in accordance with Imperial Bylaws.
- b) If a member loses his membership in the prerequisite body for any cause, except as hereinafter provided, he loses membership in Yaarab Shrine until restored to good standing by that prerequisite body, whereupon he is restored in this temple without vote of Yaarab Shrine. He may not be charged dues to Yaarab Shrine while deprived of membership.
- c) If a Noble loses his membership in a prerequisite body for any reason other than nonpayment of dues, the loss of membership in Yaarab Shrine is effective when written notice is received by Yaarab Shrine from the prerequisite body. He may file an appeal with the Imperial Recorder within 30 days after the loss of his membership in the prerequisite body. The Imperial Recorder shall immediately forward the appeal to the Grievances and Appeals Committee and it shall proceed in so far as practical, as provided in §208.9 of the Bylaws of Shriners International. The committee shall determine whether the loss of membership was for conduct in violation of Shrine law and make a report thereon to Shriners International with its decision. If the appeal is sustained by Shriners International, then the loss of membership in the prerequisite body will not result in the Noble's loss of membership in Yaarab Shrine.
- d) **Imperial Potentate Certification.** In any state in which the Grand Lodge of Masons having jurisdiction takes action which is designed to suppress or proscribe the Order, its members, or one of its temples, the Imperial Potentate, with the approval of two-thirds of the board of directors, shall so certify. Upon the certification of the Imperial Potentate, and for so long as he certifies the threat of suppression or proscription to continue, the Order, its members and its temples in such jurisdiction retain all their rights, responsibilities and authority, notwithstanding any provision of the bylaws to the contrary.
- e) **Prerequisite Notification.** Yaarab Shrine must honor an official written notice from the prerequisite body concerning the loss of membership in that body by a member of Yaarab Shrine. Suspension from Yaarab Shrine is subject to the provisions of Section 2.9 of these bylaws.

Section 2.9 Suspension or Termination of Membership:

- a) Rights of membership in Yaarab Shrine are suspended by:
 - 1) Voluntary demission upon payment of all indebtedness, assessments and voluntary obligations to Yaarab Shrine;
 - 2) Suspension for nonpayment of dues; or
 - 3) Suspension for other cause.
- b) Membership is terminated by:
 - 1) Voluntary resignation upon payment of all indebtedness, assessments, and voluntary obligations to Yaarab Shrine by a member who is in good standing and free of
 - 2) Charges; or
 - 3) Expulsion; or
 - 4) Death.

Section 2.10 Demit:

- a) A demit shall specify that, at the time of its issue, the Noble named therein was
 - 1) in good standing,
 - 2) free from charges, and
 - 3) free from indebtedness, assessments, and voluntary obligations to the Yaarab Shrine.
- b) Yaarab Shrine cannot withhold a demit from a Noble applying and who qualifies for it under Section 2.10(a).
- c) Yaarab Shrine may issue a duplicate demit to a Noble.

- d) A demit may be issued by the Potentate and Recorder of Yaarab Shrine between stated meetings of Yaarab Shrine. A record of a demit so issued must be made and reported to Yaarab Shrine at its next succeeding meeting.
- e) 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 Yaarab Shrine.
- f) A demit entitles the holder to affiliate with Yaarab Shrine only pursuant to the Bylaws of Shriners International.

Section 2.11 Suspension for nonpayment of dues:

- a) A member who is more than 1 year in arrears shall be suspended or his dues remitted.
- b) Whenever adopted, any order of suspension shall be effective as of December 31 of the year of delinquency.
- c) A noble may be suspended for nonpayment of dues in the following matter:
 - 1) He shall be notified by first class mail that he is in arrears;
 - 2) He shall be given the opportunity to be heard;
 - 3) He shall be admitted to Yaarab Shrine for this purpose even though he is in arrears; and a majority of members at a stated meeting must vote to suspend him.
- d) One who has been suspended for nonpayment of dues may be restored in the following manner:
 - 1) Written application must be made, accompanied by written evidence that he is in good standing in his prerequisite body;
 - 2) Without vote of Yaarab Shrine upon payment of all indebtedness due as of the effective date of the suspension, and
 - 3) The restoration must be reported to Yaarab Shrine at its next stated meeting and recorded in the minutes.

Section 2.12 Past Potentate: A Past Potentate of another Shrine who becomes a member of Yaarab Shrine is entitled to be classified as a Past Potentate of Yaarab Shrine.

Section 2.13 Honorary Membership:

- a) **Conferment:** Honorary membership may be conferred by Yaarab Shrine, upon any Noble, as a compliment, by a majority vote, but this membership confers no rights or privileges.
- b) **Membership Cards:** The issuance of an annual membership card to honorary members is prohibited.

