

Note: These proposed bylaws are offered as a tool only. It is hoped that they will in some small way assist you in compiling a set of bylaws that will fill the needs of your particular unit. President can be swapped for Commander, etc.

(NAME) SHRINE LEGION OF HONOR

ANCIENT ARABIC ORDER NOBLES OF THE MYSTIC SHRINE

(CITYAND STATE)

CONSTITUTION

PREAMBLE

We, Nobles of the (Name) Shrine, Ancient Arabic Order Nobles of the Mystic Shrine, believing that a closer relationship and friendship is worthy of the most careful cultivation among all past and present members of the Armed Forces of (Country) and its Allies, do hereby adopt this Constitution and Bylaws in order to preserve the memories and incidents of our association within the Armed Forces of(Country) and its Allies.

NAME

The name of this organization shall be:

(Name) Shrine Legion of Honor, Ancient Arabic Order Nobles of the Mystic Shrine.

PURPOSE

The (Name) Shrine Legion of Honor, Ancient Arabic Order Nobles of the Mystic Shrine is organized for the purpose of:

1. Promoting a closer fraternal and social relationship among its members.
2. Maintaining a Color Guard and a Uniformed Body for representation in ceremonials, parades and social functions deemed necessary by the Potentate of(Name) Shrine.
3. Fostering a spirit of Patriotism and a Love of Country and Flag.
4. Perpetuating the memory of our Comrades in Arms who died in the service of their country and to unite more closely former Comrades in Arms in the continuing service of God and Country, Masonry and Shrinedom.
5. Devoting our efforts as individuals and Legion of Honor members.
6. Serving our Illustrious Potentate in every possible way and to assist in every way to contribute to the betterment of (Name) Shrine.

BYLAWS

ARTICLE I MEMBERSHIP

Section 1. The membership in this organization shall be open to any Noble of(Name) Shrine Ancient Arabic Order Nobles of the Mystic Shrine, in good standing, who has served in the Armed Forces of(Country) or its Allies for a period of not less than ninety (90) days, who can show his Honorable Discharge or Satisfactory Certificate of Service from his government, signifying such service, or he can produce evidence that he is currently serving in the Armed Forces of his country at the time of his application. The phrase “Armed Forces of His Country” shall be interpreted to include those military forces as defined by the government of that country; attached and made a part of these bylaws, and who will promise to serve faithfully and attend all drills and functions ordered by competent authority.

Section 2. Applications for membership shall be in writing on a form supplied by the Legion of Honor and signed by two (2) members of the Legion of Honor in good standing. The application(s) shall be referred to the Adjutant who will cause immediate investigation to be made as to the qualifications of the applicant. The findings of the Adjutant shall be made known at the next regular meeting, at which time if found qualified, the applicant will be voted upon. A two-thirds ($\frac{3}{4}$) majority of the members present and voting shall be necessary for acceptance of the applicant.

Section 3. Honorary membership may be conferred upon persons considered worthy by a majority vote of the Executive Committee present and voting at any regular or special Executive Committee meeting. Honorary members will be issued a permanent Honorary membership card, will not be required to pay dues, and will not be eligible to vote at meetings.

Section 4. Life Membership shall be conferred upon all living Past Commanders of(Name) Shrine Legion of Honor. Such membership shall be conferred upon Past Commanders upon adoption of this section and upon future Commanders upon completion of their tenure in office. Life Membership may also be conferred upon other members considered worthy, by a majority vote of the Executive Committee present and voting at any regular or special meeting of the Executive Committee, subject to the approval of a majority vote of the unit membership present and voting at any regular or special meeting of the membership. Candidates for Life Membership may be suggested to the Executive Committee by the unit membership. Life Members will be issued a permanent Life Membership card, and will be entitled to all the rights and privileges of regular members, including membership in the uniform group. Life Members will remain as dues paying members, except after age 70 years as per Article VII, Section 3.

Section 5. Any member of the Legion of Honor may have his membership terminated for just cause, such as embezzlement, gross insubordination, etc. as well as for actions that bring discredit to Masonry, Shrinedom and/or the Legion of Honor. Such actions require a majority vote of the Executive Committee and a two-thirds ($\frac{2}{3}$) majority vote of the membership,

voting by secret ballot, at any regular or special meeting of the membership.

ARTICLE II
OFFICERS

Section 1. The officers of this organization shall be as follows: Commander, 1st Lieutenant Commander, 2nd Lieutenant Commander, Drill Captain, Adjutant, Finance Officer, Quartermaster, and Warrant Officer.

