

APPROVED 5/5/25

  
Chairman

Jurisprudence and Laws Committee

  
Imperial Potentate

**INTERNATIONAL  
LEGIONS OF HONOR BYLAWS**

**PREAMBLE**

The Articles of Incorporation and Bylaws of Shriners International, an Iowa Corporation, and these Bylaws, to the extent they are not inconsistent with the Shriners International Bylaws, govern this Association.

**ARTICLE I**

Section 1. **NAME:** The name of this Association will be the “INTERNATIONAL LEGIONS OF HONOR.” (ILOH)

Section 2. **OBJECTIVES:** The objectives of this Association are: To foster a Spirit of Patriotism, Love of Country and Flag; To perpetuate the memory of our Comrades in Arms who made the Supreme Sacrifice by giving their lives for their country while members of the Armed Forces; To devote our efforts as individuals, and Legion of Honor Units to strive for an increase in Friendship and Cooperation between our Legion of Honor Units and other Units of Shriners International.

Section 3. **COLORS:** The Colors of the Units of the Association are: The National Colors of the Country in which the Unit Temple is located, the Temple Colors and the Colors of the Unit: of the same size as the National Colors. Unit Colors should consist of the three Shrine Colors: Red, Yellow, and Green, equally spaced horizontally with the Red Stripe on top, then Yellow and Green at the bottom. The International Legion of Honor Emblem (that which appears on the Medallion) in the upper left-hand corner is optional, the name of the Temple and the words, “LEGION OF HONOR,” in block letters (Green) should be sewn upon the Yellow Stripe. The International Colors, Temple Colors and Unit Colors should be displayed at all meetings and at such other occasions as may be directed by the Commander or Potentate.

Section 4. **INSIGNIA:** Suspended from a neck ribbon, about twenty-eight inches in length with Green, Yellow and Red Stripes - equally divided, on a metal device as follows: On a shield fifteen-sixteenths (15/16) inch in length and fifteen-sixteenths (15/16) inch across tri-parted rule paleways gules (Red), argent (White) and azure (Blue) the “LEGION OF HONOR” in Gold rounded block letters. Partially surrounding the shield two gold tiger claws conjoined with a sphinx head affronts (in the form of a crescent reversed) that surface between the shield and claws serrated, above the claws and connected to the cutting edge of a scimitar one and eleven-sixteenth inch long with guard to dexter and point to sinister may be inscribed with name of the Temple in round block letters, a band five-eighths inch in width enameled barwise gules (Red and Yellow) and vert (Green), entire device one and three-fourths inches in length.

Section 5. **INSIGNIA OR MEDALLION:** The above Insignia or Medallion has been registered with the United States Patent Office, Washington, D.C., and on August 31, 2021, was assigned No. 97004362; and all uses, and manufacturing rights are reserved for the approval of the International Legions of Honor. In addition to the use described in Section 4, above, the Medallion may be worn as a Guard Pin and, in miniature, may be worn as a Lapel Pin, Cuff Links, and such other items as may be manufactured and offered for sale by dealers operating under contract approved by the International Legions of Honor.

## **ARTICLE II**

Section 1. **MEMBERSHIP:** Any regularly authorized Legion of Honor Unit of the various Temples of Shriners International seeking membership in this Association will comply with all of the applicable conditions contained in these bylaws.

- (A) For a temple unit to be eligible for membership in this Association, all members of the Temple Unit, at the time of his application, must be a former or active member of his country's active-duty, Reserves, National Guard, or similar Armed Forces. All members must be able to provide proof of honorable service issued by his country or service component. A unit may further restrict these qualifications, but those restrictions must not be contrary to these Bylaws. The phrase "Armed Forces" will be interpreted to include only those military forces as defined by the government of that country to include National Guard and Reservist.
- (B) Membership Classification in Temple Units that are members of this Association:
  - (1) Regular – An individual who is eligible according to Article II, Section 1, Subsection (A), pays dues and takes part in Legion of Honor activities, etc. A Regular member is the only one authorized to wear the Legions of Honor Medallion.
  - (2) Honorary - A Noble who may not be eligible for regular membership, but the Association/Unit would like to honor or pay tribute to, i.e., Potentate, Past Potentate, Colonel/Director of Units, club president or Noble who has achieved a high honor within said Temple, etc. These Nobles may be presented certificates, time-limited dues cards, etc. However, Honorary Members may not wear the Legion of Honor medallion, pay dues, or hold any Legion office.

Section 2. **PAST INTERNATIONAL COMMANDER:** Should a Unit Charter be arrested for any reason, and should that Unit have a Past International Commander on the roll at the time the Charter is arrested, the Past International Commander must apply for affiliation in another Temple that has a Legion of Honor unit that is a member in the ILOH, and join the Unit, pursuant to Iowa Bylaws, Section 323.7 (a), after which he shall have all the rights and privileges of the second Temple, Section 323.7(f). This will allow him to retain all privileges of a Past International Commander in the International Legions of Honor. The Past International Commander has ninety (90) days to accomplish this requirement in order to vote at any Annual Convention business meeting and International Board of Directors meeting.

Section 3. **ELIGIBILITY:** Legion of Honor Units, fulfilling the following conditions, may make application for membership to the International Legions of Honor.

