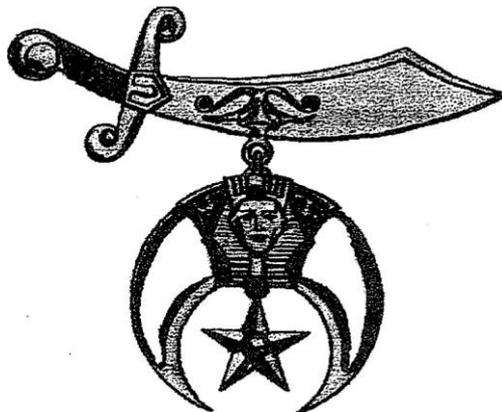


# Mecca Shriners

## SHRINERS INTERNATIONAL

New York City, New York.



### BY-LAWS

Proposed, as Amended

June 30, 2020

# BY-LAWS of Mecca Shriners

This temple is governed by the Articles of Incorporation and bylaws of Shriners International, a corporation incorporated in the State of Iowa, United States of America, and the following bylaws not inconsistent therewith.

## ARTICLE 1 Temple Name

### Section 1.

(a) **Name and Date Instituted:** This temple shall be known as "Mecca Shriners", hereinafter known as the Temple, in the City of New York, New York, and held by virtue of a charter granted by the Imperial Council of the Ancient Arabic Order of the Nobles of the Mystic Shrine upon its institution on June 8, 1876; said charter dating from the organization of Mecca Temple, namely, September 26, 1872,  
**IT BENG FIRST REGULARLY ORGANIZED TEMPLE OF THE ORDER.**

## ARTICLE II Meetings

### Section 1.

- (a) **Stated Meetings:** The Temple will hold a stated meeting at least once each calendar quarter. No more than two (2) stated meetings of the temple may be held elsewhere. The specific of the business to be transacted at a stated meeting held elsewhere at the temple must be set forth in the notice of the meeting.
- (b) **Annual Meeting:** The Annual Meeting shall be held during January of each year at the Temple location.
- (c) **Election and Installation:** The election and/or installation of the temple officers if so requested by the Chief Rabban, can take place in December or January with the approval of the Illustrious Potentate of the Temple.
- (d) **Ceremonial Sessions:** Ceremonial sessions may be called by the Illustrious Potentate at any time. The temple may open, elect candidates, and initiate them at any place within the but no other business may be transacted at that ceremonial it is held at the location of the temple.
- (e) **Special Sessions:** Special sessions may be called by the Illustrious Potentate at any time.
- (f) **Notice of Meetings:** of all aid ceremonial sessions shall be sent out at least ten (10) days prior to said meeting.

- (g) **Quorum:** A Quorum of the temple shall be seven (7) members of the temple entitled to vote, one of whom must be the Potentate, the Chief Rabban, the Assistant Rabban, or a Past Potentate of the temple.
- (h) **Request for Meeting by the Membership:** Upon request in writing to the Potentate by any twenty five (25) members in good standing of the Temple; a special meeting, except during the months of June, July, or August, will be called by the Potentate to act on such business as specified in the request. No other business may be conducted special meeting.
- (i) **Sunday Prohibited:** The Temple shall hold ceremonials, stated, special meetings on a Sunday under special dispensation of the Imperial Potentate for good and sufficient cause.
- (j) **Rules of Order:** Unless otherwise provided by the bylaws of Shriners International, the Temple bylaws or resolution, parliamentary procedures shall be governed by Robert's Rules of Order.

## Section 2.

- (a) **Order of Business:**
  - Opening Ceremonies
  - Shrine Ritual
  - Flag Presentation and Shriners Pledge of Allegiance
  - Reading of Minutes of the Last Regular and Special Meetings
  - Treasurer's Report
  - Necrology Report and Chaplain's Prayer
  - Introduction of Guests, new Nobles, and Past Potentate
  - Communications from Shriners International
  - Communications from Sister Temples
  - Receiving and Balloting upon Petitions
  - Report of Committees and Officers reports
  - Miscellaneous business
  - Conferring the Order
  - Reading and approving of Minutes
  - Closing Ceremonies:
  - Shrine Ritual
  - Long Form will be used at the Annual Meeting

**ARTICLE III**  
**Officers and Committees / Appointed & Elected**

**Section 1.**

(a) **List:** The officers of the temple are:

1. Illustrious Potentate..... Shayk
2. Chief Rabban..... Emeer
3. Assistant Rabban..... Sahib
4. High Priest and Prophet..... Iman
5. Oriental Guide..... Ayn
6. Treasurer..... Chayzin
7. Recorder..... Katib
8. First Ceremonial Master..... Wakil
9. Second Ceremonial Master... Alam
10. Director..... Malah
11. Marshal ..... Amal
12. Captain of the Guard ..... Rays
13. Outer Guard ..... Hafiz

(b) **Limitation:** No person may hold more than one of the foregoing offices at the same time.

