

**APPENDIX II**  
**Uniformed Bylaws for Temples**

**ARTICLE I**

**Style, Title and Authority**

SECTION 1: This Temple shall be known and distinguished as \_\_\_\_\_ Temple No. \_\_\_\_\_, Ancient Egyptian Arabic Order Nobles Mystic Shrine of North and South America and its Jurisdictions, Incorporated. This Temple claims and possesses such power and authority as is conferred by said A.E.A.O.N.M.S., Inc., upon its chartered Temples and claims and possesses no other or further power and authority. The Constitution, Rules and Enactments of the Imperial Council are the Supreme Law of this Temple.

SECTION 2: This Temple shall consist of an Illustrious Potentate, Chief Rabban, Assistant Rabban, High Priest and Prophet, Oriental Guide, Treasurer, Recorder, First Ceremonial Master, Second Ceremonial Master, Captain of the Guard, Outer Guard, Marshal, Assistant Recorder(s), Standard Bearer, Lecturer, Assistant Lecturer and such other officers as its Bylaws may provide and as many members as may be convenient. Not less than six (6), in addition to the Illustrious Potentate or his legal representative shall constitute a quorum for ceremonies or for the transaction of business.

SECTION 3: This Temple shall not engage in either ceremonies or business unless its Charter, the Holy Bible, and Koran are present. Whenever the Charter of this Temple shall, in any manner, be destroyed or shall become illegible so as to be unfit or shall be lost, the Imperial Potentate may order a duplicate Charter to be issued upon payment of a fee.

**ARTICLE II**

**Rights and Obligations of a Temple**

SECTION 1: The A.E.A.O.N.M.S., Inc. declares this Temple is duly chartered and constituted by its authority is an integral and constituent part of its supreme power and has certain inherent and corporate rights. This Temple by virtue of its inherent rights as defined by the transactions of the Order of the Mystic Shrine and recognized by the A.E.A.O.N.M.S., Inc., has power:

- a. To retain its charter until lawfully surrendered, suspended, or revoked.
- b. To meet and do all things traditionally done by Nobles of the Mystic Shrine.
- c. To admit members and to reject any applications for membership.
- d. To elect and install its officers.
- e. To exercise, subject to appeal, penal jurisdiction over its members pursuant to the Constitution and General Laws.

f. To make Bylaws fixing the annual dues of its members and designate the time of its meetings. If the Bylaws of this Temple conflict with the Constitution or Regulations of the A.E.A.O.N.M.S., Inc., they are null and void.

SECTION 2: The rights of this Temple are conferred by its charter and it is entitled:

- a. To representation in all sessions of the Imperial Council.
- b. To protection in the lawful exercise of its inherent rights; and to the enjoyment of all privileges and immunities, and the exercise of all powers conferred by the A.E.A.O.N.M.S., Inc.

SECTION 3: This Temple by its acceptance of a Charter and its officers and members by their several obligations are bound [to] obey the Imperial Council and to be governed by the Constitution, Regulations and Laws of the A.E.A.O.N.M.S., Inc., and the edicts of the Imperial Potentate.

SECTION 4: This is a constituent Temple of the A.E.A.O.N.M.S., Inc., and may incorporate under the laws of the State in which it is located, and, unless contrary to such State Law, it shall include in its articles of incorporation, provision that it is a Constituent Temple of the A.E.A.O.N.M.S., Inc., and is subject to its laws, rules and regulations.

SECTION 5: This Temple shall select an Ancient, Arabic or Egyptian name according to the Ancient Laws of the Order.

SECTION 6: This Temple shall not directly or indirectly participate in the erection, major repairs/renovations (in excess of \$10,000.00) or purchase of any building or land without the approval of the Imperial Divan. The Illustrious Potentate will submit a letter to the Imperial Potentate stating the intent of the Temple to purchase land or erect a building. The request will include the following:

- a. The minutes approving the purchase by the Temple.
- b. The surveyor's appraisal of the property.
- c. The Temple's complete financial records for the current month, i.e., bank statements, certificates of deposit, savings account statements, etc.
- d. The Temple's current assets, liabilities, and income.
- e. The proposed method for financing the purchase. Include a copy of the loan application to the mortgage company.
- f. Include any other information that will assist the Imperial Divan and the Imperial Potentate in evaluating the proposal.

SECTION 7: To contribute from Temple funds such sums of money as may be voted by the members for the relief of distressed members, the widows and orphans of deceased members, and to any worthy charity.

SECTION 8: This Temple cannot surrender its charter without consent of the Imperial Council or the Imperial Potentate so long as there are twelve who desire to meet under its charter according to the regulations of the Order and the ancient traditions of Nobles of the Mystic Shrine.

### **ARTICLE III**

#### **Duties of the Temple**

SECTION 1: It shall be the duty of this Temple:

- a. To observe and preserve the ancient traditions and customs of Nobles of the Mystic Shrine.
- b. To obey the Constitution and Laws of the A.E.A.O.N.M.S., Inc.
- c. To render the Imperial Potentate or his Deputy all due respect and obedience.
- d. To respectfully hear all official communications from the A.E.A.O.N.M.S., Inc., the Imperial Potentate, or any officer acting by their authority.
- e. To be properly represented at the Annual Sessions of the Imperial Council.
- f. To provide itself with a proper seal upon which shall be the name of the Temple and date of its charter; and the insignia of the Order, an impression of the seal shall be deposited with the Imperial Recorder.
- g. To provide for itself a safe and suitable meeting place.
- h. To furnish the several books required by these regulations for its Treasurer and Recorder and all necessary paraphernalia for its works.
- i. To make to the A.E.A.O.N.M.S., Inc., through its Recorder, its annual returns and all required reports of its activity and condition.
- j. To punctually pay all its obligations to the A.E.A.O.N.M.S., Inc. If a Temple has failed to pay the per capita tax on a Noble in his Temple, that Noble will not be afforded a seat in the Imperial Council.

#### **Conferring Creations**

SECTION 1: Except by dispensation of the Imperial Potentate, no Temple shall create a candidate at a special meeting.

