

MOOLAH TEMPLE SHRINE CLOWN UNIT

BY-LAWS

ARTICLE ONE

Name

Section 1 The name of this organization shall be MOOLAH TEMPLE SHRINE CLOWN UNIT.

ARTICLE TWO

Purpose and Duties

Section 1 Each member shall give full support toward the success of all Shrine and Clown Unit sponsored activities, the Shrine Hospital and Circus and engagements as approved by the Potentate of Moolah Temple.

Section 2 A sincere and honest effort will be made toward the sale of Circus Program advertising and tickets. Each member shall return to the ticket chairman, all Circus ticket money and/or all unsold tickets within sixty (60) days after the date of the last Circus performance. Any member who does not return such tickets and/or moneys shall be held responsible and automatically suspended from the Clown Unit. They shall remain suspended until said tickets and/or moneys are returned or a satisfactory explanation is made and accepted by the Executive Board. The same provisions and penalties will apply to any other Clown Unit Activities or ticket sales or any Circus Program Advertising personally contracted for and not paid for by any member.

Section 3 To promote respect dignity and unselfish good fellowship and sociability for its members.

Section 4 It shall be the duty of each member to provide and maintain his own costume and props in good condition. Impersonation of female or minority groups and the use of face masks is prohibited. It shall also be the duty of the two recommending membership petition signers to provide information and instructional leadership for training during the new member's probationary period. They will report to the Unit as to the member's progress at the end of his probationary period.

Section 5 Any member who shall fail to make a sincere and honest effort to fulfill his duties as stated in these By-Laws shall be subject to disciplinary action recommended by the Executive Board and authorized by a vote of the membership.

Section 6 No member or officer shall have the right or authority to enter into or sign any contract binding the Unit or Temple without the prior approval of the Unit and the Potentate, all trips or Unit functions other than regular stated meetings at the Temple must have prior approval of the Potentate.

ARTICLE THREE

Membership

Section 1 Membership shall consist of an unlimited number of Members, Life Members, Probationary Members and Honorary Members.

Section 2 All Regular, Life, and Probationary members must also be a member of good standing of a Masonic Blue Lodge, and Moolah Shrine, such affiliation shall be indicated on Members application for Membership.

Section 3 Application for membership shall be made in writing on application blanks supplied by the Clown Unit. Applicants must be recommended by at least two voting members in good standing. Application must be presented in person accompanied with the initiation fee at any regular meeting and shall have its first reading that night. The Investigating Committee shall be given the application and their report shall be due at the next regular meeting. No petition can be voted on until the Investigating Committee shall report thereon. It shall take a 2/3 majority of the members in attendance to elect an applicant to Probationary Membership. Upon acceptance by the membership the applicant will be made a Probationary Member for a period of up to twelve (12) months and will have all privileges except voting, holding elective office or as a Chairman of any committee. He is encouraged to serve as a member of committee when requested. After he has served the twelve (12) months probationary period, or a shorter period if recommended by the Executive Board, a vote of the members of the Unit at the next regular meeting to elect to Regular membership or reject the Probationary member. It shall take a 2/3 majority of the members present at the meeting to elect to Regular Membership.

Section 4 An applicant whose petition is rejected by the Unit may not reapply for membership in the Unit sooner than six (6) month from the date of rejection.

ARTICLE FOUR

Classification of Membership

Section 1 A Moolah Clown is one who participates in the day to day operations of the Unit, participates in dressed out Clowning functions and/or other Unit duties necessary to the operations of the Unit. Members should attend all regular business meetings of the Unit, all Membership meetings of Moolah Temple, the spring and fall ceremonials, all Shrine parades and other parades in the Shrine interest.

Section 2 A Life Member is a Moolah Clown who has been a member of the Unit for at least Forty (40) years.

Section 3 An Honorary Member is a Shriner who has been elected by the Unit for distinguished achievement.

ARTICLE FIVE

Election of Officers

Section 1 The Annual election of Officers shall be held at the regular Unit meeting in November. The election of Officers shall be the last order of business at this meeting. The Nominating Committee shall report the committee's nominations for each Office and then nominations shall be open to the floor. The retiring President shall appoint three (3) tellers at this meeting to conduct the election. Voting shall be by secret paper ballot. For each Office the member with the most votes received shall be declared the winner with the exception of the Executive Board where the three (3) candidates receiving the most votes shall be declared elected and the TC&AA representatives where the three (3) candidates receiving the most votes shall be declared elected. In cases where a tie exists necessitating a run-off, only the tied candidates are to be considered in the run-off vote.