**Section 2.**

- (a) **Election Order:** The first seven (7) officers shall be elected annually in the order in which they appear by ballot, and the official divan. Candidates for office must be members in good standing of the temple. The Illustrious Potentate as deemed necessary shall appoint the rest of the divan and others.
- (b) **Trustees:** There shall be three (3) Trustees of the temple. At the annual session the Nobles shall elect one of the three for a three year term, the other two being staggered so that one is added each year.
- (c) **Executive Committee:** At the annual session, five (5) Nobles in good standing of the Temple shall be elected to serve on the Executive Committee.
- (d) **Term Limit:** A Noble of the Temple may not serve as Potentate for more than two (2) years.
- (e) **Finance Committee:** A Finance Committee shall be appointed by the Illustrious Potentate for a three (3) year term. It shall consist of three Nobles of the temple whose terms are staggered so that one is added each year.

- (f) **Representatives to Imperial Session:** At the annual session, the Nobles shall elect the representatives to the Imperial Session. The number elected shall be in accordance with bylaws of Shriners International regarding the number the temple shall be entitled to.
- (g) **Board of Directors:** The Board of Directors shall consist of the Temple's official Divan. It shall be composed of:
- 1- Illustrious Potentate
  - 2- Chief Rabban
  - 3- Assistant Rabban
  - 4- High Priest & Prophet
  - 5- Oriental Guide
  - 6- Treasurer
  - 7- Recorder

## **ARTICLE IV . Duties of Officers**

### **Section 1.**

- (a) **Duties of Illustrious Potentate:** As the chief executive officer of the temple, he shall exercise general supervision over said temple. He shall preside at all sessions of the temple. He shall be responsible to Shriners International for the government of the temple and require the officers and members to observe Shrine Law and the temple bylaws at all times. He shall appoint the officers and committees that he deems necessary. He shall require accurate records to be kept, just accounts rendered, and regular returns be made to Shriners International, also that candidate fees, annual Per Capita hospitals levies and assessments are promptly paid. He may issue orders to Nobles, Clubs, Units and organizations to comply with matters over which he has authority. He shall sign the Order on Treasurer (Warrants) that authorize payment of Temple obligations. He shall serve as the Chairman of the Board of Directors.
- (b) **Duties of the Chief Rabban:** It shall be his duty, in the absence of the Illustrious Potentate, to preside over all sessions of the temple. In to his other he will in conjunction with the Board of Directors, and the Finance Committee, prepare and complete the Annual Budget for the ensuing year in time for submission at the annual meeting at which the budget is approved. He shall sign the Order on Treasurer (Warrants) that authorize payment of temple in the absence of the Illustrious Potentate.
- (c) **Duties of the Assistant Rabban:** It shall be his duty, in the absence of the Illustrious Potentate, and the Chief Rabban, to preside over all sessions of the temple.

- (d) **Duties of the Treasurer:** His duty is to receive and hold in charge the funds of this temple, to pay all drafts ordered by vote of the temple and signed by the Potentate or in his absence the Chief Rabban, and Recorder, to draw checks from the Hospital Patient Transportation Fund that are properly vouchered and authorized by the Hospital Transportation Chairman or his committee. He is to render at the Annual Meeting a detailed report of the temple receipts and expenditures for the current year, and to promptly deliver to his successor in office all property belonging to the temple in his possession. He is a member of the Board of Trustees by virtue of his office.
- (e) **Duties of the Recorder:** It shall his responsibility to collect all revenues of the temple, to deposit and deliver receipts to the Treasurer, to countersign all checks for the withdrawal of temple funds, also to countersign all Warrants ordered by the temple and signed by the Illustrious Potentate. He is to keep accurate minutes of the proceedings of the temple. He is to keep the books of account and records temple. He is to give notice to all members of regular and special as provided in these bylaws, to make out the returns to Shriners International, to issue to each member, at least ten (10) days prior to the Annual Meeting, a notice thereof, together with a statement of the amount of his dues, to keep such records as his office requires and to render a report at the Annual Meeting, showing summary of the current year's business.
- (f) **Duties of the Trustees:** They shall have management and control of all properties of the temple, including the temple's plot at Kensico Cemetery. They shall at all obey and abide by the orders and resolutions of the temple. The Trustees are authorized to invest the funds of the temple turned over to them in such securities as are legal investments of stocks or bonds in the State of New York. They shall report on all transactions involving of the temple, and provide to the Board of Directors a current accounting of investment funds. They shall present at Board of Director or Executive Board meetings a report as to the financial transactions of all monies in their care. The Trustees shall render at each Annual Session a just, true and accurate account of all the property and funds of the temple. The Trustees shall attend Executive Board meetings.
- (g) **Duties of the Finance Committee:** It shall be the duty of the Finance Committee to employ a certified public accountant to examine the books and vouchers of the Treasurer, Recorder, Trustees, or any member who may have funds or of the temple.
- (h) **Duties of the Executive Committee:** The five elected Executive Committee members, as part of the Executive Committee, shall attend Executive Board meetings of the Temple. They shall advise the Potentate and other Board members on matters concerning the functioning of the Temple.
- (i) **Duties of the Board of Directors:** The Board of Directors members shall attend called by the Illustrious Potentate or in his absence the Chief Rabban or Assistant Rabban. The members shall advise the Illustrious Potentate and assist in the governing of the Temple.

