



Club & Unit Handbook

ABOUT BEN ADHEM General Orders 2024

Bradley Roam	Potentate
Bruce Monroe	Chief Rabban
Steve Allgood	Assistant Rabban
Richard Brownsberger.....	High Priest & Prophet
Scott Radford	Oriental Guide
Rick Anderson PP.....	Treasurer
Sam Montgomery PP.....	Recorder
Chuck Nathan	1st Ceremonial Master
James Wilson	2nd Ceremonial Master
Chuck Oheim PP.....	Director
Darren Rorrer	Marshal
Pete Edwards	Captain of the Guard
Anthony Tindall	Outer Guard

Outdoorsman Expo

Clubs/Units are asked not to conduct any gun raffles from August 1 until the Outdoorsman Expo is over. Any ongoing gun raffles must cease for the same period. Clubs/Units can request a booth at the Expo to promote Club/Unit activities including ongoing gun raffle ticket sales. Violation of this Order could result in the denial of future fundraisers.

Hospital

Clubs or Units cannot engage in any fundraising for a **Sponsored Shrine Hospital Child** or charitable fundraising for the benefit of Shrine Hospitals for Children **without permission of the Potentate and submission and Approval of the Charitable Activity Form.** This includes Go Fund Me page, Raffles, Fundraisers, etc. 100% of net proceeds from Charitable Fundraising for the benefit of Shriners Hospitals for Children must be given to Shriners Hospitals, except for such portion thereof as may be permitted to be retained for the ABA Shrine Hospital Patient Transportation Fund.

ABA Reporting Deadlines

Unit and Shrine Club Leader Information

October 31st

(a) Election of Officers: The election of Club/Unit officers shall be held on or before Oct. 31st

Officers Seminar

(b) Calendar Information must be received in the ABA Office before Seminar.

November 30th

(c) Duty of Club/Unit Secretary: On or Before Nov. 30th , Provide ABA Office with the presently elected officers for the ensuing Shrine Year including verified name, address, telephone number, e-mail address.

December 31st

(d) Provide ABA Office with updated list of Club/Unit members for the ensuing Shrine Year including verified name, address, telephone number, e-mail address.

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Financial Report

ABA By-Laws Article 9.6

§ 9.6 Financial Reports. The shrine clubs and temple units must prepare and submit to the board of directors all financial reports required by Shrine law. The financial reports shall bear a certification that they are true and correct and that no money or property is held for the benefit of the reporting organization. Funds being accumulated for any shrine authorized purpose shall be identified as being reserved for that purpose in the financial reports.

ANNUAL FINANCIAL REPORT FORM MUST BE FILED WITH ABA OFFICE BY FEBRUARY 1

Financial Report Timeline

Annual Officers Seminar – Explanation of how to complete Annual Financial Report

December & January - Reminder Communications

January – Mandatory Workshop at ABA for Clubs/Units that have not filed Financial Report

February 1 Financial reports Due

February – Clubs/Units that have not filed financial report will be contacted. A meeting will be scheduled at ABA with officers and documents to complete Financial Report

March 1 - Club or Unit may be placed on “INACTIVE” Status
Communication sent to Club/Unit members that Club/Unit failed to complete Financials and could be moved to inactive status. No Meetings, Functions, Events or Parades

SHRINE CLUB HOLDING CORPORATIONS WILL BE HELD TO A HIGHER LEVEL OF COMPLIANCE

All ABA Shrine Club Holding Corporations will be REQUIRED to submit their Annual Financial Report by the February 1 Due Date for committee review. Failure to comply could result in immediate inactive status.

Shriners International Bylaws

§ 337.8 Review of Reports of Shrine Clubs and Shrine Club Holding Corporations

Every Shrine club and Shrine club holding corporation is required to have its annual financial report reviewed by a committee selected by the potentate at the close of each calendar year; and every Shrine club must, at the end of each calendar year, complete the Report of Shrine Clubs and Temple Units form, which is available from the Imperial Recorder, and file it with the temple recorder before the first day of February following the end of the calendar year.

Abou Ben Adhem Shriners Club/Unit & - Noble Guidelines

§ 210.7 Code of Ethics - Shriners International

(b) “Shriners” Demonstrate the highest standards of personal integrity, truthfulness and honesty in all their fraternal activities; administer the Order’s affairs with impartiality, efficiency and effectiveness and in a manner that enhances its good name and mission.

ABOU BEN ADHEM General Orders 2024

§ 330.1 Jurisdiction.

A Noble is subject to discipline by the temple of which he is a member, or by the temple within whose jurisdiction he resides, for conduct unbecoming a Noble of the Order or for violation of Shrine Law.

§ 336.1 Control by Potentate. The units are a part of the working corps of the temple and are under the control of the potentate and must be composed wholly of Nobles.

§ 337.2 Shrine Club Nobles. All Nobles who are members of a Shrine club are amenable to the bylaws and regulations of the authorizing temple, whether they are members of that temple or another temple.

The Divan Representative is the direct connection between Clubs - Units and the Temple. He is available to advise and answer questions on Shrine matters. Any Issues or Conduct concerns with Clubs, Units or Nobles must first be submitted to Divan Representative for the review of the Potentate and Board of Directors.

Events, Parades and Public Exhibitions

No Noble is to operate a vehicle Owned/Insured by Abou Ben Adhem Shriners at any time while under the influence of alcohol or other intoxicant or illegal substance.

Shrine parades: Which includes but not limited to Imperial Parade, any Association Parade {such as CSSA} and any ceremonial parade **ONLY** Nobles may ride or participate in any of these parades.

Civic Parades: In civic parades and any non-shrine public appearances Nobles and their Ladies may participate: Any Masonic related or sponsored organization may participate with the approval of the Potentate: Only Nobles may perform or compete in any vehicle, ride vehicles with fewer than four (4) wheels, or operate any vehicle while parading, including participation with any of the clubs or units parading:

No one under the age of 18 may ride or participate with any club or unit in any civic parade.

Conduct Review Procedure:

1) Club or Unit must request in writing to Board of Directors that an issue or complaint needs to be reviewed. Board of Directors may also review any Club, Unit or Noble issues they feel are necessary.

2) The Board of Directors will thoroughly investigate the complaint. Nobles may be interviewed as needed.

3) Before any action is recommended, the Board of Directors will conduct a “paper ballot” vote that will require 100% vote in favor of discipline.

§ 338.1 Complaints to Imperial Potentate

(a) Individual Nobles. Complaints or correspondence to the Imperial Potentate from individual Nobles on Shriners International or temple matters must be addressed in the first instance to the Potentate of the temple of which the complaining Noble is a member, and through him to the Imperial Potentate.

DIVAN MESSAGE

Dear Abou Ben Adhem Rajahs & Unit Heads:

Congratulations on your election as a leader in your Club and Unit. You are also seen as a leader in Abou Ben Adhem. You have been elected by your peers to guide your club or unit. Your group will only be as strong as your leadership is strong. Lead with compassion and enthusiasm. If you are excited about this year, so will your club or unit.

We are asking you to be active, not only in your club or unit, but also in the various activities Abou Ben Adhem does as a temple. Encourage your members to be active.

Membership is our lifeblood. It is what allows us to support the “World’s Greatest Philanthropy” Shriners Hospitals for Children. Keep bringing in new members. In addition, let’s concentrate on restoring as many suspended members as possible. It goes without saying: Let’s keep the ones we have.

This Handbook is put together to help you in running your Club or Unit. Remember, your Divan Representative, along with all the other Divan members, are here to help you when you need it.

Here’s to the start of a Great Year!

Your Divan

SHRINERS’ CREED

Shriners believe in God and that He created man to serve His purposes, among which is service to others in His name.

We believe that care for the less fortunate, especially children who suffer from burns and crippling diseases, is our institutional calling.

We are patriots, each willing to serve his country with fidelity and courage. We cherish independence under law and freedom with responsibility.

We honor family. We respect our parents, wives and children. We should instill in our children the tenets of this creed, and the heritage from which it emanates.

As individuals we pledge ourselves to integrity, virtue and nobility of character. Our intentions will be honorable, our relations will be trustworthy and our spirits forgiving of each other.

As brothers we offer each other fraternal affection and respect. Together we will support each other in adherence to this creed, so that we and our communities will be the better because of our fraternity and its principles.

As Shriners we look beyond ourselves to serve the needs of others, especially children who cannot help themselves. We believe Shriners Hospitals to be the world’s greatest philanthropy, and we covenant with each other to support its “temples of mercy” with spirit, time, talent and means.

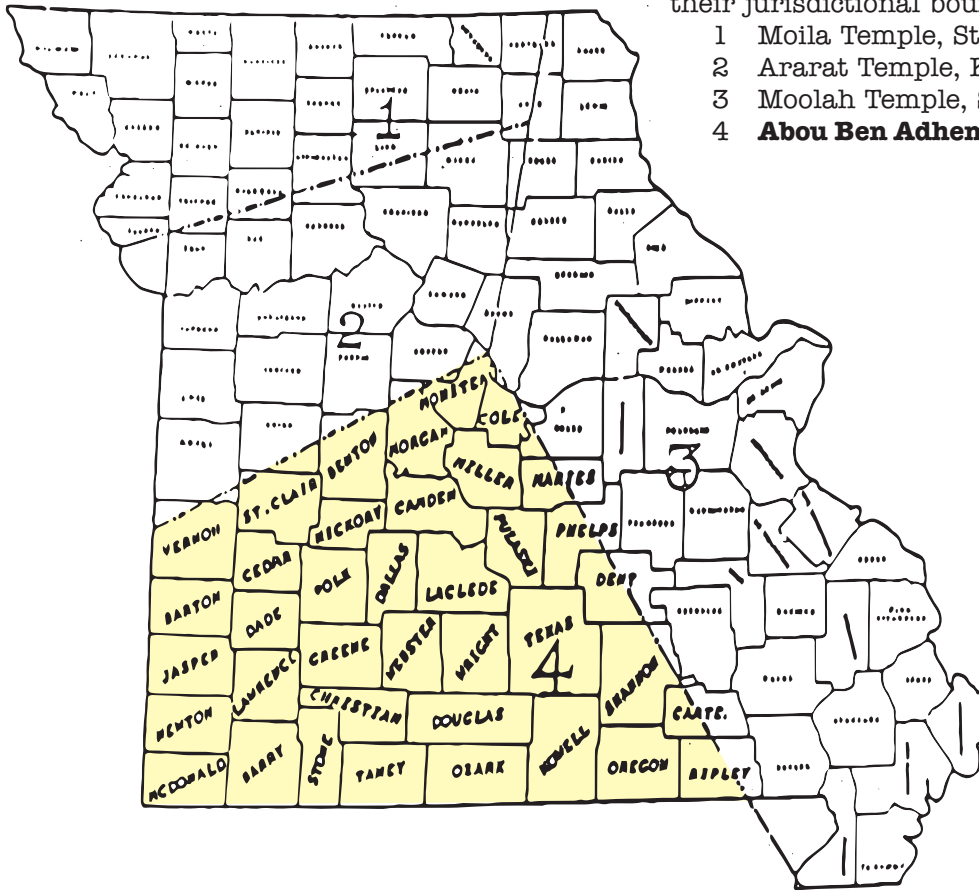
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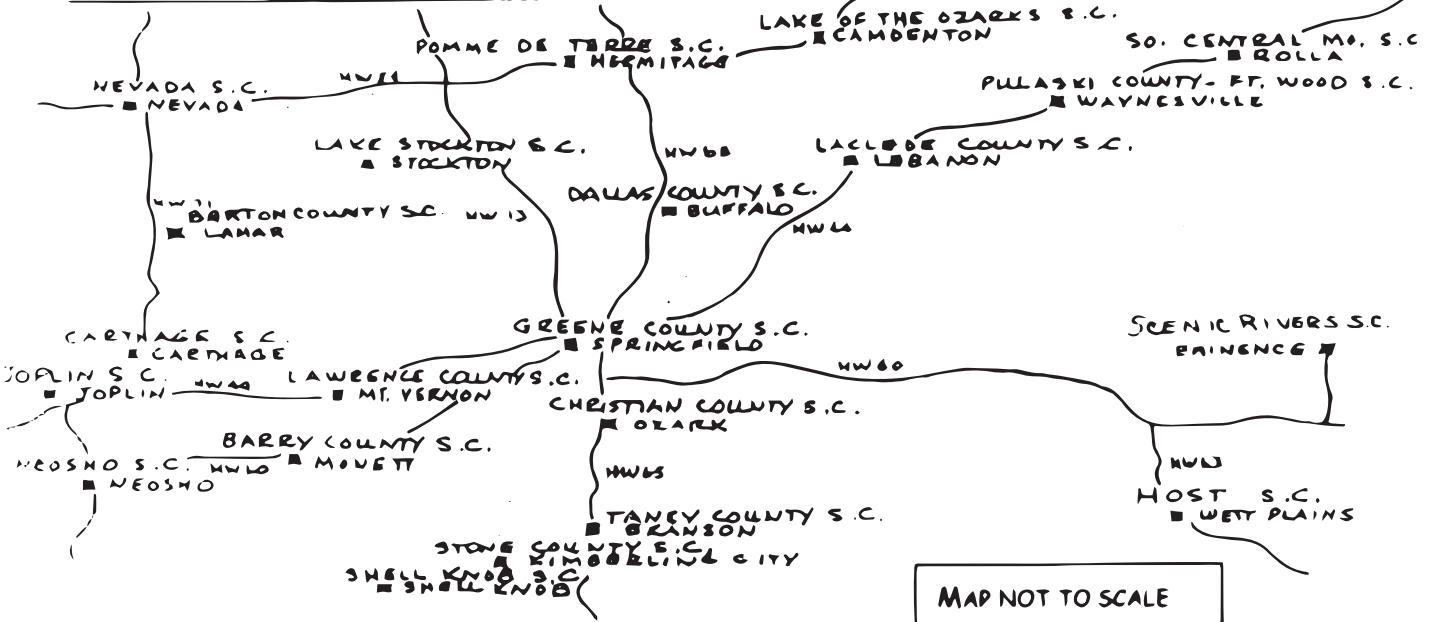
JURISDICTIONAL BOUNDARIES

Missouri map showing the four Temples and their jurisdictional boundaries:

- 1 Moila Temple, St. Joseph
- 2 Ararat Temple, Kansas City
- 3 Moolah Temple, St. Louis
- 4 **Abou Ben Adhem Temple, Springfield**



Abou Ben Adhem



MAP NOT TO SCALE

DIVAN ASSIGNMENTS

Chief Rabban	Joplin Shrine Club Greeters Oriental Band ABA Pirates Pulaski County-Fort Wood Shrine Club Pulaski County Motor Corp	4th Monday 4th Wednesday 1st & 3rd Thursday 4th Monday 3rd Friday
Assistant Rabban	Dallas County Shrine Club Pomme De Terre Shrine Club Directors Staff Lake Stockton Shrine Club Lake Stockton Motor Corp	1st Monday 2nd Thursday 3rd Wednesday 2nd Wednesday
High Priest & Prophet	Shell Knob Shrine Club Lawrence County Shrine Club Clowns Keystone Kops	2nd Wednesday 3rd Monday 3rd Friday 2nd Thursday
Oriental Guide	Laclede County Shrine Club/Keg Patrol Barry County Shrine Club/Firehouse Gang YABAN Taney County Shrine Club TR-3's BATS	4th Monday 2nd Monday 1st Wednesday 4th Tuesday 1st Thursday
1st Ceremonial Master	Legion of Honor Hospital Dads ABA Cruisers Camel Herders Past Masters Provost Rollin Noble Rides Tri-County Shrine Club	1st Friday 1st Wednesday 1st Monday Ceremonial Friday Night of Ceremonials 4th Sunday 2nd Wednesday
2nd Ceremonial Master	Greene County Shrine Club Neosho Shrine Club Neosho Hillbillies Christian County Shrine Club Lake of the Ozarks Shrine Club	1st Wednesday 2nd Tuesday 2nd Thursday 3rd Thursday
Marshall	Temple Band South Central Shrine Club Bowlers Corvettes Stone County Shrine Club Carthage Burn Crew SOCMO Clowns	1st & 3rd Wednesday 1st Tuesday 3rd Tuesday 1st Wednesday 2nd Monday 4th Wednesday 1st Tuesday
Captain of the Guard	White Mustangs Carthage Train Crew Carthage Shrine Club Barton County Shrine Club Sportsmen ABA Camping Club	1st Monday 3rd Wednesday 1st Wednesday 2nd Monday 4th Tuesday
Outer Guard	HOST Shrine Club Nevada Shrine Club Scenic Rivers Shrine Club	2nd Monday 4th Tuesday 2nd Wednesday

DUTIES OF THE DIVAN

Chief Rabban:	See paragraph 327.2 of Imperial By-laws Building Events Chairman Business Office Liason
Assistant Rabban:	Organize and conduct the Officers Seminar
High Priest & Prophet:	Membership Chairman
Oriental Guide:	Conduct Orientation for Novice Ladies at each Ceremonial Public Relations Chairman BATS Liason
Treasurer:	See paragraph 327.4 of Imperial By-laws
Recorder:	See paragraph 327.3 of Imperial By-laws
1st Ceremonial Master:	Organize the Ceremonials and Ceremonial dance Assistant BATS Liason
2nd Ceremonial Master:	Assist the 1st Ceremonial Master
Director:	See paragraph 327.6 of Imperial By-laws
Marshall:	Organize & coordinate Shrine parades and assist with Civic parades. (Includes obtaining parade permits, maintaining protocol, procedure, arranging parade lineups and notifying Units of parades approved by the Potentate)
Captain of the Guard:	Organize the checking of dues cards when required
Outer Guard:	Assist the Captain of the Guard

HISTORY OF ABOU BEN ADHEM TEMPLE

“Abou Ben Adhem (may his tribe increase!)” ... are names taken from a poem by Leigh Hunt. Abou Ben Adhem Temple, which dedicated its Mosque in 1923, is in Springfield, Missouri, and serves the southwest part of the state. The Temple was chartered July 9, 1903, becoming the 89th charter granted by the Twenty-Ninth Imperial Session at Saratoga Springs, New York.