Section 2.14 Life Membership:

- a) **Life.** Yaarab Shrine may create life members, who will thereafter be exempt from the Shrine's annual dues:
 - 1) **Meritorious service.** For meritorious service.
 - 2) **Longevity.** When a member has paid his dues for a term of not less than 35 years.
 - 3) **Prepayment of Dues.**
 - i. When a member who is under 65 years of age pays Yaarab Shrine in one lump sum, not less than 20 times the temples annual dues, or such other age or amount as Yaarab Shrine bylaws state; or
 - ii. When a member who is age 65 or older pays Yaarab Shrine, in one lump sum, not less than 10 times the temples current annual dues, or such other age or amount as Yaarab Shrine bylaws state, but not less than age 60.
- 4) All money received from life membership payments shall be placed in a trust fund and only the income from such fund may be withdrawn: but upon death of any life member, an amount equal to the sum paid by him may be transferred from the trust fund to the general fund of Yaarab Shrine. The amount of the fund shall be reported annually on the temple's statement of financial position. For investment purposes, the money in the fund may be placed in a common fund with other temple moneys.

- 5) **Prerequisite Membership.** In order to retain his life membership. A member must maintain his prerequisite membership pursuant to §323.3(a) of the bylaws of Shriners International unless otherwise provided by these bylaws.

ARTICLE 3 Yaarab Shrine Meetings; Notice and Quorum

Section 3.1 Stated Meetings.

- a) **Frequency.** Yaarab Shrine must hold a stated meeting at least once in each calendar quarter, the day and hour to be designated by the Potentate. The Imperial Potentate may grant a special dispensation to change the date of any stated meeting.
- b) **Annual Meeting Date and Location.** The first stated meeting of each calendar year must be held in January at Yaarab Shrine and it is the annual meeting. The Imperial Potentate may grant a special dispensation to change the location of the annual meeting
- c) **Other Stated Meetings.**
 - 1) Not more than two stated meetings of Yaarab Shrine during a calendar year may be held elsewhere than the location of the temple but within the exclusive or concurrent jurisdiction of the temple. If the stated meeting is to be held in the concurrent jurisdiction, and the temple is not located therein, then a written consent therefor must be secured from all other temples in the concurrent jurisdiction.
- d) **Special Dispensation for Electronic Participation.** The Imperial Potentate may grant a special dispensation for a temple to allow participation in any stated, special or annual meeting electronically.

Section 3.2 Ceremonial Sessions.

- a) **When.** Ceremonial Sessions may be called by the Potentate at any time.
- b) **Where.**
 - 1) Yaarab Shrine may open, elect candidates and initiate them at any place within its exclusive jurisdiction, but no other business may be transacted at that ceremonial session unless it is held at the location of the temple.
 - 2) Where 2 or more temples hold concurrent jurisdiction over territory, all ceremonial sessions must be held at the location of the temple; but upon the request of a temple accompanied by written consent of the other temples holding concurrent jurisdiction, the Imperial Potentate may grant a dispensation to hold a ceremonial session at any place requested in the concurrent jurisdiction.
 - 3) Yaarab Shrine may hold a ceremonial session in states, territories or countries where no temple exists, provided it obtains a special dispensation from the Imperial Potentate.
 - 4) Yaarab Shrine may hold a ceremonial session within the jurisdiction of another temple upon written request and provided it obtains the written consent of the temples affected within whose jurisdiction such ceremonial session is to be held.

Section 3.3 Special Meetings: Special Meetings may be called by the Potentate at any time, but notice must be given to each member, stating the business to be considered, and no other business than that specified in the call may be transacted. Except, however, the Potentate may, at a stated meeting of Yaarab Shrine, issue a call for a future special meeting for the single purpose of receiving and balloting on candidate petitions, without any further notification to Yaarab Shrine members.

Section 3.4 Sunday Meetings Prohibited: Yaarab Shrine may not hold a business meeting or ceremonial session on Sunday, except on special dispensation of the Imperial Potentate for good and sufficient cause.

Section 3.5 Notice of Meetings: Unless a longer time is specified in these Bylaws, not less than one-weeks' notice must be given of the time and place of all meetings and ceremonial sessions.

Section 3.6 Quorum: A quorum consists of seven (7) members of Yaarab Shrine entitled to vote, one of whom must be the Potentate, the Chief Rabban, the Assistant Rabban, or a Past Potentate of the Yaarab Shrine.

Section 3.7 Presiding Officer:

- a) The Potentate shall open and preside at all meetings and sessions of the Yaarab Shrine.
- b) The Chief Rabban shall preside in the absence of the Potentate.
- c) In the absence of both the Potentate and the Chief Rabban, the Assistant Rabban shall preside.
- d) In the absence of all three of these officers, a Past Potentate of Yaarab Shrine shall preside.
- e) The presiding officer, at his pleasure, at any meeting or session of Yaarab Shrine, may request any Past Potentate of Yaarab Shrine to preside.

