

APPENDIX II

UNIFORMED BYLAWS FOR TEMPLES

ARTICLE I

Style, Title, and Authority

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

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

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

ARTICLE II

Rights and Obligations of a Temple

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

- a. To retain its charter until lawfully surrendered, suspended, or revoked.
- b. To meet and do all things traditionally done by Nobles of the Mystic Shrine.
- c. To admit members and to reject any application for membership.
- d. To elect and install its officers.

- e. To exercise, subject to appeal, penal jurisdiction over its members pursuant to the Constitution and General Laws.
- f. To make Bylaws fixing the annual dues of its members and designate the time of its meetings. If the Bylaws of this Temple conflict with the Constitution or Regulations of the A.E.A.O.N.M.S., Inc., they are null and void.

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

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

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

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

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

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

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

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

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

ARTICLE III

Duties of the Temple

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

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

Rights and Obligations of a Temple

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

Conferring Creations

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

Penalties

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

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

ARTICLE IV Temple Bylaws

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

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

ARTICLE V Jurisdiction of a Temple

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

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

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

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

ARTICLE VI Defunct Temples

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

SECTION 2: In the event the charter of a Temple is recalled, revoked, or set aside, for whatever cause, the Imperial Potentate, with the advice and consent of the Imperial Divan, shall establish rules for the continuation of membership in the Order for those Nobles who were members of such Temple.

ARTICLE VII Qualifications for Membership

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

- a. He is a Master Mason in a Prince Hall Affiliated Lodge.
- b. He was a Master Mason in a Prince Hall Affiliated Lodge suspended for non-payment of dues or assessments.

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

- a. He is a Master Mason in a Prince Hall Affiliated Lodge.
- b. He was a Master Mason in a Prince Hall Affiliated Lodge suspended for non-payment of dues or assessments.
- c. He is a Master Mason suspended or expelled without due process by any individual or organization.

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

- a. After trial in any Prince Hall body, the penalty results in suspension or expulsion.
- b. He is convicted of a felony in a court of law and his civil rights have not been restored.
- c. An incomplete membership application packet submitted.
- d. He failed to provide a national investigative background form.

SECTION 4: A candidate for creation, who has been rejected by a Temple, may submit his petition to a Temple after six months.

Note:

- **Petitioners or members that are ineligible because of a felony conviction and his civil rights have not been restored can apply to the Imperial Council for a waiver. The petitioner or member requesting a waiver of the felony conviction provision must submit a written request to the Imperial Council through the local Temple.**
- **All potential candidates for initiation must read and sign the Imperial Council Anti-Hazing Policy in addition to completing the Novice Training.**

Associate Membership

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

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

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

SECTION 3: Associate members will not be carried on the rolls of or reported to the Office of the Imperial Recorder by the associate Temple. Associate members do not have a vote in Temple meetings.

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

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

Healing

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

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

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

Reinstatement

SECTION 1: Any former member of the A.E.A.O.N.M.S., Inc. may reinstate in any Temple. The former member will submit a petition for reinstatement, national investigative background form, and fees to the Temple he desires to join. The receiving Temple must insure petitioner meets qualifications for membership, investigate previous Temple's membership status and vote for acceptance into Temple. If the petition is rejected, the Temple Recorder will notify the Imperial Recorder within five (5) business days for consideration in becoming a member of the Imperial Council Holding Temple. If admission into the Holding Temple is accepted, the Imperial Recorder will complete the required paperwork for admission. If admission into the Holding Temple is denied, the Imperial Recorder will notify the Temple Recorder who will notify the petitioner and return any monies that accompanied the petition. The petition may be resubmitted. If the petition is accepted in the local Temple, the petition will be voted on. A majority vote is required to accept the member for reinstatement.

SECTION 2: The reinstatement fee for the Imperial Council can be found on the Imperial Council Fee listing. In addition, a Temple may assess an amount not to exceed the yearly dues of the Temple. A Temple may opt to prorate the yearly dues by the number of months remaining in the year. The former member will not be required to pay any assessments or dues levied during the time of his inactive status.

SECTION 3: All reinstatements will be reported to the Imperial Recorder in the manner and time prescribed by the Imperial Council Constitution and General Laws. Failure to comply with these procedures may result in Temple being fined the late/failure to comply fee.

