**BYLAWS**

**of**

**SUDAN SHRINERS**

# Preamble

This temple shall be governed, first, by the Constitution, Bylaws, Code, Regulations and edicts of Shriners International; and second, by the following bylaws when approved by the Imperial Potentate or Shriners International.

**Article I**

*Name*

This temple shall be known and designated as Sudan Shriners, situated in the city of New Bern, North Carolina, as provided by the Charter granted by Shriners International, on the twenty-sixth day of June, 1917, from which it derives all its powers and privileges.

**Article II**

*Meetings*

Section 1: Sudan Shriners shall hold at least four Stated Meetings during the year.

Section 2: The Four Stated Meetings of the Sudan Shriners shall be held on the fourth Saturday in January, the third Saturday in May, the second Saturday in September, and the third Saturday in November of each year.

Section 3: The Annual Stated Meeting held on the fourth Saturday in January, shall be for the nomination and election of Elective Officers, Representatives to Shriners International and for the transaction of such other business as may properly come before the meeting.

Section 4: 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. At least seven (7) days notice must be given of the time and place. Whenever a notice is required to be given to the members, the mailing of such notice to the last known address shall be deemed and held proper and sufficient notice. The Red Fez publication, the official publication of Sudan Shriners, may be used for such notice.

Section 5: A quorum consists of seven (7) members of the temple entitled to vote, one of whom must be the Potentate, the Chief Rabban, the Assistant Rabban, or a Past Potentate of the temple.

# Article III

*Officers: Their Election or Appointment*

Section 1: The officers of the temple shall be as follows:

 1. Illustrious Potentate Shayk

 2. Chief Rabban . . . . . . . . . . . . . . . . . . . . . . . . . . . .Emeer

 3. Assistant Rabban . . . . . . . . . . . . . . . . . . . . . . . . . Sahib

 4. High Priest and Prophet . . . . . . . . . . . . . . . . . . . .Iman

 5. Oriental Guide. . . . . . . . . . . . . . . . . . . . . . . . . . . .Ayn

 6. Treasurer . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Chayxin

 7. Recorder . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Katib

 8. First Ceremonial Master . . . . . . . . . . . . . . . . . . . . Wakil

 9. Second Ceremonial Master . . . . . . . . . . . .. . . . Alam

 10. Director . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Malab

 11. Marshal. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Amal

 12. Captain of the Guard . . . . . . . . . . . . . . . . . . . . .Rays

 13. Outer Guard . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Hafiz

Section 2. The first seven (7) officers shall be elected annually by ballot, and by a majority vote of the members of the temple in good standing and present at said meeting and they will constitute the official Divan and Board of Directors. The other officers named in Section one (1) shall be appointed by the Potentate.

Section 3. The installation of officers shall take place immediately after election or at the first succeeding session, whether special or stated of the temple.

Section 4. Every officer shall perform the duties of his office until his successor is duly elected or appointed and installed.

Section 5: All officers of the Divan shall be members of Sudan Shriners.

**Article IV**

*Duties of Officers*

Section 1: The duties of the officers shall be such as are traditionally appropriate to their several stations, or may be assigned them by the Illustrious Potentate of the temple. Every officer shall be held personally responsible to the Illustrious Potentate and through him to the temple, that his office can be filled with dignity and honor.

Section 2: *Potentate*: The Illustrious Potentate has it in special charge to see that these bylaws are fully observed, as well as the Constitution, Statutes, Edicts and Regulations of Shriners International; that accurate records are kept, and just accounts are rendered and that regular returns are made to Shriners International. He shall at all times require the observance of propriety, and suppress any exhibition of levity and unbecoming conduct among the members, and use every effort to perfect the happiness and promote the welfare of the temple and its members. Ex-officio, he shall be considered a member of all committees, boards, and subordinate organizations of the temple and shall be sent notices of all meetings.

Section 3: *Chief Rabban:*

1. Duties. 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 the temple, required by Shriners International Bylaw 334.4, for the ensuing year in time for submission at the temple meeting at which the budget is to be approved.
2. Acting Potentate. If the office of Potentate becomes vacant for any reason, the Chief Rabban shall act as Potentate until a special election is held and the office filled thereby.