On October 15, 1903, Abou Ben Adhem was instituted in the Baldwin Theater by the officers of Ararat Temple in Kansas City, Missouri, and officers were installed by Imperial Potentate E. T. Allen. The first officers were R. P. Halderman, Potentate; John L. Schneider, Chief Rabban; W. A. Hall, Assistant Rabban; Robert E. Lee, High Priest & Prophet; and J. S. Newbill, Recorder.

The first class of novices numbered ninety-nine, with meetings held in the Masonic Hall. The first authorized purchase was for two cuspidors. Through voluntary contributions, a brick building was erected in 1906 for the joint use of Masons and Shriners. The imposing temple of brick four stories high, at 305 East Walnut Street was valued at one hundred thousand dollars. It contained three large rooms for lodges, with ample space for paraphernalia, cloakroom, library, reception parlors and one of the best arranged banquet rooms in the city.

The Shrine room was of artistic beauty, containing a balcony and stage. In the Temple the following bodies held their sessions: United Lodge No. 5, Solomon Lodge No. 271, Royal Arch Chapter No. 15, St. John's Commandery, Zabud Council, Abou Ben Adhem Shrine, Crescent Chapter No. 21, and the White Shrine of Jerusalem. The Walnut Street location now houses the Vandivort Hotel which is next to the Springfield Little Theater.

As membership grew, the Temple voted on October 28, 1920 to erect a Shrine Mosque near the center of the city on St. Louis Street at Kimbrough. Early photographs show only a dirt road to the west of the Mosque. The site was purchased in 1920 from the Frank Hermann Saddlery Company for \$20,000. Architects for the building were Heckenlively and Mark, both Shrine members, with Carl Mark having been a Past Potentate. The contractor was John Olsen. The contract was let October 1921, with cornerstone ceremonies held March 24, 1922. The four-story Mosque was built at a cost of over \$600,000, featured seating for 4,750, a stage 45 x 50 ft., a separate dining hall 100 x 150 ft., kitchen facilities, dressing room facilities, clubrooms, and lounges. The building was described as “architectural grandeur combined with artistic Arabic design...the tangible dreams and plans of nobles for many year.” “The building is like the Shrine...modern with Arabic decorative expression.” Of brick exterior with polychrome terra cotta trim, the building uses all forms of arch common to Mohammedan architecture, the semicircle and horseshoe. The stage was second in size only to that of the Metropolitan Opera in New York City, while the pipe organ purchased for \$50,000 was the largest west of the Mississippi at the time of its installation. The pipe organ has since been removed. A beautiful stained glass window, two years in construction by artisan Stanley Uthwatt, depicts a caravan of pilgrims riding camels to the oasis. This window is located in the Potentate's room. Another of Mr. Uthwatt's work is an eight-foot stained glass window above the stage.

Dedication ceremonies of the Shrine Mosque, November 3, 1923, were delivered by Imperial Potentate Conrad V. Dykeman, and in addition to the Patrol and Band of Abou Ben Adhem, there was representation from Al Amin, Ararat, Moila, Moolah, Mirza, Za-Ga-Zig, and Akdar Temples. Six special trains, carrying visiting Shriners, were arranged by the Frisco Railway. During the first year of operation, the building housed both the Democrat and Republican State Conventions.

HISTORY OF ABOU BEN ADHEM TEMPLE

Within the next decade following the Shrine Mosque dedication, the depression hit and the Shriners lost control of the building, occupying it largely as tenants for twelve years, when possession was lost to the bondholders in 1941. In an effective effort to protect their investment of over \$350,000, Temple members conducted a drive to repurchase the building from the bondholders in 1942. The people of Springfield and Southwest Missouri had long regarded the Shrine Mosque as their auditorium and civic center and responded with financial help. The debt on the Shrine Mosque was paid off June 15, 1945.

The Shrine Mosque has been more than a home for Shriners. Conventions, stage presentations, dances, and entertainment of many forms, including the Shrine Circus, have filled the roster of events held in the Mosque. The doors have remained open to the public. 1998 marked the 75th Anniversary of the Shrine Mosque. We are now closing in on our 100th Anniversary and are in an aggressive campaign to renovate the building.

But in retrospect, what or who among us has not undergone changes during the several decades? The dignity of the Shrine Mosque remains as a tribute to the Shriners for having built it.

Abou Ben Adhem has supported the locations of Shriners Hospitals for Children System including the Burns Institutes, Orthopedic Hospitals, Outpatient Clinics, Ambulatory Care Centers and tele health sponsored by the Shriners. Each year contributions have been made from money-raising activities for this fine philanthropy, and many children from the area have been sponsored by local Shrine Clubs and Units and the Temple to become patients at the hospitals. Additionally, Abou Ben Adhem has heartily supported the \$100 Million Dollar Club to promote bequests for perpetuation of the Shrine hospitals.

The Temple is proud to have been the home of Imperial Potentates of the Shriners of North America, George Olendorf, who served in 1941; and Dr. F. T. H'Doubler, Jr., who served in 1980-81.

SHRINE MOSQUE PRESERVATION ASSOCIATION

In the Springfield Downtown District, residing alongside the Historic Route 66, the historic Shrine has stood as an entertainment center for nearly a century. Opened in 1923 by the Abou Ben Adhem Shriners, the historic Shrine retains much of its unique original character and architectural elements. For almost 100 years the building has served as a historic venue for performers and national dignitaries, stage-plays, lectures and musical reviews. Today, with the enthusiastic support of the local community, The Shrine Mosque Preservation Association, in partnership with the Abou Ben Adhem Shriners, is engaging in a campaign to restore the historic Shrine. A campaign to refurbish the historic Shrine seeks support to return the entertainment venue and community center to its 1920s glory by updating the main auditorium and preserving the outer exterior. This campaign will also create opportunities for future efforts to create a dynamic venue to support local performing arts and arts education activities.

“Our historic places and buildings help tell the story of our communities, who we are and how we lived. They are the tangible links to our past and the physical representation of the people and events that shaped our unique history.”

SHRINE MOSQUE PRESERVATION ASSOCIATION

This grand venue was designed by Springfield architects – Heckenlively and Mark - and no other building in Southwest Missouri has the unique visual appeal as the historic Shrine. In spite of deterioration over the years, the historic Shrine has retained many of its original elements from the paneled wood and stained glass windows to the chandeliers and hand tiled floors. At its creation, the historic Shrine was the largest performance venue west of the Mississippi and second largest stage of the entire nation! Restoring the Shrine will not only save a local historic landmark, but provide a source of pride for southwest Missouri.

Initial historic Shrine renovation efforts are geared towards developing a performing arts and community venue for the Springfield area and southwest Missouri. Local live performances and community events will be part of the building's offerings year round.

Returning the historic Shrine to its role as a primary entertainment venue and community focused facility will promote economic development in downtown Springfield which is central to the vitality of the community. This will also impact the community's perception of the downtown as a whole. It is envisioned as a central part of broader redevelopment projects to bring people downtown, and thus influence the addition of shops and restaurants.

The entertainment venue will benefit all income levels and provide entertainment in a central, walkable location. In addition to new jobs being created for the historic Shrine, the resulting increase in traffic-flow in the downtown area will support existing businesses and help provide the population flow desired by entrepreneurs.

While this is targeted at bringing the entertainment venue to downtown Springfield, the opportunities exist for providing an intimate to grand venue for local arts and community groups. From concerts to the opera or non-profit events, a newly renovated Shrine will offer programming which appeals to everyone in our diverse community.

“Historic preservation has proven to be an effective tool for a wide range of public goals including small business incubation, affordable housing, sustainable development, neighborhood stabilization, center city revitalization, job creation, promotion of the arts and culture, small town renewal, heritage tourism, economic development, and others.”- Advisory Council on Historic Preservation

Thank you for your support!

DIRECTING ACTIVITIES OF A CLUB / UNIT

Although you were elected as Rajah of your Shrine Club, or President, Captain or Commander of your Shrine Unit, your term of office does not begin until you are approved by the incoming Potentate, installed into office and the Potentate taken office for the year. The Potentate has the power and duty under Imperial Shrine Law to replace an elected or appointed officer, if he believes it to be in the best interest of the Temple.

No Noble may hold any office until their current years ABA dues are paid.

When a Shrine Club or Unit has been established under the guidance and leadership of the parent Temple, it should be off to an excellent start. The Potentate would not have given his approval to the organization if he had not been convinced that a sufficient active membership potential existed. Although the Potentate and his Divan stand ready at all times to extend extra effort to help new clubs and units, as well as older ones with problems, what your club or unit accomplishes and how you do it is your responsibility and the decisions are yours.

For a club or unit to be successful, careful planning and organization of the entire year's program is imperative, with careful attention to stimulation of the membership interest. You should consider appointment of the following committees:

**Membership
Public Relations**

**Children's Hospital
Program & Entertainment
Ways & Means**

**Hospital Transportation Unit
Temple Building Fund**

As soon as the chairmen of the functional committees of the club are appointed, and they and their committees have been reported to the Temple, these chairmen should be called to a special meeting with the club officers so that the purposes of their committees may be outlined and a discussion conducted to decide the detailed procedure by which they should manage their program for the year.

It is highly important that the officers and working committees continue to meet periodically for a meeting of the minds, so to speak, and then goals of the committees and the club might be realized.

It is the duty of each committee chairman and his committee members to take the lead in performing their assigned duties, but you must be the leader in encouraging dedicated performance and the cooperation and assistance of all members.

MEMBERSHIP

Membership is the life blood of our Temple. To keep our Temple strong, it is important to maintain an active membership drive at all times and see that newly created nobles are added to the rolls and urged, on a personal basis, to attend the club and unit meetings for the first several months following their creation. It is normally a good idea to assign new members to Program Committees or Functional Committees and give them something to do.

PUBLICITY

Publicity and public relations should be emphasized to the utmost throughout the year. Pictures and interesting articles, including as many local names as possible, should be furnished to the local news media and to The Shrine News. (Do not send in the minutes of your meeting – send in a news article.) Make certain that there is adequate coverage over the given area of the Shrine Club or Unit jurisdiction of Shriner availability for the proper handling of childrens needs. (See page 37-38 for more on Public Relations.)

MEETINGS

Planning for meetings begins when you receive the gavel and ends when you relinquish it at the end of your term. The specific planning for each individual meeting starts long before the meeting

DIRECTING ACTIVITIES OF A CLUB / UNIT

date and is completed just before the meeting, but remaining flexible enough to permit changes at the last minute or even during the meeting.

Meeting Place: You should make every effort to secure an appropriate meeting place which is easily accessible to your membership. If a meal is to be served, which is not prepared by the organization, a restaurant which consistently serves good but varied menus should be selected. If the meeting will include an "attitude improvement hour," clearance must be obtained from the operator of the meeting place.

Meeting Dates: It is recommended that meetings be held on the same week night each month with changes in meeting dates or places being made only after careful consideration of the adverse effects of such a change. Your meetings should never conflict with another Masonic meeting in your area, and, of course, it should not conflict with a Temple function. Any change considered in your meeting day requires approval by the Abou Ben Adhem Board of Directors, and may require a bylaws amendment.

Conducting Business with Guests Present: Club and Unit business should not be conducted with non-masons present. Guests should be asked to retire from the meeting or business should be tabled.

Inviting the Ladies: Clubs and units within our jurisdiction have different ideas concerning ladies' night functions. It is understood that local situations may, to a great extent, dictate the type of meeting held. However, most successful clubs find that stag nights best serve the interest of the club and handling of the more serious club or unit business. Attention most certainly must be given to the ladies, and any year's plans should include one or two ladies' nights with particular emphasis on programming and entertainment which would be suitable for the occasion. On ladies' nights, business should be held to a minimum with such reports as those on children sponsored to Shriners Hospitals, sick and shut-ins, short announcements, etc.

Programs: You and your vice-president should work with your program chairman and his committee in order to provide a variety of programs to create interest and a desire to be present at every meeting. Often, the vice-president is placed in charge of program arrangements and other programs should be the work of the Shrine from the local level to the Imperial level. Programs should be no longer than 30 - 40 minutes; prolonged programs will cause members to lose interest.

Meeting Notices: The secretary is responsible for notifying all members of the date, time and place of the meeting. Some reference to the program should also be included. The Potentate and your Temple Representative should always be sent notice of meetings and consideration should be given to sending notice of meetings to the remainder of the Divan so they can help create enthusiasm and attendance at the meetings.

Meeting Room Arrangements: Arrangements should be made in advance for seating for slightly more than the anticipated attendance. You should also make sure that the meeting room has adequate ventilation to dissipate body heat and cigarette smoke. The head table should be arranged to include sufficient seating for club or unit officers, the program presenter, and any Temple dignitaries. A lectern, a gavel and gavel block, a public address system, the U.S. flag, and a sheet for visitors and dignitaries to sign (for use in introductions) are also generally necessary.

Refreshments: Those organizations desiring a cash bar should give careful consideration to its operation. The State Liquor Laws must be strictly complied with and no alcoholic drinks may be provided to Nobles under the age of 21 years. Many clubs and units rely upon a cash bar for additional income. It is difficult to clear expenses on a cash bar if the drinks served are three-fourths liquor. In addition, the level of decorum at some meetings is directly related to the

DIRECTING ACTIVITIES OF A CLUB / UNIT

alcoholic content of the members. Therefore, your bartenders should be chosen for their maturity and discretion in serving. No member or guest should ever be served if he is obviously intoxicated. No drink should ever be mixed with more than one shot of liquor. Your bar should be open no longer than one hour before the start of the meeting and should be closed during the meeting.

Meeting Agenda: By the authority invested in you as President of your club or unit, you will preside at the meetings. You are in complete charge. You will govern by diplomacy, never forcing your own convictions on members, yet directing them to avoid “pitfalls” and toward a good constructive program. As presiding officer, you should be familiar with the elementary parliamentary usage. It is advisable to have a copy of the club’s constitution and by-laws and the Abou Ben Adhem Handbook with you while presiding. The order of business is usually outlined for you by custom or law. With the assistance of your Representative, club officer and members, you may improve on it. Plan an order of business and use parliamentary procedure; yet, there is a time and place for informal procedure if not carried to extremes. You should have your business agenda well in mind and keep the meeting moving along rapidly and smoothly. The following is a good outline to follow for your meeting agenda.

1) Call to Order - You will start by calling the meeting to order on time as quietly and orderly as possible. The Chaplain, or some Noble, should be recognized and asked to give the invocation. Arrangements for this will have been made in advance. The Pledge of Allegiance to the Flag should follow and a Noble should be asked to lead. If a meal is to be served, it should follow at this point. If a serving line is used, the Club President, and his lady, if a mixed group, leads the line, followed by the Potentate, Divan Representative, Divan and Temple Trustees. Designating the order of the tables to enter the line will often help prevent a rush to the serving line by all members at one time.

2) Program - Any program, particularly if presented by a nonmember, should be presented immediately following the meal so that the person, or persons, on the program may leave following their presentation and not have to sit through your business meeting, which may be of absolutely no interest to them.

3) Minutes - Next, the Secretary may be recognized to read the minutes of the previous meeting after which you may declare that, in absence of any corrections, the minutes stand approved as read. Many clubs dispense with the reading of the minutes. The Treasurer may then be called upon for a brief financial report.

4) Temple Rep - The Temple Representative, if in attendance, should be recognized. He will normally recognize and introduce Temple dignitaries in attendance. He will also mention upcoming Temple and Masonic functions and convey any items of importance from the Potentate.

5) Introductions - Following the Temple Representative, you should be careful to introduce any visiting Rajahs, visiting Shrine Clubs and any foreign fezzes.

6) Blue Lodge Report - Many clubs and units are finding it desirable to recognize one of the local Masonic leaders for a Blue Lodge report concerning upcoming Blue Lodge activities, degrees to be conferred, and degrees conferred by the local lodge during the past month.

7) Committee Reports - Should then be called for, followed by any unfinished business. Finally, any new business may be handled. Avoid, if possible, unnecessary business from the floor which could cause arguments and discussion. These generally do not occur if the officers and committees are maintaining close touch with the membership, but if this does occur, they can best be handled by reference to a standing committee for a report and recommendations at the next, or a later, meeting.

DIRECTING ACTIVITIES OF A CLUB / UNIT

8) Announcements - It is essential that you keep the members informed. This can be done by committee reports, your remarks, or comments from the nobles. Birthdays should be recognized. Reports on sickness should be made. Every member should be advised to hold himself responsible for calling on sick friends.

9) Closing - Remember to thank or recognize anyone who has helped you in any way. Invite the visitors to return.

Every effort should be made to adjourn an evening meeting by 9:00 PM. Adjournment, of course, should be accomplished with a prayer of benediction.

TEMPLE REPRESENTATIVE

Your Temple Representative is the direct connection you and your club have with the Temple. He is available to advise and answer questions on all Shrine matters. Also, your Potentate, Temple Representative and the Representative's driver will be comped by the clubs and units for meals. He should be made to feel he will have your best interests at heart. Any exchange of inquiries, information and suggestions should be given full consideration. But he is only there to assist you. He is not a monitor of your activities and he should not be asked (or allowed) to make your decisions. You are the captain of your ship -- RUN IT!

