



# **Sudan Shriners**

## **Bylaws of**

### **Uniformed Units**

#### **PREAMBLE:**

The names of these Units shall be set out in Article I and said name is to be used only in connection with members of these Units while functioning or performing as an organized Unit of Sudan Shriners. NO UNIT OR ANY MEMBER THEREOF SHALL ENGAGE IN ANY ACTIVITY OR MAKE A PUBLIC APPEARANCE PURPORTED TO REPRESENT A UNIT OF SUDAN SHRINERS, UNLESS APPROVED BY THE POTENTATE.

No Unit shall have any additional Bylaws. It is the intent of these Articles to define uniform procedures and to supply the simple necessary administrative regulations to adequately meet the needs and requirements of the Uniformed Units of Sudan Shriners.

At the discretion of each Unit, the Unit may vote to adopt a separate set of Policy & Procedures consistent with special requirements of the Unit, when not in conflict with these Bylaws and submit in writing for the Potentate's approval.

#### **ARTICLE I – UNIT NAMES, DESCRIPTION / PURPOSE**

##### **Section 1 - Names and purposes of Sudan Shriners Uniformed Units**

1. **Animated Animals** - colorful entertainment of cartoon animal characters. (1976) Johnston Co.
2. **Beach Bums** – colorful characters representing “beach” theme (1997) Dare Co.
3. **Buccaneers** – swashbuckling characters parading a pirate theme (1999) Elizabeth City
4. **Burnouts** – miniature barstools (May 2013) Craven Co.
5. **Camel Drivers** - unit provides marketplace at Ceremonials to sell shrine jewelry & merchandise (1969) New Bern
6. **Cart Caravan** – golf carts unit (2002) Lenoir County
7. **Carteret County Mariners** - mini boat replica's of coastal fishing vessels (1990) Carteret Co.
8. **Ceremonial Cast** - Shrine Ritualistic Team that performs new candidate initiation ceremony - Carteret County
9. **Chef Crew** - trained staff prepares and serves the Ceremonial Moslem Feast (1957) New Bern
10. **Clowns** - multifaceted unit that promotes merriment and laughter during parades and other select events (1952) Dunn
11. **Convertibles** - provides transportation for the Potentate, Divan and other dignitaries in parades (1984) Kinston
12. **Cooligans** – motorized coolers (May 2008) New Bern
13. **Cruisers** – miniature race cars (Sept. 2010) Cumberland County
14. **Daredevils** – specialized go-carts which perform vehicle ride over maneuvers (August 2004) South Brunswick
15. **Desert Rats** – mini off-road vehicles with a “military” theme (1997) Greenville
16. **Drum & Bugle Corps** - a colorful marching / musical Unit (1923) Wilmington
17. **Fire Brigade** - miniature fire trucks in parades (1980) New Bern
18. **Flag Unit** - colorful flags representing all 50 states (1984) Dunn
19. **Gators** – special themed utility vehicles resembling alligators (Sept. 2006) Pamlico Co.
20. **Ghostbusters** - vehicle and characters based on movie theme (1991) Bladen County
21. **Hillbillies Clan 58 - Outhouse 2** - fellowship and entertainment with country "hillbilly" theme (Jan. 2009) Brunswick County
22. **Horse Patrol** - live equestrian beauty and pageantry (1963) Wilson
23. **Keystone Kops** – comical paddy wagon crew (1975) Jacksonville
24. **Legion of Honor** - military veterans and marching Unit for Shrine parades (1962) Durham
25. **Mini Cars** - antique miniature cars (1980) New Bern
26. **Mini-Rigs** - miniature trucks for precision maneuvers in parades (1992) Wayne County
27. **Mobile Fez** – to display the Shrine Fez in parades (1998) Pender County
28. **Monster Trucks** – miniature trucks based on car crushing racing series (1997) Wilson Co.
29. **Motor Patrol** - precision motorcycle drill team (1962) Kinston
30. **Mourners** - unique funeral / mule drawn hearse (1979) Pamlico County
31. **Patrol** - military drill team with precision marching (1917) New Bern
32. **Pirate Ship** – mobile theme ship with colorful characters (1997) Fairmont
33. **Provost Guard** - members police and secure events to maintain dignity and peace (1947) Greenville
34. **Prowlers** – miniature go cart style cars for precision maneuvers (1997) Rocky Mount
35. **Racers** - miniature race cars based on NASCAR Racing Series (1993) Harnett County
36. **Roadrunners** - volunteer drivers transport children and families to SHC (1979) New Bern
37. **Roadsters** - miniature antique classic cars for precision maneuvers (1991) Sampson Co.
38. **Shriners Choo Choo** - replica of vintage model train for parades (1988) Wilmington