- (A) Must have an active roster consisting of a Commander, Adjutant and Finance Officer or Commander and combined office of Adjutant/Finance Officer, each of whom has met the standards as set forth in Article II, Section 1, Subsection (A).
- (B) The Membership Application must be fully answered, and accompanied by all of the following:
  - (1) Dues for one year (payable in U.S. Dollars), (Refer to ARTICLE VIII, Section 1).
  - (2) The application signed by the Units Illustrious Potentate giving his approval to the organization of the Unit in his Temple.
  - (3) Copies of each member's proof of eligibility as described in Article II, Section 1, Subsection (A).
  - (4) A list of all the Officers (with their titles) and Unit members' names, addresses, (to include ZIP Code Number), telephone numbers, email address, etc.
  - (5) A copy of the Unit's approved and signed Bylaws.
  - (6) The application is signed by the Unit Commander and Adjutant, and they must be in good standing with their Unit.
- (C) All the required documents and monies will be forwarded to the International Adjutant by the International Officer responsible for Chartering the Unit. Once all the required documents and monies are received the International Adjutant will forward the Unit request to the Membership Committee Chair for review and recommended approval/disapproval to the International Commander. If approved by the Membership Committee Chair, then the International Commander may issue a temporary letter of dispensation authorizing the Unit to meet as a Legion of Honor Unit until officially approved at the Annual Convention. If the application is disapproved at the Annual Convention, then the Unit will disband. A Charter will not be issued until the Unit is approved at the Annual Convention.

Section 4. **APPROVAL:** The application for Unit Membership will be presented for approval at the International Legions of Honor Annual Convention. If such approval is granted, it will be by the majority vote of those present, entitled to vote and voting. The International Adjutant, on behalf of the International Legions of Honor, will issue a Charter bearing the date of the original application to all newly created Units. It will be the responsibility of the International Commander wherein the new Unit is located, to obtain and present the Charter. A special date for the Charter presentation will be arranged between the International Commander, the Potentate and Unit Officers.

Section 5. **DISBANDMENT:** Should the International Legions of Honor disband, all assets under its control will be transferred to the Shriners Hospital for Children or its successor in interest, after all just bills and expenses are paid in full.

Section 6: **International Officer:** Any International Officer who is a member of a Unit that may be disbanded or lose their Charter will retain his office until such time as he becomes a dues paying Member or Associate Member of another Temple and a member of that Temple's Legion of Honor Unit. International Officers will have ninety (90) days to complete this requirement.

### **ARTICLE III**

Section 1. **INTERNATIONAL ANNUAL MEETING:** The International Legions of Honor Annual Meeting will be held at the same time and place as Imperial Session is held each year as stated in Shriners International Bylaws. The International Commander will request the Legion of Honor Unit in that City where the Annual Meeting is to be held to make arrangements for a suitable meeting place and those refreshments, he wishes to have available. The International Commander will set the time and date for this meeting. If there is not a Chartered Legion of Honor Unit in that city, the International Commander will select another Legion of Honor Unit to host and make all the required arrangements. The International Legions of Honor Finance Committee will designate a fixed sum in the Budget to defray the expenses incurred by the Host Unit for the Annual Meeting. All official business of the International Legions of Honor will be concluded at the Annual Convention.

#### **Section 2: INTERNATIONAL LEGIONS OF HONOR ANNUAL CONVENTION:**

- (A) The International Legions of Honor Annual Convention will be held on the dates approved by the Imperial Divian member that will be the Imperial Potentate at the time of the request and the Potentate of the Temple where said International Legions of Honor Annual Convention is to be held.
- (B) The Annual Convention will be for the purpose of but not limited to receiving the annual reports of the International Commander, International Finance Officer, Committee Chairmen, and the election of all International Officers.
- (C) The financial budget for the Annual Convention is included in the fiscal budget, according to Article VII, Section 1, (C).
- (D) The International Commander is responsible for making all arrangements for the current Annual Convention. The International Legions of Honor is responsible and liable for all expenses incurred during the Annual Convention. All monies (registration and otherwise) generated by the Annual Convention belong to the International Legions of Honor and will be forwarded to the International Finance Officer.

- (E) The Lieutenant Commander, with approval of the International Board of Directors, will set, and announce a registration fee for the Annual Convention. Any Noble who wishes to attend and participate in any of the activities of the Annual Convention will pay such registration fee in advance. If the Lady of an attending Noble (or any other person or persons) wishes to attend and participate in any activities, a registration fee must be paid for each (such registration fee will be paid in U.S. currency.) The registration fee will have a cutoff date for acceptance. Any fees submitted after the cutoff date may be accepted depending on space availability to accommodate the Noble and/or Lady and/or guest.