Section 3.8 Powers Reserved for Members' Action: All powers not delegated to the officers or committees by these or the Imperial Bylaws are reserved for action of the members at the meetings.

ARTICLE 4 Officers, Their Election or Appointment: Representatives

Section 4.1 Officers: The officers of Yaarab Shrine are:

- a) Potentate
- b) Chief Rabban
- c) Assistant Rabban
- d) High Priest and Prophet
- e) Oriental Guide
- f) Treasurer
- g) Recorder
- h) First Ceremonial Master
- i) Second Ceremonial Master
- j) Director
- k) Marshal
- l) Captain of the Guard
- m) Outer Guard

Section 4.2 Election:

- a) Divan
 - 1) The first seven (7) officers shall be elected annually by ballot and constitute the official Divan.
 - 2) Candidates for elective office must be members in good standing with Yaarab Shrine.
 - 3) A Noble may not serve as Potentate of Yaarab Shrine for more than one (1) year.
 - 4) Unless waived in accordance with Imperial Bylaws, a Noble may not serve as Potentate unless he shall have first served as either Chief Rabban or Assistant Rabban of Yaarab Shrine.

Section 4.3 Appointment: The other officers named in Section 4.1 shall be appointed by the Potentate.

Section 4.4 When Elected: Officers and Representatives shall be elected at the annual meeting in January.

Section 4.5 Ballot.

- a) **Separate Ballot.** Election of officers shall be by majority vote of those present and voting. When there is more than one candidate for election to a particular office, a separate written ballot is required. A blanket ballot is prohibited. If only one candidate is running for an office, a voice or hand vote may be taken.
- b) **Retention.** The ballots cast in any contested election for Yaarab Shrine office shall be retained in the custody of the Recorder for a period of 90 days following the election, after which they may be destroyed unless the Imperial Potentate otherwise orders.
- c) **Void Ballot.** Blank ballots or ballots containing any markings other than the name of the candidate nominated from the floor are not votes and are not to be considered for any purpose.

Section 4.6 Time of Election: Balloting must commence no later than 9:00 PM and, when that hour arrives, all other business must cease and none may be transacted until the election is concluded.

Section 4.7 Nomination: Candidates for Officers and Representatives must be placed in nomination from the floor.

Section 4.8 Representatives:

- a) Where Yaarab Shrine elects more than one Representative to the Imperial Session, all candidates must be balloted for on one written ballot,
- b) Each member voting must vote only for the total number of Representatives to be elected; otherwise his ballot cannot be counted as a vote.
- c) A majority vote of those present and voting is necessary to elect each Representative.
- d) Only those candidates who receive a majority vote shall be declared elected.
- e) Successive written ballots must be taken in the same manner on other candidates until all Representatives are elected.
- f) 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.
- g) Blank ballots or ballots containing any markings other than the name of a candidate nominated from the floor are not votes and are not to be considered for any purpose.

Section 4.9 Election Regulations:

- a) **Electioneering.** A candidate for an elected office in Yaarab Shrine may print, publish and circulate during the year he is seeking the elected office, a resume 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 Yaarab Shrine is prohibited.
- b) For any violation of Section 4.9(a), the Imperial Potentate may suspend any offending Noble, and he may declare the election of the officers' void and order a new election.
- c) At least one week prior to the annual meeting or any election, the Yaarab Shrine Recorder shall mail to each member a notice thereof containing this Section.

Section 4.10 Postponed Election: If it is impossible to hold the election as required, or if it appears to the Imperial Potentate proper, he may grant special dispensation changing the date of the annual election.

Section 4.11 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 4.12 Filling Vacancies:

- a) 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 (60) days after it occurs, unless a special dispensation for a later election is granted by the Imperial Potentate.
- b) Any vacancy that may occur by the promotion of any special election may also be filled at that election.
- c) Vacancies in appointive office shall be filled by the Potentate.
- d) No member can be compelled to accept an election or appointment to office.

Section 4.13 Filling Vacancies in Particular Offices:

- a) **Representative.** If the vacancy is in the office of an elected Representative, and the time is not sufficient to call a special election, the Potentate shall appoint a Representative, and notice of the appointment, by letter or fax, must reach the Imperial Recorder's office before 9:00 AM on the 5th day preceding the next opening session of the Imperial Council, in order to qualify the Representative.
- b) **Treasurer or Recorder.** If the vacancy is in the office of Treasurer or Recorder and results from any of the causes stated in Section 4.11 or from physical disability, the Potentate shall appoint a member to fill the vacancy until a successor has been elected and installed.

Section 4.14 Report of Election: The result of any election shall be reported forthwith to the Imperial Recorder.

ARTICLE 5 Enthronement and Installation of Yaarab Shrine Officers

Section 5.1 Obligation for all Officers: The officers of Yaarab Shrine, before entering upon the discharge of their respective duties, must take the obligation specified by the Imperial Bylaws.

