

SUGGESTED PROCEDURES FOR ORGANIZING A NEW SHRINE LEGION OF HONOR UNIT

1. Arrange a meeting of four or five very prominent Nobles of your Shrine who are ex-servicemen, or servicemen, each of whom have received an honorable discharge, or satisfactory Certificate of Service, for his last service from the armed forces of his government, or produce evidence that he is in the armed forces of his government at the time. These men should preferably not be members of any other unit within the Shrine. Discuss with them the advisability of trying to organize a Shrine Legion of Honor unit, a Service unit for service to the Shrine and the Illustrious Potentate. Do not be concerned about being a uniformed unit of the Shrine at this time, for there are many ways of service outside the uniformed units. Be willing to serve your Shrine and your Illustrious Potentate in any way and when you have earned your wings they will be assigned to you.
2. Appoint a preliminary organization committee. This committee could consist of the original group with such others as would assure a fairly representative committee. If there are any associate members of the International Association Legions of Honor in your Shrine they should be given consideration.
3. At this point, in order to avoid any possibility of dissension, authorization from the Illustrious Potentate should be obtained for the forming of such a unit within the Shrine. This is where prominent Nobles will come in handy.
4. As soon as authorization of the unit is obtained, the committee should proceed to send cards or letters to all known ex-servicemen and servicemen within the Shrine, or insert an ad in the Shrine magazine relative to the proposed organization of the unit, in order to determine whether there is sufficient interest.
5. If the committee finds that they have ten or more interested Nobles, they should call an organizational meeting, appoint temporary officers and committees as deemed necessary. Suggestions for activities should be discussed at this meeting, such as (1) Color Guard, (2) Degree Teams, etc. Preferably something outside the field of the present uniformed units of the Shrine, or perhaps something that the Illustrious Potentate might like.
6. All plans should be drafted to be submitted and adopted at the permanent organizational meeting, and which maybe amended or changed after the permanent organization is accomplished. The permanent officers should be tentatively selected by the temporary officers and the committee, and contacted relative thereto, arrangements prepared for certain ones to make their nominations, etc. Have your plans made and answers ready for any questions that may be brought up; then you will have a smooth running meeting. The proposed list of members should be promptly notified of the date and place for permanent organizational meetings. Avoid any unnecessary delays between your meetings.
7. At the permanent organizational meeting, the temporary Bylaws should be presented and acted upon, naming the officers to be elected. The election should be the next order of business. Then the permanent committees should be appointed by the new officers and a definite date set for the official installation of officers. The procurement of installing officers from outside the Legion of Honor unit is suggested. Perhaps the Illustrious Potentate, or your Division International Officer, can also charter the unit into the International Association Legions of Honor during the same visit.