Section 2. The Commander shall be appointed by the Executive Committee to serve for a period of one (1) year. He may be reappointed to succeed himself for one (1) additional year. Thereafter, he must serve in the capacity of Past Commander for at least one (1) year. After the one (1) year lapse of time he may be reappointed as in the beginning.

Section 3. The 1st Lieutenant Commander, 2nd Lieutenant Commander, Drill Captain and Warrant Officer shall be appointed by the Executive Committee, except when filling a vacancy as per Article II, Section 5, to serve for a period of one (1) year. They may be reappointed to succeed themselves for one (1) additional year, after which tenure of office they must advance to a higher executive rank if one such office is declared by the Executive Committee. The requirement as to advancement may be waived by a unanimous vote of the Executive Committee present and voting at any regular or special meeting of the Executive Committee when the best interest of the unit will be served.

Section 4. The Adjutant, Finance Officer and Quartermaster shall be appointed by the Executive Committee, to serve for one (1) year. There shall be no restrictions as to the number of years these officers may be reappointed.

Section 5. A vacancy on the Executive Committee shall be so declared by the Executive Committee. In case of a vacancy on the Executive Committee for any reason whatsoever, it shall be filled by a majority vote of the membership present and voting at any regular or special meeting of the membership.

Section 6. The officers shall wear the insignia of rank and be recognized by the following ranks:

- Commander
- 1st Lieutenant Commander
- 2nd Lieutenant Commander
- Drill Captain
- Adjutant
- Finance Officer
- Quartermaster
- Warrant Officer

Section 7. The (Name) Shrine Legion of Honor shall be ruled and governed just as the Military Forces of (Country) and the chain of command shall apply.

Section 8. If an officer shall fail to perform his duties he may be removed from office by a two-thirds (2/3) vote of the Executive Committee present and voting at any regular or special meeting of the Executive Committee and the vacancy caused shall be filled as provided in Article II, Section 5.

ARTICLE III DUTIES OF OFFICERS

Section 1. The Commander shall preside at all meetings of the (Name) Shrine Legion of Honor, preserve order in its deliberations, appoint all committees not otherwise provided for and transact such other business as may of right appertain to his office. He shall be an ex-officio member of all committees.

Section 2. The 1st and 2nd Lieutenant Commanders shall assist the Commander in the discharge of his duties and assume the chair in his absence.

Section 3. The Adjutant shall keep a correct record of the proceedings of all meetings and shall be responsible for all necessary correspondence. He shall cause an accurate roster of members to be maintained and shall cause to be maintained an accurate record of annual dues payment by each member. He shall issue membership cards to all members in good standing and shall present a written report of the yearly activities at the Annual Meeting. He shall perform such other duties as may be assigned by the Commander or by vote of the membership.

Section 4. The Drill Captain shall be in charge of the Drill Team and/or Honor Guard and the parade line-up and shall hold inspection prior to each parade. He shall determine whether each individual is in proper uniform dress, and at his discretion he shall pull any man out of the parade if he is not in compliance with uniform or deemed unfit to march.

Section 5. The Finance Officer shall have the custody of and be responsible for all funds and monies of the (Name) Shrine Legion of Honor. He shall receive all monies due the Legion of Honor from any source whatsoever, and collect all initiation fees and dues from the Adjutant. He shall pay all current operating expenses and any and all other expenditures that have been voted on and approved by the unit body. He shall present a complete report at the Annual Meeting.

Section 6. The Quartermaster shall maintain all equipment and supplies of the (Name) Shrine Legion of Honor, and shall in effect be the Supply Officer of the unit.

Section 7. The Warrant Officer shall assist the Adjutant in any way possible at the direction of the Adjutant. The Warrant Officer shall act in the capacity of a liaison between the unit body and the Executive Committee.

ARTICLE IV
MEETINGS

Section 1. Regular meetings of the Legion of Honor shall be held primarily on the third (3rd) Wednesday of each month. Regular meetings for July and August may be dispensed with by vote of the Executive Committee of the Legion of Honor, or held in the form of picnics and/or outings.

Section 2. The Annual Meeting of the (Name) Shrine Legion of Honor shall be held in the month of January between the second Saturday and the last day of the month, but only after the Annual Election and Installation of the officers of(Name) Shrine.

Section 3. The order of business of the Legion of Honor shall be:

1. Opening: Invocation, Shrine Pledge of Allegiance
2. Respects to departed members
3. Reading of minutes by Adjutant
4. Report of Executive Committee by Adjutant
5. Reading of petitions for membership by Adjutant
6. Voting on candidates
7. Reading of communications by Adjutant
8. Sickness and distress
9. Report of Finance Officer
10. Report of committee(s)
11. Unfinished business
12. New business
13. Good of the Legion of Honor
14. Potentate or his designate
15. Adjournment

Section 4. Special meetings of the (Name) Shrine Legion of Honor may be called by the Commander and/or the Executive Committee at any time. The Adjutant shall mail each member a written notice or shall utilize the Emergency Telephone Call List regarding all special meetings at least seven (7) days preceding the date upon which the meeting is called. The notice shall set forth the reason for the special meeting

Section 5. A quorum for the transaction of business shall consist often (10) members.