Section 5.2 Additional Obligation for Potentate: Previous to the enthronement of the Potentate, he must assent to the ordinances specified in the Imperial Bylaws.

Section 5.3 Installation:

- a) The officers shall be installed at the annual meeting of Yaarab Shrine in accordance with the ceremony of installation prescribed by Shriners International.
- b) They shall assume the duties of their respective offices upon installation.

ARTICLE 6 Duties of Yaarab Shrine Officers

Section 6.1 Potentate:

- a) The Potentate is the chief executive officer of Yaarab Shrine and shall exercise general supervision over Yaarab Shrine.
- b) The Potentate is responsible to Shriners International for the government of Yaarab Shrine.
- c) It is his duty to require that Yaarab Shrine, its officers, and members, at all times, observe Shrine Law and the Bylaws of the Yaarab Shrine.
- d) He shall appoint officers and committees to be appointed.
- e) He shall require that accurate records are kept and just accounts rendered.
- f) He shall require that regular returns are made to Shriners International and those candidates' fees, annual per-capita taxes, hospital levies, and assessments are promptly paid.
- g) He shall countersign all checks issued for payment of obligations that have been passed by the Finance Committee.
- h) He may issue orders to Nobles, Clubs, Units, and organizations within his jurisdiction to comply with matters over which he has authority. All such orders shall be confirmed in writing and mailed to the affected Noble or Nobles.
- i) He shall, with the approval of the official Divan, appoint a Yaarab Shrine attorney. The Yaarab Shrine attorney shall be a Noble and a member of the Bar who is learned and experienced in the law.
- j) He shall require that no fewer than four (4) stated meetings are held annually, of which one shall be held in January as provided in Section 3.1.

Section 6.2 Chief Rabban:

- a) In addition to his other duties, the Chief Rabban, in conjunction with the board of directors, must prepare and complete the proposed annual budget of Yaarab Shrine as required by Section 11.3 of these by-laws for the ensuing year in time for submission at Yaarab Shrine meeting at which the budget is approved.
- b) If the Office of Potentate becomes vacant for any reason, he shall act as Potentate until a special election is held and the office thereby filled.

Section 6.3 Recorder: It is the duty of the Recorder to:

- a) Keep accurate minutes of the proceedings of Yaarab Shrine.
- b) Issue notice to the members of each meeting.
- c) Keep a just and true account with each member of Yaarab Shrine.
- d) Present his books and papers to the auditor whenever required.
- e) Keep a register of the members of Yaarab Shrine showing name, date of birth, occupation, date of creation, address, home phone, work phone, mobile phone, email address, lady's name, first line signer's name and any other information that Yaarab Shrine might find necessary, and any withdrawal, death, suspension, or expulsion, as the case may be.
- f) Furnish his facsimile signature to the Imperial Recorder.
- g) Hire office and other employees with the consent of the Potentate and the Divan.

- h) At the annual meeting, render a complete report of the finances, investments, membership, and other matters in which his office is concerned.
- i) Before January 15 each year, transmit to the Imperial Potentate in the form prescribed, the annual returns for the Yaarab Shrine.
- j) Arrange to remit to the Imperial Recorder the appropriate per-capita tax as follows:
 - 1) Before March 31st, 50%;
 - 2) Before June 1st, 35%;
 - 3) Before October 1st, the remaining 15%.
- k) Arrange to remit \$2.50 for every initiate immediately after the initiation to Shriners International, upon receipt of which the Imperial Recorder shall issue a diploma of Shriners International to each candidate initiated.
- l) Issue official Shrine cards to members entitled to the same.
- m) Affix the official seal of Yaarab Shrine to and attest official documents.
- n) Receive all funds accruing to Yaarab Shrine in approved depositories.
- o) Keep the books of account and records of Yaarab Shrine.
- p) Carefully preserve and file his memoranda of payment of obligations of the Yaarab Shrine.
- q) Draw checks, vouchers, or orders for payment of obligations of Yaarab Shrine, any sums due the Imperial Council, or other authorized disbursements, which have been passed by the Finance Committee and approved by the Potentate, Chief Rabban, or Assistant Rabban.
- r) Furnish the Illustrious Potentate and Treasurer a complete list of his receipts during each preceding semi-monthly period.
- s) Submit to the members of Yaarab Shrine at each meeting, a complete report of the receipts and disbursements for the preceding fiscal year.
- t) Keep the budget control records.