OFFICERS

Your officers and committee chairman are requested to attend all the meetings at the Temple or its related committees, as the case may be. This, coupled with the presence of your Temple representative at your meetings, will do much to create a close relationship between clubs and units in the jurisdiction and permit an exchange of ideas not otherwise possible. It will also keep your membership fully informed of Temple and club business. Keeping the lines of communication from the Temple to the Nobility open will avoid many problems.

Within the jurisdiction of Abou Ben Adhem, the clubs and units have in their by-laws or customs a wide variety of methods by which their officers are elected from year to year. Many of the more successful clubs and units have found it very beneficial to establish for its officers an orderly progression from the office of Secretary to Treasurer to Vice-President to President. This procedure ensures the election of well-trained and qualified nobles as officers to lead the club who are fully aware of its every activity. If this procedure is followed, there will be names submitted to the clubs and units of individuals who have shown both their ability to lead in committee services and their willingness and capability to accept responsibilities. It is recommended that a Shrine Club select the nominee for

Secretary from different geographic areas within its membership area from year to year, so that all of its membership may be fairly and fully represented. The detail of writing or typing meeting notices should be managed electronically. Notices should be mailed to members that do not have access to electronic communications. Eliminating this confining detail from the job of secretary will make it easier to obtain the services of a much better qualified person to accept the position, which puts him in line to move up to the club Presidency.

When this regular procedure of election to the office of club or unit President is followed, a new President-elect can easily predetermine this appointment prior to his installation as President, so that this transition can be made in the smoothest possible manner, with no breakdown in authority or operation.

The new Rajah or Unit Head and Vice Rajah or next in line shall be present at the officers seminar and at all Ceremonials to be introduced, so that the new Nobles will have the opportunity to meet the leaders from their area.

The head of each unit that plans for his unit to travel to an Imperial or a C.S.S.A. shall notify the Temple Business Office.

DIRECTING ACTIVITIES OF A CLUB / UNIT

ELECTION OF OFFICERS

The following procedure is strongly recommended for election of officers.

At the August meeting, a Nomination Committee should be appointed. Present officers should not be included. Past unit or club presidents usually make excellent appointments for the Nomination Committee. One person should be designated as chairman with the responsibility to call a meeting and to report back to the club or unit at its September meeting.

The report of the Nominating Committee should be received and placed on the agenda for the October meeting.

At the October meeting, the report should be read again and then additional nominations should be entertained. It is not necessary to second a nomination. If there are no nominations, it is appropriate to entertain a motion that the rules be suspended and that those nominated be declared by a unanimous vote of the members present.

IMPORTANT: *As soon as the new officers have been nominated, the Pocket Calendar information page should be completed. You will find this form in the back of this handbook on page 37. As soon as the election meeting is adjourned, before the new officers have a chance to leave, call the newly elected officers together and fill out the Club & Unit Information Form. These forms are also in the back of this handbook, on pages 31-32. You will also receive one in the mail from the Temple. Please bring these forms to the Officers Seminar.*

Arrangements should then be made for installing the new officers at the next meeting by the Temple Representative or the Potentate or they can be installed at the Temple Annual Meeting.

When a slate of officers is installed prior to the new Potentate taking office, they are not officially officers until the new Potentate is installed and has approved the slate of officers for that year. **No Noble may hold any office until their current years dues are paid.**

General Order No. 1 Office of the Imperial Potentate Series of 2019-2020

UNIT AND SHRINE CLUB LEADER INFORMATION

(a) Election of Officers: The election of Club/Unit officers shall be held on or before October 31st each year.

(b) Duty of Club/Unit Secretary: It is the duty of the Club/Unit Secretary (or the person performing those duties regardless of title) to:

1. On or before November 30th of each year, provide to the Temple Recorder or update within the WebFez membership tracking system the presently elected Club/Unit officers for the ensuing Shrine year including verified name, address, telephone number(s), e-mail addresses and other relevant information.

2. On or before December 31st of each year, provide to the Temple Recorder or update within the WebFez membership tracking system the list of Club/Unit members for the ensuing Shrine year including verified name, address, telephone number(s), e-mail addresses and other relevant information.

3. Should the Club/Unit Secretary (or the person performing those duties regardless of title) update the information above directly into the WebFez membership tracking system, they must then notify the Temple Recorder on or before the respective dates that the information has been verified and that the directives listed above have been completed.

DIRECTING ACTIVITIES OF A CLUB / UNIT

IMPERIAL BY-LAWS

The following Imperial By-laws are furnished for guidance.

ARTICLE 35 - PROHIBITED PRACTICES

335.1 *Unlawful Activities*

It is unlawful for any temple, or any unit or club under its control, or any group of its members, or any member acting for or on behalf of the temple, to promote or take part in any engagement or enterprise prohibited by the law of the land.

335.3 *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 a temple or Noble without the written consent of the Imperial Potentate and the chairman of the board of trustees of the Hospitals is prohibited.

AMEND. 1976, 1996

335.4 *Hospital Operation*

(a) Prior Approval. A temple or Noble may not solicit funds or accept real estate, money, securities or other property for purposes connected with the building, launching, maintenance, or operation of hospitals for children, or similar projects, without first obtaining written consent from the board of directors of Shriners International.

Amend. 1974, 1996

335.6 *Furnishing List of Names*

(a) Temple. A temple or Noble:

(1) May furnish a list of members of the temple to national Shrine magazines for the sole purpose of soliciting subscriptions.

(2) May furnish a list of members of the temple to others solely for fraternal purposes for the benefit of the temple and then only upon such terms and conditions as directed by a resolution duly adopted by the temple.

335.10 *Female Organizations*

(a) Prohibition. A temple may not organize, or sponsor, a female unit or any uniformed body of women.

(b) Restriction. A temple may not organize, or sponsor, 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.

Amend. 1969

ARTICLE 36 - TEMPLE UNITS

336.1 *Control by Potentate*

The units are a part of the working corps of the Temple and are under the control of the Potentate and must be composed wholly of Nobles.

336.2 *Public Exhibitions and Civic Parades*

(a) Shriners Only. Notwithstanding the provisions in §335.11, in parades of temples 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.

Amend. 2017

(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.**

DIRECTING ACTIVITIES OF A CLUB / UNIT

(c) Potentate Approval. No temple 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 are under the auspices of the temple with which they are identified and are not permitted in any place outside the temple's jurisdiction except with the consent of the potentate of the temple having jurisdiction.

(e) No Compensation. Units and their members are prohibited from accepting any reward or compensation for participating in parades and exhibitions.

Amend. 2013

(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.

Add. 2016

ARTICLE 37 - SHRINE CLUBS

337.1 Organization of Nobles

(a) Organization of Nobles. 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 a potentate of a temple or, if no temple has been chartered in the state where the Nobles wish to organize, then only with the official authorization of the Imperial Potentate or his designee.

Amend 2010

337.2 Shrine Club Nobles

All Nobles who are members of a Shrine are amenable to the bylaws and regulations of the authorizing temple, whether they are members of the temple or another temple.

337.3 Control

The Shrine club is under the control of the Potentate of the authorizing temple and he must approve any bylaws or amendments thereto adopted by the club before they can become effective.

337.4 Exclusive Jurisdiction Territory

A Shrine club is under the control of the Temple having exclusive jurisdiction over the territory in which the Shrine club is located.

CONCLUSION

REMEMBER:

Try to make every member understand and be aware that he is needed, his time and energy is wanted and that the club activities are truly for him.

Strive to make every club or unit the best and foremost of Abou Ben Adhem Temple. After all, personal satisfaction in a job well done is your chief reward in serving as President of your Shrine Club or Unit.

FUND-RAISING POLICIES & PROCEDURES

INTRODUCTION

Because Shriners have been the driving force behind Shriners Hospitals for Children, it has become natural to associate the Fez with this charity. However, the Shrine of North America and Shriners Hospitals are separate and distinct legal corporations.

Shriners Hospitals for Children is incorporated in the state of Colorado, and it operates numerous locations. Its purpose is to provide medical care to children with disabilities without regard to race, creed, sect, or nationality. The treatment for the children is provided at no cost. This is the charitable corporation.

The Shrine of North America is incorporated in the state of Iowa and it presently has 191 unincorporated fraternal associations in Canada, Mexico, the United States and Republic of Panama. We know them as Shrine Temples. This is the fraternal corporation.

A study done by Shriners International Headquarters found that Shrine Temples conduct more than 2,000 fund-raising activities annually. Many of these fund-raisers are strictly for the Temples – and this is perfectly acceptable. Other fund-raising activities are for the benefit of Shriners Hospitals for Children – and this is also perfectly acceptable.

However, the individual purchasing a ticket, product, etc., or the donor, should be advised, in advance, how the proceeds will be used. This section is intended to provide guidance to the Temples, units, clubs and Nobles in their fund-raising activities so there can be no criticism directed at them that the solicitation did not conform to the requirements of the law or was deceptive or misleading.

Types of Fund-raisers

There are two types of Shrine fund-raisers – Charitable and Fraternal.

Charitable Fund-raisers – Where 100 percent of the net proceeds benefit Shriners Hospitals for Children. (See page 18.)

Fraternal Fund-raisers – Where the net proceeds benefit the Temple, which in turn may distribute them as it sees fit. For example, profits may be disbursed to the Temple general fund, a building fund, to clubs and/or units, to Shriners Hospitals for Children, to local community or Masonic related projects (DeMolay, Masonic Home, etc.) or any combination thereof. (See page 19.)

PROCEDURES THAT APPLY TO ALL SHRINE FUND-RAISING ACTIVITIES

All fund-raising must comply with the laws of the jurisdiction where the activity takes place. This includes national, state, county and city laws.

The use of the name Shriners Hospitals is governed by Section 503.11 of the bylaws of Shriners Hospitals.

All fund-raising is governed by General Orders as may be issued on that subject by the Imperial Potentate.

All contracts must be reviewed and approved by the Temple Potentate after receiving the advice of the Temple attorney.

All fund-raising promotional materials (including Temple publications) must include a statement indicating the major entity benefited by the funds [Statement of Purpose]. (see page 18)

Protocol for Alcohol, Catering or Picnic Licenses **MUST BE FOLLOWED!** This affects all of our fraternity!

FUND-RAISING POLICIES & PROCEDURES

AND MOST IMPORTANTLY...

Imperial Law requires that all fund-raisers must be covered with a minimum of \$1,000,000 in comprehensive general liability insurance, and shall include at least minimum limits for voluntary medical payments for injury to members and guests as well as fire and explosion, and legal liability for any leased premises.

Approved club and unit fund-raisers are provided this insurance by Abou Ben Adhem Temple. Contact the Temple Business office if you have any questions concerning insurance coverage requirements.

YOUR FUND-RAISER MUST BE APPROVED IN WRITING BY THE POTENTATE FOR THESE INSURANCE COVERAGES TO BE IN PLACE!!!

Statements of Purpose

All fund-raising promotional materials must contain a STATEMENT OF PURPOSE. Below are examples for each type of fund-raising activity.

For charitable Fund-raisers:

“Proceeds from this (activity, event, etc.) are for the benefit of Shriners Hospitals for Children.”

For Fraternal Fund-raisers:

“Proceeds are for the benefit of Abou Ben Adhem Shriners _____ club/unit activities..”

Disclosure

All fraternal fund-raisers must include the DISCLOSURE that states the payments are not tax deductible.

Disclosure (for Fraternal Fund-raisers):

“Payments are not deductible as charitable contributions.”

Disclaimer

All fraternal fund-raisers must include the DISCLAIMER.

“Entrants agree to hold harmless _____ club/unit and Abou Ben Adhem Shriners from any loss, damage or injuries.”

Note: All Fraternal fund-raising materials must include both the Statement of Purpose, Disclosure, and Disclaimer as three separate sentences. Always state who, what, where, when, start & end time, & if open to the public. This becomes more important when posting on social media.

Charitable Fund-raisers Example:

Proceeds from this (activity, event, etc.) are for the benefit of Shriners Hospitals for Children. Entrants agree to hold harmless _____ club/unit and Abou Ben Adhem Shriners from any loss, damage or injuries

Fraternal Fund-raisers Example:

Proceeds are for the benefit of Abou Ben Adhem Shriners _____ club/unit activities..Payments are not deductible as charitable contributions. Entrants agree to hold harmless _____ club/unit and Abou Ben Adhem Shriners from any loss, damage or injuries.”

FUND-RAISING POLICIES & PROCEDURES

CHARITABLE Fund-Raisers. It should be emphasized at this point that a Noble (in his capacity as a Shriner), a Shrine Temple, club/unit, an organization of Nobles, or affiliated/appendant corporations SHALL NOT engage in a charitable fund-raising effort other than for the benefit of Shriners Hospitals for Children.

When a decision is made to conduct a charitable fund-raiser, the responsible Noble (club/unit president, committee chairman, etc.) must submit a written request to the Temple Potentate having jurisdiction thereof. A Fund-Raiser

Approval form is included in this Handbook. You may make as many copies of this form as you need throughout the year. If he approves, the Potentate must then obtain the written consent of the Imperial Potentate and Chairman of the Board of Trustees. This request shall be sent to the Executive Vice President-Fraternal, International Shrine Headquarters, P. O. Box 31356, Tampa Florida 33631-3356.

Final approval for a charitable fund-raising activity is effective upon the Temple's receipt of a Charity Activity Form. If the Imperial Potentate and Chairman of the Board of Trustees denies a request, the Temple Potentate will receive a full explanation in writing.

One hundred percent of the net proceeds from charitable fund-raisers must be given to Shriners Hospitals for Children.

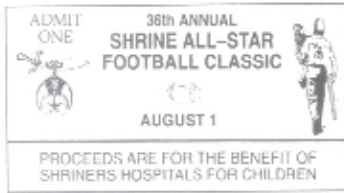


Fig. 1 - Sample ticket for Charitable Fundraiser

Net proceeds for this event benefit the Shriners Hospitals for Children. Entrants agree to hold harmless the Shriners Hospitals for Children and Abou Ben Adhem Shriners from any loss, damage or injuries.

Expenses for operating the event must be actual, and no labor charges can be made for volunteer work by Shriners and for their families.

Under certain conditions, existing General Orders allow the use of a portion of funds raised for the hospitals to be used for patient transportation. (See "Special Purpose Funds" section of General Order #I for complete details.)

All solicitation materials, tickets, programs and documents must include factual information (Statement of Purpose) regarding use of the proceeds. Information about our hospitals (obtainable from the Imperial Public Relations Department), such as patient success stories, facts and figures, photos or other appropriate material, may be used in programs for charitable fund-raisers.

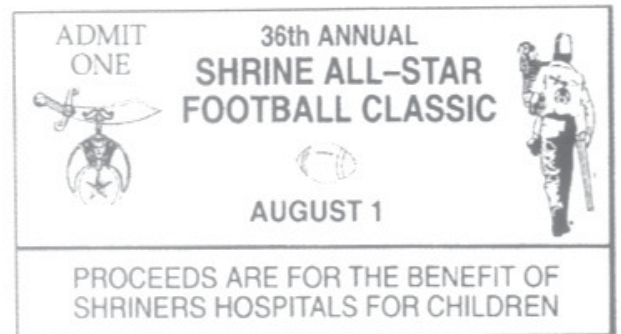


Fig. 1 - Sample ticket for Charitable Fundraiser

The Temple must report the results of each charitable fund-raising activity within sixty (60) days of the activity to Shriners Hospitals for Children on the Charity Activity Form provided to the Temple. A Temple that fails to remit the net proceeds within sixty days of the activity shall be assessed interest retroactive to the date of the activity. The Temple shall maintain detailed financial records of all fund-raising activities involving Nobles, clubs, units, and organizations of Nobles or affiliated appendant corporations for a period of seven years. Details of all revenues and disbursements shall be maintained in such financial records.

FUND-RAISING POLICIES & PROCEDURES

FRATERNAL Fund-Raisers. A Noble (in his capacity as a Shriner), or a Shrine Temple club/unit, or an organization of Nobles or affiliated appendant corporations must obtain the prior written consent of the Temple Potentate having jurisdiction thereof before engaging in any fund-raising activity. A Fund-raiser approval form is included in this Handbook . You may make as many copies of this form as you need throughout the year. *There can be no representation, express or implied, that the proceeds will be for the benefit of Shriners Hospitals for Children.*

When the Potentate gives his written consent for a fraternal fund-raising activity, a copy of the same shall be mailed to the Imperial Recorder. Further, any printed materials pertaining to the fund-raising activity shall be promptly sent to the Imperial Recorder if so requested.

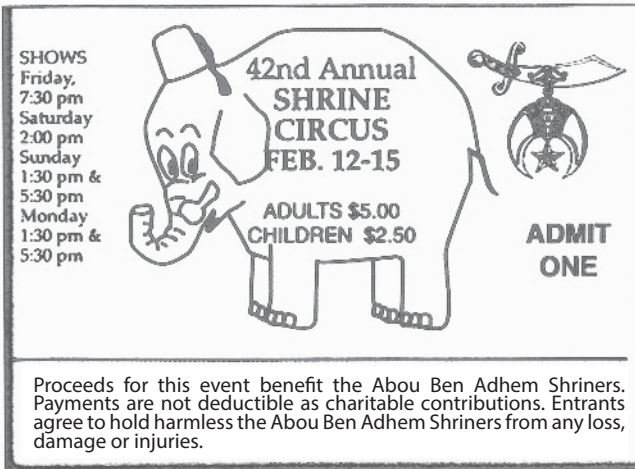


Fig. 3 – Sample Ticket for Fraternal Fundraiser

All promotional material, tickets, programs and documents must contain a Statement of Purpose, Disclaimer and Disclosure. [See Figure 3.] information about our hospitals may be used in programs for **fraternal** fund-raisers *provided that each contains the appropriate Statement of Purpose and Disclosure.*

This information must appear in a *conspicuous* location using **lettering bold enough** to be easily read. **Programs** and **other 'booklet'** type materials *must include* the **Statement of Purpose** and **Disclosure** on the front cover or the first page 'See figure 4.