#### **Penalties**

SECTION 1: The Charter of a Temple may be revoked or suspended for:

- a. A persistent and/or inexcusable neglect by the Temple or its officers of any of the duties imposed by these Articles.
- b. Any deliberate violation of the obligations to the Mystic Shrine, or to the authority of the Imperial Council or the Imperial Potentate.
- c. Its failure for one year to hold any meetings.
- d. Its failure for one year to submit its annual returns or pay its annual per capita taxes.

## **ARTICLE IV**

### **Temple Bylaws**

SECTION 1: The Uniform Bylaws adopted by the Imperial Council shall prevail throughout the Domain.

SECTION 2: Temples may adopt special rules to govern purely local activities, which must be approved by the Imperial Divan following review by the Jurisprudence Committee.

## **ARTICLE V**

### **Jurisdiction of a Temple**

SECTION 1: By virtue of its personal jurisdiction, this Temple has the right to complete its unfinished work and accept its rejected petitioners wherever residing. This Jurisdiction shall attach initially when a petitioner for creation shall be received and unless the petition is withdrawn with the consent of the Temple, it shall continue and be the exclusive right of the Temple for a period of six months. Thereafter, any Temple having lawfully obtained Jurisdiction over the petitioner may receive and act upon a petition for creation.

SECTION 2: This Temple has authority to try and punish its members, except its Illustrious Potentate, the Imperial Potentate and Imperial Divan Members, if a member of this Temple.

SECTION 3: This Temple has the exclusive right to accept or reject every petition for membership. A petitioner may apply for membership in any Temple in the Imperial Domain.

SECTION 4: This Temple has penal authority over all Nobles who reside within its Jurisdiction, whether or not they are affiliated with the Temple. Any charges must be submitted in writing to the member's Temple for appropriate action.

## **ARTICLE VI**

### **Defunct Temples**

SECTION 1: When a Temple shall be dissolved, its personal jurisdiction shall vest in the Imperial Potentate, and no Temple shall complete its work except upon certification from the Imperial Recorder as to the standing of the members and the consent of the Imperial Potentate.

SECTION 2: In the event the charter of a Temple is recalled, revoked or set aside, for whatever cause, the Imperial Potentate, with the advice and consent of the Imperial

Divan, shall establish rules for the continuation in the Order for those Nobles who were members of such Temple.

## **ARTICLE VII**

### **Qualification for Membership**

SECTION 1: No person shall become a member of the A.E.A.O.N.M.S., Inc. unless he is or was a Master Mason of a Prince Hall Lodge which traces [its] lineage to African Lodge No. 459, of Boston, Massachusetts, and no other.

SECTION 2: The person sponsoring the petitioner is required to verify that the petitioner meets the following requirements:

- a. He is a Master Mason in a Prince Hall Lodge
- b. He was a Master Mason in a Prince Hall Lodge suspended for no-payment of dues or assessments.
- c. He was a Master Mason in a Prince Hall Lodge suspended or expelled without a trial by any individual or organization.

SECTION 3: A Prince Hall Master Mason is not eligible for membership if any of the following apply:

- a. After trial in his Lodge the penalty results in suspension or expulsion.
- b. He is convicted of a felony in a court of law.

SECTION 4: A candidate for creation, who has been rejected by a Temple, may submit his petition to any Temple at any succeeding regular meeting.

**Note: Section 3 only applies to petitions for membership.**

### **Associate Membership**

SECTION 1: A Noble may apply for Associate Member status in any Temple. The request for Associate Membership must be presented in writing. The Temple may grant a Noble Associate Member status after verifying that the Noble is financial in and whom charges are not pending in his home Temple. A majority vote of the members present at a regular Temple meeting is required to grant a Noble Associate Membership. A Noble holding Associate Membership in a Temple has the following rights and or privileges:

- a. To chair and serve on committees.
- b. To become a member and participate with auxiliaries of the Temple (Marching, Motor, Drill, Clown, Legion of Honor, etc.).
- c. To hold appointed office in the Temple and may hold elected office in any auxiliaries of the Temple.
- d. To recommend novices for membership.

SECTION 2: The Noble holding Associate Membership in a Temple is responsible for maintaining his financial obligation with his home Temple and will provide proof that his dues are current when requested by the Illustrious Potentate or the membership of the Temple.

SECTION 3: Associate members will not be carried on the rolls of or reported to the Office of the Imperial Recorder by the associate Temple. The associate Temple will notify the home Temple that one of its members has been accepted for associate membership. When an Associate Member withdraws or the Associate status no longer exists, the associate Temple will notify the home Temple.

SECTION 4: A Noble holding Associate membership in a Temple may withdraw such membership on written request. The Temple will verify that the Noble is free of obligation to the Temple and the request for withdrawal will be accepted. No vote is required. If the Noble is indebted to the Temple he must first satisfy the debt before he can withdraw. A debt to an associate Temple will be treated the same as a debt to a member's home Temple. Failure to satisfy the debt can be grounds for charges for ignoble conduct.

SECTION 5: No Temple shall charge more than Twenty-Five (\$25.00) dollars per year for associate member dues. Associate members are not subject to assessments levied by the Temple.

### **Healing**

SECTION 1: A person belonging to a Non-Prince Hall Shrine Temple who desires to become a member of the A.E.A.O.N.M.S., Inc., can be healed. However, the individual must meet the membership requirements specified in Article II of the constitution.

SECTION 2: After meeting the membership requirements specified in Article II of the constitution, the Petitioner must then submit a petition for membership. The petition will be presented to the Temple and the membership shall accept or reject the petition. If the petition is rejected, the Recorder will notify the petitioner and return any monies that accompanied the petition. If the petition is accepted, it will be turned over to an investigation committee appointed by the Illustrious Potentate. The investigation committee shall report its findings to the Temple, and if favorable, the petitioner will be balloted upon. A majority vote is required to accept the member. If the Petitioner is elected for membership, the Recorder will inform him. If the Petitioner is rejected, the Recorder will inform him and any monies submitted with the petition will be returned.