39. **Steel Drum Band** - calypso style musical entertainment (1977) Columbus County
40. **Suits** – Blues Brother theme with Segways (Jan. 2007) Cumberland Co.
41. **Thunderbolts** - miniature cars for precision maneuvers (1975) Brunswick County
42. **Tomcats** – miniature cars for precision maneuvers (1997) Robeson County
43. **Truckers** - miniature trucks for precision maneuvers (1992) Pamlico / Craven County
44. **Van Patrol** – miniature vans (Jan. 2012) – Onslow Co.
45. **Wrecking Crew** - a trained staff for conducting new members thru 2<sup>nd</sup> Section Initiation (1925) Goldsboro

## Section 2 - Apprenticeship Units

1. **Drifters** – motorized trikes (Jan. 2015) Craven Co.
2. **Playboys** - characters with limousine (May 2015) St. Pauls

## Section 3 - Inactive Units

1. **Turtle Patrol** - to create light hearted vehicle impersonation of turtles - Beaufort County (5/17/08)
2. **String Band** - country music band that hosts dances and other events - New Bern (5/17/08)
3. **Fez Head Fred** – Imperial Fez Mascot for parades and other events as directed - Jacksonville (5/17/08)
4. **Wild Ones** – miniature motorcycle – Fayetteville (1/22/10)
5. **Motor Escort** - Harley Davidson motorcycle unit (1971) Fayetteville (1/2014)
6. **Mini Choppers** – miniature chopper-style motorcycles (Dec. 2004) Columbus County (1/2014)
7. **Hillbillies** - fellowship and entertainment with country "hillbilly" theme (1981) Fayetteville (7/2014)
8. **Mecca Turkeys** - mini motor unit representing regional business (1997) Raeford (1/23/15)

## Section 4 – Active Status

In order for a Unit to be considered active, they must participate during the year in at least three of the following mandatory Shrine events.

- Winter Ceremonial
- Spring Ceremonial
- Masonic Homecoming (Masonic Parade)
- SASA
- Fall Ceremonial

## Section 5 - Dates and Times of Meetings

Dates and times of Unit meetings can be changed by majority vote of members at Annual Meeting. Potentate, Director and Recorder must be notified immediately of such change. Notice of special meetings must give the date, time, place and purposes of meeting. No business other than that for which meeting was called shall be transacted. Written notices shall not be required for regular meetings other than annual business meeting and annual election of officers. Twenty five percent (25%) of the active members shall constitute a quorum. Each Unit must hold a Stated Meeting at least once each calendar quarter.

## Section 6 - Order of Business

1. Roll Call
2. Reading of minutes and communications
3. Reading of applications and voting thereon
4. Presentation of bills and voting thereon
5. Reports of Officers
6. Unfinished business
7. New Business
8. Good of Order
9. Adjournment

## Section 7 - Annual Meetings

The Annual Business Meeting of each Unit shall be its regular meeting in December. If Units hold weekly meetings, then the first meeting held in December shall constitute the Annual Meeting.