The Statement of Purpose, Disclosure and Disclaimer should also be included as a part of each fund-raising activity advertised in Temple publications.

The Temple shall maintain detailed financial records of all fund-raising activities involving Nobles, clubs, units, and organizations of Nobles or affiliated/appendant corporations for a period of seven years. Details of all revenues and disbursements shall be maintained in such financial records.

FURTHER INFORMATION

If you have any questions regarding the proper procedures for fund-raising, you are to communicate with your Temple Representative.

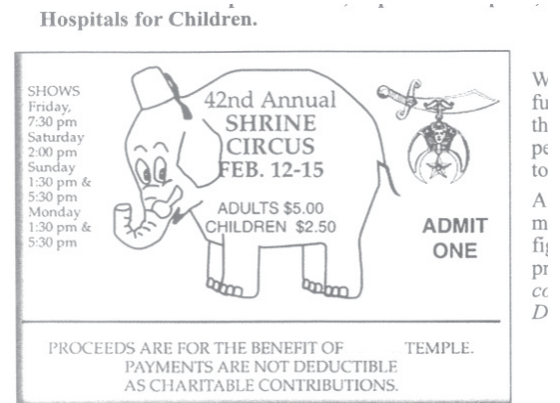


Fig. 3 – Sample Ticket for Fraternal Fundraiser

Proceeds for this event benefit the Abou Ben Adhem Shriners. Payments are not deductible as charitable contributions. Entrants agree to hold harmless the Abou Ben Adhem Shriners from any loss, damage or injuries.

FUND-RAISER CHECKLIST

CHARITABLE FUND-RAISER CHECKLIST

- Has written permission been obtained from the Temple Potentate, Imperial Potentate and Chairman of the Board of Trustees?
- Has the Temple Potentate reviewed and approved any necessary contracts?
- Has the appropriate insurance been obtained?
- Has the Temple Potentate examined all solicitation and promotional material to assure compliance with Shrine law?
- Have federal, state/province, and local laws been complied with?
- Has there been compliance with The Revenue Act of 1987 (if the Temple is located in U.S.A.)? (See General Order #1.)
- Has a "Statement of Purpose and Disclaimer" been included on all tickets, solicitation and promotional material?
- Has the Charity Activity Form been completed and returned to Temple Office within 60 days after the activity to avoid an interest penalty?

FRATERNAL FUND-RAISER CHECKLIST

- Has written permission been obtained from the Temple Potentate?
- Has the Temple Potentate reviewed and approved any necessary contracts?
- Has the appropriate insurance been obtained?
- Has the Temple Potentate examined all solicitation and promotional material to assure compliance with Shrine law?
- Have all federal, state/province, and local laws been complied with?
- Has there been compliance with The Revenue Act of 1987 (if the Temple is located in U.S.A.)? (See General Order #1.)
- Has a "Statement of Purpose", "Disclosure" and "Disclaimer" been included on all tickets, solicitation and promotional material, including Temple publications?

CLUB / UNIT ALCOHOL ORDERING PROCEDURE

All unit bar managers will place alcohol orders thru the Temple office. Effective, January 1, 2022

1. Bar manager will email the order to the Temple office no later than Friday for pickup on the following Friday. The email must state the date the order is needed, i.e. next meeting date of (state date) OR the event date.

Email: beth@abatemple.com.

2. An email will be sent confirming order has been received.
3. When product is received by the Temple office, the bar manager will receive an email stating the order is ready for pickup and the amount of the invoice.
4. Orders will be available for pick up from the Temple office Monday-Friday 8-5. Payment is due upon pickup by cash, check or money order.
5. Clubs/Units are responsible for Sales Tax on events that are Open to the Public.

Hot Shot orders are not encouraged and should not be necessary. However, in case of emergency, orders will be placed. Be aware the cost is significantly higher and order may not be eligible for delivery to Temple.

Purchases will no longer be allowed thru the Greeters unless in a case of extreme emergency. Greeters will only accept cash/check and must be paid at time of purchase.

Sales Tax Due

Club/Unit: _____

Month of _____, 20__

Gross Receipts for Month: \$ _____

Taxable Sales: \$ _____

Sales Tax Rate: 8.6%

Sales Tax Due: \$ _____

Amount remitted by 10th \$ _____

Event: _____

Date of Event: _____

Rajah/Treasurer Signature _____

Date Signed _____

FUND-RAISING ACTIVITY APPROVAL FORM

We _____ respectfully request permission to hold the following fund-raising activity:

____ Fraternal Purpose: The statement of purpose, disclaimer and disclosure published on its solicitation materials, tickets, programs and any documents regarding the use of the proceeds shall read: "Proceeds are for the benefit of Abou Ben Adhem Shriners _____ Club/Unit activities. Payments are not deductible as charitable contributions. Entrants agree to hold harmless _____ club/unit and Abou Ben Adhem Shriners from any loss, damage or injuries".

____ Charitable Purpose: The statement of purpose and disclaimer published on its solicitation material, tickets, programs, and documents regarding the use of the proceeds shall read: "Proceeds from this _____ (event/activity) are for the benefit of Shriners Hospitals for Children. Entrants agree to hold harmless <Club> and Abou Ben Adhem Shriners from any loss, damage or injuries."

Sponsor of the event (Unit or Shrine Club): _____

Name of Event: _____

Type of event: _____ **Date(s) of event:** _____

Physical Address of event: _____

Start time _____ a.m. /p.m. **End Time** _____ a.m./p.m.

Event is: (check one): _____ Open to the public _____ Members only

Will club/unit be selling/serving alcohol? _____ Yes _____ No

Catering/Picnic license needed ___ Yes ___ No **Advertising in Print or Social Media** ___ Yes ___ No

If raffling an item enter item value \$ _____

Requested by Rajah, President or Chairman: _____ **Shrine ID#** _____

Mailing address: _____

Phone: _____ **E-mail:** _____

Signature: _____ **Date** _____

By signing, I certify that the above event, if approved by the Potentate, will be in compliance with all Local, State and Federal Law, Shrine Law and the Abou Ben Adhem bylaws and Orders. I also state that all necessary permits, permissions and other required items not listed here will be duly filed or executed as required for the lawful hosting of this event.

The completion of the above information follows the Shrine Fund-Raising Policy and Procedures as defined in the General Order No.1 under the Fund-Raising Activities section. Do not use this form for third party fund-raising events benefiting Shriners Hospitals for Children. A separate letter must be submitted stating the event coordinator's name, mailing address and phone number.

*****Check List For Temple Use Only*****

Request Number _____ Request Received _____/____/____

_____/____/____ _____/____/____
Approved by committee/ Date Potentate's Approval / Date

Financial results received _____/____/____ File closed _____/____/____

For a charitable fund-raiser, assigned Charity Activity Event No. _____

Charitable proceeds transmitted to Imperial Headquarters: _____/____/____

RING CLUB

Certainly the secrets of the Ring Club rank among others in Free Masonry and Shrinedom, and are necessary to the success of the Ring program. This cannot be emphasized enough because one slip during the Ring race can ruin the program and cause severe disappointment to the candidates as well as sponsors who have devoted much time and money to the race.

The Ring program is designed to fulfill several purposes including promotion of the Ceremonials, increase interest in local clubs and units, and promote visitation and fellowship between clubs and units. All this while having fun and placing great honors on a deserving incoming candidate.

The Ring Race is sponsored and governed by the Ring Club and although the rules are few and simple, they should be followed as closely as possible in order to keep the race uniform and moving at an equal pace. The basic rules follow:

1. Candidate must complete & return the "Declaration for Ring Candidates" on page 27 and "Ring Candidate Questionnaire" on page 29.
2. Candidate should be physically sound.
3. Candidate must be sponsored by a club or unit who will assume financial responsibility for the campaign.
4. Candidate should declare six weeks prior to the Ceremonial.
5. Candidate must attend the required number of regular club meetings other than his own.

The potential candidate should be approached after some discussion and planning has been made by a club committee. Some points to consider are his good nature, his availability of time to travel to meetings, and his own financial situation (some expense will be incurred by the candidate such as meals, gas, costume, etc. depending on how much the club intends to contribute). The candidate should be aware of these general expenses.

After he has accepted, you need to choose a name, usually one that goes with his name or occupation, find a costume; and solicit as many sponsors as possible. Then its "Off to the Race." A delegation from the sponsoring group should plan to attend as many other clubs as possible but at least six. The better planned the schedule the more fun and less confusion you will have.

During the two months prior to Ceremonial, most clubs have Ring Candidate's Night. The attendance at these meetings will draw large crowds. Some of the clubs have great skits, but we promise good times at any club you attend. One important note, these candidates are running to have a good time and for your pleasure. Good clean fun is always in good taste -- abuse **WILL NOT BE TOLERATED** -- please don't get carried away and create the possibility of physical harm.

At the close of the campaign, a special get-together is held for all the candidates the Friday night before Ceremonial. This causes them to carry their campaign down to the wire. During this party, an interrogation is held to go over the details of the campaign with each candidate. This should be referred to as the most important and serious part of the campaign. Managers and candidates are at the interrogation and any other Abou Ben Adhem Noble who cares to attend.

The above is a brief description of the Ring Program. The program is much too complex to describe in these few words, but if you have an interest in the program and want to run a candidate, (it will be the best time you can spend for your club or unit) an officer of the Ring Club will be glad to attend one of your meetings and go into further details and assist with your plans.

DECLARATION FOR RING CANDIDATE

To: Ring Club President

We hereby declare (Name) _____

(Address) _____

(Phone) _____

(Email) _____

As a Ring Candidate for the ____ Spring ____ Fall Ceremonial of 20____.

He will be running as _____

We further declare that:

A. Our candidate is in good health except:

B. That our club or unit recognizes the financial obligations of sponsoring this candidate and campaign manager agrees to assume this responsibility.

C. That the campaign manager will be held responsible for any damages incurred during the ring race.

D. That our candidate will attend the required number of club or unit meetings during his campaign.

Campaign Manager _____

Address: _____

Phone: _____

Email: _____

Respectfully submitted

Club or Unit

Rajah or Unit Head

Abou Ben Adhem

Ring Club

As Manager of a ring candidate, it will be my responsibility to not willfully or recklessly allow endangering the physical or mental health of my candidate. This includes the forced consumption of any food, liquor, beverage, or any other substance, including any forced physical activity which could adversely affect his physical health or safety.

I have read and understand the above statement and agree not to engage in any of the activities that could endanger my candidate. Furthermore, I agree to prevent any member of Abou Ben Adhem from engaging in these activities also.

Manager

Date

Assistant Manager (Mother)

Club/Unit Running Candidate

Potentate

Candidate Name & Ring Name

RING CANDIDATE QUESTIONNAIRE

(To be filled out completely)

Name in full: _____ Age: _____

Address in full: _____

Telephone: _____ Occupation _____

Blue Lodge: _____ Email: _____

Creation Date: _____

York Rite Mason: _____ Scottish Rite Mason: _____

Creation Date: _____ Creation Date: _____

Name of Managers: (in full) _____

Address: _____

Phone: _____ Email: _____

NAME THE CANDIDATE WILL USE WHILE RUNNING FOR THE RING:

RING SIZE _____

The follow is true to the best of my knowledge:

1. While running for the "Ring," I will conduct myself at all times as a Master Mason.
2. While running for the "Ring," I will not violate any of the laws of the State of Missouri.
3. I will respect all other candidates as I would expect them to respect me.
4. I am not a Ring Candidate to promote any present business or political ventures that I am now associated with.
5. I understand that the Potentate of Abou Ben Adhem has the authority to suspend my race, at any time, without benefit of a hearing, trial, or appeal.

Signed: _____

Witness: _____

Date: _____

The candidate is to return this form to:

Ring Club
Abou Ben Adhem Temple
601 St. Louis St.
Springfield MO 65806

CLUB & UNIT INFORMATION

Please return to the Temple Business Office
601 St. Louis Street, Springfield, MO 65806

Must be turned in BEFORE the Officers Seminar.

NAME OF CLUB/UNIT _____

RAJAH OR UNIT HEAD

Name _____ Lady's Name _____
(full name, no nicknames, please)

PHONE _____ - _____ MEMBER NUMBER _____
(please include area code)

ADDRESS _____
(complete with zip code)

E-MAIL _____

VICE RAJAH, VICE PRES.

Name _____ Lady's Name _____
(full name, no nicknames, please)

PHONE _____ - _____ MEMBER NUMBER _____
(please include area code)

ADDRESS _____
(complete with zip code)

E-MAIL _____

SECRETARY

Name _____ Lady's Name _____
(full name, no nicknames, please)

PHONE _____ - _____ MEMBER NUMBER _____
(please include area code)

ADDRESS _____
(complete with zip code)

E-MAIL _____

TREASURER

Name _____ Lady's Name _____
(full name, no nicknames, please)

PHONE _____ - _____ MEMBER NUMBER _____
(please include area code)

ADDRESS _____
(complete with zip code)

E-MAIL _____

MEMBERSHIP CHAIRMAN

Name _____ Lady's Name _____
(full name, no nicknames, please)

PHONE _____ - _____ MEMBER NUMBER _____
(please include area code)

ADDRESS _____
(complete with zip code)

E-MAIL _____

CLUB & UNIT INFORMATION

Please return to the Temple Business Office
601 St. Louis Street, Springfield, MO 65806

Must be turned in BEFORE the Officers Seminar.

PUBLIC RELATIONS CHAIRMAN

Name _____ Lady's Name _____
(full name, no nicknames, please)

PHONE _____ - _____ MEMBER NUMBER _____
(please include area code)

ADDRESS _____
(complete with zip code)

E-MAIL _____

HOSPITAL CHAIRMAN

Name _____ Lady's Name _____
(full name, no nicknames, please)

PHONE _____ - _____ MEMBER NUMBER _____
(please include area code)

ADDRESS _____
(complete with zip code)

E-MAIL _____

BAR MANAGER

Name _____ Lady's Name _____
(full name, no nicknames, please)

PHONE _____ - _____ MEMBER NUMBER _____
(please include area code)

ADDRESS _____
(complete with zip code)

E-MAIL _____

CONTACT FOR INVOICES

Name _____ Lady's Name _____
(full name, no nicknames, please)

PHONE _____ - _____ MEMBER NUMBER _____
(please include area code)

ADDRESS _____
(complete with zip code)

E-MAIL _____

Person responsible for annual financial statements _____.

CALENDAR INFORMATION

Please return to the Temple Business Office
601 St. Louis Street, Springfield, MO 65806, by the date of the Officers Seminar.

NAME OF CLUB/UNIT _____

REGULAR MEETING DAY AS STATED IN CLUB/UNIT BY-

LAWS _____

MEETINGS HELD:

JAN FEB MAR APR MAY JUN JUL AUG SEPT OCT NOV DEC

CIRCLE THE MONTHS MEETINGS ARE HELD

DATES OF CHARITABLE FUND-RAISERS TO INCLUDE ON THE CALENDAR PAGES:

RAJAH OR UNIT HEAD

Name _____ Lady's Name _____
(full name, no nicknames, please)

PHONE _____ - _____ MEMBER NUMBER _____
(please include area code)

ADDRESS _____
(complete with zip code)

E-MAIL _____

VICE-RAJAH, VICE-PRES,

Name _____ Lady's Name _____
(full name, no nicknames, please)

PHONE _____ - _____ MEMBER NUMBER _____
(please include area code)

ADDRESS _____
(complete with zip code)

E-MAIL _____

PLEASE FILL IN ALL INFORMATION COMPLETELY.
YOUR COOPERATION WILL MAKE THE CALENDAR BETTER FOR YOUR USE

ANNUAL FINANCIAL REPORT FORM

REPORT OF SHRINE CLUBS AND TEMPLE UNITS

(File with Temple Office)

Name of Shrine Club or Unit		Employer Identification Number(Shrine Clubs only)	
Address		Temple Having Jurisdiction	
Place of Meetings		Charter or Organization Date	
Membership End of Year		Dates Regular Meetings Held	

FINANCIAL STATEMENTS

Statement of Activities				Statement of Financial Position			
Year Ended December 31, 2022				Year Ended December 31, 2022			
(Line # on Part VIII, pg 9, Form 990)				(Line # on Part X, pg 11, Form 990)			
REVENUES				ASSETS			
Line				Line			
1h	Contribution, Gifts & Donations			1	Cash: on hand		
2	Social Activities & Meals			1	Cash: in checking*		
2	Fraternal Meetings & Visitations			2	Cash: in savings*		
2	Dues, Initiation Fees & Assessments			2	Certificates of Deposits		
2	Fundraising Charitable (gross)			4	Accounts receivable		
3, 4, 7d	Investment Income & Net gain(loss)-Sale of Securities			8	Inventories for sale or use		
6d	Net Rental Income/(loss)			9	Prepaid expenses		
8a	Fundraising Fraternal (gross)			11-13	Investments*		
11	Sales Tax Collected						
11	Other Revenues*			10a	Land, buildings & equipment @ cost (attach schedule of property)		
	** TOTAL REVENUES		0.00	10b	Minus accumulated depreciation		0.00
(line # on Part IX, pg 10, Form 990)				15	Other assets*		
Line	EXPENSES			LIABILITIES			
5-10	Salaries, Benefits and other Compensation			a	Total Assets		0.00
11e	Professional Fundraising						
24	Telephone and Utilities						
24	Office Supplies and Expenses						
24	Taxes, Licenses & Professional Fees			17	Accounts payable & accrued expenses		
24	Interest Expense			19	Deferred Revenue		
24	Bldg Ops & Maint. (excludes depreciation-see below)			23-24	Mortgages & other notes payable*		
24	Social Activities & Meals			25	Other liabilities*		
24	Fraternal Meetings & Visitations						
21	Dues Paid to the Temple (pymts to affiliates)			b	Total Liabilities		0.00
24	Promotion & Publicity						
24	Charitable Contributions						
				NET ASSETS			
8b Part VIII, pg 9)	Fundraising (direct expenses) - Fraternal				Balance Beginning of the Year		
24	Fundraising (indirect expenses) - Fraternal				Surplus (Deficit)		0.00
24	Fundraising (direct & indirect expenses) - Charitable						
24	Members' Relations			c	Balance End of Year		0.00
24	Transfer to Temple				Plus Total Liabilities		0.00
24e	Other Expenses*			d	Total Liabilities and Net Assets Yearend		0.00
	TOTAL EXPENSES		0.00				
	Excess of Revenues/(Expenses)		0.00				
24	Depreciation						
	Surplus (Deficit)		0.00				
** If amount is greater than or equal to \$50,000 for a club, the temple's accountant must include this financial information on the annual 990 group return for this year. All unit information must be included on the temple return regardless of the amount of total revenue for the year.				NOTE: $b+c=d$ and d must = a			
				*Attach backup detail.			