Section 6.4 Treasurer: It is the duty of the Treasurer to:

- a) Act as chief financial officer of Yaarab Shrine, under the general supervision of the Potentate.
- b) Act as custodian of all funds.
- c) Pay all bills that have been approved by the Potentate, Chief Rabban, or Assistant Rabban.
- d) Examine, as often as necessary, the financial records and books of account of Yaarab Shrine.
- e) When requested by the Divan at any meeting of Yaarab Shrine, give a financial report of the income and expenditures of Yaarab Shrine since the last report.
- f) Prepare from books and records of Yaarab Shrine and submit at its annual meeting, the following information:
 - 1) An annual statement of the financial condition;
 - 2) An annual operating statement; and
 - 3) Any other supplementary reports or statements necessary to disclose the true financial condition, the nature and current value of the assets, the operating results, and the income and sources thereof.
- g) Present his books and papers to the auditor whenever required.
- h) Sign or countersign all checks for the withdrawal of funds, unless provided otherwise in the Yaarab Shrine Bylaws.
- i) Prepare or have prepared by an outside Certified Public Accountant, and timely file all tax, informational or other financial returns or documentation required.

Section 6.5 Delivery of Yaarab Shrine Records: Each officer shall deliver all books, papers, and other property of Yaarab Shrine in his hands to his successor in office, to such person and at such time as Yaarab Shrine may direct.

Section 6.6 Other Officers:

- a) **Director.** The Director, under the direction of the Potentate, shall have charge of the second section of ceremonials of initiation.

- b) **Remaining Officers:** The remaining officers shall perform the duties appropriate to their several stations and assigned to them by the Potentate or Yaarab Shrine.

Section 6.7 Board of Directors: The Board of Directors consists of the Yaarab Shrine official divan.

- a) **Quorum:** Three Directors constitute a quorum of the board.
- b) **Meetings:** The Board of Directors shall meet on 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 other means of communication by which all parties may be connected and all comments and conclusions as well as the vote on any resolution may be heard and or observed by all members present.
- c) **Notice:** The recorder shall give not less than three day's 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.
- d) **Budget:** The Chief Rabban, in conjunction with the Board of Directors, shall prepare and complete the proposed Yaarab Shrine budget for the ensuing year. The Board of Directors shall:
 - 1) Report or cause to be reported to the appropriate stated meeting of Yaarab Shrine any proposals for amendments to or departures from the budget and the reasons therefor, 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 the Imperial Council together with the amount budgeted for the preceding year.
- e) **Unauthorized Acts:** Except as specifically provided by the bylaws of the Imperial Council, or Yaarab Shrine, or resolution of the board of directors ratified by Yaarab Shrine, 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 act or omission to obligate or bind the Yaarab Shrine.

ARTICLE 7 Finance Committee

Section 7.1 Finance Committee: The Finance Committee shall consist of the Potentate, Chief Rabban, Treasurer, and two (2) members of Yaarab Shrine who shall be appointed by the Potentate and one whom the Potentate shall designate as Chairman.

- a) All purchases shall be reviewed by the Finance Committee.
- b) The actions of the Finance Committee shall be subject to review by Yaarab Shrine.
- c) The Finance Committee shall meet at such times that the Potentate may direct.

ARTICLE 8 Yaarab Shrine Jurisdiction and Waivers

Section 8.1 Jurisdiction: Yaarab Shrine jurisdiction shall be in accordance with Article 55, Section 455.4(a) & (b) of the Shriners International Bylaws.

Section 8.2 Waivers and Related Matters: Yaarab Shrine may grant waivers, initiate members of other temples, hold ceremonials, and permit affiliation by demit in accordance with the Bylaws of Shriners International.

ARTICLE 9 Discipline

Section 9.1 Discipline: A member of Yaarab Shrine is subject to discipline by Yaarab Shrine, for conduct unbecoming a Noble or for violation of Shrine Law.

Section 9.2 Procedure: Proceedings for the discipline of any Noble by Yaarab Shrine shall be in accordance with Article 30, Sections 330.1 through 330.5, of the Bylaws of Shriners International.

Section 9.3 Temporary Expulsion: The Potentate of Yaarab Shrine has the authority, with majority vote of the Divan, to temporarily exclude a Noble from specific or all activities of Yaarab Shrine for conduct unbecoming a Noble. The temporary exclusion lasts for the term of the current Potentate.

ARTICLE 10 Initiation Fee, Dues, Hospital Levy, Assessments

Section 10.1 Initiation Fee:

- a) **Amount:** Yaarab Shrine 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. Yaarab Shrine may, in its discretion, allow the initiation fee to be paid by credit card.
- c) **Change:** A proposal to change the initiation fee 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 Yaarab Shrine and it must recite the text or substance of the proposal. If the proposal is adopted by at least two-thirds of the Nobles present and voting, it is approved.
- d) **Rebate Prohibited:** No portion of any fee may be rebated or refunded in any manner to the initiated candidate, either in money or material with the exception of a fez.
- e) **Return of Fee:** If a candidate is rejected, or accepted and does not present himself for initiation, he is entitled to the return of his fee upon his request.