Oath of Fidelity

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

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

(Signature)

ARTICLE VIII Membership in a Temple

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

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

- a. Illustrious Potentate
- b. Chief Rabban
- c. Assistant Rabban
- d. High Priest and Prophet
- e. Oriental Guide
- f. Treasurer
- g. Recorder
- h. First Ceremonial Master
- i. Second Ceremonial Master
- j. Captain of the Guard
- k. Outer Guard

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

Withdrawal

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

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

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

Transfer of Membership

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

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

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

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

ARTICLE IX Meetings

Regular

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

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

Special

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

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

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

ARTICLE X Order of Business

SECTION 1: After the opening of the Temple, the order of business shall be as follows:

- a. Calling the Roll of Officers
- b. Determination of Quorum
- c. Reading of the Minutes
- d. Reading of Communications
- e. Sick & Distress
- f. Reports of Committees
- g. Unfinished business
- h. New business
- i. Report of Treasurer
- j. Report of Receipts/Expenditures
- k. Good of the Order
- l. Adjournment

ARTICLE XI Elections, Installations and Vacancies

Elections

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

- a. A Noble is not eligible for election to any office of the Temple if they have not paid their annual dues in full for the ensuring year; payment in full must be verified prior to the election.
- b. A Noble is not eligible to vote for officers if they have not paid their annual dues in full for the ensuring year; payment in full must be verified prior to the election.

SECTION 2: Prior to holding an election, the following processes must be completed:

- a. A final audit of all Temple financial records must be conducted in November and presented to the Temple in December.
- b. All officers of the Temple must give the Temple a written stewardship report of their activities in office for the year served.
- c. The annual budget for the Temple must be presented in November and approved for adoption in November or December.

SECTION 3: If this Temple shall fail for good cause to elect any of its officers at the time required, the Imperial Potentate, in the exercise of his discretion, may grant to such Temple a dispensation to hold its election at another time.

SECTION 4: All members in good standing shall be entitled to vote at all elections. Members must be present to vote (no proxy).

SECTION 5: No Noble shall hold more than one elected office, nor shall any Noble be eligible for the office of Illustrious Potentate who has not been elected and installed as an elected officer of a Chartered Temple, but anyone qualified to vote in the election of officers shall be eligible to any other office in the Temple. In case of sickness, disability, or absence of any elected officer the Temple may elect that individual if the individual has submitted written notification that if nominated, he will accept and if elected he will serve.

SECTION 6: Within three days after the annual election of officers, each Temple shall report to the Imperial Recorder and Imperial Potentate the names of all officers elected and appointed; the report to be signed by the Illustrious Potentate and Recorder under the seal of the Temple.

Installation and Terms

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

Vacancies

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

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

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

ARTICLE XII Operational Departments

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

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

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

Athletics and Recreation

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

Budget and Finance

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

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

Grenadier Clubs

SECTION 1: No Noble, group of Nobles, association of Nobles, Corporation or Temple whether chartered by, or operating under dispensation from the Imperial Council, shall own, manage, lease, operate or support any club, association, corporation or other organization nor form any organization within or with the Temple for the purpose of selling, dispensing, giving away any tobacco, food, soft drinks, beverages or any intoxicating liquors, music machines or mechanical devices to any group of Nobles, association of Nobles, or any organization of Nobles for or on behalf of any Temple or any part of the membership.

SECTION 2: Adopted at the 125th Annual Session of the Imperial Council of the Ancient Egyptian Arabic Order Nobles Mystic Shrine of North and South America and its Jurisdiction, Inc., the Grenadier Clubs for the Temples and Deserts were “effectively dissolved on June 1, 2018”.

SECTION 3: Failure of any Noble, group of Nobles, association of Nobles, Corporation or Temple whether chartered by, or operating under dispensation from the Imperial Council, to conform to these regulations in the manner and form set forth shall be deemed an ignoble offense, penalty for which shall be suspension of the Temple Charter and other penalties may be applied to the Noble(s) involved.

