

MECCA SHRINERS

SHRINERS INTERNATIONAL

New York City, New York



BYLAWS

as Amended

January 16, 2025

BYLAWS of Mecca Shriners

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

ARTICLE 1

Temple Name

§1.1 Name and Date Instituted.

This temple shall be known as "Mecca Shriners", hereinafter known as the Temple, in the City of New York, New York, and held by virtue of a charter granted by the Imperial Council of the Ancient Arabic Order of the Nobles of the Mystic Shrine upon its institution on June 8, 1876; said charter dating from the organization of Mecca Temple, namely, September 26, 1872.

IT BEING FIRST REGULARLY ORGANIZED TEMPLE OF THE ORDER.

ARTICLE II

Temple Meetings & Ceremonials

§2.1 Stated Meetings. The Temple will hold a stated meeting at least once each calendar quarter. At least two (2) stated meetings of the Temple must be held at the temple location, the Grand Lodge of Free and Accepted Masons of the State of New York. The specifics of the business to be transacted at a stated meeting held elsewhere other than at the temple, must be set forth in the notice of the meeting. The exact hour of all meetings, including the annual meeting, shall be designated by the Potentate of this Temple.

(A) December Meeting. At the December stated meeting, the officers and representatives for the ensuing year shall be elected.

(B) Annual Meeting. The Annual Meeting shall be held during January of each year.

§2.2 Ceremonial Sessions. Ceremonial sessions may be called by the Potentate at any time.

§2.3 Special Meetings. Special meetings may be called by the Potentate at any time, but not less than seven (7) days notice must be given stating the business to be considered and no other business than that specified in the notice shall be transacted.

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

§2.5 Place of Meetings. The place of all meetings shall be determined by the Potentate except as may be otherwise required or restricted by the bylaws of Shriners International.

§2.6 Notice of Meetings. Not less than seven (7) days notice must be given of the time and place of all meetings. Notice may be given by any means authorized by Shriner's International including but not limited to: the official temple publication; an electronic newsletter; or an electronic mail message (email).

§2.7 Request for Meeting by the Membership. Upon request in writing to the Potentate by any twenty-five (25) members in good standing of the Temple; a special meeting, except during the months of June, July, or August, will be called by the Potentate to act on such business as specified in the request. No other business may be conducted at the special meeting.

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

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

§2.10 Quorum. A quorum consists of seven (7) members of the temple entitled to vote, one of whom must be the Potentate, Chief Rabban, Assistant Rabban, or a past potentate of the Temple.

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

- (A) Opening ceremony
- (B) Reading of minutes of previous session
- (C) Reading financial statements
- (D) Necrology Report and Chaplain's Prayer
- (E) Introduction of Guests, New Nobles, and Past Potentates
- (F) Reading of communications
- (G) Reading of petitions for membership
- (H) Balloting on candidates
- (I) Reports of standing and special committees
- (J) Unfinished business
- (K) New business
- (L) Conferring the ceremonial
- (M) Closing ceremony

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

ARTICLE III

Officers

§3.1 Officers.

(A) The officers of the Temple are:

- (1) Potentate.....Shayk
- (2) Chief RabbanEmeer
- (3) Assistant Rabban.....Sahib
- (4) High Priest and Prophet.....Imam
- (5) Oriental Guide.....Ayn
- (6) TreasurerChayzin
- (7) Recorder.....Katib
- (8) First Ceremonial Master.....Wakil
- (9) Second Ceremonial MasterAlam
- (10) Director.....Malah
- (11) Marshal.....Amal
- (12) Captain of the Guard.....Rays
- (13) Outer GuardHafiz

(B) Limitation. No person may hold more than one (1) of the foregoing offices at the same time.

§3.2 Trustees. There shall be three (3) Trustees of the Temple. At the annual elections the Nobles shall elect one of the three Trustees for a three (3) year term, the other two being staggered, so that one is added each year.

§3.3 Nomination. Candidates seeking nomination to an elected position or representative must be certified as eligible by the Leadership Search Committee no less than fourteen (14) days prior to the election. Once certified as eligible, a Noble seeking election may be nominated from the floor by any Noble in good standing. Nominating Speeches and Candidates Speeches shall be no longer than five (5) minutes in length, per candidate, and seconding speeches are not permitted. Nominations will not be considered for any Noble not previously certified as eligible for the current year's election.

§3.4 Election and Appointment. The election and appointment of officers are governed by the bylaws of Shriners International.

§3.5 Duties. The Potentate, or this temple bylaws, may prescribe/assign additional duties as necessary to officers of the shrine.

§3.6 Enthronement and Installation. The enthronement and installation of the temple officers are governed by the bylaws of Shriners International.

§3.7 Vacancies. The existence of a vacancy and filling of a vacancy are governed by the bylaws of Shriners International.