SECTION 3: The Petitioner will be required to take the Oath of Fidelity and the Oath of Obligation of the A.E.A.O.N.M.S., Inc. The Illustrious Potentate will administer the Oath of Fidelity and the Oath of Obligation at the altar.

## **Oath of Fidelity**

SECTION 1: The Oath of Fidelity shall be taken and signed by every Noble admitted from a Non-Prince Hall Shrine Temple. Such Oath, in form shall be as follows: (Say I, state your name, and repeat after me...)

I, \_\_\_\_\_, do hereby promise on my word of honor, and swear true faith, allegiance and fidelity to the Ancient Egyptian Arabic Order Nobles Mystic Shrine of North and South America and its Jurisdictions, Inc., and I will support and abide by its Constitution and General Laws.

\_\_\_\_\_  
(Signature)

## **ARTICLE VIII**

### **Membership in a Temple**

SECTION 1: When a Mason is created a Noble, he thereby becomes a member of the Temple creating him, provided, that when a Temple creates a Noble at the request of another Temple his membership shall be in the Temple requesting the work.

SECTION 2: The officers of this Temple shall consist of:

- a. Illustrious 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. Captain of the Guard
- k. Outer Guard

SECTION 3: The Illustrious Potentate may appoint such other officers as may from time to time be deemed necessary or essential to the orderly transaction of business. The quorum for the transaction of business or ceremonies shall consist of the Illustrious Potentate or one of the Rabbans and six other Nobles.

### **Withdrawal**

SECTION 1: Any member of this Temple, against whom charges are not pending, and whose indebtedness to the Temple is paid, may withdraw from membership by presenting a written application at a regular meeting.

SECTION 2: The Temple shall, at the next regular meeting, unless the request is withdrawn, grant the request of the Noble, by ordering his name stricken from the rolls, and his membership shall be terminated, and he shall no longer be a member of the Nobility unless restored.

SECTION 3: A Noble thus dropped from the rolls of this Temple shall be entitled to a certificate setting forth the fact, which certificate shall be issued by the Recorder of the Temple over its seal. Such person may, at his request, be restored to membership at any regular meeting, by a majority vote.

### **Transfer of Membership**

SECTION 1: A Noble wishing to transfer membership from this Temple to another Temple may do so, if he is financial and under the following circumstances and procedures:

- a. He shall make application to the Temple to which he wishes to transfer his membership on the administrative form prescribed by the A.E.A.O.N.M.S., Inc.
- b. If his application for membership in the Temple to which he wishes to transfer is accepted, such acceptance shall be certified by the admitting Temple in a prescribed administrative form to the Imperial Recorder. At that time the admitting Noble shall become a member of the admitting Temple.

SECTION 2: The Imperial Recorder, upon receipt of the Certificate of Admission from the admitting Temple, shall acknowledge the transfer to both the demitting and admitting Temples, consummating the transfer.

SECTION 3: If the application of transfer of a Noble from his Temple is not accepted, or the Noble fails to present his Certificate of Transfer from the demitting Temple to the admitting Temple within one hundred and twenty (120) days after its issuance, he shall remain a member of the Temple from which he attempted to transfer.

## **ARTICLE IX Meetings**

### **Regular**

SECTION 1: The regular meeting of this Temple shall be held on the \_\_\_\_\_ day of each month at \_\_\_\_\_ A.M./P.M., in the Prince Hall Masonic Temple located at:

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SECTION 2: All business of the Temple must originate at a regular meeting. All ceremonies or creations shall be held at the regular meeting unless by dispensation of the Imperial Potentate.

## **Special**

SECTION 1: Special meetings may be called by the Illustrious Potentate at any time other than the regular meetings, by giving due and timely notices to the entire membership.

SECTION 2: Special meetings may be called for installation of officers, for lectures, for instruction, for the completion of unfinished trials, for charitable purposes and for no other purpose unless by dispensation of the Imperial Potentate.

SECTION 3: No business shall be transacted at a special meeting except that for which it shall have been called.

## **ARTICLE X**

### **Place of Meeting**

SECTION 1: The Imperial Council will not change the location of a chartered Temple without its consent and no Temple shall change its place of meeting without one month's notice to its own members.

SECTION 2: A Temple located in a village or city, by majority vote of its members present at a regular meeting, and with the consent of the Imperial Potentate, may change its place of meeting from one building to another within the corporate limits of such village or city; provided, that notice of such proposed change shall have been given to its members at its last preceding regular meeting and the territorial jurisdiction of constituent Temples is not affected.

## **ARTICLE XI**

### **Elections, Installations and Vacancies**

#### **Elections**

SECTION 1: At the regular meeting in of \_\_\_\_\_ each year, the Temple shall elect by ballot and by majority vote, an Illustrious Potentate, Chief Rabban, Assistant Rabban, High Priest and Prophet, Oriental Guide, Treasurer and Recorder, for the ensuing year and at the same time, all other officers required or permitted by these Bylaws shall be appointed by the Illustrious Potentate elect.

SECTION 2: If this Temple shall fail for good cause to elect any of its officers at the time required, the Imperial Potentate, in the exercise of his discretion, may grant to such Temple a dispensation to hold its election at another time.

SECTION 3: All members in good standing shall be entitled to a vote at all elections.

SECTION 4: No Noble shall hold more than one elected office, nor shall any Noble be eligible for the office of Illustrious Potentate who has not been elected and installed as an elected officer of a Chartered Temple, but anyone qualified to vote in the election of officers shall be eligible to any other office in the Temple.

SECTION 5: Within three days after the annual election of officers, each Temple shall report to the Imperial Recorder and Imperial Potentate the names of all officers elected and appointed; the report to be signed by the Illustrious Potentate and Recorder under the seal of the Temple.

### **Installation and Terms**

SECTION 1: All officers shall be duly installed by the Deputy of the Oasis, a Past Potentate or by the Imperial Potentate or his Deputy. No officer shall perform any duty of the office to which he has been elected or appointed until he has been installed; all officers shall hold their respective offices until their successors shall have been duly elected, appointed, and installed.