## Section 8 - Annual Election

The Annual Election of Unit Officers shall be held during the regular meeting in November or December, unless otherwise authorized by the Potentate. A written report naming the Elective and Appointive Officers shall be made to the Potentate by **January 1**, for his approval and appointment with a copy to the temple Recorder and Director. All Unit Officers approved by the Potentate shall be installed under his direction and at a time and place designated by him.

**Section 9 – Unit Description**

1. Active Unit – fully-functioning Unit that participates in all official Sudan festivities, unless excused by the Potentate.
2. Inactive Unit - a Unit that has become inactive for various reasons. Once a unit has been put on inactive status, all funds and property will be remitted to the temple within 60 days. If a Unit has been Inactive for two years and wishes to become Active again, the Unit Head must send a letter to the Potentate requesting permission to reform the Unit. The Unit will then serve a two (2) year probationary period prior to becoming an Active Unit.
3. Apprentice Unit - a newly formed Unit that serves a three (3) year probationary period prior to becoming an Active Unit.

**ARTICLE II - OFFICERS, THEIR DUTIES, HOW ELECTED**

**Section 1 - Unit Officers**

1. Animated Animals	Director	25. Keystone Kops	Chief
2. Shriners Choo Choo	Conductor	26. Legion of Honor	Commander
3. Beach Bums	Captain	27. Mini Cars	Captain
4. Buccaneers	Captain	28. Mini-Rigs	Captain
5. Burnouts	Captain	29. Mobile Fez	Director
6. Camel Drivers	Director	30. Monster Trucks	Captain
7. Cart Caravan	Captain	31. Motor Patrol	Captain
8. Carteret Co. Mariners	Captain	32. Mourners	Director
9. Ceremonial Cast	Director	33. Patrol	Captain
10. Chef Crew	Director	34. Pirate Ship	Captain
11. Clowns	Director	35. Playboys	Director
12. Convertibles	Director	36. Provost Guard	Captain
13. Cooligans	Big Kahuna	37. Prowlers	Captain
14. Cruisers	Crew Chief	38. Racers	Captain
15. Daredevils	Captain	39. Roadrunners	Director
16. Desert Rats	Captain	40. Roadsters	Captain
17. Drifters	Captain	41. Steel Drum Band	Director
18. Drum & Bugle Corps	Captain	42. Suits	Captain
19. Fire Brigade	Chief	43. Thunderbolts	Captain
20. Flag Unit	Director	44. Tomcats	Chief
21. Gators	Captain	45. Truckers	Captain
22. Ghostbusters	Captain	46. Van Patrol	Captain
23. Hillbillies #2	Director	47. Wrecking Crew	Director
24. Horse Patrol	Captain		

In addition to a Captain/Director/Commander/Chief, each Unit shall have a First Lieutenant/Assistant Director, a Secretary and a Treasurer. The Secretary and Treasurer must be separate positions. A Unit may have a Second Lieutenant if desired.

**Section 2 - Unit Officers Duties**

1. Captain/Director/Commander or Chief shall be Executive Head of his Unit. He shall exercise general supervision over the Unit and shall preside at all meetings. He shall supervise the activities of his Unit Officers. He shall appoint committees necessary to fulfill the projects and program of Sudan Shriners and the purposes and functions of his Unit. He shall be directly responsible to the Potentate.
2. First Lieutenants or Assistant Directors are second in command of their Units and in absence of their Unit heads shall be operating head of the Unit.
3. Secretaries shall faithfully record the proceedings of all meeting. He shall collect all monies turning them over to the Treasurer. He shall keep on prescribed form the attendance for each member of his Unit. He shall maintain a current inventory of all the Unit property and all temple property entrusted to the care of his Unit. Inventory of temple property shall be on a standard form furnished by the Director of Units and in compliance with his instructions. He shall, at the Annual Election of Officers, turn in all records to his successor.
4. Treasurer shall receive all monies from the Secretary. He shall keep a true account, recording all receipts and disbursements. He shall disburse such funds upon presentation of proper approval, this requiring a majority vote of the membership present and voting at a regular meeting. He shall, at the Annual Election of Unit Officers, turn all records over to his successor.

