

By-Laws of ABA Shrine Ladies Auxilliary

ARTICLE I – NAME

The name of this organization shall be the ABA Shrine Ladies Auxilliary, hereinafter sometimes called Shrine Ladies.

ARTICLE II – PURPOSE

The purpose of Shrine Ladies is to promote and support the men who are members of Abou Ben Adhem Temple by:

- a. Plan and execute entertainment of ladies and women relatives of members of Abou Ben Adhem Temple at the Spring and Fall Ceremonials of the above Temple.
- b. To support and cooperate with Abou Ben Adhem Shrine Temple and their work with crippled children and the Burns and Children's Hospitals.
- c. Providing a means to form enduring friendships and wholesome relationships by women whose nobles or relatives are members of Abou Ben Adhem Temple, or any other Temple.

ARTICLE III – MEMBERSHIP

SECTION 1: Membership shall be open to women who are: wives, widows, mothers, daughters, or a lady of a member in good standing of Abou Ben Adhem Temple or any other Temple.

- a. Unmarried ladies shall not hold an office without prior consent of the Executive Board (Executive Board consists of President – Lady of Potentate, Lady of Chief Rabban, Lady of Assistant Rabban, Lady of High Priest & Prophet, Lady of Oriental Guide).

SECTION 2: Membership shall receive notifications and invitations to any special events or activities, as well as notices of monthly meetings.

SECTION 3: Membership shall assume responsibility for keeping informed on important matters of the Shrine Ladies policy, paying dues promptly and participating in Shrine Ladies activities.

SECTION 4: The Shrine Ladies membership list may not be used without the permission of Shrine Ladies using guidelines set by the Shrine Ladies officers.

ARTICLE IV – DUES

SECTION 1: Dues in the Shrine Ladies Club shall be payable annually at the December Ceremonial women's activity.

SECTION 2: Monies acquired from dues or any money-making projects shall be used as follows:

- a. To supplement any money budgeted by the Temple for expenses of the entertainments at the June and December Ceremonials.
- b. To purchase any extra needed articles for the Hospitals as needed.

- c. Any administrative expenses incurred by the Shrine Ladies Auxilliary.
- d. A minimum of \$4,000.00 to be left in treasury at end of each year to be held over for beginning expenses of the following year.
- e. Any monies donated by the Shrine Ladies should be given to projects within the Shrine organization.
- f. Any major purchases over \$300 by a Shrine Ladies Officer, must previously be brought before the remaining Officers for approval before purchasing.

ARTICLE V – Meetings

SECTION 1: June and December Ceremonial Entertainments.

- a. The President of the organization will plan, with the help of her officers if needed, the entertainment and activities for the new novices ladies and current members of the Shrine Ladies of Abou Ben Adhem Temple, while their nobles are involved with the business of said Temple.

SECTION 2: Monthly Meetings

- a. The President and her officers and/or committees shall plan and conduct meetings, at their discretion, with a minimum of four (4) meetings a year, plus two ceremonials.
- b. The agenda shall be as follows:
 - 1. Reading of the minutes of the previous meeting and their approval.
 - 2. Reading of reports by the President, and/or any Committee Chairman
 - 3. Reading of the Treasurer's Report, explanation of expenditures and their approval.
 - 4. Reporting and action of any old business.
 - 5. Reporting and action of any new business.
 - 6. The formal ratification of the actions of the Executive Committee and officers of Shrine Ladies which shall require a majority of those present & voting.
- c. Shrine Ladies cannot be disbanded without the majority vote of the club membership.
 - 1. Written notification to be given to all members one (1) month ahead of vote.

SECTION 3: Time and Location

- a. The regular meetings of the Shrine Ladies shall be held at the time and location decided upon by the President.

ARTICLE VI – DUTIES OF OFFICERS

SECTION 1: The ladies of officers of Abou Ben Adhem Temple serve as officers of Shrine Ladies Auxilliary. They shall not cause the Shrine Ladies to act in such a manner or means as would be inconsistent with the purpose of Shrine Ladies Auxilliary or the Abou Ben Adhem Shrine Temple.