Section 2 The term of all Officers shall begin on January 1, and end December 31 the following year to coincide with the fiscal year of the Unit.

Section 3 Only Regular Members who's Dues have been paid for the current year and Life Members are eligible to vote in the election of Officers.

ARTICLE SIX

Elective Officers

Section 1 The elective officers shall consist of a President, First Vice President, Second Vice President, Secretary/ Treasurer, Membership Corresponding Secretary, and three members at large to serve on the Executive Board, and three members to serve as Clown Unit representatives on the Temple Charity & Activities Association Board of Directors. These elective officers must have the status of Regular OR Life Membership.

Section 2 The following officers shall be elected to a term of one year, President, First Vice President, Second Vice President, Secretary/Treasurer, Sneaker Fund Ambassador, three members of the Executive Board, and the three TC&AA Representatives. No elected officer except the Secretary/Treasurer, , the three members at large of the Executive Board, and the three TC&AA Representatives shall be elected for consecutive terms. The First Vice President shall be the President-Elect for the following year.

Section 3 In the event of a permanent vacancy of the office of President, the Executive Board will make a recommendation on filling the vacancy. They will take into consideration the time remaining in the vacated term. The election of new Officers in the term will not interfere with the normal succession of the entire Officers Line. Any member elected under this provision shall be elected for the unexpired term only.

Section 4 No Officer shall be permitted to hold more than one Office at the same time, with the exception of the TC&AA Representative.

ARTICLE SEVEN

Duties of Officers

Section 1 The President shall have charge of the business meetings, and the preparation and planning of details of the Annual Installation Party. He shall participate and be consulted in the planning of all activities and communications concerning the membership. He shall preside at all meetings of the Unit and within thirty (30) days of taking office, he shall appoint Chairmen of the following Committees: Membership Correspondences, Auditing, Investigating, Publicity, Transportation and Property, Budget, and Nominating, and Committees. The President shall also appoint a Chaplain, Sergeant-at Arms, and Parliamentarian. The Chaplain shall be the Chairman of the Sick and Shut in Committee. The President shall be the representative of the Unit at all Conventions. The President during his term of Office shall be reimbursed the cost for his attendance to a maximum of two Temple Functions. He shall submit a bill to the Unit after his attendance. The Unit shall assume only the cost of his ticket, not his guests.

Section 2 The First Vice President shall perform the duties of the President in his absence or inability to act. He shall be in charge of all parties, the Circus social activities and the annual picnic, with the exception of the annual Installation party. The First Vice President during his term of Office shall be reimbursed the cost for his attendance to a maximum of two Temple functions. He shall submit a bill to the Unit after his attendance. The Unit shall assume only the cost of his ticket, not his guests.

Section 3 The Second Vice President shall perform the duties of the First Vice President in his absence or inability to act, and the duties of the President in the absence of both the President and First Vice President. The duties of the Second Vice President shall also include being in charge of Circus Ticket sales, Circus advertising sales and in charge of refreshments at the monthly Unit business meeting, and the Children's' Holiday Party. He may form his own committees for Circus ticket sales and Circus Advertising sales. He will also select the Chairman of the Bar Committee. The Second Vice President during his term of Office shall be reimbursed the cost for his attendance to a maximum of two Temple functions. He shall submit a bill to the Unit after his attendance. The Unit shall assume only the cost of his ticket, not his guests.

Section 4 The Secretary/Treasurer shall keep a record of all meetings of the Unit, a file on all members including such pertinent information as the date they were elected as Probationary Clowns, the date elected to Regular status, the dates of any change in their status, their Blue Lodge affiliation, York or Scottish Rite affiliation. This file to be maintained on the premises of the Clown room and available to the Officers of the Unit at all times. He shall be custodian of all papers of the Unit. He shall receive all applications for membership, numbering each in order received and keep a file of same. The Secretary/Treasurer shall also collect and receive all revenue and make an accurate record of the same and he will deposit all funds in a bank, trust company or a savings and loan association approved by the Unit. All bills for expenses incurred by the Unit shall be read at the next Unit meeting. The Secretary/Treasurer shall pay all bills of the Unit at the

direction of the President and consent of the members. He shall be authorized to pay all regular Unit expenses incurred during vacation period. He shall keep an accurate record of all receipts and disbursements. All checks issued by the Secretary/Treasurer must be signed by any two (2) of the following Officers, President, First Vice President, or Secretary/Treasurer. He shall issue current membership dues cards upon receipt of payment of dues by members. He shall also be responsible for the forwarding of members' dues to the International Shrine Clown Association and the Central States Shrine Clown Association, and will issue dues cards from these organizations upon their receipt. He shall be required to submit an Annual report to the members by the March meeting of the Unit. The Secretary/Treasurer during his term of Office shall be reimbursed the cost for his attendance to a maximum of two Temple functions. He shall submit a bill to the Unit after his attendance. The Unit shall assume only the cost of his ticket, not his guests.