### **Section 3: INTERNATIONAL LEGIONS OF HONOR ANNUAL CONVENTION CONTRACT VENUE PROCESS**

- (A) The Lieutenant Commander responsible for the convention two (2) years from the current Annual Convention will submit the convention venue contract to the International Legions of Honor Judge Advocate at least two (2) years prior to the Annual Convention for his review.
- (B) The Judge Advocate will submit a written report to the Lieutenant Commander and the International Board of Directors of his recommendations/changes for approval of said contract at the International Board of Directors Arlington meeting two (2) years prior to the Lieutenant Commanders Annual Convention. The initial contract and/or changes to the contract will be approved by majority vote of the members at the meeting. If the contract is not approved at the board meeting, then the contract will be approved according to Article III, Section 2, (D).
- (C) If the convention venue will only negotiate the contract for one (1) year in advance, the Lieutenant Commander will submit the contract to the Judge Advocate for review as soon as possible. The Judge Advocate will submit a written report to the Lieutenant Commander and the International Board of Directors at the Arlington Board of Directors meeting. If the contract cannot be submitted and approved at the Arlington Board of Directors meeting prior to the commencement of the annual convention then the International Commander will call a virtual/teleconference Board of Directors meeting to approve the contract according to Article IV, Section 3, (E). If the contract is not approved the Lieutenant Commander will make the required adjustments and resubmit the contract within 30 days for review and approval as stated above according to Article III, Section 2, (C).
- (D) If the contact is disapproved, as submitted two years in advance, at the Arlington Board of Directors meeting the Lieutenant Commander will review and make the required changes and resubmit the contact to the International Legions of Honor Judge Advocate for review, after which he will submit a report of his recommendations/changes for approval to the Lieutenant Commander and the International Board of Directors at the upcoming Annual Convention International Board of Directors meeting for approval. If the contract is disapproved at the annual convention International Board of Directors meeting, the Lieutenant Commander, within sixty (60) days, will make the necessary changes and resubmit the contract for approval. The International Commander will call a virtual/teleconference meeting according to Article IV, Section 3, to approve the contract. The International Judge Advocate will be part of this meeting to review the contract and recommend approval or disapproval.
- (E) Once the contract has been approved and there are any changes that must be made to the

original approved contract the changes must be reviewed by the International Legions of Honor Judge Advocate, after which he will submit a report of his recommendations/changes for approval to the Lieutenant Commander and International Board of Directors. The changes to the contract must be approved by the International Board of Directors. If this cannot be accomplished at a scheduled International Board of Directors meeting the International Commander will call an International Board of Directors virtual/teleconference meeting according to Article IV, Section 3, (E) to approve the changes.

**Section 4. ARLINGTON WREATH LAYING CEREMONY AT THE TOMB OF THE UNKNOWN:**

- (A) The purpose of the event is to honor those who paid the supreme sacrifice.
- (B) The purpose of the Honor Guard is to ensure an unobstructed path for the International Commander as he lays a wreath at the Tomb of the Unknowns.
  - (1) Members of the Honor Guard will consist of the elected officers and the Past International Commanders.
  - (2) The formation of the Honor Guard will be as follows: The elected officers will be positioned by rank beginning with the highest ranked Lt. Commander present and alternating left and right from the lowest step upward. The International Adjutant and the International Finance Officer will be next, followed by the senior Past International Commander through the junior.
  - (3) The International Commander will choose who will accompany him to lay the wreath.
  - (4) Any dignitary invited to participate with the Honor Guard will line up behind the Past International Commanders.
- (C) Honor Guard Commander
  - (1) The Honor Guard Commander will be the senior Past International Commander present and willing to serve in that capacity.
  - (2) He will be responsible for keeping order and lining up the Honor Guard.

## Section 5: **ARLINGTON VENUE CONTRACT**

- (A) The Lieutenant Commanders responsible for the upcoming Arlington Wreath laying will negotiate a contract with the preferred venue at least one year before the current contract expires and will submit the contract to the International Legions of Honor Judge Advocate for review.
- (B) The Judge Advocate will submit a written report to the Lieutenant Commanders and the International Board of Directors of his recommendations/changes for approval of said contract.
- (C) The Lieutenant Commanders will present the contract at a scheduled International Board of Directors meeting. The initial contract and/or changes to the contract will be approved by majority vote of the members at the meeting.
- (D) If the contract is disapproved, the Lieutenant Commanders will review and make the required changes within thirty (30) days and resubmit the contract to the International Legions of Honor Judge Advocate for review, after which he will submit a report of his recommendations/changes for approval to the International Commander, the Lieutenant Commanders, and the International Board of Directors.
- (E) If the contract cannot be presented at a scheduled International Board of Directors meeting prior to the Arlington commencement date then the Lieutenant Commanders will notify the International Commander to call a virtual/teleconference meeting according to Article IV, Section 3, to approve the contract. The International Judge Advocate will be part of this meeting to review the contract and recommend approval or disapproval. The initial contract and/or changes to the contract will be approved by majority vote of the members at the meeting.
- (F) Once the contract has been approved and there are any changes that must be made to the original approved contract the changes must be reviewed by the International Legions of Honor Judge Advocate, after which he will submit a report of his recommendations/changes for approval to the Lieutenant Commander and International Board of Directors. The changes to the contract must be approved by the International Board of Directors. If this cannot be accomplished at a scheduled International Board of Directors meeting the International Commander will call an International Board of Directors virtual/teleconference meeting according to Article IV, Section 3, (E) to approve the changes.

## **ARTICLE IV**

Section 1. **OFFICERS:** The Elective Officers of the International Legions of Honor will be an International Commander and eight (8) International Lieutenant Commanders, to be designated and ranked as 1st, 2nd, 3rd, 4th, 5th, 6th, 7th and 8th International Lieutenant Commander for a one (1) year term and an International Adjutant for a three (3) year term and an International Finance Officer for a three (3) year term which will commence one (1) year after the election of the International Adjutant.

- (A) **REQUIREMENTS FOR ELECTION:** A member of the International Legions on Honor

will be eligible for International Office only if:

- (1) He has served as Commander or is serving as Commander of his unit at the time he is elected, in which event he must complete his term as local Commander or will automatically be suspended as an elected officer, except for the offices of the Adjutant and Finance Officer.
- (2) His Unit has been a member of the International Legions of Honor for at least one year prior to his election.
- (3) A Unit member will submit an International Officer Application, approved by his Temple Potentate and Unit Commander, along with his proof of military service (as required by Article II. Section 1) which must be in the possession of the International Commander and International Adjutant at least sixty (60) days prior to the first day of the International Legions of Honor Annual Convention. This provision, however, does not apply to current International Lieutenant Commanders seeking election to the next higher office and the International Adjutant and International Finance Officer who are seeking re-election. The member may attach their history, letters of endorsements and a picture to the application.
- (4) He is at all times a member in good standing of a unit that meets all of the aforementioned requirements.