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

§3.9 Board of Directors. The composition and duties of the Board of Directors are enumerated in the bylaws of Shriners International. The Board of Directors has these additional duties:

(A) Leadership Search Committee. The Board of Directors shall appoint a Leadership Search Committee as allowed by the provisions of the bylaws of Shriners International consisting of not more than five (5) Nobles. The Leadership Search Committee shall be chaired by a Past Potentate of the Temple and shall include at least one Noble who is not on the elected Divan.

(B) Temple Holding Corporation. The Board of Directors and the immediate past Potentate shall be the board of directors of any Temple Holding Corporation.

ARTICLE IV

Duties of Officers

§4.1 Duties of Illustrious Potentate. As the chief executive officer of the Temple, he shall exercise general supervision over said Temple. He shall preside at all sessions of the Temple. He shall be responsible to Shriners International for the government of the Temple and require the officers and members to observe Shrine Law and the temple bylaws at all times. He shall appoint the officers and committees that he deems necessary. He shall require accurate records to be kept, just accounts rendered, and regular returns be made to Shriners International, also that candidate fees, annual Per Capita hospitals levies and assessments are promptly paid. He may issue orders to Nobles, Clubs, Units and organizations to comply with matters over which he has authority. He shall sign the Order on Treasurer (Warrants) that authorize payment of temple obligations. He shall serve as the Chairman of the Board of Directors.

§4.2 Duties of the Chief Rabban. The Chief Rabban shall preside in the absence of the Potentate.

§4.3 Duties of the Assistant Rabban. It shall be his duty, in the absence of the Illustrious Potentate, and the Chief Rabban, to preside over all sessions of the Temple.

§4.4 Duties of the Treasurer. His duty is to receive and hold in charge the funds of this Temple, to pay all drafts ordered by vote of the Temple and signed by the Potentate or in his absence the Chief Rabban, and

Recorder, to draw checks from the Hospital Patient Transportation Fund that are properly vouchered and authorized by the Hospital Transportation Chairman or his committee. He is to render at the Annual Meeting a detailed report of the temple receipts and expenditures for the current year, and to promptly deliver to his successor in office all property belonging to the Temple in his possession. He is a member of the Board of Trustees by virtue of his office.

§4.5 Duties of the Recorder. It shall be his responsibility to collect all revenues of the Temple, to deposit and deliver receipts to the Treasurer, to countersign all checks for the withdrawal of temple funds, also to countersign all Warrants ordered by the Temple and signed by the Illustrious Potentate. He is to keep accurate minutes of the proceedings of the Temple. He is to keep the books of account and records of the Temple. He is to give notice to all members of regular and special meetings as provided in these bylaws, to make out the returns to Shriners International. To keep such records as his office requires and to render a report at the Annual Meeting, showing summary of the current year's business.

§4.6 Duties of the Trustees. The Trustees shall have management and control of all properties of the Temple, including the Temple's plot at Kensico Cemetery. They shall at all obey and abide by the orders and resolutions of the Temple. The Trustees are to recommend where the Temple should invest the funds of the Temple in such securities as are legal investments of stocks or bonds in the State of New York. They shall report on all transactions involving the Temple, and provide to the Board of Directors a current accounting of investment funds. They may present at Board of Director or Executive Board meetings a report as to the financial transactions of all monies in their care. The Trustees shall render at each Annual Session a just, true and accurate account of all the property and funds of the Temple. The Trustees may attend Executive Board meetings.

§4.7 Duties of the Finance Committee. It shall be the duty of the Finance Committee to examine the books and vouchers of the Treasurer, Recorder, Trustees, or any member who may have funds or of the Temple.

§4.8 Duties of the Board of Directors. Members of the Board of Directors shall attend meetings called by the Illustrious Potentate or in his absence the Chief Rabban or Assistant Rabban. The members shall advise the Illustrious Potentate and assist in the governing of the Temple.

§4.9 Remaining Officers. The remaining officers shall perform such duties as are appropriate to their several stations or as may be assigned to them by the Illustrious Potentate.

**ARTICLE V:
Temple Membership**

§5.1 Prerequisites. Membership in this Temple, including a candidate's petition and balloting thereon, is governed by the bylaws of Shriners International.

§5.2 Affiliation. Affiliation into this Temple is governed by the bylaws of Shriners International.

§5.3 Associate Membership. Associate membership in this Temple is governed by the bylaws of Shriners International.

§5.4 Retention of Membership. Retention of membership in this Temple is governed by the bylaws of Shriners International.

§5.5 Demit. The procedure for a demit from this Temple is governed by the bylaws of Shriners International.

§5.6 Suspension or Termination of Membership. Suspension and termination of membership in this Temple are governed by the bylaws of Shriners International.