Section 5 The Executive Board shall consist of three (3) members elected at large and also include the President, First Vice President, Second Vice President, the immediate Past President, and the Secretary/Treasurer. These will make up the voting members of the Executive Board. The Director will be a member in an advisory capacity. The Secretary/Treasurer will record the minutes of all Executive Board meetings. The Director will not have voting power at the Executive Board meetings. The Unit President will serve as Chairman of the Executive Board. The Board will meet a minimum of four (4) times a year. All Board members will be required to attend all meetings of the Board unless their absence is noted and excused by the Chairman. The Executive board has the power to make recommendations to the members and can act in behalf of the Unit where authorized by these By-Laws or when specifically authorized by the members to act on a particular action or item of business. The Executive Board may also, as stated in Article Two, Section 2, of these Bylaws, reinstate to membership those who have been suspended by the provisions of this Section and has since settled his obligations under this Section. The Executive Board is to report to the membership at each Unit Meeting.

Section 6 The Sneaker Fund Ambassador shall be the custodian of the International Shrine Clown Association "SNEAKER" for the Unit.

ARTICLE EIGHT

Duties of the Director

Section 1 The Director is appointed by the Potentate. In the absence or inability of the Director to act the President shall assume the duties of the Director until such time as a new Director is appointed by the Potentate. The Director shall be responsible for the supervision of the members in regard to proper Shrine decorum and actions at all Shrine functions, and shall be the direct contact between the Unit and the Divan. The Temple shall receive all communications for engagements for their approval and send them to the Director. The Director will notify the applicant of acceptance. The Director will appoint an Assignment Chairman or Chairmen. The Director will appoint Chairmen of the following Committees: Skits, Make-up/Face Painting, and Clown Supply.

ARTICLE NINE

Duties of TC&AA Representatives

Section 1 The elected Temple Charity & Activities Association Representative for the Unit shall attend all regular and called meetings of the TC&AA Board. These members are encouraged to serve on any TC&AA committee when asked by the President of TC&AA or any committee Chairman of TC&AA. One of these Representatives is required to report to the Unit membership of TC&AA activities at each Unit meeting.

ARTICLE TEN

Duties of Committees

Section 1 The Membership Correspondences Committee shall be responsible for preparation and mailing the monthly Unit Newsletter and/or monthly schedule of Clown engagements. The Committee shall also be responsible for obtaining and mailing all invitations to various parties and social functions of the Unit. The Committee shall also be responsible for the return reservation accounting for these functions. The Committee shall also be responsible for any other mailing to the members of the Unit that may be required.

Section 2 Auditing Committee shall consist of a Chairman appointed by the incoming President and two (2) other Regular or Life Members selected by this Chairman. This Committee is required to audit the financial records of the Unit within sixty (60) days of the beginning of the fiscal year. This Committee is required to make one financial report within ninety (90) days of the beginning of the fiscal year and to submit to the Secretary-Treasurer a report in writing signed by all members of the Committee of their findings. This report will become part of the Permanent records of the Unit.

Section 3 Bar Committee shall consist of a Chairman appointed by the Second Vice President. This Chairman may select the committee members. This Committee is required to open and close the bar at regular Shrine meetings, Ceremonials and Unit meetings for the enjoyment of the Unit Members. This Committee will be responsible for closing the bar during the Second Section Ceremonial and Shrine business meetings on Shrine Ceremonial days. Only the Second Vice President and the Committee Chairman will have charge of "Bar-Cards" and locks. A financial report will be made by the Chairman at the end of the fiscal year.

Section 4 Investigating Committee will consist of a Chairman appointed by the President and a minimum of two (2) other members selected by the Chairman. They will report their findings to the membership as required by Article Three, Section 2 of these By-Laws. This Committee will be responsible for the investigation as to the character of prospective members and they will be required to give the prospective member an overview of the purpose, scope and requirements of membership in this Unit.

Section 5 Publicity Committee will consist of a Chairman appointed by the President. The Chairman may select two (2) additional members. This Committee is responsible for advertising Clown Unit functions as necessary when requested by the President or other Officers or Committee Chairman. This Committee will be responsible for writing and submitting informational articles to be printed in the Moolah Temple Publication "CAMEL TALES" as requested by the Editor of that publication. This Committee will also be responsible for the writing and submitting of informational articles to be printed in publications of the International Shrine Clown Association and the Central States Shrine Clown Association.