INSTRUCTIONS FOR PREPARING REPORT OF SHRINE CLUBS AND TEMPLE UNITS

All information on this report complies with the Internal Revenue Service requirements for maintaining Shriners International group exemption, in addition to, complying with the Statement of Financial Position per section 337.8 of the bylaws. The form is available on www.shrinersinternational.org. If you complete the report electronically it will automatically calculate totals; as the file includes **ALL** applicable formulas. **You are not required to precede any amounts by a minus sign unless indicated.** Mail the original to the temple office sponsoring the Club or Unit by February 1st and keep a copy for your records. **NOTE:** Please disregard the line # references as they are for the tax preparer's use only.

Verify the following before you begin: The amount entered for "Balance Beginning of Year" in the Net Assets section, **must agree** with the amount reported for "Balance End of Year" on the prior year's club and unit report.

Revenue Accounts: (report all applicable line items)

There are two types of Shrine fundraisers: Charitable and Fraternal. Fundraising gross revenues must be identified by type. Include on the line "Fundraising Charitable (gross)" the total of all revenues reported on the Shrine Charity Activity Forms completed during the year. Total revenues from fundraisers for the benefit of the club, unit or temple should be reported on the line "Fundraising Fraternal (gross)". The associated expenses to sponsor the fundraiser are to be reported on the appropriate lines in the EXPENSES section.

Social activities and visitation reimbursements include the gross receipts from sale of tickets for trips, dances, fraternal meetings etc., not held for fundraising purposes.

Investment income should include all dividends and interest received during the year. Any gains/(losses) from the sale of securities should also be reported on this line. Any losses will need to be preceded by a minus sign, as well as, any losses reported on the rental income line.

Expense Accounts: (report all applicable line items)

Salaries, Benefits and Other Compensation must be reported as a separate line item; as the IRS requires this be broken out on the IRS Form 990. This includes wages, other employee benefits, pension plan accruals and payroll taxes.

Fundraising expenses are broken down by direct and indirect as they pertain to fraternal and charitable fundraising activities. Report these expenses on the appropriate line provided.

Social activities and visitations include all costs of entertainment, transportation, lodging, meals, etc.

Charitable Donations represent donations to SHC or HPTF. Transfer to temple represents donations to the Temple's operating and/or board designated fund.

Verify the following before submission to the temple: When the surplus/(deficit) in the Statement of Activities for the current year is added to or deducted from the Net Assets "Balance Beginning of Year," the result represents the Net Assets "Balance End of (current) Year". **Total Assets must equal Total Liabilities & Net Assets (a=b+c).**

NOTE: Detailed backup should be attached to this report for the accounts indicated by an "asterisk". For each checking and savings account, attach a copy of the December 31 monthly statement. If the monthly statement cycle is not the 31st of the month, also attach the following January bank statement. Any unusual amounts should be supported by a detailed list or explanation.

General Order No. 1 does not allow net proceeds from charitable fundraisers to be held by a club or unit. General Order No. 1 states that up to ½ net proceeds may be requested to be held by a temple to be used exclusively for hospital patient transportation expenses. The results of all charitable fundraising activities must be reported to the Temple Potentate on the Charity Activity Form and submitted to the EVP – Shriners International within sixty days of the event. A club or unit is not permitted to maintain a separate Shrine Hospital Patient Transportation Fund.

I hereby declare under the penalties of perjury that this authorization (including any accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is true, correct and complete and made in good faith. Further, I authorize the temple to include this financial information (for shrine clubs) on the temple's annual group form 990.

Sign Here: _____
Signature of Officer Preparing Form Date Title Phone Number

Chairman of Committee Date Phone Number

PUBLIC RELATIONS

Public Relations is two-fold:

How we relate to our own members, via Shrine News articles, newsletters, social media, etc.
How we come across to the public, via local news articles, press releases and parades.

It's not what we say we are, but rather the image the public forms, based on our activities and behavior. Each Noble is helping--good or bad--in almost everything he does, especially when he is wearing the Fez.

Every effort should be made by officers of all Shrine groups to encourage proper conduct in meetings and when in public. We appear in many parades and sponsor many public events and that is a time to show we are really a great bunch of guys.

ABOUT BEN ADHEM SHRINE NEWS

We use the Abou Ben Adhem News to inform each other about Temple events and happenings, and the events and happenings of the individual clubs and units.

It is presently published in a magazine format six times a year and is sent out January, March, May, July, September and November. Every attempt is made to publish and mail the News as close to the first day of these months as possible, but occasionally there are delays.

Advertising in the Shrine News is not limited to the Membership or Clubs and Units, it is open to the public. Contact the Comptroller at (417) 869-9164 or email: beth@abatemple.com for details.

Deadlines: The deadline for each issue is the first of the month before each issue. (Example: February 1st for March issue). In some cases, to keep the club reports somewhat timely, a late monthly report can be turned in by contacting: shrinenews@abashrine.com and making arrangements.

The preferred method for submitting your articles for the Shrine News is by sending the article typed in the body of an email. When you attach a file (Word, Publisher, etc) this creates several more steps so PLEASE, copy the text out of your document and paste it into the body of the email. Every effort should be made to use good grammar, correct spelling and accuracy. Please attach your photos separately. Don't paste them in a file and attach, this makes for much lower quality pictures when printed in the Shrine News.

When submitting an article, you will receive an response email letting you know we received the article. If after 24 hours you haven't received a response, please send the article again.

An article for the Shrine News is not the same as your meeting minutes. Ask your Secretary or Public Relations chairman to write a separate report. Send a report on something interesting that your club is doing or planning.

PHOTOS: If in doubt, send it in anyway. If we can use it, we will. Remember, there is not always room to use all your photos if you send several.

Submit your articles via e-mail to shrinenews@abashrine.com.

WEBSITE - abashrine.com

Our website is another great communication tool for letting other Nobles know what is going on!

Once your event, and the flier for the event, have been approved by the Potentate, email the flier to: website_committee@abashrine.com. We will get it posted in the Upcoming Events section of the

PUBLIC RELATIONS

website. When submitting a flier for the website, you will receive an response email letting you know we got it. If after 24 hours you haven't received a response, please send it again. Make sure your flyer mentions who, what, when, where, start & end time and if open to the public.

MASS EMAIL

We have a mass email program in the office that is available for your use.

WRITING A PRESS RELEASE

Shriners are among the leaders in every community, so they are "news." BUT YOU HAVE TO LET your local news outlets KNOW WHAT YOU ARE DOING!

The Noble who is appointed reporter should personally get to know the editors of the local newspaper in his community and in his immediate area.

Personal contacts will pay dividends. Made the editor aware of what the Shrine does. Make certain he understands what Shriners Hospitals for Children do for children, and that they provide medical care at no cost to children. Ask him if he knows of a child who needs help.

The best way to publicize your events and other newsworthy functions with the media is by writing and submitting a press release. Your press release should answer these questions: WHO? WHAT? WHERE? WHEN? WHY? and frequently, also HOW? Be careful to spell all names and titles correctly.

A press release should be TYPEWRITTEN and double spaced because this is easier to read to avoid errors. If the club/unit reporter does not have a typewriter, find someone in the club/unit who can type up the release. Write on ordinary typewriter paper, white and preferably 8 1/2 by 11 inches in size, the same as a letterhead. In the upper left-hand corner, include the following: From the "ANY TOWN" Shrine Club, the name of the reporter and his telephone number or numbers, and whether the story is for immediate release or for some future date. This allows the editor to know who to call if he needs additional information or clarification. Get the story to the editor promptly, he wants it to be fresh & before everyone already knows about it. If the story seems to warrant a picture, ask if a staff photographer can do it. However, if you submit a picture, don't get too many people in it and have them doing something other than smiling--remember, it's supposed to be a news picture, not a family snapshot. Keep any alcoholic beverages out of the shot and be careful about the background.

GUIDELINES FOR THE USE OF SOCIAL MEDIA

General Order No. 1 Series of 2019-2020

The following guidelines apply to the use of social media by all Nobles, personally in his capacity as a Shriner, as well as on behalf of all Shrine Associations, Temples, Units and Shrine Clubs. Nobles should always be aware that all electronic communications are permanent and may be made public, even if deleted.

All internet and cellular phone based electronic communications must:

1. Be in compliance with and conform to the Code of Ethics of Shriners International (Bylaws §210.7).
2. Reflect positively on Shriners International and Shriners Hospitals for Children.
3. Not contain content or commentary that is antagonistic, bullying, confidential, defamatory, harassing, offensive, political, pornographic, profane, racially motivated or religious.
4. Not contain a third party's copyrighted material, trademarks, service marks or other protected material.

In addition, all official Association, Temple, Unit and Shrine Club social media websites and accounts must be accessible to and controlled by more than one administrator. Violation of these guidelines may be considered in determining whether such posts constitute conduct unbecoming a Noble.

PARADES

Abou Ben Adhem Temple is most fortunate in having the finest street parade units in all of North America. All Abou Ben Adhem Units, including the Keystone Kops, Cruisers, Clowns and Temple Band, regularly bring home trophies and awards for excellence in representing Abou Ben Adhem Temple in fraternal and civic parades.

Your Potentate and Divan encourage every parade unit to participate in civic parades where possible. This is one of the finest ways we can put Shrinedom before the public. We all look forward to our own ceremonial parades, and of course, the competition and parades at Central States Shrine Association meetings.

How your unit and its members conduct themselves in these activities does much to govern whether the impression received by the spectators is good or bad. Therefore, it is important that all parade Unit Heads and Unit members be thoroughly aware of certain ground rules which must be observed in order for them to appear as representatives of our Temple.

Parades and the Units that participate in parades are governed in part by the Imperial Laws below:

1. The units are part of the working corps of the Temple and are under the control of the Potentate and must be composed wholly of Nobles. (Imperial By-Laws, sec. 336.1).

The Divan Marshall and Deputy Parade Marshall's will coordinate all Temple Parade Units participating in any parade or exhibition. These officers shall be authorized to represent the Potentate in any parade or exhibition.

2. No Temple unit is permitted to participate in a parade or public exhibition without the express approval of the Potentate. (Imperial By-Laws, sec. 336.2(c)).

Requests for approval should be made through the Business Office or your Temple Representative. In this way, the Potentate will have the opportunity to learn of civic parades which have invited Shriners to participate, and this information can be circulated to other parade units. Your request should contain as much information as possible and in particular the day, time, plan, and name and address of the person in charge of the parade. It is imperative that the club or unit notify the Business Office or your Temple Representative of your intentions to participate in a particular parade, so he can notify the function sponsor.

3. Public appearances by units are under the auspices of the Temple with which they are identified and are not permitted in any place outside the Temple's jurisdiction except with the consent of the Potentate of the Temple having jurisdiction. (Imperial By-Laws, sec. 336.2(d)).

Thus, if you desire to parade outside the jurisdiction of Abou Ben Adhem Temple, the Potentate must request and obtain permission from the other Temple's Potentate. Likewise, if you desire to invite a unit from another Temple to parade in our jurisdiction, their Potentate must approve and request permission from our Potentate.

4. Notwithstanding the provisions in §335.11, in parades of temples 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. (Imperial By-Laws, sec. 336.2(a)).

5. Units and their members are prohibited from accepting any reward or compensation for participating in parades and exhibitions. (Imperial By-Laws, sec. 336.2(e)).

This does not prohibit the receipt of trophies or similar awards, nor does it prohibit the reimbursement

PARADES

of direct expenses of a parade or exhibition. It forbids the recovery of expenses which would have been incurred even without such parade or exhibition and a unit may not accept compensation or other remuneration in the guise of "expense money."

6. No car, motorcycle, dune buggy, tractor, trailer or other motor vehicle shall be used by any Shrine unit in any parade or exhibition until proof of liability insurance coverage of at least \$100,000/\$300,000 (BI)/\$50,000 (PD) has been provided to the Temple Business Office.

7. 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. (Imperial By-Laws, sec. 335.12).

Therefore, it must be clearly understood that there will be no consumption of alcoholic beverages during same day travel to the parade or exhibition nor during the actual parade or exhibition. No one will be permitted to appear in the parade or exhibition who, in the judgment of the Potentate, Divan, Marshal, and a Deputy Parade Marshal or Unit Leader is under the influence of alcoholic beverages. Offenders shall be subject to immediate removal from the parade or exhibition (Abou Ben Adhem By-Laws, sec. **8.3**).

8. Whenever possible, all Shrine Units should be kept together in a Shrine section of a parade. It has been held to be a violation of Shrine Law if Shrine Units are mixed up with non-Shrine Units in a parade.

9. The use of sirens or flashing red lights on Shrine cars and vehicles is prohibited by the laws of the city and state and such use by Shrine Units in parades is therefore forbidden by the Imperial Council.

10. The following provisions from the Imperial By-Laws concerning wearing of the Fez.:

213.1 Fez: The exclusive head covering of the Order shall be the red Moroccan fez with a black tassel.

(a) Jewel and Name of Temple.

The name of the Temple of which the Noble is an active member, together with a facsimile of a scimitar and the portion of the jewel of the Order consisting of the crescent, sphinx head and star, may be embroidered on the fez with gold or silver bullion or silk.

(b) Titles

The Imperial Chaplain, Potentates, Past Potentates, Recorders and Divan members may have their titles embroidered in small letters in gold or silver bullion or silk beneath the emblem of the fez. Active members of official uniformed units of a Temple may likewise have the names of their units beneath the emblem of the fez.

(c) Adornment

The embroidery on the fez may be adorned with rhinestone jewels of a size no larger than those officially recognized by the Imperial Council as number 12. One pin may be used to hold the tassel in place.

(d) Fez, how and when worn

The fez shall be worn in its proper shape without crushing, creasing or alteration; and no device, ornament, title, wording or adornment other than that permitted by this section may be used on the fez. The fez may be worn only at meetings and gatherings of Nobles held under the authority of some legal body of the order. It may not be worn when or where prohibited by the Imperial Potentate.

MEMBERSHIP

MEMBERSHIP: The act of adding to the fold of Abou Ben Adhem Temple new, reinstated or transferred men who we wish to share in the fun and philanthropy of Shrinedom. It is not an easy task but one which holds great gratification. It does not happen automatically but falls on the shoulders of each member to look among the people which he comes into contact with on a daily basis. The membership committee alone cannot bring in the numbers needed to sustain our Temple. We ask, as leaders, that each of you individually encourage the members of your organizations to make a list of men who would make good Shriners and actively solicit their membership! We have put together a Membership team of dedicated men to assist you in bringing your candidate along his Masonic path into the Greatest Philanthropy in the World.

POTENTATE'S AWARD:

A Membership Award, selected and designed especially by the Potentate will be awarded to the club, unit and individual responsible for the most new candidates for each Ceremonial. In the case of a tie, the winner will be chosen based on reinstatements and affiliations. If a tie still exists, a drawing will determine the winner.

W. HAROLD OWENS, P.P. MEMORIAL MEMBERSHIP AWARD:

This award will be presented to one noble, who, in the opinion of the Potentate has made the most significant contribution toward membership each year. His name will be inscribed on the plaque in the lobby of the lower level, and the recipient of this award will be announced at the Annual Meeting in January.

CHARLES E. TAYLOR MEMORIAL AWARD:

To be presented to one noble for distinguished service to Abou Ben Adhem Temple. His name will then be inscribed on the plaque in the lobby of the lower level. The selection and presentation of this award will be by the Potentate at the Annual Meeting in January.

CEREMONIALS

Spring Ceremonial - First weekend in June
Fall Ceremonial - First weekend in December

Each candidate for membership in Abou Ben Adhem must complete a petition and all initiation fees and dues prior to Ceremonial. See page 45 for a copy of the petition form, or call the Temple business office for additional forms.

Each Ceremonial begins with registration and Candidate orientation on Friday evening, and concludes with a dance honoring the Novices on Saturday evening, for all Nobles and their Ladies.

AFFILIATION BY DEMIT

This is for a Noble who is a member of another Temple and wishes to transfer his membership to Abou Ben Adhem Temple. See page 49 for the form to use.

1. Before a Noble can apply for Affiliation by Demit, he must have been an active resident in the jurisdiction of our Temple for at least six (6) months.