§5.7 Life Memberships. Only a Noble who has served a term as the duly elected Illustrious Potentate of this Temple, for meritorious service to the Temple, shall be granted a Life Membership in the Temple.

§5.8 Honorary Membership. The Temple does not give honorary memberships. The Temple, as the first Temple in the Shrine, may give out a "Hadji" for a Noble who has made the Pilgrimage to Mother Mecca.

§5.9 Discipline. Discipline of a member of this Temple, for any cause other than nonpayment of dues, is governed by the bylaws of Shriners International.

§5.10 Complaints to Imperial Potentate. Complaints or correspondence to the Imperial Potentate are governed by the bylaws of Shriners International.

§5.11 Copies of Temple Bylaws and Shriners International Bylaws. Each member of this Temple shall receive access to a copy of these temple bylaws. The Recorder of the Temple shall allow members of this Temple access to a copy of the bylaws of Shriners International.

ARTICLE VI
Initiation Fees, Dues, Per Capita & Hospital Levy

§6.1 Initiation Fee. The initiation fee shall be an amount equal to no less than four (4) times the annual dues. The fee shall be determined at a stated or special meeting of the Temple after notice has been given to each member stating the proposed amount of the initiation fee. The initiation fee must be paid in full prior to initiation. The initiation fee does not include the hospital levy or the annual per capita tax required by the bylaws of Shriners International, each of which shall be added to the initiation fee.

Nobles created prior to the Imperial Session shall pay dues in the amount of 50% of the current year's dues. Nobles who are created after the Imperial Session of that year, shall be responsible to pay the then current dues as prescribed by Shriners International.

January 1st - June 30th

Initiation Fee* + 50% Annual Dues + Per Capita + Assessment = Total Initiation Fee

July 1st - December 31st

Initiation Fee* + Annual Dues** + Per Capita + Assessment = Total Initiation Fee

* Includes Fez

**Includes the following years dues

§6.2 Associate/Affiliation Fee: The fee for Association or Affiliation shall be equal to the Temple's annual dues. The Association/Affiliation fee, however, does not include the hospital levy or the annual per capita tax required by the bylaws of Shriners International, each of which shall be added to the fee, if required by the bylaws of Shriners International. This fee does not include the purchase of a Mecca fez.

§6.3 Dues. The annual dues shall be determined at a stated or special meeting of the Temple after notice has been given to each member stating the proposed amount of the annual dues. The annual dues shall not be less than prescribed by the bylaws of Shriners International. The annual dues do not include the hospital levy or the annual per capita tax required by the bylaws of Shriners International, each of which shall be added to the annual dues. The Divan may remit dues of a member for good cause.

(A) Suspension for nonpayment. A member who is one (1) year in arrears on his dues is suspended, pursuant to the procedure in the bylaws of Shriners International, unless the Temple remits his dues.

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

§6.4 Life Memberships. Life Members shall pay no Temple dues. They shall pay all Shriners International per capita tax and the hospital levy as prescribed by the bylaws of Shriners International.

§6.5 Per Capita Tax. Each member of this Temple, other than life per capita members and associate members, shall pay Shriners International per capita tax as prescribed by the bylaws of Shriners International.

§6.6 Per Capita Life Member (PCLM). A member may pay the sum prescribed by the bylaws of Shriners International and, thereafter, be exempt from the annual per capita tax.

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

§6.8 Permanent Contributing Membership (PCM). A member may purchase a Permanent Contributing Membership in the Hospitals as prescribed by the bylaws of Shriners International and, thereafter, be exempt from the hospital levy.

§6.9 Assessment. The Temple may levy an assessment on its members as prescribed by the bylaws of Shriners International.

ARTICLE VII

Fez

§7.1 Fez. It shall be the duty of every Noble to appear at the meetings of Mecca Shriners wearing the fez.

§7.2 Fez Adornment. Not more than two (2) pins or clasps without supplemental embellishments may be used to secure the tassel in place. The fez shall be worn in its proper shape without crushing, or creasing. Potentates, Past Potentates, and Divan members may have their titles embroidered on one (1) line beneath the emblem of the fez. Active members of official units and clubs of this Temple may likewise have the names of their units or clubs on one (1) line beneath the emblem of the fez. No adornment, device, title, ornament, or wording other than permitted may be used on the fez.

§7.3 Fez When Worn. The fez may be worn in addition to the sessions of Mecca Shriners, at Shrine parades, and other parades of Nobles under the authority of the Illustrious Potentate, and not in conflict with or prohibited by the Imperial Potentate, or Shrine law.

ARTICLE VIII

Fiscal

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

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

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

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

§8.5 Checks and Payment or Transfer of Funds. Transfers of funds and payment of obligations of this Temple shall be made into and from depositories approved by the Board of Directors, pursuant to procedures adopted by the Board of Directors, and as otherwise governed by the bylaws of Shriners International.