(B) **MEETINGS/QUORUM:** The Elected International Officers will meet on call of the International Commander, who must call a meeting of the Officers when requested by any five (5) Elected International Officers and when mandated herein. Six (6) of said International Officers will be present to constitute a quorum.

(C) **POWER:** The Board of Directors will have the powers usually vested in the Directors of a Business Corporation, except as otherwise provided in these Bylaws. The Board of Directors will determine and approve all policies governing the International Legions of Honor. No Unit, person or persons, or company has the right or authority, expressed or implied, to act as an agent of, to act on behalf of, or to bind the International Legions of Honor, nor can any of the above by their act or omission obligate or bind the International Legions of Honor, except as specifically provided in these Bylaws and/or by approval of a majority of the Board of Directors. The Board of Directors may remove any Director for cause by a resolution passed by two-thirds (2/3) of the Board of Directors present, provided that such Director prior to his removal will have received a copy of the charges against him, delivered to him personally or by mail at the address appearing on the records of the organization at least ten (10) days prior to the adoption of such resolution, and such Director has had an opportunity to be heard on the charges at a meeting of the International Board of Directors called for such purpose.



## Section 2. **DUTIES OF OFFICERS:**

(A) **THE INTERNATIONAL COMMANDER:** The International Commander will preside at the International Legions of Honor Annual Convention; call assemblies of the Board of Directors, and act as its Chairman; make appointments of Appointive Officers, appoint Committee Chairmen; and serve as ex-officio Chairman of all Committees. He will communicate in writing, on a regular basis with all Elected International Officers and the International Board of Directors (at least quarterly); he will receive written communications from all International Lieutenant Commanders on a quarterly basis, giving a full report of their progress and travels within their respective Division, and particularly concerning unchartered Units; he will receive at least one Semi-Annual report from all Committee Chairmen and Appointed Officers in writing and respond in writing.

The International Commander will communicate with Units in writing/email, giving a schedule and description of the next International Annual Convention no later than thirty (30) days after being installed as International Commander. His communication will include, but not be limited to the date, times, location, registration fees, and possible schedule of events. It will also include his travel schedule for the year as known at that time, affording others the opportunity to invite him on any open date.

He will be directly responsible for the enforcement of the International Bylaws, and Shriners International Bylaws, and support of all International Programs and policies by other International Officers; and maintain a very close liaison with all International Officers on a continuing basis.

He will also be responsible for the conduct of all International Officers as he must answer to the Imperial for any infraction thereof.

The International Commander will be responsible for establishing a procedure for collecting all fees for the Annual Convention. He will ensure the procedure has a provision for notifying or sending the funds to the International Finance Officer. Any expenditure of these funds must be in accordance with the budget or have prior approval by the International Board of Directors.

He will conduct himself at all times in a manner that brings high esteem to the International Legions of Honor.

In the event of death, disability or absence from any meeting of the International Commander, the First International Lieutenant Commander will assume and perform the duties of a deceased or disabled International Commander as the "Acting International Commander"; except that the planning for holding of the International Legions of Honor Annual Convention will become the primary responsibility and duty of the International Chief of Staff, coordinating all such plans with the "Acting International Commander". By the assumption or performance of such duties, the International Lieutenant Commander will not vacate his Elective Office but will perform such duties in addition to his regular duties and will not, thereby, become entitled to be known as a "Past International Commander." It will be the responsibility of the International Board of Directors to contract and make all arrangements for the ensuing Annual Convention (in case of the International Commanders demise) should the International Chief of Staff be unable to perform as directed.

(B) **THE INTERNATIONAL LIEUTENANT COMMANDERS:** Will act as Liaison Officers

for the International Commander; serve as Chairman of the Committees hereinafter provided; and perform such other duties as designated by the International Commander, including, but not limited to: communicating (in writing) with all Unit Commanders, Adjutants or both on a regular basis and no less than quarterly; he will personally visit as many Units in his assigned Division as possible each year; he will accept invitations to Unit installations and functions, etc. as often as possible; most importantly, he will visit his Units as often as possible on their regular business meeting nights in order to have the time to relate all International news to that Unit and answer all their questions.

He will assist in collecting the Annual Dues and Annual Reports when notified of delinquent Units in his Division. He will appoint an Aide in each Unit, whose duties will also include Ad Sales. He will also appoint a Division Ad Chairman. He will give 100% effort to reaching the Ad Sales Goal set by the International Commander for his Division; he will communicate frequently with all other International Officers.

He will communicate and personally visit all Temples in his Division from time to time that do not have a Legion of Honor or one that does not belong to the International Legions of Honor and will make every effort to Charter any and all Units in his Division that are not members of the International Legions of Honor; he will notify the International Commander, in writing, at least quarterly of his efforts and progress. He will attend all called meetings of the International Commander, the Annual Convention, Board of Directors meetings, Executive meetings, the Imperial Session, if possible, the Association Legions of Honor meetings in his Division and others, if possible, and the Ottawa and Arlington Ceremonies and meetings. He will support the policies of the International Legions of Honor and International Commander and all programs sponsored by the International Legions of Honor. He will encourage other International Officers to assist him in his Division when needed.