### **Vacancies**

SECTION 1: In case a vacancy shall occur from any cause, or at any time, in the office of the Illustrious Potentate, the Imperial Potentate upon satisfactory proof of the necessity, may grant his dispensation for an election to fill such vacancy. But such dispensation shall be granted only upon an application of the Temple, setting forth the reasons, to be approved by two-thirds of the members present at a regular meeting and it shall be so certified by the Recorder; and of any special election which may be so ordered in any Temple, the members shall have due notice.

SECTION 2: In case of any elected officer other than the Illustrious Potentate of a Temple being permanently removed from or residing outside the jurisdiction of the Temple and is unable to perform the duties of his office, the Temple may declare the office vacant and then request a dispensation to proceed with the election of his successor.

SECTION 3: In case of the death, disability, or absence of the Illustrious Potentate, his duties shall be devolved first upon the Chief Rabban then Assistant Rabban, whichever is present and able to serve the office. When a vacancy occurs and a dispensation is requested for any reason, in the other elected offices of the Temple, such vacancies are to be filled by special election granted by the Imperial Potentate. All other non-elected vacancies shall be filled by appointment of the Illustrious Potentate.

## **ARTICLE XII**

### **Operational Departments**

SECTION 1: Past Potentates share a special place in the Temple and will receive the respect and honor due the position. To the maximum extent possible, the Illustrious Potentate should appoint Past Potentate to the various committees for their expertise.

SECTION 2: The Illustrious Potentate shall appoint the Directors and members of the several departments and they shall serve at his pleasure. The Illustrious Potentate shall be an ex-officio member of each Temple department and such other committee he may deem necessary.

SECTION 3: Each department is hereby authorized to formulate rules and regulations for the accomplishment of its aims and purposes; provided however, that such rules and regulations shall not become operative unless approved by the Temple at a regular meeting.

### **Athletics and Recreation**

SECTION 1: An Athletics and Recreation Department composed of a Director and as many members as the Illustrious Potentate may deem necessary whose duty shall be to develop athletic and recreational activities of the Temple.

### **Budget and Finance**

SECTION 1: There shall be a Department of Budget and Finance consisting of a Director and as many members as the Illustrious Potentate may deem necessary, whose duties shall be:

- a. To prepare and submit to the Temple, prior to the regular meeting in January of each year, an itemized budget of projected revenue and expenditures for the fiscal year.
- b. To examine the accounts of the Treasurer, the Recorder and all other officers and departments having the disbursement of money and shall satisfy itself that all monies and securities belonging to the Temple or to which the Temple is entitled are accounted for.

It shall audit and examine all accounts and financial matters referred to it, and shall make a report to the Temple at the next regular meeting.

### **Grenadier Clubs**

SECTION 1: No Noble, group of Nobles, association of Nobles, Corporation or Temple whether chartered by, or operating under dispensation from the Imperial Council, shall own, manage, lease, operate or support any club, association, corporation or other organization nor form any organization within or without the Temple for the purpose of selling, dispensing, giving away any tobaccos, food, soft drinks, beverages or any intoxicating liquors, music machines or mechanical devices to any group of Nobles, association of Nobles, or any organization of Nobles for or on behalf of any Temple or

any part of the membership without first obtaining permission and a special dispensation from the Imperial Potentate.

SECTION 2: Any club, organization, association of Nobles, Corporation or Temple chartered or otherwise which shall obtain a permit and special dispensation from the Imperial Potentate pursuant to Section 1 of this ARTICLE shall be known and called "The GRENADIER CLUB," and shall only operate by permission of and under the authority of the Temple in the name of the Grenadier Club whether incorporated or unincorporated.

SECTION 3: Membership in such "Grenadier Club," shall be limited to Nobles in good standing in their respective Temples.

SECTION 4: No fees shall be levied except by order of the Temple. No Temple shall propose raising or lowering Temple Dues based on whether a Noble is or is not a member of the Grenadier Club.

SECTION 5: Such Clubs shall be managed and controlled by a Board of Governors which shall be composed of the Chairman, a Vice-Chairman, five other members of said Temple who shall be chosen in the following manner: At the first meeting of the Temple immediately after the adoption of these regulations, the Temple shall elect by ballot and a majority vote, three members to serve for a term of one year, three members to serve for a term of two years, and three members to serve for a term of three years, at each succeeding annual meeting of the Temple, three members shall be elected for a term of three years, but any member whose term has expired may be reelected to the Board. The Illustrious Potentate is the Ex-Official Chairman of the Board.

SECTION 6: The annual meeting of the Board shall be held in the week preceding the Annual Meeting of the Temple.

SECTION 7: Regular meeting of the Board shall be held in the week preceding the regular meeting of the Temple, at such time and at such place within the Oasis as shall be designated by the Board.

SECTION 8: Special meetings of the Board may be called by the Illustrious Potentate or Chairman, providing the calls for special meeting shall be filed with the Secretary at least five (5) days prior to the date of meeting.

SECTION 9: The Secretary shall mail notices of all meetings, regular and special, to all members of the Board at least four (4) days prior.

SECTION 10: Five members of the Board shall constitute a quorum for the transaction of business. All questions shall be decided by a majority vote of the members present. In case of a tie vote, the member presiding may cast the deciding vote. Any member voting in the minority on any question may file with the Secretary a written statement of

his reasons for such vote, which will become a part of the official record of the Board and reported to the Temple at the next regular meeting.

SECTION 11: The Chairman of the Board shall preside at all meetings and shall see to it that an accurate written record of all Board meetings, together with all business transactions are kept and preserved. He shall see that a report of all activities of the Club is made to the Temple at such regular meeting or more frequently as directed by the Illustrious Potentate. In the absence of the Chairman, the Vice-Chairman, shall assume his duties. At the first meeting of the Board, held immediately after its formation, the Board shall choose from the elected members a Chairman, Vice-Chairman, Treasurer and Secretary who shall serve a period of one year or until a successor is elected. No member of the Board shall be chosen unless he is an elected member of the Board; thereafter, such election shall take place at the first meeting of the Board after the annual meeting of the Temple.

SECTION 12: The Treasurer of the Board is custodian of all funds of the Club. He shall pay out the said funds only on proper vouchers drawn by authority of the Board or more frequently if instructed by the Illustrious Potentate. The original order upon which such funds are paid out shall be returned to the Board and filed in the office of the Secretary.