§8.6 Required Signatures. Signatures are required to transfer funds and pay obligations of this Temple, in accordance with a resolution adopted by the Board of Directors, and as otherwise governed by the bylaws of Shriners International. One (1) of the authorized signatures must be the treasurer. All checks and payments must be supported by vouchers or requisitions.

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

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

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

§8.10 Fidelity Bond. The Temple must procure a corporate fidelity bond as prescribed by the bylaws of Shriners International.

§8.11 Insurance. The Temple must procure insurance policies, and the Potentate must appoint an insurance advisory committee, as prescribed by the bylaws of Shriners International.

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

ARTICLE IX

Committees

§9.1 Leadership Search Committee. This Temple shall have a Leadership Search Committee. Its appointment and duties are governed by the bylaws of Shriners International. The Leadership Search Committee shall consist of five (5) Nobles. The Leadership Search Committee shall be chaired by a Past Potentate of the Temple and shall include at least one (1) Noble who is not on the elected Divan.

§9.2 Insurance Advisory Committee. This Temple shall have an Insurance Advisory Committee. Its appointment and duties are governed by the bylaws of Shriners International.

§9.3 Finance Advisory Committee. This Temple may have a Finance Advisory Committee.

(A) Composition. It shall consist of four (4) at-large members of this Temple. Two of the four at-large members are to be elected each year at the annual meeting for a term of two (2) years.

(B) Duties. It shall:

(1) Analyze and make recommendations as to the financial affairs of the Temple.

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

(3) Review all necessary current expenses.

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

- (5) Examine the system under which the financial affairs of the Temple, and every subordinate body thereof, are administered and make such recommendations from time to time as may be deemed for the good of the Temple or any subordinate body thereof.
- (6) Review any bill for travel, hotel, or entertainment expenses of any officer or representative to determine if it is reasonable and necessary, and within the budget.
- (7) Have access to all financial books, papers, and accounts of the officers and review them on a periodic basis, and recommend certified public accountants for examination and audit.
- (8) Review the financial institutions in which the funds of the Temple are to be, or already are, deposited.
- (9) Investigate suitable investments and investment institutions for the funds of the Temple.
- (10) Evaluate the proper coverage and limits of the bonds for the treasurer and recorder, and any other officers required to be bonded.

(C) Reports. This committee shall issue its findings, recommendations, and reports to the Board of Directors of this Temple.

(D) Quorum. Three (3) members of this committee shall constitute a quorum for the transaction of business.

§9.4 Other Committees. The Potentate shall appoint such other committees as may be required for the operation of the Temple's affairs. Their duties and responsibilities shall not conflict with any provisions of the bylaws of Shriners International or these bylaws.

ARTICLE X

Prohibited Practices

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

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

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

§10.4 Illicit Substances. The use of any and all illicit substances during any Shrine activity is forbidden.

ARTICLE XI
Temple Units & Shrine Clubs

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

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

§11.3 Membership.

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

(B) Clubs. Temple shrine clubs may include Nobles of other temples. All members of the shrine club who are regular or associate members of this Temple are eligible to hold office.

(C) Election of Officers. The temple units and shrine clubs shall elect their officers for the ensuing year on or before October 31st each year. The list of the elected officers is to be presented to the Recorder of the Temple on or before November 30th of each year for approval by the incoming Potentate.

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

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

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

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

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

ARTICLE XII

Bylaws and Amendments

§12.1 Adopting Amendments. The Temple shall adopt bylaws and may adopt amendments to existing bylaws if they are consistent with Shrine law and are approved by two-thirds ($\frac{2}{3}$) of the members present and voting.

§12.2 Proposed By-laws. Proposed by-laws or amendments must be presented in writing in the form of a resolution at a stated meeting. This resolution shall lay over to the next regular or special meeting called for action thereon. Notice must be sent to every member of Mecca Shriners seven (7) days prior, and must recite the substance and text of the proposed bylaws or amendments. Upon adoption, Shriners International must be sent copies of by-laws and amendments as in Article 31, Section 331.2, paragraphs d, e, and f of the bylaws of Shriners International.

§12.3 Imperial Changes. When a change is made by Shriners International affecting Shrine Law, which also affects the by-laws of Mecca Shriners, the bylaws are automatically changed (ipso facto) to conform with those of Shriners International.

§12.4 By-laws Reviewed. The Temple's by-laws are to be reviewed every five (5) years, starting on the fifth anniversary of the date of approval of these by-laws. It will be the duty of the Potentate of the anniversary year to pick a three (3) man committee, consisting of at least one Past Potentate, to serve as temporary by-laws review committee.