ARTICLE V
COMMITTEES

Section 1. There shall be an Executive Committee consisting of the Commander, 1st Lieutenant Commander, 2nd Lieutenant Commander, Drill Captain, Adjutant, Finance Officer, Quartermaster and Warrant Officer. Past Commanders shall be members of the Executive Committee for a period of two (2) years after completion of their term of command and they shall not be entitled to vote. The Executive Committee shall act as a review board and shall make promotions by a majority vote of the Executive Committee present and voting. The

Executive Committee shall have charge of the affairs of the Legion of Honor, including all aspects of the uniform dress code. It shall determine Legion of Honor policies and act in an advisory capacity to the Commander and in steering the activities of the various committees. Five (5) members shall constitute a quorum for the conduct of business.

Section 2. There shall be a Finance Committee and there may be other standing committees, such as Membership, Uniform, Shrine Hospitals, Sickness-Memorial Service, Circus, Stewardship, and such other committees as may from time to time be deemed necessary, members of which shall be appointed by the Commander and/or the Executive Committee.

Section 3. The Finance Committee shall consist of the Commander, Adjutant, and Finance Officer. They shall ensure that all proposed expenditures are presented to the unit membership for approval.

Section 4. At the November meeting the Commander shall appoint an Audit Committee which will audit the records of the Finance Officer for the past year and shall report their findings at the Annual Meeting.

Section 5. All committees shall report to the Commander at his call and shall render a report on their activities.

ARTICLE VI UNIFORMED MEMBERS

Section 1. The (Name) Shrine Legion of Honor shall consist of Uniformed and Reserve (Non-Uniformed) members. The uniformed members shall participate in authorized ceremonials, parades, drills and related functions, furnish an Honor Guard and a Uniformed Marching Unit. The membership of the Uniformed Unit shall furnish all articles of their required uniform except the insignia and rank and silver name bar, which shall be furnished by the Legion of Honor.

Section 2. Past Commanders shall wear a Jeweled Legion of Honor Fez with the word "Commander" and the year(s) of his command designated. They shall wear a Gold Fourragère on their left shoulder, a Legion of Honor Commander's Ribbon on the left breast pocket, and miniature silver leaves of rank on their collar.

ARTICLE VII FEES AND DUES

Section 1. The initiation fee shall be () dollars, payable with the application for membership.

Section 2. The annual dues shall be () dollars, payable prior to December 31.

Section 3. Application from new members shall be accompanied by the annual dues payment in addition to the installation fee. Any member who, after having received due notice, is in arrears in dues payment for one (1) year, may be dropped from membership. Reinstatement of members dropped for non-payment of dues may be accomplished by the action required in

Article I, Section 2, and the payment of all unpaid dues. Reinstatement of a member who has been resigned or requested a demit may be accomplished by the action required in Article I Section 2, and the payment of dues for the current year. At age seventy (70) years, any member of the (Name) Shrine Legion of Honor, who has been a member of the unit for five (5) years or more, shall cease to be required to pay annual dues.

ARTICLE VII
GENERAL

Section 1. No member except Honorary shall hold membership in any other uniformed unit of (Name) Shrine or the (Name) Shrine Legion of Honor with the exception of the Past Masters Unit or Circus Associates.

Section 2. Each Legion of Honor member is held strictly accountable for property of (Name) Shrine or the (Name) Shrine Legion of Honor which may be held in his possession, and all such property shall be returned forthwith to the Quartermaster upon dismissal or change in status.

Section 3. All of the listed military officers shall have their rank installed on their Fez in rhinestones, and if not they may be removed from that rank by the Executive Committee.

Section 4. Any section of these bylaws may be suspended for any given meeting by a unanimous vote of the membership in attendance and voting at said meeting, but not for more than the one (1) meeting.

Section 5. This Constitution and Bylaws, with the exception of Article VIII Section 4, which may not be amended, may be amended by a two-thirds (2/3) vote of the unit body membership present and voting at a regular or special meeting, such amendment or amendments having been duly proposed at a previous meeting and due notice having been sent to the membership of the Legion of Honor, and after prior written approval received from the Potentate of(Name) Shrine.

Approved:

Commander

Date

Attested:

Adjutant

Date

Approved by the Potentate:

Potentate of (Name) Shrine

Date