Section 10.2 Dues:

- a) **Amount:** The amount of annual Yaarab Shrine dues is the amount in effect or as may be subsequently revised.
- b) **Change:** A proposal to change the 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 Yaarab Shrine 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.
- c) **Minimum:** The annual Yaarab Shrine dues shall not be less than the minimum prescribed by the Imperial Council.
- d) **Remits:** Yaarab Shrine, by affirmative vote, may remit dues of a Noble for good cause shown either to Yaarab Shrine or a committee selected for that purpose.
- e) **Past Potentates:** Past Potentates are exempt from payment of dues

Section 10.3 Hospital Levy:

- a) The annual Hospital levy shall be five dollars (\$5.00), paid in advance before January 1st by all members (except associate members), including life members, members reinstated or affiliated, and candidates initiated during the year, without ratable abatement.
- b) Yaarab Shrine shall collect all of the unpaid levies before reinstating a member who has been suspended a second time.
- c) Hospital levies constitute a trust fund, shall be maintained in a separate account, and shall be remitted by the Yaarab Shrine in accordance with the Bylaws of Shriners International.
- d) Permanent Contributing Membership:
 - 1) A member may purchase for one hundred and fifty dollars (\$150.00) a Permanent Contributing Membership in the Hospitals, receive a certificate therefor from the Recorder of Yaarab Shrine, and be exempt from any further Hospital levy.
 - 2) The Recorder shall promptly remit all sums received by him for Permanent Contributing Membership to the Imperial Treasurer for deposit to the account of the Hospitals.
- e) The Recorder shall enter on his record the exemption from Hospital levies of all holding a fully paid Permanent Contributing Membership certificate.
- f) Yaarab Shrine, having 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 Recorder.

Section 10.4 Cards Not to be Issued: Yaarab Shrine may not issue a card to a member for his annual dues, Hospital levy, and assessments, or any part thereof are unpaid for the current year, unless he is exempt from the payment thereof.

ARTICLE 11 Yaarab Shrine Business Affairs and Fiscal Regulations

Section 11.1 Fiscal Year: The fiscal year of Yaarab Shrine shall be the calendar year.

Section 11.2 Bonds: Yaarab Shrine, at its expense, shall secure a corporate surety bond indemnifying itself against loss resulting from infidelity, defalcation, or misappropriation by its officers, employees or Nobles, of its funds, assets, or property. This Surety and the amount of the bond shall be set by the Potentate and the Divan.

Section 11.3 Budget:

- a) The operating budget for the ensuing year shall be prepared in accordance with the Uniform Chart of Account prescribed by the Imperial Council.
- b) The budget must be adopted at the annual meeting or a meeting called for that purpose or at a stated meeting held no earlier than December 1 preceding nor later than March 1 following the annual meeting.
- c) Procedure for Presenting the Budget:
 - 1) The Chief Rabban shall be responsible for the preparation of the budget.
 - 2) The complete budget must be available to all members for inspection at the meeting before it is 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 any meeting of Yaarab Shrine.
- f) A copy of the budget must be filed with the Imperial Recorder within thirty (30) days after its adoption.

Section 11.4 Audit: Yaarab Shrine shall have its financial accounts audited at the close of the year by an auditor, selected by Yaarab Shrine, who is a Certified Public Accountant. The accountant's report shall be prepared in accordance with the guidelines contained in the Imperial Bylaws. A copy of the audit report shall be filed with the Imperial Recorder before May 1, following the end of the year audited.

Section 11.5 Fiscal Reports Available at Annual or Budget Meeting: Yaarab Shrine shall make available to the members at the annual meeting the following documents:

- a) A copy of the latest available audit of Yaarab Shrine accounts;
- b) An operating statement for the previous year, showing in parallel columns the budget items and the actual expenditures related thereof; and
- c) A balance sheet showing the financial condition of Yaarab Shrine at the end of the previous year.

Section 11.6 Investment Account Funds:

- a) No funds shall be withdrawn from an investment or savings account without the approval of two-thirds (2/3) of Yaarab Shrine members present and voting.
- b) Interest and/or dividends earned on invested funds or savings accounts shall be distributed as follows:
 - 1) A minimum of fifty (50%) percent of the interest and/or dividends earned shall be re-invested into an investment or saving account.
 - 2) A maximum up to fifty (50%) percent of the interest and/or dividends earned may be used by Yaarab Shrine for Yaarab Shrine operations and/or improvements.

Section 11.7 Donations: No donation of any Yaarab Shrine funds other than those benefiting Shriners Hospital for Children shall be made unless a resolution providing therefor has been presented and approved by two-thirds (2/3) of Yaarab Shrine Nobles present and voting.