SECTION 13: The Secretary of the Board shall:

- a. Keep a correct record of all meetings and transactions of the Board.
- b. File and preserve all papers, documents and instruments belonging to the Board.
- c. Keep a full account of all receipts and disbursements of the funds of the Club and at each regular meeting of the Board present a report covering all business since the last meeting. He shall also report at each meeting, a statement showing the balance on hand and an inventory of all other property of the Club.
- d. He shall make a full report of all transactions of the Club to the Temple at each regular meeting. He shall do and perform all and such other duties as the Board may, from time to time impose.
- e. All books, records, instruments, obligations, files, papers and things belonging to the Club and Board, not required to be kept in any other office, or by any other officer shall be kept and preserved by the Secretary.
- f. He shall receive such compensation as the Board shall direct.

SECTION 14: The Board shall have the following authority and duties:

- a. Subject to the mandates of the Temple, the Board shall have sole control and management of the Club, its property and employees.
- b. The Board may employ a manager who shall have charge, and management of the Club, under such rules, regulations and directions as may from time to time be prescribed by the Board. The Board may employ such other employees as may be necessary or convenient for the conduct of its business and the care of the property of the Club. The Board shall determine their duties and fix their compensation. The Board shall require any employee handling funds and property of the Club to be bonded. They shall be bonded in such sums and with such sureties as shall be approved by the Board.

- c. The Board shall, at each regular meeting, audit the bills of the Club, examining the reports of the Manager, Treasurer and Secretary covering the business transacted since the last meeting, and enter their approval or disapproval of such report in the records of the meeting. The Board shall cause a full and complete audit of the accounts of the Club to be made at the end of each fiscal year and submit the same to the Temple.
- d. The fiscal year of the Board shall be the same as the fiscal year of the Temple.
- e. The Club shall forward a copy of their liability insurance policy to the Imperial Recorder annually.

SECTION 15: A vacancy in the office of a member shall occur by:

- a. Resignation in writing filed with the Secretary.
- b. Death.
- c. Election of an elected member of the Board to a constitutional office in the Temple.
- d. Any vacancies shall be filled by special election in the Temple, on call of the Illustrious Potentate, within thirty (30) days of such vacancy.
- e. Any member of the Board who is absent from three (3) consecutive meetings, whether regular or special, without good cause shown, or who has been suspended from membership in the Temple for any cause shall be ineligible for reelection as a member.

SECTION 16: All revenue of the Club, from whatever source obtained, shall be reported to the Temple every thirty (30) days or more frequently as directed by the Illustrious Potentate.

SECTION 17: One fourth (1/4th) of net revenue shall be expended by the Temple for local charities.

SECTION 18: Failure of any Temple or Club, incorporated or otherwise, to conform to these regulations in the manner and form as set forth shall be deemed an ignoble offense, penalty for which shall be suspension of its Charter or permit.

## **Music**

SECTION 1: A Music Department composed of a Director and as many members as the Illustrious Potentate may deem necessary whose duty it shall be to develop a band and other corps of musicians and vocal groups of the Temple.

## **Patrols**

SECTION 1: A Patrols Department composed of a Director and as many members as the Illustrious Potentate may deem necessary whose duty it shall be to develop and promote the formation of the qualified units to compete and foster a positive image for the Temple.

## **Promotions, Public and Media Relations**

SECTION 1: A Promotional, Publicity and Media Relations Department composed of a Director and as many members as the Illustrious Potentate may deem necessary whose duty it shall be to develop and promote the several projects of the Temple.

SECTION 2: They shall publicize the activities of the Temple and promote good public relations.

## **Sick and Welfare**

SECTION 1: A Department of Sick and Welfare composed of a Director and as many members as the Illustrious Potentate may deem necessary whose duty it shall be to visit the sick and indigent members of the Temple and report their needs to the Temple.

## **Transportation and Convention**

SECTION 1: A Transportation and Convention Department composed of a Director and as many members as the Illustrious Potentate may deem necessary whose duties shall be to procure and arrange transportation for the members.

## **Youth**

SECTION 1: A Youth Department composed of a Director and as many members as the Illustrious Potentate may deem necessary whose duty it shall be to organize and develop group activities among the Youth of the Oasis.

## **ARTICLE XIII**

### **Divan Duties**

SECTION 1: The Divan of the Temple shall consist of the first eleven (11) officers named in Article VIII of these Bylaws.

SECTION 2: The Illustrious Potentate:

- a. He shall preside at all meetings of his Temple.
- b. He shall confer the Creation of the Order in accordance with the ritual ordained by the A.E.A.O.N.M.S., Inc.
- c. He shall superintend the official acts of all of the officers of his Temple and see that their respective duties are properly performed.
- d. He shall guard against any infraction by members of his Temple of its own Bylaws, or the Constitution, Regulations, and other Laws of the A.E.A.O.N.M.S., Inc., and of the traditions of the Order. The Illustrious Potentate shall be the custodian of the bonds of the Treasurer and Recorder.

- e. The presiding officer of a Temple, whether Illustrious Potentate or Rabban, shall not invite any visiting Noble to preside over his Temple unless he is an Illustrious Potentate or Past Potentate.
- f. In all cases of a tie vote, except votes by ballot, the Illustrious Potentate may cast the deciding vote.
- g. From the decisions of the Illustrious Potentate, there shall be no appeal to the Temple but appeals from his decisions and complaints of his acts and conduct may be made to the Imperial Grievance and Appeals Committee. For ignoble conduct or for neglect, or violation of any duty imposed by the Constitution, Regulations, or Laws of the A.E.A.O.N.M.S., Inc., by the Potentate of a Temple, he shall be subject to removal from office, suspension or expulsion.
- h. The Illustrious Potentate of each Temple, within whose jurisdiction there shall be a constituent Court of Daughters of Isis, shall appoint an Advisor for such Court. In matters of great importance to the Temple, the Illustrious Potentate shall have authority to summon all members of the Divan and any other member of the Temple to advise and counsel with him.