In case of a vacancy on the International Line due to the death, sustained illness, or resignation of an International Lieutenant Commander, the International Commander will appoint a Past International Commander (preferably from the same Division if possible) to complete the year. The Past International Commander appointed will have all the rights and privileges of an International Lieutenant Commander while serving the balance of the term for which he was appointed. He will likewise be held responsible for the performance of the duties of the Elected International Lieutenant Commander. Should a vacancy occur in the elected Line and be filled for the remainder of that year, as aforementioned, all lower ranked Lieutenant Commanders will stand for election for the next higher position than they would have stood for had the vacancy not occurred.

However, if the lower ranked Lieutenant Commanders mutually agree they may adjust the position for which they will seek election at the next Annual Convention.

**(C) THE INTERNATIONAL ADJUTANT:** Will record the proceedings of the Annual Convention, Called Meetings, and Board of Directors and Elected Officers meetings; keep the permanent records, the Seal, conduct the correspondence and issue the orders of the International Commander.

The International Adjutant will receive all monies (in U.S. Funds) from the Units which will include all dues, ad monies and supply monies for articles carried by the International Quartermaster but not limited to just these items; He will forward all monies received to the International Finance Officer after duly recording same. A petty cash fund will be maintained for the operation of the International Adjutant's Office (not to exceed \$500.00). Upon receiving a delineation of the expenditures from said fund the International Finance Officer will immediately replenish said fund to its mandated amount.

The International Adjutant will be Chairman of the committee charged with the publication of the Yearbook and receive the content from the various Units and Nobles. He will ensure that the International Newsletter is published on a quarterly basis set by the International Commander and agreed to by the contracted printer.

He will notify the International Commander and all International Lieutenant Commanders of any and all Units that are 30 days delinquent in their dues or Annual Reports. The International Adjutant will send a registered letter to the Commander or Adjutant of any Unit that should remain delinquent in their International Dues beyond March 1st informing the Commander or Adjutant that his Unit is suspended from active membership in the International Legions of Honor. The letter will further state that if said dues are paid and received by the International Adjutant within fourteen (14) days from the date of the notification, their Unit will be fully reinstated; otherwise, their Unit will remain suspended, and the Unit Commander will within seven (7) days return their International Charter. The letter will also be copied to the Potentate of said Temple.

The International Adjutant will be responsible to originate/cancel all contracts for vendors. With the assistance of the Lieutenant Commanders, he will define new vendors, forward contracts to prospective vendors, receive signed contracts from vendors, sign and affix our seal and send a signed copy back to the vendor. He will also forward a copy of the approved copy to the International Finance Officer, who will then be responsible to monitor and collect commissions due to the Association by respective vendors.

If requested by the International Finance Officer, he will contact delinquent vendors by registered letter notifying the vendor that the contract is being canceled and the vendor should cease and desist utilizing/supplying any item utilizing the Legion of Honor trademark. Said contracts should be renewed on a yearly basis.

The Adjutant of the International Legions of Honor shall have the authority to correct spelling, grammar, article and section designations, paragraph reformatting, cross-references, punctuation and to make such other technical and conforming changes as may be necessary to the International Legions of Honor Bylaws, if it does not directly affect the meaning of said Bylaw. Any changes will be presented to the International Judge Advocate and Bylaw Committee for review to determine if the change(s) affects the meaning of the Bylaw. If it is determined the meaning of the

Bylaw has been changed then they must be approved according to Article IX, Section 1. If the changes did not affect the Bylaw, then these changes need not be brought to the nobility for a vote.

Should a vacancy occur in the office of International Adjutant the Board of Directors will appoint a qualified Legion Noble to fill the said vacancy until the next Annual Convention, at which time the unexpired term of the International Adjutant will be filled by election. The appointed Legion Noble will have the time, qualifications, and the ability to perform the duties of the International Adjutant's Office.

**(D) THE INTERNATIONAL FINANCE OFFICER:** Will keep full and complete records of the International Legions of Honor finances, pay all accounts and expenses that have been approved in the Budget, and all expenses of the International Legions of Honor that do not appear in the approved budget, but that have subsequently been approved by the International Finance Committee. He will receive all monies forwarded to him by the International Adjutant and International Quartermaster once duly recorded. The International Finance Officer will present the financial records of the International Legions of Honor to the appointed Auditing Committee prior to the Annual Convention for their inspection and audit. The Chairman of the Auditing Committee will report his findings to the membership in session during the business meeting when called upon. The International Finance Officer will report the findings of the Auditing Committee to the Board of Directors.

The International Finance Officer will submit a full financial report to the Finance Committee members and the International Board of Directors at least every four (4) months. He will submit a preliminary closing financial report for the fiscal year to the Finance Committee and the International Board of Directors at the International Legions of Honor Annual Convention. He will submit a final financial report for the fiscal year no later than sixty (60) days after the close of the fiscal year (see Article VII, Section 1, (C)) to the Finance Committee and the International Board of Directors. If the current Finance Officer does not continue as the Finance Officer he will turn over, at that time, all funds, fiscal books, and records to his successor. The International Finance Officer will keep all surplus monies invested, as determined by the Finance Committee.

He will notify the members of the Finance Committee of the standing of all investments in each Financial Report.

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

Should a vacancy occur in the office of the International Finance Officer the Board of Directors will appoint a qualified Legion Noble to fill the said vacancy until the next Annual Convention, at which time the unexpired term of the International Finance Officer will be filled by election. The appointed Legion Noble must have the time and ability to perform the duties required of the International Finance Officer. To ensure the ILOH can always operate the International Adjutant will be added to all ILOH financial accounts as an alternate signer.