Music

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

Patrols

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

Promotions, Public and Media Relations

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

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

Sick and Welfare

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

Transportation and Convention

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

Youth

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

ARTICLE XIII Divan Duties

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

SECTION 2: The Illustrious Potentate:

- a. He shall preside at all meetings of his Temple.
- b. He shall confer the Creation of the Order in accordance with the ritual ordained by the A.E.A.O.N.M.S., Inc.
- c. He shall superintend the official acts of all of the officers of his Temple and see that their respective duties are properly performed.
- d. He shall guard against any infraction by members of his Temple of its own Bylaws, or the Constitution, Regulations, and other Laws of the A.E.A.O.N.M.S., Inc., and of the traditions of the Order. The Illustrious Potentate shall be the custodian of the bonds of the Treasurer and Recorder.
- e. The presiding officer of a Temple, whether Illustrious Potentate or Rabban, shall not invite any visiting Noble to preside over his Temple unless he is an Illustrious Potentate or Past Potentate.
- f. In all cases of a tie vote, except votes by ballot, the Illustrious Potentate may cast the deciding vote.
- g. From the decisions of the Illustrious Potentate, there shall be no appeal to the Temple but appeals from his decisions and complaints of his acts and conduct may be made to the Imperial Grievance and Appeals Committee. For ignoble conduct or for neglect, or violation of any duty imposed by the Constitution, Regulations, or Laws of the A.E.A.O.N.M.S., Inc., by the Potentate of a Temple, he shall be subject to removal from office, suspension, or expulsion.
- h. The Illustrious Potentate of each Temple, within whose jurisdiction there shall be a constituent Court of Daughters of Isis, shall appoint an Advisor for such Court. In matters of great importance to the Temple, the Illustrious Potentate shall have authority to summon all members of the Divan and any other member of the Temple to advice and counsel with him.

SECTION 3: Rabbans

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

SECTION 4: Treasurer

- a. He shall receive and safely keep all money and property of every kind which shall be placed in his hands by the Recorder or by the order of the Temple. And to give proper receipts and promptly deposit same in the bank designated by and in the name of the Temple.
- b. He shall disburse or transfer funds upon the vote of the Temple. In case of an emergency, the Illustrious Potentate may be authorized up to \$ _____ Dollars.
- c. He shall keep books which shall contain a correct statement of his receipts and disbursements on account of the Temple.
- d. He shall make to the Temple, as its Bylaws may require, annual and such other reports of its receipts, disbursements, and financial conditions.
- e. He shall be bonded in such sums and sureties as the Temple may direct.
- f. He shall perform such other duties appertaining to his office as the Bylaws may require or the Temple may at any time direct.
- g. He shall perform such duties and functions as may be prescribed by the A.E.A.O.N.M.S., Inc., and/or the Temple.
- h. For the faithful performance of his duties, the Treasurer shall be exempt from dues and receive a stipend from the Temple of not less than \$ _____ annually.

SECTION 5: Recorder

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

6. He shall preserve the Bylaws of the Temple and the Constitution, Regulations and Laws of the Order, which may from time to time be published, together with all the printed proceedings as promulgated by the A.E.A.O.N.M.S., Inc. The books, accounts, and records of the Temple shall cover and include the calendar year from the first day of January to the thirtieth day of December; and it shall be the duty of the Recorder of each Temple to make an Annual Report to the Imperial Recorder before the Twentieth day of January of each year of each Noble who is in good and regular standing in the Temple as of December thirty-first of the preceding year; and a duplicate copy of this report sent to the Imperial Potentate.
- k. On or before the 20th Day of January of each year the Recorder of each temple shall make his annual report to the Imperial Recorder, which report shall contain a list of those created, affiliated, demitted, restored, deaths, removed, reactivated, dropped out, life members, expulsions and withdrawals, with the respective dates opposite each name, also an alphabetical list of all members and a financial statement of the preceding fiscal year of the Temple showing a summary of receipts, disbursements, assets and liabilities; this annual report to be signed by the Illustrious Potentate and Recorder and the seal of the Temple attached. A duplicate copy of this report must be sent to the Imperial Potentate.
- l. He shall perform duties and functions as may be prescribed by the A.E.A.O.N.M.S., Inc., and/or the Temple.
- m. He shall perform such other duties appertaining to his office as the Bylaws may require or the Temple may at any time direct.
- n. He shall be bonded in such sums and sureties as the Temple may direct.
- o. For the faithful performance of his duties, the Recorder shall be exempt from dues and receive a stipend from the Temple of not less than \$ _____ annually.

SECTION 6: Assistant Recorder

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

SECTION 7: Other Officers

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

ARTICLE XIV Fees and Dues

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

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

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

SECTION 3: The dues of this Temple shall be \$ _____ annually, payable in advance no later than December 31st for the ensuing year.