Section 4: *Recorder*:

1. Duties. It is the duty of the Recorder to:
2. Keep accurate minutes of the proceedings of the temple.
3. Issue notice to the members of each meeting.
4. Keep a just and true account with each member of the temple.
5. Present his books and papers to the auditor whenever required.
6. Keep a register of the members of the temple showing the 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 the temple may find necessary, any withdrawal, death, suspension or expulsion, as the case may be.
7. Furnish his facsimile signature to the Imperial Recorder.
8. Unless otherwise provided in the bylaws of the temple, he may, with the consent of the official divan, hire employees or independent contractors for the temple.
9. At the Annual Meeting, render a complete report of the finances, investments, membership and other matters of interest in which his office is concerned.
10. Before January 15 of each year, transmit to the Imperial Recorder in the form prescribed, the Annual Returns for the temple.
11. Arrange to remit to the Imperial Recorder the per capita tax as follows:
	1. Before March 31st, 50%;
	2. Before June 1st, 35%; and
	3. Before October 1st, the remaining 15%
12. Arrange to remit $2.50 of the initiation fee 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.
13. Issue official shrine cards to members entitled to the same.
14. Affix the official seal of the temple to and attest official documents.
15. Report and remit as required by Shriners International Bylaws 332.3, 332.4 and 332.5.
16. Additional Duties. Unless the temple bylaws specifically assign the following duties to another officer, it is the duty of the Recorder to:
	1. Receive all funds accruing to the temple and promptly deposit them to the credit of the temple in approved depositories.
	2. Keep the books of account and records of the temple.
	3. Carefully preserve and file his memoranda of payment of obligations of the temple.
	4. Draw checks, vouchers or order for the payment of obligations of the temple, any sums due to Shriners International, or other authorized disbursements.
	5. Report the amount of all funds received and disbursements thereof as often as the temple or the Potentate may require.
	6. Submit to the members of the temple at each Annual Meeting a complete report of the receipts and disbursements for the preceding year.
	7. Keep the budget control records.
17. The *Recorder* shall, before entering upon the duties of his office, give a bond to the temple in such penal sum and with such surety company, duly authorized to transact business in the State of North Carolina, as may be fixed by the Board of Directors, the cost of which shall be paid by the temple.

Section 5: *Treasurer.*

1. Duties. It is the duty of the Treasurer to:
	1. Act as the chief financial officer of the temple, under the general supervision of the Potentate.
	2. Act as custodian of all funds.
	3. Sign or countersign all checks for the withdrawal of funds, in accordance with resolutions adopted by the Board of Directors.
	4. Examine as often as necessary the financial reports and books of account of the temple.
	5. When requested at any meeting of the temple, give a financial report of the revenue and expenditures of the temple since the last report.
	6. Prepare from books and records of the temple and submit at its annual meeting the following information:
2. An annual statement of the financial condition;
3. An annual operating statement; and
4. Any other or supplementary report or statement necessary to disclose the true financial condition, the nature and current value of the assets, the operating results, the income and sources thereof, of the temple and any affiliated, subsidiary or appendant or corporation or fund.

 (7) Present his books and papers to the auditor whenever required.

Section 6: *Director:* The duties of the Director and the staff of assistants under his control, shall be to have charge of the decorations, paraphernalia of the temple, keep same in good order, make necessary preparations for Ceremonials and meetings of the temple, control all matters entrusted to him for preparation and performance by the Illustrious Potentate. He shall have direction of the work at the Ceremonial Sessions of the temple and provide for the proper reception and entertainment of novices and members and perform such other duties as may be assigned to him from time to time by the Illustrious Potentate. The Director shall also be in full charge of the Uniformed Units of the temple, and subject only to the direction of the Illustrious Potentate. Said Uniformed Units shall be organized at the discretion of the Illustrious Potentate, and not inconsistent with Shriners International Law. The duties of the Director, in no wise, modify the Potentate's responsibilities as Uniformed Units are under the control of the Potentate.

Section 7: Board of Directors: The board of directors consists of the temple official Divan.

1. *Quorum*. Three directors constitute a quorum of the board.
2. *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.
3. *Notice*. The Recorder shall give not less than three days’ written notice to each director of the time and place of the meeting. Notice may be waived in writing prior to or subsequent to such meeting.
4. *Budgets*. The Chief Rabban shall, in conjunction with the board of directors prepare and complete the proposed temple budgets for the ensuing year. The Board of Directors shall:
5. Report or cause to be reported to the appropriate stated meeting of the temple any proposals for amendments to or departures from the budget and the reasons therefore, and
6. Cause copies of the complete budgets for the succeeding year to be made available upon request to each member at least seven days prior to the meeting at which is to be considered. The proposed budget shall be in detail and in accordance with the Uniform Chart of Accounts prescribed by Shriners International together with the amount budgeted for the preceding year.
7. *Multiple Budgets*: additional conditions.

Sudan Shriners may by its bylaws:

1. Provide for both operating budget and capital budget, and
2. Impose other conditions for the management of its financial affairs not inconsistent with Shriners International By-Law 327.5.

(f) *Unauthorized Acts*. Except as specifically provided by the bylaws of Shriners International, or the temple, or resolution of the board of directors ratified by the temple, no unit, shrine club, group of persons or person has the authority express or implied, to act as the agent of, to act on behalf of, or by its act or omission to obligate or bind the temple.