2. The Noble wishing to affiliate by Demit to Abou Ben Adhem Temple is responsible for completion of the Petition to Affiliate Form. This form is available from the Temple Business office, or on page 49 of this handbook.

MEMBERSHIP

3. It is the responsibility of the Noble of our Temple to ascertain that the Noble requesting a transfer by Demit has a current dues card from his present Temple. Imperial Law states that before a Noble can transfer to another Temple, he must be a member in good standing in his present Temple. Also, if his present Temple has had an assessment, the Noble must discharge his obligation before his present Temple will issue a Demit to the requesting Temple.

4. Life membership in one Temple does not carry over to the other Temple. Both a Permanent Contributing Membership (PCM) and a Life Per Capita Membership (LPC) are transferable to the other Temple.

5. Upon completion of the Petition to Affiliate form, mail it to the Business Office, 601 St. Louis St., Springfield, MO 65806.

RESTORATION

This is for a former Noble who has been suspended for non-payment of dues in a previous year.

1. Reinstatement of a former Noble suspended for non-payment of dues in a previous year is also responsible for obtaining a copy of the current year's dues card for Blue Lodge. Imperial Law states that a Noble who has been suspended for non-payment of dues may be restored by written application accompanied by written evidence that he is in good standing in his Blue Lodge.

2 The former noble must be recommended for restoration by an active noble of Abou Ben Adhem Temple. The active noble must provide recommendation for restoration to the Temple office.

3. Send a check in the amount of the current years dues, previous year Imperial per Capita, previous year Imperial Hospital Assessment, previous year Preservation Association and a copy of current blue lodge membership card to the Business Office, 601 St. Louis, Springfield, MO 65806.

ASSOCIATE MEMBERSHIP

An Associate member is a Noble who desires to maintain membership in more than one Temple. He must pay Temple dues to each Temple in which he holds membership, but he only pays Per Capita Tax and Hospital Assessment to his home Temple.

1. The Noble who desires to become an Associate Member of Abou Ben Adhem Temple is responsible for completing a Petition to Associate form on page 51.

2. The Noble completing the Petition to Associate form must have a current dues card from his home Temple. Imperial Law states that before a Noble can become an Associate Member of another Temple, he must be in good standing in his present Temple (eligible for a demit).

3. After July 1st, one half of the annual current dues must be sent with the form.

4. Upon completion of the Petition to Associate form, please return it to the Business Office, 601 St. Louis St., Springfield, MO 65806, with the cash or check for dues.

MEMBERSHIP

TEMPLE LIFE MEMBERSHIP - Abou Ben Adhem

A Temple Life Membership may be purchased at a cost equal to 20 times the current annual dues. This pays a Noble's Temple dues for the rest of his life as long as he is a member of Abou Ben Adhem Temple. A Temple Life Membership is not transferable to another Temple. As a Temple Life Member, the Noble pays only the hospital levy, plus the annual Imperial Per Capita Tax. In the future if there are any other assessments made by Imperial, the life member would owe them. His Temple Life Membership only applies to the ABA Temple Dues.

PERMANENT CONTRIBUTING MEMBER (PCM) -Hospital Assessment

A Noble may pay to his Temple Recorder a sum equal to 30 times the current hospital levy, and thereafter he is a Permanent Contributing Member (PCM) and is exempt from the paying the hospital levy for life. This can be transferred to any Temple that he might wish to transfer. As a PCM member, a Noble pays Abou Ben Adhem dues each year.

PER CAPITA LIFE MEMBER (PCLM) - Imperial Per Capita

A Noble may pay to his Temple Recorder a sum equal to 30 times the current per capita tax, and thereafter, he is exempt from the annual per capital tax. This can be transferred to any Temple that he might wish to transfer to.

TOTAL LIFE MEMBER - All of the above.

The purchase of TEMPLE LIFE MEMBERSHIP, PCM MEMBERSHIP and PER CAPITA LIFE MEMBERSHIP relieves a Noble of payment of those applicable dues to Abou Ben Adhem Temple for the Noble's lifetime. Only the PCM and PCLM portion of a Total Life Membership is transferable.

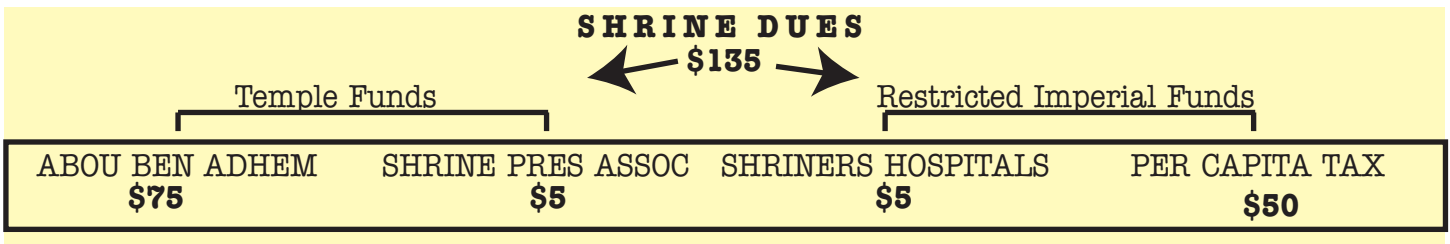
MEMBERSHIP -YOU CAN MAKE A DIFFERENCE !

WHERE DOES THE MONEY GO?

Each member of Abou Ben Adhem Temple has the right to know where our dollars come from, and how that income is distributed.

Your Shrine dues provide the income that allows all of us to enjoy our wonderful fraternity. Your dues are divided into four parts. Abou Ben Adhem dues of \$75 and Shrine Mosque Preservation Association dues of \$5 stay with our Temple. Shriners Hospitals levy of \$5 and Per Capita Tax of \$30 are considered restricted funds, and are forwarded to Shriners International.

Below is an illustration of the four major categories of your Temple dues which creates the cash flow from which we operate. Basically, everything comes under one of the four categories, with the exception of the Hospital Patient Transportation Fund, which is restricted. Income for this fund comes entirely from donations and is used exclusively for the transportation of hospital patients.



INCOME IN THESE CATEGORIES:

Temple Budget, Building Association , Shrine Mosque Preservation Association (Tax Deductible) , Fraternal Affairs

IS GENERATED FROM:

Dues, Initiation Fees, Interest Income, Fund-Raisers, Outside Building Rentals, Temple Rent, Donations, Concession Income and Temple Surplus.

AND PAYS EXPENSES SUCH AS:

Per Capita Tax, Hospital Levy, Administrative Costs, Ceremonials, Entertainment, Visitations, Promotion and Publicity, Business Sessions, Seminars, Club & Unit Expenses, Charity and Members Welfare, Temple Rent, Temple Surplus, Insurance, Utilities, Repairs, Maintenance, Salaries, Trash Hauling, CSSA, Imperial Sessions

WHILE EACH DOLLAR OF INCOME is invested (to produce interest income), each dollar is accounted for and kept in the correct category by a rather elaborate accounting system. Every penny spent is accounted for and reported to the Board of Directors and Trustees at each monthly board meeting. This insures that all monies are spent in accordance with the Nobility's wishes per the Temple budget as approved at each annual meeting.

ABA PETITION FOR MEMBERSHIP

To the Potentate, Officers and Nobles of Abou Ben Adhem Shriners, situated in the city of Springfield, State of Missouri: I, the undersigned, hereby declare that I am a Master Mason in good standing in _____ Lodge #_____, located in (city)_____ (state)_____ which meets the recognition standards of the Conference of Grand Masters in North America, Interamerican Masonic Confederation of Grand Lodges, or have otherwise met the prerequisites for membership under the bylaws of Shriners International. Furthermore, I have resided at my current address for not less than 6 months, as required by the Bylaws of Shriners International. I hereby make application to become a Noble of the Order and a member of your temple. If granted membership, I promise to conform to the Articles of Incorporation and Bylaws of Shriners International and the Bylaws and Ceremonies of Abou Ben Adhem Shriners.

Have you previously applied for admission to any temple of the Order? _____ Yes _____ No
If yes, what temple? _____ When? _____

Were you ever a DeMolay? _____ Yes _____ No
If yes, what chapter (name and location) _____

Were you a patient at Shriners Hospitals? _____ Yes _____ No

Print Full Legal

Name: _____

Mailing Address: _____

City _____ State _____ Zip _____

Occupation _____

Email _____

Phone _____

Birthplace _____

Date of Birth _____/_____/_____

Wife's Name _____

Wife's Email _____

Wife's Phone _____

***Recommended and vouched for on the Honor of
Abou Ben Adhem Nobles:***

Signing Nobles MUST be current members of ABA Shriners

Nobles PRINTED Name Member #

_____/_____

Nobles PRINTED Name Member #

_____/_____

Credit Petition to Club or Unit _____

Novice Fees:

Initiation Fee \$125.00
Imperial Certificate.... \$3.00

Novice Fees Total..... \$128.00

Dues:

Jan 1 - Mar 31 \$135.00
Apr 1 - June 30..... \$110.00
July 1 - Sept 30..... \$85.00
Oct 1 - Dec 31 \$135.00
(Oct 1- Dec 31 Coming year's Dues)
*Fall Ceremonial Novices pay
coming years full Dues.
No Dues due for the Current Year*

Dues Total: \$ _____

Fez: _____ Size

Yes No Fez
Embroidered Fez... \$110.00
Jewel Fez..... \$185.00

Fez Total:..... \$ _____

Class Picture:

Class Picture \$10.00. \$ _____

TOTAL DUE

Total..... \$ _____

(Novice Fees + Dues + Fez)

Check Cash

Card..... Receipt # _____

Revised 10-23

PETITION TO RESTORE MEMBERSHIP

To the Potentate, Officers and Nobles of Abou Ben Adhem Shriners, situated in the city of Springfield, State of Missouri: I, the undersigned, a Noble of the Order, initiated in _____ Shriners, located at _____ City, _____ State, on ____/____/____ (date) and last a member of _____ Shriners, located at _____ City, _____ State, which has granted the attached Certificate of Demit, respectfully pray that I may be admitted a member of your temple. I furthermore state that I have resided at my current address for not less than six months, as required by the bylaws of Shriners International.

I am a Master Mason in good standing in _____ Lodge, No # _____, located at _____ City, _____ State, or have otherwise met the prerequisites for membership under the bylaws of Shriners International.

Print Full Legal

Name: _____

Shrine ID# _____ Member # _____

Mailing Address: _____

City _____ State _____ Zip _____

Occupation _____

Email _____

Phone _____

Birthplace _____

Date of Birth ____/____/____

Wife's Name _____

Wife's Email _____

Wife's Phone _____

***Recommended and vouched for on the Honor of
Abou Ben Adhem Nobles:***

Signing Nobles MUST be current members of ABA Shriners

Nobles PRINTED Name Shrine ID #

_____/_____

Nobles PRINTED Name Shrine ID #

_____/_____

Restoration Fees
Prior Balance\$ _____
.....
Restoration Fees Total..\$ _____
Dues:
Jan 1 - Mar 31 \$135.00
Apr 1 - June 30.....\$110.00
July 1 - Sept 30..... \$85.00
Oct 1 - Dec 31 \$185.00
(Oct 1- Dec 31 Coming year's Dues plus per-capita for current year)
Dues Total:.....\$ _____
TOTAL DUE
(Restoration Fees + Dues
.....\$ _____

PETITION FOR AFFILIATE MEMBERSHIP

To the Potentate, Officers and Nobles of Abou Ben Adhem Shriners, situated in the city of Springfield, State of Missouri:

I, the undersigned, a Noble of the Order, initiated in _____ Shriners, located at _____ City, _____ State, being eligible under Section 323.20 (a) for a demit, respectfully pray that I may be admitted as an affiliate member of your Temple in accordance with Section 323.7.

I am a Master Mason in good standing in _____ Lodge, No # _____, located at _____ City, _____ State, or have otherwise met the prerequisites for membership under the bylaws of Shriners International.

Print Full Legal

Name: _____

Shrine ID# _____ Member # _____

Mailing Address: _____

City _____ State _____ Zip _____

Occupation _____

Email _____

Phone _____

Birthplace _____

Date of Birth ____/____/____

Wife's Name _____

Wife's Email _____

Wife's Phone _____

***Recommended and vouched for on the Honor of
Abou Ben Adhem Nobles:***

Signing Nobles MUST be current members of ABA Shriners

Nobles PRINTED Name Shrine ID #

_____/_____
.....

Nobles PRINTED Name Shrine ID #

_____/_____
.....

Affiliation Fees\$ _____ Affiliation Fees Total..\$ _____
Dues: Jan 1 - Mar 31 \$80.00 Apr 1 - June 30.....\$60.00 July 1 - Sept 30.....\$40.00 Oct 1 - Dec 31 \$20.00
Dues Total:.....\$ _____
TOTAL DUE (Affiliation Fees + Dues\$ _____

PETITION FOR ASSOCIATE MEMBERSHIP

To the Potentate, Officers and Nobles of Abou Ben Adhem Shriners, situated in the city of Springfield, State of Missouri:

I, the undersigned, a Noble of the Order, initiated in _____ Shriners, located at _____ City, _____ State, being eligible under Section 323.10 (a) for a demit, respectfully pray that I may be admitted as an associate member of your Temple in accordance with Section 323.7.

I am a Master Mason in good standing in _____ Lodge, No # _____, located at _____ City, _____ State, or have otherwise met the prerequisites for membership under the bylaws of Shriners International.

Print Full Legal

Name: _____

Shrine ID# _____ Member # _____

Mailing Address: _____

City _____ State _____ Zip _____

Occupation _____

Email _____

Phone _____

Birthplace _____

Date of Birth ____/____/____

Wife's Name _____

Wife's Email _____

Wife's Phone _____

Credit Petition to Club or Unit

Associate Fees\$ _____ Affiliation Fees Total..\$ _____
Dues: Jan 1 - Mar 31 \$75.00 Apr 1 - June 30.....\$60.00 July 1 - Sept 30.....\$35.00 Oct 1 - Dec 31 \$75.00
Dues Total:.....\$ _____
TOTAL DUE <i>(Affiliation Fees + Dues</i>\$ _____



PETITION FOR THE DEGREES-MISSOURI A.F. & A.M.



This petition must be accompanied by a fee of \$ _____ and a Missouri State Highway Patrol Criminal Background Report.

To the Worshipful Master, Wardens and Brethren of _____

Lodge No. _____ Ancient, Free and Accepted Masons:

I, the Petitioner, represent:

That unbiased by improper solicitations and uninfluenced by mercenary motives, I freely and voluntarily offer myself a candidate for the mysteries of Freemasonry; that I am prompted to make this application from a favorable opinion entertained of the Fraternity, a desire for knowledge, and a sincere wish to be of service to my fellow men. I am a firm believer in the one Living and True God.

1. FULL NAME: _____ WIFE'S NAME: _____
PRINT (First Name Middle Name Last name) PRINT (First Name Last name)

2. DATE AND PLACE OF BIRTH: _____
(Date) (Place)

3. RESIDENCE ADDRESS: _____
PRINT (Street) (City) (State) (Zip Code)

BUSINESS ADDRESS: _____
PRINT (Street) (City) (State) (Zip Code)

MAILING ADDRESS? Residence Business Other _____

4. PRESENT OCCUPATION: _____ EMPLOYER: _____

5. OCCUPATION FOR THE PAST TEN YEARS: Give name, nature and location of business (include street address) MOST RECENT FIRST.

YEARS	NAME	NATURE	LOCATION

6. ARE YOU, OR WERE YOU, A MEMBER OF THE ARMED FORCES? Yes No

7. RESIDENCE FOR PAST TEN YEARS: If in more than one place, state particular years in each place with detailed information during last year MOST RECENT FIRST.

It is required that the petitioner must reside within the jurisdiction of the Lodge for the past six months.
YEARS CITY STATE

8. Have you petitioned any Masonic Lodge in Missouri or elsewhere? YES _____ NO _____

If the answer is "YES," state when and where you did petition a Lodge and what the result was.

9. Has an indictment, complaint, or information ever been made, returned, or issued against you, or have you ever been charged with, or convicted of, any crime, whether a misdemeanor or felony? YES _____ NO _____
If yes, please explain: _____

I have read all the questions contained in this petition; that upon my honor, I declare the foregoing answers to be true and in my own handwriting; and that should this petition be granted, I promise a cheerful compliance with the rules and regulations of the Fraternity.

SIGNATURE _____ DATED _____

RESIDENCE PHONE _____ BUSINESS PHONE _____

E-MAIL _____ CELL PHONE _____

The foregoing applicant must be recommended by two MISSOURI MASTER MASONS, of which, one must hold membership in this Lodge

RECOMMENDED BY: _____

PRINT (First name) (Last Name) (Signature) (Lodge Name/No.)

PRINT (First name) (Last Name) (Signature) (Lodge Name/No.)

Two references to be supplied by applicant. They are not required to be Freemasons but should be well-acquainted with him.

Reference

PRINT: (First Name) (Last Name) (Email Address)

(Residence Address) (Telephone Number)

(Business Address) (Telephone Number)

Reference

PRINT: (First Name) (Last Name) (Email Address)

(Residence Address) (Telephone Number)

(Business Address) (Telephone Number)

PETITIONER: DO NOT WRITE IN SPACE BELOW- FOR LODGE USE ONLY

Proper Fee Attached: YES NO Background Check Attached: YES NO

MONTH, DAY AND YEAR PETITION PRESENTED: _____ MEMBER # _____

DATE DUE: _____ DATE ELECTED: _____ DATE REJECTED: _____

Committee on Investigation: Date Appointed: _____ Report Date: _____

Chairman _____ Favorable? Unfavorable? Signature _____

Member _____ Favorable? Unfavorable? Signature _____

Member _____ Favorable? Unfavorable? Signature _____

Degree and Mentoring Dates On the Threshold _____

E.A. _____ EA Mentoring _____

F.C. _____ FC Mentoring _____

M.M. _____ MM Mentoring _____

Beyond the Degrees _____

Death of Member
Date: _____
Interment _____

DIRECT PAYMENT OF DUES & OPTIONS

We are pleased to offer you new options for paying your annual dues – the Direct Payment Plan. Now you can have your dues payment deducted automatically from your checking, savings, credit card or debit card account automatically.