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

- a. The names of the Nobles that have not paid their annual dues in full must be read by the Recorder at the meeting.
- b. The Temple is to vote to suspend said Noble(s) (the vote may be taken collectively).
- c. A majority vote of the members present is required for suspension.

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

SECTION 6: No Temple will create a candidate for less than twenty-five (\$25.00) dollars without special dispensation from the office of the Imperial Potentate. Within ten (10) days after any creation or ceremonial each Temple shall report to the Imperial Recorder and Imperial Potentate over the signature of the Illustrious Potentate and Recorder, with the seal of the Temple attached, the name of each person created and shall transmit with such report to the Imperial Recorder the required fee of Eighty-Five (\$85.00) dollars for each Novice created.

SECTION 7: Fines and How Assessed: Failure to submit the required reports to the office of the Imperial Recorder on the date and in the format specified may result in the Temple being assessed a late fee of one hundred and fifty (\$150.00) dollars or one (\$1.00) dollar times the number of the members on the roll (i.e., \$1.00) times 450 members equals \$450.00), whichever is greater. This late fee is applicable to annual return reports, payment of per capita taxes. All other reports not made in a timely manner as required, the penalty shall be one hundred (\$100.00) dollars.

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

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

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

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

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

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

ARTICLE XV

Petition for Creation and Investigating Committee Duties

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

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

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

ARTICLE XVI

Fiscal Year

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

ARTICLE XVII Reinstatement

SECTION 1: Any former member of the A.E.A.O.N.M.S., Inc. may reinstate in any Temple. The former member will submit a petition for reinstatement, national investigative background form, and fees to the Temple he desires to join. The receiving Temple must insure the petitioner meets qualifications for membership, investigate previous Temple's membership status and vote for acceptance into Temple. If the petition is rejected, the Temple Recorder will notify the Imperial Recorder within five (5) business days for consideration in becoming a member of the Imperial Council Holding Temple. If admission in the Holding Temple is accepted, the Imperial Recorder will notify the Temple Recorder who will notify the petitioner and return any monies that accompanied the petition. The petition may be resubmitted. If the petition is accepted in the local Temple, the petition will be voted on. A majority vote is required to accept the member for reinstatement.

SECTION 2: The reinstatement fee for the Imperial Council can be found on the Imperial Council Fees listing. In addition, a Temple may assess an amount not to exceed the yearly dues of the Temple. A Temple may opt to prorate the yearly dues by the number of months remaining in the year. The former member will not be required to pay any assessments or dues levied during the time of his inactive status.

SECTION 3: All reinstatements will be reported to the Imperial Recorder in the manner and time prescribed by the Imperial Council Constitution and General Laws. Failure to comply with these procedures may result in the Temple being fined the late/failure to comply fee.

ARTICLE XVIII Special Proceedings

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

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

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

ARTICLE XIX Miscellaneous Regulations

The Flag

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

Jubilee Day

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

ARTICLE XX Right to Visit

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

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

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

ARTICLE XXI Temple Life Membership

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

ARTICLE XXII

Deaths

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

ARTICLE XXIII

Funerals

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

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

ARTICLE XXIV

Ritual

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

ARTICLE XXV

FEZ

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

ARTICLE XXVI

Emblems, Jewels and Regalia

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

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

ARTICLE XXVII

Settlement of Controversies

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

ARTICLE XXVIII

Amendments

SECTION 1: The accepted method of receiving and considering amendments are as follows:

- a. The proposed amendment shall be submitted in writing to the Temple at a regularly scheduled meeting; and unless it is approved by a majority vote of the members present on a call of yeas and nays, it shall not receive any further consideration; but if it is so approved, the proposed amendment shall be entered upon the records together with the proceeding, and three notices (one per month) of the preceding vote on the proposal amendment shall be sent to all members (via Postal Services) by the Recorder.
- b. The notification of the pending vote must include a copy of the original language proposed to be changed, proposed amendment, rationale for the change, and the date the vote shall take place.
- c. The proposed amendment may be approved at the stated meeting by a two-thirds vote of the members present.

SECTION 2: The proposed amendments to these Uniform Bylaws shall be submitted in writing through the Imperial Legal Advisor for approval/disapproval by the Imperial Council.

SECTION 3: Every Temple may adopt special rules, which does not exceed one page in length, to govern purely local activities which must be reviewed by the Jurisprudence Committee and approved by the Imperial Divan.