**Section 3. INTERNATIONAL BOARD OF DIRECTORS:** The Officers named in ARTICLE IV, Section 1, all past and current International Commanders will have a vote in all matters before the Board. The Board of Directors is the governing body of the International Legions of Honor when the membership is not in session and will meet at the Arlington Wreath Laying, the Annual Convention, upon the call of the International Commander when necessary and prudent and upon the request of five (5) members of the Board of Directors. The Board will meet for the purpose of, but not limited to, recommending policy to the International Commander and will approve a Budget for the ensuing year at the Arlington Meeting. Only members of the Board will be admitted to any meeting of the Board, except that the Board may invite others to attend. Members will be notified of all called Board meetings by the International Adjutant's Office at least ten (10) days prior to a virtual (i.e., Zoom meeting) meeting and thirty (30) days prior to an in-person meeting.

**Section 4. INTERNATIONAL APPOINTED OFFICERS:** The International Commander will appoint an International Chief of Staff, an International Chaplain, an International Sgt-at-Arms, International Parliamentarian, an International Historian, and an International Judge Advocate. The International Commander may also appoint others as Aides, Assistant Chief of Staffs, and in such other capacities as he may deem to be in the best interest of the International Legions of Honor. Such appointees will not vote in such capacity at any meeting, unless authorized elsewhere herein.

**Section 5. DIVISION APPOINTED OFFICERS:** Appointments by International Lieutenant Commanders will be limited to Chief of Staff, Assistant Chiefs of Staffs, Chief Aide, Aides, Advisors and Division Ad Chairman. Such appointees will not vote in such capacity at the International Legions of Honor Annual Convention. International Lieutenant Commanders will appoint a divisional Ad Chairman respective to their Divisions.

**Section 6. ALL APPOINTEE ELIGIBILITY:** In order for any Legion Noble to receive an appointment in the International Legions of Honor, he must be a member in good standing of a Chartered Unit of the International Legions of Honor that is in good standing at that time.

## **ARTICLE V**

Section 1. **NOMINATIONS AND ELECTIONS:** All of the Elective Officers of the International Legions of Honor will be nominated from the floor at the International Legions of Honor Annual Convention by an ACCREDITED VOTING REPRESENTATIVE. If there is no objection, an ACCREDITED VOTING REPRESENTATIVE may also be permitted to move that all International Lieutenant Commanders, or any number of same, be elevated one position. The Legion Nobles being nominated for the offices of International Commander and International Adjutant and International Finance Officer must be nominated individually by an ACCREDITED VOTING REPRESENTATIVE.

Section 2. **INSTALLATION:** The Officers of the International Legions of Honor will be elected and installed at the International Legions of Honor Annual Convention each year. If an Annual Convention cannot be held, the International Legions of Honor Commander will call a special electronic meeting, with at least a 45-day notice to all Legion of Honor Units in good standing that have submitted their Annual dues and delegates for the current year. Units that have not submitted an Annual Report by the deadline prescribed by Article VIII, Section 2 on March 1<sup>st</sup>, will forfeit their right to vote. Such Officers will perform the duties allotted to them until their successors are duly elected and installed. The newly elected officers will be sworn in immediately at the conclusion of the election.

Section 3. **VOTING:** An Accredited Voting Representative authorized to vote during the International Legions of Honor Annual Convention is: An Elected Officer of the International Legions of Honor as listed in ARTICLE III, Section 1; Past International Commanders; the two (2) delegates from each Legion of Honor Unit and Emeritus members according to Article V, Section 4. Only those members who are present with signed credentials (annual delegate form signed by the Unit Commander or Adjutant) and their Unit has met the requirements in Article VIII, Section 1 will be allowed to vote. Proxies or absentee votes are not allowed.

**Section 4: EMERITUS.** Any member in good standing of an accredited Legion of Honor Unit who attends an International Legions of Honor Annual Convention as an International Officer, delegate or alternate delegate will be credited with two (2) points; a member in good standing as a non-voting delegate will be credited with one (1) point towards their Emeritus Status. When a member in good standing of an accredited Legion of Honor Unit receives enough points as consequence of his attendance at the International Legions of Honor Annual Convention, as set forth herein above, that he will be eligible by attending the next Annual Convention to be credited with his ten (10) points. A vote will be taken as the first order of business at the Annual Convention business meeting to confirm his Emeritus Status, and the Emeritus Status of the other members so situated. If his Emeritus Status is then approved, he may continue to attend that Annual Convention as an Emeritus Member, and he will be entitled to vote as such at that time and thereafter.

In the event that an existing Unit of this Association be disbanded, or for any reason lose or surrender their Unit Charter, all members of such Unit who at that time hold Emeritus status will have to become a dues paying Member or Associate Member of another Temple and a member of that Temple's Legion of Honor Unit to retain his Emeritus Status and voting rights in the International Legions of Honor.

## **ARTICLE VI**

**PARLIAMENTARY AUTHORITY:** The current Bylaws of the International Legions of Honor will govern the Association in all cases to which they are applicable and in which they are not inconsistent with Shriners International Bylaws and Shriners International Rules and Regulations that govern all members of Shriners International. If not covered by the above, then the latest edition of "ROBERT'S RULES OF ORDER" will apply.