**Article V**

*Title to Property and Conveyance*

Section 1: The title to all the real and personal property shall be vested in the name of Sudan Shriners.

Section 2: Conveyance of Property: All Deeds, Bills of Sale, Deeds of Trust, Chattel Mortgages, and other instruments of conveyance of any of the properties owned by Sudan Shriners, shall be executed in the name of Sudan Shriners and shall be signed by the Illustrious Potentate and shall be attested by the Recorder of Sudan Shriners.

Section 3: No real property of Sudan Shriners may be conveyed and no instruments of conveyance may be executed by Sudan Shriners, without first being approved by two-thirds of the Board of Directors, and also without being approved by two-thirds of the members of Sudan Shriners present and in good standing at a Session of the temple.

**Article VI**

## Budget

Section 1: The budget shall be presented at the Annual Meeting, and the approval thereof at such meeting shall constitute an appropriation or appropriations therefore.

Section 2: Funds of the temple, or over which it or its officers have control or the right to control, shall be deposited in appropriate bank accounts. All checks, vouchers or orders for the payment of obligations of this temple, any sums due Shriners International, and any other authorized disbursements, shall be signed by one or more officers and countersigned by one of more officers as determined by resolution duly adopted by the temple. All checks shall be supported by voucher or requisition.

**Article VII**

*Order of Business*

Section 1: The order of business at Stated Meetings shall be as follows:

* 1. Reading of Minutes
	2. Receiving of Petitions
	3. Balloting on Petitions
	4. Reports of committees
	5. Miscellaneous business
	6. Conferring the Order
	7. Election of officers
	8. Installation of officers

Section 2. The order of business, may, however, be changed or suspended whenever it is for the interest or benefit of the temple to do so, and in compliance with Shrine Law.

Section 3. All questions before the temple, except such as provided for in the bylaws or Shrine Law of Shriners International, shall be determined by a majority of votes; and it is the duty of every member present to vote thereon. Should there be a tie; the presiding officer may cast the deciding vote.

**Article VIII**

*Membership*

Section 1: (a) *Prerequisite*. A temple may not accept a petition from a candidate unless he is in good standing as a Master Mason in a Grand Lodge which meets the recognition standards of the Grand Masters Conference in North America, Interamerican Masonic Confederation (CMI) or the World Conference of Grand Lodges.

 (b) *Single Prerequisite*. A temple may not add to or take from the qualifications for membership in temples as fixed by these bylaws.

Section 2. This temple shall observe all matters of jurisdiction and balloting pertaining to a petitioner as set out in the Shrine Law.

Section 3. Candidates may not be initiated or obligated except at a Stated Meeting or Ceremonial Session, unless a special dispensation is granted by the Imperial Potentate.

Section 4: If a Noble loses his membership in his Blue Lodge for any reason other than non-payment of dues, the loss of membership in this temple is effective when it becomes final in the Prerequisite Body. The temple must honor an official written notice from a Prerequisite Masonic Body concerning the loss of Membership in that body by a member of the temple.

Section 5: The application to become a member of this temple, from a Noble regularly demitted from the membership of this or any other temple, shall be in form prescribed by Shriners International and be accompanied by a certificate of demit.

Section 6: A demit specifies that at the time of its issue the Noble named therein was:

 (a) In good standing;

 (b) Free from charges, and

 (c) Free from indebtedness, assessments and voluntary obligations to the temple.

 This temple shall not withhold a demit from a Noble applying and who qualifies for it under the above. A duplicate demit may be issued. A demit may be issued by the Potentate and Recorder of this temple between Stated Meetings. A record of a demit so issued must be made and reported to the temple at its next succeeding stated meeting.

Section 7: Honorary Memberships may be conferred by this temple upon any Noble as a compliment, by a majority vote, but this membership confers no rights or privileges. The issuance of annual membership cards to Honorary Members is prohibited.

# Article IX

*Fees and Dues*

Section 1: The fee for conferring the Order in this temple shall be One Hundred Dollars ($100.00), which sum must accompany the petition when it is presented.

Section 2: There shall be no fee for affiliation, but members who affiliate with the temple on demits shall pay the said dues as set forth in Section 3 of this Article unless said affiliated members have already paid this annual dues for the current year to the temple from which he was demitted.

Section 3: The annual dues shall be determined at a stated or special meeting of the temple after notice has been given to each member stating the proposed amount of the annual dues. The annual dues shall not be less than prescribed by the bylaws of Shriners International. The annual dues do not include the hospital levy or the annual per capita tax required by the bylaws of Shriners International, each of which shall be added to the annual dues. This temple may, by affirmative vote, remit dues of a member for good cause shown either to the temple or a committee selected for that purpose.