**SECTION 3: Rabbans:**

- a. It shall be the duty of the Rabbans to assist the Illustrious Potentate in the performance of his duties and to discharge all other duties that the ancient traditions and customs of the Order require of them.
- b. In the absence of the Illustrious Potentate, his duties devolve upon the Chief Rabban, and if the Illustrious Potentate and Chief Rabban both are absent, the Assistant Rabban succeeds to the duties of the Illustrious Potentate.
- c. The Illustrious Potentate cannot deputize anyone to open the Temple in his absence to the exclusion of a regular Rabban present.
- d. A Rabban cannot call a special meeting of the Temple while his official superior is within the territorial jurisdiction and able to authorize a call.
- e. If the Illustrious Potentate and Rabban are absent, the Temple cannot be opened unless by dispensation of the Imperial Potentate.
- f. They perform such duties and functions as may be prescribed by the A.E.A.O.N.M.S., Inc., and/or the Temple.

**SECTION 4: Treasurer:**

- a. He shall receive and safely keep all money and property of every kind which shall be placed in his hands by the Recorder or by the order of the Temple. And to give proper receipts and promptly deposit same in the bank designated by and in the name of the Temple.
- b. He shall disburse or transfer funds upon the vote of the Temple. In case of an emergency, the Illustrious Potentate may authorize up to \_\_\_\_\_ Dollars.
- c. He shall keep books which shall contain a correct statement of his receipts and disbursements on account of the Temple.
- d. He shall make to the Temple, as its Bylaws may require, annual and such other reports of its receipts, disbursements, and financial conditions.
- e. He shall be bonded in such sums and sureties as the Temple may direct.

- f. He shall perform such other duties appertaining to his office as the Bylaws may require or the Temple may at any time direct.
- g. He shall perform such duties and functions as may be prescribed by the A.E.A.O.N.M.S., Inc., and/or the Temple.
- h. For the faithful performance of his duties, the Treasurer shall be exempt from dues and receive a stipend from the Temple of not less than \$\_\_\_\_\_ annually.

SECTION 5: Recorder:

- a. He shall record all proceedings of the Temple proper to be written including payment of dues and other current receipts; and to submit such record to the Temple at its next regular meeting for approval or corrections and to the Illustrious Potentate.
- b. He shall prepare and transmit a copy of such record or any part to the A.E.A.O.N.M.S., Inc., when required.
- c. He shall collect and receive annual dues for the Temple, issuing to each member such receipt as may be authorized by the A.E.A.O.N.M.S., Inc.
- d. He shall collect and receipt for all other monies due to the Temple and pay the same promptly to the Treasurer taking his receipt.
- e. He shall make to the Temple annually and otherwise as its Bylaws may direct, a report of its work and condition of its accounts with its officers and members and all other matters relating to its finance or business that may be under his charge.
- f. He shall keep the Seal of the Temple and affix the same with his signature to all papers issued under his authority or in obedience to the requirements of the Constitution, Regulations and Laws of the A.E.A.O.N.M.S., Inc.
- g. He shall transmit to the Imperial Recorder and Imperial Potentate immediately after each election in the Temple, certificate in the manner and form prescribed by the A.E.A.O.N.M.S., Inc.
- h. He shall transmit to the Imperial Recorder the Annual Returns of the condition of the Temple as required by the A.E.A.O.N.M.S., Inc.
- i. He shall report promptly to the Imperial Recorder, the same of each person created, rejected, expelled, suspended or restored by his Temple.
- j. He shall keep the following books of the Temple in such form as may be provided:
  - 1. The roll of membership for signature of the members.
  - 2. A bound minute book.
  - 3. A file in which he shall record alphabetically indexed, the names of all members of the Temple, the date of their creation or affiliation, the name and location of the Temple of which those affiliated were last members, the ages and occupations of all members, the dates of withdrawal, expulsion, suspension, demits, restoration or death, and the unified bookkeeping system as approved by the A.E.A.O.N.M.S., Inc.
  - 4. A book in which he shall record upon pages alphabetically arranged, the names of all candidates rejected by the Temple and in like manner, the names of those rejected, expelled, or suspended, by other Temples of which he shall have received proper notice.
  - 5. A register in which each visitor shall record his name; the name, number and location of his Temple.

6. He shall preserve the Bylaws of the Temple and the Constitution, Regulations and Laws of the Order, which may from time to time be published, together with all printed proceedings as promulgated by the A.E.A.O.N.M.S., Inc. The books, accounts, and records of the Temple shall cover and include the calendar year from the first day of January to the thirty-first day of December; and it shall be the duty of the Recorder of each Temple to make an Annual Report to the Imperial Recorder before the Twentieth day of January of each year of each Noble who is in good and regular standing in the Temple as of December thirty-first of the preceding year; and a duplicate copy of this report sent to the Imperial Potentate.

k. On or before the 20th Day of January of each year the Recorder of each Temple shall make his annual report to the Imperial Recorder, which report shall contain a list of those created, affiliated, demitted, restored, deaths, reactivated, dropped out, life members, expulsions, rejections and withdrawals, with the respective dates opposite each name, also an alphabetical list of all members and a financial statement of the preceding fiscal year of the Temple showing a summary of receipts, disbursements, assets and liabilities; this annual report to be signed by the Illustrious Potentate and Recorder and the seal of the Temple attached. A duplicate copy of this report must be sent to the Imperial Potentate.

l. He shall perform duties and functions as may be prescribed by the A.E.A.O.N.M.S., Inc., and/or the Temple.

m. He shall perform such other duties appertaining to his office as the Bylaws may require or the Temple may at any time direct.

n. He shall be bonded in such sums and sureties as the Temple may direct.

o. For the faithful performance of his duties, the Recorder shall be exempt from dues and receive a stipend from the Temple of not less than \$\_\_\_\_\_ annually.

#### SECTION 6: Assistant Recorder:

a. There shall be one or more Assistant Recorders whose duties shall be to assist the Recorder in recording the proceedings of his Temple and shall perform such other acts appertaining to his office as may be required of him.