Section 11.8 Insurance:

- a) The Potentate shall appoint an insurance advisory committee, which shall consist of at least four (4) members, three (3) of whom shall be skilled and knowledgeable in property and casualty insurance matters, and the fourth member shall be Yaarab Shrine attorney.
- b) The insurance advisory committee shall have such duties and responsibilities as assigned to it by Yaarab Shrine and by the Imperial Potentate.
- c) Yaarab Shrine must procure adequate and proper fire, casualty, general liability and motor vehicle insurance coverage. In all causality and liability insurance policies written for Yaarab Shrine and its appendant bodies, the following shall be included as additional insured, only with respect to the operations and activities covered under its policies: "Shriners International, an Iowa corporation, Shriners Hospitals for Children, a Colorado corporation, and all their affiliated corporations, entities and associations."
- d) The Potentate and Recorder shall be responsible that appropriate certificates of insurance on all worker's compensation and liability policies showing compliance with (c) hereof shall be filed with the Imperial Recorder within thirty (30) days of the renewal date of all such policies, or each time there is a cancellation or material change therein, unless such date is extended by the Imperial Potentate for good cause shown upon the written request of Yaarab Shrine.

ARTICLE 12 Prohibited Practices

Section 12.1 Unlawful Practices: It is unlawful for Yaarab Shrine or any Unit or Club under its control or any group of its Nobles, or any Noble acting for or on behalf of Yaarab Shrine, to promote or take part in any engagement or enterprise prohibited by the law of the land.

Section 12.2 Improper Advertising:

- a) The use of the word "Noble" or "Shriner" or any variation thereof, or any term, sign, or symbol of the Order, for commercial or other business enterprise is prohibited unless specifically approved by:
 - 1) A majority vote of the Representatives during the annual session of Shriners International; and any proposal to allow the use for such purpose shall first be sent by a Representative to the Imperial Recorder, in writing, and in the form to be proposed, at least sixty (60) days before the session of Shriners International at which it is to be submitted; or
 - 2) A majority vote of the Board of Directors of Shriners International.
- b) This Section does not apply to those who are regularly engaged in dealing in standard Shrine supplies, uniforms, regalia, and emblems.

Section 12.3 Use of Name "Shriners Hospitals for Children": The use of the name "Shriners Hospitals for Children" or reference to the Hospitals in connection with any fund raising activity by Yaarab Shrine or a Noble without the written consent of the Imperial Potentate and the Chairman of the Board of Trustees of the Hospitals, is prohibited.

Section 12.4 Initiation Ceremonies:

- a) All immoral and vulgar practices or allusions in the initiation of candidates or in the printed notices issued by Yaarab Shrine are prohibited.
- b) The Potentate or any officer presiding at the time shall be personally responsible for failure immediately to arrest any act of vulgarity or obscenity.

Section 12.5 Division of Fees: Yaarab Shrine may not set aside any part of the fees collected for initiation or affiliation or annual dues or assessments for the exclusive use of any Unit or any subordinate Club or organization in Yaarab Shrine.

Section 12.6 Paid Advertisements: Yaarab Shrine may not issue with or as part of any official notice, any announcement, or paid business advertisement, except that official notices may appear in the *Basharat*, as an official publication of Yaarab Shrine.

Section 12.7 Female Organizations:

- a) Yaarab Shrine may not organize, sponsor, or officially recognize in any way a female unit or any uniformed body of women.
- b) Yaarab Shrine may not organize, sponsor, or officially recognize in any way any body of women, or men and women, purporting to be an organization connected with the Order composed of Nobles and female relatives or requiring such relationship as the prerequisite for membership in the organization.

Section 12.8 Female Impersonation: All females and impersonators of females are prohibited from participation in any public function of the Order. Appropriate participation by females is permitted in public function exclusively devoted to the Hospitals.

Section 12.9 Deviation from Ritual: Yaarab Shrine may deviate from the Ritual as promulgated by Shriners International.

Section 12.10 General Regulations: Yaarab Shrine or a Noble may not violate Shrine Law.

Section 12.11 Public Condemnation: 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 12.12 Employment: Members of the Elective Divan of Yaarab Shrine, their wives, and members of their immediate families related within the second degree (mother, father, sisters, brothers, and children) are prohibited from being employees of Yaarab Shrine or from operating concessions for personal profit therein.

ARTICLE 13 Yaarab Shrine Units

Section 13.1 Control by Potentate: The Units are part of the working corps of Yaarab Shrine and are under the control of the Potentate and must be composed wholly of Nobles.