## **ARTICLE VII**

**THE INTERNATIONAL COMMANDER:** Will be an ex-officio member of all Committees and will appoint a Chairman (an International Lieutenant Commander) for the following Committees: Bylaws, Membership, Credentials, Arlington Ceremony-Meeting, Auditing, Drill Rules, Patriotism, Planning, and Imperial Relations.

### **COMMITTEES:**

#### **Section 1. INTERNATIONAL FINANCE COMMITTEE:**

- (A) The International Finance Committee will consist of the International Commander, the eight (8) International Lieutenant Commanders, the International Adjutant, and the International Finance Officer. The International First Lieutenant Commander will serve as Chairman of the International Finance Committee.
- (B) This Committee will assist the International Commander in finding additional acceptable means of increasing the income of the International Legions of Honor, and to consider and approve/disapprove all payments from special accounts exceeding \$100.00 as the International Commander may request. The International Finance Committee will have the obligation and responsibility, subject to the standard of a prudent investor, to invest the monies belonging to the International Legions of Honor. Said committee will receive a report regarding all finances from the International Finance Officer three (3) times per year (Spring, Summer, and Fall).
- (C) The First International Lieutenant Commander will prepare a budget for the ensuing fiscal year which is June 1<sup>st</sup> to May 31<sup>st</sup>. The budget will incorporate the general operating, annual convention, and the Arlington Wreath Laying budgets. The budget will be presented to the International Board of Directors at the Arlington Board of Directors meeting for their review, discussion, (additions, changes, etc.) and recommendations. The budget will be approved by a majority vote of those present at the meeting. If any of the budget is disapproved the First Lieutenant Commander and the Finance Committee have Sixty (60) days to review and make changes to the budget. The International Commander will call a virtual/teleconference Board of Directors meeting to approve the budget according to Article IV, Section 3, (E).

**Section 2. INTERNATIONAL BYLAWS COMMITTEE:** Will read and study all proposed

Bylaw Amendments to determine their legality and recommend disposition of same. At the discretion of the International Commander may direct the Bylaws Committee Chair to review and make changes as necessary to the Bylaws to ensure they are in compliance with the Shriners International Bylaws and the functionality of the International Legions of Honor practices. The changes will be submitted for approval according to the instructions in Article IX, Section 1

Section 3. **INTERNATIONAL MEMBERSHIP COMMITTEE:** Will act upon all applications for membership, investigate the fulfillment of all requirements of Units and make recommendations to the International Commander, who upon approval, will cause a (Charter) in the International Legions of Honor to be issued.

Section 4. **INTERNATIONAL CREDENTIALS COMMITTEE:** Will see that the Necessary supplies and material are obtained and set up at the registration area for each International Legions of Honor Annual Convention and keep accurate records of all Legion Nobles who register and report same during the Annual Convention. The Chairman will be responsible for getting sufficient assistance.

Section 5. **INTERNATIONAL ARLINGTON CEREMONY/MEETING COMMITTEE:** Will be chaired by an International Lieutenant Commander with another International Lieutenant Commander as Deputy Chairman. The Chairman will appoint Legion Nobles to carry out certain duties prior to and while at the Tomb. The Chairman will make all arrangements for transportation, hotel accommodations, hospitality and banquet arrangements if scheduled. The Chairman will make all arrangements at the Tomb with the Director and with the Host Temple. He will arrange for a suitable wreath to be on hand for the Ceremony and any other arrangements necessary for a well-coordinated ceremony. The Chairman will make the necessary arrangements for all meetings requested by the International Commander. The Chairman along with the International Board of Directors will determine a registration fee for attendance. The Chairman will create a procedure for collecting the fee and sending the funds to the International Finance Officer.

Section 6. **INTERNATIONAL AUDITING COMMITTEE:** The Audit Chairman will audit the accounts of the International Finance Officer and may select addition officers to help with the audit. Upon completion the Audit Chairman will submit a written report, signed by the Audit Chairman and the Finance Officer, of the audit finding, to the International Commander at the International Legions of Honor Annual Convention business meeting.

Section 7. **INTERNATIONAL YEARBOOK COMMITTEE:** Will be chaired by the International Adjutant. The International Commander and all Lieutenant Commanders will contribute required materials. Unit Adjutants and Unit Ad Salesman will contribute all information required by the International Legions of Honor for respective Units Ads to be published in the Yearbook.



Section 8. **INTERNATIONAL DRILL RULES COMMITTEE & COMPETITION:** Will meet at least once each year to discuss any possible changes that may be needed in our Drill and Color Guard Rules, Regulations, and Requirements and report their findings at the Annual Convention. The Chairman will be responsible for getting sufficient assistance. The Chairman is also responsible for trophies, plaques other necessary arrangements.

Section 9. **INTERNATIONAL PATRIOTISM COMMITTEE:** The Chairman will request articles to be submitted by the Nobility and report to the Committee anything of interest in reference to Patriotism.

Section 10. **INTERNATIONAL PLANNING COMMITTEE:** This Committee will develop plans for the future of the ILOH. for presentation at the Annual Convention and will also review membership information on the ILOH website.

Section 11. **INTERNATIONAL IMPERIAL RELATIONS COMMITTEE:** Will stay in direct contact with the Imperial Council and report their findings. The Chairman will be responsible for Imperial relations.

**NOTE:** Each Committee Chairman will submit a written/email report during the International Legions of Honor Annual Convention.

Section 12. **INTERNATIONAL AWARDS/EMBLEMS & INSIGNIA:** International Awards and Emblems Committee: The Chairman is responsible for receiving recommendations toward the Distinguished Service Award (DSA).