Section 6 Transportation and Property Committee will consist of a Chairman appointed by the President and other members selected by the Chairman. This Committee is responsible for the maintenance, licensing and insuring all of the equipment owned by the Unit located away from Moolah Temple. This equipment will consist of but is not limited to the Van and Trailer. Any equipment used by the Clown Unit Member must have the approval of this Committee, keeping in mind that this equipment is to be used for the good of the Unit. When the Clown Van is taken by Members to Shrine Function and a Parade is held in conjunction with the event, every effort is to be made to have the Van in the parade, preferably by a member not desiring to walk in the parade as a "Dressed Out Clown".

Section 7 Skit Committee will consist of a Chairman appointed by the Director. The Chairman will select a minimum of two (2) committee members. This Committee is responsible for performances of skits at the Circus, Ceremonials and other performances requested by the Unit or Moolah Temple. This Committee is also responsible for the training of Probationary Members on skit performances.

Section 8 Make Up/Face Painting Committee will consist of a Chairman appointed by the Director. The Chairman will select as many members to assist him on this committee necessary to the proper function of the committee. This Committee is responsible for conducting Make Up Classes for the purpose of instructing Probationary Members and improving all Members in the art of Clown Make Up and costuming

Section 9 Budget committee shall consist of a Chairman and three (3) other Regular or Life members appointed by the President, the First Vice President and the Treasurer. At least one (1) member of this committee must be a Past President and one (1) who has or does hold and elective office in the Unit. The duties of this Committee will be to formulate a budget for the current year. The budget must be prepared for presentation to the Unit membership meeting in March. To be accepted it must be approved by a majority of the members present and voting at this meeting. Any budgeted expenditure does not require a vote of the membership and can be paid by the Secretary/Treasurer. Any non-budgeted expenditure, in excess of \$300.00 requires a motion at a business meeting, and shall be held over for a vote at the next regularly stated meeting and the Executive Board shall meet and provide its recommendation to the Unit prior to the vote.

Section 10 Nominating Committee will consist of a Chairman appointed by the President. The Chairman will select four (4) other committee members. At least one (1) of these members must be a past President and one who has or does hold an elective office in the Unit, and the other members must be a Regular or Life member with at least three (3) years of Unit membership. It will be the duty of this committee to select a list of candidates for each elective office in the Unit as stated in Article Five, Section 1 of these By-Laws, with the exception of the Office of President who shall be the First Vice President from the past year as stated in Article Five, Section 2 of these By-Laws. It will be the duty of this committee to contact each prospective office holder to determine their willingness to serve. This Committee will be required to present the list of prospective candidates to the membership at the regular business meeting in October. The Director will be an advisory member of this Committee.

Section 11 Clown Supply Committee will consist of a Chairman appointed by the Director and other members selected by the Chairman. The duties of this Committee will be to order balloons and make up as directed by the Unit. They will be responsible for keeping an accurate record of the disbursement of these supplies to the members.

Section 12 Other Committees may from time to time be required to properly conduct the business and activities of the Unit. The President will have the power to appoint such Committees as required.

Section 13 All Committee Chairmen will report to the Executive Board or Unit meetings when requested by the President.

Section 14 Parliamentarian shall rule on Points of Order when requested by the President. It shall be the duty of the Parliamentarian to keep a current By-Laws with all revisions available at all Unit meetings. It is the duty of the Parliamentarian with the consent of the Unit to cause the printing or reprinting of the By-Laws with any revisions and furnish the same to the membership.

Section 15 Sergeant at Arms shall be responsible for the conduct at Unit meetings and should eject any member whose conduct disturbs the order of the meeting.

Section 16 Chaplain shall give the opening Prayer at the Unit meetings, lead the Unit in the Shrine Pledge of Allegiance, be the Chairman of the Sick and Shut in Committee, and other appropriate duties as requested by the President.

ARTICLE ELEVEN

Meetings

Section 1 The Annual Election of Officers shall be held at the regular Meeting in November. The Election of Officers shall be the last order of business at this meeting. Current dues must be paid in order that a member may vote in the election of Officers in November. The fiscal year of the Clown Unit shall end on the thirty first day of December of each year.

Section 2 The regular monthly meeting for the transaction of such business as may come properly before the Clown Unit shall be held monthly, the meeting day will be determined by vote of the membership, a two thirds majority required. Any change of the monthly meeting day will require a 45 day written notice and can only be changed once per year. This meeting may from time to time be rescheduled/cancelled when conflict with other functions or holidays would interfere. Practice sessions for Clown performances or Make-Up Classes shall be at the discretion of the Chairman of the appropriate Committee.