Here's how the Direct Payment Plan works:

You authorize your annual dues payment to be deducted from your checking, savings, credit card or debit card. Then just sit back and relax. Your dues payment will be made automatically on dates indicated, depending on the option chosen, on the dates indicated of each year. Your payment will appear on your account statement. The authority you give will remain in effect until you notify us in writing to terminate the authorization. The Direct Payment Plan is dependable, flexible, convenient and easy. To take advantage of this service, complete the one of the authorization forms, Checking/Savings or Credit/Debit and return it to us.

All you need to do is complete one of the forms on the following page and:

1. Indicate your Payment Option:
 - A: Full Annual Payment of Dues \$135.00, First Monday in November.
 - B: 2 Payments of \$70.00, First Monday in November & February.
 - C: 4 Payments of \$35.00, First Monday in November, February, April & June.

2. Mark the box to indicate whether your dues will be deducted from your checking or savings account, if using Checking/Savings,.

3. Fill in your name & financial institution name , if using Checking/Savings, and location, and date.

4. Attach a voided check , if using Checking/Savings, for verification of all financial institution information. If you are unable to attach the voided check, please fill in your account number, and routing number.

5. Sign the form.

6. Mail form to the Temple Business Office or email: beth@abatemple.com.

7. Keep a copy for your records.

AUTHORIZATION FOR CHECKING / SAVINGS DIRECT PAYMENT PLAN FOR DUES

Payment Option - Select One

- A: Full Annual Payment of Dues \$135.00, First Monday in November.
- B: 2 Payments of \$70.00, First Monday in November & February.
- C: 4 Payments of \$35.00, First Monday in November, February, April & June.

I, _____, authorize Abou Ben Adhem Temple to initiate electronic debit entries for my annual dues payment, in the amount indicated above to my

Checking account or **Savings account.**

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U. S. law. This authority will remain in effect until I have canceled it in writing.

STAPLE VOIDED CHECK HERE

(Please Print)

Name of Noble _____ Date: ___/___/___ Phone: _____

Financial Institution Name _____

Account Number at Financial Institution _____

Financial Institution Routing/Transit Number _____

Financial Institution City and State _____

Signature: _____ **Member #** _____



AUTHORIZATION FOR CREDIT / DEBIT CARD DIRECT PAYMENT PLAN FOR DUES

Payment Option - Select One

- A: Full Annual Payment of Dues \$135.00, First Monday in November.
- B: 2 Payments of \$70.00, First Monday in November & February.
- C: 4 Payments of \$35.00, First Monday in November, February, April & June.

Bank fees are included.

I, _____, hereby authorize Abou Ben Adhem to charge the indicated Credit or Debit card. I agree that this is either a one time or periodic charge that will be made as indicated above.

To terminate the recurring billing process, I must cancel in writing. I will not dispute Abou Ben Adhem's recurring billing with my credit card issuer so long as the amount in question was for the amount agreed above. I guarantee and warrant that I am the legal card-holder for this credit card and that I am legally authorized to enter into this recurring billing agreement with Abou Ben Adhem.

(Please Print)

Name of Noble _____ Date: ___/___/___ Phone: _____

Card Type _____ Card Number _____

Expiration Date _____ CSC (3 digits on back of card) _____

Signature: _____ **Member #** _____ *Revised 10-23*

GUIDELINES FOR HOSPITAL CHAIRMAN

Patients are "Referred" to our Hospitals by giving them a **Patient Referral Card** and having the Parents call the number on the card. The number for referring **Orthopedic Cases**, going to our St. Louis Hospital, is 800-850-2960. To refer a **Burn Case**, call our Business Office during business hours at (417) 869-9164 or for an after hours emergency, call Mike Edwards, ABA Hospital Chariman at, (417) 249-0090. The number for referring **Spinal Cord and Cleft Palate Cases**, going to our Chicago Hospital, is 773-385-5833 or 773-385-5847. Hospital Chairmen should have these cards on hand to distribute to the members of their Club/Unit. They are available in the Business Office or by emailing: beth@abatemple.com or calling: 417-869-9164.

When giving out a Patient Referral Card, also inquire if the family may need help with transportation. If so, tell the parents to make sure to answer yes when asked about the need for transportation during their phone call.

Patients are accepted up to the child's 18th birthday Patients are accepted, if, in the opinion of physicians, there is a reasonable chance of helping the child after the age of 18 on a case to case basis.

The type of conditions treated are:

I. **ORTHOPEDIC CASES:** Referred to St. Louis Unit. Include deformities, broken bones, scoliosis.

II. **BURNS:** Referred to Galveston Unit.

1. Non-emergency cases, skin damage and crippling effects from previous burns will be handled on a regular referral submitted through the Temple Business Office.

III. **SPINAL CORD INJURIES, CLEFT PALATE:** Referred to Chicago Unit.

If there is some question as to whether or not the child will be accepted for treatment, we recommend that the referral call be made. Let the Hospital personnel review the condition and make the decision.

Sponsoring a child to receive treatment at Shriners Hospitals is something every Shriner should strive for! Every Abou Ben Adhem Noble should have in his possession a Patient Referral Card. The cost for sponsoring a child is NOTHING - just a little time and effort from you.

The Temple Representative will be sent a crutch for each child accepted by Shriners Hospitals, to be presented to the sponsoring Shriner at a regular club/unit meeting. The head of the club/unit shall email the sponsor's name and child's name to beth@abatemple.

Occasionally, a child is accepted by Shriners Hospitals without a sponsor. In this case, the Hospital Chairman will receive a call or letter from the Temple Business Office concerning a child who needs a sponsor in his area. It is the responsibility of the Hospital Chairman to assign a Noble in good standing as a sponsor for the child. Try to make sure each Noble in your Shrine Club or Unit is a sponsor and has received a crutch.

HOSPITAL TRANSPORTATION FUND GUIDELINES:

THIS FUND IS FOR THE USE OF A PATIENT THAT WOULD BE UNABLE TO OBTAIN TREATMENT BECAUSE OF THE FINANCIAL BURDEN OF THE TRANSPORTATION EXPENSE TO AND FROM OUR HOSPITALS.

The Abou Ben Adhem Transportation Fund depends solely on donations given by Shrine Clubs, Units, generous individuals, and on memorials designated to this fund. The funds available are very limited; therefore, there are certain guidelines that we must follow to insure that these funds are available to those who truly need them.

Should the parent/ guardian need financial assistance with traveling to a Shriners Hospitals for Children, they should contact the Abou Ben Adhem Business Office as soon as the appointment is scheduled. The family will be responsible for providing receipts for reimbursement. This is for the family's protection and to insure that funds will be available for other patients in the future.

GUIDELINES FOR HOSPITAL CHAIRMAN

Parents or guardians are required to provide proof of appointment date, and obtain receipts for ALL purchases made. These receipts, along with proof of appointment date should be submitted to the Abou Ben Adhem Business office by mail, or in person, within thirty (30) days after the child's appointment. IF THIS IS NOT COMPLIED WITH, WE CANNOT GUARANTEE ANY ASSISTANCE IN THE FUTURE.

It is impossible for us to pay all the traveling expenses, but we will try to partially defray the cost of the travel expense to Shriners Hospitals by providing what we feel are reasonable funds. We realize that in some cases (especially if more than one family member is along) not all the expenses will be covered with the funds that we provide; however, based on past experience, the following is a guideline of the maximum expense that would be covered:

2024 Standard Expenses per Trip (when occurred)

- (1) Lodging at a hotel not to exceed \$70.00 per night- or the actual cost, whichever is less. (only if an overnight stay is necessary - some hotels will offer a discount to patients and their families
- (2) Fuel expenses - .18 cents per mile round trip from city to St Louis / Chicago or actual cost, whichever is less.
- (3) Minimum Meal Expenses for Child and Guardian

Clubs or Units cannot engage in any fundraising for a **Sponsored Shrine Hospital Child** or charitable fundraising for the benefit of Shrine Hospitals for Children **without permission of the Potentate and submission and Approval of the Charitable Activity Form.** This includes Go Fund Me page, Raffles, Fundraisers, etc. 100% of net proceeds from Charitable Fundraising for the benefit of Shriners Hospitals for Children must be given to Shriners Hospitals, except for such portion thereof as may be permitted to be retained for the ABA Shrine Hospital Patient Transportation Fund.

The ABA Shrine Hospital Patient Transportation Fund depends solely on donations. Shrine Clubs and Units are encouraged to regularly donate to the fund.

All fundraising activities must comply with the law of the land and Shrine law, including the Fundraising Activities provisions of any General Order and all Fund Raising Policies and Procedures found in the ABA Club and Unit Handbook.

REGULAR BUSINESS HOURS HOSPITAL ASSISTANCE

Temple Office - (417) 869-9164

EMERGENCY - AFTER HOURS CONTACT ABOU BEN ADHEM HOSPITAL CHAIRMAN MEMBER - BOARD OF GOVERNORS - SHRINERS CHILDREN'S ST. LOUIS

Mike Edwards
32 Happy Point Lane
Kimberling City, MO 65686
(417) 249-0090

Club – Unit – Noble Patient Sponsorships

(1) Club or Unit Local Patient Sponsorship

Local child in Club/Unit area that was sponsored by Club/Unit – Noble - Members
Pay standard Expenses starting when child is accepted, first trip to hospital

GUIDELINES FOR HOSPITAL CHAIRMAN

(2) Club or Unit ABA Patient Sponsorship

Club/Unit Sponsorship of Hospital Patient that has contacted ABA for assistance with "Standard Expenses"

Patients are from entire ABA jurisdiction. Only patient name will be provided.

Pay Standard Expenses starting with FIRST trip to hospital after Club / Unit Sponsorship.

Club or Unit will not be REQUIRED to pay previous expenses for patients that have been paid from the ABA Shrine Hospital Patient Transportation Fund prior to Club/Unit Sponsorship.

(3) Club or Unit ABA Shrine Hospital Patient Transportation Fund Sponsorship

Club/Unit Donates to Hospital Patient Transportation Fund

Club or Unit can make regular – monthly – yearly donations (No set amount or billing) to ABA Shrine Hospital Patient Transportation Fund for ABA Shrine Patients.

SHRINERS CHILDREN'S LOCATIONS

BOSTON	(617) 722-3000	51 Blossom Street Boston, Massachusetts 02114
CHICAGO	(773) 622-5400	2211 North Oak Park Avenue Chicago, Illinois 60707
ERIE*	(814) 875-8700	1645 West 8th Street Erie, Pennsylvania 16505
TEXAS	(409) 770-6600	815 Market Street Galveston, Texas 77550
GREENVILLE	(864) 271-3444	950 West Faris Road Greenville, SC 29605-4277
HAWAII	(808) 941-4466	1310 Punahou Street Honolulu, Hawaii 96826-1099
LEXINGTON*	(859) 266-2101	110 Conn Terrace Lexington, Kentucky 40508
MEXICO	55-5424-7850	Av. Del Iman No. 257, Col. Pedregal de Santa Ursula Deleg, Coyoacan Ciudad de Mexico, Mexico City, MEX 04600
TWIN CITIES	(612) 596-6100	2025 East River Pkwy Minneapolis, Minnesota 55414
CANADA	(514) 842-4464	1003 Decarie Blvd Montreal, Quebec, Canada, H4A 0A9
SOUTHERN CALIFORNIA	(626) 389-9300	909 South Fair Oaks Ave. Pasadena, California 91105
PHILADELPHIA	(215) 430-4000	3551 N Broad St. Philadelphia, Pennsylvania 19140
PORTLAND	(503) 241-5090	3101 S.W. Sam Jackson Park Rd. Portland, Oregon 97239
NORTHERN CALIFORNIA	(916) 453-2000	2425 Stockton Boulevard Sacramento, California 95817
SALT LAKE CITY	(801) 536-3500	1275 E. Fairfax Road Salt Lake City, Utah 84103
ST. LOUIS	(314) 432-3600	4400 Clayton Ave St. Louis, Missouri 63110
SHREVEPORT	(318) 222-5704	3100 Samford Avenue Shreveport, Louisiana 71103
SPOKANE	(509) 455-7844	911 West Fifth Avenue Spokane, Washington 99204
NEW ENGLAND	(413) 787-2000	516 Carew Street Springfield, Massachusetts 01104
OHIO	(855) 206-2096	One Children's Plaza - 2 West Dayton, OH 45404

*This location is an outpatient, ambulatory care center.

FRATERNAL AFFAIRS

TEMPLE EVENTS

Each Unit head will be requested to provide workers and perform various duties throughout the year. Unit heads are responsible for furnishing the requested number of Unit members to work when called upon. These duties include working in the concessions, ushering, and any other occasion which might arise.

When working events at the Temple, you will be required to sign in and sign out and wear a lanyard identifying yourself as a volunteer working the event.

Drinking alcohol while working at any function is prohibited. Allowing wives, and others entrance to shows and any other function without purchasing appropriate admission, is strictly prohibited. The Shrine Mosque receives rental fees for these functions and has all concession rights.

BUSINESS OFFICE

The Business Office is available Monday thru Friday from 8:00 a.m. to 5:00 p.m., except for holidays noted on the Shrine Pocket Calendar.

The telephone number is (417) 869-9164.

The address of the Business Office is 601 St. Louis, Springfield, MO 65806.

The Temple Business Office has duplication and folding equipment available for the use of the Shrine clubs and units. Please call in advance to schedule the use of these machines. Keep these things in mind:

The office staff will provide short instructions on the operation of the machines. Making copies and folding and labeling the documents is the responsibility of the Shrine Club or unit member. This policy is set up for less than 25 copies. Bring the original to be copied. The office staff is not available to provide typing or copying services. Specialty printing jobs or large quantities should be taken to a commercial print shop or fast copy service.

The Business office will accept stuffed, addressed and return addressed envelopes to be processed through the Shrine postage meter. The envelopes return address must state: Abou Ben Adhem Shrine, 601 St Louis St., Springfield, MO 65806. The Club or Unit will pay for postage at time of processing.

Although these services are available, we recommend using electronic communication as a more cost effective and efficient means of communicating: abashrine.com, facebook and email to name a few.

ENDOWMENTS, WILLS & GIFTS

Did you know that the Shrine Mosque Preservation Association is dedicated to refurbishing your Shrine for the 100 year celebration? Did you know that the Association is a fully recognized 501(c)3 by the IRS and as such, donations to it are tax deductible up to the full extent of the law?

Make a Donation Today

Gifts can be made in honor or memory of a loved one, and as a one-time donation or on a sustaining basis.

Planned Giving Opportunities

Learn more about how to give through bequests, wills, annuities, and other ways.

Appreciated Assets

Make a gift of securities, real estate, or other appreciated assets.

Non-Monetary Gifts

Interested in donating something else? Learn more about equipment, services, and other non-monetary gifts.

For more information please contact the Temple Business Office at 417-869-9164.

The Shrine Mosque Preservation Association is a fully qualified 501(c)3 charitable organization under IRS regulations. Donations are tax-deductible to the fullest extent provided by law. Please contact your accountant for tax guidance.

RENTAL POLICY

NON-MASONIC ORGANIZATIONS:

The upstairs and lower level of the Shrine Mosque can be rented for non-Masonic activities such as private parties, wedding receptions, concerts, etc.

The rental rate varies depending on the event. For more information, please contact the Temple Business Office at 417-869-9164 or email: beth@abatemple.com.

MASONIC ORGANIZATIONS:

In the interest of accommodating Masonic Organizations who desire the use of the Shrine Mosque facilities, the Shrine Board of Trustees has established the following policies:

Such Masonic organization shall submit a request to the Business Office for use of the Mosque by its own members and their guests. Within thirty days of the requested date, that date shall be committed to the requesting organization. Prior to this, the requested date may be preempted for commercial rental of the Mosque.

A base charge per day will be made to cover utilities and activating the building. Costs of setting up, tearing down, and cleaning up shall be paid in addition to this fee.

This policy applies only to private functions and does not apply to fund-raising activities. Fund-raising activities, whether sponsored by Masonic organizations or others, are subject to standard rental rates.

SHRINE UNITS OR CLUBS:

A Shrine Unit or Club may use the lower level during the year for club or unit activities with the following restrictions and guidelines:

Arrangements for use is on a first-come, first-served basis.

All arrangements for reserving the lower level must be made through the Business Office and approved by the Potentate.

Set up, tear down and clean up is the responsibility of the Unit or Club.

Arrangements for a Temple rental can be preempted prior to the event by the Business Office for a Temple rental, or by the Potentate.

Clean up must be performed to meet the standards of good housekeeping as required by the Board of Directors.

If a Unit uses the lower level for their meeting, they must clean tables of trash and put chairs up on the tables. Units that meet on Friday night are asked to take the trash out.

If the kitchen is used, it must be cleaned to pass inspection by the Greene County Health Department.

After ceremonials, Clubs and Units must remove and clean up all food in their rooms to avoid spoilage and odor. This is a requirement. Your cooperation will help us keep insects away.

If each Noble will take a little extra effort and put trash in containers, it will keep our Temple in order and keep our overhead costs under control.

TRUSTEE CANDIDATE INFORMATION

As a Candidate for Trustee, you should be aware of the duties and responsibilities of the office you are seeking.

