



**International Association Legions of Honor**  
**Wayne Steele**  
**2nd Lt. Commander**  
**Bylaw Committee Chair**



**Date:** July 25, 2023

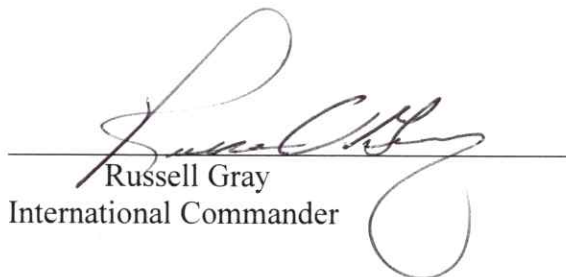
**From:** Wayne Steele, 2nd Lt. Commander, Bylaw Committee Chair

**Subject:** Proposed Bylaw Change

**To:** Russell Gray, Commander, International Association Legions of Honor  
David L. Smith, Adjutant, International Association Legions of Honor  
Tracy Coughlin, Judge Advocate, International Association Legions of Honor

**Purpose:** The purpose of this bylaw change is to add an IRS requirement to the Finance Officer duties and divide paragraph into two separate paragraphs.

  
Wayne Steele, PC  
2nd Lt. Commander  
Bylaw Committee Chair

  
Russell Gray  
International Commander

  
David Smith  
International Adjutant

Bylaw Change Currently Reads:

#### **ARTICLE IV**

Section 2, D, Para 3 - He will be totally responsible for the timely completion and submission, by Certified Mail with Return Receipt requested, of any and all required reports to the Internal Revenue Service and a copy to the Shriners International Office in Tampa, Florida at the time of their being filed. He will be responsible for monitoring all vendor contracts, forwarded to him by the International Adjutant, with respect to payment of commissions by vendors. Monitoring will be completed on a quarterly basis as defined by the contract. If a vendor becomes delinquent or fails to comply with the contract the International Finance Officer will notify said vendor by letter or e-mail of his delinquency. If the vendor does not comply or respond to said notices the International Finance Officer will contact the International Adjutant to notify, by registered letter, that vendor who is in non-compliance with their contract that the same is hereby canceled and that they will cease and desist from selling/supplying any and all trademarked Legion of Honor material.

Change to Read:

#### **ARTICLE IV**

Section 2, D, Para 3 - He will be totally responsible for the timely completion and submission of all tax requirements to the Internal Revenue Service according to the Internal Revenue Service regulations at the time of submission. He will provide a copy of the completed tax submission to the Shriners International Office in Tampa, Florida and to the International Board of Directors at the Arlington Board of Directors meeting.

He will be responsible for monitoring all vendor contracts, forwarded to him by the International Adjutant, with respect to payment of commissions by vendors. Monitoring will be completed on a quarterly basis as defined by the contract. If a vendor becomes delinquent or fails to comply with the contract the International Finance Officer will notify said vendor by letter or e-mail of his delinquency. If the vendor does not comply or respond to said notices the International Finance Officer will contact the International Adjutant to notify, by registered letter, the vendor who is in non-compliance with their contract that the same is hereby canceled and that they will cease and desist from selling/supplying any and all trademarked Legion of Honor material.