- (j) **Remaining Officers:** The remaining officers shall perform such duties as are appropriate to their several stations or as may be assigned to them by the Illustrious Potentate.

## **ARTICLE V Membership**

### **Section 1.**

- (a) **Prerequisites.** *Membership in this temple, including a candidate's petition and balloting thereon, is governed by the bylaws of Shriners International.*
- (b) **Non Payment of Dues:** A Noble who has been dropped from the membership of the Temple due to non-payment of his dues may be restored by paying his current dues, plus the Per Capita Tax, and Hospital Assessment at the rate in effect at the time of his restoration, times the number years delinquent.

### **Section 2.**

- (a) **Associate/Affiliation Membership:** A Noble of another temple may become an associated member of this provided he is in good standing in his other temple and is eligible for a demit.
- (b) **Life Members:** Any Noble who has served a term as the duly elected Illustrious Potentate of this Temple, for meritorious service to the Temple, shall be a Life Member in the Temple.
- (c) **Honorary Membership:** The Temple does not give honorary memberships. The Temple, as the first Temple in the Shrine, may give out a "Hagi" for a Noble who has made the Pilgrimage to Mother Mecca.

## **ARTICLE VI Fees and Dues**

### **Section 1.**

- (a) **Initiation Fee:** The initiation fee shall be Three Hundred Dollars (\$300.00). One Hundred Dollars (\$100.00) shall accompany the petition, and the remainder shall be paid prior to the conferring of the Order. If the is rejected, the amount of the fee paid shall be returned to the petitioner. The remaining dues and hospital assessment are as follows:

	<u>Initiation</u>	<u>Dues/Per Capita</u>	<u>Hosp. Assessment</u>	<u>Total</u>
January 1 <sup>st</sup> - March 1 <sup>st</sup>	\$300.00	++\$80.00	\$5.00	\$385.00
April 1 <sup>st</sup> - June 30 <sup>th</sup>	\$300.00	++\$70.00	\$5.00	\$375.00
July 1 <sup>st</sup> - Sept. 30 <sup>th</sup>	\$300.00	++\$60.00	\$5.00	\$365.00
Oct 1 <sup>st</sup> - Dec 31 <sup>st</sup>	\$300.00	++**\$120.00	\$5.00	\$425.00

\*\* (Includes next year's dues)

++ (Includes Fez)

(b) **Associate/Affiliation Fee:** The fee for affiliation shall be Fifty Dollars (\$50.00).

(c) **Life Members:** Life Members shall pay Temple dues. They shall pay all per capita dues and Shrine Hospital assessments.

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

## ARTICLE VII

### Fez

#### Section 1.

(a) **Fez:** It shall be the duty of every Noble to appear at the meetings of Mecca Shiners wearing the fez.

(b) **Fez Adornment:** Not more than two pins or clasps without supplemental embellishments may be used to secure the tassel in place. The fez shall be worn in its proper shape without crushing, creasing, or Potentates, Past Potentates, and Divan members may have their titles embroidered on one (1) line beneath the emblem of the fez. Active members of official units and clubs of this Temple may likewise have the names of their units or clubs on one (1) line beneath the emblem of the fez. No adornment, device, title, ornament, or wording than permitted may be used on the fez.

(c) **Fez When Worn:** The fez may be worn in addition to the sessions of Mecca Shiners, at Shrine parades and other parades of Nobles under the authority of the Illustrious Potentate, and not in conflict with or prohibited by the Imperial Potentate, or Shrine law.

**ARTICLE VIII**  
**Bylaws and Amendments**

**Section 1.**

- (a) **Adopting Amendments:** The Temple shall adopt bylaws and may adopt amendments to existing bylaws, if they are consistent with Shrine law and are approved by two thirds of the members present and voting. .
- (b) **Proposed By-laws:** Proposed by-laws or amendments must be presented in writing in the form of a resolution at a stated meeting. This resolution shall lay over to the next regular or special meeting called for action thereon. Notice must be sent to every member of Mecca Shriners ten (10) days prior, and must recite the substance and text of the proposed bylaws or amendments. Upon adoption, Shriners International must be sent copies of by-laws and amendments as in Article 31, Section 331.2, paragraph d, e, and f of the bylaws of Shriners International.
- (c) **Imperial Changes:** When a change is made by Shriners International affecting Shrine Law, which also affects the by-laws of Mecca Shriners, the bylaws are automatically changed (ipso facto) to conform with those of Shriners International.
- (d) **By-laws Reviewed:** The Temple's by-laws to be reviewed 5 years, starting on the Fifth (5th) anniversary of the date of approval of these by-laws. It will be the duty of the Potentate of the anniversary year to pick a three (3) man committee. consisting of at least one (1) Past Potentate, to serve as temporary by-laws review committee.