The definition and description of the Board of Trustees, per Abou Ben Adhem Bylaws, is located on pages 71-72.

Requirements. All elected Trustees must meet at a minimum the following requirement or they may be removed by a majority vote of the Board of Trustees.

- (1) Must attend every other called meeting by the Potentate.
- (2) Must work one third of all events where the concession stand is open, or other events set by the Potentate.
- (3) Must conduct themselves in a manner so fitting a member of the Board of Trustees of Abou Ben Adhem Shriners.

You should also note, the Board of Trustees consists of 12 members (2 non voting). Voting members are the six elected to the Board of Trustees, the Potentate (Chairman), Chief Rabban, Assistant Rabban and the immediate Past Potentate. The Recorder and Treasurer are ex-officio members and do not vote.

PLEASE CONTACT THE TEMPLE OFFICE TO ESTABLISH NOTICE OF YOUR INTENT TO RUN FOR THE OFFICE OF TRUSTEE!



ABOU BEN ADHEM TEMPLE BY-LAWS

BY-LAWS OF ABOU BEN ADHEM SHRINERS

Preamble

This temple is governed by the articles of incorporation and by-laws of Shriners International, an Iowa corporation, and the following by-laws not inconsistent therewith.

ARTICLE 1 Name, Seal & Jurisdiction

§1.1 Name. This temple shall be known as Abou Ben Adhem Shriners. It was granted a charter on July 9, 1903 by Shriners International.

§1.2 Location. It shall be located in the community designated in its charter.

§1.3 Seal. The seal of Abou Ben Adhem Shriners shall consist of two concentric circles between the circumferences of which are the words Abou Ben Adhem Shriners. An impression and facsimile shall be deposited with the Imperial Recorder.

§1.4 Flag. The official flag of this temple shall be as described by the by-laws of Shriners International.

§1.5 Jurisdiction. The territorial jurisdiction of this temple is governed by the provisions of the by-laws of Shriners International.

ARTICLE 2 Temple Membership

§2.1 Prerequisites. Membership in this temple, including a candidate's petition and balloting thereon, is governed by the by-laws of Shriners International.

§2.2 Affiliation. Affiliation into this temple is governed by the by-laws of Shriners International.

§2.3 Associate Membership. Associate membership in this temple is governed by the by-laws of Shriners International.

§2.4 Retention of Membership. Retention of membership in this temple is governed by the by-laws of Shriners International.

§2.5 Demit. The procedure for a demit is governed by the by-laws of Shriners International.

§2.6 Suspension or Termination of Membership. Suspension and termination of membership in this temple are governed by the by-laws of Shriners International.

§2.7 Life Memberships. Life memberships in this temple are governed by the by-laws of Shriners International.

§2.8 Honorary Membership. Honorary membership in this temple is governed by the by-laws of Shriners International.

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§2.9 Discipline. The discipline of a member of this temple, for any cause other than nonpayment of dues, is governed by by-laws of Shriners International.

§2.10 Complaints to Imperial Potentate. Complaints or correspondence to the Imperial Potentate are governed by the by-laws of Shriners International.

§2.11 Copies of Temple By-laws and Shriners International By-laws. Each member of this temple shall receive a copy of these temple by-laws; and the recorder of the temple shall allow each member access to a copy of the Shriners International by-laws so that they may be read and understood.

ARTICLE 3 Temple Meetings & Ceremonials

§3.1 Stated Meetings. Stated meetings and the annual meeting shall be held in compliance with the by-laws of Shriners International.

§3.2 Ceremonial Sessions. Ceremonial sessions may be called by the potentate at any time.

§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.

§3.4 Sunday Meetings. No business meeting or ceremonial session shall be held on Sunday, except upon special dispensation of the Imperial Potentate for good and sufficient cause.

§3.5 Place of Meetings. The place of all meetings shall be determined by the potentate except as may be otherwise required or restricted by the by-laws of Shriners International.

§3.6 Notice of Meetings. At least one week's notice must be given of the time and place of all meetings and ceremonial sessions. The notice may be given in the official temple publication or by letter.

§3.7 Rules of Order. Unless otherwise provided by the bylaws of Shriners International, the temple by-laws or resolution, parliamentary procedures shall be governed by Robert's Rules of Order.

§3.8 Admission. A Noble may not be admitted to this temple unless he exhibits to the temple an official Shrine card for the current year.

§3.9 Quorum. A quorum consists of seven members of the temple entitled to vote, one of whom must be the potentate, chief rabban, assistant rabban or a past potentate of the temple.

§3.10 Order of Business. The order of business shall be as follows:

- (a) Opening ceremony
- (b) Reading of minutes of previous session
- (c) Reading of communications
- (d) Reading financial statements

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- (e) Reading of petitions for membership
- (f) Balloting on candidates
- (g) Reports of standing and special committees
- (h) Unfinished business
- (i) New business
- (j) Conferring the ceremonial
- (k) Closing ceremony

The order of business may be changed or suspended whenever it is in the best interest of the temple.

ARTICLE 4 Officers

§4.1 Officers. The officers of this temple are those listed in the by-laws of Shriners International. No person may hold more than one of the offices at the same time.

§4.2 Nomination. Candidates for elective office and Representative must be placed in nomination from the floor. There shall not be more than one nomination speech for a candidate and the speech may not exceed three minutes. Seconding speeches are not required or permitted.

§4.3 Election and Appointment. The election and appointment of officers are governed by the by-laws of Shriners International.

§4.4 Duties. The potentate or these temple bylaws assign the duties of officers not governed by the by-laws of Shriners International.

§4.5 Enthronement and Installation. The enthronement and installation of the temple officers are governed by the by-laws of Shriners International.

§4.6 Vacancies. The existence of a vacancy and filling a vacancy are governed by the provisions of the by-laws of Shriners International.

§4.7 Delivery of Records. Each officer shall deliver all books, papers and other property of the temple in his hands to his successor in office, or to such person and at such time as the temple may direct.

§4.8 Board of Directors. The composition and duties of the board of directors are enumerated in the by-laws of Shriners International. The board of directors has these additional duties.

(a) **Temple Corporations.** The board of directors and the immediate past potentate shall be on the board of directors of any temple holding company.

ARTICLE 5 Initiation Fees, Dues, Per Capita, Hospital Levy

§5.1 Initiation Fee. The initiation fee shall be an amount not less than \$100.00. Any change shall be in compliance with the by-laws of Shriners International. It must be paid in full prior to initiation.

§5.2 Dues. The annual dues shall not be less than prescribed by the by-laws of Shriners International. The annual dues do not include the hospital levy or the annual per capita tax required by the by-laws of Shriners International, each of which shall be added to the

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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. Any change to 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.

(a) **Suspension for nonpayment.** A member who is two years in arrears on his dues is suspended, pursuant to the procedure recited in the by-laws of Shriners International, unless this temple votes to remit his dues.

(b) **Restoration.** A member who has been suspended for nonpayment of dues may be restored to membership pursuant to the procedure prescribed by the by-laws of Shriners International.

§5.3 Life Memberships. A member may be granted a life membership in this temple as prescribed by the by-laws of Shriners International.

§5.4 Per Capita Tax. Each member of this temple, other than life per capita members and associate members, shall pay Shriners International per capita tax as prescribed by the by-laws of Shriners International.

§5.5 Life Per Capita. A member may pay the sum prescribed by the by-laws of Shriners International and, thereafter, be exempt from the annual per capita tax.

§5.6 Hospital Levy. Each member of this temple, other than Permanent Contributing Membership purchasers, shall pay the hospital levy as prescribed by the by-laws of Shriners International. This temple may remit the hospital levy of a member whose dues have been remitted because of hardship and so advise the Imperial Treasurer.

§5.7 Permanent Contributing Membership. A member may purchase a Permanent Contributing Membership in the Hospitals as prescribed by the by-laws of Shriners International and, thereafter, be exempt from the hospital levy.

§5.8 Assessment. The temple may levy an assessment on its members as prescribed by the by-laws of Shriners International.

ARTICLE 6

Fiscal

§6.1 Fiscal Year. This temple must arrange its books of account, annual report and audit to conform to the calendar year.

§ 6.2 Budget. This temple must adopt an annual budget, which must be in accordance with the Uniform Charts of Accounts prescribed by Shriners International. Its preparation, inspection, presentation, adoption, appropriations, amendments, temple reports and Imperial Recorder filing are governed by the by-laws of Shriners International. There shall be no expenditure of funds except as authorized by the budget.

§6.3 Review. This temple is required to have its financial statements and those of its affiliated and appendant corporations, including Shrine club holding companies, reviewed, unless an audit is required pursuant to Shrine law, by a certified or chartered public accountant, or the equivalent in the state in which the temple is located, selected by the temple at the close of each year. A copy of the accountant's report and accompanying financial statements must be filed with the Imperial Recorder.

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§6.4 Personal Benefit. No part of the assets or funds may inure to the benefit of individuals personally except in payment for services actually received or performed.

§6.5 Checks and Payment or Transfer of Funds. Transfers of funds and payment of obligations of this temple shall be made into and from depositories approved by the board of directors, pursuant to procedures adopted by the board of directors, and as otherwise governed by the by-laws of Shriners International.

§ 6.6 Required Signatures. Signatures are required to transfer funds and pay obligations of this temple, in accordance with a resolution adopted by the board of directors, and as otherwise governed by the by-laws of Shriners International. One of the authorized signatures must be the treasurer. All checks and payments must be supported by vouchers or requisitions.

§ 6.7 Monthly Reports. Each Noble, committee, unit or other organization of this temple that is authorized to incur indebtedness or to disburse or collect funds, shall make a detailed financial report, accompanied by receipts or vouchers to the board of directors monthly and at such other times as may be required.

§ 6.8 Construction Program and Secured or Long Term Obligations. Prior to commencing a construction program or incurring a secured or long-term debt, as defined by the bylaws of Shriners International, this temple must follow the by-laws of Shriners International.

§6.9 Sale of Temple Assets. Prior to this temple, or any of its affiliates, selling, leasing, exchanging, mortgaging, pledging or otherwise disposing of all or substantially all of its property or assets, it must follow the by-laws of Shriners International.

§6.10 Fidelity Bond. The temple must procure a corporate fidelity bond as prescribed by the by-laws of Shriners International.

§6.11 Insurance. The temple must procure insurance policies, and the potentate must appoint an insurance advisory committee, as prescribed by the by-laws of Shriners International.

§6.12 Indemnification. The official divan, committee members, officers and employees shall be indemnified by the temple for all expenses reasonably incurred by them in defending themselves from any proceedings instituted or threatened against them provided the temple votes that they have acted within the scope of their authority and are not guilty of misfeasance or malfeasance.

ARTICLE 7 Committees

§7.1 Leadership Search Committee. This temple may have a Leadership Search Committee. If so, its appointment and duties are governed by the by-laws of Shriners International.

§7.2 Insurance Advisory Committee. This temple shall have an Insurance Advisory Committee. Its appointment and duties are governed by the by-laws of Shriners International.

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§7.3 Board of Trustees. This temple shall have a Board of Trustees. The Board of Trustees shall constitute the Board of Directors of the Shrine Building Association, a Missouri not-for-profit association, originally organized September 30, 1939 and “grandfathered” as yielding obedience to Shrine Law.

(a) **Composition.** The Board of Trustees shall consist of the Potentate, who shall serve as Chairman, the Chief Rabban, who shall serve as Vice-Chairman; the Assistant Rabban, the immediate Past Potentate and six elective members, none of whom shall be officers of the Temple. The Recorder and Treasurer of the Temple shall be ex-officio members without vote. The six elective members shall be elected, by majority vote in the same manner and under the same rules governing the representatives to the Shriners International. Two members shall be elected each year for a term of three years.

Each member of the Board of Trustees shall serve until his successor is elected. Vacancies shall be filled by a majority vote of the Board of Trustees. When a Trustee is removed by the Board of Trustees the Board of Trustees may appoint a new trustee to fulfill the remainder of the year until a new trustee can be elected.. A member of the Board of Trustees, elected as such, shall not succeed himself in such office.

The Trustees, as directors of the Shrine Building Association, shall have the care, management and control of all properties at 601 St. Louis Street, Springfield Missouri. They shall at all times obey and abide by the direction, orders and resolutions of the Temple and Shrine Law, and shall exercise such powers as are set forth in the general Not for Profit Corporation Act, as amended, Chapter 355 of the Revised Statues of Missouri.

(b) **Duties.** The Board of Trustees shall act in an advisory capacity in matters not pertaining to the Shrine Building Association. The Board of Trustees shall:

(1) Analyze and make recommendations to the Board of Directors as to the financial affairs and operation of the temple.

(2) Examine the proposed major financial obligations and expenditures before such obligations or expenditures are incurred or made.

(3) Review all necessary current expenses.

(4) Examine whether any officer, department, committee, organization, unit or individual having authority incurs expenditures that exceed the appropriations set out in the budget.

(5) Examine the system under which the financial affairs of the temple, and every subordinate body thereof, are administered and make such recommendations from time to time as may be deemed for the good of the temple or any subordinate body thereof.

(6) Review any bill for travel, hotel or entertainment expense of any officer or representative to determine if it is reasonable and necessary and within the budget.

(7) Have access to all financial books, papers and accounts of the officers and review them on a periodic basis, and recommend certified public accountants for examination and audit.

(8) Review the financial institutions in which the funds of the temple are to be, or

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already are, deposited.

(9) Investigate suitable investments and investment institutions for the funds of the temple.

(10) Evaluate the proper coverage and limits of the bonds for the treasurer and recorder, and any other officers required to be bonded.

(c) **Reports.** This committee shall issue its findings, recommendations and reports to the board of directors of this temple.

(d) **Quorum.** Three members of this committee shall constitute a quorum for the transaction of business.

(e) **Requirements.** All elected Trustees must meet at a minimum the following requirement or they may be removed by a majority vote of the Board of Trustees.

(1) Must attend every other called meeting by the Potentate.

(2) Must work one third of all events where the concession stand is open, or other events set by the Potentate.

(3) Must conduct themselves in a manner so fitting a member of the Board of Trustees of Abou Ben Adhem Shriners.

§7.4 Other Committees. The potentate shall appoint such other committees as may be required for the operation of the temple's affairs. Their duties and responsibilities shall not conflict with any provisions of the by-laws of Shriners International or these by-laws.

ARTICLE 8 Prohibited Practices

§8.1 Unlawful Activities. It is unlawful for this temple, or any unit or club under its control, or any group of its members, or any member acting for or on behalf of the temple, to promote or take part in any engagement or enterprise prohibited by the law of the land.

§8.3 Shrine Law. A Noble may not violate Shrine law. The provisions of Shrine law are found in the articles of incorporation and bylaws of Shriners International and any general or special orders at the time in effect.

§8.3 Alcoholic Beverages. The consumption of alcoholic beverages during parades and ceremonials is forbidden by those Nobles participating therein.

ARTICLE 9 Temple Units & Shrine Clubs

§9.1 Approval. No temple unit or shrine club may be organized, or continue to exist, without the express written approval of the potentate.

§9.2 Bylaws. No temple unit or shrine club may be organized until its bylaws have been approved in writing by the potentate. No amendments to such bylaws are effective until approved in writing by the potentate. The potentate may direct such modifications of the bylaws as he deems appropriate.

ABOU BEN ADHEM TEMPLE BY-LAWS

§9.3 Membership.

(a) **Units.** Temple units must be composed solely of members of this temple. The fez of the temple must be worn at all appropriate times except for such units which do not normally wear fezzes.

(b) **Clubs.** Temple shrine clubs may include Nobles of other temples. All members of the shrine club who are regular or associate members of Abou Ben Adhem Shriners are eligible to hold office.

(c) **Election of Officers.** The temple units and shrine clubs shall elect their officers for the ensuing year no later than December. The list of the elected officers is to be presented to the recorder of the temple by the last day of December for approval by the incoming temple potentate.

§ 9.4 Records. The temple units and shrine clubs shall keep such financial records and inventories as directed by the potentate.

§ 9.5 Funds. The assets of shrine clubs and temple units belong to this temple. However, in the discretion of the potentate, he may allow assets to be in the custody of shrine clubs and the temple units. Moneys in the custody of shrine clubs and temple units shall be deposited into accounts in the names of the shrine clubs and temple units.

§ 9.6 Financial Reports. The shrine clubs and temple units must prepare and submit to the board of directors all financial reports required by Shrine law. The financial reports shall bear a certification that they are true and correct and that no money or property is held for the benefit of the reporting organization. Funds being accumulated for any shrine authorized purpose shall be identified as being reserved for that purpose in the financial reports.

§ 9.7 Government. The temple units and shrine clubs are governed by the provisions of the bylaws of Shriners International and these bylaws not inconsistent therewith.

§ 9.8 Organization of Nobles. An organization of Nobles meeting as such, as defined in the bylaws of Shriners International, are governed by such bylaws.

ARTICLE 10

Temple Publication

§ 10.1 Official Publication. Unless otherwise provided in Shriners International bylaws or these bylaws, a magazine or newsletter may be established as the official publication of this temple. It shall be proper to publish all official calls and notices therein.

§ 10.2 Advertising. All advertising accepted for the official publication shall be non-offensive and in compliance with the by-laws of Shriners International and these by-laws.

§ 10.3 Staff. The potentate shall appoint the editor and approve the appointment of staff members by the editor.

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ARTICLE 11 Amendments

§ 11.1 Amendments. These by-laws may be amended as provided by the by-laws of Shriners International.

§ 11.2 Inconsistencies. In the event of an inconsistency between these by-laws and the by-laws of Shriners International, the by-laws of Shriners International supersede these bylaws.

NOTES