### **Section 3 - Unit Officers**

1. The Head of each Unit shall be elected by written ballot of a majority of the members of the Unit present and voting at the Annual Election (*Article 1 Section 7*). All other Unit Officers (*Article II Section 1*) shall be elected by written ballot of a majority of members of the Unit present and voting at the Annual Election.
2. Unit Officers shall serve for the ensuing year. In the event of a vacancy in any office, it shall be filled by direction of the Potentate at a regular meeting by written ballot of a majority vote of the members present and voting and subject to the Potentate's approval and appointment.
3. Each retiring Officer shall immediately pass on to his successor all records and/or equipment of the Unit in his care and/or custody. The Head of each Unit is charged with the responsibility for uniforms and equipment from retiring or dismissed members. It shall be the option of each Unit to require a deposit from its members for the issuance of uniforms with said deposit being refunded on the return of the uniform in good condition. Uniforms not returned shall be replaced at Unit expense.

## **ARTICLE III - MEMBERSHIP**

### **Section 1 - Application for Unit Membership**

Shall be on a form approved by the Potentate and shall set forth name, address, and special abilities which would qualify him for the particular Unit of his choice. Such applications shall be read at the next regular meeting and referred to an Investigating Committee of at least two (2) active members, and, following receipt of Investigating Committee report, shall, at the next regular Unit meeting, when a vacancy exists, submit application to vote of active membership. Voting by secret ballot shall immediately follow the second reading of the application for membership. **THREE NEGATIVE votes shall exclude a candidate.** The secret ballot for the election of candidates may be waived by a 2/3 majority vote of the Unit members present, such action being taken prior to voting and applying to that particular meeting only. Units are authorized to have as many members on their roster as they desire.

### **Section 2 - Active Members**

Shall consist of these Nobles who have been elected to this status, by the active members present and voting by secret ballot. Active members shall be elected from those members who have been on the Apprentice rolls for six (6) months or longer. All Unit officials shall be elected by secret ballot from this classification.

### **Section 3 - Apprentice Membership**

Shall consist of those Nobles who have been elected to this status, by active members present and voting by secret ballot. Apprentice members shall pay dues, if Unit policy, but shall not have the right to vote; however, Apprentice members shall have the right to vote after one year of active service in the Unit, and shall serve the Unit in that status for a minimum of six calendar months from the date of a favorable vote of his application of membership.

### **Section 4 - Associate Members**

Shall consist of those members who have attained at least one (1) year of Unit service and who request their Unit in writing for this classification. Election to this classification requires a majority vote of the "active" members present at a regular meeting of the Unit. Associate members shall pay dues, but shall not have the right to vote.

### **Section 5 - Emeritus Members**

Shall consist of those Unit members who have served as Potentate of Sudan Shriners or have attained a minimum of twenty (20) years of Unit service and who request their Unit in writing for this classification. Emeritus members are relieved from paying dues and are not subject to attendance requirements. They have all rights and privileges of an active member, with the exception of voting.

### **Section 6 - Honorary Members**

Shall consist of those Nobles elected to this status by the Unit. Such membership confers no rights or privileges.

### **Section 7 – Dues**

Sudan Shriners current year membership dues must be remitted to the temple office prior to the January Ceremonial as a condition for continuing Unit membership. Unit dues for members will be at the option of the Unit. Additionally, the Unit Head must physically check his member's temple dues, as well as their Blue Lodge Membership and submit written confirmation to the Shrine office by January 15<sup>th</sup> to ensure compliance.

## ARTICLE IV - DISCIPLINE

### **Section 1 - How investigated**

The head of the Unit is empowered and obligated to temporarily suspend any member who, in his judgment, is guilty of conduct unbecoming a noble. He shall then file written charges with the temple Director, with copies to the Potentate and Recorder. Any member may file charges against another Unit member, if in his judgment, there are grounds for such charges and if the Unit Head refuses to take action. The charges must be filed in writing with the temple Director, with copies to the Potentate and Recorder.