Section 3 A Special Meeting may be called at any time by the President, or on written request by fifteen (15) Members of the Unit. Such request for Special Meeting shall state the purpose of the Meeting, and all members shall be notified in writing by the Secretary/Treasurer at least one calendar week prior to such meeting. No other business shall be transacted at a special meeting.

Section 4 Order of business shall be as follows.

Meetings shall convene at 7:30 PM

Opening Prayer

Shriners' Pledge of Allegiance

Reading of minutes of previous meeting.

Treasurers report (shall include accounts payable and accounts receivable).

Communications

Report of Executive Board Meeting

Unfinished Business

Directors Comments

Assignment Chairman's Report

New Business

Reading of application for membership and election of new members

Report of Committee Chairman and TC&AA Representatives

Good of the Order/Sickness and Distress

Call for signatures in attendance book

Adjournment. Meeting shall adjourn no later than 9:00 PM.

Section 5 The rules contained in Roberts Rules of Order shall govern the meetings of the Unit in all cases when they are not inconsistent with these By-Laws.

Section 6 No financial business shall be transacted at any regular or special meeting unless a quorum of at least fifteen (15) members are present.

ARTICLE TWELVE

Initiation, Dues and Fees

Section 1 Initiation fee shall be Seventy Five (75) dollars plus one year's dues and it shall accompany the application for membership. The cost of a FEZ with the word "CLOWNS" in jewels sewn on the front and Unit shirts will be borne by the applicant.

Section 2 If a Probationary member should die prior to becoming a Regular member the initiation fee shall be returned to his family.

Section 3 The annual Unit dues shall be Fifty (50) dollars for all members and shall be paid prior to the first of January of the year they are for. Membership in the International Shrine Clown Association and the Central States Shrine Clown Association is included in the yearly dues. The annual dues shall remain the same unless changed by amending these By-Laws.

Section 4 Any member whose dues are not paid by the January meeting shall be notified by mail/phone/e-mail by the Secretary-Treasurer of this condition and if the dues are not paid by the February meeting, he is automatically suspended,. Within one year, a member suspended for nonpayment of dues may be reinstated by paying the dues and a majority approval of the Executive Board. After one year suspension for nonpayment of dues, a suspended member wishing to be reinstated must make application as a new member.

Section 5 For severe hardship cases the Executive Board may remit the annual dues of a member after a thorough investigation. A Committee of the Executive Board shall investigate each case carefully and each case should be voted on separately on its own merit.

ARTICLE THIRTEEN

Unit Room Rules

Section 1 No profanity will be tolerated.

Section 2 The Unit Room will be a non-Smoking Room. Smoking will not be tolerated at any time by any individual, members or visitors. Smoking is only permitted in the designated area adjacent to the loading dock section of the prop area.

Section 3 Each member will be responsible for cleaning up his own mess. Empty cups/cans/plates/etc. must be properly disposed of.

ARTICLE FOURTEEN

Amendments

Section 1 These By-Laws shall not be altered, revised or repealed unless the change is approved by the Unit and the Potentate. Amendments to these By-Laws shall be read at two (2) regular meetings and voted on at the second of these meetings with a 2/3 majority of those present and voting required for approval. Notice that a proposed change in the By-Laws is going to be considered must be included in the monthly Newsletter.

Section 2 All Proposed Amendments to the By-Laws must be presented in writing at a regular Unit meeting stating what Article and Section is to be amended, added or deleted.

Section 3 The By-Laws or any amendments to the By-Laws become effective after approval by the Moolah Temple Shrine Clown Unit and approved by the Potentate as required by the By-Laws of Moolah Temple, and when approved shall be the existing By-Laws of the Moolah Temple Shrine Clown Unit.

Section 4 These By-Laws shall automatically be superseded by any and all directives issued by the Potentate and Executive Committee of Moolah Temple. Any by-law that is in conflict with any such directive shall automatically be null and void for the duration of such directive.

Section 5 Any proposed Amendment to these By-Laws which is rejected by vote of the membership cannot be reconsidered for one year.

A copy of any such directive shall be sent to each member with the monthly newsletter with instructions to attach it to his copy of these by-laws and to remove any directive that it repeals.

Approved by the Moolah Temple Shrine Clown Unit on June 1, 2009.

Approved by the Moolah Temple Potentate



Frank "Pancho" Windler, Potentate 2009

October 2009