Section 4: This temple may not carry a member on the books who is more than one year (1) in arrears. The temple must either suspend him or remit his dues.

A Noble may be suspended for non-payment of dues in the following manner:

 (a) He shall be notified by first class mail at his last known address that he is in arrears.

 (b) He shall be given an opportunity to be heard.

 (c) He shall be admitted to the temple for this purpose even though he is in arrears, and

 (d) a majority of members present at a Stated Meeting must vote to suspend him.

One who has been suspended for non-payment of dues may be restored in any of the following manner:

 (a) Written application for restoration must be accompanied by payment of any dues owed along with written evidence that he is in good standing in his prerequisite body.

 (b) Without a vote of the temple, and

 (c) The restoration shall be reported to the temple at its next Stated Meeting and recorded in the minutes.

Section 5: Any member upon payment of twenty (20) times his annual dues, including Shriners International Hospital Assessments, in advance, shall be a "Prerequisite Member", and be exempt from further payment of dues and be entitled to the full privileges of membership. Life membership can be granted for meritorious service and the same shall be approved by a majority vote of the membership present at a Stated Meeting.

All monies received from purchase of Prerequisite Memberships shall be deposited in a separate bank account or invested and only the income therefrom shall be withdrawn and paid over to the general fund; but upon the death of any Prerequisite Member an amount equal to the sum paid by him may be transferred from the trust fund to the general fund of the temple.

 Section 6: Life membership can be granted for meritorious service and same shall be approved by a majority vote of the membership at a Stated Meeting.

Section 7: Notwithstanding any other provisions contained in these bylaws, this temple may levy an assessment on its members, including Prerequisite and Life members if specifically provided, for purposes general to the membership, by the following procedure. The proposed assessment shall first be submitted to the Imperial Potentate requesting his approval. Upon receipt of the Imperial Potentate’s approval, Sudan may levy the assessment on it’s members, including Prerequisite and Life members, if specifically provided, for purposes general to the membership by resolution adopted at a stated meeting of the temple, if it is approved by two thirds (2/3) of the members present and voting in the following manner:

 (a) One weeks notice in writing must be given, stating the amount of the proposed assessment and the time and place when the action will be taken;

 (b) Upon the adoption of the resolution, there must be sent to the Imperial Recorder

(1) Three copies thereof together with a certificate of its adoption signed by the Potentate, attested by the Recorder with the seal of the temple affixed,

 (2) A copy of the notice, and

 (3) A copy of the temple’s bylaws.

 Upon approval, and report of proper adoption by the Shriners International Committee on Jurisprudence and Laws, the assessment is binding on all temple members as of the date of passage of the temple resolution levying the assessment and must be paid as dues are paid or as provided in the resolution.

**Article X**

*Shrine Clubs and Units*

Section 1: All Uniformed Units and Shrine organizations within the jurisdiction of the temple shall be under the control and authority of the Illustrious Potentate at all times.

# Article XI

*Seal*

Section 1: The Seal of the temple shall be in a circular form with the Jewel of the Order thereon, and the words, "Sudan Shriners" and the design now contained in the impression thereof deposited with the Imperial Recorder.

# Article XII

*Committees*

Section 1: The Illustrious Potentate may appoint such committees for the temple as he may deem advisable or necessary.

# Article XIII

*Amendments*

Section 1: No part of these bylaws shall be altered or repealed, nor any addition made thereto, unless the proposed amendment be offered in writing at a Stated Meeting of the temple, and receive the sanction of two-thirds (2/3) of the members present and voting at a subsequent meeting, due notice having been given to every member of the temple and then confirmed by Shriners International; but proposed amendments may be modified by the temple while same are under consideration, if such amendment be germane to the subject matter of the proposed amendment.

 Section 2: All former bylaws of this temple and Resolutions or parts of Resolutions regarding the same are hereby repealed.

**Notes:**

* These bylaws adopted January 24, 1976 and approved by Imperial Council Shrine of North America, March 25, 1976.
* These bylaws amended and revised November 19, 1999, by Sudan Shrine Temple and adopted on January 22, 2000. Imperial Shrine Council approved February 14, 2000.
* These bylaws revised October 19th, 2000 to reflect the changes made through Imperial Council’s action in Boston, MA in July of same year.
* These bylaws revised May 2, 2002 to correctly reflect former Imperial Bylaws changes made in Boston, MA July 2000
* These bylaws revised July 29, 2002 to correctly reflect former Imperial Bylaws changes made in Vancouver, BC, Canada
* These bylaws revised and approved by Imperial on April 18, 2003
* These bylaws revised ipso facto by Sudan Recorder on 27 February 2006.
* These bylaws revised and approved by Imperial on April 26, 2010.
* These bylaws revised and approved by Shriners International on April 7, 2020



 Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Potentate



 Attested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Recorder