#### SECTION 7: Other Officers:

a. All other officers provided or permitted by these Bylaws shall perform such duties agreeable to the ancient traditions and customs of the Order and appertaining to their respective offices and in conformity with the Bylaws of the Temple as directed by the Illustrious Potentate.

### **ARTICLE XIV**

#### **Fees and Dues**

SECTION 1: No Temple shall include fees or assessments as part of the annual membership dues unless approved by a majority ballot vote of the membership and ratified by the Imperial Potentate.

SECTION 2: All local assessments shall be levied for one purpose and shall be paid by each member in advance or in accordance with the local dues as follows:

- a. The proposed assessment shall be submitted in writing at a regular Temple meeting, and shall be referred to a special committee to be appointed by the Illustrious Potentate.
- b. The committee shall, at the next meeting, report if the majority of the members present approve the said assessment.
- c. All Nobles shall be notified by first class mail at the last known address indicating when the assessment will be voted on.
- d. At that regular meeting, a majority of the members present shall be required to adopt the assessment.
- e. If the assessment is approved it shall be paid on or before the next annual Temple dues. If not paid, said assessment shall become a part of the Temple dues and said Noble may be suspended for non-payment of dues.

SECTION 3: The dues of this Temple shall be \$\_\_\_\_\_ annually, payable in advance.

- a. Any proposed raise in dues shall be submitted in writing at a regular Temple meeting and referred to a committee appointed by the Illustrious Potentate.
- b. All Nobles shall be notified by first class mail at the last known address, for three (3) Months indicating when the raise in dues will be voted on.
- c. At the third regular meeting a majority of the members present shall be required to adopt the raise in dues.
- d. If the raise in dues is approved it shall be paid according to the effective date.

SECTION 4: Any Noble who shall neglect to pay dues when payable shall be suspended from all rights and privileges of the Order.

SECTION 5: The creation fee shall be \$\_\_\_\_\_ and paid in full before the creation is conferred. In no event shall the creation fee be less than that set by the A.E.A.O.N.M.S., Inc.

SECTION 6: No Temple will create a candidate for less than twenty-five (\$25.00) dollars without special dispensation from the office of the Imperial Potentate. Within ten (10) days after any creation or ceremonial each Temple shall report to the Imperial Recorder and Imperial Potentate over the signature of the Illustrious Potentate and Recorder, with the seal of the Temple attached, the name of each person created and shall transmit with such report to the Imperial Recorder the required fee for each Novice created.

SECTION 7: Fines and How Assessed: Failure to submit the required reports to the office of the Imperial Recorder on the date and in the format specified may result in the Temple being assessed a late fee of one hundred and fifty (\$150.00) dollars or one (\$1.00) dollar times the number of the members on the roll (i.e., \$1.00 times 450 members equals \$450.00), whichever is greater. This late fee is applicable to annual return reports,

payment of per capita taxes. All other reports not made in a timely manner as required, the penalty shall be one hundred (\$100.00) dollars.

SECTION 8: Insufficient Fund Check Fee: The A.E.A.O.N.M.S., Inc. will assess any Temple or Noble a fee for any insufficient fund check issued to the A.E.A.O.N.M.S., Inc. Any Temple that does not pay the processing fee will be carried as un-financial on the rolls of the A.E.A.O.N.M.S., Inc., until the indebtedness is satisfied. Any Noble who does not pay the processing fee will be subjected to disciplinary action by the Imperial Potentate.

SECTION 9: The transfer or admission fee shall be as prescribed by the A.E.A.O.N.M.S., Inc.

SECTION 10: A member may obtain an extension for payment of dues for sixty (60) days, providing a reasonable excuse is given, such as sickness of the member or sickness or death in his family, rendering him financially unable to pay his dues; or an act of God or the State. In any event, evidence of such inability to pay must be presented satisfactorily to the Temple.

SECTION 11: Each Temple shall pay to the A.E.A.O.N.M.S., Inc., their per capita tax in the following manner: the annual returns shall be paid on or before the 20th day of January each year for every Noble reported in good standing as of the thirty-first day of December of the preceding year.

SECTION 12: All books, accounts, and records of the Temple shall cover and include the calendar year from the first day of January to the thirty-first (31st) day of December of each year.

SECTION 13: All Imperial Council assessments shall be paid by each member in advance and in accordance with the Constitution and General Laws of the A.E.A.O.N.M.S., Inc.

SECTION 14: Any member who meets Article XXI (Life Membership) of the temple By-Laws, by nomination and vote of the membership present, dues shall be seventy-four (\$74.00).

## **ARTICLE XV**

### **Petition for Creation and Investigating Committee Duties**

SECTION 1: Petitions to this Temple shall be to the following:

- a. Every petition shall be made in accordance with the form prescribed by the A.E.A.O.N.M.S., Inc., and this Temple shall not receive a petition unless the petitioner shall have the qualifications set forth in these Bylaws.
- b. Shall be signed by the petitioner with his name in full and recommended by at least two members in good standing in this Temple.

- c. It shall be presented at a regular meeting of this Temple and shall be accompanied by a fee of \$\_\_\_\_\_.
- d. It shall be referred at the same meeting to an investigating committee to be appointed by the Illustrious Potentate.
- e. It shall then lie over for consideration until the next stated meeting or until reported upon by the investigating committee.
- f. It becomes, when received and referred, the property of the Temple and cannot be withdrawn without unanimous consent of all members at a regular meeting.
- g. If the petition is for creation, an investigating committee shall make strict inquiry and personal examination into the moral, and physical qualifications, of a petitioner, but in case the petition is for membership, the committee will investigate the moral qualifications of the petitioner and his standing with the Temple from which he came.
- h. The report of the investigating committee shall be in accordance with the form prescribed by the A.E.A.O.N.M.S., Inc., and shall be signed by not less than a majority of the members of the committee, and shall be made at a regular meeting of the Temple but not until a month shall have elapsed since the presentation and reference of the petition providing the Temple by majority vote of those present may allow the committee further time. The report of the committee when made shall be read to the Temple and placed on file.
- i. The right to vote upon the petition for conferring the creation, for admission to membership and upon charges, belongs only to the members of the Temple.
- j. Except as otherwise provided, no Temple shall ballot upon the petition until it has laid over not less than one month and it shall not vote upon a petition until after it has been referred to, and reported by an investigating committee; neither shall a Temple ballot upon a petition at a special meeting except by dispensation of the Imperial Potentate.
- k. When the petition is for creation or membership, each petition shall be acted upon separately.
- l. No petitioner can be elected for creation or membership unless he received a majority vote by ballot.
- m. When a petitioner is rejected, the Recorder shall forthwith notify him and upon the order of the Illustrious Potentate return his fee.