### **Section 2 - Procedure**

Upon receipt of such charges, the temple Director shall thoroughly investigate them. If in the judgment of the Director that an offense has been committed, he shall within five (5) days make a written report to the Potentate, who shall take action as he deems appropriate.

### **Section 3 - Appeal**

An appeal of any disciplinary action may be made only to the Potentate, and only then by the member, or members, directly involved. Said appeal must be in writing.

### **Section 4 – Restoration**

Upon termination of membership, regardless of the reason, the noble desiring to re-affiliate with his Unit, shall apply and shall comply with the provisions of Article III, as if he had never belonged to a Unit.

### **Section 5 - Offenses and Penalties**

Any member who is guilty of conduct unbecoming a Shriner or who is guilty of conduct unbecoming a Mason, as defined in the Masonic manual and Code published by the Grand Lodge of North Carolina, or who shall fail to perform duties assigned to him by the head of his Unit and/or the temple Director, or who shall be guilty of improper performance of his assigned duties, shall be subject to reprimand, suspension or dismissal.

1. ANY MEMBER INDULGING IN THE USE OF INTOXICATING, ALCOHOLIC BEVERAGES, DURING ANY PARADE, CEREMONIAL, SHRINE OR SHRINE SPONSORED EVENT, ON DUTY, SHALL BE SUBJECT TO REPRIMAND, SUSPENSION OR DISMISSAL.
2. Any member who attends any business meeting of his Unit while under the influence of intoxicating beverages shall be subject to reprimand, suspension or dismissal.

## ARTICLE V - AWARDS, AUDITS, AMENDMENTS AND EQUIPMENT

### **Section 1 - Awards**

An incentive awards program may be adopted to give recognition for outstanding achievements, should the Unit wish to do so.

### **Section 2 - Audits**

In November of each year, a STATEMENTS OF CASH RECEIPTS AND DISBURSEMENTS form prepared by the temple Auditor will be mailed to each Unit to be completed and returned to the Temple office - **no later than February 28<sup>th</sup>**. **All unit activities, meetings, parades, etc. are automatically suspended after the due date.** This is an urgent matter and the Unit Officers must give it special attention. The Auditor must have this information from every Unit in order to prepare the Internal Revenue Form 990 for Sudan Shriners, which includes all of the Units. This is a requirement of the Internal Revenue Service and all Units must be on one Tax Return filed from the temple office, which makes it necessary that the above information be sent to the temple office for the accountant to prepare the Tax Return. The information requested on the forms is a requirement of the Internal Revenue Service and information must be complete before they will accept the Tax Return. Full cooperation will be appreciated, as it is quite a tremendous job to compile all tax information required by the IRS. Failure to comply could result in a penalty and fine against the Officers of the Unit as well as the temple, plus a possibility of losing present tax status.

### **Section 3 - Amendments**

These Bylaws cannot be amended except by the authority of the Potentate.

**Section 4 – Equipment**

All parade vehicles and / or performance equipment belonging to a Unit or its individual members should be checked bi-annually for “Safety Inspections”. This inspection is to ensure that whatever a member is holding, carrying, driving or operating is in good working condition. The Unit head or appointee would be responsible for documenting and filing the inspection with the Shrine office.

**Section 5 - Power of Potentate**

Nothing herein contained shall abridge or limit the power of the Potentate and, at his discretion, he may suspend the Bylaws in whole, or in part, for such time and for such purposes as the nature of the circumstances may warrant.

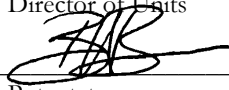
Approved this 14<sup>th</sup> day of July, 2011

Authority of: \_\_\_\_\_

Unit Director / Captain

*Frank Long*

Director of Units



Potentate

*Amended 11/17/00*

*Amended 9/13/01*

*Revised 3/18/02*

*Revised 1/27/07*

*Revised 7/14/11*