SECTION 2: The order of officers shall be as follows:

- a. President – Lady of Potentate
- b. 1st Vice President – Lady of Chief Rabban
- c. 2nd Vice President – Lady of Assistant Rabban
- d. 3rd Vice President – Lady of High Priest & Prophet
- e. 4th Vice President – Lady of Oriental Guide

1. The above five (5) officers, ladies of the elected Divan of Abou Ben Adhem Temple are the Executive Committee.

- f. Treasurer – Lady of 1st Ceremonial Master
- g. Assistant Treasurer – Lady of 2nd Ceremonial Master
- h. Secretary – Lady of Marshall
- i. Corresponding Secretary – Lady of Captain of the Guard
- j. Reporter – Lady of Outer Guard.
- k. In the event of a vacancy of the President of Shrine Ladies, the duties in this vacancy will be handled jointly by the existing Shrine Ladies Officers, in conjunction with the Potentate elect as needed, to help fulfill his events for his calendar year.

SECTION 3: President

- a. To preside at all meetings of Shrine Ladies Auxilliary, Executive Committee Meetings and June and December Ceremonial Meetings.
- b. To sign all legal contracts, Treasurer and/or 1st Vice President included, if necessary to handling Shrine Ladies business.
- c. To plan and host, along with other Shrine Ladies officers, two (2) Ceremonial parties.
- d. Responsible for monthly meetings of Shrine Ladies Auxilliary with a minimum of four (4) planned.
- e. Responsible for submitting monthly articles regarding Shrine Ladies news and agenda to Abou Ben Adhem Shrine News.
- f. Appoint all standing and special committees and to serve as ex-officio member of all committees.

SECTION 4: Vice President

- a. To serve as President Elect.
- b. To have all powers and perform all duties as are delegated by the President, with the exception of signing legal or monetary documents. This must be done with two signatures: Vice-President and Treasurer.
 - 1. Duties to serve as President Elect shall go in order of 1st Vice-President, 2nd Vice-President, 3rd Vice-President and 4th Vice President.

SECTION 5: Treasurer

- a. With the President and/or 1st Vice-President to have charge of funds and to sign legal contracts necessary for Shrine Ladies obligation.
- b. To oversee and be responsible for bookkeeping of Shrine Ladies.
- c. To present at each regular meeting of Shrine Ladies a detailed statement of finances.
- d. Expenses of Shrine Ladies should be paid by check signed by the Treasurer. In case of her absence, then signed by President or Vice-President.

SECTION 6: Assistant Treasurer

- a. To perform all duties of Treasurer, in absence of same, with exception of signing checks and legal contracts.

SECTION 7: Secretary

- a. Keep minutes of Shrine Ladies business meetings and present for approval.

- b. To keep accurate membership record.

SECTION 8: Corresponding Secretary

- a. To perform Secretary duties in absence of Secretary.
- b. Responsible for all correspondence of Shrine Ladies as requested by President.

SECTION 9: Reporter

- a. Responsible for any publicity or newsworthy item President requests published.
- b. Maintain a file of any published or historical information pertaining to Shrine Ladies.
- c. Send out Sympathy or Get Well correspondences as needed, working closely with the Lady of the Chaplain.
- d. Responsible for providing a Scrapbook to the current President at her year end to document her experiences throughout the year as well as her previous years as a DIVAN member, if possible.

ARTICLE VII – COMMITTEES

SECTION 1: Executive Committee

- a. To consist of President and four (4) Vice-Presidents of the Shrine Ladies Auxilliary.
- b. To have all powers of the Shrine Ladies except when limited by the By-Laws or policies and shall not reverse any action of the Shrine Ladies Auxilliary.

SECTION 2: Standing or Special Committees

- a. All standing and Special Committees shall be appointed by the President for her year only.
- b. There shall be such committees as found necessary to conduct the work and activities of the Shrine Ladies Auxilliary.
- c. All committee plans shall be approved by the President and the Executive Committee.
- d. The chairman of a committee is required to maintain a file of all working of her committee.

ARTICLE VII – AMENDMENTS

SECTION 1: These By-Laws can be amended at any monthly meeting of the Shrine Ladies Auxilliary by a majority vote, provided the amendment has:

- a. First been submitted and voted on by the Executive Committee.
- b. Then submitted one (1) month previously at the regular monthly meeting of Shrine Ladies.

ARTICLE IX – PARLIAMENTARY AUTHORITY

Roberts Rules of Order Newly Revised shall be the Parliamentary authority for all matters of procedure not specifically covered by the By-Laws or by specific rules of procedure adopted by the Shrine Ladies Auxilliary.