Section 13.2 Public Exhibitions and Civic Parades:

- a) **Nobles Only.** Notwithstanding the provisions in section 12.8 of these bylaws, in parades of Yaarab Shrine at annual Sessions of Shriners International, unless written dispensation is received from the Imperial Potentate for the annual Session during his term in office, or in local Shriners parades or exhibitions under the auspices of temples or Shrine associations, only Nobles shall participate.
- b) **Civic Parades.** In civic parades, and non-Shrine public appearances, Nobles, their ladies and children, and Masonic related or sponsored organizations, may participate, with the approval of the Potentate. Only Nobles may perform, compete, ride vehicles with fewer than four wheels, or operate any vehicle while parading.
- c) **Potentate Approval.** No Yaarab Shrine Unit is permitted to participate in a parade or public exhibition without the express approval of the Potentate.
- d) **Outside of Jurisdiction Approval.** Public appearances by Units of Yaarab Shrine are not permitted in any place outside Yaarab Shrine's jurisdiction, except with the consent of the Potentate of the Shrine having jurisdiction.
- e) **No Compensation.** Units and their members are prohibited from accepting any reward or compensation for participating in parades and exhibitions.
- f) **Musical Groups.** In civic parades and functions, Shrine musical groups may, with the approval of the Potentate, allow guest musicians to participate. The guest must be distinguished from the Nobles in dress.

Section 13.3 Rules and Regulations, Uniformed Units and Shrine Clubs: All Units shall be governed by the "Rules and Regulations, Uniformed Units and Shrine Clubs" as established by Yaarab Shrine.

Section 13.4 Funds: All monies belonging to the respective Units shall be placed in accounts bearing the Units name.

ARTICLE 14 Shrine Clubs

Section 14.1 Use of Emblems: An organization of Nobles meeting as such, using any of the emblems of the Order or having a title indicating it to be an organization of Nobles may not be organized without the official authorization of the Potentate.

Section 14.2 Jurisdiction Over Members: All Nobles who are members of a Shrine Club of Yaarab Shrine, are under the jurisdiction of Yaarab Shrine whether they are members of this or another Shrine.

Section 14.3 Control: Shrine Clubs are under the control of the Potentate.

Section 14.4 Bylaws: All Shrine Clubs shall be governed by the “Rules and Regulations, Uniformed Units and Shrine Clubs” as established by Yaarab Shrine.

Section 14.5 Incorporation: The incorporation of a Shrine Club is prohibited.

ARTICLE 15 Complaints to Shriners International

Section 15.1 Procedure:

- a) Complaints or correspondence to the Imperial Potentate from an individual Noble on Shriners International or Yaarab Shrine matters shall be addressed in the first instance to the Potentate of Yaarab Shrine of which the complaining Noble is a member and, through him, to the Imperial Potentate.
- b) If the Potentate of Yaarab Shrine refuses or neglects to forward a communication, the complainant may transmit it directly to the Imperial Potentate.
- c) A Representative may communicate directly with the Imperial Potentate.

ARTICLE 16 Visitors to Yaarab Shrine

Section 16.1 Admission: A Noble may not be admitted to this or any other Shrine unless he exhibits to the Shrine to which he desires admittance an official Shrine card for the then current year.

Section 16.2 Admission for Special Purposes: Section 16.1 above does not apply to a Noble who enters a Shrine under Section 2.11(c)(3).

ARTICLE 17 Amendments

Section 17.1 General: These Bylaws may be amended or new Bylaws adopted if they remain consistent with Shrine Law and are approved by at least two-thirds (2/3) of the Nobles present and voting.

Section 17.2 Procedure:

- a) Proposed Bylaws or amendments must be presented in writing in the form of a resolution at a stated meeting.
- b) The resolution must be laid over to the next meeting or a special meeting called for action thereon. The notice of the meeting must be sent to every member of the Yaarab Shrine and must recite the text or substance of the proposed Bylaws or amendments.
- c) The resolution shall be referred to a special committee appointed by the Potentate, which shall report at the next meeting of the Yaarab Shrine.
- d) The Yaarab Shrine then may adopt the proposed Bylaws or amendments.
- e) The proposed Bylaws or amendments shall become effective only upon their approval in accordance with the Bylaws of the Imperial Council.

Section 17.3 Change in Imperial Council Bylaws; Effect on Yaarab Shrine Bylaws:

- a) When a change is made by the Imperial Council affecting Shrine Law, and the change affects the Bylaws of Yaarab Shrine, the Bylaws of Yaarab Shrine are changed, ipso facto, to conform with those of the Imperial Council.
- b) Yaarab Shrine shall change its Bylaws immediately upon receiving the printed copy of the proceedings of the Imperial Council from the Imperial Recorder.

- c) Thereupon, the Recorder of Yaarab Shrine must send to the Imperial Recorder a properly certified copy showing that the change was made, and must send copies to the Imperial Potentate and to the Committee on Jurisprudence and Laws for approval and confirmation.

Section 17.4 Inconsistencies or Omissions: In the event any of the provisions of these Bylaws are inconsistent with Shrine Law, or any omissions in these Bylaws are covered by Shrine Law. Shrine Law shall control and these Bylaws are hereby amended, ipso facto, to conform therewith.