The Distinguished Service Award is the highest award that the International Legions of Honor (ILOH) can bestow on a Legionnaire. A candidate must be nominated by an ILOH Lieutenant Commander in writing 30 days prior to the annual Arlington pilgrimage and copied to The International Commander, Adjutant and respective ILOH Lieutenant Commanders. ILOH Lieutenant Commanders may bring the documentation for one additional candidate which he will present to the Executive Board at Arlington for approval if the first candidate is rejected by the board.

A candidate must be a Legionnaire in good standing with his unit and the International Legions of Honor. He must have provided exceptional-level service to the Legion of Honor at the unit level, their association, the ILOH or any combination.

Annually, the ILOH may present up to 8 DSAs. There is no obligation to select all 8 DSAs in any given year. The selected nobles will be presented with their DSAs at the Annual Convention. If the recipient cannot be present, the Lieutenant Commander who made the nomination will be responsible for taking the lapel pin and certificate and making the presentation at a later time. The 8<sup>th</sup> Lieutenant Commander is charged with coordinating this program; this includes preparing copies of all documents for the vote at Arlington and presenting the DSA framed certificates for signature by the International Commander and Adjutant.

Candidates must be elected by the ILOH Board of Directors at their meeting during the annual Arlington pilgrimage. Noted certificates will be mounted in a study and or durable frame for the recipients display.

**Procedure:** The list of candidates will be presented to the board by the 8<sup>th</sup> Lt Commander. If there is discussion concerning an individual candidate, and that individual's nomination is rejected by a majority vote by the board, his name should be removed from the list. If the Lt Commander who presented the nomination has a second candidate, that candidate should be presented at that time ONLY and if the board approves, he can be added to the list. Once discussion is completed, the candidates on the list can be approved as a group. Other Awards and or Emblems for presentation will be the responsibility of the 8<sup>th</sup> Lieutenant Commander.

## **ARTICLE VIII**

Section 1. **DUES:** The Annual Dues for member units of this Association will be due and payable on January 1<sup>st</sup> of each year in the amount of four dollars (\$4.00) per unit member, based on membership totals as of December 31<sup>st</sup> of the preceding year. Units with ten (10) or less members the minimum payable is forty dollars (\$40.00) per unit. All funds must be paid in US Dollars. The only exception to the aforementioned dues will be those holding Honorary Memberships within a unit. Honorary members do not pay dues. Said revenues will be placed in the ILOH general fund.

Section 2. **SUSPENSION:** Any Unit failing to pay their Annual Dues, by March 1st, will be suspended from the International Legions of Honor. Any Unit failing to comply with this Section will surrender their Charter automatically to the International Adjutant on or before March 31<sup>st</sup> and will cease from representing the International Legions of Honor and is not authorized to wear the Legion of Honor Medallion until the Unit is reinstated according to Article VIII, Section 3.

Section 3. **REINSTATMENT:** If a suspended Unit wants to be reinstated, the Unit must submit a Reinstatement Application with the following items:

- (A) Unit dues according to Article VIII Section 1 and a \$100.00 reinstatement fee.
- (B) Certification by the Unit Commander that all members meet the eligibility requirements according to Article II, Section 1, (A), of the International Legions of Honor Bylaws.
- (C) The application signed by the Unit's Illustrious Potentate authorizing the reinstatement.
- (D) A copy of the Unit's approved and signed Bylaws.
- (E) A list of Officers (with titles) and members with address, phone, and email contact information, etc.
- (F) All documents, monies, etc. that are required will be forwarded to the Division International Lieutenant Commander responsible for the Unit. The Division

International Lieutenant Commander will review the reinstatement documents and forward them to the International Adjutant for processing. The reinstatement will not be authorized until all required documents and monies are received by the International Adjutant. The International Adjutant will reissue the Units Charter once all requirements are met.

## **ARTICLE IX**

Section 1. **AMENDMENTS:** The Bylaws may be amended at any International Legions of Honor Convention by a two-thirds (2/3) vote of those present and entitled to vote and voting at such meeting. All amendments, changes, etc. will have been submitted in writing by a Legion of Honor Unit member - in good standing - (signed by the current Unit Commander and Adjutant) or by a current International Legions of Honor Officer (signed by the International Commander and International Adjutant) to the International Commander and International Adjutant at least ninety days (90) prior to the Annual Convention. The International Adjutant will notify the Unit Commander and Adjutant, by email on file, of all submitted proposed amendment(s) or by written notification, if no email on file, and will post the amendments on the International Legions of Honor website which will suffice as final notification to all International Legions of Honor Units.


Section 2. It will be the responsibility of Unit Commanders to urge their members to see and read the written correspondence on all proposed Bylaw Amendments in order that they are well versed on same prior to the vote.

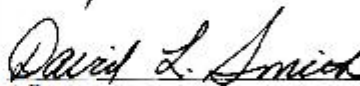
**CERTIFICATE ACCOMPANYING NEW OR AMENDED  
BYLAWS OF ASSOCIATIONS OF UNITS/CLUBS**

I, Wayne Steele, Commander of this Association, hereby certify that:

1. This is an association of units/clubs.
2. The attached bylaws or amendments were duly presented for consideration in accordance with the bylaws of this Association; and §209.4(c) of the bylaws of Shriners International.
3. The attachments are approved for presentation to the Imperial Potentate.

Attest:

  
Commander

  
Adjutant

**APPROVAL**

The foregoing amendments were approved.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Chairman – Jurisprudence & Laws Committee

\_\_\_\_\_  
Imperial Potentate