## **ARTICLE XVI**

### **Fiscal Year**

SECTION 1: The books, accounts, and records of the Temple shall cover and include the calendar year from the first day of January to the thirty-first day of December, and it shall be the duty of the Recorder of each Temple to make an Annual report to the Imperial Recorder before the twentieth day of January of each Noble who is in good standing in the Temple as of December thirty-first of the preceding year.

## **ARTICLE XVII**

### **Restoration**

SECTION 1: When a Noble has been suspended for non-payment of dues, he may be restored upon the payment of a fee as assessed by the A.E.A.O.N.M.S., Inc. In addition, a Temple may assess an amount not to exceed the yearly dues of said Temple. No other financial obligations are required of the Noble being restored.

SECTION 2: Within ten (10) days after a Noble is restored, a report shall be made to the Imperial Recorder and the Imperial Potentate by the Temple and the Temple shall transmit with such report to the Imperial Recorder the required fee.

## **ARTICLE XVIII**

### **Special Proceedings**

SECTION 1: In all matters involving the suspension of a Noble as a Master Mason, the Temple shall have the right to investigate the circumstances and if warranted, afford the Noble due process in the Temple prior to suspending him as a member

SECTION 2: If a Noble is suspended as a Master Mason for non-payment of dues and or assessments or without due process, the "WAS" applies as written in the "Constitution and General Laws of the A.E.A.O.N.M.S., Inc. and his membership In the Temple shall be uninterrupted."

SECTION 3: In all other matters of discipline, the provisions of the Penal Code of the A.E.A.O.N.M.S., Inc., shall be strictly observed.

## **ARTICLE XIX**

### **Miscellaneous Regulations**

#### **The Flag**

SECTION 1: The Temple shall display the National Flag on the Dais to the Illustrious Potentate's right hand side, during all regular and special meetings.

#### **Jubilee Day**

SECTION 1: This Temple, on the first Sunday in June each year, shall assemble at some public place and there commemorate with fitting ceremony, the victory whereby the right and privilege of members of the A.E.A.O.N.M.S., Inc., to be known as Nobles Mystic Shrine, was established

**ARTICLE XX**  
**Right to Visit**

SECTION 1: Excluding an Imperial Divan Member, the right of every Noble in good standing to visit a Temple is subordinate to the right of the Temple to receive the visit; and the Illustrious Potentate shall not admit a non-member in opposition to a vote of his Temple or to the objection of a member.

SECTION 2: No visitor shall be admitted to the Temple until his qualifications have been ascertained by examination of his current dues card; the result of such examination shall be reported in open meeting before the visitor is introduced.

SECTION 3: The visiting Noble shall have the right to examine the charter of a Temple he is about to visit.

**ARTICLE XXI**  
**Life Membership**

SECTION 1: \_\_\_\_\_ Temple may grant a certificate of life membership in consideration of long and distinguished service to the Nobility to any of its members not indebted to the Temple. The proposition to grant certificate of life membership shall be submitted at a regular meeting, at which time a majority of the members present shall be sufficient to decide the matter.

**ARTICLE XXII**  
**Deaths**

SECTION 1: Within five (5) days after the death of a Noble, a report by letter and the Temple death notice shall be prepared and filed with the office of the Imperial Recorder, stating the name, address, date and place of death.

**ARTICLE XXIII**  
**Funerals**

SECTION 1: \_\_\_\_\_ Temple shall not form a procession for the burial of a Noble; nor shall any Noble attend a funeral service or procession in any capacity, clothed in the regalia of the Mystic Shrine.

SECTION 2: The burial tribute adopted by the Imperial Council for the use of the Mystic Shrine shall be faithfully followed by this Temple; and any deviation is strictly forbidden.

## **ARTICLE XXIV**

### **Ritual**

SECTION 1: The Ritual as adopted by the Imperial Council is the Pillar of Society. The Ritual shall be faithfully followed by every Temple and any deviation is strictly forbidden.

## **ARTICLE XXV**

### **FEZ**

SECTION 1: No member of \_\_\_\_\_ Temple shall wear the Fez or Regalia of the Order except at the meeting of the Temple or at a gathering of Nobles under authority of the Temple or the A.E.A.O.N.M.S., Inc.

## **ARTICLE XXVI**

### **Emblems, Jewels and Regalia**

SECTION 1: The use of emblems, jewels, or regalia, of the Mystic Shrine by members as business signs, or cards, unless such business be exclusively and largely in such goods, and the use of the words Shriners, Nobles, or words and phrases of like import, or the use of the name of a Temple in connection with a private business, or in connection with any club or organization or association of whatever nature, without the consent of the A.E.A.O.N.M.S., Inc. in Annual Session first obtained, is forbidden.

SECTION 2: Any Noble who shall transact or solicit business for or be a member of such enterprise, club, organization or association in violation of the provisions shall be guilty of an ignoble act.

## **ARTICLE XXVII**

### **Settlement of Controversies**

SECTION 1: No constituent Temple or any member shall resort to the civil courts to establish any right or redress any grievance arising out of the membership in the Order, or out of their connection with the Order, until it or he shall have first exhausted the remedies within the Order and in a manner as provided by the laws and Regulations of the Order.

**ARTICLE XXVIII**  
**Amendments**

SECTION 1: The proposed amendments to these Uniform Bylaws shall be submitted in writing through the Imperial Legal Advisor for approval/disapproval by the Imperial Council.

SECTION 2: Every Temple may adopt special rules to govern purely local activities which must be reviewed by the Jurisprudence Committee and approved by the Imperial Divan.